



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM #007---13HR**

**TO:** Agency Administrators

**FROM:** Carolyn Horwich, J.D., Director of Human Resources

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** Volunteers, Unpaid Interns, and People First

It has been brought to our attention that in the past, some circuits have been submitting Payroll Action Requests (PAR) to have volunteers and unpaid interns entered into People First. After researching the matter internally and with the assistance of the Department of Management Services (DMS) and Risk Management at the Department of Financial Services (DFS), we have been unable to ascertain how or when this practice began.

In any event, we have confirmed with DMS and DFS that this practice should discontinue. First, volunteers and unpaid interns are not part of the State Personnel System. Second, entering them as OPS employees creates inaccurate data in People First (and consequently at [www.floridahasarighttoknow.com](http://www.floridahasarighttoknow.com)). Third, having volunteers and unpaid interns listed as OPS personnel creates inaccurate information when running reports to ensure that all circuits are in compliance with minimum wage laws.

Based on the above information, we ask that you take two steps. One, please review your staff lists and if you have listed any volunteers or unpaid interns as OPS personnel, please submit a PAR so that we may remove them from People First. In the comments section of the PAR, please note that the person is a volunteer or unpaid intern. Second, please do not submit new hire packets for volunteers or unpaid interns in the future.

If you have any questions or need assistance, please contact me at 850.488.2415, ext. 290, or at [Carolyn.Horwich@justiceadmin.org](mailto:Carolyn.Horwich@justiceadmin.org).

Thank you.