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**Ron DeSantis, Governor**  
Jonathan R. Satter, Secretary

## DIVISION OF RETIREMENT INFORMATION RELEASE

**Release # 2020-214**

**DATE:** April 11, 2020  
**TO:** All FRS Agency Heads, Retirement Coordinators, and Agency Contacts  
**FROM:** David DiSalvo, State Retirement Director  
**SUBJECT:** Executive Order 20-88 Re-employment of Essential Personnel

On March 30, 2020, Governor DeSantis signed [Executive Order 20-88](#) authorizing Florida Retirement System (FRS) participating employers to utilize recent retirees who have retired since October 1, 2019, or who may retire prior to or on August 1, 2020 under a state administered retirement system to provide essential work or essential services during this state of emergency without impacting their retirement benefits. Employers will not incur liability related to retirees working or providing essential services in response to COVID-19 during their 12-month limitation period for the duration of Executive Order 20-52, including any extensions.

The state-administered retirement plan retirees covered by this executive order include the FRS Pension Plan, the FRS Investment Plan, the State University System Optional Retirement Program (SUSORP), the Senior Management Service Optional Annuity Program (SMSOAP), and the State Community College System Optional Retirement Program (SCCSORP).

### Notification and Compliance

Employers must provide to the Department of Management Services, Division of Retirement notification of the retirees who will be employed by them or who will provide essential services through a third-party arrangement during the COVID-19 state of emergency.

- The attached Excel template must be used to report the recent retirees re-employed in response to the COVID-19 health emergency. The Excel template includes your agency's certification statement that:

The listed recent retirees will be providing work or services directly related to essential governmental functions in response to the COVID-19 emergency.

The required information includes the names and social security numbers of retirees who are employed or providing services, date of birth, the dates employment or services will be provided, whether the retirees are an employee of the agency or provided to the agency through a third-

party provider, the retirees' email addresses, position titles, agency name, agency reporting number, agency representative's name, telephone number and email address.

- Spreadsheets must be uploaded to the Division of Retirement through the File Share feature in the Agency Info module of FRS Online. **Please do not send this Excel file with social security numbers and other personal identifying information via email.**
  - Login to FRS Online
  - Select the **Agency Info Module**
  - Select **File Share**
  - Use the **Browse** button to search for and select the file
  - Use **File Upload** to transfer the file to the division

If you add more retirees after the initial file is submitted, the additional retirees must be submitted in a separate file following the above instructions.

**Naming Your File** - Use your agency number – COVID 19 Executive Order. If additional files are submitted, add an alpha extension to the end of the file name.

For example: 11001- COVID 19 Executive Order -a  
11001- COVID 19 Executive Order -b

If assistance is needed using the agency upload feature, please call the Research and Education Section at 850-488-5706 or email [REP@dms.myflorida.com](mailto:REP@dms.myflorida.com).

Executive Order 20-88 does not apply to employment or services that are not essential for the COVID-19 emergency. Retirees providing essential services during the COVID-19 emergency are temporary employees and should not be reported on the agency's retirement file. Additionally, these retirees will not earn or accrue retirement benefits during the period covered by Executive Order 20-88.

If there are questions, please email [enrollment@dms.myflorida.com](mailto:enrollment@dms.myflorida.com).

DD/gg