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MEMORANDUM HR08-2022

To: Agency Administrators
From: Carolyn Horwich, Esq., Director of Human Resources
Subject: Pay Increases
Date: June 10, 2022

This Memorandum introduces two documents just released by the Department of Management Services.

The first document is a *Summary of Employee Compensation and Benefits for Fiscal Year 2022-2023*. Please note that the document is directed to State Personnel System agencies only. This is why State Attorney Investigators (as well as Law Enforcement Officers with the Department of Lottery and the State Court System) are not mentioned. However, much of the content, including the Calculation Method, applies to Justice Administration as well.

The second document, *GC 320, July 1, 2022, Pay Increases--Processing Mass Loads in People First*, gives explicit instructions on how to complete the mass upload templates. Although some of the text is highlighted, *please* read the entire document very closely as it contains some new steps regarding the templates.

As we anticipated, the turnaround time for your office to return the template to JAC is very short – no more than three (3) days. In order to cut down on errors, the directions in GC 320 must be followed.

Please start reviewing the documents and submit any questions you have. We are here to assist you.

Thank you.

MEMORANDUM

TO: State Personnel System Human Resource Officers

FROM: Constance Brock, Chief of State Workforce Design and Compensation Programs
Division of State Human Resource Management

DATE: June 10, 2022

SUBJECT: Summary of Employee Compensation and Benefits for Fiscal Year 2022-2023

Section 8 of the General Appropriations Act (GAA) provides instructions for implementing the Fiscal Year 2022-2023 salary and benefit adjustments. For agency-specific questions regarding implementation, please contact the Governor's Office of Policy and Budget. **The following is a summary of the Section 8 provisions as they pertain to the State Personnel System (SPS):**

General Provisions

Unless otherwise specified in section 8, references to an "eligible" employee refer to an employee who is, at a minimum, meeting his or her required performance standards, if applicable. If an ineligible employee achieves performance standards subsequent to the salary implementation date, but on or before the end of the fiscal year, the employee may receive the increase; however, the increase shall be effective on the date the employee becomes eligible but not retroactively. In addition, any salary increase or bonus provided under section 8 shall be pro-rated based on the full-time equivalency of the employee's position. Employees classified as Other Personal Services (OPS) employees are not eligible for an increase.

Note: Since the increases are effective July 1, 2022, employees who are not on a corrective action plan as of June 30, 2022, are considered eligible.

The minimums and maximums for each pay grade and pay band shall be adjusted upward commensurate with the increases provided in Section 8, subsection (1) of the GAA related to employee compensation and the minimum wage increase. The provisions of subsection (2) related to special pay issues will not impact the minimums and maximums of each pay grade and pay band. All eligible employees shall receive the increases

specified in section 8, even if the implementation of such increases results in an employee's salary exceeding the adjusted pay grade maximum.

Provisions set forth within Section 8 of the GAA that increase the minimum salaries shall apply to newly hired positions effective July 1, 2022.

Inflation Pay Adjustments

Effective July 1, 2022, each eligible employee's June 30, 2022, base rate of pay shall be adjusted by 5.38 percent to address rising inflation. The inflation pay adjustment shall apply to each eligible employee in the Career Service, the Selected Exempt Service, the Senior Management Service, and each non-career service employee of the Florida School for the Deaf and the Blind. OPS employees are not eligible for the inflation pay adjustment. This inflation pay adjustment shall be made before any other adjustments authorized in paragraph (1)(c) or subsection (2) of section 8.

Calculation Method: Each eligible employee's June 30, 2022, base rate of pay shall be increased by 5.38% to account for the Inflation Pay Adjustment.

Minimum Wage Increase

Effective July 1, 2022, the State Personnel System minimum wage shall increase to \$15.00 per hour for eligible employees. For the purposes of this adjustment, the term "eligible employee" includes:

- An employee filling an established position in the Career Service, the Selected Exempt Service, the Senior Management Service, and a non-career service employee of the Florida School for the Deaf and the Blind; and
- An employee filling a position funded through the OPS appropriations categories

Note: The definition of "eligible employee" for this issue differs from the definition applied broadly to Section 8. Therefore, performance standards or the presence of a corrective action plan is not relevant.

Calculation Method: Each eligible employee whose Inflation Pay Adjustment results in a base rate of pay of less than \$15.00 per hour shall have their hourly base rate of pay increased to \$15.00 per hour. Each OPS employee making less than \$15.00 per hour as of June 30, 2022, shall have their hourly rate of pay increased to \$15.00 per hour.

Special Pay Issues

Note: For the purposes of defining calculation methods for Special Pay Issues, the term "Initial Adjusted Rate" refers to the employee's June 30 base rate of pay after the 5.38% inflation pay adjustment and minimum wage increase has been applied.

a. State Law Enforcement Officers

Effective July 1, 2022, the minimum annual base rate of pay for eligible employees who are sworn law enforcement officers is \$50,000. Each eligible sworn law enforcement officer shall receive a special pay adjustment equal to the increase necessary to attain the minimum annual base rate of pay of \$50,000, or an additional 5.0 percent increase to the officer's Initial Adjusted Rate, whichever is greater. For the purposes of this increase, the term "sworn law enforcement officer" means (1) each unit employee in the law enforcement collective bargaining unit, special agent collective bargaining unit, and Florida Highway Patrol collective bargaining unit; and (2) each non-unit employee in one of the following position classifications certified as a law enforcement officer pursuant to section 943.13, Florida Statutes:

1. Department of Agriculture and Consumer Services
Law Enforcement Lieutenant (8522); Law Enforcement Captain (8525); Law Enforcement Major (8526); Director of Agricultural Law Enforcement (8542); Assistant Director of Law Enforcement (8551); Law Enforcement Major (8630); Law Enforcement Captain (8632); Chief of Uniform Services (7858); and Chief of Investigative Services (7788).
2. Department of Business and Professional Regulation
Law Enforcement Lieutenant (8522); Law Enforcement Major (8630); and Law Enforcement Captain (8632).
3. Department of Environmental Protection
Law Enforcement Lieutenant (8522) and Law Enforcement Captain (8632).
4. Department of Financial Services
Chief Workers' Compensation Fraud (7957); Chief General Fraud (7958); Chief Fire and Arson Investigations (7962); Law Enforcement Lieutenant (8522); Law Enforcement Major (8630); Law Enforcement Captain (8632); Assistant Director of Insurance Fraud (9776); and Director of Insurance Fraud (9779).
5. Department of Highway Safety and Motor Vehicles
Law Enforcement Lieutenant (8522); Law Enforcement Major(8626), Law Enforcement Captain (8632); Deputy Director of Florida Highway Patrol (7932); Chief of Florida Highway Patrol (7981); and Director of Florida Highway Patrol (9762).
6. Department of Law Enforcement
Law Enforcement Lieutenant (8522); Director of Investigations (8529); Chief of Investigations (8530); Special Agent Supervisor (8584); Inspector (8590); Chief of Law Enforcement Services (8383); Director of Capitol Police (9736); Director, Criminal Justice Prof. Program (9828); and Assistant Executive Director (9883).

7. Department of Legal Affairs
Law Enforcement Lieutenant (8522); Law Enforcement Captain (8525); Law Enforcement Major (8630); Law Enforcement Captain (8632); and Director of Law Enforcement Relations, Victim Services and Criminal Justice (7949).
8. Fish and Wildlife Conservation Commission
Law Enforcement Lieutenant (8522); Law Enforcement Captain (8525); Law Enforcement Manager (8565); Law Enforcement Program Administrator (8798); Law Enforcement Section Leader (9154); Deputy Director of Law Enforcement (9498); and Director of Law Enforcement (9694).
9. Florida School for the Deaf and the Blind
Law Enforcement Lieutenant (8522) and Security and Law Enforcement Chief (8520).

Calculation Method: The base rate of pay shall be increased to the greater of \$50,000 or the Initial Adjusted Rate plus 5%.

b. Correctional and Probation Officers

1. Class Annual Minimums

Effective July 1, 2022, the Department of Corrections shall adjust the minimum annual base rate of pay to the levels listed below for each eligible employee in one of the following position classifications:

Correctional Officer (8003).....	41,600
Correctional Officer Sergeant (8005)	45,760
Correctional Officer Lieutenant (8011)	52,624
Correctional Officer Captain (8013)	57,886
Correctional Probation Officer (8036)	41,600
Correctional Probation Senior Officer (8039)	47,840
Correctional Probation Specialist (8040).....	47,840
Correctional Probation Supervisor (8045).....	52,624
Correctional Probation Senior Supervisor (8046)	57,886
Inspector (8026).....	48,000
Senior Inspector (8028)	55,000
Inspector Supervisor (8029).....	67,000

Calculation Method: Each eligible employee's base rate of pay shall be increased to the greater of the minimum rate for the assigned class or the Initial Adjusted Rate.

2. Correctional Officer-Retention Pay

Effective July 1, 2022, the Department of Corrections shall also grant a special pay adjustment to the annual base rate of pay for employees in the

classes listed above, the Correctional Officer Major (8015) class, and the Correctional Officer Colonel (8017) class, based on years of combined continuous service in any of these classifications.

At least two years but no more than five years	\$1,000
At least five years but no more than eight years	\$1,500
At least eight years of service	\$2,500

Calculation Method: After the increase described in Class Annual Minimums above, an additional adjustment shall be applied to eligible employees in these classes based on combined continuous service. The combined continuous service is calculated based on the total continuous years in any of the included classes as of June 30, 2022.

3. Correctional Officer-Compression Pay

Effective July 1, 2022, in addition to the inflation pay adjustment, the Department of Corrections shall grant special pay adjustments to address compression issues for institutional and community corrections management positions that were not included in those listed in other provisions related to certified correctional officers. The department is required to submit a budget amendment including a detailed spending plan for this issue.

c. Institutional Security Specialists

Effective July 1, 2022, the Department of Children and Families and the Agency for Persons with Disabilities shall increase the minimum annual base rate of pay to \$41,600 for eligible employees who are employed as an institutional security specialist. Each institutional security specialist shall receive a special pay adjustment equal to the amount necessary to attain the greater of the minimum annual base rate of pay (\$41,600) or an additional 5.0 percent increase of the base rate of pay after the inflation adjustment has been applied. For the purposes of this paragraph, the term "institutional security specialist" includes an employee in one of the following position classifications:

Institutional Security Specialist (8237); Institutional Security Specialist II (8238); Institutional Security Specialist Shift Supervisor (8240); and Institutional Security Chief (8243).

Calculation Method: Each eligible employee's base rate of pay shall be increased to the greater of \$41,600 or the Initial Adjusted Rate plus 5%.

d. Juvenile Detention and Probation Officers

Effective July 1, 2022, in addition to the inflation pay adjustment, the Department of Juvenile Justice shall increase the minimum base rate of pay for juvenile detention and probation officers to the levels listed below. For purposes of this

paragraph, "juvenile detention and probation officer" means an eligible employee in one of the following position classifications:

Juvenile Detention Officer I (5711)	\$39,520
Juvenile Detention Officer II (5712)	\$41,288
Juvenile Detention Officer Supervisor-SES (5713)	\$43,139
Juvenile Probation Officer (5965)	\$41,600
Senior Juvenile Probation Officer (5966)	\$43,576
Juvenile Probation Officer Supervisor-SES (5967)	\$45,635

Calculation Method: Each eligible employee's base rate of pay shall be increased to the greater of the minimum rate for the assigned class or the Initial Adjusted Rate.

e. State Firefighters

Effective July 1, 2022, in addition to the inflation pay adjustment the minimum annual base rate of pay for eligible employees who are employed as state firefighters shall be increased to \$41,600. For the purposes of this paragraph, "state firefighter" means (1) each unit employee in the fire services collective bargaining unit; and (2) each non-unit employee in one of the following position classifications:

Department of Agriculture and Consumer Services
Forest Area Supervisor (7622); Forestry Operations Administrator (7634); Forestry District Manager (7635); Forestry Program Administrator (7636); Forestry Center Manager (7637); Assistant Chief - Forestry (7638); Deputy Chief of Forestry (7639); Assistant Director of Forestry (7820); and Director of Forestry (9620).

Calculation Method: Each eligible employee's base rate of pay shall be increased to the greater of the minimum rate of \$41,600 or the Initial Adjusted Rate.

f. Department of Veterans' Affairs Nurses

Effective July 1, 2022, in addition to the inflation pay adjustment, the Department of Veterans' Affairs may develop and implement salary and recruitment incentives for nurses. The department is required to submit a budget amendment including a detailed spending plan for this issue.

g. Children's Legal Services

Effective July 1, 2022, in addition to the inflation pay adjustment, the Department of Children and Families shall increase base salaries of eligible employees of Children's Legal Services in the following position classifications:

Appellate Attorney, Lead Trial Attorney, Senior Attorney (7738); Attorney (7736); Government Operations Consultant or Operations & Management Consultant

(2234); Managing Attorney or Supervising Attorney (7743); Paralegal Specialist (7703); and Regional Director/Chief Legal Counsel (7741).

h. Department of Management Services

Effective July 1, 2022, in addition to the inflation pay adjustment, the Department of Management Services, Division of Retirement, shall provide critical salary market adjustments for eligible employees in the following position classifications:

Support Services Administrator-SES (0765); Benefits Administrator-SES (1244); Senior Benefits Technician (1238); Benefits Specialist (1239); Benefits Program Analyst (1241); Senior Benefits Analyst (1242); and Government Analyst I (2224).

i. Medical Quality Assurance-Attorneys

Effective July 1, 2022, in addition to the inflation adjustment, the Department of Health shall grant special pay adjustments for attorneys in the Division of Medical Quality Assurance, as proposed in the department's legislative budget request. (Issue Code 4600A10)

j. Department of Revenue

Effective July 1, 2022, in addition to the inflation pay adjustment, the Department of Revenue shall provide critical salary market adjustments for eligible employees in the following position classifications:

Appraiser II (4472); Appraiser Specialist (4473); Appraiser Supervisor-Ad Valorem-SES (4474); Legal Assistant (3126); Operations Analyst I (2209); Operations Analyst II (2212); Quality Control Analyst (5890); Regional Manager (8508); Revenue Administrator I-SES (1616); Revenue Administrator II-SES (1618); Revenue Administrator III-SES (1620); Revenue Manager-SES (1702); Revenue Service Center Manager I-SES (1631); Revenue Service Center Manager II-SES (1632); Revenue Specialist I (1699); Revenue Specialist II (1700); Revenue Specialist III (1701); Senior Appraiser (4461); Tax Audit Supervisor-SES (1512); Tax Auditor I (1503); Tax Auditor II (1506); Tax Auditor III (1509); Tax Auditor IV (1510); Tax Auditor V (1511); Tax Specialist I (1703); and Tax Specialist II (1704).

k. Department of Business and Professional Regulation-Attorneys

Effective July 1, 2022, the Department of Business and Professional Regulation shall increase the minimum base rate of pay for Senior Attorneys (7738) to \$58,223, and Condominium Arbitration Senior Attorneys (7738) to \$60,231.

Calculation Method: Each eligible employee's base rate of pay shall be increased to the greater of the minimum rate corresponding with the assigned class and working title or the Initial Adjusted Rate.

I. Office of Financial Regulation

Effective July 1, 2022, in addition to the inflation pay adjustment, the Office of Financial Regulation shall increase base salaries of examiners, analysts, and investigators in the following position classifications:

Area Financial Manager-SES (1584); Financial Control Analyst (1567); Financial Examiner/Analyst I (1554); Financial Examiner/Analyst II (1564); Financial Investigator (8324); Financial Investigator-Criminal Enforce (8325); Financial Investigator-Economic Crimes (8326); Financial Specialist (1566); Senior Financial Investigator (8351); and Senior Management Analyst II-SES (2225).

m. Administrative Law Judges

Effective July 1, 2022, the Division of Administrative Hearings shall increase the annual base rate of pay of Administrative Law Judges (class codes 7722 and 9611) to \$140,000.

Calculation Method: Each eligible employee's base rate of pay shall be increased to the greater of \$140,000 or the Initial Adjusted Rate.

n. Department of Legal Affairs Attorneys

Effective July 1, 2022, in addition to the inflation pay adjustment, the Department of Legal Affairs shall grant special pay adjustments for eligible employees in the following position classifications:

Assistant Statewide Prosecutor - Special Counsel (6120); Assistant Attorney General (7746); Senior Assistant Attorney General (7747); Assistant Statewide Prosecutor-General Counsel (8115); Assistant Statewide Prosecutor - Attorney (8681); Assistant Statewide Prosecutor- Senior Attorney (8682); Assistant Statewide Prosecutor - Deputy (8821); Assistant Statewide Prosecutor - Chief Assistant (9191); Statewide Prosecutor (9059); Solicitor General (9462); Special Counsel - Assistant Attorney General (7165); Attorney - Assistant Attorney General (7737); Attorney Supervisor - Assistant Attorney General (7744); Chief - Assistant Attorney General (7748); and Director of Consumer Protection (7956).

o. Department of Transportation

1. Effective July 1, 2022, in addition to the inflation pay adjustment, the Department of Transportation may grant market-based special pay increases to eligible employees to address employee recruitment and retention. The department is required to submit a budget amendment including a detailed

spending plan for this issue.

2. Effective July 1, 2022, the base rate of pay for the Secretary of the Department of Transportation shall be increased to \$270,000.

Other Benefits

The following items shall be implemented in accordance with the provisions of the GAA and with the applicable negotiated collective bargaining agreement:

- The state shall provide up to six (6) credit hours of tuition-free courses per term at a state university or Florida College System institution to full-time employees on a space-available basis as authorized by law.
- The state shall continue to reimburse, at current levels, for the replacement of personal property.
- Each agency, at the discretion of the agency head, may expend funds for bar dues and for legal education courses for employees who are required to be a member of the Florida Bar as a condition of employment.
- The state shall continue to provide, at current levels, clothing allowances and uniform maintenance, and shoe allowances.
- All state branches, departments, and agencies which have established or approved personnel policies for the payment of accumulated and unused annual leave, shall not provide payment which exceeds a maximum of 480 hours of actual payment to each employee for accumulated and unused annual leave.
- Upon termination of employees in the Senior Management Service, Selected Exempt Service, or in positions with comparable benefits, payments for unused annual leave credits accrued on the member's last anniversary date shall be prorated at 1/12th of the last annual amount credited for each month, or portion thereof, worked subsequent to the member's last anniversary date.

Note: Information related to health, life, and disability insurance is provided on the Division of State Group Insurance website.

Retirement Employer Contribution Rates

The uniform contribution rate system for retirement will continue. Therefore, your agency pays the same contribution rates by membership class or subclass for members under both plans. See [Information Release 2022-221](#) for more information that can be found under Information Releases on the Employers page of the Division of Retirement's website at www.frs.myflorida.com.

Pay Additives and Other Incentive Programs

The following pay additives and other incentive programs are authorized for the 2022-2023 fiscal year from existing agency resources consistent with provisions of sections 110.2035 and 216.251, F.S., the applicable Department of Management Services administrative rules, and negotiated collective bargaining agreements:

- Each agency is authorized to continue to pay, at the levels in effect on June 30, 2007, on-call fees and shift differentials as necessary to perform normal operations of the agency.
- Each agency that had a training program in existence on June 30, 2006, which included granting pay additives to participating employees, is authorized to continue such training program for fiscal year 2022-2023. Such additives shall be granted under the provisions of law, administrative rules, and collective bargaining agreements.
- Each agency is authorized to continue to grant temporary special duties pay additives to employees assigned additional duties as a result of another employee being absent from work pursuant to the Family and Medical Leave Act or authorized military leave. The notification process described in Section 110.2035 (7)(b), F.S., does not apply to these additives.
- Each agency is authorized to continue to grant merit pay increases based on the employee's exemplary performance as evidenced by a performance evaluation conducted pursuant to Chapter 60L-35, Florida Administrative Code, or a similar performance evaluation applicable to other pay plans.
- Contingent upon the availability of funds and at the agency head's discretion, each agency is authorized to grant a temporary special duties pay additive, of up to 15 percent (15%) of the employee's base rate of pay, to each employee temporarily deployed to a facility or area closed due to emergency conditions from another area of the state that is not closed.
- The Fish and Wildlife Conservation Commission may continue to grant temporary special duty pay additives to law enforcement officers who perform additional duties as K-9 handlers, regional recruiters/media coordinators, and breath test operators/inspectors, and may grant temporary special duty pay additives to law enforcement officers who perform additional duties as offshore patrol vessel crew members, special operations group members, and long-term covert investigations.
- The Fish and Wildlife Conservation Commission is authorized to grant critical market pay additives to employees residing in and assigned to Lee County, Collier County, Monroe County, Broward County, or Miami-Dade County, at the levels that the employing agency granted salary increases for similar purposes prior to July 1, 2006. These pay additives shall be granted only during the time in which the employee

resides in, and is assigned duties within, these counties. In no instance may the employee receive an adjustment to the employee's base rate of pay and a critical market pay additive based on the employee residing in and being assigned in the specified counties.

- The Fish and Wildlife Conservation Commission may provide a duty officer shift differential pay additive of 10 percent and a midnight shift differential of 15 percent to duty officers who are assigned to work those respective shifts.
- The Department of Highway Safety and Motor Vehicles is authorized to grant critical market pay additives to sworn law enforcement officers residing in and assigned to:
 1. Lee County, Collier County, or Monroe County, at the levels that the employing agency granted salary increases for similar purposes prior to July 1, 2006;
 2. Hillsborough, Orange, Pinellas, Duval, Marion, and Escambia counties at \$5,000, or, in lieu thereof, an equivalent salary adjustment that was made during Fiscal Year 2015-2016;
 3. Alachua, Baker, Brevard, Clay, Charlotte, Flagler, Indian River, Manatee, Martin, Nassau, Osceola, Pasco, Sarasota, Santa Rosa, Seminole, St. Johns, St. Lucie, and Volusia counties at \$5,000.

These critical market pay additives and equivalent salary adjustments may be granted only during the time in which the employee resides in, and is assigned to duties within, those counties. In no instance may the employee receive an adjustment to the employee's base rate of pay and a critical market pay additive based on the employee residing in and being assigned in the specified counties.

- The Department of Highway Safety and Motor Vehicles may grant special duty pay additives of \$2,000 for law enforcement officers who perform additional duties as K-9 handlers; felony officers; criminal interdiction officers; criminal investigation and intelligence officers; new recruit background checks and training, and technical support officers; drug recognition experts; hazardous material squad members; compliance investigation squad members; motorcycle squad members; Quick Response Force Team; Honor Guard; or Florida Advanced Investigation and Reconstruction Teams.
- The Department of Highway Safety and Motor Vehicles may provide a critical market pay additive of \$1,300 to non-sworn Florida Highway Patrol personnel working and residing in Miami-Dade and Broward counties for class codes 0108, 2236, 6466, 0162, 0045, 3142, and 0004. These critical market pay additives shall be granted only during the time in which the employee resides in, and is assigned to duties within, these counties.

- The Department of Highway Safety and Motor Vehicles is authorized to grant a critical market pay additive of \$5,000 per year to non-sworn Florida Highway Patrol personnel for class codes 8407, 8410, 8417, and 8513 working and residing in the following counties: Duval, Nassau, Baker, Clay, St. Johns, Hillsborough, Polk, Pinellas, Manatee, Pasco, Lee, Charlotte, Glades, Hendry, Collier, Miami-Dade, Monroe, Palm Beach, Martin, Broward, Seminole, Orange, Lake, Osceola, and Brevard. This additive shall be granted only during the time in which the employee resides in and is assigned to duties within.
- The Department of Highway Safety and Motor Vehicles is authorized to grant a critical market pay additive of \$5,000 per year to Motorist Services personnel for class codes 9000 and 9002 working and residing in Miami-Dade and Broward counties. This additive shall be granted only during the time in which the employee resides in and is assigned to duties within those counties. In addition, Motorist Services personnel for class code 9018 with the working class title of Community Outreach Specialist shall also receive a \$5,000 critical market pay additive per year.
- The Department of Highway Safety and Motor Vehicles is authorized to continue to grant a pay additive of \$162.50 per pay period for law enforcement officers assigned to the Office of Motor Carrier Compliance who maintain certification by the Commercial Vehicle Safety Alliance.
- The Department of Transportation is authorized to continue its training program for employees in the areas of transportation engineering, right-of-way acquisition, relocation benefits administration, right-of-way property management, real estate appraisal, and business valuation under the same guidelines established for the training program prior to June 30, 2006.
- The Department of Transportation is authorized to grant a pay additive of \$2.00 per hour for incident management services performed for critical coverage areas on the state highway system during nonstandard work hours, including nights and weekends.
- The Department of Corrections may continue to grant hazardous duty pay additives, as necessary, to those employees assigned to their institutions' Rapid Response Teams (including the baton, shotgun, and chemical agent teams) and the Correctional Emergency Response Teams.
- The Department of Corrections may continue to grant a temporary special duties pay additive of up to ten percent (10%) of the employee's base rate of pay for each certified Correctional Officer (class code 8003); certified Correctional Officer Sergeant (class code 8005); certified Correctional Officer Lieutenant (class code 8011); and certified Correctional Officer Captain (class code 8013). For purposes of determining eligibility for this special pay additive, the term "certified" means the employee has obtained a correctional mental health certification as provided through the department. To be certified, a correctional officer must: (a) initially complete 5 courses consisting of a

total of 54 hours of instruction taught by a department instructor with a correctional officer behavioral mental health certification through the American Correctional Association; (b) upon completing that instruction, satisfactorily pass a department examination; and (c) twice each year satisfactorily complete 16 additional hours of training and an examination, including in the year the correctional officer satisfies (a) and (b). The courses and training must educate correctional officers in identifying symptoms of mental illness in prisoners while helping to foster a safer environment for inmates with mental illness. Such additive may be awarded only during the time the certified officer is employed full time in an assigned mental health unit post.

- The Department of Corrections may continue to grant a one-time \$1,000 hiring bonus to newly hired Correctional Officers (class code 8003) who are hired to fill positions at a correctional institution that had a vacancy rate for such positions of more than ten percent (10%) for the preceding calendar quarter. The bonus may not be awarded before the officer obtains his or her correctional officer certification. Current employees and former employees who have had a break in service with the Department of Corrections of 31 days or less, are not eligible for this bonus.
- The Department of Corrections may continue to grant a one-time \$1,000 hiring bonus to newly hired teachers and instructors (class codes 1313, 1315, 4133, 8085, 8093, 9095) at a correctional institution. Current employees and former employees who have had a break in service with the Department of Corrections of 31 days or less, are not eligible for this bonus.
- The Department of Children and Families may continue to grant a temporary special duties pay additive of five percent (5%) of the employee's base rate of pay to:
 1. All employees in the Human Services Worker I, Human Services Worker II, and Unit Treatment and Rehabilitation Specialist classes who work within the 13-1E, 13-1W, 32N, or 32S living areas at the Northeast Florida State Hospital. Such additive may be awarded only during the time the employees work within those living areas at the Northeast Florida State Hospital.
 2. All employees in the Human Services Worker I, Human Services Worker II, and Unit Treatment and Rehabilitation Specialist classes who work within the Specialty Care Unit or Medical Services Unit at the Florida State Hospital. Such additive may be awarded only during the time those employees work within the Specialty Care Unit or Medical Services Unit at the Florida State Hospital.
 3. All employees in Child Protective Investigator and Senior Child Protective Investigator classes who work in a weekend unit. Such additive may be awarded only during the time such employees work in a weekend unit.
 4. All Adult Registry Counselors who work in a weekend unit at the Abuse Hotline. Such additive may be awarded only during the time such employees work in a weekend unit.

- The Department of Financial Services may continue to grant special duty pay additives of \$2,000 for law enforcement officers who perform additional duties as K-9 handlers.

Collective Bargaining

All collective bargaining issues at an impasse between the State of Florida and AFSCME Council 79, the Federation of Public Employees, the Federation of Physicians and Dentists, the Florida State Fire Service Association, the Police Benevolent Association, the Florida Nurses Association, and the Florida State Lodge Fraternal Order of Police related to wages, insurance benefits, and other economic issues shall be resolved pursuant to the instructions provided in the GAA and other legislation enacted to implement the GAA.

Implementation

- People First will provide a spreadsheet to each agency with the calculation for the inflation pay adjustment, the minimum wage increase, and the sworn law enforcement officers' increases applied.
- The agency HR team will need to:
 1. Review the spreadsheet and remove any employee that has failed to meet their required performance standards as provided in the General Provisions section.
 2. Confirm that the calculated rate provided accurately reflects eligible increases for the inflation pay adjustment, the minimum wage increase, and the sworn law enforcement officers' increase, if applicable.
 3. Identify employees that are subject to a Special Pay Adjustment as described in this document and enter the appropriate amount on the spreadsheet.
- The spreadsheet, with updates and corrections, should be returned to People First by the date requested.
- People First will display one transaction for Legislative Mandate. If an employee is eligible for multiple increases within this Section, the individual increases will be combined and only show the final amount after all applicable increases have been applied.

Type: General Correspondence	ID Number: GC 320
Date: June 10, 2022	Subject: July 1, 2022, Pay Increases – Processing Mass Loads in People First

Suggested Audience:

Human Resource Offices

Details:

In accordance with Section 8, Employee Compensation and Benefits – Fiscal Year 2022-2023, General Appropriations Act (GAA), eligible salaried employees will receive a 5.38% pay increase and the minimum wage will increase for both salaried and Other Personal Services (OPS) employees to \$15 per hour, effective July 1, 2022. Some classes of salaried employees (e.g., sworn law enforcement officers) may be eligible to receive an additional pay increase based on specific criteria outlined in the GAA. For eligibility and additional details, refer to the Division of State Human Resource Management’s (HRM) Summary of Employee Compensation and Benefits for Fiscal Year 2022-2023 memorandum, located here: <https://www.dms.myflorida.com/content/download/156133/1036374>.

To assist in effectuating the pay increases, People First will be processing pay change mass loads as follows:

- People First will pull the initial pay data and create the initial pay change mass load files, for both salaried and OPS employees.
- People First will provide the initial mass load files to each agency for validation and updating as needed. The initial mass load file for salaried employees will include data elements (e.g., class code/class title, class assign date, collective bargaining unit) to assist in determining eligibility for employees to receive additional pay increases. The initial mass load file for salaried employees will include the new pay period amount, with only the 5.38% pay increase, \$15 minimum wage (if applicable) and sworn law enforcement officers’ (if applicable) pay increase applied for agency validation. The initial mass load file for OPS employees will only include the new pay period amount for the \$15 minimum wage increase, for agency validation.

Important Notes:

- Only the 5.38% pay increase, \$15 minimum wage and sworn law enforcement officers’ pay increase will be captured on the initial mass load file for salaried employees. Agencies must add any additional pay increases, based on specific criteria outlined in the GAA, to the file.
- For percentage-based pay additives, the agency must complete a separate mass load template. Refer to the Other Agency Considerations section below for details.
- Agencies will have approximately four days to validate, update and return the mass load files for processing. Refer to the Instructions for Updating the Pay Change Mass Load File section below for details on this critical step. **JROs will have three (3) days only so JAC can submit the file to People First.**

Important Notes:

- All pay-impacting actions effective on or before June 30, 2022, must be completed in People First and factored into the return mass load file by the agency. **People First will not update the mass load file once the file is received from the agency.**

- Once the return mass load file is provided to People First, **no actions (regardless of effective date) for employees on the file should be processed in People First until the mass load file has been processed.**
- People First will review and test pay change mass load files and will work with each agency for any corrections needed to the mass load files.
- People First will process the mass load files and provide errors to agencies for manual correction.
- Key Dates:

Biweekly Agencies

- Initial data pulled (data as of) – 06/16/2022
- Initial mass load files sent to agencies – 06/20/2022
- Agencies review and update mass load files – 06/21/2022 - 06/24/2022
- Mass load file due to People First – 06/24/2022
- Personnel Action Request (PAR) freeze period – 06/24/2022 - 07/05/2022
- Mass load file processes in People First – 07/02/2022 (Saturday)
- First warrant date to include pay increase – 07/15/2022

Monthly Agencies

- Initial data pulled (data as of) – 06/29/2022
- Initial mass load files sent to agencies – 07/01/2022
- Agencies review and update mass load files – 07/05/2022 - 07/08/2022
- Mass load file due to People First – 07/08/2022 **Template due to JAC Thursday 07/07/2022**
- Personnel Action Request (PAR) freeze Period – 07/08/2022 - 07/18/2022
- Mass load file processes in People First – 07/16/2022 (Saturday)
- First warrant date to include pay increase – 07/29/2022

Instructions for Updating the Pay Change Mass Load File: Some new steps

1. Validate all eligible employees are included on the mass load file.
2. Remove employees from the mass load file who are not eligible to receive a pay increase.
3. Remove employees from the mass load file who terminate from your agency prior to July 1, 2022.
4. Add eligible employees to the mass load file who are hired at your agency prior to July 1, 2022, but first validate that they are not already included on the mass load file.
5. Validate and, if needed, update the new pay period amounts for all employees (or prorated amount for employees with a full-time-equivalent (FTE) less than 1.00). If the new pay period amount is not correct, the agency must make the necessary adjustment on the mass load file. Data that will be included in the mass load file:
 - The new base rate of pay with the 5.38% pay increase, and if applicable, \$15 minimum wage increase applied.
 - The new base rate of pay with the 5% or \$50,000 (whichever is greater) increase for sworn law enforcement officers applied.
 - A Special Pay Adjustment column (will be blank) where the agency will add additional pay increases, based on specific criteria outlined in the GAA, outside of the 5.38% pay increase, \$15 minimum wage and sworn law enforcement officers' pay increase.
6. Update the new pay period amount for any employee given a pay change after the initial data is pulled, with an effective date prior to July 1, 2022.

Important Notes:

- i. **Actions with Effective Date on or Before June 30, 2022** – All actions for positions or employees on the mass load file must be fully processed (acted upon/completed) in People First by close of business on June 23, 2022 (biweekly agencies) and July 7, 2022 (monthly agencies).
 - Agencies must factor into the return mass load file all pay-impacting actions effective on or before June 30, 2022, that have been acted upon/completed in People First. People First will not update the mass load file once the file is received from the agency.
 - If actions effective on or before June 30, 2022, are not acted upon/completed prior to the pay change mass load file being processed, the agency will have to work with the People First Service Center Org Management team to remove the mass load pay change action. This must be requested and completed before payroll runs. Once the mass load pay change is removed, the agency can complete the other action(s) and then must manually re-process the pay change action.
 - ii. **Actions with Effective Date of July 1, 2022, or After** – All actions for positions or employees on the mass load file must not be processed (acted upon/completed) until after the pay changes have been processed in People First. Agencies will be notified via email when their pay change mass load file has been processed.
 - If actions effective July 1, 2022, or after are completed before the pay change mass load file is processed, the mass load record for that employee will drop from processing and the agency will have to manually process the pay change.
7. The completed pay change mass load file(s) (e.g., salaried and, if applicable, OPS) are due to Mike Mills (Michael.Mills@dms.fl.gov), with a copy sent to Cheri Holliday (Cheri.Holliday@dms.fl.gov), by close of business on **June 24, 2022 (biweekly agencies) and July 8, 2022 (monthly agencies)**.

Other Agency Considerations:

- If employees receiving a pay increase are currently receiving a pay additive based on a percentage of their base rate of pay, an additional mass load is required to update the pay additive amount. **No action is needed for additives that are based on a fixed dollar amount.** The pay additive mass load template will be provided with the pay change mass load file for use by those agencies that need to update percentage-based pay additives using the mass load process. If applicable, your pay additives mass load file will need to be completed and returned to Mike Mills along with your agency's pay change mass load file.
- **Mass load records for employees on any type of a leave of absence (with pay or without pay) PAR will drop during the mass load process and the agency will have to manually process the pay change.**
- **Optional Life Insurance** – For employees with optional life insurance, the monthly premium will increase based on the employee's new July 1, 2022, salary. Once the mass load pay changes are processed in People First, a system generated letter will be sent to all impacted employees notifying them of the premium increase.

Contacts:

- **Mass Load Questions:** Contact Mike Mills (People First) at Michael.Mills@dms.fl.gov or 850-488-4733.
- **Benefits Questions:** Shannon Platt (People First) at Shannon.Platt@dms.fl.gov or 850-487-4484.
- **Policy Related Pay Increase Questions:** Connie Brock (HRM) at Constance.Brock@dms.fl.gov or 850-488-2445.