



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM HR13-2022

To: Agency Administrators
 From: Carolyn Horwich, Esq., Director of Human Resources
 Subject: Lump Sum Bonus Plan – Fiscal Year 2023-24
 Date: August 30, 2022

The time is quickly approaching for the Justice Administrative Commission to submit each judicial-related office’s Lump Sum Bonus Plan to the Executive Office of the Governor. Said deadline is Thursday, September 15, 2022.

This exercise is conducted each year, and requires the plan to be for the next fiscal year. Therefore, each judicial-related office’s Lump Sum Bonus Plan (“LSBP”) will be for Fiscal Year 2023-24. As there have been no changes to this statute since 2009, you may use last year’s LSBP provided all the dates are changed accordingly. Please make sure you change the years any place they appear in your plan, including the footer.

Pursuant to [s. 110.1245\(2\), F.S.](#):

Each agency shall develop a plan for awarding lump-sum bonuses, which plan shall be submitted no later than September 15 of each year and approved by the Office of Policy and Budget in the Executive Office of the Governor. Such plan shall include, at a minimum, but is not limited to:

- (a) A statement that bonuses are subject to specific appropriation by the Legislature.
- (b) Eligibility criteria as follows:
 1. The employee must have been employed prior to July 1 of that fiscal year and have been continuously employed through the date of distribution.
 2. The employee must not have been on leave without pay consecutively for more than 6 months during the fiscal year.
 3. The employee must have had no sustained disciplinary action during the period beginning July 1 through the date the bonus checks are distributed. Disciplinary actions include written reprimands, suspensions, dismissals, and involuntary or voluntary demotions that were associated with a disciplinary action.
 4. The employee must have demonstrated a commitment to the agency mission by reducing the burden on those served, continually improving the way business is conducted, producing results in the form of increased outputs, and working to improve processes.
 5. The employee must have demonstrated initiative in work and have exceeded normal job expectations.
 6. The employee must have modeled the way for others by displaying agency values of fairness, cooperation, respect, commitment, honesty, excellence, and teamwork.

The Justice Administrative Commission administratively serves the judicial-related offices of State Attorney, Public Defender, Criminal Conflict and Civil Regional Counsel, Capital Collateral Regional Counsel, and the Statewide Guardian ad Litem Program. The JAC also performs compliance and financial review of court-appointed attorney and due process vendor bills.

- (c) A periodic evaluation process of the employee's performance.
- (d) A process for peer input that is fair, respectful of employees, and affects the outcome of the bonus distribution.
- (e) A division of the agency by work unit for purposes of peer input and bonus distribution.
- (f) A limitation on bonus distributions equal to 35 percent of the agency's total authorized positions. This requirement may be waived by the Office of Policy and Budget in the Executive Office of the Governor upon a showing of exceptional circumstances.

Please submit your plan directly to me at Carolyn.Horwich@justiceadmin.org **no later than Friday, September 9, 2022.**

Thank you.