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| SUBJECT PAY POLICY AND PERSONNEL ACTIONS | POLICY NUMBER 5.11 |  |
| POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Personnel Services | | |
| PURPOSE/SCOPE: To establish uniform and consistent department policy and procedures for administering and maintaining the member compensation program in compliance with State and Federal regulations. | | |

I. AUTHORITY

Chapter 110, Florida Statutes, State Employment

Chapter 112, Florida Statutes, Public Officers and Employees

Chapter 60L-31, Florida Administrative Code, Classification Plan

Chapter 60L-32, Florida Administrative Code, Compensation and Benefits

Chapter 60L-33, Florida Administrative Code, Appointments and Status

The Federal Fair Labor Standards Act

Governor’s Executive Order 11-03 and Code of Ethics, effective January 4, 2011

II. POLICY

It is the policy of the Department of Highway Safety and Motor Vehicles that all personnel actions affecting a member's compensation, position or employment status will be reviewed and properly authorized prior to implementation. Actions will be in accordance with all applicable laws, rules and policies, and administered in an equitable and non-discriminatory manner.

III. PROCEDURES

A manual entitled “Procedures for Pay and Personnel Actions” is published by the Bureau of Personnel Services.

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| Executive Director SIGNED ORIGINAL ON FILE | Effective Date 04/15/1984 |
| Page 1 of 1 | Revision Date 01/13/2011 |