

NONSTUDENT HOURLY OPS INFORMATION SESSION

Joe Piazza

OPS Recruiter

Libraries Human Resources Office

Agenda

1. OPS Employment Overview
2. Nonstudent Hourly OPS policy
3. New OPS Classifications
4. Nonstudent Hourly OPS Hire/Rehire Form
5. OPS Benefits Eligibility

OPS

Other Personnel Services (OPS) employment comprises the University of Florida's at-will, temporary jobs. These employees have no expectation of continued employment, nor do they have grievance or layoff rights.

OPS Employee Types

1. General OPS (nonstudent hourly)
2. Student OPS
3. Academic OPS

OPS Background Information

- ▶ Must be paid at least the State of Florida minimum wage: \$8.25/hr
- ▶ Not eligible for overtime compensatory leave
- ▶ Not eligible to receive paid vacation, sick, or administrative leave, or paid holidays
- ▶ Eligible for 12 weeks unpaid leave under the Family and Medical Leave Act (FMLA)
- ▶ Background checks are required for all OPS

Nonstudent Hourly OPS Policy

Effective August 16th, UF is instituting a new policy to provide parameters on the appropriate use of general OPS employees on a term or as-needed basis.

Temporary employees perform work on special projects, assist with workload surges, serve as coverage for staff on leave, provide seasonal help, or work on an as-needed basis.

Scope

This policy applies to nonstudent hourly OPS classifications. This policy does not apply to student assistants, adjunct faculty, graduate assistants, postdoctoral associates, or residents/house staff.

New OPS Job Classifications

Library departments must now select one of the ten new OPS job classifications when hiring nonstudent hourly OPS.

OPS - Health Care

OPS - Contract Services

OPS - Special Project

OPS - Seasonal

OPS - Special Risk*

OPS - As Needed

OPS - Time Limited*

OPS - Secondary

OPS - Sponsored Projects Non-Clerical*

OPS - Sponsored Projects Clerical*

*Limited to 4,176 hours

Hourly Threshold Limit

An OPS employee will reach 4,176 hours after working full-time for two years.

Exception to the rule

An employee who has retired from the state of Florida Retirement System shall be exempt from the 4,176-hour threshold

Clock Reset

- ▶ Clock resets after 6 month break from UF
- ▶ Clock resets if moving to Libraries from another college

Non-Student OPS Job Classifications

1. OPS - Health Care For employees in the health care industry who are employed on an as-needed basis
2. OPS - Contract Services For employees delivering a specific end product
3. OPS - Special Project Working on a project that isn't an externally sponsored project
4. OPS - Seasonal Employment for 120 days or less for work only available a portion of the year
5. OPS - Special Risk* For employees that require extensive background checks such a 435 and FBI Live Scan due to working with minors and for employees who perform specialized skilled labor

*4,176 hours

Non-Student OPS Job Classifications

6. OPS - Secondary
Already has a primary appointment as TEAMS or Faculty with UF and are taking on a temporary secondary OPS position
7. OPS - As Needed
Employed on an as-needed basis, those who are called into action when their skill set is required
8. OPS - Time Limited*
Temporary employment due to an increase in work volume, illness cover, maternity/paternity cover, and various other temporary needs for coverage
9. OPS-Sponsored Projects Non-Clerical*
Hiring for an externally sponsored project
10. OPS-Sponsored Projects Clerical*
Hiring in a grants administrative position for an externally sponsored project

*4,176 hours

Some Policy Implications

Consecutive Library OPS Appointments

- Once an OPS employee has worked 4,176 hours on a sponsored project, a consecutive library OPS appointment under any other OPS job classification will not be allowed.
- Hours from one OPS job (ex. Special Projects) will travel with the employee to a different OPS job (ex. Sponsored Projects).

Externally Sponsored Projects

- A full-time OPS employee cannot work in the third year (ex. no-cost extension) of a two-year award. Position conversion to time-limited TEAMS position could be a solution if it made sense.

Hiring Process

What's Changed?

Departments will submit to Joe Piazza a fillable pdf document when hiring non-student hourly OPS instead of the payable transaction request cards (blue/orange cards).

Additional job information needed:

1. Job Classification Field
2. Job Duties Section
3. Ending Date of Employment

Two signatures are required: supervisor and department chair/dean. Plus, the hire must be approved by Brian Keith.

This OPS form is available on the [OPS Info page](#) found on the Libraries' Human Resources webpage.

Policy Thoughts

- Nonstudent hourly OPS policy has been finalized, but could be updated.
- Please contact me with any questions or hypothetical scenarios that you can think of.
- UF and Libraries HR will be monitoring OPS hours, so OPS classification jumping is not allowed.
- One of the policy goals is to place time limitations on nonstudent hourly OPS employment. The Libraries have a policy of converting nonstudent hourly OPS employment to TEAMS.

Benefits

INSURANCE

All OPS are eligible for insurance benefits if working a minimum FTE appointment of .75 (30 hours/week)

60-day window of eligibility

Next chance to enroll?

- ▶ Open Enrollment in Oct-Nov

RETIREMENT

FICA Alternative Plan - 401(a)

- ▶ Participants (nonstudents) mandatorily contribute 7.5% of their pre-tax wages

Questions?

Contact us:

- Libraries' Human Resources 273-2595
 - Joseph Piazza, OPS Recruiter, jpiazza@ufl.edu