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**MEMORANDUM #017---13HR**

**TO:** Agency Administrators

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

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** Lump Sum Bonus Plan

**DATE:** June 21, 2013

The Government Appropriations Act, §8, Ch. 2013-40, L.O.F. (SB 1500), provides for \$600 bonuses for eligible employees. Specifically, the law states:

(b) Funds are provided in Specific Appropriation 1950A to allow each agency head, including the Chief Justice of the Supreme Court and the Board of Governors, to provide discretionary one-time lump sum bonuses of \$600 to eligible permanent employees in order to recruit, retain and reward quality personnel 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.

Section 110.1245(2), F.S., states that bonuses under this statute are payable in June of each year that funds are authorized in an appropriation specifically for bonuses. The statute requires that each agency submit to the Office of Policy and Budget ("OPB") in the Executive Office of the Governor a lump-sum bonus plan ("LSBP") no later than September of each year. Requirements for each plan are also set forth in the statute.

In September of 2012, the Justice Administrative Commission ("JAC") submitted to OPB all lump-sum bonus plans that we received from the agencies we administratively serve. Those plans were applicable for FY 2013-2014. That means the LSBPs that all agencies are required to submit to OPB by September 15, 2013, would be applicable for FY 2014-2015. Consequently, the LSBP applicable to the June 2014 bonus was the plan filed

September 2012, resulting in a significant time lag between the plan and its criteria and the actual bonus payment.

The Executive Office of the Governor is aware of this discrepancy and has indicated that it is amenable to allowing the LSBPs filed September 15, 2013, (meaning those for FY2014-2015) to be the controlling LSBP for the June 2014 bonus. OPB has also indicated that additional information will be forthcoming from the Department of Management Services with regard to this matter.

Some circuits have advised the JAC that they wish to amend their LSPB prior to their submission September 15, 2013. As an example of an LSPB, attached to this memorandum is JAC's plan, which has been amended to reflect recent law changes.

Please do not hesitate to contact me at [Carolyn.Horwich@justiceadmin.org](mailto:Carolyn.Horwich@justiceadmin.org) if you have questions. Thank you for your attention to this matter.

**JUSTICE ADMINISTRATIVE COMMISSION  
FY 2013-2014  
ANNUAL LUMP-SUM BONUS DISTRIBUTION PLAN**

The Justice Administrative Commission has developed a plan to implement provisions of s. 110.1245(2), F.S., for the establishment of an equitable performance bonus allocation process. Bonuses are subject to specific appropriation by the Legislature. This plan incorporates a process for peer input and other requirements contained in the statute. Employees will receive a performance evaluation from their supervisor on a periodic basis. The evaluation will be included as a basis for the supervisor to make recommendations for the bonus to the Executive Director or designee. The Executive Director or designee will make the final determination of those employees eligible for the bonus.

**ELIGIBILITY CRITERIA FOR BONUS DISTRIBUTION**

Under s. 110.1245(2)(b), F. S., to be eligible for a bonus, an employee must, for the current fiscal year:

1. Have been prior to July 1 of that fiscal year and have been continuously employed through the date of distribution;
2. Not have been on leave without pay consecutively for more than six months;
3. Have no sustained disciplinary action (written reprimand or higher);
4. Have demonstrated a commitment to the program 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. Have demonstrated initiative in work and have exceeded normal job expectations; and
6. Have modeled the way for others by displaying program values of fairness, cooperation, respect, commitment, excellence, honesty and teamwork.

**PROCESS AND STANDARDS**

A work unit is defined as a group of employees who work together to complete stated performance objectives. In general, a work unit may share a single supervisor, similar work description, and/or same physical work environment. The Executive Director or designee will determine the work unit.

Employees in each work unit will be provided the opportunity to provide comments regarding their peers to the Executive Director on a voluntary and anonymous basis. These comments will be deposited into a comment box to which only the Executive Director has a key. The Executive Director may use the peer input when selecting bonus recipients.

**Performance Evaluation Rating Scale:**

The performance evaluation rating scale that will be used is shown below:

<b>NUMERIC RANGE</b>	<b>OVERALL RATING</b>
4.50 – 5.00	Far exceeds expectations
3.50 – 4.49	Exceeds expectations
3.00 – 3.49	Meets expectations
2.50 – 2.99	Below expectations
2.49 and below	Unsatisfactory

**Bonus Distribution**

The Executive Director or designee will determine the number and distribution of available bonuses based on the supervisor’s rating and any appropriate peer input, not to exceed 35% of the total authorized positions.