



rick.scott@fl.gov
Rick Scott
Governor

DEPARTMENT OF MANAGEMENT
SERVICES

john.p.miles@fl.gov
John P. Miles
Secretary

4050 Esplanade Way | Tallahassee, Florida 32399-0950 | Tel: 850.488.2786 | Fax: 850.922.6149

MANAGEMENT ADVISORY #11-007

DATE: April 13, 2011
TO: Agency and University Personnel Officers and Benefit Coordinators
FROM: Suzetta Furlong, Manager
SUBJECT: Employer Contributions—Which Employer Pays?

To ensure employer contributions for State Group Insurance benefits are accurate, please read the following scenarios and comply with the instructions provided:

➤ **For a move from Agency 1 to Agency 2 and the employee's classification does not change (i.e., Career Service to Career Service or SES to SES):**

The employee moves to Agency 2 in June:

- Agency 1 already paid for June coverage in May.
- Agency 1 pays for July coverage if the employee worked one day at Agency 1 in June. If the employee started work at Agency 2 June 1, Agency 2 pays for July coverage.
- Agency 2 pays for August coverage in July.

➤ **For a move from Agency 1 to Agency 2 and the employee's classification changes to allow for more state contribution (i.e., from Career Service to SES or from Part-time to Full-time):**

The employee moves to Agency 2 any day in June:

- Agency 1 already paid for June coverage in May.
- Agency 2 pays for July coverage if the employee works one day at Agency 2 in June because Agency 2 is providing the new (increased) benefit.
- Agency 2 pays for August coverage in July.

➤ **For a move from Agency 1 to Agency 2 and the employee's classification changes to reduce the state contribution (i.e., from SES to Career Service or Full-time to Part-time):**

The employee moves to Agency 2 any day in June:

- Agency 1 already paid for June coverage in May.
- Agency 1 pays for July coverage if the employee worked one day at Agency 1 in June because the SES or full-time benefit is provided by Agency 1. If the employee started work at Agency 2 on June 1, Agency 2 pays for July coverage.
- Agency 2 pays for August coverage in July.

➤ **Governing Authority:**

60P-2.009 State Contribution.

Any state officer, full-time employee or part-time employee participating in the Health Program shall be entitled to the state contribution or prorated state contribution if any of the following conditions exist:

(1) The employee is at work or on approved leave with pay for a minimum of one day in the month previous to the month of coverage.

60L-32.005 Benefits.

(1) The rules in the 60P, Florida Administrative Code series of chapters govern the insurance benefits available to employees in the State Personnel System.

(2) The rules in the 60S, Florida Administrative Code series of chapters govern the retirement benefits available to employees in the State Personnel System.