



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

Post Office Box 1654 (32302)
227 North Bronough Street, Suite 2100
Tallahassee, Florida 32301



Alton L. "Rip" Colvin, Jr.
Executive Director

(850) 488-2415
Toll Free (866) 355-7902
FAX (850) 488-8944

www.justiceadmin.org

COMMISSIONERS

Brad King, Chair
State Attorney
Diamond R. Litty
Public Defender
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State Attorney
Nancy Daniels
Public Defender

MEMORANDUM 006-14HR

TO: Elected Officials
Appointed Officials
Executive Directors
Administrative Directors
Human Resource Directors
Fiscal Directors

FROM: Yvonne Enoch, Director of Budget
Carolyn Horwich, J.D., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: Lump Sum Bonus Plan Deadlines

DATE: March 4, 2014

The Justice Administrative Commission received the attached memorandum and State Personnel System Bonus Distribution Report template from the Executive Office of the Governor, Office of Policy and Budget (OPB), Monday afternoon. **Please read all documents carefully.**

Although it is generally not JAC's practice to do so, we are sending this message to all Human Resources Directors, Fiscal Directors, Executive and Administrative Directors, and Elected and Appointed Officials contemporaneously. The reason for this is two-fold. First, as you can see from the materials, there is a short turnaround time to meet the deadlines contained in the memorandum. Second, in order to comply with the Lump Sum Bonus Plan that you submitted and had approved by OPB, there must be a high degree of coordination among the different sections within your offices. (Please note that the majority of state agencies - as part of the State Personnel System - have completed all of their annual evaluations by the end of the calendar year.)

The Department of Management Services (DMS) has advised us that they will be offering a mass upload of those employees who are to receive the bonus. As soon as DMS has the payroll date

from the Department of Financial Services to run the bonuses, DMS will provide all agencies with a template and instructions to ensure that the upload is done in a systematic fashion. This will obviate the need for the agencies we serve to prepare PARs for bonus recipients.

In order to comply with the April 2, 2014 deadline as set forth by the EOG, JAC asks that you please complete:

1. the attached FY 2013-2014 Lump Sum Bonus spreadsheet and submit it to Yvonne.Enoch@justiceadmin.org; and
2. the attached State Personnel System Bonus Distribution Report which is to be submitted to Carolyn.Horwich@justiceadmin.org.

Please submit the above documents **by close of business Tuesday, March 25, 2014**. This will allow JAC staff adequate time to consolidate all spreadsheets and reports and provide them to the EOG by the deadline.

If you have any questions, please contact Yvonne Enoch and Carolyn Horwich. Thank you.

Attachments.



RICK SCOTT
GOVERNOR

STATE OF FLORIDA
Office of the Governor

THE CAPITOL
TALLAHASSEE, FLORIDA 32399-0001

www.flgov.com
850-488-7146
850-487-0801 fax

Memo # 14-024

MEMORANDUM

To: Agency Addressed
From: Cynthia Kelly, ^{ck} Director
Office of Policy and Budget
Subject: Fiscal Year 2013-14 Bonus Distribution
Date: March 3, 2014

The Fiscal Year 2013-14 General Appropriations Act (GAA) appropriated nonrecurring funding for a \$600 bonus to eligible permanent state employees as provided in s. 110.1245(2), Florida Statutes, or pursuant to a policy adopted by the Board of Governors for state university employees or by the Chief Justice for judicial branch employees, which is consistent with those statutory requirements.

The statute provides eligible employees will meet the following criteria:

1. The employee must have been employed prior to July 1 of that fiscal year and have been continuously employed through the date of distribution.
2. The employee must not have been on leave without pay consecutively for more than 6 months during the fiscal year.
3. The employee must have had no sustained disciplinary action during the period beginning July 1 through the date the bonus checks are distributed. Disciplinary actions include written reprimands, suspensions, dismissals, and involuntary or voluntary demotions that were associated with a disciplinary action.
4. The employee must have demonstrated a commitment to the agency mission by reducing the burden on those served, continually improving the way business is conducted, producing results in the form of increased outputs, and working to improve processes.
5. The employee must have demonstrated initiative in work and have exceeded normal job expectations.
6. The employee must have modeled the way for others by displaying agency values of fairness, cooperation, respect, commitment, honesty, excellence, and teamwork.

The statute also provides a limitation on bonus distributions equal to 35 percent of the agency's total authorized positions.

Agency Addressed
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In accordance with the above requirements, each agency must provide their Lump Sum Bonus information by entering amounts into Column G20 in LAS/PBS using the BDDA/C transactions. Data should be entered at the budget entity, detail fund level using the salary and benefits (010000) appropriation category. Enter all zeros for the program component and issue code. When calculating need, please remember to include an additional 7.65 percent for Federal Insurance Contributions Act (FICA) tax. The cost will be \$646 (\$600 + \$46 for FICA) for each full-time equivalent (FTE) receiving a bonus. Each bonus provided shall be pro-rated based on the full-time equivalency of the employee's position. For example, the cost of an eligible employee with 0.5 FTE would be \$323 (\$300+ \$23 for FICA). Employees classified as being other personnel services (OPS) employees are not eligible for a bonus.

The Office of Policy and Budget (OPB) will review the data and compare statewide totals to the total appropriation. If the amount for statewide bonuses exceeds the available amount of General Revenue (GR) appropriated for distribution as bonuses statewide, the amounts provided to each agency for bonuses will be reduced proportionally for all agencies in order to adjust to the total statewide GR appropriation.

Please input all information into LAS/PBS by close of business (COB) April 2, 2014. OPB analysts must verify the LAS/PBS entries by COB on April 4, 2014. If you have questions regarding this exercise, please call the OPB analyst assigned to your agency.

Additionally, please fill out the attached Bonus Distribution Report Form with detailed information on employees receiving a bonus. Please return the completed form to Melissa Patiño at melissa.patino@laspbs.state.fl.us by April 2, 2014. Please be aware that it is the intent that the funding provided will be used solely for the distribution of bonuses and no other purpose. If a decision is made by an agency to not award any bonuses, please notify Melissa Patiño as soon as possible.

CK/mmp

cc: House Appropriations Committee
Senate Committee on Appropriations
OPB Analysts

JUSTICE ADMINISTRATIVE COMMISSION

FY 2013-2014 LUMP SUM BONUS

Circuit/Office Name	Budget Entity Code	Appropriation Category Name	Appropriation Category Code	Fund Name	Fund Code	Total Bonus Amount *
		Salaries & Benefits	010000	GR	1000	

please fill in data for only the columns marked in red.

* provide the grand total only for your office.

when calculating need, please include an additional 7.65 percent for Federal Insurance Contribution Act (FICA) tax. The cost will be \$646 (i.e., \$600 plus \$46 for FICA) for each full-time equivalent (FTE) receiving a bonus.

Each bonus provided shall be pro-rated based on the FTE of the employee's position.

For example: the cost of an eligible employee with 0.5 FTE would be \$323 (i.e., \$300 plus \$23 for FICA).

Employees classified as being other personal services (OPS) employees are not eligible for a bonus.

**PLEASE COMPLETE AND ELECTRONICALLY RETURN THIS SPREADSHEET TO THE JAC BUDGET OFFICE
BY CLOSE OF BUSINESS ON TUESDAY MARCH 25, 2014**

Direct all questions regarding this form to the following persons:

yvonne.enoch@justiceadmin.org

(850-488-2415)

kelly.jeffries@justiceadmin.org

(850-488-2415)

abram.dale@justiceadmin.org

(850-488-2415)

3/4/2014 JAC-BO

