



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Christina K. Daly

Date: 8/9/2017

Subject: Management of Salary Rate and Associated Salary and Benefits Appropriations

Section: FDJJ – 1104.03

Originating Office: Bureau of Budget

Authority: Florida Statutes, 216.181(8), (9), and (10)

Related References: Approved Operating Budget and Budget Amendments (FDJJ - 1104.02)

Purpose: This policy establishes the duties and responsibilities of the Bureau of Budget, Deputy Secretary, Assistant Secretaries, and the Bureau of Human Resources as related to the management of salary rate and associated salary & benefits appropriations as provided by the Legislature.

Offices Affected by the Policy: All offices within the Department of Juvenile Justice.

POLICY STATEMENT:

- The Department shall manage its salary rate and associated salary and benefits appropriations consistent with the laws and regulations of the State and with the salary and benefits appropriations provided by the Legislature.
- The Bureau of Budget shall be responsible for the distribution of salary rate to the levels requested by the Assistant Secretary for a specific branch; monitoring and managing salary rate at the budget entity and department level; and the preparation and distribution of Staff Review Request for Salary Rate Change documentation as needed.
- The Executive Leadership Team (ELT) shall be responsible for providing the Bureau of Budget staff with the organizational level to which they want salary rate distributed to and the approval of all actions that impact salary rate for their respective branches and/or areas of responsibility.

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- The Bureau of Human Resources shall be responsible for updating and maintaining any changes in salary rate and benefits in the People First system.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.