



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary** /s/, Simone Marstiller

**Date:** 09/14/2020

**Subject:** Employee Bonus Program

**Section:** FDJJ – 1002.04

**Originating Office:** Administrative Services

**Authority:** Section 110.1245(2), *Florida Statutes*

**Related References:** Chapter 60L-35, Florida Administrative Code  
FDJJ – 1002.05, Performance Planning and Evaluation Procedures

**Purpose:** Subject to specific annual appropriation by the Legislature, this policy establishes the payment of bonuses to Career Service, Selected Exempt Service, and Senior Management Service employees.

**Offices Affected by the Policy:** All offices within the Department of Juvenile Justice.

### **POLICY STATEMENT:**

- Each year, bonuses shall be paid to Career Service, Selected Exempt Service, and Senior Management Service employees from funds authorized by the Legislature in an appropriation specifically allocated for bonuses.
- Each agency shall develop a plan for awarding lump-sum bonuses. The plan shall be submitted no later than September 15 of each year to the Office of Policy and Budget in the Executive Office of the Governor for approval.
- All bonuses shall be subject to specific appropriations by the Legislature.

### **PROCEDURES/MANUALS:**

Procedures for this policy are accessible under the Department Policies on both the Internet and Intranet page.