

Rick Scott, Governor

Erin Rock, Secretary

MEMORANDUM

TO: Human Resource Officers
State Personnel System

FROM: Sharon D. Larson, Director
Division of Human Resource Management

DATE: June 26, 2017

SUBJECT: Summary of Salary and Benefits for Fiscal Year 2017- 2018

Section 8, Salaries and Benefits, of the 2017 - 2018 Fiscal Year General Appropriations Act (GAA) and Chapter 2017-88, Laws of Florida (Senate Bill 7022) contain specific and detailed information on the salaries and benefits for employees. The following provides a summary of this information for Fiscal Year 2017-2018, with specific implementation instructions provided in Attachment A, B, C or D:

I. Salary

A. General provisions Regarding Pay Bands and Pay Grades

Effective July 1, 2017, the maximum rates for each Pay Band and Pay Grade will be adjusted upward by 6 percent; the minimum rates will not be adjusted.

B. Competitive Pay Adjustments

Effective October 1, 2017, all eligible unit and non-unit Career Service employees, all eligible unit and non-unit employees of the Selected Exempt Service, and all eligible Senior Management Service employees will receive a competitive pay adjustment as follows:

- Employees with a base rate of pay of \$40,000 or less on September 30, 2017, an annual increase of \$1,400.
- Employees with a base rate of pay greater than \$40,000 on September 30, 2017, an annual increase of \$1,000; provided however, in no instance shall an employee's base rate of pay be increased to an annual amount less than \$41,400.
- For part-time employees, the full-time equivalent value of the base rate of pay on September 30, 2017, shall be used to determine the annual increase amount. This amount shall then be pro-rated based on the full-time equivalency of the employee's position.

Eligibility Requirements: Employees, who are, at a minimum, meeting their required performance standards and are employed on October 1, 2017 are eligible for these increases. If an employee is not achieving performance standards on October 1, 2017, but achieves performance standards on or before the end of the 2017-2018 fiscal year, the employee is eligible to receive an increase; however, such increase shall be effective on the date the employee becomes eligible and not retroactive to October 1, 2017. In addition, any salary increase provided under this section shall be pro-rated based on the full-time equivalency of the employee's position. Other Personal Services (OPS) employees are not eligible for a competitive pay adjustment.

Please note: employees eligible for the pay increases described in the following sections are NOT eligible for the competitive pay adjustments described in this section:

- Section C – Law Enforcement Compensation Adjustments,
- Section D – Department of Corrections Compensation Adjustments,
- Section E – Compensation Adjustments for Certain Officers and Designated Employees, and
- Section F – Special Pay Issues; subsections 3 b and c.

See Attachment A.

C. Law Enforcement Compensation Adjustments

Effective July 1, 2017, each law enforcement employee in the following agencies and classes shall receive a competitive pay adjustment of 5 percent of the employee's base rate of pay as of June 30, 2017: Department of Legal Affairs; Department of Agriculture and Consumer Services; Department of Financial Services; Department of Law Enforcement; Department of Highway Safety and Motor Vehicles; Department of Business and Professional Regulation; Fish and Wildlife Conservation Commission; Florida Commission on Offender Review; and Florida School for the Deaf and the Blind.

For purposes of this adjustment, the term "law enforcement employee" means:

1. Sworn officers of the Law Enforcement, Florida Highway Patrol and Special Agent bargaining units in the following class codes: Law Enforcement Officer (8515); Law Enforcement Corporal (8517); Law Enforcement Sergeant (8519); Law Enforcement Investigator I (8540); Law Enforcement Investigator II (8541); Law Enforcement Airplane Pilot I (8532); Law Enforcement Airplane Pilot II (8534); Special Agent Trainee (8580); Special Agent (8581); Security Agent-FDLE (8593) and Security Agent Supervisor-FDLE (8596).
2. Sworn Officers in the following class codes: Law Enforcement Lieutenant (8522); Law Enforcement Captain (8525 and 8632); Law Enforcement Major (8526, 8626, and 8630); Special Agent Supervisor (8584); and Inspector-FDLE (8590).

Employees receiving this increase are not eligible for the \$1,400 or \$1,000 Competitive Pay Adjustment described in Section B.

See Attachment B.

D. Department of Corrections Compensation Adjustments

Effective October 1, 2017, the Department of Corrections shall:

1. Increase the minimum base rate of pay (as of September 30, 2017) of employees in positions in the Correctional Officer series as follows:
 - Correctional Officer (8003) to \$33,500.
 - Correctional Officer Sergeant (8005) to \$36,850.
 - Correctional Officer Lieutenant (8011) to \$40,535.
 - Correctional Officer Captain (8013) to \$44,589.

or

2. Increase Correctional Officer series employees' base rate of pay (as of September 30, 2017) by \$2,500, whichever amount is greater.

Employees receiving these increases are not eligible for the \$1,400 or \$1,000 Competitive Pay Adjustment described in Section B.

See Attachment C.

E. Compensation Adjustments for Certain Officers and Designated Employees

Effective October 1, 2017, compensation adjustments are provided to the Public Service Commissioner, Chair of the Public Employees Relations Commission, Commissioners of the Public Employees Relations Commission, and Parole Commissioners as specified in Chapter 2017-88, Section 17(5), Laws of Florida.

Employees receiving these increases are not eligible for the \$1,400 or \$1,000 Competitive Pay Adjustment described in Section B.

F. Special Pay Issues

1. Effective June 14, 2017, the Department of Highway Safety and Motor Vehicles is authorized to increase the minimum annual salaries of current and new employees hired to fill positions in the Law Enforcement class (Class Code: 8515) to \$36,223.

See Attachment D.

2. Effective July 1, 2017, the Department of Veterans' Affairs is authorized to implement its competitive pay plan proposed in the department's initial legislative budget request to address recruitment and retention of its employees who hold an active nursing assistant certification and fill a position in one of the following class codes: Certified Nursing Assistant (5707); Senior Certified Nursing Assistant (5708); Therapy Aide I (5556); Therapy Aide II (5557).

3. Effective October 1, 2017, the Department of Legal Affairs is authorized to:
- a. Increase the starting salary of employees in the class Attorney-Assistant Attorney General (7737) to \$43,900.
 - b. Grant a competitive pay adjustment of \$6,000 to each employee in the class Assistant Attorney General (7746) who has worked for the department for at least 2 years and meets or exceeds performance expectations. Employees receiving this increase are not eligible for the \$1,400 or \$1,000 Competitive Pay Adjustment described in Section B.
 - c. Grant a competitive pay adjustment of \$3,000 to each employee in the following classes: Senior Assistant Attorney General (7747); Attorney Supervisor-Assistant Attorney General (7744); Special Counsel-Assistant Attorney General (7165); Chief-Assistant Attorney General (7748); Assistant Statewide Prosecutor-Attorney (8681); Assistant Statewide Prosecutor-Senior Attorney (8682); Assistant Statewide Prosecutor-Special Counsel (6120); and Assistant Statewide Prosecutor-Chief (9191) who has worked for the department for at least 2 years and meets or exceeds performance expectations. Employees receiving these increases are not eligible for the \$1,400 or \$1,000 Competitive Pay Adjustment described in Section B.

II. Benefits

- A. Note: Information relative to health, life and disability insurance is provided on the Division of State Group Insurance web site.
- B. The following items shall be implemented in accordance with the provisions of the GAA and with the applicable negotiated collective bargaining agreement:
 - Provide up to six (6) credit hours of tuition-free courses per term at a state university, state college or community college to full-time employees on a space available basis as authorized by law.
 - Continue to reimburse, at current levels, for replacement of personal property.
 - At the discretion of the agency head, each agency 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.
 - 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 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.

III. Pay Additives and Other Incentive Programs

The following pay additives and other incentive programs are authorized for the 2017 - 2018 fiscal year from existing agency resources consistent with provisions of sections 110.2035 and 216.251, Florida Statutes, the applicable Department of Management Services administrative rules, and negotiated collective bargaining agreements:

- 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 2017 - 2018. Such additives shall be granted under the provisions of law, administrative rules, and collective bargaining agreements.
- 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), Florida Statutes, does not apply to these additives.
- 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.
- Grant a temporary special duties pay additive, contingent upon the availability of funds and at the agency head's discretion, of up to 15 percent 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 duties 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, as special operations group members, and as long-term covert investigators.
- 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 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 is authorized to grant critical market pay additives to sworn law enforcement officers residing in and assigned to:
 - 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.
 - 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,
 - Pasco County 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, 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 County and Broward County. These critical market pay additives shall be granted during the time in which the employee resides in, and is assigned to duties within, those counties.
- 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 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 is authorized to award a temporary special duties pay additive of up to 10% of the employee's base rate of pay for each certified Correctional Officer (8003); certified Correctional Officer Sergeant (8005); certified Correctional Officer Lieutenant (8011); and certified Correctional Officer Captain (8013) employed in an assigned mental health unit post. For purposes of determining eligibility for this special pay additive, the term "certified" means the employee has obtained a correctional behavior mental health certification as provided through the American Correctional Association. Such additive may be awarded only during the time the certified officer is employed in an assigned mental health unit post.
- The Department of Corrections is authorized to award a one-time \$1,000 hiring bonus to newly hired Correctional Officers (8003) who are hired to fill positions at a correctional institution that had a vacancy rate for such positions of more than 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.

IV. Collective Bargaining

- All collective bargaining issues at 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, and the Florida Nurses Association relating to wages and other economic issues are resolved pursuant to Chapter 2017-88, Laws of Florida (Senate Bill 7022) and the instructions provided in the GAA and the relevant provisions of any legislation enacted to implement the GAA or conforming legislation.

The People First Team will be issuing instructions on the mass load process to implement pay adjustments. For assistance, contact Cheri Van Gundy, People First System Services, Security & Data Manager at 850-410-3409.

If you have any questions, please contact Jennifer Boswell at 850-488-2445 or any member of the Workforce Design and Compensation Team.

SDL/rp

Attachments

ATTACHMENT A

GENERAL INSTRUCTIONS FOR IMPLEMENTATION OF THE OCTOBER 1, 2017 SALARY INCREASES

These general instructions shall be used to implement the competitive pay adjustment for eligible employees effective October 1, 2017. Eligible employees are employees who, at a minimum, meet required performance standards and are employed on the effective date. Employees receiving a Law Enforcement Compensation Adjustment, a Department of Corrections Compensation Adjustment or a Department of Legal Affairs adjustment are not eligible for the \$1,400 or \$1,000 salary increases.

1. Before determining salary increases:
 - Pay additives defined in Chapter 60L-32.0012, Pay Additives and Incentive Pay, Florida Administrative Code, must be removed from the employee's salary.
 - Percentage and/or dollar amount increases granted for additives must be removed to determine the base rate of pay.
2. Determine the employee's October 1, 2017 salary increase as follows:
 - For employees with a base rate of pay of \$40,000 or less on September 30, 2017, an annual increase of \$1,400.
 - For employees with a base rate of pay greater than \$40,000 on September 30, 2017, an annual increase of \$1,000; provided however, in no instance shall an employee's base rate of pay be increased to an annual amount less than \$41,400.
 - For part-time employees, the full-time equivalent value of the base rate of pay on September 30, 2017, shall be used, but the amount of the annual increase for a part-time employee shall be proportional to the full-time equivalency of the employee's position.
3. Any percentage increase granted for a pay additive shall be recalculated based on the employee's new base rate of pay after the October 1, 2017, salary increase has been implemented. Dollar amount increases granted for a pay additive shall not be recalculated.
4. Reapply any increase granted as a pay additive.

ATTACHMENT A (Continued)

5. Additional Provisions:

- Salary increases shall be effective October 1, 2017, regardless of whether employees are paid on a monthly or biweekly basis.
- Eligible employees are employees who, at a minimum, meet their required performance standards, if applicable, and are employed on October 1, 2017.
- All eligible employees will receive the increases specified, even if the increase results in the employee's salary exceeding the Pay Band maximum.
- If an ineligible employee achieves performance standards subsequent to the salary increase implementation date, but on or before the end of the fiscal year, the employee may receive an adjustment; however, such adjustment shall be effective on the date the employee becomes eligible, but not retroactive to October 1, 2017. In addition, any salary increase provided under this section shall be pro-rated based on the full-time equivalency of the employee's position.
- Other Personal Services (OPS) employees are not eligible for a competitive pay adjustment.
- An employee who is on leave without pay on October 1, 2017, shall receive the applicable salary increase effective the date the employee returns to pay status. In no case shall the increase be retroactive.
- Eligible employees who work less than 12 months during the year (seasonal staff, etc.) shall receive the applicable increase on a prorated basis based on the number of months worked.
- In making any type of mathematical calculation, follow the normal rounding procedure. If the third decimal place is five or more, round up to the next cent. If the third decimal place is four or less, round down to the next cent.
- Salary increases provided in Chapter 2017-88, Laws of Florida (Senate Bill 7022) and the 2017-2018 General Appropriations Act shall be implemented prior to processing any other personnel action such as promotions, demotions, or reassignments that occur on the same date.

If for any reason an employee's salary cannot be adjusted in accordance with these instructions, the Director of the Division of Human Resource Management must be notified in writing no later than October 31, 2017, with a full explanation of the circumstances. The agency will be notified as to how these cases are to be handled.

ATTACHMENT B

INSTRUCTIONS FOR IMPLEMENTATION OF THE July 1, 2017 PAY ADJUSTMENT FOR LAW ENFORCEMENT EMPLOYEES

These general instructions shall be used to implement the pay adjustment for eligible "law enforcement employees" effective July 1, 2017. Eligible employees are employees who are employed on the effective date.

1. For the purposes of this special pay issue "Law Enforcement Employee" means:

- Sworn officers of the Law Enforcement, Florida Highway Patrol and Special Agent bargaining units in the following class codes: Law Enforcement Officer (8515); Law Enforcement Corporal (8517); Law Enforcement Sergeant (8519); Law Enforcement Investigator I (8540); Law Enforcement Investigator II (8541); Law Enforcement Airplane Pilot I (8532); Law Enforcement Airplane Pilot II (8534); Special Agent Trainee (8580); Special Agent (8581); Security Agent-FDLE (8593) and Security Agent Supervisor-FDLE (8596).
- Sworn Officers in the following class codes: Law Enforcement Lieutenant (8522); Law Enforcement Captain (8525 and 8632); Law Enforcement Major (8526, 8626, and 8630); Special Agent Supervisor (8584); and Inspector-FDLE (8590).

2. Before determining the pay adjustment:

- Pay additives defined in Chapter 60L-32.0012, Pay Additives and Incentive Pay, Florida Administrative Code, must be removed from the employee's salary.
- Percentage and/or dollar amount increases granted for additives must be removed to determine the base rate of pay.

3. Any percentage increase granted for a pay additive shall be recalculated based on the employee's new base rate of pay after the July 1, 2017, special pay adjustment has been implemented. Dollar amount increases granted for a pay additive shall not be recalculated.

4. Reapply any increase granted as a pay additive.

5. Additional Provisions:

- Pay adjustments shall be effective July 1, 2017, regardless of whether employees are paid on a monthly or biweekly basis.

ATTACHMENT B (Continued)

- Other Personal Services (OPS) employees are not eligible for a pay adjustment.
- An employee who is on leave without pay on July 1, 2017, shall receive the applicable pay adjustment effective the date the employee returns to pay status. In no case shall the increase be retroactive.
- Eligible employees who work less than 12 months during the year (seasonal staff, etc.) shall receive the applicable pay adjustment on a prorated basis based on the number of months worked.
- In making any type of mathematical calculation, follow the normal rounding procedure. If the third decimal place is five or more, round up to the next cent. If the third decimal place is four or less, round down to the next cent.
- Pay adjustments provided in the 2017-2018 General Appropriations Act and Chapter 2017-88, Laws of Florida (Senate Bill 7022) shall be implemented prior to processing any other personnel action such as promotions, demotions, or reassignments that occur on the same date.

If for any reason an employee's salary cannot be adjusted in accordance with these instructions, the Director of the Division of Human Resource Management must be notified in writing no later than July 31, 2017, with a full explanation of the circumstances. The agency will be notified as to how these cases are to be handled.

ATTACHMENT C

INSTRUCTIONS FOR IMPLEMENTATION OF THE OCTOBER 1, 2017 PAY ADJUSTMENT FOR CORRECTIONAL OFFICER CLASSIFICATION SERIES

These general instructions shall be used to implement the pay adjustment for eligible "Correctional Officer classification series employees" effective October 1, 2017. Eligible employees are employees who are employed on the effective date.

1. The Department of Corrections shall increase the minimum base rate of pay of eligible employees (as of September 30, 2017) in positions in the Correctional Officer series as follows:
 - Correctional Officer (8003) to \$33,500.
 - Correctional Officer Sergeant (8005) to \$36,850.
 - Correctional Officer Lieutenant (8011) to \$40,535.
 - Correctional Officer Captain (8013) to \$44,589.
- or**
2. Increase eligible Correctional Officer series employees' base rate of pay (as of September 30, 2017) by \$2,500, whichever amount is higher.
3. Before determining the pay adjustment:
 - Pay additives defined in Chapter 60L-32.0012, Pay Additives and Incentive Pay, Florida Administrative Code, must be removed from the employee's salary.
 - Percentage and/or dollar amount increases granted for additives must be removed to determine the base rate of pay.
4. Any percentage increase granted for a pay additive shall be recalculated based on the employee's new base rate of pay after the October 1, 2017, pay adjustment has been implemented. Dollar amount increases granted for a pay additive shall not be recalculated.
5. Reapply any increase granted as a pay additive.
6. Additional Provisions:
 - Pay adjustments shall be effective October 1, 2017, regardless of whether employees are paid on a monthly or biweekly basis.

ATTACHMENT C (Continued)

- Other Personal Services (OPS) employees are not eligible for a pay adjustment.
- An employee who is on leave without pay on October 1, 2017, shall receive the applicable pay adjustment effective the date the employee returns to pay status. In no case shall the increase be retroactive.
- Eligible employees who work less than 12 months during the year (seasonal staff, etc.) shall receive the applicable pay adjustment on a prorated basis based on the number of months worked.
- In making any type of mathematical calculation, follow the normal rounding procedure. If the third decimal place is five or more, round up to the next cent. If the third decimal place is four or less, round down to the next cent.
- Pay adjustments provided in the 2017-2018 General Appropriations Act and Chapter 2017- 88 Laws of Florida (Senate Bill 7022) shall be implemented prior to processing any other personnel action such as promotions, demotions, or reassignments that occur on the same date.

If for any reason an employee's salary cannot be adjusted in accordance with these instructions, the Director of the Division of Human Resource Management must be notified in writing no later than October 31, 2017, with a full explanation of the circumstances. The agency will be notified as to how these cases are to be handled.

ATTACHMENT D

INSTRUCTIONS FOR IMPLEMENTATION OF THE SPECIAL PAY ADJUSTMENT FOR DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES LAW ENFORCEMENT OFFICER EMPLOYEES

These general instructions shall be used to implement the special pay adjustment for eligible Law Enforcement Officer (Class code: 8515) employees in the Department of Highway Safety and Motor Vehicles. The effective date is June 14, 2017, the date that Senate Bill 7022 became a law. Eligible employees are employees who are employed on or after the effective date.

1. The Department of Highway Safety and Motor Vehicles shall increase the minimum base rate of pay of eligible current and new employees hired to fill positions in the Law Enforcement class (class code 8515) to \$36,223.
2. Before determining the pay adjustment:
 - Pay additives defined in Chapter 60L-32.0012, Pay Additives and Incentive Pay, Florida Administrative Code, must be removed from the employee's salary.
 - Percentage and/or dollar amount increases granted for additives must be removed to determine the base rate of pay.
3. Any percentage increase granted for a pay additive shall be recalculated based on the employee's new base rate of pay after the June 14, 2017, pay adjustment has been implemented. Dollar amount increases granted for a pay additive shall not be recalculated.
4. Reapply any increase granted as a pay additive.
5. Additional Provisions:
 - These pay adjustments shall be effective June 14, 2017, regardless of whether employees are paid on a monthly or biweekly basis.
 - Other Personal Services (OPS) employees are not eligible for a pay adjustment.
 - An employee who is on leave without pay on the effective date of the increase shall receive the applicable pay adjustment effective the date the employee returns to pay status. In no case shall the increase be retroactive.
 - Eligible employees who work less than 12 months during the year (seasonal staff, etc.) shall receive the applicable pay adjustment on a prorated basis

ATTACHMENT D (Continued)

based on the number of months worked.

- In making any type of mathematical calculation, follow the normal rounding procedure. If the third decimal place is five or more, round up to the next cent. If the third decimal place is four or less, round down to the next cent.
- Pay adjustments provided in the 2017-2018 General Appropriations Act and Chapter 2017-88, Laws of Florida (Senate Bill 7022) shall be implemented prior to processing any other personnel action such as promotions, demotions, or reassignments that occur on the same date.

If for any reason an employee's salary cannot be adjusted in accordance with these instructions, the Director of the Division of Human Resource Management must be notified in writing no later than July 31, 2017, with a full explanation of the circumstances. The agency will be notified as to how these cases are to be handled.