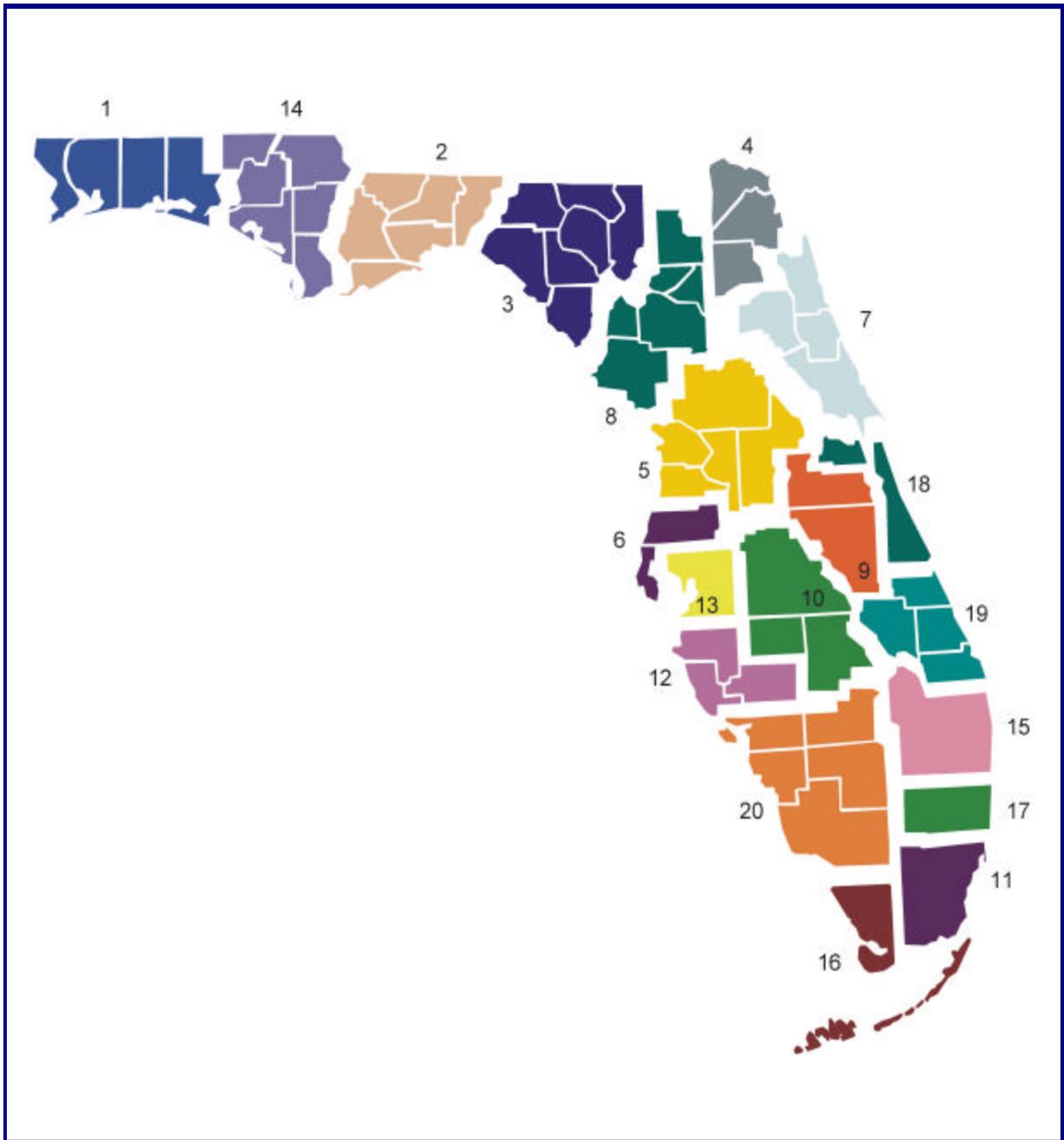


JUSTICE FOR ALL FLORIDIANS



REVISION 7
TRIAL COURT PERSONNEL FACT SHEET
JANUARY 2004

INTRODUCTION

In 1998 Floridians voted to approve a constitutional amendment (Revision 7) which requires a shift in funding of a substantial part of our trial court costs from the county to the state. The 2004/05 Legislative Budget Request developed by the Trial Court Budget Commission (TCBC) and submitted to the Legislature requests state funding for positions to perform the functions in each element of the State Courts System (SCS) as identified in Revision 7 legislation passed in 2003 (HB 113-A). Current county employees selected to fill these positions will be considered new hires on July 1, 2004.

In anticipation of the many questions employees have related to employment with the SCS, the Office of Personnel Services in the Office of the State Courts Administrator (OSCA) is providing the following question and answer format as a tool to answer employees' questions.

Please note that this question and answer document is based on the assumption that the Legislature will follow the Court's recommendations on employment issues and is subject to change based on legislative action.

REVISION 7 EMPLOYEE CONCERNS

CLASSIFICATION AND PAY

- Q.** Will my job description or classification change when I move to State Courts System?
- A.** It is possible that your job description or classification may change. The OSCA Office of Personnel Services, in conjunction with the TCBC Personnel Committee, is preparing new and revised job descriptions and class specifications for final approval by the TCBC and will notify all parties when approved.
- Q.** As a new employee with the State Courts System, will I retain my current salary?
- A.** The Legislative Budget Request submitted to the Legislature was based on existing salaries of county employees. The Court is doing everything possible to maintain salaries, but this ultimately depends on the final legislative appropriation.
- Q.** As a new employee with the State Courts System, when will I receive my first paycheck and how often will I be paid?
- A.** You will become a new employee of the State Courts System on July 1, 2004 and receive your first paycheck on July 30, 2004. State Courts System employees in established positions are paid monthly.
- Q.** Will I be able to continue my direct deposit?
- A.** Yes, all new state employees must enroll in direct deposit, unless a waiver is approved by the Department of Financial Services. Direct Deposit forms are available in each court administrator's office or may be printed from the Department of Financial Services website at www.fldfs.com. Click on Bureau of Accounting and Auditing and required links.

BENEFITS

Q. Will I be able to continue my health insurance when I become a new SCS employee?

A. As a new employee, you will have 60 days to enroll in either the State Preferred Provider Organization (PPO) or Health Maintenance Organization (HMO) health insurance program. The earliest effective date of coverage is August 1, 2004. Your first premium will be deducted from your July 30, 2004 paycheck. Although current Division of State Group Insurance (DSGI) rules prohibit coverage for the same month in which an employee is hired, the Office of Personnel Services has formally requested an exception to allow county employees hired by the SCS on July 1, 2004 to have coverage effective July 1, 2004. We are presently awaiting DSGI's response.

****UPDATE****

Q: What is the effective date of insurance coverage and waiver of pre-existing conditions for county employees moving to the State Courts System on July 1, 2004?

A: The Legislature approved HB 1837 which provides that county employee moving to the State Courts System positions on July 1, 2004, due to the implementation of Revision 7, will have a July 1, 2004 effective coverage date for their health and life insurances. The Legislature also approved a blanket waiver of preexisting conditions for those county employees enrolling in the State's Preferred Provider Organization (PPO) program and who have had coverage for twelve months or longer. The waiver would be prorated for employees with less than twelve months of coverage. Detailed information and instructions are being provided by court administration in each circuit.

Q. Will pre-existing conditions be waived if I enroll in the State's PPO plan?

A. Currently, a new state employee who enrolls in the PPO plan and has pre-existing conditions, would request a waiver of pre-existing conditions in writing from DSGI. DSGI has approved such a waiver if the employee has had health coverage for a year and was enrolled in a plan comparable to the State plan. However, since many county employees will be facing the same situation when they become employees of the State Courts System, the Office of Personnel Services is pursuing the possibility of a "blanket" waiver from DSGI for these employees. Presently, we are awaiting DSGI's response on whether this can be achieved.

Q. Will I be able to keep my current life insurance plan when I move to the state payroll?

A. The rules of your current life insurance provider will apply. If your county currently funds your life insurance and you would like to maintain that policy, you will have to make arrangements for paying the premiums. If you are enrolled in an insurance plan that is also available through the SCS, you may be able to continue payroll deduction once you become a new employee. If the plan is not available through the SCS, you may need to make arrangements with the provider for payments by bank draft. However, new state employees are eligible to enroll in the employee-paid state life insurance plan(s) within 60-days of employment.

- Q.** Will I be able to continue other miscellaneous deductions when I become a new employee with the SCS?
- A.** If the miscellaneous deduction is available through the SCS, you will be able to continue your deductions. Otherwise, you may need to contact each company and make arrangements for payment by bank draft.
- Q.** Does the SCS have a long term disability plan?
- A.** Yes. This employee-paid plan is administered by UNUM and employees may enroll within 31 days of employment with the SCS.
- Q.** Does the state have a tuition waiver program?
- A.** Yes. The tuition waiver program allows full time state employees to enroll in up to six credit hours of tuition free courses per semester at a state university or community college on a space available basis.
- Q.** I am participating in the Deferred Compensation plan with the county. What will be the status of the plan when I am hired by SCS?
- A.** Deferred compensation is governed by statute and rules of the Deferred Compensation Program and the applicable vendor. When you become a SCS employee, you will need to notify your deferred compensation provider so the appropriate forms can be completed for timely submission to the Bureau of State Payrolls.
- Q.** Where can I get additional information regarding insurances and other benefits offered by the SCS?
- A.** Your personnel office in court administration will be able to provide you with additional information or you may call OSCA Office of Personnel Services at 850/487-0778 or Suncom 277-0778.

LEAVE

- Q.** If I become a SCS employee on July 1, 2004, will all my annual and sick leave balances be accepted?
- A.** Your leave will be accepted in accordance with SCS Personnel Rules and Regulations: Up to 80 hours of annual leave and 320 hours of sick leave (or up to 400 hours of uni-leave, which will be proportioned as 1/4 to annual leave and 3/4 to sick leave). Leave balances over the amount accepted by the SCS will be subject to the termination payout rules of the county.
- Q.** Will my service as a county employee count as eligible service to accrue leave?
- A.** If you are serving in an authorized position on a county payroll of a state court, e.g. court administration, this is eligible service for determining the rate of your annual leave accrual.

Q. At what rate will I accrue leave?

A. Annual leave accrual is as follows:

Up to 5 years	8.667 hours per month
5 to 10 years	10.883 hours per month
Over 10 years	13 hours per month

Sick leave accrual is at a rate of 8.667 hours per month regardless of years of service.

Q. What holidays are observed by the SCS?

A. The following holidays are observed by all courts of the SCS:

New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day. In addition, the Chief Justice and Chief Judge may designate any other one workday as a holiday for employees under their jurisdiction. They are also authorized to designate Rosh Hashanah, Yom Kippur, and Good Friday as paid holidays for the courts under their jurisdiction. Each SCS employee in an established position with at least six months of continuous state service is also eligible for one eight-hour personal leave day each fiscal year (July 1 - June 30).

RETIREMENT

Q. How long must I work with the state before I am vested?

A. Six years of creditable service is required for vesting under the defined benefit plan (Pension Plan). However, after one year of creditable service, you are eligible to receive contributions paid on your behalf under the defined contribution plan (Investment Plan). Please visit www.myfrs.com for a comparison of the two plans.

Q. Will my years of service with the county be considered for vesting?

A. Yes, both the county and the state are Florida Retirement System (FRS) employers.

Q. I am currently participating in DROP with the county. What will happen if I am not hired by SCS or retained by the county?

A. DROP rules will apply. Please note that to remain in DROP, you must be placed in an FRS covered position within 30 days of termination.

Q. I am currently a county employee participating in DROP and received an annual leave payout when I entered DROP. Will I be eligible for an annual leave payout upon termination from the SCS?

A. Yes, you will be eligible for an annual leave payout upon termination in accordance with SCS Rules and Regulations.

MISCELLANEOUS

- Q.** When will I know final details regarding the implementation of Revision 7?
- A.** We are making every effort to provide regular updates as we receive them. However, if you have any questions, you may contact your court administrator's office or call the Office of the State Courts Administrator's Office of Personnel Services at (850) 488-3696 or Suncom 278-3696.