



MEMORANDUM

TO: President Richard McCullough
Provost Sally McRorie
Vice President David Coburn
Vice President Amy Hecht
Vice President Janet Kistner
Interim Vice President Laurel Fulkerson
Interim Vice President Andy Jhanji
Deans, Directors, Department Heads

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

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

SUBJECT: 2021-2022 Base Salary Adjustment and Bonus for In-Unit & Out-of-Unit Staff

DATE: September 16, 2021

This memorandum outlines provisions and instructions pertaining to the administration of a base salary adjustment and bonus for A&P and USPS employees (OPS employees excluded). The University has reached agreement with the American Federation of State, County, and Municipal Employees (AFSCME) to implement the salary adjustment and bonus for in-unit employees.

Any ratified salary adjustments for the Professional Health Care Unit (FNA) and the Law Enforcement Unit (PBA) employees will be implemented according to their respective collective bargaining agreements.

Intent:

The University will implement a base salary adjustment, effective September 17, 2021, to bring salaried employees' annual base rate of pay to a minimum of \$25,056.00 (\$12.00 per hour).

The University will also issue a one-time, nonrecurring bonus to eligible employees equal to 3% of their annual base rate of pay as of October 29, 2021. The minimum bonus amount will be \$2,000.00, prorated based on an employee's full-time equivalency (FTE). The bonus will be reflected in the November 19, 2021, paycheck.

Base Salary Adjustment:

- Salaried employees earning less than \$25,056.00 will receive a pay adjustment to bring their annual base salary to \$25,056.00 based on a 1.0 full-time equivalency. The salary adjustment will be effective September 17, 2021, based on an employee's September 16, 2021, annual base rate of pay.

Human Resources will initiate the salary adjustment for all impacted employees.

Eligibility: 3% University Bonus:

Eligible employees (must meet all criteria):

- Continuously employed by FSU, in a salaried position, on or before April 30, 2021;
- Designated as “Active” payroll status on October 29, 2021; and
- At a minimum, rated as “Satisfactory” on the most recent performance evaluation. Absent a current performance evaluation, the employee must be meeting required performance standards.

Ineligible employees:

- A&P employees who have received notice of non-renewal or contract cancellation.
- Employees with specific provisions in the Employment Agreement that disqualify them from receiving a bonus.
- Employees who have given notice of resignation with an effective date on or before December 31, 2021, excluding official retirees, are ineligible for the bonus.
- The bonus will be entered through an automated process. It is the responsibility of the appropriate department representative to notify Tracey Pearson via email (tvpearson@fsu.edu) of any employee who is not eligible to receive the bonus due to any of the reasons outlined above by October 28, 2021. Human Resources will be responsible for reporting ineligible employees to the Budget Office and ERP.
- Employees not in “Active” payroll status on October 29, 2021, who return to active status before June 30, 2022, will receive the 3% bonus upon their return to active status contingent upon meeting all other eligibility criteria outlined above. If an ineligible employee meets performance standards after the bonus implementation date and on or before June 30, 2022, the employee shall receive the one-time, nonrecurring bonus. It will be the department’s responsibility to initiate the request for the bonus by submitting an Additional Pay Form.

Funding for Salary Adjustment and University Bonus:

- **E&G Funded Employees:** The 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.
- **E&G Carryforward Funded Employees:** E&G Carryforward funded employees will be funded from the unit’s Carryforward resources. OMNI fund codes include 126, 140, 240, and 241.
- **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 bonus contingent on available funding. Current federal regulations allow institutional bonus programs to be directly charged to contracts and grants according to an employee’s appropriate distribution of effort. Departments should notify Katie Perkins via email (kperkins@fsu.edu) of any non-E&G budgets that will not have funds for the bonus no later than October 15, 2021.

Should you have questions, please contact Renisha Gibbs or Katie Perkins.

Thank you.

cc: Rick Burnette Beverly Miller
Paul Harlacher Michael Williams
Kerry Peluso Phaedra Harris
Carolyn Egan Gail Friedrich
Cinnamon Gallatin Tracey Pearson