**DEPARTMENT OF ECONOMIC OPPORTUNITY**

**OPS Employment Information Sheet**

**What is ops?**

Other Personal Services (OPS) Employment is an employer/employee relationship used solely for the accomplishment of short-term tasks. To be eligible for OPS employment, an individual must not be filling an established position.

**How are ops employees assigned?**

At the time of employment, OPS employees are assigned to one of the OPS employment categories (temporary, seasonal, student assistant, etc.) in accordance with Chapter 60L-13, F.A.C.

**How are ops employees paid?**

OPS employees are paid for the actual number of hours they work. All hours of actual work in excess of forty (40) hours at the end of the employee's workweek shall be paid at one and one-half time the employee's hourly rate of pay.

**How many hours can temporary category ops employees work?**

A Temporary Category OPS Employee can work up to 2080 hours within an agency. (However, an OPS Extension must be approved in advance to work beyond 1040 hours.)

**Under what conditions can an ops employee work beyond 2080 hours within an agency?**

* If the employment is for a specific project that is identified by statute, appropriation or time-limited grant.
* If the agency demonstrates that it has attempted and is unable to recruit a Career Service employee for a specific position.
* If an emergency situation exists which affects the health, safety, or welfare of State Citizens.
* If the OPS employee is employed in one of the following Employment Categories: Health Care Practitioners, Students or Graduate Assistants, Part-time Academic Employment, Board Members, Consultants, Seasonal Employees or Institutional Clients.

**What benefits are applicable to ops employees?**

* Participation in Alternative Retirement Plan
* Participation in state group insurance (effective January 1, 2014, must meet eligibility requirements, please contact People First Service Center at 1 866 663 4735 for enrollment and changes.)
* Coverage under the Federal Family and Medical Leave Act
* Coverage under the State of Florida Workers’ Compensation Plan

**What benefits are not applicable to ops employees?**

* Paid annual leave
* Paid sick leave
* Paid holidays
* Participation in the Florida Retirement System
* Reinstatement rights or retention rights
* Right of Career Service appeal

**What are some other possible benefits/rights/requirements that may apply to an ops employee?**

* Compliance with the DEO Drug Free Workplace Policy
* Compliance with the DEO Mandatory Use of Seat Belt/Safe Operation of Vehicle Policies
* Compliance with DEO Standards for Disciplinary Action Guidelines