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PART II: ENTERING KEY CLASSIFICATION AND COMPENSATION INFORMATION INTO PEOPLE FIRST

PEOPLE FIRST SCREENS

ESTABLISHING AND RECLASSIFYING A POSITION IN THE PEOPLE FIRST SYSTEM

ABOLISHING A POSITION IN THE PEOPLE FIRST SYSTEM
PURPOSE

This guide has been developed to assist State Personnel System (SPS) agencies in position analysis under the SPS classification and compensation program and with the related entry of classification actions into the People First system. For any questions concerning the information in this guide, please contact the Workforce Design and Compensation Team.

INTRODUCTION

The SPS is the employment system for the Executive Branch of state government and its applicable pay plans. The SPS is the largest of six personnel systems in state government and encompasses 31 state entities. Other systems include the Florida Lottery, the Legislature, the Justice Administration System, the State Courts System, and the state universities.

Section 110.2035, Florida Statutes (F.S.), authorizes the SPS classification and compensation program for positions in the Career Service, Selected Exempt Service (SES) and Senior Management Service (SMS). In addition, Rule 60L-31, Florida Administrative Code (F.A.C.), Classification Plan, addresses management of the classification system and Rule 60L-32, F.A.C., Compensation and Benefits, addresses management of salary and other benefits.

AGENCY AUTHORITY/RESPONSIBILITIES

- Properly apply the classification and compensation statutory requirements and rules promulgated by the Department of Management Services (DMS).
- Maintain an accurate and current position description for each authorized and established position assigned to the agency as a record of the official assignment of duties to the position.
- Properly classify or reclassify Career Service authorized positions.

DMS AUTHORITY/RESPONSIBILITIES

- Review in a post audit capacity the action taken by an employing agency in classifying or reclassifying a position.
- Effect a classification change on any classification or reclassification action taken by an employing agency if the action was not based on the duties and responsibilities officially assigned the position as they relate to the official occupation profile and the level definition in the occupational group characteristics.
- Review and approve exemptions to the Career Service, pursuant to section 110.205 (2), F.S.
- Designate all positions in the Selected Exempt Service as either managerial/policymaking, professional, or non-managerial/non-policymaking pursuant to section 110.602, F.S.
- Designate positions in the Senior Management Service, which is limited to those positions exempt from the Career Service and for which the salaries and benefits are set by DMS in accordance with the rules of the Senior Management Service.
- Review and approve reclassifications of positions into, out of, and within the SES and SMS pursuant to section 110.205(2), F.S. Additionally, per Rules 60L-31.001(6) and
60L31.004(1), F.A.C., which state in part that “except as expressly delegated to an agency, the Department shall assign positions to the selected exempt service and senior management service in accordance with the specific designations under section 110.205, F.S.”

Based on this authority, agencies shall submit certain SES to SES reclassifications to DMS for review. For example, if DMS has approved a position to be in the SES based on a particular reason (e.g. managerial, confidential or supervisory) and an agency wants to change the approved designation reason, the basis for which the exemption was granted has now changed. Therefore, a DMS review ensures that the new duties assigned to the position meet the criteria for the new designation. DMS review and approval are also required for positions being reclassified within the same occupation, as well as those that change from one occupation to another, whenever the pay plan is changed.

Please note that it is the agency’s responsibility to take into consideration the Fair Labor Standards Act (FLSA) impact that may result from any reclassification changes (see section on FLSA Exemptions, page 18).

CLASSIFICATION

In accordance with section 110.2035(1), F.S., DMS has established the classification system by which agencies are to properly classify all authorized SPS positions in conjunction with the provisions of Rule 60L-31, F.A.C., Classification Plan.

Broadband System

The Broadband Classification and Compensation Program (Broadband System) was implemented in 2002 as the official system for the administration of SPS position classification and pay. It is a method of grouping like duties and pay that replaced the old state classification system, although certain components of the old classification system still serve as reference points under the new Broadband System. Specifically, the numerous classes that were created under the old system have been grouped on the basis of similar duties and assigned to the currently used broad occupational categories. In similar fashion, the pay grades associated with the old system are embedded in the broad pay bands that are part of the current system. (See section below titled “Former Classification and Pay Plan”.)

The Broadband System was designed to provide a greater degree of flexibility than the agencies had under the old system to meet the needs and demands of the state workforce. The goal was to reduce the need to reclassify positions due to work assignment and organizational changes; to allow flexibility in organizational structure development and reduce the number of supervisors; and, to emphasize pay administration and job evaluation to move employees through the pay bands. The use of broad, market-based pay bands for occupations, which are addressed in the Compensation Section of this guide, are an example of this flexibility.

The statute limits the number of occupational groups in the Broadband System to no more than 38, with a maximum of six performance levels for each occupation within an occupational group. The law also requires that the accompanying pay plan provide broad-based pay bands for each
occupational group. Consequently, the 3,343 classes under the old classification system were consolidated into 237 occupations under the Broadband System. To accomplish this, DMS used a uniform job categorization system based on the Federal Standard Occupational Classification System (SOC). The resulting broadly defined job categories are known as "job families" in the Broadband System and are divided further into occupational groups.

In sum, the Broadband System consists of:

- **23 Job Families** which are groupings of similar occupational groups. An example of a job family is "Legal." Within this job family are two occupational groups.
- **38 Occupational Groups** which are similar occupations grouped together. In the example of the Legal Job Family, there are two occupational groups: "Lawyers and Judges" and "Legal Support."
- **147 Broadband Levels** (performance levels) in which each occupational group has up to six levels. Employees within the Legal Support occupational group, for example, are divided among three levels based on job difficulty and experience indicators.
- **237 Occupations** - In the example of the Legal Support occupational group, the occupations are Court Reporters, Law Clerks, and Paralegal/Legal Assistants.

Broadband Levels (up to six per occupational group) are based on job intricacy and experience indicators. A description of these levels for each occupational group is contained in each of the Occupational Group Characteristics. The following factors are used to distinguish different levels of work within each occupational group:

- Knowledge: measures the technical knowledge required to meet performance standards at a particular level;
- Skill: defines how much preparation and learning through experience and training is necessary to perform at a particular level; and
- Abilities: defines the capacity to perform an observable behavior or produce a product.

In this system, positions are placed into Job Families, Occupational Groups and Occupations. A description of each Job Family can be accessed from the Job Family web page. The occupational groups are further divided into occupations (somewhat similar to the class titles in the former classification system) and can be accessed from the Job Family web page. A description of the Occupational Group Characteristics also can be accessed from this site.

**Former Classification and Pay Plan**

The broadband occupations are made up of a number of job classes from the former job classification system; therefore, agencies often find it helpful to consider the former classes in analyzing positions for proper classification, even though broadbanding is the official classification/compensation system. However, the class specifications from the former system have not been maintained or updated since broadbanding went into effect. Nonetheless, it is beneficial to remain familiar with the former job classifications and pay grades because, as referenced in the Compensation Section of this guide, the classes and pay grades of the former classification system continue to be used for budget and salary rate purposes. Information related to the former system is available on the DMS website under Classification & Pay Plan and includes:
Classification Plan

A reference for the former classification system that contains the class specifications (the allocation factors, examples of work performed, knowledge, skills and abilities, and minimum qualifications of the class) for positions in the Career Service and Selected Exempt Service. All classifications in the Senior Management Service are specific to the position; therefore, there are no specifications for these classes.

Pay Plan - Class Designations

A reference that contains the Pay Plan, Class Code, Class Title, Pay Grade, Collective Bargaining Unit (CBU), and Equal Employment Opportunity (EEO) Job Category for classes in the former system.

Pay Plan Codes and Definitions

A reference that contains the codes for each pay plan and the description for the pay plan.

Definition of Terms Used in the Schedule of Salary Ranges

A reference that provides the definitions for terms used for Career Service, Selected Exempt Service, and Senior Management Service pay plans.

Broadband Crosswalk

The DMS website also contains the Broadband Crosswalk which is a document that cross-references the Broadband Classification and Compensation System with the former Classification and Pay Plan. It is a useful tool to assist in managing classification actions by providing information on broadband levels, occupations, pay bands, etc.

CLASSIFYING POSITIONS

General

Classification is the beginning point for many key human resource processes such as: recruiting for the position, establishing the performance expectations, determining if the position is eligible for overtime pay, etc. As the foundation for these human resources (HR) processes, classification provides a means to evaluate jobs, determine the nature and complexity of the work being performed, and to categorize that work.

The proper classification of positions assists in identifying accurate reporting relationships, reducing potential recruiting problems and may possibly prevent future grievances. The classification system provides a standard and objective way to view jobs and identify their worth or value to the agency. In addition, the classification process determines the service category (CS, SES or SMS) of the position which drives the types of benefits assigned and determines the compensation, pay plan and collective bargaining status of the position.
Determining a position’s classification is based upon the duties and responsibilities assigned to the position, not the person performing the duties. Duties of the position determine the knowledge, skills and abilities (KSAs) which employees need to successfully perform in the position and which, in turn, determine the classification of the position. Position classification establishes a logical relationship between:

- the duties and responsibilities of positions;
- the qualifications required to fill them;
- the salary range assigned for the type of work; and
- the pay plan to which the position is assigned.

**Specific Guidance for Determining the Classification of a Position**

When reviewing and analyzing a position for classification, carefully study the job description and other related materials such as the organization charts submitted for review. Such documents highlight important information related to the position.

Consider how a position has changed (additional duties, supervision exercised and received, and other critical components of the position) and review and compare the position description to the published occupational group characteristics and occupation profiles to ensure the duties stated on the position description meet the concepts of the description of the work. Available class specifications from the former system also may be helpful for some reviews.

Consult the supervisor or any other appropriate authority, if necessary, to obtain their perspective and assessment of the position. In many cases, the supervisor will be the one to prepare the position description based on the duties that are to be performed.

Consider these factors when classifying a position:

- Nature or type of work performed
- Level of responsibility
- Impact of position on the section, bureau, division, or agency
- Reporting relationships
- Scope of duties
- Complexity of work
- Supervision received
- Supervision exercised
- Knowledge, skills, and abilities (KSAs) required to perform the duties

Factors that should not be considered in classifying a position:

- Incumbent of the position
- Performance of the incumbent
- Longevity of the incumbent in position
- Qualifications of the incumbent that are not required by the position

Determine the appropriate occupation after review and comparisons.
POSITION DESCRIPTION

The Position Description (PD) is the official document that lists the assigned job duties and responsibilities, the necessary KSAs, as well as certain position attributes assigned to a position. Agencies must use the position description template found on the DMS website: Position Description Form [Eff. 12-16-09].

This site also includes instructions for completing the PD: Instructions for Completing the Position Description Form [Eff. 12-16-09].

All established full time equivalent (FTE) positions require a position description. While position descriptions are not required for Other Personal Services (OPS) positions, agencies may use them at their discretion.

Information on the Position Description Form

The PD provides a variety of information about the position which may include percentages of time spent on tasks as required by each agency’s policy for using percentages of time. The position description information includes broadbanding information as well as class titles from the former system because of the continued reliance on these former classes in classification and compensation decision-making.

Basic information included on the PD for the position includes: job duties, responsibilities, KSAs, as well as:

- **Service Category**: The pay plan to which the position is assigned, i.e., Career Service, SES, SMS.

- **Exemptions**: Positions are exempt from the Career Service, based on statute, and include positions such as executive and mid-level managers, certain professionals (attorneys, physicians, etc.) and supervisors. Section 110.205, Florida Statutes contains exemptions from the Career Service. DMS has guidance on its website concerning section 110.205(2)(w): Exempting Employees from the Career Service as Confidential [rev. 05-20-10].

- **Position Attributes**: A position attribute is a characteristic which impacts the treatment of a position and/or incumbent. Specific information regarding positions and their attributes are also entered into the People First system and the system maintains this information for use in other employment actions.

There are many attributes associated with positions, with certain ones indicated on the PD, which identify key characteristics associated with the position:

- **Equal Employment Opportunity (EEO)** – Identifies the job category for all positions within the SPS. There are eight categories which describe the type of work a position is assigned in terms of affirmative action planning and reporting. For example, code 01 is listed as Officials and Administrators. It represents those positions that have a high level of authority over operations, etc. These EEO categories and their definitions are on the DMS web site at: http://www.dms.myflorida.com/workforce_operations/human_resource_management/for
• **Collective Bargaining Unit (CBU)** – The CBU is used to identify the collective bargaining unit to which a position’s class has been assigned. Information on CBUs can be found on the DMS website at: http://www.dms.myflorida.com/workforce_operations/human_resource_management/for_state_hr_practitioners/broadband_classification_and_compensation_program/classification_pay_plan/pay_plan_class_designations

• **Special Risk** – Indicates that a position has been determined by DMS to be eligible for membership in the Special Risk Retirement class in accordance with section 121.0515, Florida Statutes. This designation allows members to retire sooner and accrue retirement credits at a higher rate due to the nature of the work assigned to the position. Law enforcement, firefighters and corrections officers, among others, are eligible for this designation. Additional information is on the DMS web site at: http://www.dms.myflorida.com/workforce_operations/human_resource_management/for_state_hr_practitioners/broadband_classification_and_compensation_program/classification_pay_plan/classes_eligible_for_special_risk_retirement

• **Overtime (eligibility)** - Indicates whether a position is excluded (exempt) or included (non-exempt) from the overtime provisions of the FLSA which are addressed in the Compensation section of this guide.

• **Competitive Area Differential (CAD)** - Indicates that a class has been approved by DMS to receive a pay additive which is designed to attract and retain workers so that the state can remain competitive in areas where similar jobs in the private sector are paid more than the state pays. Pay additives are addressed in the Compensation Section of this guide.

**ORGANIZATION CHARTS**

All classification requests submitted as part of a reorganization request or to change the service category of a position should contain both a current and a proposed organization chart of the agency’s official structure. The level of detail provided on the charts should accurately describe/portray the requested classification action or reorganization.

Staffing Organization Charts (current and proposed) should display the organization of the entities being affected indicating broadband codes, pay bands, pay grades, class titles and position numbers assigned to each entity. Mark (highlight) the proposed changes on both the current and proposed charts.

[Chapter 20, Florida Statutes](http://www.dms.myflorida.com/workforce_operations/human_resource_management/for_state_hr_practitioners/broadband_classification_and_compensation_program/classification_pay_plan/pay_plan_class_designations), provides for five succeeding levels of organization: Department, Division, Bureau, Section, and Subsection, unless otherwise provided for in statute.

CAREER SERVICE, SES, and SMS DESIGNATION CHANGES

By law, all SPS positions are to be classified within the Career Service unless specifically exempted by statute. Agencies should exercise caution when changing position designations so as not to incorrectly or inadvertently deprive employees of their constitutional right to bargain collectively (see section 447.203(1), Florida Statutes). This is why Rule 60L-31, F.A.C., Classification Plan, requires that certain classification requests related to SES or SMS positions be submitted to DMS for approval as stipulated under DMS Authority/Responsibilities on page 4.

General Guidance for Changes

- Review internal agency information to ensure that proposed action(s) are appropriate/reasonable based on the specific situation, consistent with the state classification system, and can be documented as necessary.

- Review section 110.205 (2), Florida Statutes, to determine whether the position should be exempted from the Career Service and placed in either the SES or the SMS; or whether the position no longer meets the exemption criteria and should be reclassified to the Career Service. Also, if appropriate, review the Program Guideline: Exempting Employees from the Career Service as Confidential [rev. 05-20-10].

- Review Occupation Profiles to determine the appropriate broadband occupation for the position.

- Review former classes to determine the appropriate salary rate for the position.

- Check the crosswalk for specific information on occupations and former classes. This includes but is not limited to codes, titles, and salary information.

- Prepare the position description.

- Prepare current and proposed organization charts, highlighting affected positions.

- Prepare the transmittal letter explaining requested action(s).

- Mail letter and attachments (position description(s) and organization charts) to:

  Department of Management Services  
  Director of Human Resource Management  
  4050 Esplanade Way, Suite 235  
  Tallahassee, FL 32399

- Requests should be mailed or hand delivered unless previous arrangements have been made or if unusual circumstances exist.

Specific Guidance for Changes:

See Appendices A through I for specific checklists for designation changes that need to be submitted to DMS.
REORGANIZATIONS

When an agency seeks to change its functional organization, it must seek an approval recommendation from DMS and request final approval from the Governor’s Office of Policy and Budget (OPB). Reorganization changes include changes to division, bureau, section, and subsection names. For division and/or bureau level reorganizations, the agency should provide a detailed explanation of the purpose and structure of the reorganization in the letter to DMS. Bureau level/bureau comparable and below title changes (name only) require completion of the “Attachment A” form. Any structural changes below the bureau level require a detailed explanation of those changes on the “Attachment A” form.

An agency initiates the reorganization process by preparing the appropriate documentation to be submitted simultaneously to both DMS and to OPB. The request to DMS is submitted by written correspondence while the request to OPB is submitted through the Budget Amendment Processing System (BAPS). DMS reviews the request for technical aspects of human resource management and forwards its recommendations to OPB. OPB’s review of the request concludes with an approval or disapproval letter sent to the agency and a copy to DMS. Even though tentatively approved by OPB, the approval process is not final until the agency receives a notification letter from DMS with signed “Attachment A” forms and approved position descriptions included.

Information about the official organizational structure of an agency can be found in Chapter 20, Florida Statutes. Information about budget policies and procedures can be found in Chapter 216, Florida Statutes.

General Overview

- Review internal agency information to ensure that proposed organizational changes are appropriately described and supported, and can be documented.

- Coordinate with agency budget staff.

- Check Chapter 20, Florida Statutes, for specific agency organization structure requirements.


- Prepare “Attachment A” forms in accordance with the Reorganization Request Checklist.

- Prepare current and proposed organization charts for each division, bureau, or section affected by the reorganization; highlight positions that require the submittal of position descriptions so they are easily identifiable.

- Prepare position description(s) (PD) following instructions for completing the PD form for each key position affected by the proposed reorganization. Include “updated” position descriptions for division, bureau, or section heads; the positions to which these positions report; and reclassification actions that are a part of the reorganization request. It is not necessary to submit position descriptions to DMS for every position in the division, bureau, or section affected by the reorganization.
- Prepare cover letter explaining the proposed reorganization and any associated classification changes.

- Mail letter and attachments: “Attachment A” forms, PD(s), and organization charts to:
  
  Department of Management Services  
  Director of Human Resource Management  
  4050 Esplanade Way, Suite 235  
  Tallahassee, FL 32399

**Reorganization Request Checklist**

Use the checklist in Appendix J for guidance in submitting a reorganization request. For detailed information see the [DMS/HRM IOP](#).

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## COMPENSATION

### INTRODUCTION

Compensation is governed by [section 110.2035, Florida Statutes](#), as is the classification system. In addition, [Rule 60L-32, F.A.C, Compensation and Benefits](#), establishes the policies and procedures applicable to all occupations in the SPS.

The SPS compensation program includes not only salary but also a benefits package that is provided to employees. These benefits include health and life insurance, retirement, Social Security, Medicare, and paid leave, etc. This guide focuses primarily on the salary or pay component of total compensation. However, the consideration of pay must be viewed within the context of total compensation.

### PAY BANDS

In the Broadband System, pay is determined through a range or pay band. Pay bands, [2013-2014 Broadband Pay Bands [Effective 7-1-13]](#), have a minimum rate and a maximum rate which establishes the lowest base pay and the highest base pay of the pay band. Each occupation within a job family is assigned to one of the 25 pay bands which serves as the official pay range for that occupation.

Because pay bands are so wide from the minimum rate to the maximum rate, the pay grades of the former system provide for more specificity and are used to help manage salaries for budget and salary rate purposes. As noted in the Classification Section, even though broadbanding is the official classification/compensation system, it is necessary to remain familiar with the former job classification system as well as the former pay grade system. The Legislature and the OPB also continue to use the former pay grade system for budget and salary purposes. Below are links to these tables.

- [Career Service Pay Grade Table [Effective 7-1-13]](#)
- [Selected Exempt Service Pay Grade Table [Effective 7-1-13]](#)
- [Senior Management Service Pay Grade Table [Effective 7-1-13]](#)
BUDGET AND RATE

The salary structure for employees requires a fundamental understanding of the terms “budget” and “salary rate.” While interrelated, these two terms are distinctively different in how they are used in managing the compensation program for employees.

Budget

Budget reflects both salary and benefit costs associated with positions.

Salary Rate

Salary rate is equal to the individual rate of all filled positions plus the entry salary level of all vacant positions. Salary rate is provided to each agency at the beginning of each fiscal year. Salary rate is not assigned to OPS or contracted positions.

Rate is explained by three distinct terms:

- **Annual salary rate** is monetary compensation authorized to be paid an appropriated position on an annualized basis, including salary additives, but excluding benefits, associated with the position.

- **Approved rate** is the amount of annual salary rate allotted to each department for the purpose of managing the department’s salary rate.

- **Actual rate** is salary rate associated with established positions listed in the People First system. This includes the actual salary rate for filled positions and the minimum salary rate of the pay grade for any vacant positions.

Effect of Budget and/or Salary Rate Actions

Budget dollars can be generated by holding positions vacant. However, salary rate cannot be generated by holding positions vacant.

When a filled position becomes vacant, the salary rate generated equals the difference between the filled position’s salary rate and the entry level rate (minimum salary of the pay grade) of the vacant position.

Downgrading (reclassifying) a vacant position generates salary rate equal to the difference between the minimum salary of the pay grade of the former class and the minimum salary of the pay grade of the new class.

DETERMINING SALARY

Determining an employee’s salary upon appointment ([Rule 60L-32.001, F.A.C., Determining Salary Upon Appointment](#)) involves the consideration of a number of factors including: the type of appointment; the KSAs required of the position; the KSAs possessed by the employee; difficulty in recruitment for the position; years of service and experience of employees, licensure, certification and registration, etc.
Determining salary is a subjective process. While the salary must be in the pay band range, an agency’s actual determination of salary upon appointment of an employee is based on a sound assessment and consideration of these different factors. Each appointment or employment decision may vary because of the variation of impact of these factors from one decision to another. As a result, consistency in the assessment of these factors is critical to avoid any appearance of unfairness.

Rule 60L-32.0011, F.A.C., Increases to Base Rate of Pay, authorizes agencies to increase an employee’s base rate of pay within the established pay band at any time, as long as the reason for the increase is justified and can be documented, funds are available, and there is no specific prohibition in law for the increase.

Pay Cycles

The State Personnel System uses monthly and biweekly pay cycles. The monthly pay cycle is based on 12 months and has 12 pay periods and the biweekly pay cycle is based on 52 weeks and usually has 26 pay periods. NOTE: Due to the rolling nature of the calendar, some years have 27 pay periods.

All pay is computed on the basis of 2080 work hours annually, regardless of whether an employee is paid biweekly or monthly. Most OPS employees are paid on an hourly basis based on a 40 hour work week and the overtime provisions of the FLSA.

**PAY ADDITIVES**

Pay Additives, governed by section 110.2035(6)(c), Florida Statutes and Rule 60L-32.0012, F.A.C., Pay Additives and Incentive Pay, are temporary increases added to an employee’s base rate of pay. Pay additives can only be given to Career Service employees and are based on unique circumstances associated with the position. Pay additives, incentive pay, plus the base rate of pay equals the regular rate of pay of employees and are included for the purposes of calculating overtime.

The specific Pay Additives are:

1. Shift differentials.
2. On call.
3. Hazardous duties.
4. Lead-worker duties.
5. Temporary special duties - general.
6. Temporary special duties - absent coworker.
7. Trainer duties.
8. Competitive area differentials.

Agencies are authorized to implement shift differentials, on-call additives, hazardous duty additives, lead-worker additives, temporary special duty - absent coworker additives (when the absent coworker is on military leave or federal Family and Medical Leave Act (FMLA) leave), and trainer duty additives as necessary and in accordance with DMS rules and instructions in the General Appropriations Act, and collective bargaining agreements.
However, a new competitive area differential or a new critical market pay additive may not be implemented unless DMS has reviewed and recommended approval and the Legislature has provided express authority to implement such action. This includes increases in the level of competitive area differentials or critical market pay additives, as well as the initial establishment and implementation of any competitive area differential or critical market pay additive effective on or after January 1, 2012.

As circumstances warrant an additive change, agencies are required to initiate the appropriate action to modify or remove the additive.


Additionally, there is a Salary (Pay) Additive form on the DMS web site: Notification of Pay Additive.

INCENTIVE PAY

Incentive pay is additional compensation provided to employees who meet the eligibility criteria prescribed in statute. There are two different types of incentive pay: Criminal Justice Incentive Pay (CJIP) which is governed by section 943.22, Florida Statutes, and Firefighter Supplemental Compensation (formerly Firefighter Incentive Pay (FFIP)) which is governed by section 633.422, Florida Statutes. Incentive pay, pay additives, plus the base rate of pay equals the regular rate of pay of employees and are included for the purposes of calculating overtime.

PERQUISITES

Perquisites are those things, or the use thereof, or services of a kind that confer on the employees receiving them, some benefit in the nature of additional compensation. Perquisites benefit employees because the use of such items reduces the personal expenses of employees. Perquisites are covered in section 216.262(1)(f), Florida Statutes, and Rule 60L-32.004, F.A.C., Perquisites. Perquisites may be provided only when in the best interest of the state due to exceptional or unique circumstances.

Items considered to be perquisites include, but are not limited to: housing, utilities, laundry services, medical service, moving expenses, and the use of state-owned vehicles for other than state purposes.

Agency heads have the authority to grant perquisites utilizing the DMS approved and enumerated categories.

Delegated authority for granting perquisites is contained in the annual letter concerning perquisite reporting: Perquisite Reports FY 2013-14 Memo (298.48 KB)

Other references include:
Definition of Perquisite Categories [03/14] (21.17 KB)
The value of the perquisite is not used to compute an employee’s base rate of pay or regular rate of pay unless required by DMS to meet federal FLSA requirements. Perquisites may have a tax implication.

All perquisites and moving expenses must be reported for each fiscal year to DMS on the Perquisite reporting form. DMS sends out a notice in June of each year providing guidance and the due date for the fiscal year report.

**FAIR LABOR STANDARDS ACT (FLSA)**

The FLSA, also known as the Wage and Hour Law, regulates employee overtime status, overtime pay, child labor, minimum wage and related record-keeping. The Wage and Hour Division of the Department of Labor (DOL) is responsible for enforcing the FLSA and provides compliance guidance for applying provisions of the law. DOL provides extensive guidance on determining whether positions are included or excluded from the overtime provisions of the FLSA.

**FLSA Exemptions**

The FLSA provides for certain exemptions or exclusions from its overtime and record-keeping requirements. Employees in positions designated as *excluded* from the FLSA are not eligible for overtime pay. The most common of the exemptions are applicable to *Administrative*, *Professional*, and *Executive* employees.

Each exemption is narrowly construed and the burden of proof is on the agency to document that employees meet the exemption’s criterion. Decisions on whether employees are excluded or included must be based on the duties performed as recorded on the employee’s Position Description. Class titles or Pay Band assignments cannot be used as the only basis for making the determination. A position by position analysis is required even though there may be designations for a particular class title from the former system.

Most Career Service, OPS and some SES employees are included (non-exempt) and are covered by the FLSA overtime requirements.

All SMS, most SES and some Career Service employees are excluded (exempt) from FLSA overtime requirements. OPS doctors, lawyers, teachers, and some computer employees paid $27.63 or more per hour, also may be excluded. Refer to 29 CFR Part 541, Code of Federal Regulations, for guidance in this area.

Excluded Career Service employees, required to work beyond their normal work period, earn regular compensatory leave on an hour-for-hour basis, as provided for in Rule 60L-34.0043(1), F.A.C., *Regular Compensatory Leave*, up to a maximum of 240 hours. For information on
docking the pay for excluded employees, see the Policy Clarification: 2008-#001, Allowable Salary Deductions for Excluded Employees Under the Fair Labor Standards Act [6-11-08]

Overtime and Pay Periods

Overtime is not earned until an included employee has worked hours in excess of 40 hours in the work week or in excess of their approved extended work period as indicated below. Because the FLSA requires that included employees be paid for all hours “suffered” (i.e. worked), each agency should establish procedures for approving overtime before the employee works additional hours in their established FLSA work period.

While the work period for most included employees is the 40-hour workweek (resulting in overtime pay at a rate of one and one-half times their regular hourly rate of pay for all hours worked in excess of 40 hours in the workweek) there are some included employees (specifically law enforcement and firefighters) who work an approved extended work period as authorized by the Department in accordance with FLSA provisions. Depending on the extended work period adopted by the agency, their overtime is calculated based on working in excess of 160, 168, or 192 hours in a 28-day cycle, or in excess of 80 hours in a 14-day cycle.

Pay period work hours are the number of hours for which the employee is accountable (for working or charging leave) each pay period. They are based on the number of hours per day an employee is scheduled to work multiplied by the number of work days in the pay period (biweekly or monthly). All biweekly pay periods have 80 work hours, but work hours for monthly pay periods will vary depending on the number of work days in the month. For example, for a monthly employee working eight (8) hours per day, January 2010 had 168 work hours (8 x 21 workdays) and February 2010 had 160 work hours (8 x 20 workdays). However, if this same monthly employee is on a compressed work schedule (an established “flex schedule” in the People First system), the number of work hours for which the employee is accountable in any given month will be driven by the flex schedule and not the standard monthly formula.

FLSA Compensatory Leave

Included employees may choose to earn FLSA Compensatory Leave (Rule 60L-34.0031(4), F.A.C., Regular Time and Overtime) instead of overtime pay, if offered by the agency. If the employee elects FLSA Compensatory Leave in lieu of being paid for overtime, the employee will be credited with this leave at the rate of one and one-half hours of credit for each overtime hour worked. There are limits (usually 80 hours) on the number of hours an employee may accumulate pursuant to the rule. Once the applicable limit is reached, any overtime earned must be paid in cash to the employee. In addition, the agency must pay the balance of any FLSA Compensatory Leave hours not taken pursuant to the applicable interval stipulated in the rule.

Regular Compensatory Payment Plan

In accordance with Rule 60L-34.0043(5), F.A.C., Regular Compensatory Leave, this is a document that serves as an agency’s payment plan for paying excluded Career Service employees who are directed to work hours in excess of the regular work period due to states of emergency or extraordinary circumstances impacting the agency. These payments are made at the straight time rate of pay and are in lieu of accruing regular compensatory leave. The Regular Compensatory Leave Plan template is available on the DMS web site.
SES Extraordinary Payment Plan

Employees filling excluded SES positions and all SMS positions are expected to work as many hours as required to perform their job and do not earn overtime pay or compensatory leave.

However, Rule 60L-32.0071, F.A.C., Selected Exempt Service Extraordinary Payment Plan, authorizes agencies to establish plans to compensate excluded SES employees, below the level of bureau chief (or bureau chief comparable), who are directed to work in response to an unforeseen extraordinary event or occurrence to provide agency mission critical services to the public. These employees receive payment at the employees’ straight time hourly rates of pay on an hour-for-hour basis for hours worked in excess of the contracted hours of work in the regular work period. Employees who work additional hours in accordance with their agency’s activated SES Extraordinary Payment Plan will be paid on the supplemental payroll.

The agency must have an established SES Extraordinary Payment Plan approved by DMS. SES Extraordinary Payment Plan - TEMPLATE [Rev 5-21-09]. Plan activation requires notice to the Executive Office of the Governor (EOG), President of the Senate, Speaker of the House and DMS and the plan must be activated prior to the work commencing.

Minimum Wage

Florida has a constitutional amendment that creates a Florida minimum wage even though the FLSA includes the federal minimum wage. This state minimum wage applies to all employees in the state who are covered by the federal minimum wage.

The Florida Department of Economic Opportunity (DEO) is required to calculate a minimum wage rate each year. Each September, DEO makes this annual calculation based on the percentage increase in the federal Consumer Price Index for Urban Wage Earners and Clerical Workers in the South Region for the previous 12-month period (September 1 to August 31). Agencies must pay their employees the hourly state minimum wage for all hours worked in Florida. The definitions of employer, employee, wage and exemptions (e.g. full time students, workers with disabilities, etc.) for state purposes are the same as those established under the FLSA.

DMS will notify agencies of any changes to the minimum wage and the effective date. Agencies will be provided lists of any employees who have hourly rates below the new minimum wage.

Florida Statutes require employers who must pay their employees the Florida minimum wage to post a minimum wage notice in a conspicuous and accessible place in each establishment where these employees work. This poster requirement is in addition to the federal requirement to post a notice of the federal minimum wage.

Dual Employment and Dual Compensation

Dual employment and dual compensation occurs when an employee occupies more than one FTE position or when the employee receives compensation from more than one SPS entity. An entity could be a different state agency or a different unit within the same agency, but the compensation must be from any appropriation other than salaries. Rule 60L-32.003, F.A.C., Dual Employment and Dual Compensation, governs dual employment and dual compensation.
Dual employment and dual compensation creates the potential for overtime; therefore, the hours worked should be tracked to ensure any liability for overtime is appropriately handled.

Dual employment and dual compensation is different from outside employment because the outside employment has no ties to the SPS. For example, an employee working a second job in the private sector, at a state university, or other non-SPS entity is not considered to be in a dual employment or dual compensation situation.

There is a guide on dual employment and compensation: Dual Employment and Dual Compensation Guidelines and Procedures [Rev January 2014].

The request form for dual employment and dual compensation is on the DMS website: Dual Employment and Compensation Requests [DMS/HRM/DUAL, Rev 1-26-14].
PERTINENT RESOURCES

The following resources (1) have been referenced in the preceding sections or (2) are included to assist agency HR practitioners in the review and processing of classification and compensation actions.

**Broadband Crosswalk:**
[Broadband Crosswalk](http://www.dms.myflorida.com/human_resource_support/human_resource_management/for_state_hr_practitioners/broadband_classification_and_compensation_program/classification_pay_plan/classification_plan)

**Classification Plan:**

**Computation of Hourly Rate:**

**Definitions of Terms Used in the Schedule of Salary Ranges:**

**Department of Management Services, Division of Human Resource Management:**

**Lily Ledbetter Fair Pay Act 2009:** Summary of the Lily Ledbetter Fair Pay Act 2009 [August 2009]

**Online Sunshine – Official Site of the Florida Legislature:** [http://www.leg.state.fl.us](http://www.leg.state.fl.us)

**Pay Plan - Class Designations:**

**Pay Plan - Codes and Definitions:**

**Rate of Pay for Overtime, Leave Payouts and Life Insurance Premiums:** Rate of Pay - Includible Payment Types [rev.11-25-08]

GLOSSARY/ACRONYMS

CAD - Competitive Area Differential:
Competitive Area Differential – A pay additive (temporary increase to the base rate of pay) for specific positions within a geographic area that is based on geographical, localized recruitment, turnover, or competitive pay problems. Section 110.2035 (6)(c)8, Florida Statutes; Rule 60L-32.0012(g), F.A.C.

CBU - Collective Bargaining Unit:
The unit that is recognized by the Public Employees Relations Commission (PERC) for the purposes of collective bargaining. The Position Description includes the specific designation to identify the collective bargaining unit to which the position’s class has been assigned (if applicable). Section 447.203(14), Florida Statutes; Section 110.201(4), Florida Statutes; Collective Bargaining; Forms: Collective Bargaining. http://www.dms.myflorida.com/content/download/99676/574993/CBU_Designations_9-19-14.pdf

CJIP - Criminal Justice Incentive Pay:
The unique salary incentive pay for certain certified law enforcement related positions. Section 943.22, Florida Statutes.

CMP - Critical Market Pay:
The pay additive (temporary increase to the base rate of pay) that is agency specific and provided when pay for a position is substantially below the prevailing market rate, resulting in hiring and retention difficulties. Section 110.2035(6)(c)9, Florida Statutes; Rule 60L-32.0012(2)(h), F.A.C., Pay Additives and Incentive Pay.

CS - Career Service:
The service designation for all positions not specifically exempted by section 110.205, Florida Statutes, and any other provisions of the Florida Statutes.

FFSC - Firefighter Supplement Compensation Pay (formerly FFIP):
The unique salary incentive for certified full time firefighter related positions. Section 633.422, Florida Statutes.

FLSA - Fair Labor Standards Act:
The federal law commonly referred to as the Wage and Hour Law, that establishes a national minimum wage, guaranteed time and a half for overtime in certain jobs, and prohibits most employment of minors. Rule 60L-29.002(3), F.A.C., Definitions; HR Topics: Fair Labor Standards Act (FLSA).

FTE - Full Time Equivalent:
The term used as a way to measure an employee's assignment in a position. An FTE of 1.0 means that the person is equivalent to a full-time worker (2080 hours per year), while an FTE of 0.5 indicates that the worker is only half-time.

GAA - General Appropriations Act:
The official legislative document that contains information about the budget for the state of Florida. The GAA contains summary information that covers specific appropriations and summarizes program areas.
HRIS System - Human Resource Information System:
People First, the human resource information system for all authorized and established positions in the state service.

KSA’s - Knowledge, Skills, Abilities:
The attributes required to perform a job that are generally demonstrated through qualifying service, education, or training. Knowledge is a body of information applied directly to the performance of a function; skill is an observable competence to perform a learned psychomotor act, and ability is the competence to perform an observable behavior or a behavior that results in an observable product.

Licensure, Registration and/or Certification:
The credentials that the incumbent must possess to be eligible to fill a position.

OPS - Other Personal Services:
Other personal services is the appropriation category used to fund the compensation of services rendered by a person who is not filling an established position. This definition includes, but is not limited to, services of temporary employees, student or graduate assistants, persons on fellowships, part-time academic employees, board members, and consultants and other services specifically budgeted by each agency, or by the judicial branch, in this category. Section 110.131, Florida Statutes; Section 216.011(1)(dd), Florida Statutes; Rule 60L-32.006, F.A.C., Other Personal Services; Rule 60L-33.005, F.A.C., Other Personal Services Employment; HR Topics: Other Personnel Services Employment; Forms: Other Personal Services Employment Forms.

PD - Position Description:
The form that provides basic information about the position. It serves as the official record of the duties and responsibilities, necessary knowledge, skills and abilities, as well as certain attributes assigned the position and is used to officially classify the position. Section 110.2035(5)(a), Florida Statutes; Rule 60L-31.003, F.A.C, Position Descriptions; Forms: Position Description Forms.

SES - Selected Exempt Service:
A separate system of personnel administration for certain exempt positions which include, and shall be limited to, those positions which are exempt from Career Service pursuant to section 110.205 (2) and (5), F.S. These positions are designated as managerial/policymaking, professional, or non-managerial/non-policymaking. Chapter 110, Part V, Florida Statutes; HR Topics: Selected Exempt Service.

SMS - Senior Management Service:
A separate system of personnel administration for positions in the executive branch, the duties and responsibilities of which are primarily and essentially policymaking or managerial in nature. Chapter 110, Part III, Florida Statutes; HR Topics: Senior Management Service.

Special Risk:
The designation for a position determined by the Department of Management Services to be eligible for membership in the Special Risk retirement class in accordance with section 121.0515, Florida Statutes; Classes Eligible for Special Risk Retirement.
CHECKLISTS

The following checklists have been provided to assist agency HR practitioners in processing actions that involve Career Service/SES/SMS designation changes and the submission of reorganization requests to DMS.
APPENDIX A

CAREER SERVICE TO SES CHECKLIST

__ Fill out position description ensuring all necessary fields are completed, based on the instructions for completing the position description form found on the DMS website.

__ Use the Broadband Crosswalk as a resource of information where appropriate.

__ Select box for Selected Exempt Service.

__ List the appropriate exemption for section 110.205, Florida Statutes.

__ If the exemption is from section 110.205 (2)(w), Florida Statutes, select Managerial, Supervisory, or Confidential based on Chapter 447, Florida Statutes.

__ If the position is exempted as supervisory, verify that the position supervises at least two FTE or equivalent.

__ List information for current position in “Current” fields.

__ List information for proposed position in “Proposed” fields.

__ Select appropriate SES CBU code:

   80 – Physicians Unit
   81 – Selected Exempt Service Attorneys Unit
   86 – Supervisory Non-Professional Unit
   87 – Supervisory Unit
   89 – Other Selected Exempt Service Unit – Not Represented

__ If percentages are used make sure they equal 100%.

__ Make sure the duties assigned align with those in the Occupation Profile for the Occupation selected.

__ Make sure the level of work is appropriate for the level selected.

__ The position should be classified based on Broadband criteria.

__ Make sure the “Approval of Agency Personnel Officer” line on the last page of the position description is signed and dated.

__ Submit current and proposed organization charts for all affected charts.

__ Prepare letter to HRM explaining the request and include the exemption being used. Submit with all supporting documents to the Director of HRM.
APPENDIX B

SES TO SES CHECKLIST

___ Fill out position description ensuring all necessary fields are completed, based on the instructions for completing the position description form found on the DMS website.

___ Use the Broadband Crosswalk as a resource of information where appropriate.

___ Select box for Selected Exempt Service.

___ List the appropriate exemption for section 110.205, Florida Statutes.

___ If the exemption is from section 110.205 (2)(w), Florida Statutes, select Managerial, Supervisory, or Confidential based on Chapter 447, Florida Statutes.

___ If the position is exempted as supervisory, verify that the position supervises at least two FTE or equivalent.

___ List information for current position in “Current” fields.

___ List information for proposed position in “Proposed” fields.

___ Select appropriate SES CBU code:

   80 – Physicians Unit
   81 – Selected Exempt Service Attorneys Unit
   86 – Supervisory Non-Professional Unit
   87 – Supervisory Unit
   89 – Other Selected Exempt Service Unit – Not Represented

___ If percentages are used make sure they equal 100%.

___ Make sure the duties assigned align with those in the Occupation Profile for the Occupation selected.

___ Make sure the level of work is appropriate for the level selected.

___ The position should be classified based on Broadband criteria.

___ Make sure the “Approval of Agency Personnel Officer” line on the last page of the position description is signed and dated.

___ Submit current and proposed organization charts for all affected charts involved in the request.

___ Prepare letter to HRM explaining the request and include the exemption being used. Submit with all supporting documents to the Director of HRM.
APPENDIX C

SES TO CAREER SERVICE CHECKLIST

__ Fill out position description ensuring all necessary fields are completed, based on the instructions for completing the position description form found on the DMS website.

__ Use the Broadband Crosswalk as a resource of information where appropriate.

__ Select box for Career Service.

__ List information for current position in “Current” fields.

__ List information for proposed position in “Proposed” fields.

__ Select appropriate Career Service CBU code:

<table>
<thead>
<tr>
<th>Career Service Represented</th>
<th>Career Service Non-Represented</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - Administrative and Clerical Unit</td>
<td>07 - Supervisory Unit</td>
</tr>
<tr>
<td>02 - Operational Services Unit</td>
<td>09 - Managerial/Confidential Unit</td>
</tr>
<tr>
<td>03 - Human Services Unit</td>
<td>18 - Fruit and Vegetable</td>
</tr>
<tr>
<td>04 - Professional Health Care Unit</td>
<td>Inspection Service Unit</td>
</tr>
<tr>
<td>05 - Professional Unit</td>
<td></td>
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<tr>
<td>06 - Law Enforcement Unit</td>
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<tr>
<td>08 - Security Services Unit</td>
<td></td>
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<tr>
<td>10 - Special Agent Unit</td>
<td></td>
</tr>
<tr>
<td>11 - Fire Service Unit</td>
<td></td>
</tr>
<tr>
<td>12 - Florida Highway Patrol Unit</td>
<td></td>
</tr>
</tbody>
</table>

__ If percentages are used make sure they equal 100%.

__ Make sure the duties assigned align with those in the Occupation Profile for the Occupation selected.

__ Make sure that any duties that made the position SES have been removed from the position description.

__ Make sure the level of work is appropriate for the level selected.

__ The position should be classified based on Broadband criteria.

__ Make sure the “Approval of Agency Personnel Officer” line on the last page of the position description is signed and dated.

__ Submit current and proposed organization charts for all affected charts involved in the request.

__ Prepare letter to HRM explaining the request. In the letter give the reason the position is being removed from the SES. Submit with all supporting documents to the Director of HRM.
APPENDIX D
SES TO SMS CHECKLIST

__ Fill out position description ensuring all necessary fields are completed, based on the instructions for completing the position description form found on the DMS website.

__ Use the Broadband Crosswalk as a resource of information where appropriate.

__ Select box for Senior Management Service.

__ List the appropriate exemption for section 110.205, Florida Statutes.

__ List information for current position in “Current” fields.

__ List information for proposed position in “Proposed” fields.

__ Select SMS CBU code 99.

__ If percentages are used make sure they equal 100% (frequently not on SMS position descriptions).

__ Make sure the duties assigned align with those in the Occupation Profile for the Occupation selected.

__ Make sure the level of work is appropriate for the level selected.

__ The position should be classified based on Broadband criteria.

__ Make sure the “Approval of Agency Personnel Officer” line on the last page of the position description is signed and dated.

__ Submit current and proposed organization charts for all affected charts involved in the request.

__ Prepare letter to HRM explaining the request and include the exemption being used. Submit with all supporting documents to the Director of HRM.
CAREER SERVICE TO SMS CHECKLIST

__ Fill out position description ensuring all necessary fields are completed, based on the instructions for completing the position description form found on the DMS website.

__ Use the Broadband Crosswalk as a resource of information where appropriate.

__ Select box for Senior Management Service.

__ List the appropriate exemption for section 110.205, Florida Statutes.

__ List information for current position in “Current” fields.

__ List information for proposed position in “Proposed” fields.

__ Select SMS CBU code 99.

__ If percentages are used make sure they equal 100% (frequently not on SMS position descriptions).

__ Make sure the duties assigned align with those in the Occupation Profile for the Occupation selected.

__ Make sure the level of work is appropriate for the level selected.

__ The position should be classified based on Broadband criteria.

__ Make sure the “Approval of Agency Personnel Officer” line on the last page of the position description is signed and dated.

__ Submit current and proposed organization charts for all affected charts involved in the request.

__ Prepare letter to HRM explaining the request and include the exemption being used. Submit with all supporting documents to the Director of HRM.
APPENDIX F

SMS TO SES CHECKLIST

__ Fill out position description ensuring all necessary fields are completed, based on the instructions for completing the position description form found on the DMS website.

__ Use the Broadband Crosswalk as a resource of information where appropriate.

__ Select box for Selected Exempt Service.

__ List the appropriate exemption for section 110.205, Florida Statutes.

__ List information for current position in “Current” fields.

__ List information for proposed position in “Proposed” fields.

__ Select appropriate SES CBU code:

   80 – Physicians Unit
   81 – Selected Exempt Service Attorneys Unit
   86 – Supervisory Non-Professional Unit
   87 – Supervisory Unit
   89 – Other Selected Exempt Service Unit – Not Represented

__ If percentages are used make sure they equal 100%.

__ Make sure the duties assigned align with those in the Occupation Profile for the Occupation selected.

__ Make sure the level of work is appropriate for the level selected.

__ The position should be classified based on Broadband criteria.

__ Make sure the “Approval of Agency Personnel Officer” line on the last page of the position description is signed and dated.

__ Prepare letter to HRM explaining the request and include the exemption being used. Submit with all supporting documents to the Director of HRM.
APPENDIX G
SMS TO SMS CHECKLIST

__ Fill out position description ensuring all necessary fields are completed, based on the instructions for completing the position description form found on the DMS website.

__ Use the Broadband Crosswalk as a resource of information where appropriate.

__ Select box for Senior Management Service.

__ List the appropriate exemption for section 110.205, Florida Statutes.

__ List information for current position in “Current” fields.

__ List information for proposed position in “Proposed” fields.

__ Select SMS CBU code 99.

__ If percentages are used make sure they equal 100% (frequently not on SMS position descriptions).

__ Make sure the duties assigned align with those in the Occupation Profile for the Occupation selected.

__ Make sure the level of work is appropriate for the level selected.

__ The position should be classified based on Broadband criteria.

__ Make sure the “Approval of Agency Personnel Officer” line on the last page of the position description is signed and dated.

__ Submit current and proposed organization charts for all affected charts involved in the request.

__ Prepare letter to HRM explaining the request and include the exemption being used. Submit with all supporting documents to the Director of HRM.
APPENDIX H

SMS TO CAREER SERVICE CHECKLIST

__ Fill out position description ensuring all necessary fields are completed, based on the instructions for completing the position description form found on the DMS website.

__ Use the Broadband Crosswalk as a resource of information where appropriate.

__ Select box for Career Service.

__ List information for current position in “Current” fields.

__ List information for proposed position in “Proposed” fields.

__ Select appropriate Career Service CBU code:

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</table>

__ If percentages are used make sure they equal 100%.

__ Make sure the duties assigned align with those in the Occupation Profile for the Occupation selected.

__ Make sure that any duties that made the position SMS have been removed from the position description.

__ Make sure the level of work is appropriate for the level selected.

__ The position should be classified based on Broadband criteria.

__ Make sure the “Approval of Agency Personnel Officer” line on the last page of the position description is signed and dated.

__ Submit current and proposed organization charts for all affected charts involved in the request.

__ Prepare letter to HRM explaining the request. In the letter give the reason the position is being removed from the SMS. Submit with all supporting documents to the Director of HRM.
APPENDIX I

ABOLISHMENT OF SES OR SMS POSITIONS CHECKLIST

___ Submit the current position description for the position.

___ For Type of Transaction put “Abolish.”

___ Make sure the “Approval of Agency Personnel Officer” line on the last page of the position description is signed and dated.

___ Submit current and proposed organization charts for all affected charts involved in the request.

___ Prepare letter to HRM explaining the request. Submit with all supporting documents to the Director of HRM.
APPENDIX J

AGENCY CHECKLIST FOR SUBMISSION OF REORGANIZATION REQUESTS

__ Fill out position description(s) ensuring all necessary fields are completed.

__ Use the Broadband Crosswalk as a resource of information where appropriate. (e.g., Broadband Occupation, Broadband Code, Pay Band, etc.).

__ Prepare position descriptions as appropriate for key SES or SMS positions impacted by the reorganization.

__ Fill out information for current position in “Current” fields of the PD.

__ Fill out information for proposed position in “Proposed” fields of the PD.

__ If a position is a newly established position, fill out information in “Proposed” fields of the PD.

__ Ensure that all positions are properly classified based on criteria set forth in the occupation profile.

__ For positions that have percentages given on the position description, make sure the total is 100%.

__ Make sure the “Approval of Agency Personnel Officer” line (including the date) on the last page of the position description is signed and dated.

__ Prepare letter to HRM explaining the reason for the reorganization and give the justification for the reorganization. The letter should be addressed to the Director of HRM.

__ In the letter to HRM, include positions being reclassified (both current and proposed information) that have SES or SMS impact. Information should include:

  o Broadband Occupation
  o Broadband Code
  o Pay Band
  o Class Title
  o Class Code
  o Pay Grade

__ State any exemptions being requested based on section 110.205, Florida Statutes.

__ Make sure any exemptions requested meet the statutory exemption criteria.
APPENDIX J

(CONTINUED)

__ For positions exempt under section 110.205 (2)(w), Florida Statutes: if a position is exempted as supervisory, it must supervise a minimum of two full-time employees or their equivalent; if a position is exempted as Managerial or Confidential, make sure it meets the labor nexus criteria. For additional guidance, review Program Guideline: Exempting Employees from the Career Service as Confidential.

__ Prepare and submit current and proposed organization charts for all affected charts involved in the package. (e.g., if one organization chart is affected there should be two charts submitted, if two organization charts are affected there should be four organization charts submitted).

__ Highlight or mark the positions on the organization charts that are being reclassified so they can be easily identified.

__ Prepare necessary “Attachment A” forms filling out current and proposed information where appropriate.

__ “Attachment A” forms should be signed by appropriate agency Human Resource staff.

__ Determine whether reorganization impact is on titles, functions or sections. In many cases more than one area is impacted, check all that apply.

__ Prepare as many “Attachment A” forms as necessary to adequately represent all actions requested.

__ After all documents have been prepared and properly approved at the agency level, submit to DMS by mail (or hand delivery) and enter into the BAPS system.

__ Double check that the following documents are included before mailing:

   o Letter to DMS
   o Appropriate Position Descriptions with back page signed and percentages equal to 100% where used
   o Current and Proposed Org Charts with affected positions marked
   o “Attachment A” forms properly completed and signed

__ Keep a copy for agency records.
PART II:
ENTERING KEY CLASSIFICATION AND COMPENSATION INFORMATION INTO PEOPLE FIRST

PEOPLE FIRST SCREENS

Numerous screens are used in the People First system to effect the classification and compensation actions covered in this Guide. As an additional resource, examples of the screen shots found in the People First system are provided that show the steps involved in establishing and reclassifying positions in the People First system. Guidance for OPS positions is also integrated into the steps. The screens given are not all encompassing, but are designed to provide guidance in the most common situations encountered when establishing, reclassifying and abolishing positions in the People First system. The steps for abolishing a position begin on page 65. This guide does not cover position maintenance.

When beginning the process for making changes in the People First system, make sure the following documentation is available: position descriptions, budget information and any other agency source documents.
ESTABLISHING AND RECLASSIFYING A POSITION IN THE PEOPLE FIRST SYSTEM

Once a position has been approved to be established or reclassified, the appropriate designee will enter the approved information in the People First System.

1. Start by logging in to the People First System.
2. Select the Org Management tab.
Organization Management Screen

1. Enter the “POS ID” of the position being reclassified under the “Search by Position” section and hit “Go”.

   - Establishing a position - Nothing will appear in the “Results” section.
   - Reclassifying a position - Confirm this is the position number to be reclassified and select the box next to the position in the “Results” section.

2. From the navigation side of the screen (left hand side), the “Action Type” will remain “Position Actions”. Enter the effective date of the action. This can either be manually entered or populated by selecting the drop down menu. The drop down menu will provide a calendar to select the effective date. Either method is acceptable.

3. Position Actions - Select the drop down menu.

   - Reclassifying a position - Select “Reclassify Position.”
   - Establishing a CS/SES/SMS position - Select “Establish Position.”
   - Establishing an OPS position - Select “Create OPS Position.”
   - Changing a 24-digit Org Code or moving a position to another budget entity – Select “Org Change/Position Move.”
   - To re-activate a position that has been abolished – Select Re-activate Abolished Position.”
4. Select the “Go” button.

**Reclassify Position->Object Maintenance-> Details**

1. Verify the effective date.

2. The end date will always be 12/31/9999. When the position is either reclassified or abolished, the system automatically populates the end date of the current record based on the effective date of the new action (i.e., end date will be the day before the effective date of the new record). The record with an end date becomes the historical record.

3. ID#/Abbr.
   - Reclassifying a position – This is the number of the position being reclassified. Verify position number.
   - Establishing a new position – Enter the new position number.

4. Description - The title should be entered in all capital letters.
   - Establishing a position – Enter the Class Title.
   - Reclassifying a position – Enter the new Class Title.
- OPS Enter “OPS” before the Class Title.

5. Select the “Save” button.

Reclassify Position->Object Relationships->Details (Screen 1)

1. If establishing a position, enter the 24-digit organization code. If reclassifying a position, verify and/or modify the 24-digit organization code for the position.

2. Select the “Save” button.

3. All fields marked with an asterisk (*) are required elements to be completed. If marked with an * and shaded in gray, the information is system generated.
   NOTE: Object Type, Relationship Specification, Relationship and Type of Related Object are system generated fields.
Reclassify Position->Object Relationships->Details (Screen 2)

   - Establishing a position - Enter the Class/Broadband Code.
   - Reclassifying a position - Verify and/or modify the Class/Broadband Code for the new position.

Note: A list of Class/Broadband Codes is available by selecting the button (lookup table) to the right of the box. To display the list of all Class/Broadband Codes, the field must be blank when the button is selected.

2. Select the “Save” button.

3. All fields marked with an asterisk (*) are required elements to be completed.
   If marked with an * and shaded in gray, the information is system generated.
1. Enter the supervisor’s position number in the space next to “Position ID”. The supervisor’s class title will pre-populate once the “Save” button is selected.

2. Select the “Save” button.

3. All fields marked with an asterisk (*) are required elements to be completed. If marked with an * and shaded in gray, the information is system generated.
1. **Employee Group** - Select the down arrow for the drop down menu. Select the appropriate category based on the position type (i.e., salaried, OPS) and ability to earn overtime.

**NOTE:**

- **Benefits Only – Do not use.** This is for non-SPS employees who are receiving benefits through the Division of State Group Insurance.
- **Most OPS positions are included; however, the following are excluded from the overtime requirements of the FLSA:** (1) employees employed as teachers in accordance with Title 29, 541.303, Code of Federal Regulations; (2) employees employed in the practice of law or medicine in accordance with Title 29, 541.304, Code of Federal Regulations; and (3) employees employed in computer related positions in accordance with Title 29, 541.400, Code of Federal Regulations.
2. Employee Subgroup - Select the down arrow for the drop down menu. Select the appropriate subgroup based on the position type (i.e., CS, SES, SMS, etc.).
3. Employee Subgroup - When establishing an OPS position, select the down arrow for the drop down menu. Select the appropriate subgroup based upon the type of work to be performed.

4. Select the “Save” button.

5. All fields marked with an asterisk (*) are required elements to be completed. If marked with an * and shaded in gray, the information is system generated.
Enter, if establishing a position, or verify and/or modify, if reclassifying a position, the funding codes assigned to the position. There are buttons next to some of the fields to enter the first few numbers and an asterisk (example: 64201*). This will bring up the data in those areas beginning with the information that has been entered.

Note: Some funding codes may not be used by an agency. When the screen is presented during the action, the codes default to the 24-digit HR Org Code assigned to the position.

1. All fields marked with an asterisk (*) are required elements to be completed. If marked with an * and shaded in gray, the information is system generated.

2. Select the “Save” button.
1. **Class Code** – Select the down arrow for the drop down menu. Select the appropriate Class Code. The list provided is based on the Class/Broadband Code previously entered. This field is not applicable to OPS positions.

2. **Pay Grade and Pay Band** will automatically populate based on information entered for the Class Code, after the record is saved.
3. **CBU** – Select the down arrow for the drop down menu. Select the appropriate CBU for the position. This field is not applicable to OPS positions.
4. Physical County – Manually type in the county code or select the button to the right of the space and a list will be provided. If using the list, select the appropriate county and it will pre-populate the information.

5. HQ County is not a required field; however, this information should be entered for those employees whose HQ County is different from their Physical County. The codes are the same as the Physical County codes and can be obtained the same way.

Note: The Physical County field drives both the CAD and insurance options. Make sure to enter both the Physical County and HQ County codes.
6. Occupation Group – Select the down arrow for the drop down menu. Select the appropriate Occupation Group code for the new position. This field is not applicable to OPS positions.
7. EEO 4 – Select the down arrow for the drop down menu. Select the appropriate EEO code for the new position.
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8. Exemption Category 2 – Select the down arrow for the drop down menu. Select the appropriate statutory reference that the position meets for SES/SMS (i.e., 2W, 2R, etc.). This field is not applicable to OPS positions.

9. FTE – Review the Full Time Equivalent (FTE) to ensure that the position remains at 1.00 (default). If the FTE needs to be changed, modify the FTE as necessary.
10. Fill priority – This field is optional and may be used to identify positions which agencies may have difficulty filling, to document long-term vacancies or to identify positions targeted to be abolished or for which actions are pending. Note: For agencies no longer using this field, it may contain historical data imported from the COPES system.

11. CS to SES – This is historical data only brought over from COPES. User is unable to manipulate this data.

12. SES Criteria – Select the down arrow for the drop down menu. Select the appropriate criteria for the position (i.e., Managerial, Supervisor, Confidential, etc.). This field is not applicable to OPS positions.

13. Original SES Criteria – This is historical data brought over from COPES. User is unable to manipulate this data.
14. Probationary Period – Select the down arrow for the drop down menu. Select the appropriate probationary period for the Career Service position being reclassified (i.e., 12 months, etc.). This field is not applicable to OPS positions. Enter 0 months for SES and SMS positions.

15. Regulatory Response – This field is not a required field.
16. Select the appropriate boxes, if any of the following attributes apply to the new position:

- Financial Disclosure – Select this field if the position meets the criteria for section 112.3145, Florida Statutes.
- Vendor Invoice – Select this field if the position is required to process vendor invoices.
- Special Risk Retirement – Select this field if the position is eligible for Special Risk retirement.
- Supervisor Indicator – Select this field, if the position supervises at least two FTE or equivalent.
- Shared Indicator - Select this field, if this position is shared by two or more staff.
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- Restricted Employee Indicator – Select this field for non-certified/non-sworn positions with duties that qualify the employee to have certain personal information redacted from public records, pursuant to Chapter 119, Florida Statutes.
- Seasonal Indicator – Select this field, if the position is assigned seasonal work. (For OPS positions, ensure this is the selected subgroup)
- Telework Eligible - Select this field, if the position has been identified as eligible for telework, pursuant to section 110.171, Florida Statutes.
- Telework Required – Select this field, if the position has been identified as eligible and telework is required as a condition of employment. The Telework Eligible box should also be selected if this box is selected.

Example of Position Attributes screen for OPS positions

17. Select the “Save” button.
Reclassify Position->Additional Attributes->Details

1. Select the appropriate boxes for the new position:
   - Function Code – This box should remain blank.
   - Contract Length – This box is used for some positions, teachers for example, and identifies their contracted work time per year. (9 months, 10 months, etc.)
   - Bond Indicator – Select this box for positions that are required to be bonded.
   - Abuse Screen – Select this box for those positions which are required to undergo additional background screening based on their position (e.g., DCF case workers, law enforcement, etc.).
- Drug Screen – Select this box for those positions for which the incumbent is required to undergo a drug screening prior to employment.
- Instructor Indicator – Select this box for those positions that have been identified as instructional.
- Sworn/Certified Indicator – Select this box for those positions that are required to either be sworn or certified. This also indicates that the duties of the position qualify the employee to have certain personal information exempted from public records, pursuant to Chapter 119, F.S., (e.g. law enforcement, correctional officer, fire fighter, etc.).

2. Security Level Check – Select the down arrow for the drop down menu and select the required security level check (i.e.; National FBI, State of Florida FDLE or none).
3. Security Check Reason – Select the down arrow for the drop down menu. Select the appropriate reason for the security check.
4. Rescreen Nbr of Months – Select the down arrow for the drop down menu. Select the number of months required for rescreening. If there is no security screen required, then “999” should be entered in this field.
5. Shift Code - Select the down arrow for the drop down menu. Select the appropriate work schedule. (168-STD and 168-REL are specific codes for the Department of Corrections (DOC) employees relating to assigned work shifts and should be used only by DOC).
6. Default Work Schedule – Select the down arrow for the drop down menu. Select the work schedule for the position.
7. FLSA Work Period – Select the down arrow for the drop down menu. If the position is eligible for overtime, select the appropriate FLSA period. Leave field blank for excluded positions.
8. DL Class - If a driver license is required for the position, select the down arrow for the drop down menu. Select the appropriate driver license required (e.g., FL Tractor/Trailer, FL Single Motor Vehicle, Any Motor Vehicle, etc.).

9. HSMV City Location – For HSMV use only
10. HSMV Location Code – For HSMV use only

11. HSMV Troop Assignment – For HSMV use only

12. Select the “Save” button.

Security->Overview    Security->Detail

The effective date for the role code is always the date on which the action is taken and cannot be changed to an earlier date.

1. Role Code - Select the down arrow for the drop down menu. Select the appropriate security role code for the position (e.g., E=Employee Only, M=Manager, H=Agency HR, etc.). If an Org restricted security role code (i.e. K, U, or Y) is assigned, the “from and to” Org Code must be assigned.

2. Select the “Save” button.
1. Select each box for any pay additives or other authorized payments (e.g., On Call, Uniform Allowance, CJIP, etc.) associated with the position.

   Note: The Comp Area Diff (CAD) field is prepopulated, if applicable. This field should be verified for accuracy.

2. Shift Differential – Refer to the applicable Collective Bargaining Unit agreement.

3. Select the “Save” button.
1. Select the down arrow for the drop down menu. Select the appropriate state property issued, if any. If none, leave blank.

2. Select the “Next” button.
Reclassify Position->Licensure/Certification/State Property->Details

1. Select the down arrow for the drop down menu. Select the appropriate licensure/certification required for the position (e.g., Registered Nurse, Member of the Bar, Certification for Scuba Diver, Certified Public Accountant, etc.). If none, leave blank.

2. Select the “Next” button.

The classification process is complete.
ABOLISHING A POSITION IN THE PEOPLE FIRST SYSTEM

Once a position has been approved to be abolished, the appropriate designee will process the action in the People First System.

1. Start by logging in to the People First system.
2. Select the Org Management tab.
Organization Management Screen

4. Enter the “POS ID” of the position being abolished under the “Search by Position” section and hit “Go”.

5. From the navigation side of the screen (left hand side), the “Action Type” will remain “Position Actions”. Enter the effective date of the action. This can either be manually entered or by selecting the down arrow on the drop down menu. The drop down menu will provide a calendar to select the effective date. Either method is acceptable.

6. Position Actions - Select the drop down menu. Select “Abolish Position” for CS/SES/SMS. For OPS positions, select “Delete OPS Position”.

7. When changing an organization code or moving a position to another budget entity – Select “Org Change/Position Move.”

8. To re-activate a position that has been abolished – Select “Re-activate Abolished Position.”

9. Select the “Go” button.
### Abolish Position -> Object Maintenance -> Details

1. **End Date** – Enter the date the position is to be abolished. The position will remain active through midnight of the end date.

   **NOTE:** The position must be vacant to abolish it.

2. **Select** the “Save” button. This field is not applicable to OPS positions.

The position abolishment is complete.
This guide has been developed to provide information on the classification and compensation program for State Personnel System (SPS) agencies.

For any questions concerning the information in this guide, please contact a member of the Workforce Design and Compensation Team.

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