



# **PERSONNEL AND PAYROLL REFERENCE**

## **People and Internal Operations Department**

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## **EMPLOYEE CLASS**

<b>TYPE</b>	<b>INFORMS Employee Class</b>	<b>DESCRIPTION</b>
<b>Full-Time</b>	Permanent	After a probationary period is successfully served, an employee is placed in this status code. Only <b><u>full-time</u></b> classified service employees occupy this status code.
	Probationary	This status is used when an employee is hired into a <b><u>full-time</u></b> classified service position. Probationary period is 26 pay periods.
	Exempt	This status is used for <b><u>full-time</u></b> employees exempted from the classified service by Section 2-41 of the Miami-Dade County Code. No probationary period is served.
	Trainee	A <b><u>full-time</u></b> employee who has not met all the qualifications of the specified job.
	Emergency	A <b><u>full-time</u></b> position where unusual conditions exist which require immediate employment. Appointments to this status code should not exceed thirty (30) days unless approved by Human Resources.
	Substitute	A <b><u>full-time</u></b> appointment. Employees assigned this status are replacing a full-time employee who is unable to be on the job.
	Acting Appointment in the Classified Service	A <b><u>full-time</u></b> temporary appointment of an employee to a vacant position that is in recruitment status. Appointments should not exceed six (6) months unless approved by Human Resources.
	Acting Appointment Exempt Employee	A <b><u>full-time</u></b> provisional appointment of a full-time employee to a position in the exempt service, pending recruitment. Appointments should not exceed six (6) months unless approved by Human Resources.
<b>Part-time</b>	Part-time	A position in which an employee works fewer than 40 hours per week. Employees usually work various schedules throughout the year.
	Part-time	Part-Time Temporary/Seasonal
	Farmworker Trainees	Non-full-time and non-career service.
<b>Temporary/ Seasonal (Not eligible for Sick or Annual leave)</b>	Temporary	A provisional or short-term position (non-career service). Appointments are not to exceed six (6) months in any one year unless approved by Human Resources.
	Seasonal	A non-career service position for only certain periods of the year (e.g., summer, elections).
	Florida Back to Work	
	Work Experience Wages	
	Pollworkers	Employees hired to work during an election. Non-full-time and non-career service.
<b>NON-COUNTY EMPLOYEE</b>	Non-County Employee	This status is used to identify an individual who is being paid through the payroll system for a specific administrative reason but is not a County employee.

## **JOB DATA ACTION/REASON**

### **Leave of Absence**

<b>Leave of Absence (C)</b>	Military Leave
	Maternity Leave
	Educational Leave - Job Related
	Illness
	Suspension
	For The Good of County Service
	Personal
	Disability
	Leave of Absence greater than 2 years
	Childcare
	No Pay Status - Temporary Removal
	Compulsory
	Family Leave
	Suspended under Miami-Dade County Code 2-42 (22)

### **Termination Actions**

Type	Description	INFORMS Code
<b>Termination</b>	Breach Public Trust Ord 98-34	ALO
	Death	DEA
	End of Assignment	ETW
	Involuntary Separation	INS
	Layoff	LAY
	Deceased - Line of Duty	LOD
	Misconduct	MIS
	Misconduct - Hold Payout	MSP
	Voluntary Resignation	RES
	Transfer to State	TTS

### **Termination Reasons**

Termination	INFORMS Employee Class
<b>Termination</b>	Voluntary Resignation
	Resignation By Abandonment of Position
	Working Conditions
	Work Hours
	Work Load
	Dissatisfied with Supervisor
	Dissatisfied with Co-Workers
	Disagree with Departmental Policies
	Terminated BI Enrollee, No PCD generated
	Dislike Duties
	Want More Responsible Work
	Insufficient Pay
	Little Chance for Promotion

<b>TYPE</b>	<b>INFORMS Employee Class</b>
<b>Termination</b>	Accept Other Employment
	Florida Back to Work
	Job Dissatisfaction
	Moving From Area
	Pursuance of Domestic Duties
	Attend School Full-Time
	Personal Reasons Not Job Related
	Poor Health
	No Reason Given
	Separations - Other
	Resignation or termination subject to Ordinance 98-34. No annual or sick leave payout.
	Non-County Employee
	Resignation; not in good standing. Not eligible for sick leave payout.
<b>Dismissal (D)</b>	Incompetency
	Offensive Conduct
	Dishonesty
	Insubordination
	Chronic Absenteeism/Tardiness
	Loss of License or Certificate
	Convicted of Crime
	Negligence or Willful Damage
	Under Investigation
	Violation of Departmental Rule
	Physical or Mental Impairment
	Poor Driving Record
	Falsification of Application
	Drug/Alcohol Test Results
	Other Reason
<b>Other Separation (E)</b>	Fail to Satisfy Probationary Period
	End of Temporary Work
	Death
	Layoff
	Co-op Return to School
	Retirement
	Expired Layoff Rights
	Medical Disability
	Administrative
	End of Training Under Federal Grant
	Deceased In Line of Duty
	Line of Duty 100% Disability Retirement
	Retired End of Departure Incentive Program (DIP)
	In Between Elections

### **EARLY RETIREMENT**

#### **DEPARTURE INCENTIVE PROGRAM (DIP)**

DIP Retiree (Cash Option Selected)	RC
DIP Retiree (Insurance Option Selected)	RI

# **COMPONENTS OF PAY (PAY EXCEPTIONS)**

## **1 STEP (Included in FRS Earnings)**

<b>Description</b>	<b>INFORMS Component of Pay</b>
Air Rescue – Fire	AIRRS
Air Truck – Fire	AIRTRK
Aircraft Tech FAA Airframe Cert (Eff. 7/8/02)	ATAFC
Aircraft Tech Power Plant Cert (Eff. 7/8/02)	ATPPC
Arsons Unit Investigators (Eff. 7/3/06)	ARSUNT
Assistant Training Officer - Correctional Officer, Corporal and Sergeant	TRNOFC
Boot Camp	BTCMP
Building Management- ME (Med Ex)	BMME
Certification of Florida Evaluators	FLEVAL
Certified Addictions Professional (CBAPF)	HSCERT
Certified Forensic Computer Examiners	CRTFCE
Certified Professional Secretary	CRTPSC
Certified Public Accountant (CPA)	CPA
CFO in Communications Division (Eff. 7/18/16)	CHFRA
CNG Fuel System Inspector Certification	CNGISP
Correctional Officer as Recreational Officer	CRREC
Corrections Technician IRB/CSB	CTTCHCT
Courtroom Clerk 1	CRTDIS
Courtroom Clerk 1 - Unified Family Court (Eff. 5/9/05)	CRTFAM
Courts - Primary Clerk	CRTPRM
Courts Central DV Intake Unit Family Division	CRTCNT
Criminalist 1, 2 & 3 - Certified	CRMCR
Dispatcher Associate Degree	DISPAD
Educational Incentive Pay - BA	EDINCP
Electronic Courtroom	ELECRT
Emergency Medical Dispatcher (EMD)	FRDISP
FDLE Training Certification	FDLECT
Field Training Coordinators	FTCRD
Field Training Officer	FTO
Field Training Supervisor	FTSPVR
Fingerprint - IAI Certificate	IAICRT
Fire College Personnel	FIRCLG
Fire Diver's Pay (Eff. 3/29/04)	DIVEX
Fire Pers., Bureau Officer-in-Charge	OFFIC
Fire Safety Bureau Personnel	FRSFTY
Fire Safety Specialist Fire Inspector 2	FIRSSF
Fireboat Operator - Fire	FBOP
Firefighter Driver/Operator	DVOP
First Lieutenant	FIR1LT
FL State Certified Real Estate Appraiser	FLAPPR
FL Fire Safety 3	FR3FI
Forensic Health Care Unit (Eff. 7/3/06)	FRHCR
Forensic Photographer IAI Certified (Eff. 4/26/04)	FRPIAI
Forensic Toxicology Certification	FRTOX

<b>Description</b>	<b>INFORMS Component of Pay</b>
FR II C 15	FR2D1
Hazardous Duty Pay	HZRDWS
Hazardous Materials - Fire	HZRDFR
Hazmat	HZMT
Hazmat Specialist - Fire	HZSP
Heavy Equipment Tech. Auto Mechanic	HEAUTO
Hostage Negotiator	HSTNEG
Landfill Superintendent	LNSPR
Leadworker	LEAD
Lifeguard 1 & 2 – EMT	LIFGRD
Logistical Services - Fire	LOGIS
MDT Supervisor Instructor for Rail	TRNIST
Medical Examiner's Office	MEDEX
Motorcycle Patrol Duty	MTRCPD
Night Differential	NGT1S
Paralegal/Legal Assistant Certification	PRLGL
Police Acting Ranks	ACTRK
Police assigned one dog	K9DOG
Police Assigned to MIA	ARPTPC
Police assigned two dogs	K92DGS
Police Dispatchers	TRAIN
Positive Attitude Change Tool Certification	POSATT
Professional Engineer Certificate	PECERT
Property Appraiser-Cert. FL Evaluator (CFE)	PAEVAL
Public Service Aide	PSA
Purchasing & Contract Procurement Class.	PRCHCT
Rail Structure & Inspection Special	RLINSP
Registered Geologist	REGGEO
Registered Interior Design License (Eff. 10/10/05)	RGINTD
RER - Demolition & Renovation	DEMRNV
RER - Scuba/Underwater	SCBUND
Service Excellence Supplement	SRVEXC
Social Work Advocates	VICADV
Society Human Resource Mgmt. Cert.	SHRMC
Solid Waste Supervisory Supplement	SWSUP
Solid Waste Training Program	SWTRNP
Special Operations; Fire	SPCOPS
State of Florida Fire Inspector 2	FI2CRT
State of FL Category 1 LP	CAT1LP
Substance Abuse Professional Certificate	SBABPC
Survey Technician Certification	SRVTCH
Tax Collection - Certified	ATXCLR
Technical Rescue	FRTRS
Temporary Reclassification	TMPLW
TR/Technical Response Truck	TECTK
Trades Allowance - AFSCME 199 & 1542	TRDS
Trades Allowance - Water and Sewer	WSTRDA
Trades Supervisor Contractor	NANTRC
Traffic Signal Technicians 1, 2 and Supervisor - Bench Technicians	TRFTCH
Transfer Station Superintendent	TRNSPT
Trash Truck Driver 1 - Roll Off Vehicle	TTDRV1



<b>Description</b>	<b>INFORMS Component of Pay</b>
TRT - Marine; Fire	FRMRN
Underwater Search & Recovery	UDRWSR
Venom Response	VENOM
W&S Civil Violation Notices	WSCVL
W&S Customer Service Rep. 2 Call Center	WSCCTR
W&S Hazardous Duty	HZRDWS
Water Distribution System Operator License	WDSOPL
Water/Wastewater Treatment Plant Operator License (Eff. 7/19/04)	WWTPL
Welder's Pay (Eff. 2/11/08)	WLDR6G

\*IAFF: When at max, L1 or L2 pay exceptions are paid 5% from max step, L1 and L2 steps

## **2 STEPS (Included in FRS earnings)**

<b>Description</b>	<b>INFORMS Components of Pay</b>
Airfield Proficiency Allowance	AIRFLD
Appraiser or Assessment Evaluator - Supervisory Classifications Only	AAEVAL
Correction Department Trades	CRTRD
Correctional Officer Maintenance Supervisor	COMNSP
Explosive Materials	EXPMAT
Hazardous Duty Pay	HZD2WS
Landfill Superintendent	LNSPR
Licensed Independent Adjuster	FLAINS
Mosquito Control Inspector Certification	MSQCRT
Night Differential	NGT2
Non-Sworn Support	NSWORN
OSHA Training	OSHA
Programmer 2 On-Call	ONCA
Special Response Team	SPCRT
W&S Hazardous Duty	HZD2WS
Water & Sewer On-Call	ONCAWS

## **3 STEPS (Included in FRS Earnings)**

<b>Description</b>	<b>INFORMS Component of Pay</b>
Police Officers and Sergeants Not Classified as Aircraft Operators Assigned to that Function	PLNAOP

### **\*Supplemental Pay Required by Florida Statute**

Salary Incentive for Firefighters: Chapter 633.422

- a. \$50/month for an associate degree, "which degree is applicable to fire department duties."  
(COMPONENT OF PAY – **FIRAA**)
- b. \$110/month for a bachelor's degree, "which bachelor's degree is applicable to fire department duties."  
(COMPONENTS OF PAY CODE – **FIRBA**)

Salary Incentive Program for Full-Time (Law Enforcement) Officers: Chapter 943.22

- a. \$30/month for a community college degree or equivalent.
- b. An additional \$50/month for a bachelor's degree.  
\$120/month for completion of a combination of 480 hours of approved advanced and career development training courses. Officers may receive the prorated amount of \$20/month for each 80-hour training unit completed.

The maximum aggregate amount which any full-time officer may receive under this section is \$130/month.

### **PERCENT ADJUSTMENTS (Included in FRS Earnings)**

Description	INFORMS Code	Percentage
*,*,14,8% PERFORMANCE ADJUSTMENT	PADJ	0.88%
AIRPORT-CFR AND FIRE DEPT. CERTIFD	AIRPY	5.00%
Amer. College Sports Med CEP	ACMS	5.00%
ANIMAL SERVICES DEPARTMENT	ANMLSD	5.00%
Beach Special Operations	BCH%	5.00%
CDL ABOVE REQUIREMENT	WSCDL	1.50%
CERT STATE OF FL FIRE INSPECTOR	FIRISP	3.00%
Cert. Info. Systems Auditor	CISA	5.00%
Certified Fraud Examiner Cert	CFEC	5.00%
Code Comp / Cons Prot Div	CPDCC	10.00%
Code Comp. Div. Insp - H	CDVINH	15.00%
CODE COMPLIANCE DIVISION INSPECTORS	CDIVIN	10.00%
CODE ENFORCEMENT 1%	CEL1	1.00%
CODE ENFORCEMENT 2.5%	CEL2	2.50%
CODE ENFORCEMENT 4%	CEL3	4.00%
CODE ENFOREMENT 6%	CEL4	6.00%
COMPETENCY MILESTONE	COMP2	15.00%
COMPRESSED NATURAL GAS CERTIFICATION	CNGASC	5.00%
CUSTOMER SERVICE EXCELLENCE	WSCSEX	5.00%
Driver Operator Certification	DVOC	5.00%
DTPW Traffic Control	TRFCTL	5.00%
EMERGENCY REPSONSE TEAM	EMERSP	5.00%
EMS FIRE CAPTAINS & LIEUTENANT	EMSC&L	2.50%
EMS OPERATIONS BUREAU	ERMED	5.00%
EMT OR PARAMEDIC(NON-PROTOCOL CERTIFIED)	EMTNC	19.00%

Description	INFORMS Code	Percentage
EMT/PARAMEDIC CERTIFICATION	ETPRCT	5.00%
EPA 608 Certification	EPA608	5.00%
FIRE INVESTIGATOR 1 CERTIFICATION	FRINV1	1.00%
FIRE INVESTIGATOR 2 CERTIFICATION	FRINV2	3.00%
FIRE INVESTIGATOR 3 CERTIFICATION	FRINV3	6.00%
FIRE INVESTIGATOR 4 CERTIFICATION	FRINV4	9.00%
Fire Non-Sworn Support	FNSS	12.00%
FIRE PARAMEDIC (PROTOCOL CERTIFIED)	FIRPRM	24.00%
FIRE PREVENTION INSPECTOR 1 CERT	FIRIC1	1.00%
FIRE PREVENTION INSPECTOR 2 CERT	FIRIC2	3.00%
FIRE PREVENTION INSPECTOR 3 CERT	FIRIC3	5.00%
FIRE RESCUE RESPONSE - NON-EMT	FRRSCN	5.00%
FIRE SAFETY INSPECT 3 CERT OIC	FR3FI%	5.00%
FIRST RESPONDERS PBA	FRPBA	5.00%
FLA. DEPT. LAW ENFORCEMENT CERTIFICATION	FDLE	6.50%
Fleet Management -HEAUTO	FMFAC	5.00%
FLORIDA CERTIFIED FIRE INSPECTOR 2	FLFI2	2.00%
HAZMAT SPEC CERT - HAZARDOUS BUREAU	HZMT	5.00%
ISD Supplement 5%	ISD5PR	5.00%
Lifeguard PWC Supplement	LGJETS	5.00%
MDFR BREATHING APPARATUS CERTIFICATION	FRSCBA	2.50%
MDFR Lifeguard Supplement	FRLIFG	5.00%
MDFR SCUBA Tech	FRSCBA	5.00%
MDFR Self-Cont Breath A(SCBA) Tech	BA	2.50%
MOSQUITO CONTROL	MQINSP	5.00%
Neighborhood Compliance H	NCMPH	5.00%
NEIGHBORHOOD LICENSE COMPLIANCE	NCMP	3.00%
NFPA PLAN EXAMINER 1 CERTIFICATION	PLNEX1	2.00%
NON-SWORN SUPPORT	NSWORN	11.00%
OBSERVERS IN AIRCRAFT	AIROBS	5.00%
Ocean Rescue Comm Support	ORCSOD	5.00%
Operations Support Allowance	OPSSUP	1.50%
PBA COE EMPLOYEES	PCOEE	6.00%
POLICE CHIEF PILOT	PCHFPI	16.00%
RER CC Pay	RERCCP	5.00%
RER Code Compliance Div.	RERCCD	5.00%
SEAPORT 5% DEPARTMENT	SPD	5.00%
Seaport Department Trades	SPTRD	5.00%
SERGEANT-AT-ARMS	SRGARM	7.00%
SOLID WASTE ENFORCEMENT OFFICER	WSTENF	3.00%
SPECIAL INVESTIGATOR-DIR. OFFICE	SPINV%	5.00%
SPECIAL OPERATIONS DIVISION - FIRE	SPCOP%	5.00%
SPECIAL PROJECTS - FIRE	SPFRCF	5.00%

<b>Description</b>	<b>INFORMS Code</b>	<b>Percentage</b>
STATE CERT.INSTRCTR - TRAING. DIV.	INSTC	2.50%
SUPPORT PAY ALLOWANCE	TPOSA	1.50%
SW Enforcement Supplement H	WSTENO	5.00%
TECHNICAL RESPONSE SPECIALIST	FRTRS	5.00%
THREE PERSON RESCUE UNIT	RSCU	5.00%
TP MOT Incentive Pay	TPMOT	1.50%
Transit Supervisory Supplement	TRSUP	5.00%
TWU ALLOWANCE	TWUALW	4.00%
Unified Family Court Pay	UFCCRS	5.00%
USF/NCS Courts Certification	TRANSL	5.00%
Veterinary Medicine Pay Supp	VETMED	5.00%
WASD GSAF LICENSE	WSKLIC	1.50%
WASD GSAF SAFETY TRAINING	WSKST	1.50%
WASD LICENSE	WSLIC	7.50%
WASD SAFETY TRAINING	WSST	5.00%
Waste Enforcement Ofcr 1 SP	WEO1S	5.00%
WASTE OPERATIONS/ENVIRONMENTS	WSTENV	5.00%
WS Class 1/A Pay Supplement	WSOP1A	10.00%
WS Class 2/B Pay Supplement	WSOP2B	7.50%
WS Class 3/C Supplement	WSOP3C	5.00%
WS Oper/Hazard Supp 10	HZD2WA	10.00%
WS Oper/Hazard Supplement	HZRWSA	5.00%

**FLAT DOLLAR ADJUSTMENTS**

Description	INFORMS Code	Amount
4 ASE CERT COLLISION REPAIR & REFINISH	ASE4	\$76.92
4 ASE Certifications Bus Ops	ASE4AB	\$57.69
4 ASE CERTIFICATIONS AUTOMOTIVE	ASE4AT	\$38.46
4 ASE Certs Heavy Truck Bus Op	ASE4HB	\$57.69
4 ASE CERTIFICATIONS HEAVY TRUCK	ASE4HT	\$38.46
7 ASE HEAVY TRUCK CERTIFICATIONS	ASE7HT	\$76.92
8 ASE CERTIFICATIONS AUTOMOTIVE	ASE8CT	\$76.92
AUTOMOTIVE TRADES ALLOWANCE	AUTOTA	\$20.00
CAR COMMUTING ALLOWANCE	CARALW	\$0.00
CAREER DEVELOPMENT MAX ADJ FACTOR	CDEVMX	\$11.54
CONTAMINATED AREAS	CONTAR	\$50.00
CR Pay Supplement	CR100B	\$100.00
CAREER DEVELOPMENT 1	CRDV1	\$9.23
CAREER DEVELOPMENT 2	CRDV2	\$18.46
CAREER DEVELOPMENT 3	CRDV3	\$27.69
CAREER DEVELOPMENT 4	CRDV4	\$36.92
CAREER DEVELOPMENT 5	CRDV5	\$46.15
CAREER DEVELOPMENT 6	CRDV6	\$55.38
CAREER DEVELOPMENT II MAX	CRDVMX	\$23.08
FIRE - A. A.	FIRAA	\$23.08
FIRE - B. A.	FIRBA	\$50.77
FLORIDA PUMP OP CERT	FLPOC	\$35.00
Fire Rescue - Supplement	FR100B	\$100.00
Fire Rescue Supplement	FR50B	\$50.00
FL FIRE OFFICER 1 CERT	FRFO1	\$50.00
FL FIRE OFFICER 2 CERT	FRFO2	\$100.00
Florida Fire Officer III	FRFO3	\$150.00
FL FIRE SAFETY INSPECT 1 CERT	FRSF1	\$25.00
HONOR GUARD	HNRGRD	\$50.00
HOG Mechanic	HOGTEC	\$38.46
FIRE HAZARDOUS	HZDFIR	\$150.00
PBA HAZARDOUS DUTY	HZDPBA	\$150.00
ISD - Flat Supplement	ISD50B	\$50.00
POLICE TWO DOGS ASSIGMENT	K92DGS	\$0.00
CANINE(K9) POLICE DOG HANDLERS	K9DOG	\$0.00
LEVEL 1 EMERGENCY VEHICLE TECH CERT	L1EMR	\$19.23
LEVEL 2 EMERGENCY VEHICLE TECH CERT	L2EMR	\$38.46
LEVEL 3 EMERGENCY VEHICLE TECH CERT	L3EMR	\$57.69
SWM LANDFILL - H	LANDF2	\$300.00
LANDFILL	LANDFL	\$200.00
LIBRARIAN TRAINEE	LIBTRN	\$80.13

Description	INFORMS Code	Amount
MASTER TRUCK EQUIPMENT TECH ASE CERT	MSTREQ	\$38.46
Prod Control Licensed Reviewer	PCLR	\$480.75
Prof. Engineer Supplement	PERR	\$480.75
Prof. Geologist Rec. Supp.	PGRR	\$480.75
Parks - Trades Supplement	PRTRD	\$50.00
PSD ASSOCIATE ARTS	PSDAA	\$13.85
PSD BACCALAUREATE DEGREE	PSDBA	\$36.93
POLICE STANDARDS PAY	PSPAY	\$11.54
POLICE CAPT,CORR LIEUT,FIRE CAP SUPV PAY	PSSUPP	\$300.00
SPECIAL INVESTIGATIVE DUTY	SPCINV	\$10.00
SEAPORT \$50	SPTRD	\$50.00
Structural Retention - RER	SRSPS	\$770.00
SOLID WASTE \$50	SWMTW	\$50.00
CLERK ALLOWANCE	TPCALW	\$40.00
DTPW PAY	TPPAY	\$100.00
WASTE EQUIPMENT OPERATOR	WSTEQO	\$20.00
WASTE ATTENDANT LANDFILL	WSTLND	\$100.00

### **PREMIUM PAY**

#### **Bargaining Unit Employees**

Effective Date	Bi-weekly Amount	Bargaining Unit
7-7-2003	\$25.00	A, D, F, G, H, K, M
7-5-2004	\$50.00	D, F, G, H, K, M
10-19-2020	\$50.00	A
6-1-2020	\$70.00	K & M
1-27-2020	\$70.00	F, G, H
10-19-2020	\$70.00	D
6-28-2021	\$70.00	A

#### **Non-Bargaining Unit Employees (L)**

Effective	Bi-weekly Amount
9-27-04	\$25.00
9-26-05	\$50.00
12-17-18	\$60.00
1-27-2020	\$70.00

PAY EXCEPTION NAME	INFORMS Code	RATE
Premium Pay - AFSCME 3292	PRMPAF	\$80.00
PREMIUM PAY AFSCME A, F, G, H & TWU	PRMPAY	\$70.00
PREMIUM PAY NON BARGAINING TPO	PRMTPO	\$60.00

\* Premium Pay Supplement extended to Bargaining and Non-Bargaining Unit Employees with the exception of Fire and Police, to supplement the agreed upon across the board wage adjustment during the 10/1/05-9/3/08 contract term.

### **PROTECTED CLASS**

Those employees whose records are “protected” per Florida Statutes are identified with a “protected class” value. The possible values for the protected class are:

0	Social security number protected only
1	Firefighters, Police, Corrections, Inspector General and HR Personnel – SSN, home addresses, telephone numbers, dates of birth and photographs are protected, family information is protected. Protection to these employees is applied for the duration of their career regardless of classification.
2	“Inspector” classifications – SSN, home addresses, telephone numbers, dates of birth and photographs are protected. Protection is applied to employees.
3	For spouses and children of Firefighters, Police, Corrections, Inspector General and HR Personnel – SSN, home addresses, telephone numbers, photographs, dates of birth and places of employment are protected.
4	For legal guardians e.g., divorcee of police or firefighter children – SSN, home addresses and telephone numbers are protected.

<b>Comp Rate Code</b>	<b>Description</b>	<b>Comp Base Pay Switch</b>	<b>Rate Code Type</b>	<b>Rate Code Class</b>
CDEV MX	Career Development Max Adj Fac	Y	Flat Amt	FLAT
CRDV1	Career Development 1	Y	Flat Amt	FLAT
CRDV2	Career Development 2	Y	Flat Amt	FLAT
CRDV3	Career Development 3	Y	Flat Amt	FLAT
CRDV4	Career Development 4	Y	Flat Amt	FLAT
CRDV5	Career Development 5	Y	Flat Amt	FLAT
CRDV6	Career Development 6	Y	Flat Amt	FLAT
CRDVMX	Career Development li Max	Y	Flat Amt	FLAT
PSDAA	Psd Associate Arts	Y	Flat Amt	FLAT
PSDBA	Psd Baccalaureate Degree	Y	Flat Amt	FLAT

## **Earning Codes**

(Formerly known as Money Adjustment Codes)

Description	Earning Code	FRS
Accrued Holiday/Compensatory (Regular)	LHP	No
Accrued Sick Leave (Regular)	SPP	No
Annual Leave DROP Payout (Enter DROP)	APF	Yes
Annual Leave Payout	ANF	No
Annual Leave Payout (DROP – Termination)	DRT	Yes
Annual Leave Payout (Pay Supplements Included) (Deceased In Line Of Duty)	APS	Yes
Annual Leave Payout (Regular)	APF	Yes
Annual Pool Charitable Contribution for Disasters (Taxable)	APT	No
AP Charitable Contribution Conversion (Non-Taxable)	APN	No
Bus Operator Student Pay	STP	Yes
Car Commuting Allowance	CCA	No
Cellular Phone Allowance - Office of Inspector General (Taxable)	CPA	No
Compensatory Leave Payout (Earned in the last 11 months)	CNR	No
Compensatory Time	CLM	Yes
Compensatory/Holiday DROP Payout (Earned in the last 11 months) (Enter DROP)	HPF	Yes
Departmental Exceptions	DEN	No
Disability Adjustment	DSA	Yes
Diver's Pay (\$46.50 WASD)	DVP	Yes
Domestic Partner/Over Age Child (DP/OAC) Imputed Income Adjustments	DII	Yes
DROP Annual Payout (Pay Supplements Included)	APS	Yes
DROP Termination (Pay Supplements Included) (Deceased In Line Of Duty)	DTP	Yes
Extra Duty	EXD	Yes
Fire Life Safety Plans Review	FLS	Yes
Flex Dollars	FLX	No
Flex Dollars - Manual Adjustment	FLX	No
Hazardous/On Call (WASD)	ONC	Yes
Holiday Fiscal Year Payout	HFY	Yes
Holiday Leave Payout (Earned in the last 11 months)	HP3	No
Holiday Pool Charitable Contribution for Disasters (Taxable)	HPT	No
Holiday Premium Pay	HPD	Yes
HP Charitable Contribution Conversion (Non-Taxable)	HDN	No
Intervening Overtime (IT/MU)	IOT	Yes
Jury Duty (TWU)	JRY	Yes
Light Duty - MDTA	LDT	Yes
LOA Leave Payout	LAP	Yes
MDT Comparison Pay	CP1	Yes
MDT Comparison Pay Week 2	CP2	Yes
Military Service - Active Duty	MAD	Yes
Miscellaneous (Non-FRS)	MNF	Yes
Description	Earning Code	FRS



Night Differential	NTO	Yes
Non-County Employee Payment	NCE	No
Non-Uniform Allowance (Non-Taxable)	NUA	No
Non-Uniform Allowance PBA (Taxable)	NOU	No
Notice of Acceptance Review Process	NAR	No
On Call	ONC	Yes
Operations Overtime MDFR	OOF	No
Optional Plan Review Program	OPR	Yes
Out of Class	OCL	Yes
Overpayment Deduction (Non-Taxable)	OVN	Yes
Overpayment Deduction (Taxable)	OVP	Yes
Overtime - Straight Time	OTS	Yes
Overtime Fire Off Duty	OFO	Yes
Overtime Hazardous/On Call (WASD)	ONO	Yes
Overtime Job Basis	JBO	Yes
Overtime K-9 Duty	K9D	Yes
Paid Admin. Leave (DP/AH) Bus/Train Drivers	ADP	Yes
Plus Time Project	PTP	Yes
Regular Fire Off Duty Pay	OFF	Yes
Retroactive Overtime	ROT	Yes
Retroactive Regular Hours	RRG	Yes
Settlement Agreement (FRS)	SAF	Yes
Settlement Agreement (Non-FRS)	SAN	No
Sick Leave Payout (Pay Supplements Included) (Deceased In Line Of Duty)	SPN	No
Sick Leave Payout for EC (death) or EI (medical disability retirement)	SPN	No
Sick to Annual Conversion Hours Payout	CHP	No
Special Request Inspection	SPI	No
Special Request Plans Reviews	SRP	Yes
Special Risk Retiree Cash Supplement	RCS	No
Temporary Pay Supplement - Police	TPS	Yes
Tool Allowance (Non-Taxable)	TAN	No
Tool Allowance (Taxable)	TAT	No
Tool Allowance Aviation (Non-Taxable)	TAN	No
Tool Allowance Aviation (Taxable)	TAT	No
Tool Allowance Transit (Non-Taxable)	TAN	No
Tool Allowance Transit (Taxable)	TAT	No
Tool Allowance WASD (Non-Taxable)	TAN	No
Tool Allowance WASD (Taxable)	TAT	No
Tuition Refund - Graduate (Non-taxable up to \$5,250)	GTN	No
Tuition Refund - Graduate (Taxable)	GTT	No
Tuition Refund - Undergraduate (Non-Taxable)	UTN	No
Tuition Refund - Undergraduate (Taxable)	UTR	No
Uniform Allowance (Non-Taxable)	UNN	No
<b>Description</b>	<b>Earning Code</b>	<b>FRS</b>

Uniform Allowance (Taxable)	UNI	No
Uniform Allowance Aviation (Non-Taxable)	UNN	No
Uniform Allowance Aviation (Taxable)	UNI	No
Uniform Allowance PBA (Taxable)	UNI	No
Uniform Allowance Solid Waste (Taxable)	UNI	No
Uniform Allowance Transit (Non-Taxable)	UNN	No
Uniform Allowance Transit (Taxable)	UNI	No
Volunteer Mileage Reimbursement (Non-Taxable)	VMR	Yes
Welfare to Work (Deduction W1) (Non-Taxable)	WWP	No
Workers' Compensation	WKC	No
Workers' Compensation (non-taxed)	WCN	No
Workmans' Compensation (Imputed Income)	WCI	No

## **PAYROLL DEDUCTION CODES**

<b>CREDIT UNIONS</b>	
Credit Union	DCFCU
Tropical Financial Credit Union	TRPCRU
<b>DEPARTURE INCENTIVE PROGRAM (DIP)</b>	
DIP AVMED Health Plan HMO	MDDIP
DIP AVMED Select	MDDIP
DIP DCFF DMO Dental	DNDIP
DIP DCFF DPPO Dental	DNDIP
DIP DELTA Dental	DNDIP
DIP FICA/MICA Recovery	FICA
<b>EXECUTIVE BENEFITS</b>	
Executive Benefits Special (+) (Optional Life for Commissioners)	LIFEEX
Executive Supplemental Pension	EXECPP
ICMA 3% Pick Up Plan (401A) - Execs. Only	ICMAEX
ICMA 6% Pick Up Plan (401A) - Execs. Only	ICMAEX
ICMA 10% Pick Up Plan (401A) - Execs. Only	ICMAEX
<b>GARNISHMENTS</b>	
Alimony	GARN
Child Support Central Depository	GARN
Child Support State Disbursement Unit (FLSDU)	GARN
Commission on Ethics Fees/Fines for Delinquent Accounts	GARN
Delinquent Accounts	GARN
Direct Pay – Alimony	GARN
Direct Pay Child Support	GARN
Florida Department of Education	GARN
Garnishments	GARN
Internal Revenue Service Tax Levies	GARN
IRS Payroll Deduction Agreement	GARN
Set-up Fee	GARN
Statutory Fees	GARN
<b>MISCELLANEOUS DEDUCTIONS</b>	
BMG Loan	BMGLN

Childcare (Carol Glassman Center)	CHLDCR
Employee Fitness Center	FITCNT
MDHA Mortgage Loan (Post Tax)	PHLOAN
Miscellaneous	MISC
United Way	UNTWAY
Workers' Compensation Recapture	WCRCAP
<b>SOCIAL ORGANIZATIONS</b>	
Firefighter Charities	FFCHAR
Firefighters' Progressive Officers	FFPGA1
Hispanic American Firefighter Association Dues	HSAMFF
Hispanic Officers Association Dues	HSOFFA

## **Parking**

<b>Parking</b>	<b>Code</b>	<b>Monthly Amt.</b>
Brightline – 1 Station	BRGHTL	\$265.00
Brightline Parking	BRGHTP	\$40.00
Easy Pass	MTRPAS	\$95.65
Kristie Lot (Surface Lot)	PKKRIS	\$62.27
Overtown Transit Village Garage	PKOVTG	\$62.27
Parking - Overtown	PKOVT	\$62.27
Parking Children's Courthouse	PKCHDC	\$62.27
Parking Fee - Hickman Facility	PKHICK	\$62.27
Parking Fee (Courthouse Center)	PKCRTH	\$62.27
Parking Fee/Surcharge (Cultural Ctr)	PKCLTL	\$62.27
Parking Fee/Surcharge (Garage 5)	PKGRG5	\$62.27
Parking Fee/Surcharge 140 W. Flagler St.	PK140	\$62.27
Parking Graham Lot	PKGRHM	\$62.27
Parking MLK	PKMLK	\$62.27
Parking West Garage	PKWSTG	\$62.27
Tri-Rail Pass	TRIRAL	\$131.75

<b><u>BARGAINING UNIT CODES</u></b>	
Water & Sewer - AFSCME Local 121	<b>A</b>
Firefighters - IAFF Local 1403	<b>C</b>
Transit Workers' Union - Local 291	<b>D</b>
Police - PBA Rank & File Unit	<b>E</b>
Solid Waste - AFSCME Local 3292	<b>F</b>
Aviation - AFSCME Local 1542	<b>G</b>
General - AFSCME Local 199	<b>H</b>
Gov't Supervisors Assoc. - Supervisors Local 100	<b>K</b>
Non-Bargaining Unit	<b>L</b>
Gov't Supervisors Assoc.- Professional Local 100	<b>M</b>
Police Lieutenants - PBA Supervisory Unit	<b>P</b>

**DRIVER'S LICENSE TYPE**

A Permit
A Permit-Air Brake Testing
A Permit-Air Brake and Combo
B Permit
B Permit -Air Brake Testing
B Prmit-Gnl Knlg/Air brake/Pgr
C Permit
C Permit-Air Brake Testing
C Permit-Gen Knwldge/Pasngr
C Prmit-Gnl Knlg/Air brake/Pgr
CDL/Class A
CDL/Class B
Chauffeur license
Class D license
Class E license

**DATES**

<b>Adjusted Pay Anniversary Date</b>	The employee's anniversary date adjusted by any lost/restored pay periods or pay periods on leave of absence.
<b>Adjusted Status Date</b>	The employee's status date adjusted by any lost/restored pay periods or pay periods on leave of absence.
<b>Current Date of Hire</b>	Indicates date that employee was rehired. Current date of hire.
<b>Evaluation Date</b>	The date of the employee's last evaluation.
<b>Last Change Date</b>	Indicates the date of the last change to the employee's personnel master record.
<b>Leave Anniversary Date</b>	The date the employee completes 26 pay periods and their leave usage balances are re-set to zero. (Sick to Annual conversion)
<b>Medical Date</b>	Indicates the date of the last physical examination. <ul style="list-style-type: none"> <li>• Default dates are: <b>01/01/1902:</b> Employees that have had a pre-employment drug and alcohol screen only.</li> <li><b>01/01/1903:</b> No physical or drug and alcohol screen is required.</li> </ul>
<b>Medical Eligibility Date</b>	Indicates the date the employee became or will be eligible for medical insurance. Default date of 11/16/1990 is displayed for employees hired prior to 11/16/1990.
<b>Original Date of Hire</b>	Indicates employee's original appointment to the County.
<b>Pay Anniversary Date</b>	The last date of a change in the employee's salary due to merit, promotion, demotion, or longevity step increases. This date is not affected by cost of living increases, special merit/recognition increases or pay exceptions being added or deleted.
<b>Projected Evaluation Date</b>	The date of the employee's next "projected" evaluation.
<b>Red Circle Date</b>	Indicates the date the employee was placed on a rate above the maximum of their current classification.
<b>Retirement Date Rule 70 Code/Date</b>	Date in which eligible Executive Staff elect to participate in Rule of 70 Executive Retirement Program (age plus years of service equal 70).
<b>Status Date</b>	The last date of a change in the employee's status.

**DEFERRED COMPENSATION LIMITS**

<b>Calendar Year</b>	<b>2014</b>	<b>2015 &amp; 2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
401 Max Annual Amount	\$52K	\$53K	\$54K	\$55K	\$56K	\$57K	\$58K	\$61K	\$66K	\$69K	\$70K
457 Max Annual Regular+Catchup Amount	\$35K	\$36K	\$36K	\$37K	\$38K	\$39K	\$39K	\$41K	\$45K	\$46K	\$47K
457 Max Annual Regular Amount	\$17.5K	\$18K	\$18K	\$18.5K	\$19K	\$19.5K	\$19.5K	\$20.5K	\$22.5K	\$23K	\$23.5K
457 Max Annual Age 50+Amount	\$5.5K	\$6K	\$6K	\$6K	\$6K	\$6.5K	\$6.5K	\$6.5K	\$6.5K	\$7K	\$7.5K

**EDUCATIONAL LEVEL CODES**

<b>A</b>	Not Indicated
<b>B</b>	Less Than HS Graduate
<b>C</b>	HS Graduate or Equivalent
<b>D</b>	Some College
<b>E</b>	Technical College
<b>F</b>	2-Year College Degree
<b>G</b>	Bachelor's Level Degree
<b>H</b>	Some Graduate School
<b>I</b>	Master's Level Degree
<b>J</b>	Doctorate (Academic)
<b>K</b>	Doctorate (Professional)
<b>L</b>	Post-Doctorate

**EMPLOYEE ESSENTIAL CODES**

<b>D</b>	Department Essential - Able to perform activities
<b>E</b>	EOC Essential - Able to perform activities
	Exempt

**ETHNICITY CODES**

<b>WHITE</b>	White
<b>BLACK</b>	Black or African American
<b>HISPA</b>	Hispanic or Latino
<b>ASIAN</b>	Asian
<b>PACIF</b>	Native Hawaiian or Pacific Islander
<b>AMIND</b>	American Indian or Alaskan Native

## **EVALUATION RATINGS**

The evaluation ratings below are in accordance with the provisions of Layoff/Retention calculations.

<b>Rating</b>	<b>Effective Through 5/19/2018</b>	<b>Effective 5/20/2018</b>
<b>Employees: Non-Supervisory</b>		
Unsatisfactory	0.00	1
Needs Improvement	1.60	2
Satisfactory	2.80	3
Above Satisfactory	4.00	4
Outstanding	5.20	5
<b>Supervisory/ Management</b>		
Unsatisfactory	0.00	1
Needs Improvement	2.00	2
Satisfactory	3.50	3
Above Satisfactory	5.00	4
Outstanding	6.50	5

## **EVALUATION TYPES**

<b>Description</b>	<b>Type</b>	<b>INFORMS Code</b>
Employee Performance Evaluation	MDC-Annual Review EE	MDCANNL
Professional/Supervisory Performance Evaluation	MDC-Prof/Supervisory Review ME	MDCPRSUP
Employees reporting to Executives Performance Evaluation	MDC-Annual Review EX	MDMOEX
Executive Performance Evaluation	MDC SR. MANAGEMENT MX	MDCMNGMX
Police Officer Performance Evaluation	Police Officer Evaluation	MDPDOFF
Police Sergeant Performance Evaluation	Police Sergeant Evaluation	MDPDSGT
Police Lieutenant Performance Evaluation	Police Lieutenant Evaluation	MDPDLT
Performance Improvement Plan	MDC Performance Improvement Plan	MDCPIP

## **EXECUTIVE BENEFITS**

Executive benefits may be provided to incumbents occupying positions deemed eligible by the Mayor or County Attorney to participate in the County's Executive Benefit Program.

Executive benefits may be provided to eligible employees who are not under the Mayor's purview at the discretion of the appropriate appointing authority.

The Mayor or County Attorney may review this program periodically and implement any changes that are deemed appropriate to further the purpose of the program.

Commissioners will be eligible for the following executive benefits package:

Benefits Description	FY 2024-25 Annual Amount			
	Executive Benefits Group 1 (E1)	Executive Benefits Group 2 (E2)	Executive Benefits Group 3 (E3) *	Executive Benefits Group C1**
Executive Benefits Allowance	\$10,000	\$8,500	\$7,500	\$19,186
Car Allowance	\$6,500	\$5,200	\$1,500	\$11,192
401A Contribution	\$1,500	\$0	\$0	\$69,000
Expense Allowance	\$0	\$0	\$0	\$43,000
Total Value of Benefits	\$18,000	\$13,700	\$9,450	\$142,378
*Executive Benefits Group EA: This group consists of executives who meet the criteria for Group 3 benefits, but who are designated to receive as benefits allowance of an amount less than \$7,500				
*Executive Benefits Group EH: This group consists of executives who meet the eligibility criteria for Group 3 benefits, but who receive a car allowance only. They do not receive a benefits allowance.				
**Executive Benefits Group C1: Benefit plan designated for Miami-Dade County Commissioners. 401A contribution amount shall be reduced if required by law. The CPU adjustments is based on the U.S. Bureau of Labor Statistics Consumer Price Index for the Miami-Fort Lauderdale-West Palm Beach area - April 2024.				



# **FAMILY MEDICAL LEAVE ACT (FMLA)**

## **Who is eligible for FMLA?**

- Employee who worked 1,250 hours in the previous 12 months, and;
- Employee must have worked for at least one year (calculated from the date leave is to begin and include all non-FMLA leave time).
  - If break in service is less than 7 years: All prior time counts;
  - If break in service is 7 or more years: No prior time counts unless military reason or written agreement.

## **Reasons for FMLA Leave**

- Childbirth (including pre-natal care or incapacity due to pregnancy);
- Placement for adoption or foster care;
- For the employee's own serious health condition;
- To care for employee's spouse, son or daughter, parent (or registered Domestic Partner, for Miami-Dade County employees only) who has a serious health condition.
- **Qualifying Exigency Leave**  
Note: A Qualifying Exigency is a non-medical activity that is directly related to the covered military member's active duty or call to active-duty status.
- **Military Caregiver Leave (or Covered Service Member Leave)**  
Note: To care for a former member of the military or member on the permanent disability retired list is not permitted by this leave.

## **HISTORICAL FICA RATES**

2025	6.20% up to &176,100 in earnings
2024	6.20% up to \$168,600 in earnings
2023	6.20% up to \$160,200 in earnings
2022	6.20% up to \$147,000 in earnings
2021	6.20% up to \$142,800 in earnings
2020	6.20% up to \$137,700 in earnings
2019	6.20% up to \$132,900 in earnings
2018	6.20% up to \$128,400 in earnings
2017	6.20% up to \$127,200 in earnings
2015 & 2016	6.20% up to \$118,500 in earnings
2014	6.20% up to \$117,000 in earnings
2013	6.20% up to \$113,700 in earnings
2012	4.2% up to \$110,100 in earnings
2011	4.2% up to \$106,800 in earnings
2009 & 2010	6.20% up to \$106,800 in earnings
2008	6.20% up to \$102,000 in earnings
2007	6.20% up to \$97,500 in earnings
2006	6.20% up to \$94,200 in earnings
2005	6.20% up to \$90,000 in earnings
2004	6.20% up to \$87,900 in earnings
2003	6.20% up to \$87,000 in earnings
2002	6.20% up to \$84,900 in earnings
2001	6.20% up to \$80,400 in earnings
2000	6.20% up to \$76,200 in earnings
1999	6.20% up to \$72,600 in earnings

### **FLEX DOLLARS**

The County provides eligible employees with \$1,000 in Flex Dollars annually to purchase benefits. Depending upon the insurance plan selected the flex dollars can be increased up to an additional \$260 for a total of \$1,260.

<b>Benefit Plan</b>	<b>Description</b>	<b>Flex Credit Dollar Amount</b>
DCFFH2	DCFF Medical Plan HMO - 2	\$42.31
DCFFH3	DCFF Medical Plan HMO - 3	\$42.31
DCFFH4	DCFF Medical Plan HMO - 4	\$42.31
DCFFHM	DCFF Medical Plan HMO	\$42.31
DCFFHT	DCFF Medical Plan HMO Post Tax	\$42.31
DCFFP2	DCFF Medical Plan PPO - 2	\$42.31
DCFFP3	DCFF Medical Plan PPO - 3	\$42.31
DCFFP4	DCFF Medical Plan PPO - 4	\$42.31
DCFFPP	DCFF Medical Plan PPO	\$42.31
FCAHMO	First Choice Advantage HMO	\$43.46
HMOADV	HMO Advantage	\$43.46
POSADV	POS Advantage	\$38.46
SELADV	Select Advantage HMO	\$43.46

### **GENDER CODES**

<b>M</b>	Male
<b>F</b>	Female

### **JOB CATEGORY CODES**

<b>A</b>	Officials and Administrators
<b>B</b>	Professionals
<b>C</b>	Technicians
<b>D</b>	Protective Service
<b>E</b>	Para-Professional
<b>F</b>	Office-Clerical
<b>G</b>	Skilled Craft
<b>H</b>	Service-Maintenance

### **JOB FAMILY CODES**

<b>1</b>	MDC Volunteer
<b>2</b>	Admin Support/Clerical/Paraprofessional
<b>3</b>	Information Technology
<b>4</b>	Professional/Managerial
<b>5</b>	Protective Services/Code Enforcement
<b>6</b>	Trades/Manual Labor
<b>7</b>	MDC Intern

**JOB STATUS CODES**

<b>1</b>	Hourly (eligible for overtime)
<b>2</b>	Transit
<b>3</b>	Salaried Job Basis (not eligible for overtime) "+" by occupational code in Pay Plan
<b>4</b>	Flat Hourly Rate (no steps in the Pay Plan)
<b>5</b>	Not Paid

**LIFE INSURANCE OVER 50K**

The County provides all benefits-eligible employees with group term life insurance equal to his/her annual adjusted salary. Per IRS regulations, when the employer-provided group term life insurance for an employee exceeds \$50,000, the value of the excess coverage (as determined by the IRS) must be reported as income. The imputed cost, that is, value of the excess benefit, is subject to Social Security (FICA) and Medicare (MICA) taxes, and amounts must be reported on the employee's W-2 form. If the employee's salary does not exceed \$50,000 annually, or \$1,923.08 bi-weekly, no taxes will be assessed on the value of this life insurance benefit.

The cost basis used to derive these taxes is not based on the actual cost of the premium charged by the insurance company, but instead on the imputed costs established by the IRS. The IRS calculates the monthly cost basis per \$1,000 of life insurance on the excess over \$50,000, in accordance with the schedule below.

**LIFE INSURANCE OVER 50K**

Age Range Attained as of 12/31 of Tax Year Being Reported	Monthly Cost per \$1,000 of Life insurance On the Excess Over 50,000
0-24	\$0.05
25-29	\$0.06
30-34	\$0.08
35-39	\$0.09
40-44	\$0.10
45-49	\$0.15
50-54	\$0.23
55-59	\$0.43
60-64	\$0.66
65-69	\$1.27
70-99	\$2.06

## **LONGEVITY ANNUAL ACCRUAL HOURS**

### **Accrual Rates: Forty (40) Hour Workweek Employees**

<b>Length of Service</b>	<b>Additional Annual Leave</b>
0 through 5 years	0
6 years	8 hours
7 years	16 hours
8 years	24 hours
9 years	32 hours
10 through 15 years	40 hours
16 years	48 hours
17 years	56 hours
18 years	64 hours
19 years	72 hours
20 years and after	80 hours

### **Accrual Rates: Forty-eight (48) Hour Workweek (Fire Personnel)**

<b>Length of Service</b>	<b>Additional Annual Leave</b>
0 through 5 years	0
6 years	9 ½ hours
7 years	19 hours
8 years	29 hours
9 years	38 ½ hours
10 through 15 years	48 hours
16 years	57 ½ hours
17 years	67 hours
18 years	77 hours
19 years	86 ½ hours
20 years and after	96 hours

### **Part-Time Employees**

Part-time employees are not eligible to earn Longevity Annual Leave. Please refer to section 02 of the Miami-Dade Leave Manual for more details.

## **LONGEVITY BONUS AWARD (LBA)**

The Miami-Dade County Pay Plan provides for longevity bonuses for employees who complete a minimum of 15 years of continuous service. These bonuses are calculated on a sliding scale of 1.5% to 3% depending upon years of continuous service.

Full time employees that have at least 15 years of service receive a minimum of \$350 longevity bonus award annually.

The following formula will be applied to determine the employee's LBA amount:

Base biweekly and overtime rates - \* 26 \* Years of Service Percentage (see chart below)

The Mayor, at his/her discretion, may change or eliminate the longevity bonus award (LBA) benefits for non-bargaining unit classified and exempt employees under his purview. The determination of whether such premiums shall be paid to employees who work in departments or offices that are not under the Mayor's purview shall be within the discretion of the appropriate appointing authority.

Bargaining unit employees shall be paid in accordance with the terms and conditions of their collective bargaining agreement.

Employees with fifteen (15) or more years of full-time continuous (uninterrupted) County service may be eligible for an annual lump sum longevity bonus in accordance with the following schedule:

<b>Years of Full-time Continuous Service</b>	<b>% of Base Salary</b>
15	1.5%
16	1.6%
17	1.7%
18	1.8%
19	1.9%
20	2.0%
21	2.1%
22	2.2%
23	2.3%
24	2.4%
25	2.5%
26	2.6%
27	2.7%
28	2.8%
29	2.9%
30	3.0%
31	3.1%
32	3.2%
33	3.3%
34	3.4%
35 or more	3.5%

#### **FLSA Hours Calculation**

Employees in bargaining unit "C" (Fire Department) with regular hours of 96 will get FLSA hours paid after they accumulate 2,496 hours. Regular employees will get FLSA hours after 2,080 hours accumulated. The formula to calculate the FLSA amount is the same for both type of employees, the only difference is the amount of hours employees can accumulate.

The calculation is as follows:

FLSA hours = 2,080 or 2,496 (Fire) - leave year hours

FLSA rate = (LBA amount/leave year hours) \* .5

FLSA amount = FLSA rate \*FLSA hours

Add FICA and MICA factors on this rate.

#### **LONGEVITY STEPS**

Refer to Miami-Dade County Pay Plan

#### **MARITAL STATUS CODES**

<b>S</b>	Single
<b>M</b>	Married
<b>T</b>	Married - Single Status
<b>H</b>	Head of Household

**MEDICARE RATE (MICA)**

2021 to 2024 – 1.45% (no limit) *
2013 to 2020 - 1.45% (no limit) *
1999 to 2012 - 1.45% (no limit)

\* Additional 0.9% wages in excess of \$200,000.

The current tax rate for Social Security is 6.2% for the employer and 6.2% for the employee, or 12.4% total. The current rate for Medicare is 1.45% for the employer and 1.45% for the employee, or 2.9% total.

**MERIT INCREASE**

In accordance with Chapter V, Section 3, of the Personnel Rules for the Classified Service, salary increases within a pay range shall be based on merit and shall be from one pay step to the next. Administrative Order 7-19, Performance Evaluation, an employee must receive a minimum of an overall “Satisfactory” rating on his/her performance evaluation in order to be eligible for a merit increase. Both the Personnel Rules and Administrative Order are incorporated by reference into the terms and conditions of the County’s collective bargaining agreements.

**MINIMUM WAGE**

September 30, 2026	\$15.00
September 30, 2025	\$14.00
September 30, 2024	\$13.00
September 30, 2023	\$12.00
September 30, 2022	\$11.00
September 30, 2021	\$10.00/hour
September 30, 2021	\$10.00/hour
January 1, 2021	\$8.65/hour
January 1, 2020	\$8.56/hour
January 1, 2019	\$8.46/hour
January 1, 2018	\$8.25/hour
January 1, 2017	\$8.10/hour
January 1, 2015	\$8.05/hour
January 1, 2014	\$7.93/hour
January 1, 2013	\$7.79/hour
January 1, 2012	\$7.67/hour
June 1, 2011	\$7.31/hour
July 24, 2009	\$7.25/hour
January 1, 2008	\$6.79/hour
January 1, 2007	\$6.67/hour
January 1, 2006	\$6.40/hour
May 2, 2005	\$6.15/hour
September 1, 1997	\$5.15/hour
October 1, 1996	\$4.75/hour

**NON-MAYOR PURVIEW DEPARTMENTS/OFFICES**

Board of County Commissioners
CareerSource South Florida
Citizens' Independent Transportation Trust (CITT)
Commission on Ethics and Public Trust
County Attorney's Office
Judicial Administration
Law Library
Legal Aid
Transportation Planning Organization (TPO) *Reso 27-13 Effective: 7/18/13
Miami-Dade Economic Advocacy Trust
Office of Inspector General (OIG)
Public Health Trust Support
State Attorney's Office

**CONSTITUTIONAL OFFICES**

Clerk of Courts
Elections
Property Appraiser
Tax Collector
Sheriff's Office

**PART-TIME LEAVE ACCRUALS****Annual Leave Accruals**

Hours Paid	Accrual
0 - 39.99	No accrual
40 - 59.99	1.5 hours accrual per pay period.
60 - 79.99	2.5 hours accrual per pay period.
80 or more	Same as full-time employee

**Sick Leave Accruals**

Hours Paid	Accrual
0 - 39.99	No accrual
40 - 59.99	2.0 hours accrual per pay period.
60 - 79.99	3.0 hours accrual per pay period.
80 or more	Same as full-time employee

The Collective Bargaining Agreement changes for GSAF OPEIU LOCAL 100 – Supervisory and Professional Employees listed in the chart below have been applied to the employees' records. The recalculated rates will be reflected on March 22, 2024, paychecks.

## **Retirement Plan Codes**

Rates as of 7/1/2024

<b>Retirement Description</b>	<b>INFORMS</b>	<b>Employer Contribution</b>	<b>Employee Contribution</b>
FRS Elected Officials	<b>HI</b>	58.68%	3%
FRS Inv Plan Elected Officer	<b>PI</b>	58.68%	3%
FRS Inv Plan Elected Officer Retiree	<b>QI</b>	58.68%	3%
FRS Inv Plan Re-employed Retiree *	<b>QA</b>	13.63%	3%
FRS Inv Plan Re-employed SMSC *	<b>QM</b>	34.52%	3%
FRS Inv Plan Regular	<b>PA</b>	13.63%	3%
FRS Inv Plan Senior Mgmt. Service	<b>PM</b>	34.52%	3%
FRS Inv Plan Special Risk Admin. Support	<b>PJ</b>	39.82%	3%
FRS Inv Plan Special Risk Fire	<b>PB</b>	0.3279	3%
FRS Inv Plan Special Risk Forensic Eff. 10/1/05	<b>PB</b>	32.79%	3%
FRS Inv Plan Special Risk Police	<b>PB</b>	32.79%	3%
FRS Re-employed Elected Official 07/10 **	<b>UI</b>	46.23%	0%
FRS Re-employed Reg Class 07/10 **	<b>UA</b>	6.84%	0%
FRS Re-employed Retiree Eff. 7/91	<b>RA</b>	13.63%	3%
FRS Re-employed Special Risk 07/10 **	<b>UB</b>	14.07%	0%
FRS Re-employed Sr. Mgmt. 07/10 **	<b>UM</b>	25.90%	0%
FRS Regular	<b>HA</b>	13.63%	3%
FRS Retired Elected Official Eff. 7/90	<b>RI</b>	58.68%	3%
FRS Senior Management Service	<b>HM</b>	34.52%	3%
FRS Special Risk Admin Supp Eff. 7/82	<b>HJ</b>	39.82%	3%
FRS Special Risk Fire	<b>HB</b>	32.79%	3%
FRS Special Risk Forensic	<b>HB</b>	32.79%	3%
FRS Special Risk Police/Corrections	<b>HB</b>	32.79%	3%
IFAS Optional Retirement Program	<b>OP</b>	5.14%	3%
No Retirement Contributions Made	<b>N/A</b>	0%	0%
Re-employed Senior Management Service *	<b>RM</b>	34.52%	3%
Renewed Inv Plan EOC ***	<b>CI</b>	58.68%	3%
Renewed Inv Plan Regular Class ***	<b>CA</b>	13.63%	3%
Renewed Inv Plan Special Risk Admin Supt ***	<b>CJ</b>	39.82%	3%
Renewed Inv Plan Special Risk Class ***	<b>CB</b>	32.79%	3%
Renewed Inv Plan Sr. Mgr Serv Class ***	<b>CM</b>	34.52%	3%

\* Applicable to re-employed retirees prior to 7/1/10.

\*\* Applicable to re-employed retirees on or after 7/1/10.

\*\*\* Applicable to Investment Plan re-employed retirees on or after 7/1/11

## **DROP RETIREMENT CODES**

<b>INFORMS</b>	<b>Retirement Description</b>	<b>Employer Contribution</b>	<b>Employee Contribution</b>
<b>DP</b>	DROP - FRS	21.13%	0%
<b>DS</b>	DROP - FRS Special Risk Police/Corrections/Forensic/Fire/Adm Support	21.13%	0%

## **DEFERRED RETIREMENT OPTION PROGRAM (DROP)**

Employees that select to participate in the DROP program maintain their regular employee status code.



## **FRS VESTING REQUIREMENTS**

<b>FRS Membership Established On or After 7/1/2011</b>	<b>Regular Class, Elected Officers' Class (EOC) &amp; Sr. Management Service Class (SMSC)</b>	<b>Special Risk Class</b>
Vesting Years	8	8
Normal Retirement Age	65	60
Normal Retirement Years	33	30

<b>FRS Membership Established Prior to 7/1/2001</b>	<b>Regular Class, Elected Officers' Class (EOC) &amp; Sr. Management Service Class (SMSC)</b>	<b>Special Risk Class</b>
Vesting Years	10	6
Normal Retirement Age	62	55
Normal Retirement Years	30	25

<b>FRS Membership Established Prior to 7/1/2011</b>	<b>Regular Class, Elected Officers' Class (EOC) &amp; Sr. Management Service Class (SMSC)</b>	<b>Special Risk Class</b>
Vesting Years	6	6
Normal Retirement Age	62	55
Normal Retirement Years	30	25

## **Employees Working After Retirement**

FRS Retirees (Pension Plan)

<b>If you are an FRS retiree and return to work with an FRS participating employer...</b>	
<b>Within 6 Calendar Months</b>	Your retirement will be voided and you will be required to repay all the Pension Plan benefits you have received, including any DROP payout.
<b>During Calendar Months 7 to 12</b>	Effective July 1, 2024, HB 151 allows retirees to be reemployed with an FRS employer and receive both compensation and retirement benefits after meeting the termination requirements (six calendar months after date of termination) in Section 121.021(39), Florida Statutes. This change eliminates the "suspension of benefits" period currently applied during calendar months seven through twelve after the date of termination.

### **FRS Retirees (Investment Plan Members)**

If you are an FRS retiree and return to work with an FRS participating employer...		
Within 6 Calendar Months	You (and possibly your employer) will be required to repay the distribution you received. To avoid repayment, wait a full 6 calendar months from the month you took your distribution or rollover to return. If you've already been rehired, terminate your employment and return after satisfying the 6-calendar-month period.	You must notify the Investment Plan Administrator of your employment during this period by calling the MyFRS Financial Guidance Line at 1-866-446-9377, Option 4.
During Calendar Months 7 to 12	Any distributions you are receiving from the Investment Plan will stop until 12 calendar months have elapsed since you became an FRS retiree or you terminate employment with all FRS participating employers.	
After 12 Calendar Months	You will not be required to repay any prior distributions, and you may continue receiving distributions from the Investment Plan without interruption.	

### **SICK LEAVE PAYOUT**

Employees hired prior to 11/19/18 who retire or resign from County service with less than 30 years in good standing are eligible to receive payment for up to a maximum of 1,000 hours of accrued unused sick leave at the employee's current rate of pay at time of separation, excluding any shift differential, prorated in accordance with the schedule below. Employees with 30 years or more of service are eligible to receive 100% of their sick leave.

Employees hired after 11/19/18, who retire or resign from County service with less than 33 years in good standing are eligible to receive payment for up to a maximum of 1,000 hours of accrued unused sick leave at the employee's current rate of pay at time of separation, excluding any shift differential.

Employees with 33 years or more of service are eligible to receive 100% of their sick leave. Please refer to the Collective Bargaining Agreement for prorated schedule.

### **SUPERVISOR STATUS/ REPORTING CODES**

<b>01</b>	Mayor/ Commissioners
<b>02</b>	Deputy Mayors/Special Advisors
<b>03</b>	Assistant to Deputy Mayor
<b>04</b>	Department Directors
<b>05</b>	Deputy Directors
<b>06</b>	Assistant Directors
<b>07</b>	Division Directors
<b>08</b>	Assistant to Directors
<b>09</b>	Assistant Division Directors
<b>10</b>	Sr. Bureau Commanders/Section Head
<b>11</b>	Associate Directors
<b>12</b>	Supervisor Classes
<b>13</b>	Non-Supervisory
<b>14</b>	Non-Supervisory Professionals
<b>15</b>	Protective Services

**Miami-Dade County Workers Compensation Codes**

<b>WCC CODE</b>	<b>Short Description</b>	<b>Long Description</b>
3365	WELDNG NOC	WELDING NOC
3724	ELEC INSL	ELECTRICAL INSULATION/REPAIR
4299	PRINTING	PRINTING
4361	PHOTOGRAPH	PHOTOGRAPHER
5183	PLMBNG NOC	PLUMBING NOC
5403	CRPNTRYNOC	CARPENTRY NOC
5474	PANTNG NOC	PAINTING NOC
5506	STRT CONST	STREET CONSTRUCTION
7380	DRIVERS	DRIVERS CHAUFFEURS
7382	BUS CO	BUS CO ALL OTHER EMP & DRIV
7403	AIRPORT OP	AIRPORT OPERATIONS
7520	WATRWRK OP	WATERWORKS OPERATION
7590	GARBAGE WK	GARBAGE WORKS
7704	FIRE	FIRE
7720	POLICE	POLICE
8380	AUTO SVC	AUTO SVC/REP CENTER & DR WRK
8385	BUS CO GAR	BUS CO-GARAGE EMPLOYEE
8392	AUTO/PARK	AUTOSTORAGE OR PARKING
8742	CLAIMS ADJ	CLAIM ADJUSTOR, OUTSIDE MESSN
8810	CLRCL,ADMN	CLERICAL, ADMINISTRATIVE
8820	ATTORNEYS	ATTORNEYS
8831	VET,DOG CT	VETERINARIES, DOG CATCHERS
8833	HOSP PROF	HOSPITAL PROFESSIONAL
9014	EXTERMINAT	EXTERMINATORS
9015	BUILDING	BUILDINGS NOC
9019	BRIDGE OPR	BRIDGE OPERATION
9040	HOSP NONPR	HOSPITAL NONPROFESSIONAL
9082	FOOD SERV	FOOD SERVICE
9101	MSMS, LIBR	MUSEUMS, LIBRARIES
9102	PARKS NOC	PARKS NOC
9403	GARBAGE CO	GARBAGE COLLECTION
9410	MUNICIPAL	MUNICIPAL EMPLOYEES
9519	AIR CON RE	AIR CONDITIONING/REFRIGERATN

## HISTORY OF WAGE INCREASES (COLA) – JANUARY 1982 TO APRIL 2024

Effective Date	AFSCME 121 WASD	AFSCME 1542	AFSCME 199 General	AFSCME 3292 Waste	GSAF OPEIU 100 Supervisors	GSAF OPEIU 100 Professional	PBA Rank & File	PBA Supervisory	IAFF 1403 Fire	TWU 291 Transit	Non Bargaining
	BU: A	BU: G	BU: H	BU: F	BU: K	BU: M	BU: E	BU: P	BU: C	BU: D	BU: L
04/01/82	2%	2%					2%	2%	2%	2%	2%
06/01/82										3%	
01/01/83	5%	5%	5%	5%	5%		5%	5%	5%	5%	5%
07/01/83	3%	3%	3%	3%	3%		3%	3%	3%	3%	3%
01/01/84	5%	5%	5%	5%	5%		5%	5%	5%	5%	5%
07/01/84	3%	3%	3%	3%	3%		3%	3%	3%	3%	3%
01/01/85	5%	5%	5%	5%	5%		5%	5%	5%	5%	5%
07/01/85	3%	3%	3%	3%	3%		3%	3%	3%	3%	3%
1985-86	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%
10/01/86	4%	4%	4%	4%	4%		4%	4%	4%	4%	4%
10/01/87	4%	4%	4%	4%	4%		4%	4%	4%	4%	4%
10/01/88	3%	3%	3%	3%	3%		3%	3%	3%	3%	3%
10/01/89	4%	4%	4%	4%	4%		4%	4%	4%	4%	4%
1990-91	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%
Oct-91 *	2%	2%	2%	2%	2%		2%	2%	2%	N/A	2%
Oct-92 *	1.5%	1.5 %	1.5%	1.5%	1.5%		1.5%	1.5%	1.5%	N/A	1.5%
10/01/93										3.5%	
07/05/93	3%	3%	3%	3%	3%		3%	3%	3%	3%	3%
03/28/94	4%	4%	4%	4%	4%		4%	4%	4%	4%	4%
03/27/95	4%	4%	4%	4%	4%		4%	4%	4%	4%	4%
03/25/96	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%	5%
08/25/97	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
09/07/98	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
09/06/99	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
09/04/00	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
09/03/01	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
09/02/02	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
07/07/03	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%
07/05/04	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%
07/04/05	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
07/03/06	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
07/02/07	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
06/30/08	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%
07/01/09	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
2010 **	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
06/27/11+	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	0%
2012	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
2013	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
2014	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
2015	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
09/26/16 ***	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%
2017	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
09/24/18****	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%
2019	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

Effective Date	AFSCME 121 WASD	AFSCME 1542 Aviation	AFSCME 199 General	AFSCME 3292 Waste	GSAF OPEIU 100 Supervisors	GSAF OPEIU 100 Professionals	PBA Rank & File	PBA Supervisory	IAFF 1403 Fire	TWU 291 Transit	Non Bargaining
4/6/2020	1%	1%	1%	1%	1%	1%	1%	1%	1%	1%	0%
10/4/2021	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
10/3/2022	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%
10/3/2023	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
04/1/2024	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%	3%

\* One-Time Nonrecurring Bonus Payment (% of Base Pay)

\*\* 5% insurance contribution to County health insurance cost taken commencing 2/2010 in accordance

\*\*\* AFSCME 121 paid PPE 5/20/18 and TWU 291 paid PPE 8/12/2018

\*\*\*\* AFSCME 1542, 199 and 3292 paid PPE 2/9/2020.

\*\*\*\*\*TWU paid PPE 10/31/2020.

\*\*\*\*\*AFSCME 121 paid PPE 07/11/2021.

With the effective dates prescribed reduction in collective bargaining agreements; in lieu of 5% salary reduction.

+ Non-bargaining unit employees in non-Mayoral departments (Law Library, Clerk of Courts, CITT and select employees in SFWIB) received 3% COLA.

If shaded- no information available or documentation silent on increase

# **ORDINANCES**

The following ordinances related to employee relations and are administered by the Human Resources department:

## **Ordinance 98-34 – Sick/Annual Leave Payout to Employees Under Investigation**

Those employees who are under investigation or who separate from County service as a result of a breach of public trust will not be eligible for Sick or Annual leave payouts.

Offenses involving a breach of the public trust shall include, but not be limited to:

- a. Criminal offenses of embezzlement of public funds, theft, bribery, perjury or any felony specified in Chapter 838 of the Florida statutes; or
- b. Non-criminal offenses involving a breach of the officer or employee's fiduciary responsibility to the public.

## **Ordinance 16-20 – Parental Leave; Revised 11/16/2024**

Ordinance 16-20 granted employees 1-6 weeks at 100%, 7-12 weeks at 50% during the first year after the birth, adoption, or placement of foster child or children. The revised Ordinance, effective 11/16/2024 grants 6 weeks paid at 100% and 6 weeks paid at 50%.

<b><u>BU</u></b>	<b><u>Effective Date</u></b>	<b><u>BU</u></b>	<b><u>Effective Date</u></b>
A - AFSCME Local 121 - WASD	05/07/2018	H - AFSCME Local 199 - General	06/20/2016
C - IAFF Local 1403 - Fire	07/18/2016	K - GSAF Local 100 - Supervisors	06/20/2016
D - TWU Local 291 – Transit	07/29/2018	L - Non Bargaining	02/15/2016
E - PBA Rank & File	07/16/2016	M - GSAF Local 100 - Professionals	06/20/2016
F - AFSCME Local 3292 - Solid Waste	06/20/2016	P - PBA Supervisory	07/16/2016
G - AFSCME Local 1542 – Aviation	06/20/2016		

PAR code PF used on the PAR.

## TIME REPORTING CODES (TRC)

Description	TRC	Definition
Acting Rank	<b>ACTRK</b>	Used by Bargaining Units E and P employees only when working out of classification. Not paid if the employee has the pay exception code "15". Fire Dispatchers and Fire Dispatcher Supervisors must work a minimum of one shift (effective 7/3/06).
Acting Rank Overtime	<b>ACTRO</b>	
AD Per Union Contract	<b>ADMKM</b>	Paid leave time for GSAF Job Basis employees in bargaining units K and M only per contract. (See contract for eligibility.)
Admin Lve for Exchanged Work	<b>EXADM</b>	
Admin. Leave - MDCR Pay Option	<b>ADMPY</b>	
Admin. Leave- MDCR Lve Option	<b>ADMCR</b>	
Administrative Holiday/Hurricane	<b>ADMNH</b>	To be used only on the day before Christmas and/or the day before New Year's in place of Administrative Leave or other special event authorized by the County Manager. Is considered "time worked" for purposes of overtime and out of class pay.
Administrative Leave	<b>ADMIN</b>	Paid leave time approved at the discretion of the Department Director.
Administrative Leave (TWU)	<b>FPHYS</b>	Leave used when an operator fails his/her physical.
Administrative Leave Bargaining Unit D	<b>ADTST</b>	Used in place of "AD" when an operator is pending results of a drug/alcohol test before returning to work after an extended absence; pay is the same as "AD".
Administrative Leave Family	<b>ADMNF</b>	Administrative Leave used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
Administrative Leave for Mentoring Program	<b>ADMNM</b>	PAR code AM will be used to record and track Administrative Leave granted in support of Miami-Dade County employees mentoring program.
Air Rescue	<b>AIRRS</b>	For bargaining unit C employees only. A one step (or 5% at max) for assignment to full time duties of Air Rescue. Employee must physically work six consecutive hours or more in this assignment. Not paid if the employee has pay exception "ON".
Air Rescue Overtime	<b>AIRRO</b>	
Air Truck	<b>AIRTK</b>	For bargaining unit C employees only. 1 step (or 5% at max) for personnel assigned full time duties on "Air Truck" units. Employees must physically work six consecutive hours or more in this assignment. Not paid if the employee has pay exception "OK".
Air Truck Overtime	<b>AIRTO</b>	
Airport Pay	<b>AIRPY</b>	For bargaining unit C employees only. 5% for personnel who are C.F.R. or Fire Department certified and assigned to Airport Units. Employees must physically work six consecutive hours or more in this assignment. Not paid if the employee has pay exception 85.
Airport Pay Overtime	<b>AIROT</b>	
Airport Spcl Rqst Inspec STR	<b>AIRSS</b>	
Airport Special Request Inspection - Fire	<b>AIRSR</b>	Overtime for employees performing Special Request Inspections at the Airport. Bargaining units C, H, K & L only for occupational codes 1050, 4132, 4134 & 4135; any sworn personnel in 037-07 and 037-14.
Alpha Bravo Earned - Straight	<b>ALPH1</b>	
Alpha Bravo Paid - Straight	<b>ALPH3</b>	
Annual Family	<b>ANNLF</b>	Annual leave used under the "Mandatory Leave" provision in the Miami-Dade County Leave Manual (section 27.05).
Annual in lieu of Sick	<b>ANNLS</b>	Used to cover sick leave when sick leave balance is exhausted.

<b>Description</b>	<b>TRC</b>	<b>Definition</b>
Annual in lieu of Suspension	<b>ANNLX</b>	Annual leave forfeited due to suspension. Employees must physically work and forfeit annual leave due to a suspension. Employees get paid regular salary due to leave forfeiture.
Annual Leave	<b>ANNL</b>	Approved leave time to be taken from accrued Annual Leave. Accrual and use governed by Miami-Dade County Leave Manual. Available for use after the completion of thirteen (earned) pay periods. Paid out at current rate at the time of termination excluding any night differential. • Bargaining Unit A (WASD) accrual max was set to 750 effective 6/28/2021. • Bargaining Unit C (IAFF) accrual max was set to 750 effective 12/17/18. • Bargaining Unit D (TWU) accrual max was set to 750 effective 10/19/2020. • Bargaining Unit E (PBA Rank & File) accrual max was set to 750 effective 11/19/18. • Bargaining Unit F (AFSCME 3292) accrual max was set to 750 effective 1/27/2020. • Bargaining Unit G (AFSCME 1542) accrual max was set to 750 effective 1/27/2020. • Bargaining Unit H (AFSCME General) accrual max was set to 750 effective 1/27/2020. • Bargaining Unit K (GSAF) accrual max was set to 750 effective 12/17/18. • Bargaining Unit M (GSAF) accrual max was set to 750 effective 12/17/18. • Bargaining Unit P (PBA Supervisors) accrual max was set to 750 effective 11/19/18. • Bargaining Unit L (Non-Bargaining) accrual max was set to 750 effective 11/19/18.
Annual Leave (Injury)	<b>ANNLI</b>	Accrued Annual Leave time taken due to an on-the-job injury. Used after sick leave is exhausted. Leave will be restored if Disability Leave is approved.
Annual Leave Payout	<b>APNON</b>	Annual Leave Payout that is used for both DROP payout and regular payouts.
Annual Leave Payout ALL FRS	<b>APALL</b>	
Annual Leave Payout ALL NonFRS	<b>APALN</b>	
Annual Leave Payout FRS	<b>APFRS</b>	
Annual Leave Without Pay	<b>ANNLW</b>	
Annual Lve DROP Payout FRS	<b>APDFR</b>	
Annual Lve DROP Payout Non-FRS	<b>APDNF</b>	
Annual Lve for Exchanged Work	<b>EXANN</b>	
Bereavement for Exchange Work	<b>EXBRV</b>	
Birthday Earned	<b>BDHE</b>	For Bargaining Unit D employees only. Entered by PIM. Displayed on HPAR when an employee banks the birthday.
Birthday Holiday	<b>BDHU</b>	Observed on the employee's birthday, or the next regular working day if it falls on a day off. Employees may be allowed to delay its use for up to six months. For Bargaining Unit F employees, the BH is to be observed on the day it occurs. If that day is not an employee's normal work day, then it will be observed on the nearest regular work day.
Birthday Holiday Lost	<b>BDHW</b>	Birthday holiday without Pay (Birthday holiday lost – employee out of pay status before or after the birthday holiday).
Birthday Holiday Pay	<b>BDHP</b>	For bargaining unit "D" employees only. Used when an employee works on his or her birthday and wants the BH to be paid.



<b>Description</b>	<b>TRC</b>	<b>Definition</b>
Blood Bank Donation Leave	<b>BBANK</b>	
BOS – Late Without Pay	<b>LATEW</b>	Used when an employee is late arriving to work and should not be compensated for time lost on the schedule or day.
BOS Without Pay Code	<b>BOSW (AB Reason)</b>	To be used when the operator/department has requested that available annual/holiday leave not be used.
BOS Without Pay Code	<b>BOSWS</b>	To be used when the operator/department has requested that available annual not be used for sick.
Call Back	<b>CLBK</b>	Used to pay employees who are ordered back to work after the completion of a shift. Rules on payment and guarantees vary by bargaining unit.
Call Back Overtime	<b>CLBKO</b>	
Call Back Straight	<b>CLBKS</b>	
Car Allowance	<b>CAR</b>	HPAR will display "YC" code when employee is entitled to car and works on a day off.
Cell Phone Allowance	<b>CELL</b>	
CFO Fire Alarm	<b>ALARM</b>	Chief Fire Alarm temporarily assigned to Communications Division. Not paid if the employee has pay exception "ZN".
Chief Fire Alarm Assignment OVT	<b>ALRMO</b>	
Comp Leave DROP Payout FRS	<b>CPDFR</b>	
Comp Leave Payout ALL FRS	<b>CPALL</b>	
Comp Leave Payout ALL Non-FRS	<b>CPALN</b>	
Comp Leave Payout FRS	<b>CPFRS</b>	
Comp Lve for Exchanged Work	<b>EXCMP</b>	
Comp Yearly Payout-PBA	<b>CPCAL</b>	
Compensatory Family	<b>COMPF</b>	Compensatory leave used under the "Mandatory Leave" provision in the Miami-Dade County Leave Manual (section 27.05).
Compensatory Injury	<b>COMPI</b>	Leave time taken due to an on-the-job injury. Used after other leave is exhausted. Will be restored if Disability Leave is approved.
Compensatory Leave for Annual	<b>COMPA</b>	
Compensatory Leave Max	<b>COMPM</b>	Payment of Compensatory Leave hours over Compensatory Leave maximum.
Compensatory Leave Payout	<b>CPNON</b>	Compensatory Leave Payout that is used for both DROP payout and regular payouts.
Compensatory Relief	<b>FROFF</b>	Paid time used to cover extra shift in a pay period. Used by Bargaining Unit C employees only.
Compensatory Suspended	<b>COMPX</b>	Compensatory time for suspension.
Compensatory Time	<b>COMPU</b>	Granted in lieu of overtime and used like Annual Leave. Can be used by any employee with a compensatory balance. Earned (CE) by Bargaining Unit C, E and P employees only.
Compensatory Time for Sick	<b>COMPS</b>	Used to cover sick leave when sick leave and annual leave balances are insufficient.
Conversion Hours Paid	<b>SKCNV</b>	Conversion Hours Paid for bargaining units A, C, D, E, K, M and P, employees with 20 years of service, payment can only be on the 26 <sup>th</sup> pay period.
Court Time	<b>CRTM</b>	Used by Bargaining Units C, E and P employees only. Indicates time required to appear in court on regular workdays, but not contiguous to the shift. Guarantee time paid per contract.
Court Time Straight	<b>CRTMS</b>	
Court Witness	<b>CRTWT</b>	Paid time granted to an employee subpoenaed to appear as a witness in a non-work related court case.
Covid-19 Paid Sick Leave	<b>COV19</b>	
Day Shift	<b>DAYS</b>	For employees regularly assigned nights, indicates a shift to be paid at the day rate.

<b>Description</b>	<b>TRC</b>	<b>Definition</b>
Day Shift Overtime	<b>DAYSO</b>	
Day Shift Straight	<b>DAYSS</b>	
Departmental Training	<b>DPTRN</b>	Used when an employee of the Corrections and Rehabilitation or Solid Waste Management Department attends departmental training.
Designated Fire Event Overtime	<b>FREVO</b>	
Disability Holiday	<b>DISHL</b>	To indicate holiday lost on day off during disability leave. Entered by PIM. Displayed on HPAR.
Disaster Medical Assistant Team	<b>MEDTM</b>	Disaster Medical Assistant Team – Medical Active Deployment
Diver Exception	<b>DIVEX</b>	For Bargaining Unit C employees only. Firefighting personnel certified by the Fire Department as SCUBA Rescue Authorized (SRA) Divers. SRA Diver must maintain currency to be eligible for pay. Paid one step above regular rate of pay or 5%. Employee must work six consecutive hours or more in this assignment. Not paid if the employee has pay exception code "5G".
Diver's Pay	<b>DIVER</b>	Diver's Pay is paid as straight time only, with no minimum hours per day. Diver's Pay will not be paid on authorized leave time. The hourly rate for Diver's Pay increases as the cost of living increases.
Domestic Leave	<b>DOMLV</b>	Domestic leave without pay per Ordinance.
Driver Operator	<b>DVOP</b>	For bargaining unit C employees only. Employee works special duty. Receives one step (or 5% at max). Employees must work six consecutive hours or more in this assignment. Not paid if the employee has the pay exception code "02".
Driver Operator Overtime	<b>DVOPO</b>	
Educational Leave	<b>EDUC</b>	
Emergency Funeral/Bereavement	<b>BRVME</b>	Leave time with pay (charged to available sick leave balance) in the event of a death of a mother-in-law or father-in-law. Five days allowed per occurrence. Does not affect sick leave conversion.
Emergency Medical	<b>ERMED</b>	For Bargaining Unit C Captains (4110) only when they are assigned as an EMS Field Supervisor. Employees must possess qualifications as a current EMS Field Supervisor. Paid 7.5% above regular rate of pay. Employee must work six consecutive hours or more in this assignment. Not paid if the employee has pay exception codes "87", "88" and "8B".
Emergency Overtime	<b>EROVT</b>	Emergency Overtime
Exchange Time	<b>EXCHG</b>	For bargaining units C and E employees only. Allows for the exchange of shifts between eligible employees if someone works for the employee.
Field Training Officer	<b>FTO</b>	For bargaining unit E employees only. Defines special training duty. Not paid if the employee has the pay exception code "16". For 4301 (bargaining unit H) can use also effective 3/21/97. Not paid if the employee has the pay exception 01.
Field Training Officer Overtime	<b>FTOO</b>	
Fire Comp. Relief Day Off Set	<b>FRSET</b>	
Fire Event	<b>FREVT</b>	Full-time bargaining unit employees in the Parks, Recreation and Open Spaces Department (PROS) in the classification of PROS Natural Areas Attendant, PROS Natural Areas Maintenance Supervisor, Landscape Supervisor 1, 2 & 3, and Automotive Equipment Operator 1, that are assigned to and actively participate in prescribed fire operations, ignition, holding, mop-up, monitoring, and any other related tasks shall receive a one (1) pay step supplement only for those hours actually worked at a designated fire event.
Fire Holiday Pay	<b>HOLFR</b>	For PIM use only: Bargaining unit C employees with 20 years or more of County service. On a one time basis only can request up to 500 hours of their accrued, Holiday Leave paid in bi-weekly installments of 24 hours or less.

<b>Description</b>	<b>TRC</b>	<b>Definition</b>
Fireboat Operator	<b>FBOP</b>	For Bargaining Unit C employees only. Employee works special duty. Receives one step (or 5% at max). Employees must work six consecutive hours or more in this assignment. Not paid if employee has pay exception code FO.
Fireboat Operator Overtime	<b>FBOPO</b>	
First Home Buyer Payout FRS	<b>APHOM</b>	
First Home Buyer Payout NonFRS	<b>APFHB</b>	
Floating Holiday	<b>FLOAT</b>	Day off granted with pay to eligible employees each fiscal year (October 1 through September 30). Available after completion of nine (earned) pay periods and cannot be carried over to the next fiscal year. • Bargaining Unit A (WASD) 3 Floating Holidays effective 6/28/2021. • Bargaining Unit C (IAFF) 2 Floating Holidays effective 12/17/18. • Bargaining Unit D (TWU) 2 Floating Holidays effective 10/19/2020. • Bargaining Unit E (PBA Rank & File) 2 Floating Holidays effective 11/19/18. • Bargaining Unit F (Solid Waste) 4 Floating Holidays effective 1/27/2020. • Bargaining Unit G (Aviation) 3 Floating Holidays effective 1/27/2020. • Bargaining Unit H (General) 3 Floating Holidays effective 1/27/2020. • Bargaining Unit K (GSAF) 3 Floating Holidays effective 6/1/2020. • Bargaining Unit M (GSAF) 3 Floating Holidays effective 6/1/2020. • Bargaining Unit P (PBA Supervisors) 2 Floating Holidays effective 11/19/18. • Bargaining Unit L (Non-Bargaining) 3 Floating Holidays effective 1/27/2020.
Floating Holiday	<b>FLOHW</b>	Without pay (Floating holiday lost) on the floating holiday. Entered by PIM. Displayed on HPAR.
Forensic Health Care Unit	<b>FRHCR</b>	Correctional Officer, Correctional Corporal and Correctional Sergeant assigned for a minimum of 8 hours to any Mental Health Treatment Center and meet all training requirements. Not paid if the employee has the pay exception code "1S."
Forensic Healthcare Unit OVT	<b>FRHCO</b>	
Funeral/Bereavement	<b>BRVMT</b>	Leave time with pay (not charged to any leave balance) in the event of a death in the immediate family. Five days allowed per occurrence.
Gate Control Assignment	<b>GATE</b>	Airport Operations Agent or Airport Operations Sr. Agent authorized and assigned by Aviation Department to perform Gate Control duties. Not paid with LW or pay exception code 01.
Gate Control Assignment OVT	<b>GATEO</b>	
Hazardous Materials	<b>HZRD</b>	For bargaining unit C employees only. 1 step (or 5% at max) for employees assigned full time duties on "Hazardous Material" units. Employees must physically work six consecutive hours or more in this assignment. Not paid if the employee has pay exception code "OL". For bargaining unit A employees only. 2 steps for employees assigned full time duties on "Hazardous Material" units.
Hazardous Materials Overtime	<b>HZRDO</b>	
HazMat Specialist	<b>HZMS</b>	Fire – Any HazMat Specialist that works on HazMat 17 for the day (regular time or overtime).
HazMat Specialist	<b>HZSP</b>	Fire – Any HazMat Specialist that works on HazMat 17 for the day (regular time or overtime).
HazMat Specialist OVT	<b>HZMSO</b>	
Hazmat Specialist OVT - Fire	<b>HZSPO</b>	

<b>Description</b>	<b>TRC</b>	<b>Definition</b>
Holiday (Observed)	<b>HOLDY</b>	Code is preprinted on the PAR to indicate a County holiday (printed for eligible employees only). Non eligible employees will have an "***" printed on the PAR on a Holiday.
Holiday Day Off - Paid	<b>HPOFF</b>	
Holiday Earned	<b>HOLEA</b>	Displayed on HPAR to show holiday earned. These hours can be used at a later date as HJ leave.
Holiday Family	<b>HOLF</b>	Holiday leave used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
Holiday Fiscal Pay	<b>HOLFP</b>	Automated code will deduct request hours from Holiday leave balance; calculate hours at current hourly rate and pay as money adjustment code 24.
Holiday Leave (Injury)	<b>HOLIJ</b>	Available accrued Holiday leave taken due to an on-the-job injury. Used after sick and annual leave is exhausted. Leave will be restored if Disability Leave is approved.
Holiday Leave (used)	<b>HOLUD</b>	Time accrued if an eligible employee works on a holiday or if a holiday falls on a day off. Used like Annual Leave and is paid out at current rate at the time of termination excluding any night differential. Maximums vary according to bargaining unit. Maximum accrual values are: BU Holiday Max A - AFSCME Local 121 WASD 240 hours (Eff: 5/7/18) C - IAFF Local 1403 Fire No Max D - TWU Local 291 Transit 104 hours E - PBA Rank & File 240 hours (Eff: 3/8/10 no max for 4201, 4202, 4502, 4503 & 4504) F - AFSCME Local 3292 Solid Waste 240 hours (Eff: 9/29/14) G - AFSCME Local 1542 Aviation 240 hours (Eff: 9/29/14) H - AFSCME Local 199 General 240 hours (Eff: 9/29/14) K - GSAF Local 100 Supervisors 240 hours (Eff: 6/14/10) L - Non Bargaining 240 hours for Non-Job Basis (Eff: 9/29/14) (No max for Job Basis) M - GSAF Local 100 Professionals 240 hours (Eff: 6/14/10) P - PBA Supervisory No Max for Non-Job Basis (Eff: 10/9/06)
Holiday Leave for Annual	<b>HOLA</b>	
Holiday Leave for Sick	<b>HOLS</b>	Used to cover sick leave when sick leave, annual leave and compensatory time leave balances have been exhausted.
Holiday Leave Max	<b>HOLMX</b>	Payment of Holiday Leave hours over Holiday Leave maximum.
Holiday Leave Paid	<b>HOLPD</b>	Indicates holiday hours paid.
Holiday Leave Payout	<b>HPDFR</b>	Holiday Leave Payout that is used for both DROP payout and regular payouts.
Holiday Leave Payout ALL FRS	<b>HPALL</b>	
Holiday Leave Payout ALL FRS	<b>HPALN</b>	
Holiday Leave Payout FRS	<b>HPFRS</b>	
Holiday Leave Payout NonFRS	<b>HPNON</b>	
Holiday Lve for Exchanged Work	<b>EXHOL</b>	
Holiday Paid Once	<b>HDP1D</b>	For PIM use only: To make corrections to Fire one-time Holiday requested paid hours.
Holiday Suspended	<b>HOLX</b>	Holiday leave forfeited due to suspension. The employee must work and forfeit holiday leave due to a suspension.
Holiday Without Pay	<b>HOLWP</b>	Holiday not paid as a result of the employee losing the holiday (employee out of pay status before or after the holiday).
Housing Assist Payout FRS	<b>APEMG</b>	
Housing Assist Payout NonFRS	<b>APEHA</b>	
IAFF Holiday Payout	<b>HOLP2</b>	Payout for all unpaid Holiday Leave earned during the current fiscal year for employees covered under the IAFF Collective Bargaining Agreement.
IAFF Holiday Payout - Option 3	<b>HOLP3</b>	

<b>Description</b>	<b>TRC</b>	<b>Definition</b>
Identifies that employee is working other than normal assignment	<b>OTHWK</b>	Identifies that employee is working other than normal assignment; MDT Use Only
Injury No Pay	<b>DISW</b>	Indicates time off due to an on-the-job injury after all leave is exhausted, and disability leave is not granted.
Instructor Certified	<b>INSTC</b>	For Bargaining Unit C employees only. Personnel who are State Certified Instructors shall receive an additional 2.5% during their assignment to the Training Division or during any departmentally authorized training assignment. The employee must possess and maintain a State Certified Instructor Certificate by the Florida Bureau of Fire Standards and Training as at least an Instructor 1 to be eligible for this pay. Paid 2.5% above regular rate of pay. Employee must work six consecutive hours or more in this assignment. Not paid if the employee has pay exception code "8B".
Instructor Certified Overtime	<b>INSTO</b>	
Intervening Time - Bus & Rail	<b>INTRV</b>	
Intervening Time OVT Count	<b>INTOT</b>	
Job Basis Hours	<b>JBXHR</b>	Records excess hours worked by job basis employees; also, used to track car allowances.
Job Injury	<b>DISAB</b>	Used to pay time not worked due to an injury to an employee granted disability time for an on-the-job injury.
Judicial Bailiff Day Off	<b>JBOFF</b>	
Jury Duty	<b>JURY</b>	Employees receiving summons to jury duty are paid for all time served during the shift.
Jury Duty MDT	<b>JDOFF</b>	Pay bargaining unit D employees, double time for jury duty on day off.
K9OVT (Canine OVT)	<b>K9OVT</b>	
Leadworker	<b>LEAD</b>	Employees paid one (1) step increase above the employee's regular rate.
Leadworker Overtime	<b>LEADO</b>	
Less 20% Disability	<b>DIS20</b>	20% of gross deducted in negative money adjustment code 66 when Disability Leave is 80% and no leave is available for 20%.
Lift Station Pay Supplement	<b>LIFT</b>	Employees who are authorized and assigned and who actually perform work in the Aviation Department lift stations.
Light Duty	<b>LGHT</b>	Used to reflect Light Duty paid at regular rate.
Light Duty at 90%	<b>LGT90</b>	Regular pay rate paid at 90%.
LOA Annual Pay	<b>LOAAP</b>	Leave payout of Annual hours at the time of leave of absence.
LOA Comp Pay	<b>LOACP</b>	Leave payout of Compensatory hours at the time of leave of absence.
LOA Holiday Pay	<b>LOAHP</b>	Leave payout of Holiday hours at the time of leave of absence.
Logistical Service	<b>LOGIS</b>	For bargaining unit C employees only. Fire classifications assigned full time duties in Logistical Services Division. Paid 1 step above regular rate or 5% at maximum. Not paid if the employee has the pay exception code "OM".
Logistical Service Overtime	<b>LOGIO</b>	
Longevity Bonus Award	<b>LBA</b>	
Longevity Bonus Holiday	<b>LBH</b>	
Lve w/o Pay for Exchanged Work	<b>EXLVW</b>	
MDFR Technical Support	<b>FRTEC</b>	MDFR Technical Support
Military Active Leave	<b>MILAV</b>	Thirty calendar days per fiscal year are allowed for all employees called up for active duty. Orders must accompany PAR, and the dates on the PAR must match those on the orders.

<b>Description</b>	<b>TRC</b>	<b>Definition</b>
Military Leave (Training)	<b>MILRV</b>	Thirty working days per fiscal year are allowed for all employees for Reserve Duty. Orders must accompany PAR, and the dates on the PAR must match those on the orders.
Military Reserve Without Pay	<b>MILRW</b>	
Military Salary	<b>MILAW</b>	Used to indicate that the 30 days of Military Active has been exhausted.
Minimum Guarantee	<b>MINGT</b>	MDT Bus Operators/Rail Operators only
Night Diff. - TWU	<b>NGT</b>	
Night Diff. OVT - TWU	<b>NGTO</b>	
Night Diff. STR - TWU	<b>NGTS</b>	
Night Differential	<b>NGT1</b>	Shift is evenly divided at 6 a.m. or 6 p.m. Paid one step above the employee's rate or \$.60 per hour depending on bargaining unit.
Night Differential	<b>NGT2</b>	Majority of hours are after 6 p.m. or before 6 a.m. Paid one or two steps above the employee's rate per hour depending on bargaining unit.
Night Differential 1 Step OVT	<b>NGT1O</b>	
Night Differential 1 Step STR	<b>NGT1S</b>	
Night Differential 2 Steps OVT	<b>NGT2O</b>	
Night Differential 2 Steps STR	<b>NGT2S</b>	
Night Differential WASD	<b>NDWSD</b>	Night Differential WASD
No Car	<b>NOCAR</b>	For those employees receiving a car allowance, it indicates that the County vehicle was not used that day.
No On Call	<b>NOCAL</b>	(Used to deduct On Call from an employee who has an On Call Pay Exception but is not On Call).
Non-Uniform Allowance E	<b>NONUE</b>	
Non-Uniform Allowance P	<b>NONUP</b>	
OCL <u>with</u> Occ. Code	<b>OCL</b>	Out of Class pay when using occupational code. Occupational code must be provided.
Off Duty Pay	<b>OFFDT</b>	Off Duty Pay loaded through a file for MDFR.
Off Duty Pay Overtime	<b>OFFDO</b>	
Off Duty Straight	<b>OFFDS</b>	
Officer-in-Charge	<b>OFFIC</b>	Fire Chief acting as officer-in-charge (divisional) rate. 5% above current hourly rate.
On Call	<b>ONCA</b>	Employees designated to be available to return to work as needed during "off" hours are paid a supplement according to various agreements.
On Call Overtime	<b>ONCAO</b>	
On Call Straight	<b>OCAS</b>	
On Call Straight	<b>ONCAS</b>	
On Call WASD	<b>OCWSD</b>	On Call WASD
Operations - Fire	<b>FROPS</b>	Guaranteed overtime for bargaining unit C employees working like 96 hour employees.
OT in Grants	<b>GRNTO</b>	To track and charge overtime that is generated due to grant funding. For bargaining unit C employees working under grant programs at an overtime rate of time and a half.
OT On Call WASD	<b>OTOCW</b>	OT On Call WASD
Out of Class Eligible List	<b>OCLEL</b>	For bargaining TWU employees only. Employees must be on an Eligible List. Out of class paid as a promotion.
Out of Class Overtime	<b>OCLO</b>	
Out of Class Straight	<b>OCLS</b>	
Overtime Disability	<b>DISO</b>	Overtime hours paid on disability worked.
Overtime Disability Straight	<b>DISOS</b>	
Overtime Hours at Overtime Rate	<b>OVT</b>	Overtime hours paid.

<b>Description</b>	<b>TRC</b>	<b>Definition</b>
Overtime Hours at Straight Time Rate	<b>OVTS</b>	Displayed on HPAR showing overtime hours paid at straight time.
Overtime in Grants Straight	<b>GRNTS</b>	
Overtime Night Differential WASD	<b>OTNDW</b>	Overtime Night Differential WASD
Overtime on Holiday	<b>OVTHL</b>	Overtime hours paid on a Holiday worked/system generated.
Paid Administrative Leave	<b>ADMNP</b>	For PIM use only; Paid for bus/rail operators and Solid Waste; used when County Manager authorizes AH and employee works.
Parental Leave	<b>PARNT</b>	<p>Paid Parental leave provides leave with pay for the purpose of caring for a newborn, newly-adopted child, or newly-placed foster child. Miami-Dade Leave Manual (section 30.01). All exempt/non-bargaining employees are eligible for paid parental leave and all other employees covered by collective bargaining agreements whose agreement explicitly provide for this benefit for the employee.</p> <p>The paid parental leave shall be up to twelve weeks long and may be taken by day or week anytime during the first year after the birth, adoption, or foster care intake of the child or children. The leave period is fixed regardless of the number of children born, adopted by the employee, or placed in the employee's home through foster care. During the leave period, the employee shall be paid 100 percent of his or her base wages for the first six weeks and 50 percent of base wages for the remaining six weeks.</p> <p>Employees shall be eligible to use any accrued leave in order to receive compensation up to 100 percent of base pay during the weeks reimbursed at the rate of 50 percent. This leave shall occur concurrently with, count against, and not be added to periods of unpaid or job protected leave for which the employee may also be eligible, including the federally-mandated 12 weeks of Family and Medical Leave Act (FMLA) leave, and/or any other unpaid leave offered by the County due to childbirth or adoption, including under Chapter 11A, Article V of this Code (Family Leave).</p>
Parental W/out for Run Pay TWU	<b>PWTWU</b>	
Physical/Testing	<b>SWPHY</b>	Physical/Testing – Solid Waste Department only.
Reg Time on Holiday - Trapeze	<b>HLREG</b>	
Regular Time	<b>REG</b>	
Reinstatement – Administrative Leave	<b>RNSTM</b>	Used when an employee is reinstated for pay purposes.
Relieved from Duty Worked	<b>RDWRK</b>	Relieved from Duty Worked used by MDPD.
Relieved of Duty	<b>RDUTY</b>	Used to identify employees that have been suspended, but continue to be paid pending completion of investigation.
Rescue Transportation Unit	<b>RSCU</b>	For bargaining unit C employees only. Firefighting personnel working on a three (3) person Rescue Transport Unit shall receive 2% for all hours worked on a Rescue Transport Unit and an increase of 2.5% one (1) year from the date of ratification for a total of 4.5% for all hours worked on a Rescue Transport Unit. (Effective 7/18/16)
Roll-Off Truck	<b>ROTRK</b>	For Solid Waste (Bargaining Unit F) employees only – Roll-Off Truck (OCL).
Roofing Inspector	<b>ROOF</b>	For bargaining units H and K. Inspectors/Field Unit Supervisors working extra assignments to expedite process for repairing roofs. One step/pay by the hour.
Shop Steward OT	<b>STEW</b>	Bargaining units A, D and G only. Full-time release union stewards 1 hour of daily overtime.

<b>Description</b>	<b>TRC</b>	<b>Definition</b>
Sick Emergency	<b>ERSCK</b>	Leave time with pay (charged to available sick leave balance) granted in the event of life-threatening illness in the employee's immediate family. Three workdays allowed per leave year. Does not affect sick leave conversion.
Sick Family	<b>SICKF</b>	Sick leave used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
Sick Injury	<b>SICKI</b>	Accrued Sick Leave taken due to an on-the-job injury. Leave will be restored if Disability Leave is approved.
Sick Leave	<b>SICK</b>	Approved leave time to be used when the employee (not family member) is sick, or has a doctor's appointment.
<b>Description</b>	<b>TRC</b>	<b>Definition</b>
Sick Leave Payout	<b>SICKP</b>	
Sick Leave Payout ALL	<b>SPALL</b>	
Sick Lve for Exchanged Work	<b>EXSCK</b>	
Sick Pool	<b>SCKPL</b>	Leave Pool donation established for the employee. Leave used after all available leave has been exhausted. Leave pool must first be approved by Department Director and the Human Resources Department.
Sick Without Pay	<b>SICKW</b>	
Special Request Inspection – Fire	<b>INSP</b>	Overtime for employees performing Special Request Inspections. Bargaining Units C, H, K & L only for occupational codes 1050, 4132, 4134 & 4135; any sworn personnel in 37-07 & 037-14.
Special Request Inspection STR	<b>INSPS</b>	
Special Request Plans Rev.	<b>PLNR</b>	
Special Request Plans Rev. STR	<b>PLNRS</b>	
Special Sick Pool	<b>LVEPL</b>	Leave Pool donation established for the employee when an employee is required to care for an immediate family member. Leave used after all available Annual, Holiday, and Compensatory leave has been exhausted. Leave pool must first be approved by Department Director and the Human Resources Department.
Student Pay	<b>STDNT</b>	An additional 5% will be paid when an employee has a student trainee on the bus. Bus Operator's only.
Suggestion Award	<b>AWARD</b>	Leave time granted to employees awarded for a qualifying employee suggestion under the Suggestion Award Program.
Suspension	<b>SUSP</b>	Indicates time an employee does not work due to a disciplinary action. Employee is not paid for this time.
Tech Truck/Marine Unit OVT	<b>TMRNO</b>	
Technical Rescue SPC Overtime	<b>TRSUO</b>	
Technical Rescue SPC Unit	<b>TRSU</b>	
Technical Response Truck	<b>TECT</b>	Firefighting Personnel certified by Fire Department as Technical Rescue Technicians or Marine Firefighter. Paid 1 step above regular rate of pay or 5%. Not paid with codes ZA, ZB or 2F.
Technical Response Truck OVT	<b>TECTO</b>	
To indicate number of light duty hours worked	<b>LDRUN</b>	Used for bus/rail operators only; indicates operator is working light duty but receiving run pay; used with leave code "PM"; MDT Use Only.
Tool Allowance - Union A	<b>TOOLA</b>	
Tool Allowance - Union D	<b>TOOLD</b>	
Tool Allowance - Union G	<b>TOOLG</b>	
Tool Allowance - Union H	<b>TOOLH</b>	
Trainer's Pay	<b>TRNG</b>	Communications Operator/Police Complaint Officer officially assigned as a trainer. Paid 1 step above regular rate of pay. Fire Dispatchers eligible for trainer's pay for each shift (effective 7/3/06).
Trainer's Pay OVT	<b>TRNGO</b>	
Trapeze Regular Time Off Set	<b>TPSET</b>	



<b>Description</b>	<b>TRC</b>	<b>Definition</b>
TRT/Marine	<b>TMRN</b>	Technical Response Truck/Marine Firefighter Unit
Unanticipated Annual Leave	<b>UNANL</b>	Approved Leave without 72-hour Notice/MDT Use Only
Unanticipated Comp Leave	<b>UNCMP</b>	Approved Leave without 72-hour Notice/MDT Use Only
Unanticipated Holiday Leave	<b>UNHOL</b>	Approved Leave without 72-hour Notice/MDT Use Only
Unanticipated Leave Without Pay	<b>UNLW</b>	Approved time off without 72-hour Notice; all leave has been exhausted (except sick leave); MDT Use Only
Unauthorized	<b>UNANC</b>	Indicates an unexcused absence without pay, distinguishing those employees who do not call in.
Uniform Allowance - Union D	<b>UNIFD</b>	
Uniform Allowance - Union E	<b>UNIFE</b>	
Uniform Allowance - Union F	<b>UNIFF</b>	
Uniform Allowance - Union G	<b>UNIFG</b>	
Uniform Allowance - Union H	<b>UNIFH</b>	
Uniform Allowance - Union P	<b>UNIFP</b>	
Union Activity	<b>UNION</b>	Time off with pay to participate in union activities. Use governed by various contracts.
Union Activity 100%	<b>UN100</b>	Employee who is 100% dedicated to union activities. For bargaining unit D employees only.
Union Activity Reimbursement	<b>UNRMB</b>	Employee on union activity – County is reimbursed for this time.
Urban Search & Rescue Team Travel/Training	<b>URBAN</b>	For bargaining unit C employees only. Used in special circumstances when team is sent out on special assignments for travel/training.
Venom Response	<b>VENOM</b>	For Bargaining Unit C employees only. Firefighting personnel assigned to the Anti-Venom Response Team. Employees must possess and maintain a Venomous Reptile License (VRL). Employee must work six consecutive hours or more in this assignment. Paid one step above regular rate of pay or 5%. Not paid if the employee has pay exception code "ZV".
Venom Response Team Overtime	<b>VENMO</b>	
Without Family	<b>FMLAW</b>	Without pay used under the "Mandatory Leave" provision in the Miami-Dade Leave Manual (section 27.05).
Without Pay	<b>LVEW</b>	Used to record hours when all leave (except sick leave) has been exhausted. Employee is not paid for this time. A memo from the department director must be submitted if the employee has leave balances.
Worked Hours on Holiday	<b>HOLRG</b>	Regular hours paid on a Holiday worked.
Workers' Compensation Leave	<b>WCOMP</b>	Leave used when Workers' Compensation benefits are approved.
Workers' Compensation Without Pay	<b>WCW</b>	For PIM use only: To denote Workers' Compensation Without Pay.
Working From Home	<b>WRKHM</b>	To record regular hours worked from home.

**\*These codes are computer generated and/or are entered by PIM and are found only on HPAR of the Time and Leave System.**

## **ABSENCE TIME REPORTING CODES**

<b>Absence Description</b>	<b>Time Reporting Code (TRC)</b>
Admin Leave for Exchanged Work	EXADM
Admin. Leave - Mentor Program	ADMNM
Admin. Leave Holiday/Hurricane	ADMNH
Admin. Leave- MDCR Leave Option	ADMCR
Administrative Leave	ADMIN
Administrative Leave - Family	ADMNF
Administrative Leave - K & M	ADMKM
Administrative Leave - TWU	ADTST
Annual DROP Payout	APDFR (FRS) APDNF (Non-FRS)
Annual in lieu of Suspension	ANNLX
Annual Leave	ANNL
Annual Leave - Family	ANNLF
Annual Leave - Injury	ANNI
Annual Leave - Without Pay	ANNLW
Annual Leave in lieu of Sick	ANNLS
Annual Leave Payout ALL FRS	APALL
Annual Leave Payout ALL Non-FRS	APALN
Annual Leave Payout FRS	APFRS
Annual Leave Payout Non-FRS	APNON
Annual Leave for Exchanged Work	EXANN
Bereavement for Exchanged Work	EXBRV
Bereavement/Funeral Emergency	BRVME
Bereavement/Funeral Leave	BRVMT
Birthday Holiday - Used	BDHU
Birthday Holiday - Used (Fire) (Employees on 48H schedule)	BDHU
Blood Bank Donation Leave	BBANK
BOS - Late Without Pay	LATEW
BOS - Without Pay	BOSW
BOS Without Pay - Sick	BOSWS
Comp Leave for Exchanged Work	EXCMP
Comp Leave Payout ALL FRS	CPALL
Comp Leave Payout ALL Non-FRS	CPALN
Comp Leave Payout FRS	CPFRS
Comp Leave Payout Non-FRS	CPNON
Comp Yearly Payout	CPCAL
Comp in lieu of Suspension	COMPX
Compensatory DROP Payout	CPDFR

<b>Absence Description</b>	<b>Time Reporting Code (TRC)</b>
Compensatory Leave	COMPU
Compensatory Leave - Family	COMPF
Compensatory Leave - Injury	COMPI
Compensatory Leave for Annual	COMPA
Compensatory Leave for Sick	COMPS
Compensatory Leave Max Payout	COMPM
Court Witness	CRTWT
COVID-19 Paid Sick Leave	COV19
Departmental Training	DPTRN
Domestic Leave Without Pay	DOMLV
Educational Leave	EDUC
Emergency Housing Assist Payout	APEMG (FRS) APEHA (Non-FRS)
Emergency Sick Leave	ERSCK
First Time Homebuyer Payout	APHOM (FRS) APFHB (Non-FRS)
Floating Holiday	FLOAT
Floating Holiday (Fire) (Employees on 48H schedule)	FLOAT
Holiday DROP Payout	HPDFR
Holiday Leave - Family	HOLF
Holiday in lieu of Suspension	HOLX
Holiday Leave - Injury	HOLIJ
Holiday Leave for Annual	HOLA
Holiday Leave for Sick	HOLS
Holiday Leave Used	HOLUD
Holiday Leave Max Payout	HOLMX
Holiday Leave Payout ALL FRS	HPALL
Holiday Leave Payout ALL Non-FRS	HPALN
Holiday Leave Payout FRS	HPFRS
Holiday Leave Payout Non-FRS	HPNON
Holiday Leave for Exchanged Work	EXHOL
IAFF Holiday Payout Option 1	HOLFR
IAFF Holiday Payout Option 2	HOLP2
IAFF Holiday Payout Option 3	HOLP3
Judicial Bailiff Day Off	JBOFF
Jury Duty Leave	JURY
Leave for failed physical TWU	FPHYS
Leave Without Pay	LVEW
LOA Annual Leave Payout	LOAAP
LOA Comp Payout	LOACP

<b>Absence Description</b>	<b>Time Reporting Code (TRC)</b>
LOA Holiday Payout	LOAHP
Military Active Duty	MILAV
Military Reserve Duty	MILRV
Military Without with Annual	MILWA
Military Without with Comp	MILWC
Military Without with Holiday	MILWH
Parental Leave - TWU	PARNT
Parental Leave with Comp Leave	PARNT
Parental Leave with Sick Leave	PARNT
Parental Leave without Leave	PARNT
Parental Leave with Annual Leave	PARNT
Parental Leave with Holiday Leave	PARNT
Parental Without Leave - TWU	PWTWU
PBA Holiday Fiscal Pay	HOLFP
Reinstatement - Admin. Leave	RNSTM
Relieved from Duty	RDUTY
Sick Emerg for Exchanged Work	EXSCK
Sick Leave	SICK
Sick Leave - Family	SICKF
Sick Leave - Injury	SICKI
Sick Leave - Without Pay	SICKW
Sick Leave Conversion Payout	SKCNV
Sick Leave for Exchanged Work	EXSCK
Sick Leave Payout	SICKP
Sick Leave Payout ALL	SPALL
Sick Leave Payout No FICA/MICA	SPNFM
Sick Pool Used	SCKPL
Special Earned Leave Pool Used	LVEPL
Suggestion Award	AWARD
Suspension	SUSP
Unanticipated Annual Leave	UNANL
Unanticipated Comp Leave	UNCMP
Unanticipated Holiday Leave	UNHOL
Unanticipated Leave Without Pay	UNLWP
Unauthorized Leave - No Call	UNANC
Unauthorized Leave Called In	UNATH
Voting Leave	VOTE
Without Pay - Family	FMLAW

## **Assignment Pay Codes**

<b>Description</b>	<b>Definition</b>	<b>TRC</b>
Bus Preventive Maintenance	Bus Preventive Maintenance for the Transit department.	BM
Census Efforts	Time worked in support of census efforts.	CS
ERP Tracking (Bond)	Time worked in support of the ERP project bond funded.	EB
ERP Tracking (Other)	Time worked in support of the ERP project.	EN
ER Tracking (Aviation)		ER
FEMA Related Activities	Time worked in support of FEMA related activities for the Aviation Department.	FM
Hurricane Related Activity	Hurricane Related Activity	HU
Mover Preventive Maintenance	Mover Preventive Maintenance for the Transit department.	MM
Other Assignments	Other assignments for Solid Waste employees (Solid Waste Department) only.	OA
Pollworker	Time worked in support of Elections.	PL
Rail Preventive Maintenance	Rail Preventive Maintenance for the Transit department.	RM
Rail Project	For bargaining unit D employees only. Employee attending a rail class. Paid straight time for all hours marked with RP.	RP

## **ABSENCE TIME REPORTING CODES**

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Admin. Leave Holiday/Hurricane	ADMNH
Admin. Leave- MDCR Leave Option	ADMCR
Administrative Leave	ADMIN
Administrative Leave - Family	ADMNF
Administrative Leave - K & M	ADMKM
Administrative Leave - TWU	ADTST
Annual DROP Payout	APDFR (FRS) APDNF (Non-FRS)
Annual in lieu of Suspension	ANNLX

<b>Absence Description</b>	<b>Time Reporting Code (TRC)</b>
Annual Leave	ANNL
Annual Leave - Family	ANNLF
Annual Leave - Injury	ANNI
Annual Leave - Without Pay	ANNLW
Annual Leave in lieu of Sick	ANNLS
Annual Leave Payout ALL FRS	APALL
Annual Leave Payout ALL Non-FRS	APALN
Annual Leave Payout FRS	APFRS
Annual Leave Payout Non-FRS	APNON
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Comp Leave Payout FRS	CPFRS
Comp Leave Payout Non-FRS	CPNON
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Compensatory Leave for Sick	COMPS
Compensatory Leave Max Payout	COMPM
Court Witness	CRTWT
COVID-19 Paid Sick Leave	COV19
Departmental Training	DPTRN
Domestic Leave Without Pay	DOMLV
Educational Leave	EDUC
Emergency Housing Assist Payout	APEMG (FRS) APEHA (Non-FRS)

<b>Absence Description</b>	<b>Time Reporting Code (TRC)</b>
Emergency Sick Leave	ERSCK
First Time Homebuyer Payout	APHOM (FRS) APFHB (Non-FRS)
Floating Holiday	FLOAT
Floating Holiday (Fire) (Employees on 48H schedule)	FLOAT
Holiday DROP Payout	HPDFR
Holiday Leave - Family	HOLF
Holiday in lieu of Suspension	HOLX
Holiday Leave - Injury	HOLIJ
Holiday Leave for Annual	HOLA
Holiday Leave for Sick	HOLS
Holiday Leave Used	HOLUD
Holiday Leave Max Payout	HOLMX
Holiday Leave Payout ALL FRS	HPALL
Holiday Leave Payout ALL Non-FRS	HPALN
Holiday Leave Payout FRS	HPFRS
Holiday Leave Payout Non-FRS	HPNON
Holiday Leave for Exchanged Work	EXHOL
IAFF Holiday Payout Option 1	HOLFR
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Jury Duty Leave	JURY
Leave for failed physical TWU	FPHYS
Leave Without Pay	LVEW
LOA Annual Leave Payout	LOAAP
LOA Comp Payout	LOACP
LOA Holiday Payout	LOAHP
Military Active Duty	MILAV
Military Reserve Duty	MILRV
Military Without with Annual	MILWA
Military Without with Comp	MILWC
Military Without with Holiday	MILWH
Parental Leave - TWU	PARNT
Parental Leave with Comp Leave	PARNT
Parental Leave with Sick Leave	PARNT
Parental Leave without Leave	PARNT
Parental Leave with Annual Leave	PARNT
Parental Leave with Holiday Leave	PARNT
Parental Without Leave - TWU	PWTWU

<b>Absence Description</b>	<b>Time Reporting Code (TRC)</b>
PBA Holiday Fiscal Pay	HOLFP
Reinstatement - Admin. Leave	RNSTM
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Sick Leave - Family	SICKF
Sick Leave - Injury	SICKI
Sick Leave - Without Pay	SICKW
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Sick Leave for Exchanged Work	EXSCK
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Sick Leave Payout ALL	SPALL
Sick Leave Payout No FICA/MICA	SPNFM
Sick Pool Used	SCKPL
Special Earned Leave Pool Used	LVEPL
Suggestion Award	AWARD
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Unanticipated Annual Leave	UNANL
Unanticipated Comp Leave	UNCMP
Unanticipated Holiday Leave	UNHOL
Unanticipated Leave Without Pay	UNLWP
Unauthorized Leave - No Call	UNANC
Unauthorized Leave Called In	UNATH
Voting Leave	VOTE
Without Pay - Family	FMLAW



**DEPARTMENT DIRECTORY**

<b>Department Name</b>	<b>Address</b>	<b>Department Director</b>	<b>Department Personnel Representative (DPR)</b>	<b>Tuition Refund Coordinator (TRC)</b>	<b>Fair Employment Practices Liaison</b>
Animal Services	3599 NW 79 <sup>th</sup> Avenue Doral, FL 33122	Annette Jose (305) 418-7188	Dailin Sanchez (305) 418-7175	Dailin Sanchez (305) 418-7175	Annette Jose (305) 418-7188
Aviation	Building 5A – 1 <sup>st</sup> FL 4200 NW 36 <sup>th</sup> St. Miami, FL	Ralph Cutie (305) 876-7066	Yoel Lopez-Villazan (305) 876-7557	Yoel Lopez-Villazan (305) 876-7557	Kimarkia Jackson-Wright (305) 876-0856
Board of County Commissioners	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 3 <sup>rd</sup> FL Miami, FL 33128	Elda Green (305) 375-5120	Elda Green (305) 375-5120	Elda Green (305) 375-5120	Elda Green (305) 375-5120
CareerSource South Florida	7300 NW 19 <sup>th</sup> St., 5 <sup>th</sup> FL Miami, FL 33126	Rick Beasley (305) 594-7615 x369	Kami Larry (305) 929-1513	Kami Larry (305) 929-1513	Teresa Serrano (305) 594-7615 x261
Citizens' Independent Transportation Trust	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 10 <sup>th</sup> FL Miami, FL 33128	Javier A. Betancourt (305) 375-1357	Monica Cejas (305) 375-2151	Monica Cejas (305) 375-2151	Monica Cejas (305) 375-2151
Commission on Ethics and Public Trust	Overtown Transit Village 701 NW 1 <sup>st</sup> Ct 8th FL Miami, FL 33136	Ignacio Vazquez Jr. (305) 579-2594	Rodzandra Sanchez (305) 579-2594	Rodzandra Sanchez (305) 579-2594	Robert Thompson (305) 579-2594
Communications Department	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 25 <sup>th</sup> FL Miami, FL 33128	Inson Kim (305) 375-3601	Zenaida Pradel (305) 375-5060	Zenaida Pradel (305) 375-5060	Zenaida Pradel (305) 375-5060
Community Action and Human Services	Overtown Transit Village 701 NW 1 <sup>st</sup> Ct., 10 <sup>th</sup> FL Miami, FL 33136	Sonia Grice (786) 469-2821	Charles Brown, Jr. (786) 469-4723		Patricia Thomas (786) 469-4687
Corrections and Rehabilitation	Martin Luther King Building 2525 NW 62 <sup>nd</sup> St., 2 <sup>nd</sup> FL Miami, FL 33147	Sherea Green (305) 263-6149	John Prats (786) 263-6225		Margo Wright (786) 263-6551

### DEPARTMENT DIRECTORY

Department Name	Address	Department Director	Department Personnel Representative (DPR)	Tuition Refund Coordinator (TRC)	Fair Employment Practices Liaison
County Attorney	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 28 <sup>th</sup> FL Miami, FL 33128	Geri Bonzon-Keenan (305) 375-5151	Yolanda Negrin (305) 375-1342	Yolanda Negrin (305) 375-1342	Yolanda Negrin (305) 375-1342
Cultural Affairs	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 6 <sup>th</sup> FL Miami, FL 33128	Marialaura Leslie (305) 375-4634	Graham Winick (305) 375-2523	Graham Winick (305) 375-2523	Graham Winick (305) 375-2523
Department of Public Works	Overtown Transit Village 701 NW 1 <sup>st</sup> Ct., Suite 1300 Miami, FL 33136	(Interim) Josiel Ferrer-Diaz (305) 679-0090			
Department of Solid Waste Management	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 16 <sup>th</sup> FL Miami, FL 33128	Aneisha Daniels (305) 333-1002	Ruelynn Lafortune (305) 514-6706		Trinese Lamb-Gray (305) 514-6701
Department of Transit and Mobility	Overtown Transit Village 701 NW 1 <sup>st</sup> Ct., Suite 1300 Miami, FL 33136	(Interim) Josiel Ferrer-Diaz (305) 679-0090	Lydia Knight (786) 469-5235		Cindy Labranche (786) 469-5239
Fire Rescue	9300 NW 41 <sup>st</sup> Street Doral, FL 33178	Raied S. Jadallah (786) 331-5102	Yovanna Diaz (786) 331-5120	Marlene Tyler Kevin de La Cruz	Angie Gomez (786) 331-4606
Homeless Trust	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 27 <sup>th</sup> FL Miami, FL 33128	Victoria Mallete (305) 375-1490	Margarita Olano (305) 375-1490	Margarita Olano (305) 375-1490	Margarita Olano (305) 375-1490

### DEPARTMENT DIRECTORY

	<b>Address</b>	<b>Department Director</b>	<b>Department Personnel Representative (DPR)</b>	<b>Tuition Refund Coordinator (TRC)</b>	<b>Fair Employment Practices Liaison</b>
Internal Compliance Department	Overtown Transit Village 701 NW 1 <sup>st</sup> Ct. 15 <sup>th</sup> FL Suite 175 Miami, FL 33136	Ofelia Tamayo (786) 469-5922	Michielan Gayle (786) 469-5958	Michielan Gayle (786) 469-5958	Michielan Gayle (786) 469-5958
Information Technology Department	5680 SW 87 <sup>th</sup> Avenue Miami, FL 33173	Margaret Brisbane (305) 596-8700	Lylliam Arocho (305) 596-8279	Lylliam Arocho (305) 596-8279	Lylliam Arocho (305) 596-8279
Inspector General	Overtown Transit Village 601 NW 1 <sup>st</sup> Ct., 22 <sup>nd</sup> FL Miami, FL 33136	Felix Jimenez (305) 375-1946	Maria McNally (305) 375-1946	Maria McNally (305) 375-1946	Maria McNally (305) 375-1946
Administrative Office of the Court	Courthouse Center 175 NW 1 <sup>st</sup> Ave, 27 <sup>th</sup> FL Miami, FL 33128	Gabriela Jimenez Salomon (305) 349-5697	Kenyeta R. Pino (305) 349-7352	Kenyeta R. Pino (305) 349-7352	Kenyeta R. Pino (305) 349-7352
Juvenile Services	275 NW 2 <sup>nd</sup> St., 2 <sup>nd</sup> FL Miami, FL 33128	Latawun Bess (305) 755-6120	Cristina Molina (305) 755-6204	Cristina Molina (305) 755-6204	Cristina Molina (305) 755-6204
Law Library	Courthouse 73 W. Flagler St., #321 Miami, FL 33130	Natacha Jean Baptiste (305) 349-7548	Natacha Jean Baptiste (305) 349-7548	Natacha Jean Baptiste (305) 349-7548	
Legal Aid	Bar Association Building 123 NW 1 <sup>st</sup> Ave. Miami, FL 33128	Karen J. Ladis (305) 579-5733 x2240	Alice Ramirez (305) 579-1016	Alice Ramirez (305) 579-1016	Alice Ramirez (305) 579-1016
Library	Main Library 101 W. Flagler St. Miami, FL 33130	Ray Baker (305) 375-5026	Kelly Lau (305) 375-5010		Kelly Lau (305) 375-5010
Management & Budget	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 22 <sup>nd</sup> FL Miami, FL 33128	David Clodfelter (305) 375-5371	Charalambos Flevaris (305) 375-1656	Charalambos Flevaris (305) 375-1656	Carolina Acosta (305) 375-1596

# DEPARTMENT DIRECTORY

Department Name	Address	Department Director	Department Personnel Representative (DPR)	Tuition Refund Coordinator (TRC)	Fair Employment Practices Liaison
Medical Examiner	Medical Examiner Bldg. 1851 NW 10 <sup>th</sup> Avenue Miami, FL 33136-1133	Kenneth Hutchins (305) 545-2484	Leticia Smith (305) 545-2434	Leticia Smith (305) 545-2434	Veronica Melton-Lamar (305) 545-2420
Miami-Dade Economic Advocacy Trust	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 20 <sup>th</sup> FL Miami, FL 33128	William Diggs (305) 375-5670	Roshawn Harris (305) 375-5628		Roshawn Harris (305) 375-5628
Office of the Mayor	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 29 <sup>th</sup> FL Miami, FL 33128	Jeannette Vazquez (305) 375-5191	Katherine Montoya (305) 375-1038	Katherine Montoya (305) 375-1038	Katherine Montoya (305) 375-1038
Parks, Recreation and Open Spaces	Hickman Building 275 NW 2 <sup>nd</sup> St., 3 <sup>rd</sup> FL Miami, FL 33128	Maria Nardi (305) 755-7877	Stephanie Albert (305) 755-7979	Stephanie Albert (305) 755-7979	Stephanie Albert (305) 755-7979
People and Internal Operations	Stephen P. Clark Center 111 NW 1 St., Suite 2130 Miami, FL 33128	Raymond Hall (305) 375-1113	Yetive Hidalgo (305) 375-5441	Marie Kenol (305) 375-2143	Marie Kenol (305) 375-2143
Housing and Community Development	Overtown Transit Village 701 NW 1 <sup>st</sup> Ct., 16 <sup>th</sup> FL Miami, FL 33136	Alex R. Ballina (786) 469-4106	Simona Marlow (786) 469-4159		Simona Marlow (786) 469-4159
Regulatory and Economic Resources	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 29 <sup>th</sup> FL Miami, FL 33128	Lourdes Gomez (305) 375-2886	Jennifer Walker (305) 372-6777		Jennifer Walker (305) 372-6777
Seaport	1015 N. America Way #212 Miami, FL 33132	Hydi Webb (305) 347-4951	Luis Gonzalez (305) 347-4827		Luis Gonzalez (305) 347-4827

**DEPARTMENT DIRECTORY**

<b>Department Name</b>	<b>Address</b>	<b>Department Director</b>	<b>Department Personnel Representative (DPR)</b>	<b>Tuition Refund Coordinator (TRC)</b>	<b>Fair Employment Practices Liaison</b>
State Attorney's Office	1350 NW 12 <sup>th</sup> Avenue Miami, FL 33136	Katherine Fernandez Rundle (305) 547-0535	Primrose Laurient (305) 547-0540		Primrose Laurient (305) 547-0540
Strategic Procurement	Stephen P. Clark Center 111 NW 1 St., 13th FL Miami, FL 33128	Namita Uppal (305) 375-1574	Mariela Massarotti (305) 375-3088		Mariela Massarotti (305) 375-3088
Transportation Planning Organization	150 W. Flagler St. Suite 1900 Miami, FL 33130	Aileen Bouclé (305) 375-4507	Aleah Smith (305) 375-1734		Aleah Smith (305) 375-1734
Water and Sewer	Douglas Building 3071 SW 38 Ave, Rm 130 Miami, FL 33146	Roy Coley (786) 552-8200	Cristine Gonzalez (786) 552-8176		Cristine Gonzalez (786) 552-8176

**NON-DEPARTMENTAL**

<b>Department Name</b>	<b>Address</b>	<b>Department Director</b>	<b>Department Personnel Representative (DPR)</b>	<b>Tuition Refund Coordinator (TRC)</b>	<b>Fair Employment Practices Liaison</b>
Public Health Trust Support	1611 NW 12 Avenue Miami, FL 33136	N/A	Julie Staub (305) 585-6465	N/A	N/A

**CONSTITUTIONAL OFFICES**

<b>Department Name</b>	<b>Address</b>	<b>Department Director</b>	<b>Department Personnel Representative (DPR)</b>	<b>Tuition Refund Coordinator (TRC)</b>	<b>Fair Employment Practices Liaison</b>
Clerk of Courts	Courthouse East 22 NW 1 <sup>st</sup> St., Rm 314 Miami, FL 33128	Juan Fernandez-Barquin (305) 349-7395	Phyllis Clarke (305) 679-1000		Phyllis Clarke (305) 679-1000
Elections	2700 NW 87 <sup>th</sup> Avenue Doral, FL 33178	Alina Garcia (305) 499-8683	Faith Pearson-McKenzie (305) 499-8512	Faith Pearson-McKenzie (305) 499-8512	Faith Pearson-McKenzie (305) 499-8512
Finance	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 26 <sup>th</sup> FL Miami, FL 33128	Barbara Gomez (305) 375-5245	Lazavia Baker (305) 375-5208	Lazavia Baker (305) 375-5208	Gabriel Hernandez (305) 375-5248
Office of the Property Appraiser	Stephen P. Clark Center 111 NW 1 <sup>st</sup> St., 7 <sup>th</sup> FL Miami, FL 33128	Tomas Regalado (305) 375-4008	Deana Naraine (305) 375-3926	Madeline Clodfelter (305) 375-2936	Deana Naraine (305) 375-3926
Miami Dade Sheriff's Office	Miami-Dade Sheriff Fred Taylor Headquarters 9105 NW 25 St. Doral, FL 33172	Rosie Cordero-Stutz (305) 471-2100			
Tax Collectors	200 NW 2nd Ave., 4th FL Miami, FL 33128	Dariel Fernandez (305) 375-5570	Andrea Smith (305) 375-4234		Andrea Smith (305) 375-4234