



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/ Wansley Walters

Date: 10/7/13

Subject: Perquisites

Section: FDJJ – 1002.24

Originating Office: Administrative Services

Authority: Section 216.262, Florida Statutes

Related References: Rule 60L-32.004, Florida Administrative Code
FDJJ - 1675, Purchasing
Chapter 287, Florida Statutes, Purchasing Law
Department of Financial Services Guidelines for State Expenditures
Department of Financial Services Payroll Manual

Purpose: Establishes a mechanism within the Department of Juvenile Justice to ensure that all perquisites are approved, assigned, accounted for and reported in accordance with applicable laws, rules, policies, and guidelines.

Offices Affected by the Policy: All offices within the Department of Juvenile Justice.

POLICY STATEMENT:

- All perquisites purchased and/or furnished to a Department of Juvenile Justice employee shall be pursuant to this policy and procedure.
- The Department of Juvenile Justice shall provide a mechanism for managers to request approval from the Secretary or their designee for perquisites on behalf of employees.
- The Department shall not approve perquisites for full or part-time employees unless it has been determined that the perquisites are in the best interest of the State due to the exceptional or unique requirements of the employee's position. As such, it is possible that perquisite benefits granted to part-time employees would equal benefits granted to full-time employees for such items as uniforms.

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- The value of perquisites shall not be used to compute an employee's base rate of pay or regular rate of pay unless specifically required by the Department of Management Services in order to meet requirements of the Fair Labor Standards Act.
- The Secretary or their designee shall approve perquisites prior to a manager assigning or purchasing the perquisite.
- The Department of Management Services has delegated perquisite approval to agency heads pursuant to Chapter 60L-32.004 F.A.C.
 - Once the Secretary or their designee approves a perquisite, it may be applied to as many positions within the agency, as applicable.
 - For instance, the Secretary or their designee approves for its direct care employees to be issued uniforms, should a new facility be opened, the facility may purchase uniforms under the perquisite already approved for uniforms.
- Each June the Bureau Chief of Personnel shall provide the Secretary or their designee with a list of the perquisites approved, and shall ask the Secretary or their designee to approve/deny the continuation of the perquisites for the next fiscal year. If not approved, the Chief of Personnel will provide written notification to the initiating Senior Manager that the perquisite is no longer available.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.