

Memorandum



Date: July 13, 2022

To: Department Directors

From: Daniella Levine Cava *Daniella Levine Cava*
Mayor

Subject: "Let's Work Together" Employee Mediation Program

To reaffirm the County's ongoing commitment to promoting diversity, inclusion, respect, fairness and accountability in our workplaces, the Human Resources Department has launched the "Let's Work Together" Employee Mediation Program. This program is designed to assist employees and supervisors in improving work relationships and resolving workplace disputes at the lowest level possible, before they become more severe and disruptive to the work environment. It is also aimed at addressing and preventing bullying behaviors in the workplace, before they lead to claims of harassment, discrimination, and/or result in violence.

Mediation is a voluntary and confidential process where two parties discuss their issues to reach a negotiated, mutually acceptable agreement to resolve some or all of their issues. It is informal, flexible, confidential, and private, and allows for more open communication, gives parties the opportunity to clear up misunderstandings, and promotes better relationships through cooperative problem solving. Mediations can often help resolve interpersonal issues and take both facts and feelings into consideration in the negotiations.

Mediations may provide much faster results than traditional investigations. The length of a mediation depends on the complexity of the issues and the willingness of the parties to resolve them. However, most mediations are typically concluded in a one day session. Additionally, in approximately 80% of the mediations held, the parties reach an agreement.

Moreover, all our mediators are trained in resolving conflicts in a neutral and impartial manner. The mediator guides the parties through the process, but has no stake in the outcome. Mediators can evaluate strengths and weaknesses of the case, but they do not take sides, do not decide if there has been a violation of policy, or decide what should be done to resolve the problem. This allows the parties to talk to each other about the conflict so they can better understand why the conflict exists and discover possible ways for the parties to solve their issues.

For more information on the program or to schedule a mediation session, please contact Ms. Erin A. New, Division Director, Human Rights and Fair Employment Practices, Human Resources Department, at (305) 375-2784 or via email at erin.new@miamidade.gov.

c: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners
Honorable Harvey Ruvlin, Clerk, Circuit and County Courts
Honorable Pedro J. Garcia, Property Appraiser
Lazaro Solis, Deputy Property Appraiser
Geri Bonzon-Keenan, County Attorney
Gerald K. Sanchez, First Assistant County Attorney
Jess M. McCarty, Executive Assistant County Attorney
Office of the Mayor Senior Staff

“Let’s Work Together” Employee Mediation Program

Page 2

Felix Jimenez, Inspector General

Jose J. Arrojo, Executive Director, Commission on Ethics and Public Trust

Javier A. Betancourt, Executive Director, Citizens’ Independent Transportation Trust

William Diggs, Executive Director, Miami-Dade Economic Advocacy Trust

Aileen Bouclé, Executive Director, Transportation Planning Organization

Basia Pruna, Director, Clerk of the Board

Jennifer Moon, Chief, Office of Policy and Budgetary Affairs

Yinka Majekodunmi, Commission Auditor

Departmental Personnel Representatives

Erin A. New, Division Director, Human Rights and Fair Employment Practices