

FILE



DEPARTMENT OF MANAGEMENT
SERVICES

4050 Esplanade Way • Tallahassee, Florida 32399-0950

LAWTON CHILES, GOVERNOR

WILLIAM H. LINDNER, SECRETARY

February 6, 1997

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MEMORANDUM

FILE

TO: All Agency Heads

FROM: Patsy M. Barber, Director *Patsy Barber*
Personnel Management Services

SUBJECT: Delegation of Personnel Actions

The 1996 Florida Legislature amended portions of Chapters 110 and 216, Florida Statutes. This legislation authorized the Department of Management Services (DMS) to delegate certain personnel actions covered by the following provisions in the Florida Administrative Code:

- | | |
|----------------|---|
| Chapter 60L-2 | Approval Of Perquisites For State Officers And Employees |
| Chapter 60L-9 | Payment Of Employees' Moving Expenses |
| Chapter 60L-26 | Dual Employment And Employment In Excess Of One Full-Time Equivalent Position |

Effective the date of this memorandum, you or your designee are delegated the authority to take personnel actions described in the above rules. Such actions must be processed on approved applicable forms. The approving agency shall be responsible for distributing copies of the approvals to the entities who previously received copies from DMS. These entities are described in the above-cited rules and/or associated guidelines.



Perquisites and moving expenses approved by your agency pursuant to this delegation must be reported to DMS on a fiscal year basis. The format for reporting this information is contained on the attached diskette in Excel 7.0 for Windows 95. Hard copies of sample forms are also attached for your information. By each July 15, you must submit a diskette to DMS containing the required data elements for the previous fiscal year's approvals. Copies of individual approvals must remain available in your personnel office for post-audit. If you do not have the Windows 95 Excel application or if you need assistance in preparing the diskette, please contact a member of your DMS customer service team.

You are not required to report your agency's approvals of dual employment and employment in excess of one full-time equivalent position to DMS. However, such approvals must be maintained in your agency for post-audit.

Also attached for your information is a printout of perquisites that have been previously approved for your agency as well as a list of new perquisite categories. If you wish approval of a perquisite that is not currently approved for your agency, you must contact DMS for approval. Once a perquisite is approved for your agency, you may apply it to as many positions within the approved class as applicable.

We believe that the delegation of the above-referenced personnel actions will result in more efficient human resource management. As always, this Department will remain available to assist you.

PMB/sdv

Attachments

cc: Mr. Allen Reams, Chief
Bureau of State Payrolls

Office of Planning and Budgeting

Agency Personnel Officers