

State Personnel System



Processing Appointment and Separation Personnel Action Requests Program Manual

Division of State Human Resource Management

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INTRODUCTION:

This Personnel Action Request (PAR) guide has been created to assist agency Human Resource (HR) offices with understanding and accurately utilizing the PAR Action Types for appointment and separation actions in the People First (PF) system for authorized and Other Personal Services (OPS) positions. The appropriate appointment action or reason code to be used is not always clear. Consequently, the use of different action types by agencies, when processing actions that are the same and should be handled the same, results in an inability to collect personnel transaction data with any consistency.

This guide has been created to provide guidance on the authorized use of appointment types and to ensure alignment between HR policy and the PF system functionality.

PAR ACTIONS:

APPOINTMENTS

Career Service (CS) appointments shall be one of the following types:

- Original
- Promotion
- Demotion
- Reassignment
- Lateral
- Reinstatement
- Legislative Directed Transfer
- Dual Employment – FTE Employee

Each of these actions must meet specific criteria as addressed in Rule 60L-33, Appointments and Status, F.A.C. All appointments into and out of positions in the Selected Exempt Service (SES) or Senior Management Service (SMS) shall be original appointments.

1. Original Appointment

PAR Action Type: 58 - Orig Appt – CS & CS Comparable

The PAR action shall be an Original Appointment – CS & CS Comparable when the appointment is an initial placement in an established position in the Career Service or in a Career Service comparable position. The PAR action shall be an original appointment when placing an employee in an established Career Service position from a Selected Exempt Service, Senior Management Service, or OPS position. It shall also be an original appointment if an employee is returning to a Career Service position after a break in service of more than 31 days. (Rule 60L-33.00313, F.A.C.)

PAR Action Type: 61 - Orig Appt – SES/SMS/Elect Appt

The PAR action shall be an Original Appointment – SES/SMS/Elect Appt for all appointments to the Selected Exempt Service, Senior Management Service, or for an elected official. (Rule 60L-33.00313, F.A.C.)

2. Promotion Appointment

PAR Action Type: 03 - Promotion Appt

The PAR action shall be a Promotion Appointment when appointing a Career Service employee to a position in a broadband level having a higher maximum salary. The action shall also be a Promotion Appointment when the duties of the new position require a higher level of responsibility, as reflected on the official position description, whether or not the position is in a broadband level having the same or lower maximum salary. (Rule 60L-33.00314, F.A.C.)

3. Demotion Appointment

PAR Action Type: 04 - Demotion Appt

The PAR action shall be a Demotion Appointment when appointing a Career Service employee to a position in a broadband level having a lower maximum salary. The action shall also be a Demotion Appointment when the duties of the new position require a lower level of responsibility as reflected on the official position description, whether or not the position is in a broadband level having the same or higher maximum salary. (Rule 60L-33.00312, F.A.C.)

4. Reassignment Appointment

PAR Action Type: 05 - Reassignment Appt

The PAR action shall be a Reassignment Appointment when a Career Service employee is appointed to a position in the same broadband level with the same maximum salary but with different duties; to a position in the same broadband level and same maximum salary regardless of duties, but in a different agency; or to a position in a different broadband level having the same maximum salary as the broadband level to which the employee was previously assigned. (Rule 60L-33.00315, F.A.C.)

5. Lateral Appointment

PAR Action Type: 60 - Lateral Appt

The PAR action shall be a Lateral Appointment when a Career Service employee is appointed to another position in the same agency that is in the same occupation, the same broadband level with the same maximum salary, and has substantially the same duties and responsibilities. (Rule 60L-33.00316, F.A.C.)

6. Reinstatement Appointment

PAR Action Type: 02 - Reinstatement

The PAR action shall be a Reinstatement Appointment when a Career Service employee who has separated returns to the same agency under certain limited conditions. The employee cannot have been on the payroll of any State Personnel System (SPS) entity at any time during the interim period after separating from the agency. The Reinstatement Appointment shall be used only when the employee is placed in the same position within 31 days from the effective date of separation from that position. The employee shall be appointed with the same status, pay and benefits held by the employee at the time of separation and shall be treated as if continuously employed. (The employee shall be placed on Leave without Pay [LWOP] for the portion of the interim period when the employee was off of the payroll). (Rule 60L-33.00317, F.A.C.)

7. Legislative Directed Transfer

PAR Action Type: 65 - Legislative Directed Transfer

The PAR action shall be a Legislative Directed Transfer appointment when an employee is appointed to a position due to a legislatively mandated action. The action may result from the abolishment or merging of part or all of an existing agency into another agency where there is explicit General Appropriations Act (GAA) authority. When this action is used, the employee will maintain their current appointment status even if moving between agencies unless the legislature directs otherwise.

8. Dual Employment - FTE Employee

PAR Action Type: 34 - Dual Employment – FTE Employee

The PAR action shall be a Dual Employment – FTE Employee appointment when an employee will be employed in more than a total of one full-time established position. When the dual appointment is within the same agency, the system forces the selection of the dual employment option before proceeding to the next step.

Note: Agencies shall use PAR Action Code 35, Dual Employment – OPS Employee when appointing an employee with an active employee ID to an OPS position. (Rule 60L-32.003, F.A.C.)

SEPARATIONS

A separation is the act of removing an employee from an established position or removing an employee from OPS employment. A separation may be voluntary and initiated by the employee or the separation may be involuntary as the result of failure to perform duties, a disciplinary action, etc. (Rule 60L-33.0065, F.A.C.)

1. PAR Action Type: 06 - Voluntary Separation

Reason Codes:

51 – Move to private sector: This code should be used when an employee (including OPS) has resigned to accept a position in the private sector.

52 – Move within State of Florida Gov: This code should be used when an employee (including OPS) moves to a position in another state government entity.

53 – Other: This code should be used when the separating employee (including OPS) does not provide information regarding future employment and for employees retiring from the state investment plan.

56 – Retirement: This code should be used for employees retiring from the state pension plan or when an employee completes their Deferred Retirement Option Program (DROP).

58 – End of appointment period: This code should be used when an SES/SMS or an OPS employee has completed a time-limited appointment.

62 – Abandonment: This code should be used when an agency separates an employee (including OPS) due to an employee's absence from the job without approved leave for a minimum of five consecutive days and provides no indication of any intent to return.

63 – Move to Non State of Florida Gov: This code should be used when separating an employee (including OPS) who is moving to the federal government (including an employee who is administratively separated after exhausting the Uniformed Services Employment and Reemployment Rights Act [USERRA] reemployment period) or a local government agency. Formerly, code 53 would have been used to document this type of action.

2. PAR Action Type: 23 – Involuntary Separation

Reason Codes:

55 – Failed probationary period: This code should be used when a Career Service employee fails to successfully complete the probationary period.

57 – Layoff: This code should be used when an employee is being removed from a position due to agency action as a result of a workforce reduction which may be the result of budget cuts, or program reductions due to outsourcing or privatization, etc. (applies only to Career Service).

59 – Dismissal: This code should be used when an employee is terminated for cause pursuant to section 110.227, Florida Statutes (F.S.), (if permanent status in the Career Service) or at the agency's discretion for all other employees (including OPS), pursuant to sections 110.403 and 110.604, F.S.

60 – Death of the employee: This code should be used when the agency separates an employee due to the employee's death (including OPS).

61 – Death of the employee - line of duty: This code should be used when the death of the employee occurs during the actual performance of duties required by the employee's position (including OPS).

64 – Dismissal – Employee also retires: This code should be used when a Career Service employee is dismissed for cause or a Selected Exempt Service or Senior Management Service employee is dismissed and elects to retire from the Florida Retirement System. Use of this code will preserve the disciplinary nature of the action and also acknowledge that the employee elected to take their retirement.

65 – Legislative directed transfer: This code should be used when an agency separates an employee due to a legislatively mandated action which results in the employee moving to another SPS agency. The action may result from the abolishment or merging of agencies where there is explicit GAA authority.

OPS APPOINTMENTS AND STATUS CODES

An Other Personal Service (OPS) appointment is always an OPS Appointment (action code 24).

All of the following OPS **appointment status codes** are reserved for employees paid from Other Personal Services appropriations (unless otherwise stated) and must match the OPS Type for the position in People First:

A – OPS Temporary Appointment: This status code should be used when appointing an individual employed for the purpose of accomplishing tasks or projects that are short-term in nature.

B – OPS Seasonal: This status code should be used when appointing an individual employed to work on a planned and predictable project or activity for a limited length of time each year.

Note: This appointment status is specifically excluded from the definition of “full-time state employee” per section 110.123(2)(c), F.S.; therefore, employees assigned this status code are not eligible to participate in the state group insurance program.

C – OPS Board Member: This status code should be used when appointing an individual who has been commissioned to serve on any legally constituted board, does not occupy an established position, and who is being paid per diem.

D – OPS Student or Graduate Assistant: This status code should be used when appointing an employee for whom a state university board of trustees or Board of Trustees of the Florida School for the Deaf and Blind is the employer, or when appointing a bona fide degree-seeking student in an accredited secondary or post-secondary educational program, who will be employed by an agency on an occasional or part-time basis and paid from Other Personnel Services appropriation.

F – OPS Part-Time Academic Employment (no matching OPS Type): This status code should be used when appointing employees for whom a state university board of trustees, or the Board of Trustees of the Florida School for Deaf and Blind, is the employer.

G – OPS Contracted Physicians: This status code should be used when appointing an individual who is employed by an agency through a contractual relationship to act as a consultant.

I – OPS Institutional Clients: This status code should be used when appointing the client of a state institution whose employment is an integral part of the client’s rehabilitation program.

J – OPS Health Care Practitioners: This status code should be used when appointing individuals licensed to practice pursuant to Chapters 458, 459, 460, 461, 463, 464, 466, 468, 483, and 486, F.S.

K – Americorps: This status code should be used for volunteers that agencies utilize through the Americorps program. These individuals are not OPS employees, however, agencies are responsible for providing a periodic living stipend to these volunteers.

Note: Employees occupying an OPS position, with the exception of seasonal OPS employees (see above), may be eligible for the state group insurance program if they are a full-time state employee as defined in section 110.123(2)(c), F.S.

APPLICABLE STATUTORY AND RULE CITATIONS:

Rule 60L-32.003, F.A.C., Dual Employment and Dual Compensation.

(1) Provisions regarding employees entering into a dual employment and dual compensation agreement are provided in the Dual Employment and Dual Compensation Guidelines and Procedures for State Personnel System Agencies (1/26/14), hereby incorporated by reference.

This guideline is available at:

https://www.dms.myflorida.com/content/download/1824/7788/FINAL_CERT_Dual_Employment_and_Dual_Compensation_Guideline_Eff_January_2014.pdf

(2) Employees seeking dual employment and dual compensation shall initiate a Dual Employment and Dual Compensation Request (Form DMS/HRM/DUAL eff. 1/26/14) hereby incorporated by reference, in accordance with the instructions on the form. This form is available at: https://www.dms.myflorida.com/workforce_operations/human_resource_management/for_state_personnel_system_hr_practitioners/classification_and_compensation/compensation.

Rule 60L-33.00312, F.A.C., Demotion Appointments.

(1) A Career Service employee shall be given a demotion appointment when the appointment is to a position in a broadband level having a lower maximum salary or to a position in a broadband level having the same or higher maximum salary but a lower level of responsibility.

(2) Upon a demotion appointment the employee shall be given probationary status. However, the demotion appointment shall be with permanent status if all of the following conditions are met:

- (a) The demotion is in the employee's current agency;
- (b) The employee previously held permanent status in the position and the duties of such position have not substantially changed; and
- (c) The position is assigned to the same occupation and broadband level of the position previously held by the employee.

Rule 60L-33.00313, F.A.C., Original Appointments.

(1) An employee shall be given an original appointment upon:

- (a) Initial placement in an established Career Service position; or
- (b) Placement with trainee status in the following programs: cooperative education program; vocational rehabilitation or blind services program; agency trainee program; or return to work program. Upon successful completion of a trainee program, the employee may be appointed to a position in the same occupation and broadband level requiring the same licensure, certification or registration requirement and required knowledge, skills, and abilities. Following the successful completion of a training program if the employee remains assigned to the position used for trainee purposes, the employee's status shall be changed from trainee to probationary; or
- (c) Placement in an established Career Service position from a Selected Exempt Service or senior management service position; or
- (d) Appointment to a Selected Exempt Service or senior management service position.

(2) Upon an original appointment, a Career Service employee shall be given probationary status.

(3) Upon an original appointment, a Selected Exempt Service or senior management service employee shall be given exempt status.

Rule 60L-33.00314, F.A.C., Promotion Appointments.

(1) A Career Service employee shall be given a promotion appointment when the appointment is to a position in a broadband level having a higher maximum salary or to a position in a broadband level having the same or lower maximum salary but a higher level of responsibility.

(2) Upon a promotion appointment the employee shall be given probationary status.

Rule 60L-33.00315, F.A.C., Reassignment Appointments.

(1) A Career Service employee shall be given a reassignment appointment when the appointment is either:

- (a) To a position in the same broadband level and same maximum salary but with different duties;
- (b) To a position in the same broadband level and same maximum salary, regardless of the duties, but to a different agency; or
- (c) To a position in a different broadband level having the same maximum salary.

(2) Upon a reassignment appointment, the employee shall be given probationary status. If the reassignment appointment is in conjunction with a legislatively mandated transfer of the position, the employee retains the status held in the position unless the legislature directs otherwise.

Rule 60L-33.00316, F.A.C., Lateral Action Appointments.

(1) A Career Service employee shall be given a lateral action appointment when the appointment is to another position in the same agency that is in the same occupation, same broadband level with the same maximum salary, and has substantially the same duties and responsibilities.

(2) Upon a lateral action appointment, the employee shall retain the status they held in their previous position. If probationary, time spent in the previous position shall count toward completion of the required probationary period for the new position.

Rule 60L-33.00317 Reinstatement Appointments.

(1) A Career Service employee who separates and is not on the payroll of any State Personnel System entity at any time during the interim period may, upon approval by the agency head or designee, be given a reinstatement appointment if the employee returns to the same position within the same agency within 31 calendar days from the effective date of the separation. Such employee shall be:

- (a) Appointed with the same employment status, pay, and benefits held by the employee at the time of separation from the agency.
- (b) Treated as if they have been continuously employed. However, the employee shall be placed on leave without pay for any portion of the interim period.

(2) A Selected Exempt Service or senior management service employee may be reinstated as provided in (1), but shall be given an original appointment.

Rule 60L-33.0065, F.A.C., Separations.

(1) Separation is the act of removing an employee from an established position due to severance of employment from the agency, or removing an employee from Other Personal Services employment.

(2) Agencies are responsible for processing employee separations on a timely basis through the State Personnel System's human resource information system and shall use one of the following separation types and corresponding reason:

(a) Voluntary Separations:

- 1. Move to Private Sector – this reason shall be used when the employee communicates to the agency that the reason for the separation is to accept employment with a non-government entity.

2. Move within State of Florida Government – this reason shall be used when the employee communicates to the agency that the reason for the separation is to accept employment with another state government entity.
3. Other – this shall be used when any reason other than those indicated in this rule or no reason is given by the employee. This reason shall also be used when the employee retires under the Public Employees Optional Retirement Plan (investment plan).
4. Retirement – this reason shall be used when the employee retires under a state pension plan or completes their Deferred Retirement Option Program (DROP) participation.
5. End of Appointment Period – this reason shall be used when the agency separates an employee at the end of a time-limited appointment.
6. Move to non-State of Florida Government – this reason shall be used when the employee communicates to the agency that the reason for the separation is to accept employment with a local government entity.
7. Abandonment – this reason shall be used when an agency separates an employee due to an employee’s absence from the job without approved leave for a minimum of five consecutive work days and the employee’s conduct or circumstances imply no intent to return. Abandonment is deemed to be an unwritten resignation.

(b) Involuntary Separations:

1. Failed Probationary Period – this reason shall be used when the agency dismisses the Career Service employee for failure to successfully complete the required probationary period for the position.
2. Layoff – this reason shall be used when the agency separates a Career Service employee due to a shortage of funds or work, or a material change in the duties or organization of an agency, including the outsourcing or privatization of an activity or function.
3. Dismissal – this reason shall be used when the agency dismisses a Career Service employee pursuant to Section 110.227, F.S., or when the agency dismisses a Selected Exempt Service or senior management service employee pursuant to Sections 110.604 and 110.403, F.S.
4. Death of the Employee – this reason shall be used when the agency separates an employee due to the employee’s death.
5. Death of Employee in the Line of Duty – this reason shall be used when the agency separates an employee due to death arising out of and in the actual performance of duties required by the employee’s position.
6. Legislative Directed Transfer - this reason shall be used when the agency separates an employee due to a legislatively mandated action resulting in the employee moving to another State Personnel System agency.
7. Dismissal-Employee also Retires – this reason shall be used when the agency dismisses a Career Service employee pursuant to Section 110.227, F.S., or when the agency dismisses a Selected Exempt Service or senior management service employee pursuant to Sections 110.604 and 110.403, F.S., and the employee also retires from the Florida Retirement System.