

Jose L. Dotres, Chief Human Capital Officer
Office of Human Capital Management

SUBJECT: **INITIAL READING: PROPOSED AMENDMENT OF SCHOOL BOARD POLICY 1120.01 MANUAL OF PROCEDURES FOR MANAGERIAL EXEMPT PERSONNEL**

COMMITTEE: **PERSONNEL, STUDENT, SCHOOL, AND COMMUNITY SUPPORT**

LINK TO STRATEGIC BLUEPRINT: **HIGHLY EFFECTIVE TEACHERS, LEADERS AND STAFF**

This item is submitted for consideration by the Board to amend the *Manual of Procedures for Managerial Exempt Personnel*, which is incorporated by reference in Board Policy 1120.01, *Managerial Exempt Personnel*. Section A, *Classification System*, Section B, *Compensation System*, Section C, *Professional Rights*, Section D, *Professionalization* and Section E, *Employee Benefits* are recommended for amendment to align the manual with legislative changes and to update outdated sections and language to conform with established District practices. These revisions are needed to remain effective and align with the mission and goals of the district.

At its regularly scheduled School Board meeting of April 17, 2019, the School Board approved Agenda Item H-6, *Administrative Assessment and Associated Updates of Districtwide Manuals and Websites*, sponsored by Ms. Mari Tere Rojas, Board Member. Agenda Item H-6 authorized the Superintendent to conduct an administrative assessment and associated updates of districtwide manuals and websites. } ADDED

Attached is the Notice of Intended Action.

Copies of the document, Manual of Procedures for Managerial Exempt Personnel will be forwarded to the Board under separate cover.

Authorization of the Board is requested for the Superintendent to initiate rulemaking proceedings in accordance with the Florida Administrative Procedure Act for the amendment of the *Manual of Procedures for Managerial Exempt Personnel*, which is incorporated by reference in Board Policy 1120.01, *Managerial Exempt Personnel*.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate rulemaking proceedings in accordance with the Florida Administrative Procedure Act to amend the *Manual of Procedures for Managerial Exempt Personnel*, which is incorporated by reference in Board Policy 1120.01, *Managerial Exempt Personnel*.

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on December 9, 2020, its intention to amend the *Manual of Procedures for Managerial Exempt Personnel*, which is incorporated by reference in Board Policy 1120.01, *Managerial Exempt Personnel*, at its meeting of January 13, 2021.

PURPOSE AND EFFECT: To amend the *Manual of Procedures for Managerial Exempt Personnel* by amending Section A, *Classification System*, Section B, *Compensation System*, Section C, *Professional Rights*, Section D, *Professionalization* and Section E, *Employee Benefits*, to delineate revisions in compensation, performance appraisals, professional rights, workers' compensation and leave provisions and to update outdated information.

SUMMARY: The *Manual of Procedures for Managerial Exempt Personnel (MEP)*, which is incorporated by reference in Board Policy 1120.01, *Managerial Exempt Personnel*, delineates procedures for managerial exempt personnel, including employment policies, guidelines, and provisions for classification, compensation, performance appraisal, workers compensation and leave for the aforementioned employee group. Amendments are proposed to align the manual with legislative changes and to update outdated information to conform with established District practices.

SPECIFIC LEGAL AUTHORITY UNDER WHICH POLICYMAKING IS AUTHORIZED: 1001.41(1),(2); 1001.42(5), (28); 1001.43(11) F.S.

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 1001.51(7); 1012.01(3), (7); 1012.22(1); 1012.27 F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF January 13, 2021, 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, January 6, 2021, 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 POLICY is available, at cost, to the public for inspection and copying in the Citizen Information Center, Room 158, 1450 N. E. Second Avenue, Miami, Florida 33132.