



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM HR31-2020**

To: Agency Administrators  
From: Carolyn Horwich, Esq., Director of Human Resources  
Subject: Elected Officers Transitions - paperwork  
Date: December 18, 2020

A slate of eight new State Attorneys and five new Public Defenders will be sworn in to their positions in late December 2020 or early January 2021. In response to questions received by the Justice Administrative Commission’s Human Resources (“HR”) section, the following guidance is offered.

1. For an incoming elected officer who is not a state employee immediately prior to assuming office, please submit the standard New Hire Packet. This comprises an Employment Authorization, FRS Certification Form, W-4 Form, and a copy of the Social Security Card. Please advise in the cover email if the incoming elected officer opts to be in Pay Plan 5 or Pay Plan 16.
2. For an incoming elected officer who is a state employee immediately prior to assuming office, please submit a PAR with the action code 98. In the comments section, please enter, “Elected State Attorney” or “Elected Public Defender”.

Please also submit a completed Position Description with the selected Pay Plan, 5 or 16 entered. The elected officer does not have to report to any position, so that field on the Position Description can be left blank.

If the incoming elected officer will receive a sick leave and annual leave payout, please submit a separate PAR with the hours to be paid.

3. The Department of Management Services states Pay Plan 5 “Includes elected and appointed officials who are paid a fixed salary that been set by the Legislature.” Pay Plan 16 includes “Elected and appointed officials who have opted to receive SMS benefits and accrue leave”. If the elected officer selects Pay Plan 16, please know that the elected officer will maintain monthly timesheets. The Bureau of State Payrolls will not pay annual leave accrued by an elected officer during his or her term unless back up timesheets are submitted.<sup>1</sup>

4. If a current elected officer will terminate service prior to January 5, 2021, please provide HR with a copy of any order appointing the acting elected officer.

Thank you.

<sup>1</sup> [Rule 60L-34.004\(13\), F.A.C.](#)

