



MEMORANDUM

TO: President Richard McCullough
Provost Jim Clark
Vice President Michael Alford
Vice President Carolyn Egan
Vice President Amy Hecht
Vice President Janet Kistner
Vice President Marissa Langston
Vice President Stacey Patterson
Vice President Marla Vickers
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, Senior Vice President for Finance & Administration

SUBJECT: 2024-2025 Staff Market Adjustment

DATE: June 6, 2024

This memorandum outlines provisions and instructions pertaining to the administration of a 3% market adjustment for A&P and USPS employees. OPS employees are excluded.

Any salary increases 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 the 3% market adjustment effective July 1, 2024. The minimum increase will be \$1,000. The increase will be based on the June 30, 2024, base rate of pay.

3% Market Adjustment:

Eligible employees (must meet all criteria):

- Continuously employed by FSU, in a salaried position, on or before January 3, 2024;
- Designated as “Active” payroll status on June 30, 2024; 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 the market adjustment.

The market adjustment 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) no later than June 27, 2024, of any employee who is not eligible to receive the market adjustment based on the specific provisions in the Employment Agreement that disqualify them from receiving the adjustment. Human Resources will be responsible for reporting ineligible employees to the Budget Office and ERP.

Employees not in “Active” payroll status on June 30, 2024, who return to active status before June 30, 2025, will receive the 3% market adjustment upon their return to active status contingent upon meeting all other eligibility criteria outlined above but not retroactively. If an ineligible employee meets performance standards after the implementation date and on or before June 30, 2025, the employee shall receive the market adjustment at that time but not retroactively. In either case, it will be the department’s responsibility to initiate the request for the adjustment by submitting an ePAF.

Funding for Market Adjustment:

- **E&G Funded Employees:** The market adjustment 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 Auxiliary, Designated, or Restricted non-E&G administrative funds may receive the market adjustment contingent on available funding. Departments should notify Katie Perkins via email (kperkins@fsu.edu) of any non-E&G budgets that will not have funds for the market adjustment no later than June 27, 2024.

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

Thank you.

cc: Jonathan Fozard Jerris Edwards Kerry Peluso
Paul Harlacher Michael Williams Shelley McLaughlin
Gail Friedrich Tracey Pearson