

Enid Weisman, Assistant Superintendent  
Human Resources, Recruiting, Performance Management and Labor Relations

- SUBJECT:**
1. **PROPOSED AMENDMENT OF BOARD POLICY: INITIAL READING 4120.01, CONFIDENTIAL EXEMPT PERSONNEL**
  2. **APPROVE THE AMENDED CONFIDENTIAL EXEMPT PERSONNEL (CEP) SALARY SCHEDULE EFFECTIVE JANUARY 1, 2012**
  3. **APPROVE SALARY REDUCTIONS FOR AFFECTED EMPLOYEES, EFFECTIVE JANUARY 1, 2012 AND JULY 1, 2012**

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**COMMITTEE:** SCHOOL SUPPORT ACCOUNTABILITY

**LINK TO STRATEGIC FRAMEWORK:** SCHOOL/DISTRICT LEADERSHIP

This item is submitted for consideration by the Board to amend this policy, and to revise the document, Classification and Compensation Plan for Confidential Exempt Personnel, which is incorporated by reference and is a part of this policy, to comport with administrative procedures related to classification and compensation system for confidential exempt personnel.

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

Copies of the document, Classification and Compensation Plan for Confidential Exempt Personnel, which is incorporated by reference and is part of this policy, will be forwarded to 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 Policy 4120.01, Confidential Exempt Personnel.

Confidential exempt employees of Miami-Dade County Public Schools (M-DCPS) are selected personnel who hold positions classified by the Public Employee Relations Commission as confidential exempt, and who report to managerial personnel who are exempt from the provision of Chapter 447, Florida Statutes.

A compensation study was conducted to benchmark Miami-Dade County Public Schools (M-DCPS) confidential exempt employees to confidential exempt employees in other school districts throughout the State of Florida and to review the alignment of M-DCPS to the market-value in Miami-Dade County. The following revisions are recommended to the Confidential Exempt Personnel (CEP) Salary Schedule (X0):

- Collapse pay grades from 12 pay grades to 5 pay grades
- Delete salary steps
- Establish salary ranges
- Elimination of supplements

CEP Employees that are currently above the new maximums for each pay grade will experience a reduction in compensation. Fifty percent of the reduction will occur beginning January 1, 2012, and the remainder effective July 1, 2012.

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**RECOMMENDED:** That The School Board of Miami-Dade County, Florida:

1. Authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to amend Board Policy 4120.01, Confidential Exempt Personnel, and the document, Classification and Compensation Plan for Confidential Exempt Personnel, which is incorporated by reference and is a part of this policy;
2. approve the amended Confidential Exempt Personnel (CEP) salary schedule effective January 1, 2012; and
3. approve salary reductions for affected employees, effective }  
January 1, 2012 and July 1, 2012.

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**CONFIDENTIAL EXEMPT PERSONNEL  
(XO) SALARY SCHEDULE 2011-2012 (250 DAYS PAID)  
Effective January 1, 2012**

PAY GRADE	NEW MINIMUM	NEW MAXIMUM	PRIOR MINIMUM	PRIOR MAXIMUM*	DIFFERENCE IN MAXIMUMS
1	\$24,068	\$45,000	\$24,068	\$55,667	(\$10,667)
2	\$26,211	\$50,000	\$26,211	\$58,103	(\$8,103)
3	\$28,982	\$55,000	\$28,982	\$63,316	(\$8,316)
4	\$30,356	\$60,000	\$30,356	\$69,040	(\$9,040)
5	\$33,548	\$65,000	\$33,548	\$72,104	(\$7,104)

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Effective January 1, 2012 conversion to salary ranges, consolidation of pay grades, and elimination of supplements maximum total amount: \$2,611.

\*Rates effective 7/1/2011

**CONFIDENTIAL EXEMPT POSITIONS**

PAY GRADE	JOB TITLE
<b>ADMINISTRATIVE ASSISTANT JOB FAMILY</b>	
1	Department Administrative Assistant
2	District Administrative Assistant
3	Senior Administrative Assistant
4	Administrative Assistant to Cabinet Member
5	Administrative Assistant to Superintendent of Schools
<b>DISTRICT JOB FAMILY</b>	
1	Department Specialist
1	DCOM Specialist
2	Senior DCOM Specialist
3	Administrative Specialist
3	Property Audit Specialist
3	Translation Specialist
4	Fiscal Specialist
<b>SCHOOL BOARD JOB FAMILY</b>	
1	School Board Receptionist
5	Administrative Secretary to the School Board
5	Recording Secretary to the School Board
5	Recording Secretary /Historian
5	School Board Office Manager
5	School Board Clerk

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CONFIDENTIAL EXEMPT PERSONNEL

2 The Superintendent may designate certain employees as confidential exempt  
3 personnel. Confidential exempt personnel are defined in the document,  
4 Classification and Compensation Plan for Confidential Exempt Personnel,  
5 incorporated by reference, which also includes regulations for the administration of  
6 the classification, compensation, and performance appraisal systems for confidential  
7 exempt personnel.

8 The document is maintained in the Office of Human Resources, Recruiting, and  
9 Performance Management and Labor Relations, the Office of Board Recording  
10 Secretary, and the Citizen Information Center.

## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on July 13, 2011, its intention to amend Board Policy 4120,01, Confidential Exempt Personnel, and the document, Classification and Compensation Plan for Confidential Exempt Personnel, which is incorporated by reference and is a part of this policy, at its meeting of September 7, 2011.

**PURPOSE AND EFFECT:** To amend the Board Policy and the document, Classification and Compensation Plan for Confidential Exempt Personnel, to update outdated sections and language of the document, and to comport with administrative procedures related to the classification and compensation system for confidential exempt personnel.

**SUMMARY:** Board Policy 4120.01, Confidential Exempt Personnel and the document, Classification and Compensation Plan for Confidential Exempt Personnel, delineate procedures for confidential exempt personnel, including employment policies, guidelines, and provisions for classification, compensation, and performance appraisal for the aforementioned employee group.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH POLICYMAKING IS AUTHORIZED:** 1001.41(1)(2); 1001.42(25); 1001.43(10) F.S.

**LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC:** 1001.42(5); 1001.43(11); 1001.51(7); 1012.01(6)(7); 1012.22(1)(c)(e)(2); 1012.27 F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF September 7, 2011, 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 8, 2011, 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.

Originator: Ms. Enid Weisman  
Supervisor: Mr. Alberto M. Carvalho  
Date: June 27, 2011