



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
Toll Free FAX (866) 355-7906

www.justiceadmin.org

COMMISSIONERS

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

MEMORANDUM #023--13HR

TO: Agency Administrators

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

THROUGH: Rip Colvin, Executive Director

SUBJECT: Lump Sum Bonus Plan

DATE: August 13, 2013

This memorandum is a follow-up to Memorandum #017-13HR, issued June 21, 2013.

The Justice Administrative Commission (JAC) has received notification from the Executive Office of the Governor's Office of Policy and Budget that the attached Lump Sum Bonus Plan (LSBP) has been approved. Accordingly, all agencies administratively served by the JAC are free to use JAC's LSBP as a template. However, it is **critical** that offices with large staffs understand that any plan submitted must meet all statutory requirements, including the requirement that the peer input process **must** "affect the outcome of the bonus distribution." It is anticipated, therefore, that in order to comply with all statutory requirements, some offices may need to submit a LSBP slightly different than the one submitted by the JAC, particularly with regard to the peer input process.

Additionally, please note that all LSBPs must be submitted by the JAC to the Executive Office of the Governor by **September 15, 2013**.

Please do not hesitate to contact me at 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 employed 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:

| NUMERIC RANGE | OVERALL RATING |
|----------------------|--------------------------|
| 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.