Miami Dade Aviation Department
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Departmental Standard Operating Procedure (DSOP): 01-09
DSOP Effective Date: February 17, 2020
Written Directive Revocation

Subject: Policy and Guidelines for Granting Flextime to Employees Who Work Fixed Schedules – DSOP 01-09 REVOCATION

Background:

DSOP 01-09 was set to establish policy and guidelines for granting flexible work schedules for administrative employees working fixed schedules.

On March 27, 2026, Miami-Dade County issued Administrative Order 7-46 (Telework, Flexible and Alternative Work Arrangements), which provides policy and guidelines for alternative work arrangements, specifically telework and flexible work schedules.

Authorization:

Given the establishment of Administrative Order (AO) 7-46, the Department is revoking DSOP 01-09 and will comply with AO 7-46 to ensure consistent application of guidelines and eliminate any conflicting instructions. DSOP 01-09 will not be superseded, amended or replaced.

Pursuant to Chapter 25 of the Miami-Dade County Code, the Aviation Director may, upon proper justification, authorize the revocation of policy.

Revoked Policy:

DSOP 01-09 Policy and Guidelines for Granting Flextime to Employees Who Work Fixed-Schedules, Effective Date February 17, 2020.

Ralph Cutié, Aviation Director

11/3/26

Effective Revocation Date