



Departmental Standard Operating Procedure (DSOP)

DSOP No. 11-03

Effective: OCTOBER 6, 2011

SUBJECT: Operating Procedures for Acting Designation for Positions Covered Under AFSCME 1542 Agreement

PURPOSE and SCOPE:

To establish a standard operating procedure for Acting designation among interested and qualified employees for positions covered under the AFSCME 1542 agreement.

BACKGROUND:

An Acting designation may become necessary when a position is pending recruitment and there is a need to have an employee perform the full scope of duties and responsibilities of the position until the recruitment is completed. Acting designation is to be used only to appoint a County Employee to a vacant, permanent, classified service position pending recruitment for the position.

I. PROCEDURES:

1. When it becomes necessary to recruit for a position covered under AFSCME 1542, the division management will make a determination of whether the need exists to have an employee appointed Acting until the recruitment process is completed.
2. Division management will notify Human Resources to circulate a notice advising staff that an Acting opportunity may exist, identifying the title, division, minimum qualifications, etc. and where to submit a resume to be screened for meeting the minimum qualifications.
3. Human Resources will identify the number of employees expressing an interest in the Acting appointment, as well as the employees that meet the minimum qualifications.
4. The employees that do not meet the minimum qualifications will be promptly notified.
5. The employees that meet the minimum qualifications will be given consideration for the Acting appointment, considering such factors as:
 - o Performance evaluations.

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- Attendance record (FMLA approved leave will not adversely impact an employee's attendance record).
 - Records of counseling, discipline, etc.
6. Employees that will not be considered for Acting appointment will be promptly notified.
7. The employees that will be considered for Acting appointment will be notified and the order of Acting appointment will be determined by seniority in current classification.
8. The Acting appointment duration will be for a minimum of two weeks and not to exceed seven pay periods, combined. The initial time period combined may be extended for up to six (6) months when the Department requests such extension from the Miami-Dade County Human Resources Department.
9. The recruitment process will continue during the Acting appointment and as such the following would apply:
- Each employee interested may not be given an opportunity to act as part of the Acting appointment rotation.
 - An Acting appointment has no impact on the recruitment process and is no guarantee of an interview, appointment, or promise of promotion.
 - Division or department management retains authority over the recruitment and Acting appointment process and may discontinue either without any prior approval.

IV. REVOCATION: *None*

V. CROSS REFERENCES: *None*

Approved By:



Jose Abreu, P.E., Aviation Director

Date

10-6-11



Antonio M. Eiroa, President, Local 1542

Date

10-6-2011

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