



MEMORANDUM

TO: President John Thrasher
Provost Sally McRorie
Vice President Amy Hecht
Vice President Tom Jennings
Vice President Gary Ostrander
Vice President Janet Kistner
Deans, Directors, Department Heads

FROM: Renisha Gibbs, Associate Vice President and Finance & Administration Chief of Staff
Michael Lake, Chief Budget Officer, University Budgets

THRU: Kyle C. Clark, Vice President for Finance & Administration

SUBJECT: 2019-2020 Performance Bonus for In-Unit & Out-of-Unit Staff

DATE: October 7, 2019

This memorandum reflects provisions and instructions pertaining to the administration of a performance bonus for staff employees (A&P and USPS).

The University has reached agreement with the American Federation of State, County, and Municipal Employees (AFSCME) Bargaining Unit to implement the performance bonus for in-unit employees.

Any agreed upon salary increases for the Professional Health Care Unit (FNA) and the Law Enforcement Unit (PBA) employees have been implemented according to their respective collective bargaining agreements.

OPS employees are not included.

Intent:

The University will provide a one-time nonrecurring performance bonus to eligible employees equal to 1.5% of their annual base rate of pay. The performance bonus will be based on an employee's annual base rate of pay as of November 1, 2019, and will be reflected in the November 22, 2019, paycheck. The minimum of the bonus will be \$500.00 and the maximum bonus amount will be \$1,200.00, prorated based on an employee's full-time equivalency (FTE).

1.5% Performance Bonus:

- Employee eligibility for the 1.5% performance bonus will be determined by the following criteria:
 1. Employed by FSU (in a salaried position) on or before May 1, 2019, have continuous employment, and be in active status on November 1, 2019;
 2. At a minimum, the employee must have received a "Meets" or "Satisfactory" performance evaluation on the most recent performance evaluation or if no evaluation has been done, must be meeting his/her required performance standards;

3. A&P employees who have been given notice of non-renewal or contract cancellation
 4. or due to specific provisions in the Employment Agreement, are not eligible for the performance bonus; and
 5. Employees that have given notice of resignation are excluded from receiving the performance bonus.
- The performance bonus will be entered systematically. It will be the responsibility of the respective department to notify Tracey Pearson (tvpearson@fsu.edu) in Human Resources, in writing, of any employee who should not receive the performance bonus due to documented unsatisfactory work performance, non-renewal, contract cancellation, notice of resignation, or provisions in the Employment Agreement, by November 8, 2019. Human Resources will be responsible for communicating ineligible employees to the Budget Office and ERP.
 - Employees not in active status on November 1, 2019, but who return to active status before June 30, 2020, will receive the 1.5% performance bonus at the time they return to active status, as long as they meet all other eligibility criteria outlined above. It will be the department's responsibility to initiate the request for the performance bonus via the proper Human Resources guidelines and provide a funding source at that time.

Funding for Performance Bonus:

- **E&G Funded Employees:** The performance bonus for eligible employees whose salaries are funded through E&G sources will be funded by the University. OMNI fund codes include 110, 121, 210, and 211.
- **Non-E&G Funded Employees:** Eligible employees whose salaries are funded from contract, grant, auxiliary, student activities, technology fee, or financial aid non-E&G administrative funds may receive the performance bonus contingent on available funding. Current federal regulations allow institutional bonus programs to be direct charged to contracts and grants according to an employee's appropriate distribution of effort. Departments should notify the Budget Office in writing of any non-E&G budgets that will not have funds for the performance bonus as soon as possible.

Should you have questions, please contact Renisha Gibbs or Michael Lake.

Thank you.

cc: Jane Livingston Beverly Miller
Paul Harlacher David Coburn
Michael Williams Kerry Peluso
Angela McCausland Phaedra Harris
Carolyn Egan Lorrie Harvey
Gail Friedrich Tracey Pearson