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MEMORANDUM 032-15HR

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: Lump Sum Bonus Plans

DATE: August 3, 2015

Section 110.1245(2), F.S., 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 15 of each year. A LSBP must be submitted regardless of whether the Legislature has authorized bonuses for employees. The statute provides in part:

- (2) In June of each year, bonuses shall be paid to employees from funds authorized by the Legislature in an appropriation specifically for bonuses. Each agency shall develop a plan for awarding lump-sum bonuses, which plan shall be submitted no later than September 15 of each year and approved by the Office of Policy and Budget in the Executive Office of the Governor. Such plan shall include, at a minimum, but is not limited to:
- (a) A statement that bonuses are subject to specific appropriation by the Legislature.
 - (b) Eligibility criteria as follows:
 - 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.
 - (c) A periodic evaluation process of the employee's performance.
 - (d) A process for peer input that is fair, respectful of employees, and affects the outcome of the bonus distribution.

- (e) A division of the agency by work unit for purposes of peer input and bonus distribution.
- (f) A limitation on bonus distributions equal to 35 percent of the agency's total authorized positions. This requirement may be waived by the Office of Policy and Budget in the Executive Office of the Governor upon a showing of exceptional circumstances.

No statutory changes have been made to these provisions since your agency's most recent LSBP was submitted. However, **please note that the LSBP should reflect that it is for FY2016-2017**.

Please submit your plan directly to Carolyn Horwich at Carolyn.Horwich@justiceadmin.org so that we can meet the statutory deadline of **September 15, 2015**.

Please do not hesitate to contact me at (850)488-2415 if you have questions. Thank you for your attention to this matter.