



Division of Retirement  
Director's Office  
PO Box 9000  
Tallahassee, Florida 32315-9000  
Tel: 850.488.5540  
Fax: 850.921.0371  
[www.dms.MyFlorida.com](http://www.dms.MyFlorida.com)

Governor Charlie Crist

Secretary Linda H. South

## DIVISION OF RETIREMENT INFORMATION RELEASE

Release # 2009-133

February 25, 2009

TO: All Non-State FRS Agency Heads and Retirement Coordinators

FROM: Sarabeth Snuggs  
State Retirement Director

SUBJECT: Temporary Employment Documentation

---

Temporary employees are not eligible for membership in the Florida Retirement System (FRS) [121.021(52)(b), Florida Statutes]. Currently, the employee or the agency may not purchase retirement credit for periods of employment in temporary positions. Review *FRS Employer Handbook* pages 1-7 through 1-10 for additional information on regularly established and temporary positions.

There are two distinct groups of temporary positions for your agency under the FRS:

- 1) Positions that do not exceed six consecutive months; and
- 2) Temporary positions, defined by rule 60S-1.004(5)(d), Florida Administrative Code, still considered temporary even after six months.

Advise an employee when hired that he or she is filling a temporary position not eligible for FRS participation. Maintain records about the type of position, intended length of the position, including the beginning and ending dates of the employment.

It is critical to document this temporary position to avoid any future liability for retirement contributions and a delinquency fee of one percent per month. I strongly encourage you to incorporate a temporary employment agreement for all new hires and maintaining documentation of all temporary positions. The attached statement is provided as a guide and may be helpful to your agency. If you have any questions, please call the Enrollment Section toll free at (877) 377-3675 or (850) 488-8837 or e-mail them at [Enrollment@dms.MyFlorida.com](mailto:Enrollment@dms.MyFlorida.com).

SS:cs

Temporary Employment Agreement

I understand that my employment with \_\_\_\_\_ is a temporary position and I am not entitled to Florida Retirement System benefits.  
(agency name)

1.) I am filling one of the following positions listed in Section 60S-1.004(5)(d), Florida Administrative Code which is excluded from Florida Retirement System coverage, even though the position may extend beyond six consecutive months. I cannot participate in the Florida Retirement System or claim this temporary employment for retirement purposes at any time in the future.

- Student position
- Work-study position
- Temporary instructional position
- Substitute teacher position
- On-call position
- CETA and JTPA positions and "enrollees" of the Senior Community Service Employment Program
- Non-salaried elective position
- Temporary non-instructional community college position
- Temporary emergency position
- K-12 instructional position filled by a foreign exchange teacher

OR

2.) I am filling the position of \_\_\_\_\_ and the term of my employment will not exceed beyond six (6) consecutive months. My employment begins on \_\_\_\_\_ and ends on \_\_\_\_\_ and while filling this temporary position, I cannot participate in the Florida Retirement System or claim this temporary employment for retirement purposes at any time in the future.

I have read, understand and agree with the above statements.

\_\_\_\_\_  
Employee's printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Representative

\_\_\_\_\_  
Date