



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

Title: Employee Bonus Program Procedures

Related Policy: FDJJ – 1002.04

I. DEFINITIONS

Bonus Payment – A lump-sum payment awarded to department employees from funds authorized by the Legislature in an appropriation specifically for bonus.

Eligibility Period – July 1, through June 30, of each fiscal year.

Peer – An employee assigned to a work unit.

Sustained Disciplinary Action – Any disciplinary action, such as a written reprimand, suspension, dismissal or involuntary or voluntary demotion, that has been upheld after all reviews and appeals have been exhausted. This definition does not include oral reprimands.

Work Unit – A component of the organization in which employees report to the same supervisor. If such a group is too small, the unit will roll-up and be included in the next level supervisor's work unit.

II. STANDARDS/PROCEDURES

A. Eligibility Criteria:

1. To be eligible for a bonus payment, an employee:

- a. Must fill an authorized and established position e.g., Career Service, Selected Exempt Service, or Senior Management Service. Other Personal Service (OPS) positions are not eligible.
- b. Must have been employed with the department prior to July 1, of the fiscal year, and have been continuously employed through the date of bonus distribution.
- c. Must not have been on leave without pay consecutively for more than 6 months during the fiscal year.
- d. Must have had no sustained disciplinary action, which includes written reprimands, suspensions and dismissals, or voluntary or involuntary demotions associated with disciplinary actions, during the eligibility period through bonus distribution.
- e. Must have exceeded normal job expectations as evidenced by an overall rating of Commendable or Outstanding (3.50–5.00) for the eligibility period and demonstrated initiative in work. If an employee has been given written notice that his or her work performance has declined below the Commendable level (below 3.50) prior to the bonus distribution, the employee shall be ineligible to receive a bonus.

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- f. Must have demonstrated a commitment to the agency's 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.
- g. Must have modeled the way for others by displaying agency values of fairness, cooperation, respect, commitment, honesty, excellence, and teamwork.

If an employee has exceeded normal job expectations then it is assumed the employee has demonstrated initiative at work, has exhibited the attributes that show a commitment to the agency's mission, and has modeled the intrinsic values necessary for a high-performing employee.

B. Scoring Procedure:

1. Supervisor's Evaluation (70 Percent)

- a. At the end of each eligibility period, supervisors shall be required to assign an employee a rating that is worth 70 percent for bonus payment consideration. The rating must be supported by the employee's overall evaluation and must be documented in the People First, Performance Management system.

2. Peer Evaluation (30 Percent)

- a. Section 110.1245, *F.S.*, requires a process for peer input that is fair, respectful of employees, and affects the outcome of the bonus distribution.
- b. The number of votes each peer receives during the peer review process shall represent 30 percent of the total employee score.

C. Peer Review Process:

1. The peer review process shall be completed through an on-line voting system. The Bureau of Human Resources (HR) shall write the business rules governing the on-line voting system pursuant to the Department's Bonus Plan and Florida Statute. The on-line voting system shall:

- a. Define each work unit based on the work unit's structure.
- b. Determine work unit employees that meet the eligibility criteria to receive a bonus payment.
- c. Define the number of bonus payments assigned to each work unit.
- d. Provide all work unit employees with the names of eligible employees assigned to their work unit, and the number of votes each work unit employee may cast.

2. The peer review process shall be conducted as follows:

- a. All work unit employees are eligible to participate in the peer review process even though they may not be eligible to receive a bonus payment.
- b. All work unit employees shall be advised of the work unit employees who have been determined to be eligible to receive a bonus payment through the on-line voting system.

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- c. Based on the number of bonuses available to the work unit, each work unit employee shall be permitted to cast an equivalent number of votes for those eligible employees they believe to merit receipt of a bonus payment. This is to be based on their overall contributions to the achievement of the agency's mission and the agency's goals (e.g., five (5) bonus payments within the work unit equates to five (5) votes for each eligible unit employee).
- d. Work unit employees may cast only one vote for each eligible employee and may not vote for themselves. Work unit employees, however, are not required to cast all their votes and may opt out of the peer review process or remove themselves from consideration to receive the bonus payment.
- e. Work unit employees, who report to the same supervisor, are the peer group for the work unit. If a unit has less than three (3) employees, the unit will roll-up and be included in the next level supervisor work unit. Peer reviews from outside the work unit may not be accepted.
- f. Other Personal Services (OPS) and contracted employees are not allowed to participate in the peer review process.
- g. When voting, work unit employees should consider the following:
 - i. Whether an employee has demonstrated a commitment to the agency's 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.
 - ii. Whether an employee has demonstrated initiative in work and has displayed the values of fairness, cooperation, respect, commitment, honesty, excellence, and teamwork.

D. Bonus Award Determination:

1. The total bonus payment, from funds authorized by the legislature, shall be equal to no more than 35 percent of the agency's authorized positions.
2. Bonus awards shall be determined, in each eligibility period, by a calculation of each eligible employee's performance evaluation score along with the number of peer votes each employee received during the peer review process.
3. The performance evaluation score value shall represent 70 percent of the total score (performance evaluation score x .70) and the number of peer votes value shall represent 30 percent of the total employee score (peer votes received x .30).
4. Bonuses will be awarded to employees based on the total employee score--in high to low order--down to the number of awards available to the work unit. If a tie between employees occurs at the threshold of the maximum number of bonuses available to the work unit, the following determining factors will be used to break the tie:
 - a. The employee with the highest performance evaluation score. If the tie is not resolved; then

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- b. The employee with the highest peer voting score. If the tie is not resolved, then
- c. The agency head will resolve the tie.

E. Distribution Procedure:

- 1. The Bureau of Human Resources shall report to the Department of Management Services (DMS) a list of employees qualified to receive a bonus payment.
- 2. Bonus payments shall be processed by June 30 of each fiscal year.

F. Bonus Funding:

- 1. The number of bonuses shall be equal to 35 percent of the agency's authorized positions.
- 2. Bonuses are subject to specific appropriation by the Legislature.

III. RESPONSIBILITY AND DUTIES

A. Bureau of Information Technology (IT):

- 1. Provide technical support for the peer review on-line voting system.

B. Bureau of Human Resources:

- 1. Maintain the on-line voting system.
- 2. Monitor and remove disqualified employees through the date of bonus payment distribution.
- 3. Submit necessary documentation to DMS to ensure bonus payments are processed before June 30 of the fiscal year.