



Departmental Standard Operating Procedure (DSOP)

DSOP No. 14-03

Last Amended: May 7, 2014

Effective: 8-29-18

SUBJECT: MIAMI-DADE AVIATION DEPARTMENT EMPLOYEES WORKING A MIAMI-DADE COUNTY ELECTION

PURPOSE AND SCOPE: To establish the policy regarding participation of Miami-Dade Aviation Department personnel in elections during regularly scheduled working hours.

I. AUTHORITY:

- A. Chapter 25 of the Miami-Dade County Code, Miami-Dade Aviation Department Rules and Regulations
- B. Federal Aviation Administration (FAA) Docket 28472 Policy and Procedures concerning the Use of Airport Revenue

II. BACKGROUND:

The FAA's Revenue Use Policy prohibits employees of federally assisted airports from performing functions which do not directly benefit the airport and its operations. A Memorandum of Understanding (MOU) was executed to allow for Aviation Department employees to work in support of the elections process provided that the Elections Department reimburse all corresponding salaries and fringe benefits used in the election efforts. Effective July 31, 2018, the Aviation Department terminated the MOU and amended its policy regarding its employee's participation in the elections process.

III. POLICY:

Aviation Department employees will no longer be required to mandatorily participate in the Miami-Dade County elections process. However, Aviation employees may choose to continue participating in the process by obtaining advance supervisory approval and using personal leave time to cover absences from regularly scheduled work duties. Further, Administrative Leave earned for working an Election cannot be given to Aviation employees who have chosen to work an Election. Adherence to this policy will assure the Department remains compliant with FAA guidelines on the use of airport revenue.

IV. AMENDMENTS:

The Department reserves the right to amend this operating policy at any time based on current law, Miami-Dade County policies and operating needs.

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V. REVOCATION:

Revocations and removal of established Department policies requires written justification by requesting division management for review and concurrence by the Department's Professional Compliance Division. Upon written concurrence, the revocation request will be submitted, by Professional Compliance, for approval by the Aviation Director. Should the written directive be an Operational Directive, the authorized revocation justification will be sent to the Clerk of the Board for filing with the original Operational Directive under revocation. All approved revocation justification memoranda shall be posted to the Department's Written Directives Log to identify why the directive has been revoked to maintain ongoing operational accountability.

VI. SEVERABILITY:

If any court of competent jurisdiction determines that any provision in this policy is illegal or void, that provision shall be nullified and the remainder of this policy shall continue in full force and effect. If such court rules that any charge, fee, or security deposit requirement is illegal or void, the Aviation Director is authorized and directed to impose a charge, fee, or security deposit requirement that complies with the court order or applicable provisions of law, which shall become effective on the date of imposition and shall continue until modified by the Miami-Dade Board of County Commissioners.

VII. CROSS REFERENCES:

DSOP 05-02 Miami-Dade Aviation Department Employee Participation in Elections has been replaced with this DSOP 14-03

Approved By:



Lester Sola, Aviation Director

Date:

8/29/18