

**Ron DeSantis**  
GOVERNOR



**Dane Eagle**  
SECRETARY

**MEMORANDUM**

**DATE:** July 27, 2021

**TO:** Local Workforce Development Board Executive Directors

**FROM:** Keantha B. Moore, Administrator, Bureau of One-Stop and Program Support *Keantha B. Moore*

**SUBJECT:** Changes to Open and Available Job Orders in Employ Florida

The purpose of this memorandum is to remind Local Workforce Development Boards (LWDBs) that material changes to the terms and conditions of employment are not allowed on published job orders in Employ Florida. Per [20 CFR 651.10](#), a job order is "...a document containing the material terms and conditions of employment relating to wages, hours, working conditions, worksite and other benefits submitted by an employer." Therefore, changes to wages, hours, working conditions, worksite, and other benefits are not allowed once the job order has been enabled in Employ Florida. If an employer wishes to make material changes to a published job order, they must close the current job order and create a new one with the updated material terms and conditions.

Likewise, if an LWDB should discover a job order contains incorrect or unallowable information relating to the material terms and conditions, staff must immediately place the job order "On Hold" and contact the employer to review the concerns and request the information needed to bring the job order into compliance, as applicable. Once the LWDB staff and employer reach a consensus on the required updates, staff must close the current job order and either create a new one on behalf of the employer or allow the employer to create a new job order containing the updates. If the LWDB staff and employer cannot reach a consensus, staff must still close the job order. Staff must include a case note in Employ Florida detailing the exact circumstances which caused the job order to be closed to ensure anyone who may revisit the employer's job order is aware of prior actions.

Please share this information with appropriate staff. Please submit any questions or concerns to: [Wagner.Peyser@deo.myflorida.com](mailto:Wagner.Peyser@deo.myflorida.com).

KBM/omm

cc: Casey Penn  
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