



Departmental Standard Operating Procedure (DSOP)

DSOP No. 13-06

Effective: 10-4-2013

SUBJECT: SENIORITY BIDDING

PURPOSE AND SCOPE:

To establish a policy and procedure for employees within the Airside Operations, Landside Operations, Terminal Operations, Security and Safety, and Maintenance Divisions to be ranked based on employment seniority to be used during a bidding process to allocate by rank an employee's shift, vacation and overtime.

I. AUTHORITY:

AFSCME 1542, Fair Labor Standards Act, Miami-Dade County Leave Manual, Miami-Dade County Personnel Rules, Family Medical Leave Act (FMLA), American Disability Act (ADA), Miami-Dade Aviation Department Return to Work Policy

II. POLICY:

When agreed upon by the majority of the employees, the Airside Operations, Landside Operations, Terminal Operations, Security and Safety, and Maintenance Divisions are authorized to grant seniority bidding for shifts, vacation and overtime to employees in the same classification and job functions. The following guidelines will apply to the above policy:

A. Seniority will be calculated using the following criteria, progressing in sequential order in case of a tie:

1. Date the employee entered their current classification.
2. Date the employee entered the division.
3. Date the employee originally received permanent status in the classification.
4. Date the employee was hired by the County.
5. Drawing lots (random selection to determine order of remaining employees within classification).

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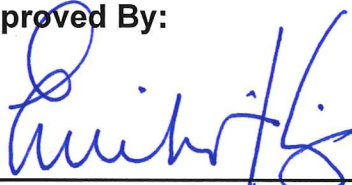
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- B. Seniority bidding, once approved, can be discontinued at any time should the system adversely affect the operations of the division. Notification to discontinue seniority bidding shall be provided to the Union providing justification and the termination date.
- C. When a seniority bidding process is not approved by the majority of employees of a division, a new vote to establish the process will be conducted every three (3) years upon notification from the Union.
- D. Shift bidding will be conducted prior to the start of a new schedule change.
- E. Shift swapping in divisions with approved seniority bidding will be eliminated.
- F. Whenever possible, employees shall be entitled to use the total amount of annual leave earned during the leave year, but no more than three (3) consecutive weeks. More than three (3) consecutive weeks shall be at the discretion of the Department.
- G. For those divisions that conduct vacation selection based on seniority, employees will be allowed to use their seniority to select up to three (3) weeks of accrued time off throughout the year with their seniority bid. **Employees are not prohibited from splitting their weeks based on seniority.** However, the minimum vacation selection is a one week increment.

REVOCATION: None

Approved By:



Emilio T. González, Aviation Director

Date: 10/4/13