WELCOME

On behalf of the President of the Senate and the Speaker of the House, welcome to the Florida Legislature.

The Human Resources Office has prepared this handbook, which summarizes the *Joint Policies and Procedures of the Presiding Officers*. Each employee is responsible for familiarizing themselves with the handbook and the *Joint Policies and Procedures of the Presiding Officers*. Should you have questions regarding policies, procedures, benefits, and services available to legislative employees, please consult your supervisor or Human Resources staff.

In addition to the *Joint Policies and Procedures of the Presiding Officers*, Senate employees are subject to the Administrative Policies and Procedures of the Senate and The Rules of The Florida Senate both of which are available on the Senate Intranet site. House employees are subject to the Policies and Procedures of the House and The Rules of The Florida House of Representatives, both of which are available on the House Intranet.

Again, welcome to the Florida Legislature. We hope that you find your employment with the Legislature an exciting and rewarding experience.

NOTE: Other sources of information can be found on the Internet at [http://www.leg.state.fl.us](http://www.leg.state.fl.us)

The policy numbers used in this handbook refer to the policies in the *Joint Policies and Procedures of the Presiding Officers*, located at: [http://intranet.leg.fla.int/data/OLS/docs/policymn.pdf](http://intranet.leg.fla.int/data/OLS/docs/policymn.pdf)
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ORGANIZATION

The Legislature is the lawmaking branch of state government. It includes the Senate, the House of Representatives, and other legislative units that serve legislative employees and the citizens of Florida.

The FLORIDA SENATE consists of 40 senators with district offices throughout the state. Each district office employs two legislative assistants and one executive secretary or three legislative assistants. Senators are elected to serve four year terms. The organization of the Senate also includes the Office of the Senate President, President Pro Tempore, Secretary of the Senate, Sergeant at Arms, various committees, and other offices located in Tallahassee.

The FLORIDA HOUSE OF REPRESENTATIVES consists of 120 members with district offices throughout the state. Each district office employs a legislative assistant and executive secretary. Representatives are elected to serve two year terms. The organization of the House of Representatives also includes the Office of the Speaker, Speaker Pro Tempore, Clerk of the House, Sergeant at Arms, Office of House Administration, various councils, committees, and other offices located in Tallahassee.

OTHER LEGISLATIVE UNITS:

The OFFICE OF LEGISLATIVE SERVICES (OLS) provides administrative management and informational services to the Legislature. OLS is responsible for the operations of Finance and Accounting, Purchasing, Human Resources, Legislative Clinic, General Services (including Property Management and Mail Services) and Law Revision and Information (including the Legislative lobbyist Registration Office). OLS’ website is located on the Legislative Intranet.

The COMMISSION ON ETHICS (COE) investigates and reports on allegations of breach of the public trust by public officers and employees (Article II, Section 8, State Constitution and Chapter 112, Part III, Florida Statutes). The Commission makes penalty recommendations in most cases where violations are found and issues advisory opinions regarding ethics laws. The Commission also administers the financial disclosure system and Executive Branch Lobbyist Registration Office.

The OFFICE OF LEGISLATIVE INFORMATION TECHNOLOGY SERVICES (OLITS) provides technical support services to several joint legislative units. OLITS is comprised of Data Center Operations, End User Support, Network Management, and Custom Application Development/Support. Joint legislative employees with questions should call the Help Desk at 850.717.0411.

The JOINT ADMINISTRATIVE PROCEDURES COMMITTEE (JAPC) maintains a continuous review of the statutory authority upon which each administrative rule is based and notifies an agency if its authority is eliminated or significantly changed by repeal, amendment, or holding of a court of last resort. The Committee also reviews each law signed by the Governor or allowed to become law without signature to determine whether the law will have a probable effect on an agency’s rules. The Committee monitors judicial decisions in
administrative law and advises an agency when either its statutory rulemaking authority or its rule is affected by the decisions. The Committee also recommends to the Legislature needed changes in the law, based upon the Committee’s review of judicial decisions as well as through its interaction with executive agencies and citizens of the state.

The OFFICE OF ECONOMIC & DEMOGRAPHIC RESEARCH (EDR) has three primary functions arising from the overall purpose of the office – to provide the Legislature with an expert and independent economic and demographic research capacity flexible enough to respond to both ongoing and ad hoc requests. The first function is to support the state budgeting and appropriations process through the preparation of economic, demographic, revenue, expenditure and caseload forecasts, as well as other financial information. By statute, EDR is a member of every Consensus Estimating Conference effectively serving as the clerk for the entire process, but they also provide assistance directly to the Legislature outside the formal conference process. This leads to their second function – to conduct research projects at the request of Legislators and committees or upon direction in legislation. The third function is to provide targeted analytical support to the Legislature on specified federal and local government issues.

The OFFICE OF THE PUBLIC COUNSEL (OPC) serves as an independent state officer representing the citizens of the State of Florida before the Florida Public Service Commission, the Legislature, and state and federal courts. In performing its duties related to utilities, the Public Counsel participates as a public advocate and presents public and expert witnesses. The Joint Committee on Public Counsel Oversight appoints the Public Counsel.

The AUDITOR GENERAL (AG) provides independent, unbiased, timely, and relevant information to the Legislature, entity management, and the citizens of the State of Florida, which can be used to improve the operations and accountability of public entities.

The OFFICE OF PROGRAM POLICY ANALYSIS AND GOVERNMENT ACCOUNTABILITY (OPPAGA), a research office of the Legislature, provides a variety of services. These include policy analyses and evaluations of agencies and programs, which are conducted at the direction of the presiding officers, the Joint Legislative Auditing Committee, and/or provisions of statute. These research products help Legislators find ways to improve government operations, services and cost-effectiveness. OPPAGA also provides the Government Program Summaries (GPS), an online encyclopedia of all major state government programs. GPS, located on OPPAGA’s website (www.oppaga.state.fl.us), describes programs, identifies key issues, lists contact information, and links to related reports and websites. OPPAGA also publishes the weekly online newsletter Policy Notes, which highlights new policy research and articles of interest to Legislators.

The JOINT LEGISLATIVE AUDITING COMMITTEE (JLAC) appoints the Auditor General and provides continuous oversight of state and local government, in part, through the auditing and evaluation activities of the Auditor General and OPPAGA. The committee also enforces financial reporting requirements and provides oversight and assistance to local governments that are in a state of financial emergency.
SERVE AT THE PLEASURE
Legislative employees serve at the pleasure of their respective presiding officer or unit head. Initial employment is conditioned upon satisfactory background checks with law enforcement, previous employers and educational institutions and performed by the Human Resources Office. A legislative employee may be terminated at the discretion of their presiding officer or unit head.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT
As an equal opportunity employer, the Florida Legislature complies with federal and state anti-discrimination laws. The employer and employees will not discriminate when making personnel decisions or taking personnel actions on the basis of race, color, national origin, sex, gender, religion, age, disability, or marital status. Policy 2.231

ETHICS AND STANDARDS OF CONDUCT
All legislative employees are required to be familiar with and conform to the code of ethics for public employees established in Chapter 112, Part III, Florida Statutes. This code regulates solicitation and acceptance of gifts, doing business with the Legislature, unauthorized compensation, misuse of public position, conflicting employment or contractual relationships, financial disclosure, and employees holding office.

In addition, all employees must comply with the confidentiality provisions and limitations on giving legal advice that are found in Section 11.26, Florida Statutes. The section states:

11.26 Legislative employees; employment restrictions – No employee of the Legislature shall:

1. Subject to the provisions of s.11.0431, reveal to any person outside the area of the employee’s direct responsibility the contents or nature of any request for services made by any member of the Legislature, except with the consent of the member making such request.

2. Give legal advice on any subject to any person, firm, or corporation, except members or staff of the Legislature.

Legislative employees should not perform any task not required by their official duties to influence legislative action. They may not lobby the Legislature.

EMPLOYEE CONDUCT
All legislative employees, including OPS, must conduct themselves in a manner that maintains the integrity and responsibility of his or her position. Conduct that interferes with business operations, discredits the Legislature, or is offensive to the public or to coworkers is not acceptable. Employees conducting themselves in such a manner may be subject to disciplinary action, up to and including termination. Policy 2.2318
EMPLOYEE ARRESTS OR CONVICTIONS
An employee must notify the unit head of his or her arrest or the filing of any criminal charges against him or her, including an arrest or filing for drug or alcohol violations. Notification must be made by the end of the first working day following the arrest or filing of criminal charges. Additionally, employees must report any convictions, findings of guilt, withholdings of adjudication, commitments to a pre-trial diversion program, or entering of a plea of guilty or nolo contendere for any criminal offenses other than a minor traffic violation by the end of the first working day following the occurrence. An employee is not required to report a minor traffic ticket or traffic violation unless it results in the suspension or revocation of his or her driving privilege. Failure to comply with this policy will result in disciplinary action up to and including dismissal from employment.

House and Senate employees should refer to their respective administrative policies and procedures for reporting arrests or convictions. Policy 2.2312

ATTIRE
When performing official duties, salaried and OPS employees are expected to present a professional appearance, and dress appropriately for office or public contact. Policy 2.2313

POLITICAL ACTIVITY
A legislative employee may not be required to engage in campaign activities as a condition of his or her employment with the Legislature. Legislative employees are prohibited from engaging in campaign activities on state time.

Employees planning to engage in any political activity, such as running for office or participating in campaign activities of others, should discuss their plans in advance with their supervisor. Employees should also review Senate, House or Joint rules and policies on the subject.

OUTSIDE EMPLOYMENT
Employees cannot be employed outside the Legislature except with the written permission of the presiding officer of the unit by which they are employed. If a legislative employee wishes to participate in outside employment, he/she must complete a Permission for Outside Employment form.

Outside employment is only permitted after the employee has submitted a request for such and received approval. The Permission for Outside Employment form may be accessed on the Human Resources website under Forms – Personnel Forms. Policy 2.2314

PROHIBITED HARASSMENT
The Legislature does not tolerate harassment toward any employee based on race, color, religion, sex, national origin, age, disability, or marital status. Prohibited harassment also includes harassment based on an employee’s or job applicant’s association with a person with a disability or a person in another protected class. All employees must avoid conduct that could be seen as prohibited harassment.
Examples of prohibited harassment
- Unwanted jokes or slurs with a sexual, racial, religious, ethnic or similar content
- Display or distribution of sexually explicit pictures, posters, or writings
- Preferential treatment in return for sexual favors
- Remarks about a person’s sexual anatomy or sexual capabilities, ethnic characteristics or physical disabilities
- Unwanted physical contact (e.g. kissing, hugging, pinching, patting, and caressing)
- Hazing based on race, color, religion, sex, national origin, age, disability, or marital status
- Unwanted requests for dates or similar advances
- Derogatory comments about a person’s choice of religion or religious beliefs

Complaints
1. Any employee who wishes to file a complaint of prohibited harassment by anyone, including supervisors, co-workers, or visitors, may report the complaint to:
   - The employee’s immediate supervisor,
   - The head of the employee’s legislative unit, or
   - The Human Resources Director of the Office of Legislative Services.

2. Complaints reported to the employee’s immediate supervisor or legislative unit head will be promptly communicated to the Human Resources Director for a complete investigation.

3. The respective unit head will take prompt and effective corrective action to remedy all well-founded complaints.

4. Any employee who is found to have violated this policy will be subject to discipline up to and including immediate termination from employment.

5. The willful filing of a false complaint of harassment is prohibited.

6. Retaliation against any person for the good faith filing of a complaint or retaliation for giving information relating to a complaint is prohibited. Policy 2.2316

FINANCIAL AND GIFT DISCLOSURES
All legislative employees with the exception of maintenance, clerical, or secretarial staff are required to file a limited financial disclosure statement, Commission on Ethics Form 1. This statement should be filed initially within 30 days of employment; thereafter each July 1; and within 60 days of the last day of employment with the Legislature. Legislative assistants may be exempt from disclosure at the discretion of the presiding officer of their unit. Legislative employees are prohibited from soliciting or accepting certain gifts defined by law and required to report others, on a quarterly basis.

House employees with questions should contact the House General Counsel, Senate employees the Senate General Counsel and all other legislative employees the Office of Legislative Services General Counsel. Policy 2.2317
PAYROLL INFORMATION

The Payroll Section is responsible for the timely processing of salary warrants and the maintenance of leave balances. Employees should contact this section to adjust their withholding allowance, or make name and address changes on personnel records.

SALARY WARRANTS
For salaried employees, payroll is processed monthly, and salary warrants are payable on the last working day of each month.

Other Personal Services (OPS) employees, whether Regular or Session OPS, are paid bi-weekly. OPS employees are paid only for the hours worked as reflected on approved time sheets.

DIRECT DEPOSIT
As a condition of employment, persons appointed to state government positions are required to participate in the direct deposit program pursuant to s. 17.076, Florida Statutes. This system allows an employee’s salary warrant to be deposited directly into the employee’s bank account. Forms authorizing direct deposit of state warrants (salary, travel voucher, etc.) are available through the Human Resources Office, or on the Human Resources intranet site under Payroll-Direct Deposit Form.

TIME SHEETS
Salaried employees complete time sheets stating days worked and leave taken on a daily basis. OPS employees complete time sheets stating the number of hours worked each day. Time sheets are found on the HR intranet under Payroll – eForms Time Reporting Application. On the last working day of each pay period, the employee must complete and submit a time sheet to the supervisor for approval. The time sheet will then be forwarded to the Human Resources Office for the processing of salary warrants. Policy 2.24

W-4 AND W-2 INFORMATION
Notify in writing the Human Resources Office if you move, change your name, or wish to adjust your income tax withholding.

In January of each year, the Department of Financial Services will provide each employee with a W-2 form and summary sheet that reflect the employee’s earnings for the previous year. Employees may sign up to receive their W-2’s electronically at: https://apps.fldfs.com/EIC/EmployeeInfoCenter/

MISCELLANEOUS DEDUCTIONS
Requests from employees to initiate miscellaneous deductions will be implemented on the first available payroll following receipt of a signed authorization. Employees transferring to the Legislature from other state agencies must contact the Human Resources Office to ensure continuation of current deductions. Miscellaneous deductions available to legislative employees include credit unions, Florida State Employee Charitable Campaign, and Pre-paid College Fund, among others. Policy 2.251
INSURANCE AND BENEFITS

The Legislature provides dental, life and long-term disability insurance for full-time salaried employees at no cost to the employee. Health insurance is provided at minimal cost to full-time salaried employees. A prorated contribution for each insurance plan is made for part-time salaried employees.

New employees must enroll within 60 days of the date of employment. After the 60-day period, employees may enroll or make changes only during the annual open enrollment period unless they experience a qualifying event. New dependents may only be added or dropped within 60 days of a qualifying event or during the open enrollment period. Employees should notify the Human Resources Office of a pending marriage, divorce, birth, or adoption of a child to ensure that appropriate and timely changes are made in insurance coverage.

HEALTH INSURANCE
Salaried employees have a choice of health plans. For more information, contact the Human Resources Office or access Human Resources website under Benefits – Health Insurance.

DENTAL INSURANCE
The Legislature provides an indemnity dental plan for salaried employees. The plan offers a choice of dentists and pays from 50 to 100 percent of usual, customary, and reasonable charges. For more information, contact the Human Resources Office or access Human Resources website under Benefits – Dental Insurance.

LIFE INSURANCE
Term life insurance with an accidental death and dismemberment benefit is provided for salaried employees. Coverage is $25,000.

DISABILITY INSURANCE
The Legislature provides long-term disability insurance for salaried employees. The plan includes a 360-day elimination period and provides a monthly benefit of 60 percent of monthly earnings. (Note: Part-time employees who are employed less than 25 hours a week are not eligible for the long term disability insurance.)

WORKERS’ COMPENSATION
All employees of the Legislature are covered for workers’ compensation. In the event of a job-related injury, the employee or the employee’s supervisor must report the injury to the Benefits section of the Human Resources Office who will file a Report of Injury with the managed care provider. The Legislative Medical Clinic (313 Capitol) is also available to assist you with this process. Policy 2.249

RETIREMENT
Employees are compulsory members of the Florida Retirement System (FRS) unless the employee has retired from the FRS and was not re-enrolled prior to July 1, 2010. Employees enrolled in the FRS contribute 3% of their salary on a pretax basis each month. Vesting for employees enrolling in the FRS for the first time after July 1, 2011, occurs after eight years of creditable service for pension plan members and one year of service for investment plan members.
BENEFITS AVAILABLE THROUGH SALARY REDUCTION

Flexible Benefits Plan
The Florida Flexible Benefits Plan is designed to allow employees to pay for Supplemental Insurance Plans, including hospital, dental, accident, and disability programs, and to participate in medical and day care reimbursement accounts with pre-tax dollars. The plan reduces the participant’s taxable income by the amount of these expenses. It results in lower income and social security taxes and an increase in take-home pay.

Applications for participation in a Flexible Benefits Plan must be made within the first 60 days after employment or during the annual open enrollment period. Please contact the Human Resources Office for additional information regarding these plans, or access the Human Resources website under Benefits – Pre-Tax Benefit Plan.

Deferred Compensation
The Florida Deferred Compensation Plan is a voluntary supplemental retirement plan offered to state employees. The plan allows employees to set aside a portion of their gross salary and defer income taxes on their contributions and any earnings. Call the Human Resources Office to receive an informational brochure, or access the Human Resources website under Benefits – Deferred Compensation.

DEFERRED RETIREMENT OPTION PROGRAM (DROP)
Employees who are vested in the pension plan and are age 62 or have 30 years of service may apply to begin accumulating retirement benefits without terminating employment for up to 60 months prior to actual retirement. The monthly retirement benefit is held in the FRS Trust Fund and earns an annual cost of living increase plus interest.

An application for DROP may be obtained from the Human Resources Office or from the Division of Retirement’s website www.frs.MyFlorida.com and should be submitted at least 90 days prior to the month retirement benefits should begin. Policies 2.2310 & 2.243

LEAVE

ANNUAL LEAVE
Full-time salaried, non-elected employees of the Legislature earn annual leave as follows:

<table>
<thead>
<tr>
<th>Years of Creditable Service</th>
<th>Hours Earned Each Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 5 years</td>
<td>11 Hours</td>
</tr>
<tr>
<td>5 to 10 years</td>
<td>13 Hours</td>
</tr>
<tr>
<td>Over 10 years</td>
<td>15 Hours</td>
</tr>
</tbody>
</table>

Part-time salaried employees earn annual leave that is prorated based on their contracted hours for the month. OPS employees do not earn annual leave.
Annual leave should be used primarily for vacations and personal business that cannot be taken care of during off-duty hours. The employee's supervisor must approve annual leave requests in advance.  

Policy 2.243

**SICK LEAVE**  
Full-time salaried, non-elected employees of the Legislature earn nine hours of sick leave each month. Part-time salaried employees earn sick leave that is prorated based on their contracted hours for the month. OPS employees do not earn sick leave.

*Sick Leave can be granted for the following purposes:*  
- The employee’s personal illness, injury or exposure to a contagious disease that would endanger others.
- The employee’s appointments with a doctor, dentist or other health care professional.
- Illness or injury of a member of the employee’s immediate family when the employee’s presence with the family member is necessary and required.

The employee should contact their supervisor as soon as possible when absent due to illness or injury.

If a medical appointment is necessary during working hours, the employee should obtain advance approval to use sick leave. A physician’s statement is required for absences in excess of three consecutive days or for recurring absences.  

Policy 2.244

**SICK LEAVE POOLS**  
Sick leave pools have been established to provide sick leave for employees who have exhausted all of their annual, sick, and compensatory leave balances and have a critical illness or injury requiring extended convalescence.

Employees can request sick leave pool withdrawals by completing a request in writing to the supervisor. The supervisor will submit the request to the appropriate administrator (President of the Senate, Speaker of the House, or their designees) for approval.  

Policy 2.244

**SICK LEAVE TRANSFER PLAN**  
The sick leave transfer plan is for salaried legislative employees. The plan may be activated in lieu of the sick leave pool, and shall be administered by the Office of Legislative Services.

The plan allows for the transfer of sick leave credits within the Legislature, as well as inter-agency transfers (both the receipt of and donation of sick leave credits).  

Policy 2.244
**LEAVE OF ABSENCE WITHOUT PAY**

Leaves of absence without pay may be granted when it is considered by the unit head to be in the best interest of the employee or the legislative unit.

Requests for leave of absence without pay must be submitted in writing to the supervisor and have the approval of the unit head.

The Legislature will pay insurance benefits, for up to three months, when an employee is on authorized medical or parental leave of absence without pay. *Policies 2.245 & 2.248*

**ADMINISTRATIVE LEAVE**

Legislative employees may be granted leave with pay (not charged against the employee’s accumulated leave balances) for the following purposes:

- Armed Forces Reserve and National Guard duty;
- Court attendance for jury duty or when subpoenaed as a witness in a court or an administrative hearing not involving personal litigation or service as a paid expert witness;
- Required examinations pertinent to the employee’s legislative duties;
- A maximum of two hours may be allowed for voting in an election. Employees are expected, whenever possible, to make arrangements to vote outside of working hours. If additional time is required, employees should arrange to vote by absentee ballot or take annual leave;
- For death in the family, up to two days is authorized. Family includes the spouse, parents, step-parents, grandparents, brothers, sisters, children, step-children and grandchildren of either the employee or the employee’s spouse;
- Disabled Veterans Reexamination or Treatment;
- Natural Disasters or Other Emergency Conditions; and
- Mentoring/School Activities/Community Service. Supervisors may approve one hour of administrative leave per week, not to exceed five hours per calendar month (for those calendar months having five weeks), for employees to participate in mentoring, local school, or community service activities. *Policy 2.247*

**COMPENSATORY LEAVE**

Compensatory leave for overtime worked may be earned and used as directed by the unit head. No payment will be made for accrued compensatory leave when an employee separates from legislative employment. *Policy 2.246*

**PARENTAL LEAVE**

An employee who is the father or mother of a natural born or adopted child may receive parental leave for a period not to exceed three months total. This leave must be used within six months of the date of birth or adoption of the child. The leave request must be in writing, stating the specific period of leave and the type of leave that will be taken. For more details contact the Human Resources Office. *Policy 2.245*
FAMILY MEDICAL LEAVE
An employee may use and will be granted family medical leave when the employee’s spouse, parent or step-parent, child or step-child, grandparent, brother or sister has a serious illness or injury as defined in the Joint Policies and Procedures of the Presiding Officers. The individual employee may also request the use of family medical leave for the employee's own serious illness or injury.

Family medical leave is granted for an initial period not to exceed three months with the ability to request additional leave if conditions warrant. The request for leave must be in writing detailing the type of leave being requested (annual, sick leave or leave without pay, compensatory leave, personal holiday). A physician’s certification of the medical condition must also be provided. Policy 2.245

HOLIDAYS
The following holidays are recognized by the Legislature;

- New Year’s Day (January 1)
- Martin Luther King, Jr. Day (Observed the third Monday in January)
- Memorial Day (Observed the last Monday in May)
- Independence Day (July 4)
- Labor Day (Observed the first Monday in September)
- Veterans’ Day (November 11)
- Thanksgiving Day (Observed the fourth Thursday in November)
- Friday after Thanksgiving
- Christmas Day (December 25)

When a holiday falls on a Saturday the Friday before will be observed as the holiday. When a holiday falls on a Sunday the Monday after will be observed as the holiday.

The President or Speaker may designate one full day or two half days each calendar year as a holiday.

If one of the holidays listed above occurs during an approved leave period, the employee will not have that day charged against accrued leave. Policy 2.242

PERSONAL HOLIDAY
Each salaried employee shall have one full day each calendar year as a Personal Holiday.

The Personal Holiday shall be accrued on the date employed by the Legislature and each January 1 thereafter. The Personal Holiday must be used in one 8-hour workday, at the discretion of the employee with supervisor approval. Personal Holidays cannot be accumulated and will be forfeited if not used by December 31. Part-time salaried employees shall receive a Personal Holiday on a prorated basis. Policy 2.242
GENERAL INFORMATION

WORK HOURS
The minimum work month for full-time legislative employees is the equivalent of eight hours per day times the number of working days in the month. However, employees are expected to work more than the minimum number of hours as the needs of their unit may require. Policy 2.241

LEGISLATIVE MEDICAL CLINIC 313 Capitol, 488-3782
The Legislative Medical Clinic is available to Legislators and legislative employees requiring first aid treatment and medication. The clinic’s hours of operation are: 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday through Friday. The clinic’s hours are extended when the Senate and House are in session. Policy 2.6

TUITION WAIVER PROGRAM
Full-time salaried legislative employees are eligible to enroll in up to six credit hours of tuition-free state university or community college courses per term on a space available basis. Enrollment forms may be obtained from Human Resources website under Forms-Personnel Forms and must be completed and signed by the employee and approved by the respective supervisor and unit head. Employees should contact state universities or community colleges for information regarding admission, registration, and class scheduling procedures. The value of these courses may be included in the gross income of the student and appropriate taxes will be withheld. Policy 2.2315

PARKING
Legislative employees may request parking in reserved parking lots. Employee parking spaces are leased through the Department of Management Services. Contact the General Services Office for details.

NOTARY SERVICES
Notary services are available in the Human Resources Office.

APPLICANT SERVICE AREA
The Human Resources Office provides an applicant service area in Room 701 of the Claude Pepper Building. A computer in this area allows access to the vacancy listings for all state agencies.

USE OF STATE PROPERTY
The use of state equipment and resources for any purpose other than legislative business is prohibited. This includes, but is not limited to telephones, duplicating equipment, facsimile machines, electronic mail, mail services, computer hardware and software, print shop and duplicating facilities. These resources and equipment are provided for official business use of the state and may not be used for commercial or campaign purposes. Policy 8.0
LEAVING THE LEGISLATURE

The Human Resources Office should be notified as soon as possible when an employee is leaving legislative employment. Arrangements concerning final pay, insurance coverage, payment or retention of annual/sick leave, and address for forwarding the final salary warrant and W-2 earnings statement, must be received prior to the last day of employment.

Payment for sick and annual leave will be made 31 days after the employee leaves legislative employment. However, employees who are considering future state service may have an option to retain sick and/or annual leave balances for one year. This request must be in writing and submitted to the Human Resources Office.  

RESIGNATION

Employees shall provide a letter of resignation stating the last day of employment, which must be at the close of a business day, to their immediate supervisor. The supervisor will forward the letter to the Human Resources Office for retention in the personnel file.  

TERMINATION

The supervisor will notify the Human Resources Office in writing indicating termination of the employee and the last date of actual work. If applicable, instructions for processing accumulated leave balances should be included in the written notice.

ABANDONMENT OF POSITION

Employees who are absent from work for three or more consecutive workdays without permission may be subject to immediate termination for having abandoned their position. 

RETIREMENT

Employees initially enrolled in the Florida Retirement System (FRS) pension plan before July 1, 2011, must either be vested with 6 years of service and be 62 years of age or have 30 years of service regardless of age to qualify for normal retirement. Employees initially enrolled in the FRS pension plan on or after July 1, 2011, must either be vested with 8 years of service and be 65 years of age or have 33 years of service regardless of age to qualify for normal retirement. If an employee terminates employment after vesting but before eligibility for normal retirement, they may choose to retire early or to defer receiving a monthly retirement benefit. Employees who elected the FRS investment plan are vested after one year of service.  

EXIT REQUIREMENTS

Prior to the last day of employment, an Exit Interview Form (where applicable) should be completed. All legislative property should be returned to the supervisor. This includes: security ID/access cards, keys, beepers or other communications devices, uniforms, library materials, legislative equipment, or reference manuals.  

FINAL SALARY WARRANT

When all applicable property items have been returned, the supervisor will ensure that the employee completes a final time sheet. Failure to submit the time sheet to payroll may result in a delay in receiving a final salary warrant. This could also delay any annual or sick leave payments.
Upon separating from employment with the Legislature, the employee will be offered the opportunity to continue current health and dental insurance plans for a period of up to 18 months under the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA).

**FINAL FINANCIAL DISCLOSURE**
Within 60 days of the last day of employment, the former employee will receive a final statement of financial interests at their home address via U.S. Mail and must file it as specified in Policy 2.2317.