

## OTHER PERSONAL SERVICES REVIEW AND REPORTING REQUIREMENTS

Pursuant to Section 110.131(2)(c), Florida Statutes, each **June 30<sup>th</sup>** agencies are required to **review, determine, and document** whether the continuation of **each** other-personal-services employment position is necessary to the mission of the agency.

The review does not apply to board members; consultants; seasonal employees; institutional clients employed as part of their rehabilitation; bona fide, degree-seeking students in accredited secondary or postsecondary educational programs; employees hired to deal with an emergency situation that affects the public health, safety, or welfare; or employees hired for a project that is identified by a specific appropriation or time-limited grant.

Additionally, pursuant to Section 110.131(4), Florida Statutes, by **August 15<sup>th</sup>** of each year, each agency employing an individual in other-personal-services employment shall submit to the Executive Office of the Governor and the chairs of the legislative appropriations committees a report containing the following information for the previous fiscal year ending each June 30:

- (a) The total number of individuals serving in other-personal-services employment.
- (b) For each OPS individual employed:
  - The type of employment.
  - Average pay.
  - Total number of hours worked.

To assist State Personnel System agencies in providing uniform reporting of OPS employment, the Department of Management Services (DMS) has created an [OPS Year End Reporting Template](#) for use in reporting the required information. The template is located under the “Forms” section of the DMS/HRM website.