



THE FLORIDA STATE UNIVERSITY
FINANCE & ADMINISTRATION

MEMORANDUM

TO: President Eric J. Barron
Provost Garnett Stokes
Senior Vice President John Carnaghi
Vice President Robert Bradley
Vice President Mary Coburn
Vice President Tom Jennings
Vice President Liz Maryanski
Vice President Kirby Kemper
Interim Dean of the Faculties Jennifer Buchanan
Deans, Directors and Department Heads

FROM: Ralph Alvarez, Associate Vice President – Budget/Planning & Financial Services *Ralph*
Joyce A. Ingram, Assistant Vice President – Human Resources *jai*

SUBJECT: Fall 2011 Non-Recurring Merit Bonuses

DATE: September 23, 2011

In follow up to President Barron's June 28, 2011 communication, this is to confirm that merit bonuses have been authorized by the President and the Provost to be distributed to faculty and staff employees, payable on the second payroll in November (if possible). A second payroll date will be available at a later time, probably the second payroll in December, if needed, for units that, for various reasons, may need more time. These awards have also been negotiated with the applicable unions for faculty and staff employees.

- All non-recurring merit bonuses are self-funded by the unit, including for E&G funded employees¹ as well as Auxiliaries, C&G etc.
- For employees paid from Federally sponsored programs, the bonus is not to be directly charged².
- The following units are not participating: DRS and Athletics.

USPS and Out-of-Unit A&P

INTENT, UNIVERSITY CRITERIA, ELIGIBILITY

These one-time bonuses are intended to reward staff employees for exemplary performance, beyond the minimum expectations of their job. A proposal to award merit bonuses to all members of a department/unit would be inconsistent with the intent of these awards and will not be approved.

Departments, with the approval of the respective Vice President, will be accountable for deciding who in their organization will receive merit bonuses. However, in order to be eligible for a merit bonus, all non-faculty employees (USPS and out-of-unit A&P) must meet the following criteria:

¹ E&G bonuses will be charged to the budget the employee is paid from. The Budget Office will subsequently collect equivalent amounts from the vice presidents', academic affairs, or colleges' E&G carryforward, or other non-salary E&G resources.

² These awards will be initially charged to 219000-018313, fund 560; this will be done for you. Subsequently, funding will come from departmental SRAD accounts or other appropriate sources.

1. Engaged in meritorious performance in the past year and have added significant value to the unit, department or division above and beyond the minimum requirements of the position.
2. The employee's rating on the most recent performance evaluation should be considered.
3. The employee should not have had any disciplinary action taken against them for the period of July 1, 2010 to present, nor currently be on a formal Performance Improvement Plan (PIP).
4. Have been hired and in pay status by June 30, 2010.

FUNDING

Each Vice President will abide by a control total that includes all funding sources, based on 1.5% of the total (rate of pay) for eligible staff as of September 1. This allocation methodology provides maximum flexibility for vice presidents and colleges to determine allocations to the departments in their areas. Please advise the Budget Office as soon as possible if you have any funding availability problems.

It will be the responsibility of the Dean, Director, Department Head and Vice President to manage the distribution in accordance with the aforementioned intent and university criteria and to ensure the control total is not exceeded.

The minimum amount that may be awarded for a bonus will be \$500 (for a full-time employee).

Worksheet to the President or Provost

As part of the approval procedure noted below, a statistical summary must be provided to the Provost or President by October 31. See **Attachment I**.

Approval Procedure

The deans will approve for the chairs in consultation with the Provost; the Provost will approve for the deans; the President will approve for the vice presidents.

Faculty Out-of-Unit

INTENT, UNIVERSITY CRITERIA, ELIGIBILITY

These one-time bonuses are intended to reward faculty employees for exemplary performance, beyond the minimum expectations of their position classification and department/unit. With the exception of departments/units with less than 3 employees, a proposal to award merit bonuses to all members of a department/unit would be a prima facie violation of said intent.

Please follow departmental criteria, policies and procedures and the Spring 2011 Annual Performance in making these awards.

In order to be eligible, nine-month faculty members must be employed by the University in a salaried position on or before May 6, 2011 and be in active payroll status on August 8, 2011. Twelve-month faculty members must be employed by the University on or before June 30, 2011 and be in active payroll status on August 8, 2011 in order to be eligible.

FUNDING

Each Vice President will abide by a control total that includes all funding sources, based on \$750 (per full-time eligible employee in the departments) and \$150 (per full-time eligible employee in the departments). Although the allocation is generated based on the \$750 (that could be allocated to the departments) and \$150 (that the vice president or dean can use within their entire areas, including the departments), the intent of the allocation methodology is to provide maximum flexibility for vice presidents and colleges to determine allocations to the departments in their areas. Please advise the Budget Office as soon as possible if you have any funding availability problems.

It will be the responsibility of the Dean, Director, or Department Head to manage the distribution in accordance with the aforementioned intent and to ensure the control total is not exceeded.

Worksheet to be Provided to the Provost

As part of the approval procedure noted below, a statistical summary by department/unit of the non-recurring awards must be provided to the Provost by October 31. See **Attachment I**.

Approval Procedure

The deans will approve for the chairs in consultation with the Provost; the Provost will approve for the deans. The President, as needed, will approve for vice presidents other than the Provost.

Faculty In-Unit

INTENT, UNIVERSITY CRITERIA, ELIGIBILITY, FUNDING

Attached (**Attachment II**) is a copy of the Memorandum of Agreement (MOA) between FSU BOT and The United Faculty of Florida-Faculty Unit. For in-unit faculty, departments and administrators must follow the provisions in the MOA in making non-recurring merit awards.

For departmental merit, bonus distribution should be based on the Spring 2011 performance evaluation and in accordance with the evaluation criteria and procedures developed and implemented by the department. Departments lacking such procedures must develop them no later than October 1, 2011. Because the intent of the one-time bonus is to reward faculty members for exemplary performance, the President has delegated to Deans and the Provost the authority to require units to revise plans that are inconsistent with this intent prior to implementation.

In addition to departmental merit, each dean shall have the ability to distribute funds to recognize meritorious performance in accordance with **Attachment II**.

Please advise the Budget Office as soon as possible if you have any funding availability problems.

Worksheet to be Provided to the Provost

As part of the approval procedure noted below, a statistical summary by department/unit of the non-recurring awards must be provided to the Provost by October 31. See **Attachment I**.

Approval Procedure

The deans will approve for the chairs in consultation with the Provost; the Provost will approve for the deans. The President, as needed, will approve for vice presidents other than the Provost.

Award Detail for Payroll Processing

Once each area has identified the individuals who will receive nonrecurring bonuses, with the approval of the respective Vice President, this information should be communicated to the Budget Office. This will be done by completing the “Merit Bonus Distribution” spreadsheet (example, see **Attachment III**) that will be emailed to your budget staff person within seven working days from issuance of this memorandum. This spreadsheet should be completed fully and returned by email (as an attachment) to Michael Lake, at mlake@fsu.edu, at the Budget Office by the close of business on October 31.

The Dean, Director, or Department Head should review the spreadsheet before it is returned, indicate approval by signing a hard copy, and return this hard copy to the Budget Office, 321 Westcott Bldg., MC 1360. The spreadsheet must be returned by email and a signed hard copy must also be forwarded.

Please call Michael Lake, 644-4203, if you have any questions. Please call Susannah Miller, 645-1746, with any faculty in-unit questions. Thank you.

Attachments (I, II, III)

CC: Michael Barrett
 Anne Blankenship
 Christine Conley
 Perry Crowell
 Terry Fulcher
 Vann Gardner
 Renisha Gibbs
 Phaedra Harris
 Lorrie Harvey

 Scott Langston
 Michael Lake
 Beverly Miller
 Susannah Miller
 Olivia Pope
 Lesley Sacher
 Paul Strouts