

OPS EMPLOYEES

OPS employees may be employed in either a full time or part time capacity. They do not obtain "regular" status as USPS or A&P employees and are not entitled to the benefits associated with regular full-time employment. OPS employees may be hired as additional staff and do not count as a Full Time Equivalency (FTE). A vacancy need not exist in order to hire an OPS employee.

Where Hiring Managers are seeking candidates for an OPS position, OPS employees may be hired from one of the "pool" positions maintained by the Human Resources Recruitment Section or by posting a requisition for an OPS position. Where a candidate for an OPS position is already identified, a job posting is not required in order to hire that candidate in an OPS capacity.

Once a selection is made, the department must forward a Personnel Action Form (PAF), signed employment application, Personal Data Sheet, W-4 (attach a copy of the Social Security Card), Direct Deposit Form, Notarized Loyalty Oath and I-9 (attach copies of documents used for verification of identity and eligibility for employment).

In accordance with the Omnibus Reconciliation Act of 1990 introduced into law IRS Section 3121 (b) (7) (f), temporary employees of a government entity may deposit money into a private retirement plan instead of Social Security. Under the UCF 401(a) FICA Alternative Plan, participants contribute 7.5% of their compensation to an account in their name. Enrollment in the plan is mandatory and automatic for all OPS non-student employees.