

Dr. Dawn M. Baglos, Chief Human Capital Officer  
Office of Human Capital Management

**SUBJECT:** **INITIAL READING: PROPOSED AMENDMENT OF SCHOOL BOARD POLICY 4120.01, CONFIDENTIAL EXEMPT PERSONNEL**

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

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

This item is submitted for consideration by the Board to amend the document, *Classification and Compensation Plan for Confidential Exempt Personnel* ("Manual"), which is incorporated by reference in Board Policy 4120.01, *Confidential Exempt Personnel*. Section I, *Policies and Guidelines*, Section II, *Compensation Plan*, Section VI, *Employee Benefits*, and Appendix A are recommended for amendment to update outdated information to conform with established District practices. These revisions are needed to remain effective and align with the mission and goals of the District.

The policy amendments were drafted in collaboration with and reviewed by the Superintendent, Office of the General Counsel, and District staff. The Notice of Intended Action and policy are attached.

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 [Classification and Compensation Plan for Confidential Exempt Personnel](#), which is incorporated by reference in Board Policy 4120.01, *Confidential 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 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.

## **NOTICE OF INTENDED ACTION**

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on April 19, 2023, 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 June 14, 2023.

**PURPOSE AND EFFECT:** To amend the document, *Classification and Compensation Plan for Confidential Exempt Personnel*, by amending Section I, *Policies and Guidelines*, Section II, *Compensation Plan*, Section VI, *Employee Benefits*, and Appendix A to update outdated information.

**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. These amendments update outdated information and align with established District practices.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH POLICYMAKING IS AUTHORIZED:** 1001.41(1)(2), F.S.

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

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF June 14, 2023, 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, May 16, 2023, 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 102, 1450 N. E. Second Avenue, Miami, Florida 33132.



Book	Policy Manual
Section	4000 Support Staff
Title	CONFIDENTIAL EXEMPT PERSONNEL
Code	po4120.01
Status	Active
Adopted	May 11, 2011
Last Revised	July 8, 2021

#### 4120.01 - **CONFIDENTIAL EXEMPT PERSONNEL**

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

The document is maintained in the Office of Human Capital Management, the Office of Board Recording Secretary, and the Citizen Information Center.

Effective 7/1/11

Revised 9/7/11

Revised 6/23/21

Technical Correction 7/8/21