



Departmental Standard Operating Procedure (DSOP)

DSOP No. 13-06

Last Amended: 10-4-2013

Effective: Feb. 24, 2020

SUBJECT: SENIORITY BIDDING

PURPOSE and SCOPE: To establish a policy and procedure for the Airside Operations, Landside Operations, Terminal Operations, Public Safety and Security, and Maintenance Divisions that will rank employees based on employment seniority for use during a bidding process to allocate shifts, vacation and overtime based on those rankings.

I. AUTHORITY:

- A. Operational Directive No. 99-03, Aviation Department Written Directive System.
- B. Departmental Standard Operating Procedure No. 00-01, Departmental Standard Operating Procedures
- C. Chapter 25-1.2 Miami-Dade County Code, Chapter 25 Miami-Dade Aviation Department Rules and Regulations.
- D. Miami-Dade County Leave Manual
- E. Family Medical Leave Act of 1993, 29 CFR 825 et. Seq.
- F. Fair Labor Standards Act
- G. American with Disabilities Act (ADA)

II. DEFINITIONS:

Seniority – A privileged or higher status attained by length of continuous employment with Miami-Dade County.

III. POLICY:

Seniority bidding for shifts, vacation and overtime will be granted to employees in the same job classification and function in the Airside Operations, Landside

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Operations, Terminal Operations, Public Safety and Security, and Maintenance Divisions, when agreed upon by the majority of those employees.

IV. PROCEDURES:

- 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 within the Department.
 - 2. Date the employee entered the division.
 - 3. Date the employee originally received permanent status in the classification minus any separation time and/or lost pay periods away from the classification.
 - 4. Date the employee was hired by the County.
 - 5. Drawing lots (random selection to determine order of remaining employees within the classification).
- 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. Entire shift swapping in divisions with approved seniority bidding will be eliminated. However, employees are still permitted to swap day shifts with prior approval.
- 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**

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not prohibited from splitting their weeks based on seniority. However, the minimum vacation selection is a one-week increment.

V. EXCEPTIONS:

None

VI. ENFORCEMENT:

1. MDAD does not accept any liability when actions are in violation of this policy.
2. Employees who violate this policy will be subject to corrective and/or disciplinary actions as defined and deemed appropriate by Department Management.

VII. 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.

VIII. 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.

IX. 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 County Board of County Commissioners.

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X. CROSS REFERENCES:

Miami-Dade County Leave Manual

Family Medical Leave Act of 1993, 29 CFR 825 et. Seq.

Fair Labor Standards Act

American with Disabilities Act (ADA)

Approved By:



Lester Sola, Aviation Director

Date:

2-24-2020