



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICIES AND PROCEDURES

<i>Secretary</i> /s/ C. George Denman, Interim Secretary	<i>Effective Date:</i> 12/07/95	<i>Revised Date:</i> 3/19/04 10/12/98	<i>Section:</i> FDJJ – 1002.24 <i>Replaces:</i> DJJ – 2.14
<i>Subject</i> Perquisites			
<i>Authority</i> s.216.262, F.S.		<i>No. of Attachments</i> 2	
<b>RELATED REFERENCES</b>	Rule 60L-32.004, Florida Administrative Code Department of Juvenile Justice Moving Expenses Policy 1002-14		
<b>POLICY STATEMENT</b>	The Department shall provide a mechanism for managers to request approval from the Deputy Secretary, Secretary or their designee for perquisites on behalf of employees.		

### I. DEFINITIONS

**Employee** – Any employee in a Senior Management Service, Selected Exempt Service, OPS or Career Service position with the FDJJ.

**Executive Management Employee** – An employee in the Senior Management Service position of Secretary, Deputy Secretary, Assistant Secretary, Inspector General, General Counsel or Chief of Staff.

**Perquisites** – Those things, or the use thereof, or services of a kind that confer on the employees receiving them some benefit that is in the nature of additional compensation, or that reduce to some extent the normal personal expenses of the employee receiving them. The term includes, but is not limited to such things as quarters, subsistence, utilities, laundry services, medical services, use of state-owned vehicles for other than state purposes, servants paid by the state, and moving expenses.

**Request for Approval of Perquisite or Sale of Goods and Services** – The form used to request approval to pay for perquisite expenses. (Attachment 1)

**Perquisite Approvals Report** – The form used by the Chief of Personnel – HQ to annually report approved perquisites to the Department of Management Services. (Attachment 2)

**Perquisite Control Number** – The control number assigned by the Chief of Personnel to a perquisite request. It includes the year of the request and the next sequential number available for assignment.

**Selected Exempt Service Manager** – An employee in the Selected Exempt Service position of Superintendent, Chief, Director, Administrator or above, who are not in the Career Service or the Senior Management Service.

**Senior Management Service Employee** – An employee in the Senior Management Service position of Secretary (Agency Head), Deputy Secretary, Assistant Secretary, Deputy Assistant Secretary, Inspector General, Chief of Staff, General Counsel or Director.

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### II. RESPONSIBILITY AND DUTIES

#### A. Selected Exempt Service Manager

1. May initiate a Request for Approval of Perquisites or Sale of Goods and Services, for employees within his/her span of control.
2. Shall attach to the Request for Approval of Perquisites or Sale of Goods and Services documentation regarding the costs that will be associated with the purchase or sale of goods and services.
3. Follows purchasing rules and policies in the recommendation of the vendor.
4. Submits his/her Request for Approval of Perquisites or Sale of Goods and Services, with attached documentation, through the chain of command to the Executive Management employee of his/her branch.
5. Is not authorized to expend agency funds for the perquisites until the Deputy Secretary has approved the request.
6. Receives a copy of the approval/denial of Request for Approval of Perquisites or Sale of Goods and Services form, with attachments.
7. If approved, proceeds with the purchase or sale of goods and services, via a My Florida Market Place requisition and includes the Request for Approval of Perquisites or Sale of Goods and Services Form and quotes as an attachment to the My Florida Market Place requisition. **A purchasing card may not be used for moving expenses.** Please see moving expense policy (FDJJ - 1002.14) for appropriate procedures.
8. Retains the documents, associated with the Request for Approval of Perquisites or Sale of Goods and Services, in compliance with the appropriate administrative records policy of the State of Florida.

#### B. Executive Management Employee

1. Upon receipt of the Request for Approval of Perquisites or Sale of Goods and Services form, with attachments, from the Selected Exempt Service manager, reviews the request and documents.
2. If recommending approval, prepares a memorandum for the Deputy Secretary, Secretary or their designee to approve or deny the Request for Approval of Perquisites or Sale of Goods and Services.
3. Submits the memorandum of recommendation, with attachments, via the Chief of Personnel to the Deputy Secretary, Secretary or their designee for final approval or denial of the request.
4. If not recommending approval, indicates denial in the margin of the Request for Approval of Perquisites or Sale of Goods and Services form, initials the form and returns the form to the initiating Selected Exempt Service manager.
5. Receives the decision of the Deputy Secretary or Secretary or their designee via the Chief of Personnel and advises the requesting Selected Exempt Service manager of the approval/denial of the Request for Approval of Perquisites or Sale of Goods and Services.

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6. If approved or denied, returns the original Request for Perquisites or Sale of Goods and Services form and any attached documents to the initiating manager for retention (if denied) or further processing (if approved).

C. Deputy Secretary, Secretary or Designee

1. Receives and reviews the Request for Perquisites or Sale of Goods and Services form and attachments.
2. Approves or denies the request, by so indicating his/her decision on the Request for Perquisites or Sale of Goods and Services form and signing the Purchase Request, if appropriate.
3. Returns the completed Request for Perquisites or Sale of Goods and Services form, with attachments to the Bureau of Personnel for further action.

D. Bureau of Personnel – HQ

1. The Chief of Personnel - HQ provides technical assistance to managers regarding the perquisite policy.
2. The Chief of Personnel – HQ receives the Request for Perquisites or Sale of Goods and Services form, cover memorandum and documentation from the Executive Management employee, conducts a compliance review of the request, assigns a perquisite control number, requests additional information from the initiating manager, if necessary and routes the Request for Perquisites or Sale of Goods and Services form, with attachments to the Deputy Secretary, Secretary or their designee.
3. The Chief of Personnel – HQ receives the decision on the Request for Perquisites or Sale of Goods and Services form from the Deputy Secretary, Secretary or designee.
4. The Chief of Personnel, Bureau of Personnel – HQ maintains a log of final agency action on the Request Perquisites or Sale of Goods and Services.
5. The Chief of Personnel, Bureau of Personnel – HQ files an annual report, as required by the Department of Management Services, of approved Requests for Perquisites or Sale of Goods and Services with the Department of Management of Services.
6. The Bureau of Personnel – HQ provides the original form and documentation to the appropriate Executive Management employee for further dissemination to the initiating manager.

E. Regional Administrative Services Center – Purchasing/Fiscal

1. Receives the My Florida Market Place purchase requisition for the purchase of the perquisites through the appropriate levels of approval, including Headquarters, as appropriate.
2. Reviews the requisition for compliance of purchasing policies and procedures and for finance and accounting codes.
3. Approves the requisition, forwarding it to the Bureau of Contracting/Purchasing HQ for final approval to create the My Florida Market Place direct order.

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F. Bureau of Contracting/Purchasing – HQ

1. Receives the My Florida Market Place purchase requisition for the purchase of the perquisites through the appropriate levels of approval, including the Regional Administrative Service Center and Headquarters, as appropriate.
2. Approves the action, creating the My Florida Market Place direct order.

**III. STANDARDS/PROCEDURES**

1. The FDJJ will not approve perquisites for 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. Part-time employees in position classifications that receive perquisites should be granted the perquisite based upon what is reasonable and necessary, in the best interest of the state. Based on these criteria, it is possible that perquisite benefits granted to part-time employees would equal benefits granted to full-time employees for such items as uniforms.
2. The Deputy Secretary, Secretary or their designee (and Department of Management Services for any new perquisites for the agency) must approve perquisites prior to a manager furnishing the perquisite to an employee.
3. The Department of Management Services retains the authority to approve any new perquisites not previously approved by them for the agency. Once the Department of Management Services approves a perquisite, it may be applied to as many positions within the agency, as applicable. For instance, the Department has received approval 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.
4. Each June, the Bureau Chief of Personnel shall provide the Deputy Secretary, Secretary or their designee with a list of the perquisites approved and shall ask the Deputy Secretary, 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 for the purchase of goods or services.
5. The Chief of Personnel – HQ shall forward the fiscal year log of approved perquisites to the Department of Management Services by the deadline established by that agency each year.
6. 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.

A. Requesting a Perquisite or Sale of Goods and Services:

Selected Exempt Service Manager

1. Determines that a perquisite is needed for his/her employees.
2. Contacts the Chief of Personnel – HQ to determine if a new perquisite is necessary or if an existing approved perquisite may be used and to obtain a perquisite control number.

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3. If a new perquisite is needed, submits a written request to Executive Management employee, at least ninety-days prior to the requested effective date, attaching the completed Request for Perquisites or Sale of Goods and Services form (Attachments 2 and 3) with documentation of how costs were derived, as associated with the perquisite or sale of goods and services.
4. Is encouraged to use minority vendors and to follow appropriate purchasing policies and regulations in searching for a vendor.
5. Completes the Request for Perquisites or Sale of Goods and Services form using Attachment 2 - Instructions for Completing Request for Approval of Perquisite or Sale of Goods and Services Form, by completing blocks titled:
  - a. Agency name and address
  - b. Request (check a, b, c, or d, as appropriate).
  - c. County Code
  - d. Facility (type in: full name of facility, not acronyms)
  - e. Address (type in: address of facility, whose employees will receive the perquisite)
  - f. Classification information
  - g. Justification
  - h. Item Description
  - i. Per Unit Cost Information a. through f.
  - j. Total annual cost for all positions

**Bureau of Personnel**

1. Provides assistance to managers, as requested.
2. Provides the manager with a perquisite control number.

**Executive Management Employee**

1. Receives written request from Selected Exempt Service manager for approval of a perquisite, with documentation of costs.
2. Reviews the Request for Approval of Perquisites or Sale of Goods and Services form, with documentation.
3. If recommending approval, prepares a memorandum for the Deputy Secretary, Secretary or their designee to approve or deny the request.
4. Advises the Selected Exempt Service manager that until the Deputy Secretary, Secretary or their designee approves the Request, the perquisite may not be further processed.

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5. Submits the memorandum of recommendation, with attachments, via the Chief of Personnel – HQ to the Deputy Secretary for final approval or denial of the request.
6. If not recommending approval, indicates reason for denial in the margin of the Request for Approval of Perquisites or Sale of Goods and Services form, initials the form and returns the form to the initiating Selected Exempt Service manager.

Chief of Personnel – HQ

1. Receives partially completed Request for Perquisites or Sale of Goods and Services form from the Executive Management employee.
2. Reviews the perquisite policy.
3. Contacts, via telephone or email, the initiating Selected Exempt Service manager for any additional information.
4. Once the request meets policy requirements, submits the Request for Perquisites or Sale of Goods and Services form and documentation to the Deputy Secretary for approval or denial.

Deputy Secretary, Secretary or their Designee

1. Receives and reviews Request for Perquisites or Sale of Goods and Services form from the Bureau Chief of Personnel - HQ, with documentation of the costs associated with the perquisite.
2. May contact the Executive Management employee for further information.
3. May return the Request for Perquisites or Sale of Goods and Services form and documentation to the Executive Management employee with further direction.
4. Completes the Request for Perquisites or Sale of Goods and Services form by completing “Action Taken” (approved/disapproved) and signing the form on the signature line.
5. If applicable, signs the Purchase Requisition, if approving the perquisite.
6. Returns the Request for Perquisites or Sale of Goods and Services form and attachments to the Chief of Personnel-HQ for further processing.

Chief of Personnel - HQ

1. Receives completed Request for Authority to Pay Moving Expenses form and attachments from the Deputy Secretary, Secretary or their designee.
2. Upon receipt of the decision of the Deputy Secretary, Secretary or their designee, notifies the Executive Management employee by providing him/her with the original of the completed Request for Perquisites or Sale of Goods and Services form, retains a copy for the Bureau of Personnel –

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HQ to log and maintain and provides a copy to the Bureau of Contracting and Purchasing.

3. Maintains documentation of the final decision on a Request for Perquisites or Sale of Goods and Services form.
4. Maintains a log by fiscal year of final agency action on the Requests for Perquisites or Sale of Goods and Services.
5. Files an annual report, by the deadline required, of approved Requests for Perquisites or Sale of Goods and Services with the Department of Management Services.
6. Confirms with the Bureau of Contracting and Purchasing – HQ their receipt of the Request for Perquisites or Sale of Goods and Services form and documentation.

Regional Administrative Service  
Centers – Purchasing/Fiscal

1. Receives the My Florida Market Place purchase requisition for the purchase of the perquisites through the appropriate levels of approval, including Headquarters, as appropriate.
2. Reviews the requisition for compliance of purchasing policies and procedures and for finance and accounting codes.
3. Approves the requisition, forwarding it to the Bureau of Contracting/Purchasing HQ for final approval to create the My Florida Market Place direct order.

Purchasing Director Bureau of  
Contracting/Purchasing, HQ

1. Receives the My Florida Market Place purchase requisition for the purchase of the perquisites through the appropriate levels of approval, including the Regional Administrative Service Center or Headquarters, as appropriate.
2. Reviews the requisition for compliance of purchasing policies and procedures, obtains approval for CMBE exemption request and verifies that all approval documentation is attached to the electronic requisition. Approves the requisition, creating the My Florida Market Place direct order.
3. The My Florida Market Place direct order is then electronically sent to the Vendor via email or facsimile.