

# *Manual of Procedures for Managerial Exempt Personnel*



*Miami-Dade County Public Schools  
Office of Human Resources, Recruiting and  
Performance Management*



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**THE SCHOOL BOARD OF  
MIAMI-DADE COUNTY, FLORIDA**

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## INTRODUCTION

The Manual of Procedures for Managerial Exempt Personnel (MEP) addresses all Public Employees Relations Commission (PERC) approved managerial exempt positions. The provisions are intended to implement the policies established by the School Board Rules as they pertain to Managerial Exempt Personnel. This plan includes employment policies, guidelines, provisions and regulations governing the classification, compensation and performance appraisal system for managerial exempt personnel.

Intrinsic to this plan is the acknowledgment that administrative personnel are the designated leaders of the Miami-Dade County Public Schools (M-DCPS) workforce. As such, it is essential and expected that their efforts will serve to assist all other stakeholders in the School Board's central mission of enhancing the quality of our instructional program by providing the best possible programs and services to our students.

The provisions of this Manual are not to be interpreted in any way or manner to change, amend, modify, or to limit the exclusive statutory authority of The School Board and the Superintendent for the operation of the public schools in Miami-Dade County and the management of the school district.