



RON DESANTIS  
GOVERNOR

STATE OF FLORIDA

# Office of the Governor

THE CAPITOL  
TALLAHASSEE, FLORIDA 32399-0001

www.flgov.com  
850-717-9418

**Memo# 23-044**

## MEMORANDUM

**To:** The Agency Addressed

**From:** Chris Spencer, Director *cms*  
Office of Policy and Budget

**Subject:** Salary Rate Analysis

**Date:** June 27, 2023

For Fiscal Year 2023-24, the Office of Policy and Budget (OPB) requests state agencies and the judicial branch submit a salary rate analysis for each quarter of the fiscal year. Annual salary rate should be monitored at least at the budget entity level and managed at a lower organizational level as appropriate.

It is incumbent on the agency within its internal management control to track and monitor salary rate throughout the fiscal year to avoid the need for additional rate which would require approval by the Legislative Budget Commission (LBC) per s. 216.181(10)(a), Florida Statutes. In addition, pursuant to s. 216.292(2)(a)3, Florida Statutes, any agency exceeding salary rate established pursuant to s. 216.181(8) on June 30 of any fiscal year will not be authorized to make transfers.

Therefore, to aid agencies in their salary rate management, a periodic salary rate analysis will allow agencies to demonstrate their salary rate usage within their authorized salary rate and assist with the anticipated hiring actions, merit pay increases and other impending salary rate needs.

As outlined in the attached template, at a minimum, the salary rate analysis must include the following:

- A summary that lists by budget entity, the total salary rate by the close of the fiscal year on June 30, the beginning total authorized salary rate on July 1, actual rate usage, vacant rate, anticipated rate, number of filled and vacant positions, and other pending position and rate actions (including budget amendments).
- The summary should accompany position details at the budget entity level (i.e., People First rate report), and identify any legislative actions; including the five percent statewide pay adjustment and any special pay adjustments per Section 8 of the GAA. If a vacant position will be filled above the minimum, please use the anticipated hiring salary rate in the analysis.

Memo #23-044

Page 2

The salary rate analysis should be submitted to OPB by the last business day of each quarter, the first report is due by **Friday, September 29, 2023**. If you have any questions concerning this matter, please contact the Office of Policy and Budget analyst assigned to your agency.

CMS/kst

Attachments

cc: Policy Coordinators