



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Simone Marsteller

Date: 02/08/2019

Subject: Settlement of Litigated Personnel Disputes

Section: FDJJ – 1420

Originating Office: Office of General Counsel

Authority: Section 17.03, Florida Statutes

Related References: N/A

Purpose: This policy establishes the process for the settlement of litigated personnel disputes. Examples include settlement agreements awarding back pay or relating to payroll issues, appeals of adverse personnel actions.

This policy does not cover claims or lawsuits against the Department of Juvenile Justice (DJJ) that are managed, paid for, and settled by the Bureau of State Liability Claims or the Bureau of Worker's Compensation Claims within the Department of Financials Services (DFS), Division of Risk Management.

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

POLICY STATEMENT:

- Only the Secretary or his/her designee may settle litigated personnel disputes.
- An Assistant General Counsel may enter into a settlement agreement on behalf of the Department with prior approval of the Secretary or specified designee.
- The Office of General Counsel shall consult with the Bureau of Human Resources to determine the language needed for the settlement agreement and the Best Interest Letter and what supporting documentation is required in accordance with DFS rules and regulations.
- The Office of General Counsel will submit these documents, once finalized, to the Chief of Human Resources for payment processing through DFS.

PROCEDURES/MANUALS:

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