



# **PERSONNEL AND PAYROLL REFERENCE**

## **People and Internal Operations Department**

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## EMPLOYEE CLASS

| TYPE   | INFORMS Employee Class                       | DESCRIPTION  |
|--|--|--|
| <b>Full-Time</b>   | Permanent                                    | After a probationary period is successfully served, an employee is placed in this status code. Only <b>full-time</b> classified service employees occupy this status code.                                     |
|  | Probationary                                 | This status is used when an employee is hired into a <b>full-time</b> classified service position. Probationary period is 26 pay periods.  |
|  | Exempt                                       | This status is used for <b>full-time</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>full-time</b> employee who has not met all the qualifications of the specified job.   |
|  | Emergency                                    | A <b>full-time</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>full-time</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>full-time</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>full-time</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)

| Description                                | INFORMS<br>Component<br>of Pay |
|--|--------------------------------|
| Police Acting Ranks                        | ACTRK                          |
| Air Rescue - Fire                          | AIRRS                          |
| Air Truck - Fire                           | AIRTRK                         |
| Airport/W Protocols and Certification      | ARPTPC                         |
| Arsons Unit Investigators                  | ARSUNT                         |
| Associate in Risk Management Certification | ASRMC                          |
| Aircraft Tech Faa Airframe Certificate     | ATAFC                          |
| Aircraft Tech Powerplant Certificate       | ATPPC                          |
| Assistant Tax Collector - Certified        | ATXCLR                         |
| Body Worn Cameras                          | BDYCAM                         |
| Building Management - ME                   | BMME                           |
| Boot Camp                                  | BTCMP                          |
| State Of Florida Category I LP             | CAT1LP                         |
| CFO In Communications Division             | CHFRA                          |
| Certified Internal Auditor (CIA)           | CIA                            |
| CNG Fuel System Inspector Certification    | CNGISP                         |
| Certified Public Accountant (CPA)          | CPA                            |
| Criminalist 1, 2 & 3 - Certified           | CRMCRT                         |
| Police Crime Scene Technicians             | CRMSC                          |
| Correctional/Recreational Officer          | CRREC                          |
| Courts Central DV Intake Unit Family Div   | CRTCNT                         |
| Courtroom Clerk 1 -District                | CRTDIS                         |
| Courtroom Clerk 1 Unified Family Court     | CRTFAM                         |
| Certified Forensic Computer Examiners      | CRTFCE                         |
| Courts - Primary Clerk                     | CRTPRM                         |
| Certified Professional Secretary           | CRTPSC                         |
| Court Services Enforceable Writs Section   | CSEWS                          |
| Corrections Technician IRB/CSB             | CTTCH                          |
| Demolition & Renovation                    | DEMRNV                         |
| Dispatchers Degree in EM or CS             | DISPAD                         |
| Fire Diver's Pay                           | DIVEX                          |
| Firefighter/Driver Operator                | DVOP                           |
| Education Incentive Pay                    | EDINCP                         |
| Electronic Courtroom                       | ELECRT                         |
| Firefighter/Fireboat Operators             | FBOP                           |
| FDLE Training Certification                | FDLECT                         |
| State Of Florida Fire Inspector 2          | FI2CRT                         |
| First Lieutenant                           | FIR1LT                         |
| Fire College Personnel                     | FIRCLG                         |
| Fire Safety Specialist Fire Inspector li   | FIRSSF                         |
| FI State Cert Re Appraiser                 | FLAPPR                         |
| Certification Of Florida Evaluators        | FLEVAL                         |
| FR II C 15                                 | FR2D1                          |
| FI Fire Safety 3                           | FR3FI                          |

| Description                               | INFORMS<br>Component<br>of Pay |
|---|--------------------------------|
| Fire Rescue Emerg.Medical Dispatcher(Emd  | FRDISP                         |
| Forensic Health Care Unit                 | FRHCR                          |
| CR Fire Inspector Cert.                   | FRINS2                         |
| Marine Unit - Fire                        | FRMRN                          |
| Forensic Photographer Iai Certification   | FRPIAI                         |
| Fire Safety Bureau Personnel              | FRSFTY                         |
| Forensic Toxicology Certification         | FRTOX                          |
| Technical Rescue Bureau                   | FRTRB                          |
| Heavy Equipment Tech Auto Mech            | HEAUTO                         |
| Human Service- CBAPF Certification        | HSCERT                         |
| Hostage Negotiator                        | HSTNEG                         |
| Hazardous Materials - Fire                | HZRDFR                         |
| W&S Hazardous Duty - 1 Step               | HZRDFS                         |
| Hazmat Specialist - Fire                  | HZSP                           |
| Fingerprint - IAI Cert.                   | IAICRT                         |
| ISD - Power Systems                       | ISD1P                          |
| Leadworker                                | LEAD                           |
| Lifeguard 1                               | LIFGRD                         |
| Logistical Services - Fire                | LOGIS                          |
| Medical Examiners Office                  | MEDEX                          |
| MDPD Community Mental Health Section      | MNTLHT                         |
| MDPD Mounted Patrol                       | MNTPTR                         |
| Motorcycle Patrol Duty                    | MTRCPD                         |
| Nan Trade Contractor                      | NANTRC                         |
| Night Differential                        | NGT1S                          |
| Fire Persnl Bur Officer-In-Charge         | OFFIC                          |
| Property Appraiser/Cert. Fla. Evaluator   | PAEVAL                         |
| Payment Card Industry Prof Cer            | PCIPCT                         |
| FDLE CJIS                                 | PDCJIS                         |
| Professional Engineer Certificate         | PECERT                         |
| Positive Attitude Change Tool Certificate | POSATT                         |
| Purchasing Or Contract Procurement Cert   | PRCHCT                         |
| Paralegal/Legal Asst. Certf.              | PRLGL                          |
| Public Service Aide                       | PSA                            |
| Registered Geologist                      | REGGEO                         |
| Registered Interior Design License        | RGINTD                         |
| Rail Structure Inspection Special         | RLINSP                         |
| Substance Abuse Professional Certificate  | SBABPC                         |
| Derm - Scuba/Underwater                   | SCBUND                         |
| Society Of Human Resources Mngmnt Certif  | SHRMC                          |
| Special Operations                        | SPCOPS                         |
| Service Excellence                        | SRVEX2                         |
| Service Excellence Certification          | SRVEXC                         |
| Survey Technician Certification           | SRVTCH                         |
| SW Supervisory Supplement                 | SWSUP                          |
| Solid Waste Training Program              | SWTRNP                         |
| Tr/Technical Response Truck               | TECTK                          |
| Temporary Leadworker                      | TMPLW                          |
| TP Sprayer Power Sys Pay                  | TPSPST                         |
| Trades                                    | TRDS                           |
| Traffic Tech/Supr.Bench.                  | TRFTCH                         |

| Description                                  | INFORMS Component of Pay |
|--|--------------------------|
| MDTA Supervisor Instructor For Rail          | TRNIST                   |
| Transfer Station Superintendent              | TRNSPT                   |
| Trash Truck Driver 1-Roll Of Vehcl           | TTDRV1                   |
| Underwater Search And Recovery               | UDRWSR                   |
| Urban Search And Rescue                      | USAR                     |
| Venom Response                               | VENOM                    |
| Victim Crime Advocates                       | VICADV                   |
| Water Dist System Operator License           | WDSOPL                   |
| Welder 6g Level Certification                | WLDR6G                   |
| Water & Sewer Call Center                    | WSCCTR                   |
| Water & Sewer Civil Violation Notices        | WSCVL                    |
| Water And Sewer Trade Allowance              | WSTRDA                   |
| Water/Wastewater Treatment Plnt Oper License | WWTPL                    |

\*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)**

| Description                            | INFORMS Components of Pay |
|--|---------------------------|
| Airfield Proficiency Allowance         | AIRFLD                    |
| Correctional Officer Maint. Supervisor | COMNSP                    |
| Corrections Department Trades          | CRTRD                     |
| Elevator Inspectors - AOA              | ELEAOA                    |
| Explosive Materials                    | EXPMAT                    |
| GSA - FLA DEPT. INS. - LICENSE         | FLAINS                    |
| Airside Operations Cert - FSS          | FS1AOA                    |
| Field Training Coordinators            | FTCRD                     |
| Field Training Officer                 | FTO                       |
| Field Training Supervisor              | FTSPVR                    |
| W&S Hazardous Duty - 2 STEP            | HZD2WS                    |
| Landfill Superintendent - SW           | LNSPR                     |
| Mosquito Control - CERTIFICATE         | MSQCRT                    |
| Night Differential                     | NGT2                      |
| Programmer 2 - On Call                 | ONCA                      |
| W&S On Call                            | ONCAWS                    |
| OSHA Training                          | OSHA                      |
| Special Response Team                  | SPCRT                     |
| Airport Ops Service Excellence         | SRVEXO                    |
| Comm. Oper & Comp Off Train            | TRAIN                     |
| Asst Trng Offcrs Corectionl 1 2 3      | TRNOFC                    |
| Utilities Develop Div - PRU            | UDDPLN                    |
|  |                           |

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

| Description  | INFORMS Component of Pay |
|--|--------------------------|
| 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 |
|--------------------------------|--------------|------------|
| Amer. College Sports Med CEP   | ACMS         | 5.00%      |
| Observers In Aircraft          | AIROBS       | 5.00%      |
| Airport-Cfr And Fire Dept. Cer | AIRPY        | 5.00%      |
| Animal Services Department     | ANMLSD       | 5.00%      |
| MDFRSelf-ContBreathA(SCBA)Tech | BA           | 2.50%      |
| Beach Special Operations       | BCH%         | 5.00%      |
| Code Compliance Division Inspe | CDIVIN       | 10.00%     |
| Code Comp. Div. Insp - H       | CDVINH       | 15.00%     |
| Code Enforcement Level 1       | CEL1         | 1.00%      |
| Code Enforcement Level 2       | CEL2         | 2.50%      |
| Code Enforcement Level 3       | CEL3         | 4.00%      |
| Code Enforcement Level 4       | CEL4         | 6.00%      |
| Certified Fraud Examiner Cert  | CFEC         | 5.00%      |
| Cert. Info. Systems Auditor    | CISA         | 5.00%      |
| Compressed Natural Gas Cert.   | CNGASC       | 5.00%      |
| Competency Milestone           | COMP2        | 16.00%     |
| Code Comp / Cons Prot Div      | CPDCC        | 10.00%     |
| Driver Operator Certification  | DVOC         | 5.00%      |
| CR Emergency Response Team     | EMERSP       | 5.00%      |
| Ems Fire Captains & Lieutenant | EMSC&L       | 2.50%      |
| EPA 608 Certification          | EPA608       | 5.00%      |
| Ems Operations Bureau          | ERMED        | 5.00%      |
| EMT/ Paramedic Certification   | ETPRCT       | 5.00%      |
| Fla. Dept. Law Enforcement Cer | FDLE         | 6.50%      |
| Fire Prevention Inspector 1 Ce | FIRIC1       | 1.00%      |

| Description                    | INFORMS Code | Percentage |
|--------------------------------|--------------|------------|
| Fire Prevention Inspector 2 Ce | FIRIC2       | 3.00%      |
| Fire Prevention Inspector 3 Ce | FIRIC3       | 5.00%      |
| Cert State Of Fl Fire Inspecto | FIRISP       | 3.00%      |
| Fire Paramedic (Protocol Certi | FIRPRM       | 28.50%     |
| Florida Certified Fire Inspect | FLFI2        | 2.00%      |
| Fleet Management -HEAUTO       | FMFAC        | 5.00%      |
| Fire Non-Sworn Support         | FNSS         | 12.00%     |
| Fire Safety Inspector 3 Cert   | FR3FI%       | 5.00%      |
| MDFR Asst Legal Liaison        | FRALL        | 5.00%      |
| Fire Investigator 1 Certificat | FRINV1       | 1.00%      |
| Fire Investigator 2 Certificat | FRINV2       | 3.00%      |
| Fire Investigator 3 Certificat | FRINV3       | 6.00%      |
| Fire Investigator 4 Certificat | FRINV4       | 9.00%      |
| MDFR Lifeguard Supplement      | FRLIFG       | 5.00%      |
| First Responders PBA           | FRPBA        | 5.00%      |
| Fire Rescue Response - Non-Emt | FRRSCN       | 5.00%      |
| MDFR SCUBA Tech                | FRSCBA       | 5.00%      |
| Technical Response Specialist  | FRTRS        | 5.00%      |
| WS Oper/Hazard Supp 10         | HZD2WA       | 10.00%     |
| Hazmat Specialist Certificatio | HZMT         | 5.00%      |
| WS Oper/Hazard Supplement      | HZRWSA       | 5.00%      |
| State Cert.Instrctr - Traing.  | INSTC        | 2.50%      |
| ISD Supplement 5%              | ISD5PR       | 5.00%      |
| Lifeguard PWC Supplement       | LGJETS       | 5.00%      |
| Mosquito Control Inspector     | MQINSP       | 5.00%      |
| Neighborhood Compliance        | NCMP         | 5.00%      |
| Neighborhood Compliance H      | NCMPH        | 5.00%      |
| Non-Sworn Support              | NSWORN       | 12.00%     |
| Operations Support Allowance   | OPSSUP       | 1.50%      |
| Ocean Rescue Comm Support      | ORCSOD       | 5.00%      |
| 14,8% Performance Adjustment   | PADJ         | 0.88%      |
| Police Chief Pilot             | PCHFPI       | 16.00%     |
| Pba Coe Employeees             | PCOEE        | 6.00%      |
| Nfpa Plan Examiner 1 Certifica | PLNEX1       | 2.00%      |
| RER Code Compliance Div.       | RERCCD       | 5.00%      |
| RER CC Pay                     | RERCCP       | 5.00%      |
| Three Person Rescue Unit       | RSCU         | 5.00%      |
| Special Operations Div - Fire  | SPCOP%       | 5.00%      |
| Seaport Department             | SPD          | 5.00%      |
| Special Projects - Fire Chief  | SPFRCF       | 5.00%      |
| Special Investigation DR%      | SPINV%       | 5.00%      |
| Seaport Department Trades      | SPTRD        | 5.00%      |
| Sergeant-At-Arms               | SRGARM       | 7.00%      |

| <b>Description</b>             | <b>INFORMS Code</b> | <b>Percentage</b> |
|--------------------------------|---------------------|-------------------|
| TP MOT Incentive Pay           | TPMOT               | 1.50%             |
| Transit Operations Support Pay | TPOSA               | 1.50%             |
| TP Project Inspector Pay       | TPPIS               | 5.00%             |
| USF/NCS Courts Certification   | TRANSL              | 5.00%             |
| DTPW Traffic Control           | TRFCTL              | 5.00%             |
| Transit Supervisory Supplement | TRSUP               | 5.00%             |
| TWU Allowance                  | TWUALW              | 5.00%             |
| Unified Family Court Pay       | UFCCRS              | 5.00%             |
| Veterinary Medicine Pay Supp   | VETMED              | 5.00%             |
| Waste Enforcement Ofcr 1 SP    | WEO1S               | 5.00%             |
| WS CDL ABOVE REQUIRED          | WSCDL               | 1.50%             |
| WASD Customer Service Excellen | WSCSEX              | 5.00%             |
| WASD GSAF License              | WSKLIC              | 5.00%             |
| WASD GSAF Safety Training      | WSKST               | 5.00%             |
| WASD License                   | WSLIC               | 7.50%             |
| 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%             |
| WASD Safety Training           | WSST                | 5.00%             |
| Solid Waste Enforcement Office | WSTENF              | 3.00%             |
| SW Enforcement Supplement H    | WSTENO              | 5.00%             |
| Waste Operations/Environments  | WSTENV              | 8.00%             |
| Zoo Miami Special Lethal Respo | ZMSLRT              | 5.00%             |

**FLAT DOLLAR ADJUSTMENTS**

| Description                    | INFORMS Code | Amount   |
|--------------------------------|--------------|----------|
| 4 Ase Cert Collision Repair &  | ASE4         | \$76.92  |
| 4 ASE Certifications Bus Ops   | ASE4AB       | \$57.69  |
| 4 Ase Certifications Automotiv | ASE4AT       | \$38.46  |
| 4 ASE Certs Heavy Truck Bus Op | ASE4HB       | \$57.69  |
| 4 Ase Certifications Heavy Tru | ASE4HT       | \$38.46  |
| 7 Ase Heavy Truck Certificatio | ASE7HT       | \$76.92  |
| 8 Ase Certifications Automotiv | ASE8CT       | \$76.92  |
| Automotive Trades Allowance    | AUTOTA       | \$20.00  |
| Car Commuting Allowance        | CARALW       | \$0.00   |
| Career Development Max Adj Fac | CDEVMX       | \$11.54  |
| COC Clerk Special Pay          | COCCSP       | \$76.92  |
| 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 li Max      | CRDVMX       | \$23.08  |
| Const. Office Cert. Program    | ECCOP        | \$76.92  |
| Fire - A. A.                   | FIRAA        | \$23.08  |
| Fire - B. A.                   | FIRBA        | \$50.77  |
| Florida Pump Operator Cert     | FLPOC        | \$50.00  |
| Fire Rescue - Supplement       | FR100B       | \$100.00 |
| Fire Rescue Supplement         | FR50B        | \$50.00  |
| Florida Fire Officer 1 Cert    | FRFO1        | \$50.00  |
| Florida Fire Officer 2 Certifi | FRFO2        | \$100.00 |
| Florida Fire Officer III       | FRFO3        | \$150.00 |
| Florida Fire Safety Insp 1 Cer | FRSF1        | \$25.00  |
| Honor Guard                    | HNRGRD       | \$50.00  |
| HOG Mechanic                   | HOGTEC       | \$38.46  |
| Fire Hazardous                 | HZDFIR       | \$175.00 |
| PBA Hazardous Duty             | HZDPBA       | \$175.00 |
| 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 | L1EMR        | \$19.23  |
| Level 2 Emergency Vehicle Tech | L2EMR        | \$38.46  |
| Level 3 Emergency Vehicle Tech | L3EMR        | \$57.69  |
| SWM LANDFILL - H               | LANDF2       | \$300.00 |

| Description                    | INFORMS Code | Amount   |
|--------------------------------|--------------|----------|
| SWM LANDFILL                   | LANDFL       | \$250.00 |
| Librarian Trainee              | LIBTRN       | \$80.13  |
| Living Wage                    | LIVWGE       | \$0.00   |
| Base Biweekly Salary           | MDBKLY       | \$0.00   |
| Master Truck Equipment Tech As | MSTREQ       | \$38.46  |
| Prod Control Licensed Reviewer | PCLR         | \$480.75 |
| Prof. Engineer Supplement      | PERR         | \$480.75 |
| Prof. Geologist Rec. Supp.     | PGRR         | \$480.75 |
| Premium Pay - AFSCME 3292      | PRMPAF       | \$80.00  |
| Premium Pay                    | PRMPAY       | \$70.00  |
| Premium Pay NB TPO             | PRMTPO       | \$60.00  |
| 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 Ca | PSSUPP       | \$300.00 |
| Special Investigative Duty     | SPCINV       | \$10.00  |
| Structural Retention - RER     | SRSPS        | \$770.00 |
| Solid Waste Management Truck W | SWMTW        | \$50.00  |
| TC Ast Tax Collector - Cert    | TCCFCA       | \$76.92  |
| TC Cert. Public Accountant     | TCCPA        | \$115.38 |
| TC Purchasing/Contract Procure | TCPROC       | \$96.15  |
| TC Society of HR Mgmt          | TCSHRM       | \$96.15  |
| Transit Clerk Allowance        | TPCALW       | \$40.00  |
| DTPW PAY                       | TPPAY        | \$100.00 |
| Waste Equipment Operator       | WSTEQO       | \$20.00  |
| Waste Attendant Landfill       | WSTLND       | \$150.00 |
| WS Tool Allowance              | WSTOOL       | \$33.11  |

**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 |
|------------|------------------|
| 9-27-2004  | \$25.00          |
| 9-26-2005  | \$50.00          |
| 12-17-2018 | \$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.  |

| Comp Rate Code | Description                    | Comp Base Pay Switch | Rate Code Type | Rate Code Class |
|----------------|--------------------------------|----------------------|----------------|-----------------|
| 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  |

| Description                                   | Earning Code | FRS |
|---|--------------|-----|
| 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

| Parking                                  | Code   | Monthly Amt. |
|--|--------|--------------|
| Brightline – 1 Station                   | BRGHTL | \$265.00     |
| Brightline Parking                       | BRGHTP | \$40.00      |
| Easy Pass                                | MTRPAS | \$95.65      |
| Metropass & Parking                      | MTRPP  | \$106.90     |
| Kristie Lot (Surface Lot)                | PKKRIS | \$65.27      |
| Overtown Transit Village Garage          | PKOVTG | \$65.27      |
| Parking - Overtown                       | PKOVT  | \$65.27      |
| Parking Children's Courthouse            | PKCHDC | \$65.27      |
| Parking Fee - Hickman Facility           | PKHICK | \$65.27      |
| Parking Fee (Courthouse Center)          | PKCRTH | \$65.27      |
| Parking Fee/Surcharge (Cultural Ctr)     | PKCLTL | \$65.27      |
| Parking Fee/Surcharge (Garage 5)         | PKGRG5 | \$65.27      |
| Parking Fee/Surcharge 140 W. Flagler St. | PK140  | \$65.27      |
| Parking Graham Lot                       | PKGRHM | \$65.27      |
| Parking MLK                              | PKMLK  | \$65.27      |
| Parking West Garage                      | PKWSTG | \$65.27      |
| 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 reset 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**

| Calendar Year                         | 2014    | 2015 & 2016 | 2017  | 2018    | 2019  | 2020    | 2021    | 2022    | 2023    | 2024  | 2025    |
|---------------------------------------|---------|-------------|-------|---------|-------|---------|---------|---------|---------|-------|---------|
| 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<br/>5/19/2018</b> | <b>Effective<br/>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. |                                 |                                 |                                   |                               |

**BENEFITS ADMINISTRATION:**

Benefit Program is based on the employee's Bargaining Unit and Date of Hire. The Benefit Program determines an employee's eligibility to Medical Plans and the cost of premium when enrolled.

The list includes:

| Benefit Program Name | Date of Hire      | Bargaining Unit  | Medical Plan  |
|----------------------|-------------------|--|---|
| <b>PBA</b>           | 1-1-2019 or later | E, P   | HMO Advantage<br>Select Advantage HMO First Choice Advantage HMO  |
| <b>RG2</b>           | Prior to 1-1-2020 | F, G, H,   | POS Advantage<br>HMO Advantage<br>Select Advantage HMO First Choice Advantage HMO   |
|                      | Prior to 1-1-2021 | D  |   |
|                      | Prior to 7-1-2021 | A  |   |
|                      | Prior to 1-1-2019 | C, E, P, K, L, M   |   |
| <b>RG3</b>           | 1-1-2019 or later | C, K, L, M   | Select Advantage HMO First Choice Advantage HMO   |
|                      | 1-1-2020 or later | F, G, H  |   |
|                      | 1-1-2021 or later | D  |   |
|                      | 7-1-2021 or later | A  |   |
|                      | 1-1-2022 or later | E, P   |   |
| <b>MDF</b>           | N/A               | C  | Fire Union Health and Dental Plans  |
| <b>EXE</b>           | N/A               | Execs Only   | POS Advantage<br>HMO Advantage<br>Select Advantage HMO<br>First Choice Advantage HMO<br><br>Day 1 Execs (Elig. Config. E1, E2, E3, EA Only) |
| <b>PTT</b>           | N/A               | Part Time Who Does Not Qualify for Benefits  | Part Time/Seasonals/Temps Who Only Pay into FRS After 6 Months  |
| <b>NON</b>           | N/A               | As Applicable  | No Benefit Plan   |
| <b>PT</b>            | N/A               | Employees will be manually added to this plan by Benefits- will need to be manually moved to Pre-Tax Program | Post Tax Plans - For Non-Execs (Special Circumstances only)   |

# FAMILY MEDICAL LEAVE ACT (FMLA)

## Who is eligible for FMLA?

- Employee who worked 1,250 hours in the previous 12 months, and;
- Employees 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**

| <b>Hours Paid</b> | <b>Accrual</b>                    |
|-------------------|-----------------------------------|
| 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**

| <b>Hours Paid</b> | <b>Accrual</b>                    |
|-------------------|-----------------------------------|
| 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 effective from July 1, 2025 through June 30, 2026

| Retirement Description                          | INFORMS<br>RK Code | Employer<br>Contribution | Employee<br>Contribution |
|---|--------------------|--------------------------|--------------------------|
| FRS Elected Officials                           | HI                 | 54.570%                  | 3%                       |
| FRS Inv Plan Elected Officer                    | PI                 | 54.570%                  | 3%                       |
| FRS Inv Plan Elected Officer Retiree            | QI                 | 54.570%                  | 3%                       |
| FRS Inv Plan Re-employed SMSC *                 | QM                 | 33.240%                  | 3%                       |
| FRS Inv Plan Regular                            | PA                 | 14.030%                  | 3%                       |
| FRS Inv Plan Senior Mgmt. Service               | PM                 | 33.240%                  | 3%                       |
| FRS Inv Plan Special Risk Admin. Support        | PJ                 | 39.480%                  | 3%                       |
| FRS Inv Plan Special Risk Fire                  | PB                 | 0.3279                   | 3%                       |
| FRS Inv Plan Special Risk Forensic Eff. 10/1/05 | PB                 | 35.190%                  | 3%                       |
| FRS Inv Plan Special Risk Police                | PB                 | 35.190%                  | 3%                       |
| FRS Re-employed Elected Official 07/10 **       | UI                 | 42.720%                  | 0%                       |
| FRS Re-employed Reg Class 07/10 **              | UA                 | 6.870%                   | 0%                       |
| FRS Re-employed Retiree Eff. 7/91               | RA                 | 14.030%                  | 3%                       |
| FRS Re-employed Special Risk 07/10 **           | UB                 | 15.030%                  | 0%                       |
| FRS Re-employed Sr. Mgmt. 07/10 **              | UM                 | 24.450%                  | 0%                       |
| FRS Regular                                     | HA                 | 14.030%                  | 3%                       |
| FRS Retired Elected Official Eff. 7/90          | RI                 | 54.570%                  | 3%                       |
| FRS Senior Management Service                   | HM                 | 33.240%                  | 3%                       |
| FRS Special Risk Admin Supp Eff. 7/82           | HJ                 | 39.480%                  | 3%                       |
| FRS Special Risk Fire                           | HB                 | 35.190%                  | 3%                       |
| FRS Special Risk Forensic                       | HB                 | 35.190%                  | 3%                       |
| FRS Special Risk Police/Corrections             | HB                 | 35.190%                  | 3%                       |
| IFAS Optional Retirement Program                | OP                 | 10.020%                  | 3%                       |
| No Retirement Contributions Made                | N/A                | 0%                       | 0%                       |
| Re-employed Senior Management Service *         | RM                 | 33.240%                  | 3%                       |
| Renewed Inv Plan EOC ***                        | CI                 | 54.570%                  | 3%                       |
| Renewed Inv Plan Regular Class ***              | CA                 | 14.030%                  | 3%                       |
| Renewed Inv Plan Special Risk Admin Supt ***    | CJ                 | 39.480%                  | 3%                       |
| Renewed Inv Plan Special Risk Class ***         | CB                 | 35.190%                  | 3%                       |
| Renewed Inv Plan Sr. Mgr Serv Class ***         | CM                 | 33.240%                  | 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**

| INFORMS | <u>Retirement Description</u>  | <u>Employer<br/>Contribution</u> | <u>Employee<br/>Contribution</u> |
|---------|--|----------------------------------|----------------------------------|
| DP      | DROP - FRS   | 22.020%                          | 0%                               |
| DS      | DROP - FRS Special Risk Police/Corrections/Forensic/Fire/Adm Support | 22.020%                          | 0%                               |
| DL      | DROP Law Enforcement Ext   | 21.130%                          | 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 2025**

| 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%             |
| 03/31/2025     | 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>BU</b>                           | <b>Effective Date</b> | <b>BU</b>                          | <b>Effective Date</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.<br><ul style="list-style-type: none"> <li>• Bargaining Unit C (IAFF) accrual max was set to 750 effective 12/17/18.</li> <li>• Bargaining Unit D (TWU) accrual max was set to 750 effective 10/19/2020.</li> <li>• Bargaining Unit E (PBA Rank &amp; File) accrual max was set to 750 effective 11/19/18.</li> <li>• Bargaining Unit F (AFSCME 3292) accrual max was set to 750 effective 1/27/2020.</li> <li>• Bargaining Unit G (AFSCME 1542) accrual max was set to 750 effective 1/27/2020.</li> <li>• Bargaining Unit H (AFSCME General) accrual max was set to 750 effective 1/27/2020.</li> <li>• Bargaining Unit K (GSAF) accrual max was set to 750 effective 12/17/18.</li> <li>• Bargaining Unit M (GSAF) accrual max was set to 750 effective 12/17/18.</li> <li>• Bargaining Unit P (PBA Supervisors) accrual max was set to 750 effective 11/19/18.</li> <li>• Bargaining Unit L (Non-Bargaining) accrual max was set to 750 effective 11/19/18.</li> </ul> |
| 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>COMP M</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.<br><ul style="list-style-type: none"> <li>• Bargaining Unit C (IAFF) 2 Floating Holidays effective 12/17/18.</li> <li>• Bargaining Unit D (TWU) 2 Floating Holidays effective 10/19/2020.</li> <li>• Bargaining Unit E (PBA Rank &amp; File) 2 Floating Holidays effective 11/19/18.</li> <li>• Bargaining Unit F (Solid Waste) 4 Floating Holidays effective 1/27/2020.</li> <li>• Bargaining Unit G (Aviation) 3 Floating Holidays effective 1/27/2020.</li> <li>• Bargaining Unit H (General) 3 Floating Holidays effective 1/27/2020.</li> <li>• Bargaining Unit K (GSAF) 3 Floating Holidays effective 6/1/2020.</li> <li>• Bargaining Unit M (GSAF) 3 Floating Holidays effective 6/1/2020.</li> <li>• Bargaining Unit P (PBA Supervisors) 2 Floating Holidays effective 11/19/18.</li> <li>• Bargaining Unit L (Non-Bargaining) 3 Floating Holidays effective 1/27/2020.</li> </ul> |
| 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".<br>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<br>A - AFSCME Local 121 WASD 240 hours (Eff: 5/7/18)<br>C - IAFF Local 1403 Fire No Max<br>D - TWU Local 291 Transit 104 hours<br>E - PBA Rank & File 240 hours (Eff: 3/8/10 no max for 4201, 4202, 4502, 4503 & 4504)<br>F - AFSCME Local 3292 Solid Waste 240 hours (Eff: 9/29/14)<br>G - AFSCME Local 1542 Aviation 240 hours (Eff: 9/29/14)<br>H - AFSCME Local 199 General 240 hours (Eff: 9/29/14)<br>K - GSAF Local 100 Supervisors 240 hours (Eff: 6/14/10)<br>L - Non Bargaining 240 hours for Non-Job Basis (Eff: 9/29/14) (No max for Job Basis)<br>M - GSAF Local 100 Professionals 240 hours (Eff: 6/14/10)<br>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 timesheets, and the dates on the timesheets must match those on the orders.<br><br>Miami-Dade Sherriff's Office will conduct the audit and eligibility review of all supporting military orders related to Miami-Dade Sherriff's Office transactions. |
| 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>OCLLEL</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>OCLLO</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)<br>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)<br>(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)<br>APEHA (Non-FRS)   |
| Emergency Sick Leave                                   | ERSCK                            |
| First Time Homebuyer Payout                            | APHOM (FRS)<br>APFHB (Non-FRS)   |
| Floating Holiday                                       | FLOAT                            |
| Floating Holiday (Fire)<br>(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         |

**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<br>Doral, FL 33122   | Annette Jose<br>(305) 418-7188             | Dailin Sanchez<br>(305) 418-7175                                | Dailin Sanchez<br>(305) 418-7175        | Annette Jose<br>(305) 418-7188            |
| Aviation                                   | Building 5A – 1 <sup>st</sup> FL<br>4200 NW 36 <sup>th</sup> St.<br>Miami, FL                      | Ralph Cutie<br>(305) 876-7066              | Yoel Lopez-Villazan<br>(305) 876-7557                           | Yoel Lopez-Villazan<br>(305) 876-7557   | Kimarkia Jackson-Wright<br>(305) 876-0856 |
| Board of County Commissioners              | Stephen P. Clark Center<br>111 NW 1 <sup>st</sup> St., 3 <sup>rd</sup> FL<br>Miami, FL 33128       | Elda Green<br>(305) 375-5120               | Elda Green<br>(305) 375-5120<br>Carlos Moreno<br>(305) 375-1645 | Elda Green<br>(305) 375-5120            | Elda Green<br>(305) 375-5120              |
| CareerSource South Florida                 | 7300 NW 19 <sup>th</sup> St., 5 <sup>th</sup> FL<br>Miami, FL 33126                                | Roderick Beasley<br>(305) 594-7615<br>x369 | Kami Larry<br>(305) 929-1513                                    | Kami Larry<br>(305) 929-1513            | Teresa Serrano<br>(305) 594-7615 x261     |
| Citizens' Independent Transportation Trust | Stephen P. Clark Center<br>111 NW 1 <sup>st</sup> St., 10 <sup>th</sup> FL<br>Miami, FL 33128      | Javier A. Betancourt<br>(305) 375-1357     | Monica Cejas<br>(305) 375-2151                                  | Monica Cejas<br>(305) 375-2151          | Monica Cejas<br>(305) 375-2151            |
| Commission on Ethics and Public Trust      | Overtown Transit Village<br>701 NW 1 <sup>st</sup> Ct 8th FL<br>Miami, FL 33136                    | Ignacio Vazquez Jr.<br>(305) 579-2594      | Rodzandra Sanchez<br>(305) 579-2594                             | Rodzandra Sanchez<br>(305) 579-2594     | Robert Thompson<br>(305) 579-2594         |
| Communications Department                  | Stephen P. Clark Center<br>111 NW 1 <sup>st</sup> St., 25 <sup>th</sup> FL<br>Miami, FL 33128      | Inson Kim<br>(305) 375-3601                | Zenaida Pradel<br>(305) 375-5060                                | Zenaida Pradel<br>(305) 375-5060        | Zenaida Pradel<br>(305) 375-5060          |
| Community Action and Human Services        | Overtown Transit Village<br>701 NW 1 <sup>st</sup> Ct., 10 <sup>th</sup> FL<br>Miami, FL 33136     | Sonia Grice<br>(786) 469-2821              | Charles Brown, Jr.<br>(786) 469-4723                            |   | Patricia Thomas<br>(786) 469-4687         |
| Corrections and Rehabilitation             | Martin Luther King Building<br>2525 NW 62 <sup>nd</sup> St., 2 <sup>nd</sup> FL<br>Miami, FL 33147 | Sherea Green<br>(305) 263-6149             | Jamie Anglin<br>(786) 263-6209                                  |   | Margo Wright<br>(786) 263-6551            |

**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> |
|--------------------------------------|---|--|---|---|--|
| County Attorney                      | Stephen P. Clark Center<br>111 NW 1 <sup>st</sup> St., 28 <sup>th</sup> FL<br>Miami, FL 33128 | Geri Bonzon-Keenan<br>(305) 375-5151           | Yolanda Negrin<br>(305) 375-1342                  | Yolanda Negrin<br>(305) 375-1342        | Yolanda Negrin<br>(305) 375-1342         |
| Cultural Affairs                     | Stephen P. Clark Center<br>111 NW 1 <sup>st</sup> St., 6 <sup>th</sup> FL<br>Miami, FL 33128  | Marialaura Leslie<br>(305) 375-4634            | Graham Winick<br>(305) 375-2523                   | Graham Winick<br>(305) 375-2523         | Graham Winick<br>(305) 375-2523          |
| Department of Public Works           | Overtown Transit Village<br>701 NW 1 <sup>st</sup> Ct., Suite 1300<br>Miami, FL 33136         | Stacy Miller<br>(786) 469-5406                 | Lydia M. Knight<br>(786)469-5235<br>(786)469-5492 |   |  |
| Department of Solid Waste Management | Stephen P. Clark Center<br>111 NW 1 <sup>st</sup> St., 16 <sup>th</sup> FL<br>Miami, FL 33128 | Aneisha Daniels<br>(305) 333-1002              | Ruelynn Lafortune<br>(305) 514-6674               |   | Trinese Lamb-Gray<br>(305) 514-6701      |
| Department of Transit and Mobility   | Overtown Transit Village<br>701 NW 1 <sup>st</sup> Ct., Suite 1300<br>Miami, FL 33136         | (Interim) Josiel Ferrer-Diaz<br>(305) 679-0090 | Lydia Knight<br>(786) 469-5235                    |   | Cindy Labranche<br>(786) 469-5239        |
| Fire Rescue                          | 9300 NW 41 <sup>st</sup> Street<br>Doral, FL 33178  | Raied S. Jadallah<br>(786) 331-5102            | Yovanna Diaz<br>(786) 331-5120                    | Marlene Tyler<br>Kevin de La Cruz       | Angie Gomez<br>(786) 331-4606            |
| Homeless Trust                       | Stephen P. Clark Center 111<br>NW 1 <sup>st</sup> St., 27 <sup>th</sup> FL Miami, FL<br>33128 | Victoria Mallete<br>(305) 375-1490             | Margarita Olano<br>(305) 375-1490                 | Margarita Olano<br>(305) 375-1490       | Margarita Olano<br>(305) 375-1490        |

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

**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>   |
|------------------------------------|--|-------------------------------------|--|---|--|
| Medical Examiner                   | Medical Examiner Bldg.<br>1851 NW 10 <sup>th</sup> Avenue<br>Miami, FL 33136-1133              | Kenneth Hutchins<br>(305) 545-2484  | Eddie Battle<br>(305)547-5716                    | Eddie Battle<br>(305)547-5716           | Veronica Melton-Lamar<br>(305) 545-2420    |
| Miami-Dade Economic Advocacy Trust | Stephen P. Clark Center<br>111 NW 1 <sup>st</sup> St., 20 <sup>th</sup><br>FL Miami, FL 33128  | William Diggs<br>(305) 375-5670     | Roshawn Harris<br>(305) 375-5628                 |   | Roshawn Harris<br>(305) 375-5628           |
| Office of the Mayor                | Stephen P. Clark Center<br>111 NW 1 <sup>st</sup> St., 29 <sup>th</sup> FL<br>Miami, FL 33128  | Jeannette Vazquez<br>(305) 375-1880 | Katherine Montoya<br>(305) 375-1038              | Katherine Montoya<br>(305) 375-1038     | Katherine Montoya<br>(305) 375-1038        |
| Parks, Recreation and Open Spaces  | Hickman Building<br>275 NW 2 <sup>nd</sup> St., 3 <sup>rd</sup> FL<br>Miami, FL 33128          | Christina White<br>(305) 755-7903   | Stephanie Albert<br>(305) 755-7979               | Stephanie Albert<br>(305) 755-7979      | Stephanie Albert<br>(305) 755-7979         |
| People and Internal Operations     | Stephen P. Clark Center<br>111 NW 1 St., Suite 2130<br>Miami, FL 33128                         | Raymond Hall<br>(305) 375-1113      | Marie Kenol<br>(305) 375-1603                    | Marie Kenol<br>(305) 375-1603           | Marie Kenol<br>(305) 375-1603              |
| Housing and Community Development  | Overtown Transit Village<br>701 NW 1 <sup>st</sup> Ct., 16 <sup>th</sup> FL<br>Miami, FL 33136 | Nathan Kogon<br>(786) 469-4120      | Christina Salinas-Cotter<br>(786) 469-4246       |   | Christina Salinas-Cotter<br>(786) 469-4246 |
| Regulatory and Economic Resources  | Stephen P. Clark Center<br>111 NW 1 <sup>st</sup> St., 29 <sup>th</sup> FL<br>Miami, FL 33128  | Lourdes Gomez<br>(305) 375-2886     | Jennifer Walker<br>(305) 372-6777                |   | Jennifer Walker<br>(305) 372-6777          |
| Seaport                            | 1015 N. America Way<br>#212<br>Miami, FL 33132   | Hydi Webb<br>(305) 347-4951         | Luis Gonzalez<br>(305) 347-4827                  |   | Luis Gonzalez<br>(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<br>Miami, FL 33136                  | Katherine Fernandez Rundle<br>(305) 547-0535 | Primrose Laurient<br>(305) 547-0540              |   | Primrose Laurient<br>(305) 547-0540      |
| Strategic Procurement                | Stephen P. Clark Center 111<br>NW 1 St., 13th FL Miami, FL<br>33128 | Namita Uppal<br>(305) 375-1574               | Mariela Massarotti<br>(305) 375-3088             |   | Mariela Massarotti<br>(305) 375-3088     |
| Transportation Planning Organization | 150 W. Flagler St.<br>Suite 1900<br>Miami, FL 33130                 | Aileen Bouclé<br>(305) 375-4507              | Milagros Del Valle<br>(305) 375-1734             |   | Milagros Del Valle<br>(305) 375-1734     |
| Water and Sewer                      | Douglas Building<br>3071 SW 38 Ave, Rm 130<br>Miami, FL 33146       | Jay Fink<br>(786) 552-8200                   | Cristine Gonzalez<br>(786) 552-8176              |   | Cristine Gonzalez<br>(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<br>Miami, FL 33136 | N/A                        | Julie Staub<br>(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<br>22 NW 1 <sup>st</sup> St., Rm 314<br>Miami, FL 33128                       | Juan Fernandez-Barquin<br>(305) 349-7395 | Phyllis Clarke<br>(305) 679-1000                 |  | Phyllis Clarke<br>(305) 679-1000         |
| Elections                        | 2700 NW 87 <sup>th</sup> Avenue<br>Doral, FL 33178  | Alina Garcia<br>(305) 499-8683           | Faith Pearson-McKenzie<br>(305) 499-8512         | Faith Pearson-McKenzie<br>(305) 499-8512 | Faith Pearson-McKenzie<br>(305) 499-8512 |
| Finance                          | Stephen P. Clark Center<br>111 NW 1 <sup>st</sup> St., 26 <sup>th</sup> FL<br>Miami, FL 33128 | Barbara Gomez<br>(305) 375-5245          | Lazavia Baker<br>(305) 375-5208                  | Lazavia Baker<br>(305) 375-5208          | Gabriel Hernandez<br>(305) 375-5248      |
| Office of the Property Appraiser | Stephen P. Clark Center<br>111 NW 1 <sup>st</sup> St., 7 <sup>th</sup> FL<br>Miami, FL 33128  | Tomas Regalado<br>(305) 375-4008         | Deana Naraine<br>(305) 375-3926                  | Madeline Clodfelter<br>(305) 375-2936    | Deana Naraine<br>(305) 375-3926          |
| Miami Dade Sheriff's Office      | Miami-Dade Sheriff Fred Taylor Headquarters<br>9105 NW 25 St.<br>Doral, FL 33172              | Rosie Cordero-Stutz<br>(305) 471-2100    | John Carlos Prats<br>(305) 471-2565              |  |  |
| Tax Collectors                   | 200 NW 2nd Ave., 4th FL<br>Miami, FL 33128  | Dariel Fernandez<br>(305) 375-5570       | Andrea Smith<br>(305) 375-4234                   |  | Andrea Smith<br>(305) 375-4234           |