

POLICY NUMBER

APM-10-79

City of Miami

REVISIONS

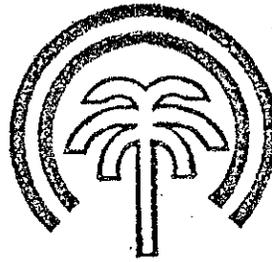
REVISED
SECTION

DATE OF
REVISION

DATE: DECEMBER 19, 1979

ISSUED BY:

CITY MANAGER



ADMINISTRATIVE POLICY

[Handwritten Signature]
SIGNATURE

SUBJECT: CITY EMPLOYEE RESIDENCE

PURPOSE: To establish a policy concerning the residence of City employees.

THE POLICY WILL BE AS FOLLOWS: Effective this date, this policy will supersede all previous directives relating to the residence of City employees.

The Consent Decree and the Civil Service Rules establish certain requirements for residence of applicants for City employment. The Department of Human Resources is responsible for compliance with those requirements.

In addition, Civil Service Rule 5.3 states that employees of the City must maintain residence in accord with requirements established by the City Manager. Under prior policy, employees were required to maintain residence within Dade County, unless otherwise approved by the Civil Service Board.

In order to assure that employees will be available both for regular attendance and emergency recall, the following policy is established:

1. All employees are encouraged to maintain residence within the City of Miami.
2. Employees may maintain residence within Dade County without prior approval.
3. Employees may reside outside Dade County only with prior approval. Such approval may be granted, upon appropriate justification, only for residence in Broward County or in Monroe County no farther south than Islamorada. These requirements may be waived only in case of extreme hardship.



4. Employees who wish to reside outside Dade County will submit requests to their departments for review and recommendation to the Department of Human Resources. The Director of Human Resources is authorized to establish procedures for implementing this policy. Any differences between the Department of Human Resources and the employing department will be referred to the City Manager for final decision.

5. Employees who have prior approval to reside outside Dade County may continue to maintain their current residence. Any such employees who change their place of residence will be required to comply with this policy.