

Departmental Standard Operating Procedure
Miami-Dade Aviation Department
DSOP No. 03 - 02
Effective: November 17, 2003

SUBJECT: TEMPORARY REASSIGNMENT OF AVIATION EMPLOYEES DUE TO ON-GOING OPERATIONAL NECESSITY

PURPOSE: To establish policy and procedures to temporarily reassign employees from their normal job duties in their permanent unit of assignment to another when an on-going operational necessity arises.

I. AUTHORITY:

- A. [29 U.S.C., Section 201, et seq. The Fair Labor Standards Act of 1938, as amended.](#)
- B. [Miami-Dade County Personnel Rules for the Classified Service.](#)
- C. Collective Bargaining Agreements between Miami-Dade County and
 - 1. the Miami-Dade Aviation Department and the American Federation of State, County and Municipal Employees, A.F.L.C.I.O., Miami-Dade County Aviation Employees Local 1542, October 2002 – September 2005;
 - 2. the Public Health Trust and the government Supervisors Association of Florida, OPEIU, Local 100 – Supervisory Employees. October 2002 – September 2005; and
 - 3. the Government Supervisors Association of Florida OPEIU, Local 100 – Professional Employees. October 2002 – September 2005.
- D. [Operational Directive 99-03, Aviation Department Written Directive System.](#)

II. DEFINITIONS:

- A. *On-going operational necessity* - Any unexpected situation arising from heightened airport security advisories or from natural or man-made disasters requiring the need for a sustained reinforcement of manpower in certain areas of the airports for a certain period of time.

- B. *Reversed seniority* – Employee status determined in the following order:
 - 1. most recent hire in the classification;
 - 2. aggregate length of departmental employment; and
 - 3. length of time in County employment.
- C. *Redeployment pool* – Those employees assigned by senior management, at the Aviation Director's (the Director) request, to work other jobs during an on-going operational necessity.
- D. *Volunteer pool* – Employees volunteering for detachment from a regular job assignment to another during an on-going operational necessity.

III. POLICY:

- A. All departmental employees are subject to redeployment and may be temporarily reassigned to other units during an on-going operational necessity.
- B. The Department will make every effort to accommodate redeployed employees within their shifts and days off.
- C. The Director will establish a departmental pool of volunteers who will be specifically trained on basic skills that will allow them to be immediately reassigned should the need arise. The Administrative Services and Employee Development Division (Administrative Services) will maintain and administer this volunteer pool.
- D. If the number of volunteers does not meet the anticipated need, the Director may require all Assistants and Associate Directors to make assignments to the redeployment pool. The Division these employees are temporarily assigned to will provide training if necessary.
- E. Assistants and Associate Directors must make assignments to the redeployment pool based on reverse seniority.
- F. Senior management shall consider requests for temporary redeployment of employees a priority; however, they have the authority to exercise discretion on employee redeployment based on divisional operational needs.
- G. Bargaining unions must be notified upon commencement and extensions of redeployments.

- H. The redeployment period will be determined on an individual basis consistent with the duty assignment proposed for the employee.
- I. Senior management will evaluate employees' objections to redeployment on a case-by-case basis. A certified medical notice is necessary to justify medical conditions. Senior management reserves the right to require an employee to undergo an independent medical assessment by a County authorized physician.
- J. The employee will return to the original unit of assignment at the completion of the approved temporary redeployment unless a need for extension exists. The employee, the Manager or the Assistant/Associate Director of the permanent unit, and the Manager or the Assistant/Associate Director of the temporary unit must agree upon extensions over thirty days.
- K. Salaries, including overtime, of redeployed employees will continue to be charged to the employee's permanent unit of assignment.

IV. PROCEDURE:

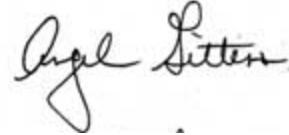
- A. Once the Director or the Director's designee approves the redeployment process, requesting Divisions must notify Administrative Services and forward to it a Request for Employee Redeployment form for each requested job function. Annex A.

If the number of employees in the departmental pool of volunteers does not meet the requested need, the Director will proceed as indicated in Section III. D. and E. above.

- B. Requests for redeployment extensions of time must also be sent to Administrative Services. Annex B.
- C. Administrative Services must notify bargaining unions upon commencement and extensions of redeployments.

REVOCATION: None.

CROSS REFERENCE: None.



Angela Gittens, Aviation Director

Date: November 17, 2003

ANNEXES:

- A. Request for Employee Redeployment
- B. Request for Employee Redeployment Time Extension