

July 27, 2012

MEMORANDUM NO: 040-12HR

**TO: Agency Administrators**  
**FROM: Andy Snuggs, Director of Human Resources**  
**VIA: Rip Colvin, Executive Director**  
**RE: House Bill 1261- Annual OPS Reporting Requirement**

During the 2012 Legislative Session, House Bill 1261 was passed which removes the annual cap for OPS employees of 1040 hours as well as the requirement to file for an extension of these hours, through the Executive Office of the Governor. Effective July 1, 2012, HB 1261 introduces an annual review each year by each agency to determine the critical need for OPS employees and their continued employment. It also transfers the official record keeping capacity from the Department of Management Services to the employing agency. Agencies will now be required to submit an Annual Report providing the total number of OPS employees, the number of hours worked, their type of employment, as well as the average pay for each circuit, to the Executive Office of the Governor. This report is due by August 15<sup>th</sup> each year.

JAC will be providing this report on behalf of each circuit to the Executive Office of the Governor. Please find the attached report that has been generated for your circuit containing your OPS employees. We ask that you review the above report for accuracy and that you also provide a brief answer to the type of work performed in the column marked, "Type of Employment" (e.g., clerical, office assistant, or legal assistant). Once you have reviewed and completed this information, we ask that you submit the report to JAC **by the close of business on Friday, August 10, 2012**. If you have any questions regarding this issue, please contact Jennifer Henderson or me at: [Jennifer.Henderson@jac.myflorida.com](mailto:Jennifer.Henderson@jac.myflorida.com) or [Andy.Snuggs@jac.myflorida.com](mailto:Andy.Snuggs@jac.myflorida.com).

Thank you, Andy

*Please note my email address has changed to [Andy.Snuggs@jac.myflorida.com](mailto:Andy.Snuggs@jac.myflorida.com).*

**Andy Snuggs, Director of Human Resources**

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