



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

Post Office Box 1654 (32302)  
227 North Bronough Street, Suite 2100  
Tallahassee, Florida 32301



**Alton L. "Rip" Colvin, Jr.**  
Executive Director

(850) 488-2415  
Toll Free (866) 355-7902  
FAX (850) 488-8944

[www.justiceadmin.org](http://www.justiceadmin.org)

**MEMORANDUM #030-13HR**

**TO:** Agency Administrators

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

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** New Process for OPS Appointments in People First

**DATE:** October 9, 2013

**COMMISSIONERS**

**Brad King, Chair**  
*State Attorney*

**Diamond R. Litty**  
*Public Defender*

**Jerry Hill**  
*State Attorney*

**Nancy Daniels**  
*Public Defender*

As of October 1, 2013, a new step has been added to the process of creating a new OPS appointment in People First. They are requesting information to assist with determining if a new OPS hire is eligible for benefits under the Patient Protection and Affordable Care Act (PPACA). To facilitate this process, JAC will need this information in order to process the new OPS appointment paperwork.

The questions that are being asked are the following:

1. Is this a seasonal appointment?

Please Note: The federal definition states that a seasonal employee is one who performs labor on a seasonal basis where, ordinarily, the employment pertains to or is of the kind exclusively performed at certain seasons or periods of the year and which, from its nature, may not be continuous or carried on throughout the year (e.g. Christmas, Summer employment).

2. Please provide the total number of hours the employee is expected to work per week for this appointment.

3. Is the employee expected to work more than 90 days?

Please find attached the PDF fillable document that we are asking all agencies to include with the New Hire Packet for OPS employees. This form can also be found on our website at <http://www.justiceadmin.org/HR/hrforms.aspx> under Human Resources Forms.

If you have any questions, please do not hesitate to contact Loraine Cole at [Loraine.Cole@justiceadmin.org](mailto:Loraine.Cole@justiceadmin.org) or at 850.488.2415, ext. 296.

**OPS APPOINTMENT INFORMATION  
REQUIRED BY PEOPLE FIRST**

People First has added a step to create a new OPS appointment in the system. They are requesting information to assist with determining if a new OPS hire is eligible for benefits under the Patient Protection and Affordable Care Act (PPACA). JAC will need this information in order to process the new OPS appointment paperwork.

Employee's Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Please provide answers to the questions below:

1. Is this a seasonal appointment? Yes \_\_\_\_\_ No \_\_\_\_\_

Please Note: The federal definition states that a seasonal employee is one who performs labor on a seasonal basis where, ordinarily, the employment pertains to or is of the kind exclusively performed at certain seasons or periods of the year and which, from its nature, may not be continuous or carried on throughout the year (e.g. Christmas, Summer employment).

2. Please provide the total number of hours the employee is expected to work per week for this appointment: Hours per week: \_\_\_\_\_

3. Is the employee expected to work more than 90 days? Yes \_\_\_\_\_ No \_\_\_\_\_

Please include this in your new employee packet that is forwarded to us. If you have any questions please contact Loraine Cole at [Loraine.Cole@justiceadmin.org](mailto:Loraine.Cole@justiceadmin.org).