

Financial Affairs
Edward Marquez, Chief Financial Officer

**SUBJECT: PROPOSED AMENDMENT OF BOARD RULE: INITIAL READING
6Gx13- 4D-1.09, PROCEDURES--PAYROLL**

**COMMITTEE: LEGISLATIVE RELATIONS, PUBLIC RELATIONS AND PERSONNEL
SERVICES**

This item is submitted for consideration by the Board to amend the School Board Rule 6Gx13- 4D-1.09, Procedures--Payroll, by incorporating the document, Payroll Processing Procedures Manual, by reference and to be made a part of this rule. The document provides guidelines as to policies and procedures pertaining to the processing of payments to District employees.

Attached are the Notice of Intended Action and the rule proposed for amendment. Changes from the current rule are indicated by underscoring words to be added and ~~striking-through~~ words to be deleted.

Copies of the document, *Payroll Processing Procedures Manual*, to be incorporated by reference and made part of this rule, will be forwarded to the School Board members under separate cover, and will be available for inspection by the public in the Office of Board Recording Secretary, Room 924, and the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Authorization of the Board is requested for the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act for the amendment of Board Rule 6Gx13- 4D-1.09, Procedures--Payroll.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to amend Board Rule 6Gx13- 4D-1.07, Procedures--Payroll, and to incorporate the document, Payroll Processing Procedures Manual, by reference to be made part of this rule.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on July 14, 2004, its intention to amend Board Rule 6Gx13- 4D-1.09, Procedures--Payroll at its meeting of August 18, 2004.

PURPOSE AND EFFECT: To provide guidelines as to policies and procedures pertaining to the processing of payments to District employees.

SUMMARY: The document, Payroll Processing Procedures Manual, to be incorporated by reference and made part of this rule, mainly reflects modifications relating to changes in various procedures that are now automated, which were previously accomplished manually.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 1001.41(1)(2); 1001.42(17) F.S.

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 1001.42(11)(a) F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF August 18, 2004, which begins at 1:00 p.m. in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), F.S., must do so in writing by August 9, 2004, to the Superintendent of Schools, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

A COPY OF THE PROPOSED AMENDED RULE is available to the public for inspection and copying at cost in the Citizen Information Center, Room 158, 1450 N.E. 2nd Avenue, Miami, Florida 33132.

Originator: Ms. Connie Pou
Supervisor: Mr. Edward Marquez
Date: June 30, 2004

Compensation and Related Benefits

PROCEDURES--PAYROLL

Procedures relating to Payroll forms to be prepared for payroll purposes, pay schedules, etc. are contained in the **Payroll Processing Procedures Manual, which is incorporated by reference and made part of this rule,** issued by the Office of Accounting the Controller - Payroll Department.

Specific Authority: ~~230.22(2); 230.23(17)~~ 1001.41(1)(2); 1001.42(17) F.S.

Law Implemented, Interpreted, or Made Specific: ~~230.23(14)(a)~~ 1001.42(11)(a) F.S.

History

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Amended: 10-7-98