



## MIAMI-DADE EXPRESSWAY AUTHORITY GENERAL POLICIES

### **PURPOSE**

It is the policy of the Miami-Dade Expressway Authority (“MDX”) to effectively and responsibly manage its operations and personnel. In furtherance thereof, the following policies are in effect as listed below.

### **SPECIFIC REQUIREMENTS**

1. MDX is a Drug-Free workplace.
2. MDX headquarters and all MDX leased facilities are tobacco-free environments.
3. MDX adheres to its policy of Non-Discrimination and Anti-Harassment in all instances, including its internal personnel relations and its public business environment.
4. MDX adheres to principles of anti-Nepotism in its employment actions.
5. MDX participates in the Florida Retirement System on behalf of its employees.
6. MDX employees enjoy At-will employment.
7. MDX officers and employees retain the right to participate in partisan and non-partisan political activities to the extent allowed by law and within the following limitations:
  - Authority personnel, equipment and supplies may not be used
  - Advertisements or solicitations may not refer to employment with the Authority
  - Endorsement of a political candidate, whether or not compensation for the endorsement is involved, may not include a reference to employment with the Authority
  - Information obtained by reason of employment with the Authority may not be used to promote personal gain
  - Authority personnel may not pursue political opportunity where the employee knows or should know that there is a substantial potential that the opportunity is afforded to influence the conduct of the employee’s official MDX duties or where a recurring conflict of interest will occur
8. MDX official holidays are:
  - New Year’s Day
  - Observance of Martin Luther King Birthday

- President's Day
- Memorial Day
- Observance of Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Day

9. MDX is a Violence-Free workplace.

This Policy shall be effective on the date on which it is adopted by the Governing Board and at such time this Policy rescinds all prior policies relating to General Policies.

Adopted by the Governing Board on the 21<sup>st</sup> day of April 2015.