


Date: March 23, 2023

To: Department Directors

From: Arleene Cuellar, Director 
Human Resources Department

Subject: Overpayments Update Phase 1B

This memorandum serves to provide an update on overpayments, which have been segregated into different phases, details of which are outlined in the table below. Repayments for **Phase 1B** are scheduled to commence on the paychecks of March 24, 2023. Confirmation has been received from all departments that employees have been notified. The total count, by department, for Phase 1B is outlined in the attached summary. Phase 1C reflects 18 employees who have requested an additional deferral, and those repayments have been scheduled to start on 4/21/2023.

Phase	From PPE Date	To PPE Date	Recovery Pay Date	Notices Distributed to Departments
1	6/26/2022	10/2/2022	2/10/2023	Yes
1B	6/26/2022	10/2/2022	3/24/2023	Yes
1C	6/26/2022	10/2/2022	4/21/2023	Yes
2	10/16/2022	12/25/2022	4/21/2023	Yes
3	1/8/2023	3/5/2023	6/30/2023	Notices have been distributed to departments for PPE 1/8/2023, 1/22/2023 & 2/5/2023. PPE 2/19/2023 & 3/5/2023 are pending distribution.

A commitment was made to the unions that if an employee had multiple overpayments in Phases 1, 1B and/or 1C the overpayments would be consolidated in order to mitigate the employee's re-payment hardship. For example, if an employee had an overpayment of \$500 for PPE 6/26/2022 and another one for \$250 for PPE 9/4/2022, both would have customarily been repaid at \$100 per pay period, i.e. \$50 per pay period for each overpayment. However, in order to honor our commitment, the employee will be repaying \$50 per pay period for both overpayments. Please note that in order to facilitate future audits and maintain accurate records for the two separate periods in which the overpayments occurred, two \$25 deductions will be reflected in the employee's paycheck.

Departmental Personnel Representatives and their staff are encouraged to continue to avail themselves of the HCM Live Help Desk, which provides immediate access to Central HR staff in order to address business processes, off cycle requests and/or to work through personnel and payroll questions in an effort to expedite resolutions.

Thank you for your continued support. Should you have any questions, please do not hesitate to contact Joy Clodfelter, HR Division Director at Joy.Clodfelter@miamidadegov.

Attachment

- c: Office of the Mayor - Chiefs
 - Joe Conway, Assistant Director, Office of Management and Budget
 - Mario Cromartie, Assistant Director, Office of Management and Budget
 - HR Payroll and Shared Services Staff
 - Departmental Personnel Representatives
 - Union Presidents

**SUMMARY OF OVERPAYMENTS WITH REPAYMENT
SCHEDULED TO COMMENCE 3/24/2023 (PHASE 1B)**

Departments	Number of Employees
Animal Services	8
Aviation	46
Board of County Commissioners	1
Communications Department	2
Community Action & Human Services	7
Corrections and Rehabilitation	8
Elections	1
Fire Rescue	62
Information Technology	5
Juvenile Services	1
Legal Aid	1
Libraries	6
Parks, Recreation & Open Spaces	1
Police	159
Public Housing & Community Dev	2
Regulatory & Economic Resource	3
Seaport	8
Solid Waste Management	58
Transportation & Public Works – <i>all overpayments were requested to commence in Phase 1B instead of originally scheduled in Phase 1</i>	530
Water and Sewer	15
Grand Total	924