



State of Florida

Supervisor Orientation

A graphic featuring a white outline of the state of Florida centered within a light blue circular frame. The frame has a subtle gradient and a slight shadow effect. The background of the entire slide is a solid dark blue.

# Attendance and Leave Policies

# Employment Categories

1. **Career Service (CS)**: This category includes the majority of State employees. These employees hold established positions, accrue benefits and have certain employment rights afforded to them.
2. **Selected Exempt Service (SES)**: This category includes middle management personnel, supervisors, confidential employees, and designated policy-making positions. These employees hold established positions, receive benefits and are exempt from career service provisions.
3. **Senior Management Service (SMS)**: This category includes the executive level management personnel. These employees hold established positions, receive benefits and are exempt from career service provisions.
4. **Other Personal Services (OPS)**: This category includes staff who are hired on a temporary basis to fulfill a specific time-limited need. These employees do not hold established positions and are not eligible for State employee benefits.

# OPS Employment

OPS employees are only paid for the actual number of hours they work. When the position is designated as “included”, it falls under the overtime provisions of the Fair Labor Standards Act (FLSA). As such, all work hours over 40 within a workweek are paid at time and a half (1.5 times the employee's hourly rate of pay).

Certain OPS employees (if they are physicians, lawyers, teachers or in specific types of computer-related occupations where they're paid a minimum \$27.63 per hour) may be paid on an hourly basis and yet be “excluded” from FLSA.

Check with your Human Resources Office if you are uncertain about the FLSA status of an OPS employee under your supervision.

## OPS Employment (continued)

Generally, an OPS employee works up to 1040 hours per fiscal year. However, an agency may authorize work beyond the 1040 hour limit, provided the employee meets the criteria for extension referenced in Chapter 60L-33.005, Florida Administrative Code.

Check with your Human Resources Office regarding the criteria and the process for having extensions approved, as well as the categories of OPS employment which are not subject to the 1040 cap.

# OPS Benefits

These benefits are applicable to OPS Employees

- Participation in FICA social security and Medicare (mandatory)
- Workers' compensation coverage (mandatory)
- Unemployment compensation (mandatory)
- Participation in deferred compensation (voluntary)

These benefits are not applicable to OPS Employees

- Paid annual or sick leave
- Accrual or use of other compensatory leave
- Paid State holiday or paid personal holiday
- Participation in State group insurance
- Participation in the Florida Retirement System
- Reinstatement rights or retention rights
- Statewide salary increases or bonus awards (unless there is specific Legislative authorization)

# Leave Accrual - Career Service (CS) Employees

- All full-time Career Service employees earn **annual** leave, based on their pay period, as follows:



Creditable Service	Hours Earned Biweekly	Hours Earned Monthly
Up to 5 years	4	8.667
5 to 10 years	5	10.833
Over 10 years	6	13

- All full-time Career Service employees earn **sick** leave at a rate of four hours each biweekly pay period or eight hours and forty minutes each monthly pay period.
- The appropriate credits for both annual and sick leave must be accrued before they can be used. Leave is credited on the last day of each payroll period.

# Leave Accrual - SES and SMS Employees

- SES and SMS employees are granted a lump sum accrual of 176 hours of **annual** leave upon appointment and on each anniversary date.
- SES and SMS employees are granted a lump sum accrual of 104 hours of **sick** leave upon appointment and on each anniversary date.



# Leave Payout

Upon separation from employment, employees are paid for unused leave balances.

## Annual Leave Payout:

- Career Service employees, after twelve months of continuous service, are paid for the balance of their unused annual leave up to a lifetime maximum of 240 hours.
- Selected Exempt Service and Senior Management Service employees are paid for the balance of their unused annual leave up to a maximum of 480 hours, with the current year's accrual prorated.

## Sick Leave Payout:

- All employees (CS, SES, SMS) who have completed at least ten years of service and who leave for reasons other than disability retirement will receive payment for 25% of their sick leave balance up to 480 hours.

# Annual Leave

Annual leave is paid leave that is used for personal time off from work and must be requested and approved in advance.

The appropriate balance of leave credits must be accrued before it can be used.

Please note that annual leave requests are not automatically granted. If you deem an employee's absence would adversely affect the work unit, you may deny the request.

# Sick Leave

Sick leave is paid leave that may be used for the following reasons:

- Personal illness, injury or exposure to a contagious disease which would endanger others
- Personal appointments with a doctor, dentist or other recognized medical practitioner (appointments during work hours require prior approval)
- Illness, injury or well-care checkups of family members when the employee's presence is necessary (appointments during work hours require prior approval)

After three (3) workdays or partial workdays of absence in any 30 day period, employees may be required to supply medical documentation before using additional sick leave. Medical documentation is **required** after ten (10) consecutive days of absence. Please check with your Human Resources office to determine your agency's procedure regarding documentation.

# Additional Leave Types

There are several other leave types that are applicable to certain groups of employees:

- Regular compensatory leave
- Special compensatory leave
- FLSA leave

Please check with your Human Resources office for more details on approving these types of leave.

# Administrative Leave

Administrative leave is paid leave available for the following absences and is only authorized to allow employees to meet contracted hours for the work period.

- Jury Duty
- Certain court appearances
- Voting
- Examination for entry into military service
- Disabled veteran re-examination or treatment
- Disaster relief services as a certified Red Cross volunteer
- Formal agency investigation

## Administrative Leave (continued)

- Certain athletic competitions
- School participation/child care visitation
- Death in immediate family
- Florida Mentoring Partnership
- Office closures
- Examinations and interviews related to employment with the State Personnel System

Please check with your Human Resources office for more details on approving this type of leave.

# Disability Leave

If your employee sustains a documented on-the-job injury or illness, this paid leave covers the initial forty hours of absence that may be necessitated by the job-connected injury or illness.

Once he or she returns to work, this paid leave may be used to provide an additional forty-eight hours to attend medical and/or therapy appointments necessitated by the job-connected injury or illness.

The employee must provide you with documentation from an authorized workers' compensation physician.

# Active Military Leave

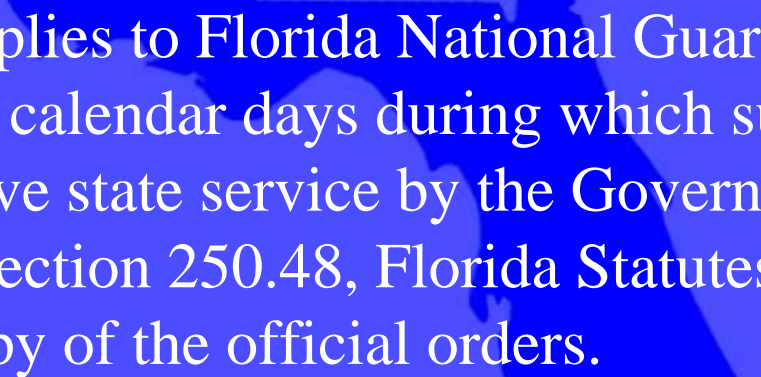
This paid leave covers active military duty for the first thirty days. The employee must provide official orders or appropriate military certification.

Active military service includes active duty with any branch of the United States Army, Air Force, Navy, Marine Corps, or Coast Guard, National Guard of the State, or other service as provided in Section 115.08 and Section 115.09, Florida Statutes.



# National Guard State Service Leave

This paid leave applies to Florida National Guard members and covers up to thirty calendar days during which such employees are ordered to active state service by the Governor of Florida, in accordance with Section 250.48, Florida Statutes. The employee must provide a copy of the official orders.



# Military Reserve Training and National Guard Training Leave

This paid leave applies to employees who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard, in accordance with Section 115.07, Florida Statutes. The employee must provide a copy of the official orders.

This leave covers a maximum of seventeen working days per year, October-September, during which employees are ordered to active or inactive duty for training.

# Educational Leave with Pay

This paid leave allows Career Service employees to attend a college, university, or training academy for one or more full academic periods, if certain criteria are met.

Each agency has the discretion to establish an Educational Leave Program under which this type of leave may be made available.

Please check with your Human Resources office for details.

# Leave of Absence without Pay

This unpaid leave covers any absence from work, for a period up to twelve (12) months. It is the agency's discretion to determine if the requested absence is justified and not detrimental to the operations of the agency.

While on leave without pay, employees must personally pay for any state contributions to insurance premiums in order to maintain their coverage.

While on leave without pay, employees will not accrue annual or sick leave credits.

# Mentoring and Volunteer Program

Employees may use up to five hours per calendar month to participate in the Florida Mentoring Partnership, which includes school or community voluntary activities.

Participation in this program is encouraged as long as it does not adversely impact the work unit. Consequently, absences during work hours require your approval prior to the employee's participation.

For a complete listing of approved activities, please check with your agency's mentoring coordinator.

# Office Closings

State offices may have to be closed at times due to natural disasters or other emergency situations. When State offices are closed, administrative leave may be granted to employees in the affected offices, in accordance with Rule 60L-34.0071(3)(e), Florida Administrative Code.

If any of your employees are deemed to be “essential” workers during the emergency, they may be eligible for disaster compensation.

Please also refer to your agency’s COOP (Continuity of Operations and Process) Plan for the emergency procedures which fall under your responsibility. In the event of an emergency situation, your agency will provide direction for both the office closing procedure and the determination of “essential” employees.

# Sick Leave Pool

If your agency sponsors a Sick Leave Pool and your employees meet the eligibility requirements, they may voluntarily participate. This program allows employees to “pool” sick leave and access credits when all personal sick leave has been exhausted.

Sick leave pool credits may be used only for an employee’s personal illness or injury and are not subject to payout upon separation.

Check with your agency’s Human Resources office to find out more details regarding this program.

# Sick Leave Transfer Plan

If your agency sponsors this program and your employees meet the eligibility requirements, they may donate sick leave credits to an eligible employee in your agency or receive a donation of sick leave credits from an employee in your agency.

If your agency has an agreement with another participating agency, the transfer may occur between employees of these agencies.

Check with your agency's Human Resources office to find out more details regarding this program.





Benefits

# Group Insurance

All State employees (excluding OPS) are eligible to enroll in group health and basic life insurance coverage for which the State pays all or part of the premium, depending on one's employment category (Career Service, SES, SMS).

Note: New employees have up to 60 days from the date they are hired to enroll in any group insurance programs. If they miss the deadline to enroll, they will not be able to enroll until the annual open enrollment period (usually in October). Employees will also be required to pass medical underwriting to enroll in the Optional Life Insurance Plan.

Please remind your new employees to meet this critical deadline for enrollment.

# Supplemental Insurance Program

Additional insurance programs are available to employees, including:

- Dental Insurance
- Vision Insurance
- Supplemental Insurance (Cancer, Intensive Care, Accident, Disability)
- Supplemental Hospital Insurance

Note: New employees have up to 60 days from the date they are hired to enroll in any supplemental insurance programs.

For more information on any of these programs, please check with your agency's benefits coordinator or access the Health & Insurance tab on the People First website.

# Flexible Benefits Plan

The State offers employees the opportunity to pay for group health insurance benefits on a “pre-tax” basis, such as:

- State Group Health and Life Plans
- State Supplemental Program
- Dependent Care Account
- Medical Reimbursement Account

For more information on any of these programs, please check with your agency’s benefits coordinator or access the Health & Insurance tab on the People First website.

# Health Investor Plans and Health Savings Accounts

The State Group Insurance Program offers additional choices and flexibility when it comes to choosing a health insurance plan.

For more information on any of these programs, please check with your agency's benefits coordinator or access the Health & Insurance tab on the People First website.

# Spouse Program



Employees and their spouses who are both active State employees are eligible for health insurance coverage at no cost.

Please instruct your employees to contact the People First Service Center (1-866-663-4735) to confirm their eligibility and enroll in this program.

# Qualifying Status Change (QSC)

A qualifying status change (QSC) event is a change in employment status or family status that permits or requires a necessary change in an employee's insurance coverage.

Employees generally have 31 days from the date of the event to change their coverage. If they do not meet this deadline, they will not be able to change their coverage until the annual open enrollment period. (Please note that employees have 60 days from the date of birth to add a newborn child as a dependent).

The appropriate documentation of the QSC event must be submitted to the People First Service Center within 60 days of the election.

Please remind your employees to meet this critical deadline for coverage changes due to qualifying status changes.

# Open Enrollment

Open enrollment is the only time during the year (excluding a qualifying status change) in which employees may enroll or make changes to insurance benefits for the following calendar year.

Open enrollment is generally held in the fall of each year.

The State of Florida uses a “passive” enrollment system, whereby employees’ coverage will remain the same from year to year unless they actively change the information.



# Holidays

All full-time employees are entitled to observe the following paid holidays:

New Year's Day

Martin Luther King, Jr.'s Birthday

Memorial Day

Independence Day

Labor Day

Veterans' Day

Thanksgiving (and day after)

Christmas Day

Holidays that fall on Saturday will be observed on the preceding Friday and those that fall on Sunday will be observed on the following Monday.

Other Personal Service (OPS) employees are not eligible for paid holidays. Holidays are pro-rated for part-time employees.

# Personal Holiday



All full-time and part-time employees are entitled to use one (1) personal paid holiday each year. This personal holiday is credited on July 1st of each year and must be used on or before June 30th of each year.

OPS employees are not eligible for a personal holiday.

# Florida Retirement System (FRS)

Enrollment in the Florida Retirement System (FRS) is required of all employees holding established positions and is provided at no cost to the employee. Upon meeting the vesting requirement and other criteria specific to the plan, employees can earn a retirement benefit. The FRS offers two retirement plans from which eligible employees can choose:

- Pension Plan (defined benefit; vesting period is 6 years)
- Investment Plan (defined contribution; vesting period is 1 year)

For more details about retirement options, please contact the Florida Division of Retirement at 888-738-2252 or visit their website at [www.frs.state.fl.us](http://www.frs.state.fl.us).

Note: If you hire an employee who is already retired from the FRS, please contact your Human Resources office to ensure the employee is enrolled in the proper post-retirement plan.

# Workers' Compensation

The State of Florida covers all employees (including OPS) with Workers' Compensation insurance to provide managed medical care and wage loss benefits.

If your employee experiences an on-the-job injury, he/she should immediately notify you. You should then promptly report the injury to the contracted provider listed below.

CorVel  
1-800-929-0107

# Employee Assistance Program (EAP)

The State employee assistance program (EAP) is a confidential counseling service available to all state employees and their family members. The services provided include counseling, therapeutic services (most are free), professional treatment programs, referrals for debt restructuring, and referrals for legal services.

**All information related to the EAP is kept strictly confidential.**

The Allen Group  
(800) 860-2058  
[www.theallengroup.com](http://www.theallengroup.com)

In addition to using these services for yourself or your family members, you may make a management referral if you feel an employee would benefit from the EAP. Contact your Human Resources office for referral procedures and for other EAP providers that may be available.

## Florida State Employee Charitable Campaign (FSECC)

The annual Florida State Employees Charitable Campaign (FSECC) is the only charitable fundraising drive authorized in work areas during work hours.

Participation in the Florida State Employees Charitable Campaign is entirely voluntary and available through payroll deduction.

Please contact your agency's FSECC coordinator for more details.

# Adoption Program

Dependent on funding from the legislature, this program provides a monetary adoption benefit to employees who adopt a child in the permanent custody of the Florida Department of Children and Families (DCF) or a Florida-licensed child-placing agency.

The Department of Management Services oversees this program. For more details, call or refer the employee to the Division of Human Resource Management at (850) 922-5449 or visit the DMS website at [www.dms.myflorida.com](http://www.dms.myflorida.com).

## Child Care

This program allows state agencies to sponsor childcare centers\* in state-owned or leased facilities. This benefit is open to all eligible state employees on a space available basis.

For more details, contact your HR office to see if your agency sponsors a center or visit the website at [http://www.state.fl.us/dms/hrm/childcare\\_99](http://www.state.fl.us/dms/hrm/childcare_99).

\* State-sponsored childcare centers are currently located in Tallahassee and Bartow.



# Tuition Waiver Program

Eligible participants receive waivers to cover the cost of tuition and applicable fees for up to six credit hours per semester at a state university or community college on a space available basis. If one of your employees is interested in this opportunity, he or she should contact the school directly. Participation is subject to agency approval, but there are no requirements that the courses taken be job-related.

As the supervisor, you may be asked to recommend whether an employee's request should be approved. You should consider whether the employee's participation would be disruptive or conflict with work duties. If not, there is generally no reason not to approve this request. You are under no obligation to adjust the employee's schedule (unless mutually agreed upon), and the employee should not be permitted to participate during work time.

For more information, visit the DMS website at [www.dms.myflorida.com](http://www.dms.myflorida.com).



# Payroll Topics

# Deferred Compensation

This voluntary supplemental retirement plan allows all employees to set aside a portion of their gross salary each payday into a variety of state-sponsored tax deferred investment plans. Both employee contributions and the earnings on those contributions are income tax deferred. The amount elected is automatically reduced from the salary through regular payroll deductions.

For more details, visit the Deferred Comp website at [www.myflorida.deferredcomp.com](http://www.myflorida.deferredcomp.com).

# Direct Deposit

All employees must use the direct deposit program in accordance with Section 17.076, Florida Statutes.

There are two ways to complete this process:

1. Access and complete the information on the People First website via the Personal Information Screen.
2. Call the Department of Financial Services at 850-413-3100.

The direct deposit process may take a few weeks; therefore, new employees should expect to receive at least one “paper” paycheck.

# Pay Period

The pay period is based on your agency and runs either bi-weekly or monthly.

Employees who are paid bi-weekly receive a paycheck every other Friday for a total of 26 paychecks per year.

Employees who are paid monthly receive a paycheck on the last business day of each month.

If you have OPS employees, they may be paid on a different cycle from the rest of your employees. Contact your Human Resources office to determine this pay cycle.

# Approving Timesheets

Please monitor your employees to ensure they submit their timesheets promptly at the end of each pay period. It is your responsibility to review these timesheets for accuracy and ensure that all absences have been recorded and charged to the appropriate leave type. Missing timesheets impact the agency's financial reports and prevent employees from seeing an accurate tally of their current leave balances.

At times, there may be a need to document or justify a certain leave type, a variation in the work schedule, or excess hours worked. Please check with your Human Resources office for your agency's policy regarding documentation.

## Approving Timesheets (continued)

Regular employees (Career Service, SES, and SMS) are paid “by exception,” which means they automatically receive their normal pay amount each pay period. If an employee has insufficient leave to cover hours during a pay period, it is *critical* that he or she submit (and you approve) the timesheet in time to have his or her pay adjusted. Check with your Human Resources office to get the submission deadlines for this situation.

OPS employees are paid on a “positive pay” basis, which means they receive their paychecks on time *only* if their timesheets are submitted and approved on time. It is your responsibility to ensure your OPS employees meet this deadline.



# Laws and Provisions



# E-mail and Internet Policy

It is expected that all employees will use the electronic mail (e-mail) and Internet systems for appropriate, work-related purposes.

Please check with your Human Resources office for your agency's specific policy and ensure that you communicate it to your employees.

# Confidentiality



You have access to personal information for your direct reports. All personal identifying information is considered sensitive and may be protected from disclosure under the provisions of Florida or federal law.

Do not divulge, print, or otherwise share any personal information without verifying if it is a public record. Your Human Resources office can assist with that determination.

Please review your agency's copy of the People First Security Guideline Manual to reference your responsibilities in the online system.

# Affirmative Action/Equal Employment Opportunity (AA/EEO)

The State of Florida assures each applicant and employee an equal employment opportunity regardless of that person's age, sex, race, religion, national origin, political affiliation, marital status, or handicap, except when a specific sex, age, or physical requirement constitutes a bona fide occupational qualification necessary to proper and efficient administration.

# Discipline Guidelines

Employees outside of the permanent career service (SES, SMS, OPS, and non-permanent career service employees) may be dismissed at will.

Permanent career service employees (i.e., employees who have completed the probationary period) may only be suspended or dismissed for cause, which includes, but is not limited to, the following:

- Poor performance
- Negligence
- Inefficiency or inability to perform assigned duties
- Insubordination
- Violation of law or agency rules
- Conduct unbecoming a public employee
- Misconduct
- Habitual drug use

Please check with your Human Resources office for guidance.

# Fair Labor Standards Act (FLSA)

Included employees who are covered by the Fair Labor Standards Act (FLSA) are compensated for hours worked beyond their contracted hours (overtime). For certain employees, the compensation may be in the form of special compensatory leave credits. Included OPS employees are only eligible for overtime payment.

It is your responsibility to monitor all hours worked by your employees and ensure that any overtime is approved in accordance with your agency's policy.

# Excluded Employees

Employees who are excluded from the Fair Labor Standards Act (FLSA) may be, under certain circumstances, compensated for additional hours worked during the work period.

- Excluded career service employees are eligible to accrue regular compensatory leave
- Excluded SES employees are expected to work the necessary hours required and will normally not be compensated for additional hours worked

Check with your Human Resources office to determine your employees' eligibility for various forms of compensation for additional hours worked, as well as your agency's compensation policies.

# Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) provides up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for certain personal or family medical reasons.

Employees are eligible if they have worked for the State of Florida for at least one year and for 1,250 hours over the previous twelve months. Employees may elect to use their personal leave credits during FMLA leave.

Please check with your Human Resources office for more information.



# Florida Family Supportive Work Program (FSWP)

Employees may request a leave of absence for non-medical family responsibilities for up to thirty calendar days, provided such leave would have minimum impact on the work unit.

In addition, FSWP may be granted for up to six months (to run concurrently with FMLA) for a birth, adoption or the illness of a family member, as outlined in Rule 60L-34.0051, Florida Administrative Code.

For more information on FSWP, please contact your Human Resources office.



# Grievance Procedures

A grievance process is available to permanent career service employees who believe that any condition affecting the employee is unjust, inequitable, or a hindrance to effective operation.

Claims of discrimination and sexual harassment or claims related to suspensions, reductions in pay, demotions, and dismissals are *not* subject to the career service grievance process.

Once the employee submits a signed, written grievance to you, **you must meet with the employee to discuss the grievance and provide a written response to the employee within five business days** of receipt of the grievance.

Please note that certain Collective Bargaining Units have different grievance procedures; contact your Human Resources office for guidance.

# Hiring Process



Each agency has specific procedures in place for the recruitment and selection of employees, including interviewing, screening criteria, etc.

Please check with your Human Resources office before beginning any hiring processes.

## Hiring Preferences to Members of Collective Bargaining Units

Prior to the advertisement of a job vacancy for a Career Service position, you must give first consideration to qualified employees who have properly submitted request forms, in accordance with the applicable collective bargaining agreements, for transfers, promotions, reassignments, shift changes and changes of duty station.

Determination for eligibility is handled at the agency or via the People First Service Center. Check with your Human Resources office to determine the correct procedure and ensure you clearly document the reasons for your hiring decisions.

# Hiring Preferences to Veterans

For advertised vacancies on all Career Service positions, you must give first consideration to qualified Florida residents who are veterans and spouses of veterans.

Determination for eligibility is handled by the People First Service Center and noted on the requisition.

Please ensure you clearly document the reasons behind your hiring decisions.

## Hiring Preferences to Adversely Affected Employees

For advertised vacancies on all Career Service positions (for which no one has claimed veterans' preference), you must give first consideration to qualified employees who have been adversely affected (laid off).

Determination for eligibility is handled by the People First Service Center and noted on the requisition.

Please ensure you clearly document the reasons behind your hiring decisions.

# Hiring Responsibilities in accordance with the Americans with Disabilities Act (ADA)

- Ensure that your hiring and subsequent supervisory actions extend equal opportunities to qualified persons with a disability.
- Forward any requests for accommodations to the appropriate office in your agency (HR office, EEO office) for follow-up.
- Although final decisions about ADA compliance are determined by your agency, you should be aware of the broad ADA guidelines. Please reference the State of Florida ADA online training course, or another course designated by your agency, for details.

# Sexual Harassment Responsibilities

- Contact the appropriate office **immediately** if you are aware of any actual or alleged sexual harassment situation. As the supervisor, you are subject to disciplinary action if you do not immediately report the matter to the appropriate office.
- Do not investigate the situation yourself. Your agency will give you further instruction regarding any necessary actions.
- Romantic relationships between supervisors and direct subordinates are generally discouraged. Please follow your agency's policy regarding this type of situation.



# Web Resources

The State of Florida website is [www.myflorida.com](http://www.myflorida.com). Click the “411” tab to find employee contact information. Click “find an agency” to access each agency’s Internet website.

Most state agencies also maintain web pages where employees can access information specific to their own organization. Contact your Human Resources office for information regarding agency-specific policies and resources posted on the agency’s internal web or Intranet site.

For current and historical information regarding your paychecks or other payments you have received from the State, visit the State Comptroller’s website at <https://flair.dbf.state.fl.us>. New users have to register and establish a password.



# Conclusion

If you have questions about any of the topics contained in this presentation, please contact your Human Resources Office.

