



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
FAX (850) 488-8944

www.justiceadmin.org

COMMISSIONERS

Brad King, Chair
State Attorney
Diamond R. Litty
Public Defender
Jerry Hill
State Attorney
Kathleen Smith
Public Defender

MEMORANDUM #037-15HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: OPS New Hire Form (revised)

DATE: September 22, 2015

The Department of Management Services is implementing a change in the People First system consistent with the Patient Protection and Affordable Care Act. Specifically, agencies are no longer required to indicate whether new hire OPS employees are anticipated to work for 90 days or more (see attached). Agencies will still need to indicate whether the new hire is expected to work as a seasonal employee (generally referring to timeframes such as Christmas or an agricultural season).

Accordingly, the Justice Administrative Commission has amended its OPS New Hire form (attached). The revised form is available on our public website under Human Resources, Compensation and Pay, New Hire:

<https://www.justiceadmin.com/HR/pay.aspx?payview=1>

Please contact payrollgroup@justiceadmin.org if you have any questions.

Thank you.

System Enhancement SE 129: Sept. 23, 2015, Release Summary

Issue Date: Sept. 21, 2015

Audience: Human Resource Offices

Release Item	Description
<p>2015 OPS Benefits Changes</p>	<p>The following enhancements are being implemented for determining employee eligibility in accordance with the Affordable Care Act (ACA) requirements:</p> <ul style="list-style-type: none"> • Dependency on short-term employment is being removed. As such, the short-term question will no longer be presented when creating an OPS appointment (hire) PAR. New hire OPS short-term employees will be treated the same as a normal OPS hire, in that the estimated hours the employee is expected to work will determine initial eligibility for enrolling in the health and insurance plans. • An OPS employee who gains eligibility during the employee's initial measurement period will no longer be measured during the new hire measurement period. For these OPS employees, benefits will continue through Dec. 31 of the year the employee is measured for the Open Enrollment measurement period. Note: This will allow most employees to be enrolled longer than 12 months; however, there are scenarios where the employee will be enrolled less than 12 months (e.g., employee gains eligibility late in the initial measurement period and fails the Open Enrollment measurement).

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. The county where the employee will be assigned. _____

Please include this in your new employee packet that is forwarded to us. If you have any questions please contact Loraine Cole at Lorraine.Cole@justiceadmin.org.