


Florida Fish and Wildlife Conservation Commission Internal Management Policies and Procedures (IMPP)		
	TITLE	IMPP
	Perquisites and Sale of Goods and Services	6.19
		EFFECTIVE DATE 2/10/2021
	APPLICABILITY All Employees	RESCINDS/AMENDS 11/18/2016
REFERENCES: AUTHORITY: SECTION 216.262, FLORIDA STATUTES; FLORIDA ADMINISTRATIVE CODE 60L-32.004; EXECUTIVE DIRECTOR		

POLICY

Furnishing or providing goods and services and/or perquisites shall be in accordance with the provisions of 60L-32.004, Florida Administrative Code (F.A.C.); Section 216.262, Florida Statutes; and these guidelines.

- Contents:
- 6.19.1 Definitions
 - 6.19.2 Approvals
 - 6.19.3 Non-Required Items or Services
 - 6.19.4 Required Items or Services
 - 6.19.5 Reporting Requirements

6.19.1 DEFINITIONS

Florida Statute defines perquisites as “those things, or the use thereof, or services of a kind which confer on the employee receiving them some benefit that is in the nature of additional compensation, or that reduces to some extent the normal personal expense of the employee receiving them. Perquisites shall include, but not be limited to, such things as quarters (housing), subsistence, utilities, laundry services, medical services, use of state-owned vehicles for other than state purposes, clothing, footwear and other related items.”

To summarize, perquisites are items assigned to a specific employee, because of the requirements of their job duties, which reduces the normal personal expenses of the employee.

FWC provides perquisites when it is in the best interest of the state due to the exceptional or unique requirements of the position.

6.19.2 APPROVALS

- A. The Department of Management Services maintains the Approved Perquisite List. The Executive Director has delegated to the Division/Office Directors authority to approve perquisites from the Approved Perquisite List. Directors shall review and approve on an annual basis perquisites approved for their employees.

- B. To purchase a perquisite item not on the Approved Perquisite List, the Division/Office Director must send a completed and signed Request for Approval of Perquisites or Sales of Goods and Services form to the Office of Human Resources. The Director of the Office of Human Resources shall review to ensure the item meets the definition of a perquisite. If the item is a perquisite, the Director of Office of Human Resources will forward to the Department of Management Services for approval.
- C. Perquisites provided pursuant to the terms of a collective bargaining agreement or to employees covered by a collective bargaining agreement shall not be changed or modified except through the collective bargaining process or a memorandum of understanding.

6.19.3 NON-REQUIRED ITEMS OR SERVICES

- A. FWC will not approve free meals. Employees must purchase meals provided at state-owned and operated facilities, except when the agency provides meals to working employees in lieu of daily per diem (i.e. FWC's Outdoor Adventure Camp, Ocala, FL).
- B. Discount cards for theme parks, hotels, rental cars and other related items which are available to all State employees are not perquisites and do not require approval.

6.19.4 REQUIRED ITEMS OR SERVICES

A. Housing

1. FWC may provide housing accommodations or trailer space on state-owned land without cost to the employee if it is beneficial to the State for the employee to live on the property.
2. Employees shall pay for separately metered utilities. If not separately metered, a fixed rate shall be established and approved by the Executive Director and deducted from the employee's salary. However, Utilities may be provided at no cost to residents who are deemed seasonal employees or under other special circumstances as approved by the Division/Office Director. Utilities provided shall include as available, gas, water, and electric. Electric includes only costs associated with heating and cooling and providing power to the premises. Mobile and/or landline telephone service, internet connectivity and associated accounts, and satellite/cable/streaming television services are the responsibility of the employee unless otherwise stated in the agreement.
3. The Division/Office Director is responsible for approving employee housing.
4. Employees residing in housing accommodations or on a trailer space on state-owned land controlled by the Commission shall be required to sign and adhere to the provisions of the Commission Housing Agreement.

B. Uniforms, Clothing and Footwear

1. Employees shall not be furnished uniforms or other clothing except as provided for in accordance with this policy. FWC will provide uniforms and allowances in accordance with applicable collective bargaining agreements. The agency will ensure it is in the best interest of the state, due to the exceptional or unique requirements of the position, before providing uniforms, clothing, footwear or other perquisites.

2. The Division/Office Director is responsible for approving the issuance of uniforms, clothing, footwear and other perquisites upon issuance and annually thereafter. Employees shall follow the Perquisite Guideline Document when requesting uniforms, clothing, footwear or other perquisite items.
3. Not all clothing and equipment items are perquisites. Items used by multiple persons are generally not perquisites. Items assigned to an individual that are not normal everyday clothing are not perquisites. Examples include outer protective garments, smocks and aprons, wading boots, snake boots, snake chaps, tools, personal flotation devices, fire protective gear, hard hats, diving gear and rain suits.
4. Upon separation from FWC employment, all non-perquisite items shall be turned in to the immediate supervisor. Law Enforcement employees shall follow Division procedures for issued equipment, terminations and exit interviews.

C. Moving Expense

1. Employees shall follow the Moving Expense Policy, IMPP 6.23 and the Perquisite Guideline Document when requesting the agency pay for their moving expenses. Employees may not use the State of Florida Purchasing Card (P-Card) to pay moving expenses.

6.19.5 REQUIRED ITEMS OR SERVICES

- A. Division/Office Directors are required to report all perquisite expenditures, by category, to the Office of Human Resources at the end of each fiscal year. Staff in the Office of Human Resources will notify the Division/Office Director of the due date and reporting format each year.
- B. Staff in the Office of Human Resources will submit the annual perquisite report to the Department of Management Services in accordance with Department guidelines.

FORMS

FORM NUMBER	FORM TITLE

Approved: Thomas Eason
Eric Sutton, Executive Director or Designee

Date: February 10, 2021