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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: 2025-2026 Staff Market Adjustment & Bonus

DATE: September 8, 2025

This memorandum outlines provisions and instructions pertaining to the administration of a 2.25% market adjustment and a one-time, non-recurring bonus for A&P and USPS employees. OPS employees are excluded.

Any salary increases for the Law Enforcement Unit (PBA) employees will be implemented according to their respective collective bargaining agreement.

Intent:
The University will implement the 2.25% market adjustment effective September 26, 2025. The increase will be based on each employee's June 30, 2025, base rate of pay and will be included in paychecks beginning October 17, 2025.

In addition to the market adjustment, employees will receive a one-time, non-recurring bonus of $1,000, prorated based on their full-time equivalency (FTE). This bonus will be effective November 21, 2025, and included in the December 12, 2025, paycheck.

2.25% Market Adjustment Criteria:
Eligible employees (must meet all criteria):
- Continuously employed by FSU, in a salaried position, on or before January 6, 2025;
- Designated as "Active" payroll status on September 25, 2025; and

- Rated as "Satisfactory" or higher on the most recent performance evaluation. If no current evaluation is available, the employee must be meeting the required performance standards.

$1,000 Bonus Criteria:

Eligible employees (must meet all criteria):

- Continuously employed by FSU, in a salaried position, on or before January 6, 2025;
- Designated as "Active" payroll status on or before December 4, 2025; and
- Rated as "Satisfactory" or higher on the most recent performance evaluation. If no current evaluation is available, the employee must be meeting the required performance standards.

Ineligible employees:

Employees in the following categories are ineligible for the salary adjustment and one-time bonus:

- 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 or bonus.

Employees in the following categories are ineligible for the one-time bonus:

- Employees who have given notice of resignation.

The market adjustment and 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) no later than September 22, 2025, of any employee who is not eligible to receive the market adjustment or bonus based on the specific provisions in the Employment Agreement that disqualify them from receiving the adjustment or bonus. Human Resources will be responsible for reporting ineligible employees to the Budget Office and ERP.

Employees who are not in "Active" payroll status as of September 25, 2025, for the salary adjustment or December 4, 2025, for the non-recurring bonus, but return to active status before June 30, 2026, will receive the 2.25% market adjustment and one-time bonus (if eligible) when they return, provided they meet all other eligibility criteria outlined above.

Similarly, if an employee was initially ineligible due to performance standards but later meets those standards on or before June 30, 2026, they will receive the market adjustment and one-time bonus (if eligible) at that time.

In both situations, no adjustments will be made retroactively. It is the department's responsibility to initiate the request by submitting an ePAF.

Funding for Market Adjustment and Bonus:

- **E&G Funded Employees:** The market adjustment and bonus for eligible employees whose salaries are funded through E&G sources will be funded by the University. The Budget Office will process related budget transfers immediately following the effective dates outlined above. 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 by Auxiliary, Designated, or Restricted non-E&G administrative funds may receive the market adjustment and bonus (if eligible) 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 or bonus no later than September 22, 2025. The Budget Office will contact departmental budget managers regarding related non-E&G budget adjustments prior to the end of the calendar year.

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
	Tracey Pearson	Jessica King	Angela Crosby