



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM #014---14HR**

**TO:** Agency Administrators

**FROM:** Carolyn Horwich, J.D., Director of Human Resources

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** Criminal Conflict and Civil Regional Counsel Salary Increases

**DATE:** June 27, 2014

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The 2014 General Appropriations Act contains language that affects the Offices of Criminal Conflict and Civil Regional Counsel. Two salary provisions are addressed below.

1. Criminal Conflict and Civil Regional Counsels are each to have their salaries increased from \$99,000.00 to \$105,000.00, effective July 1, 2014.

Action step: Please submit a PAR, using BOMS code 29, to effectuate the salary increase. In the "Comments" section, please write, "Legislative mandate".

Deadline: The completed PARS must be submitted to [Payroll@justiceadmin.org](mailto:Payroll@justiceadmin.org) no later than regular payroll cutoff of July 21, 2014.

2. Each Assistant Regional Counsel and Assistant Regional Counsel Chief is granted a competitive pay adjustment of 2.5 percent of the employee's base rate of pay on June 30, 2014.

Action step: Please complete the attached Excel spreadsheet. Instructions from the Department of Management Services are included with the spreadsheet. Additionally, JAC has pre-populated columns A, B, and F for you. You must complete columns C, D, E, and G. Please remember to use the employee i.d. number, not the position number.

Deadline: The completed spreadsheet must be submitted to me at [Carolyn.Horwich@justiceadmin.org](mailto:Carolyn.Horwich@justiceadmin.org) no later than **noon on Tuesday, July 8, 2014.**

Thank you.