

# Memorandum



**Date:** October 21, 2021

**To:** Department Directors

**From:** Daniella Levine Cava  
Mayor *Daniella Levine Cava*

**Subject:** Launch of "Disability Etiquette" Employee Training Workshop

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On October 19, 2021, the Board of County Commissioners adopted Resolution No. R-1003-21, sponsored by Commissioner Raquel Regalado, declaring the month of October as Disability Employment Awareness Month, recognizing, and commemorating the 76th anniversary of National Disability Employment Awareness Month.

To reaffirm the County's ongoing commitment to promoting diversity, inclusion, equality, respect, fairness, and accountability in our workplaces and throughout the entire community, the Human Rights and Fair Employment Practices Division (HRFEP) of the Human Resources Department has launched a new employee workshop entitled, "Disability Etiquette," which is available to all County employees and supervisors.

The two-hour interactive workshop was designed to help participants better understand disability discrimination; learn about disability etiquette; how to have respectful interactions with people with disabilities; and ultimately, prevent discriminatory conduct from impacting the workplace. Employee registration for the training(s) is available online at <http://www.miamidade.gov/humanresources>. HRFEP can also deliver this training onsite and tailor it to meet the needs of your department's unique work environment(s).

Additionally, any employee who believes he or she has been subjected to disability discrimination, bias or harassment in the workplace, or any employee who has witnessed such conduct, should immediately file a complaint with the Human Rights & Fair Employment Practices Division of the Human Resources Department via phone at (305) 375-2784, fax at (305) 375-2114, e-mail at [ofep@miamidade.gov](mailto:ofep@miamidade.gov), or completing the online complaint form at <http://www.miamidade.gov/humanrights>.

Should you have any questions, please contact Erin A. New, HRFEP Division Director, at (305)375-2784.

c: Honorable Chairman Jose "Pepe" Diaz  
and Members, Board of County Commissioners  
Honorable Harvey Ruvin, Clerk of Courts  
Honorable Pedro J. Garcia, Property Appraiser  
Geri Bonzon-Keenan, Successor County Attorney  
Felix Jimenez, Inspector General  
Jose Arrojo, Executive Director, Commission on Ethics and Public Trust  
Javier A. Betancourt, Executive Director, Citizens' Independent Transportation Trust  
John E. Dixon, Jr., Executive Director, Miami-Dade Economic Advocacy Trust  
Aileen Boucle, Executive Director, Metropolitan Planning Organization  
Office of the Mayor Senior Staff  
Departmental Personnel Representatives  
Erin A. New, Division Director, Human Rights & Fair Employment Practices, Human Resources