DIVISION OF RETIREMENT
INFORMATION RELEASE

Release # 2015-186       June 19, 2015

TO: All FRS Agency Heads and Retirement Coordinators

FROM: Dan Drake
       State Retirement Director

SUBJECT: Reassessment of Designated Senior Management Service Class Positions

Governor Scott signed House Bill 565, Enrolled into law on June 11, 2015. This bill creates a six-month window for local agencies to remove currently designated Senior Management Service Class (SMSC) positions from the class. The first window is from July 1, 2015 through Dec. 31, 2015, and a new window will be available every five years thereafter from July 1 through Dec. 31.

To view your agency’s SMSC report, please log in to FRS Online. The report can be found by selecting Agency Info tab, and then SMSC Positions. This report includes the positions already designated for SMSC participation, the position numbers, and the member currently filling each position.

To remove positions, please print the report; note the changes and then sign and date the bottom of the report. Submit the signed report to the attention of Bureau of Enrollment and Contributions by email to Retirement@dms.myflorida.com or fax it to 850-410-2010. The report must be received by the Division of Retirement during the window period stated above. The removal of positions from SMSC will be effective the first of the month after the month we receive your agency’s completed request.

Outside of this periodic window, SMSC positions can still be removed from the class at any time if the duties of the position no longer meet the requirements in section 121.055, Florida Statutes. New positions being added to the SMSC must follow the current process for SMSC position additions.

If you have questions regarding your SMSC positions or report, please contact the Division of Retirement by telephone toll-free at 844-377-1888 or at 850-907-6500 in the Tallahassee local calling area; select prompt 4 and then option 2, or by email at Retirement@dms.myflorida.com.

DD/gg