



4050 Esplanade Way, Suite 235
Tallahassee, FL 32399-0950
850-488-2445

Ron DeSantis, Governor
Pedro Allende, Secretary

MEMORANDUM

TO: State Personnel System Human Resource Officers

FROM: Constance Brock, Chief of State Workforce Design Compensation Programs
Division of State Human Resource Management

DATE: June 20, 2023

SUBJECT: Summary of Employee Compensation and Benefits for Fiscal Year 2023-2024

Section 8 of the General Appropriations Act (GAA) provides instructions for implementing the Fiscal Year 2023-2024 salary and benefit adjustments. For agency-specific questions regarding implementation, please contact the Governor's Office of Policy and Budget. The following is a summary of the Section 8 provisions as they pertain to the State Personnel System (SPS):

General Provisions

Unless otherwise specified in Section 8, references to an "eligible" employee refer to an employee who is, at a minimum, meeting his or her required performance standards, if applicable. If an ineligible employee achieves performance standards subsequent to the salary implementation date, but on or before the end of the fiscal year, the employee may receive the increase; however, the increase shall be effective on the date the employee becomes eligible but not retroactively. In addition, any salary increase or bonus provided under section 8 shall be pro-rated based on the full-time equivalency of the employee's position. Employees classified as Other Personal Services (OPS) employees are not eligible for an increase.

Note: Employees who are not on a corrective action plan as of June 30, 2023, are considered eligible for increases that are effective July 1, 2023.

The minimums and maximums for each pay grade and pay band shall be adjusted upward commensurate with the increases provided in Section 8, subsections (1) and (2) of the GAA related to employee compensation. All eligible employees shall receive the increases specified in Section 8, even if the implementation of such increases results in an employee's salary exceeding the adjusted pay grade maximum.

Provisions set forth within Section 8 of the GAA that increase the minimum salaries shall apply to newly hired positions effective July 1, 2023.

Inflation and Competitive Pay Adjustments

Effective July 1, 2023, each eligible employee's June 30, 2023, base rate of pay shall be adjusted by 5.0 percent to address elevated inflation and provide a Competitive Pay Adjustment. The pay adjustment shall apply to each eligible employee in the Career Service, the Selected Exempt Service, the Senior Management Service, and each non-career service employee of the Florida School for the Deaf and the Blind. OPS employees are not eligible for the pay adjustment. This pay adjustment shall be made before any other adjustments authorized in subsection (2) of Section 8.

Calculation Method: Each eligible employee's June 30, 2023, base rate of pay shall be increased by 5.0% to account for the Inflation and Competitive Pay Adjustment.

Special Pay Issues

Note: For the purposes of defining calculation methods for Special Pay Issues, the term "Adjusted Rate" refers to the employee's June 30 base rate of pay after the 5.0% Competitive Pay Adjustment has been applied.

a. Agency Discretionary Pay Plans

Effective October 1, 2023, agencies are provided funds to grant special pay adjustments to address pay plan compression, recruitment, and retention issues for eligible employees or cohorts of employees.

Each state agency may submit a plan for implementation of the special pay adjustments, which shall include at a minimum, the position number for each employee receiving a pay adjustment, the associated class code and class title, the base rate of pay prior to the special pay adjustment but after the 5% Inflation and Competitive Pay Adjustment, the new base rate of pay after the special pay adjustment, the associated benefits, total budget allocated for each position and the fund source to be used. Plans must include the total amount and associated salary rate allocated for both Fiscal Year 2023-2024 (9 months), and the full year amount. Plans must be submitted by August 1, 2023, to the Governor's Office of Policy and Budget, the chair of the Senate Committee on Appropriations, and the chair of the House of Representatives Appropriations Committee. These funds shall be held in reserve until budget amendments submitted for the distribution of these funds and associated salary rate are approved by the Legislative Budget Commission, pursuant to the provisions of chapter 216, Florida Statutes (F.S.).

Please refer to Section 8(2)(a)3 of the [GAA](#) for specific funding amounts and sources by agency.

b. Department of Corrections

1. Class Annual Minimums

Effective July 1, 2023, the Department of Corrections shall adjust the minimum annual base rate of pay to the levels listed below for each eligible employee in one of the following position classifications:

Correctional Officer (8003) *	\$45,760
Correctional Officer Sergeant (8005) *	\$50,336
Correctional Officer Lieutenant (8011) *	\$57,887
Correctional Officer Captain (8013) *	\$63,675
Correctional Officer Major-SES (8015) *	\$76,409
Correctional Officer Colonel-SES (8017) *	\$84,050
Assistant Warden-DC (7941)	\$92,456
Warden-DC (7948)	\$110,946
Assistant Regional Director-DC (8273)	\$122,041
Regional Director of Institutions-DC (8271)	\$134,245
Classification Supervisor (8053)	\$76,409
Correctional Service Administrator-SES (8058)	\$84,050
Assistant Chief of Investigations-DC (9019)	\$84,365
Chief Internal Auditor-DC (8961)	\$109,069
Chief of Investigations-DC (9032)	\$109,069
Deputy Inspector General-DC (8019)	\$122,183
Correctional Probation Officer (8036) *	\$45,760
Correctional Probation Senior Officer (8039) *	\$52,624
Correctional Probation Specialist (8040) *	\$52,624
Correctional Probation Supervisor (8045) *	\$57,887
Correctional Probation Senior Supervisor (8046) *	\$63,675
Deputy Circuit Administrator-DC (5258)	\$92,456
Circuit Administrator-DC (5256)	\$110,946
Assistant Regional Director Community Corrections (5259)	\$122,041
Regional Director of Community Corrections-DC (8272)	\$134,245
Inspector (8026) *	\$52,800
Senior Inspector (8028) *	\$60,500
Inspector Supervisor (8029) *	\$73,700

** Classes with an asterisk are eligible for the Correctional Officer, Correctional Probation Officer, and Inspector – Retention Pay as described in paragraph 2 below.*

Calculation Method: Each eligible employee's base rate of pay shall be increased to the greater of the Adjusted Rate or the minimum rate for the assigned class.

2. Correctional Officer, Correctional Probation Officer, and Inspector – Retention Pay

Effective July 1, 2023, the Department of Corrections shall also grant a special pay adjustment to the annual base rate of pay for correctional officers, correctional probation officers, and inspectors based on years of combined continuous service in any of the included classifications.

At least two years but less than three years	\$1,000
At least five years but less than six years	\$500
At least eight years but less than nine years.....	\$1,000

For purposes of this subsection, the term “correctional officer” means an employee of the Department of Corrections in one of the Correctional Officer classification codes listed in subsection b.1. with an asterisk (*).

For purposes of this subsection, the term “correctional probation officer” means an employee in the Department of Corrections in one of the Correctional Probation Officer classification codes listed in subsection b.1. with an asterisk (*).

For purposes of this subsection, the term “inspector” means an employee in the Department of Corrections in one of the Inspector classification codes listed in subsection b.1. with an asterisk (*).

Calculation Method: After the increase described in Class Annual Minimums above, an additional adjustment shall be applied to eligible employees in these classes based on combined continuous service. The combined continuous service is calculated based on the total continuous years in any of the included classes as of June 30, 2023.

3. Maintenance Staff

Effective July 1, 2023, in addition to the Inflation and Competitive Pay Adjustment, the Department of Corrections shall grant a special pay adjustment of 5% for eligible maintenance staff in correctional facilities. For the purposes of this subsection, the term “maintenance staff means an employee of the Department of Corrections in the following classification codes:

Vocational Instructor III - F/C (1315); Engineering Technician IV (4612); Construction Projects Consultant I (4691); Construction Projects Consultant II (4692); Maintenance & Construction Superintendent (6387); Plumber (6441); Master Electrician (6446); Senior Refrigeration Mechanic (6454); Maintenance Mechanic - F/C (6469); and Electronic Technician II (7234).

Calculation Method: Each eligible employee’s Adjusted Rate shall be increased by 5%.

4. Educational Staff

Effective July 1, 2023, in addition to the Inflation and Competitive Pay Adjustment, the Department of Corrections shall grant special pay adjustments to eligible educational staff. For the purposes of this subsection, the term “educational staff” means an employee of the Department of Corrections in the following classification codes:

Vocational Teacher (8085), Academic Teacher (8093), Special Education Teacher (9095), Wellness Education Specialist I (5567), Placement & Transition Specialist (8081), Education Supervisor I-SES (8082), Education Supervisor II-SES (8083), Chaplain (5819), Senior Chaplain (5823), Correctional Chaplaincy Services Specialist (8099).

5. Hiring and Retention Bonus

Effective July 1, 2023, the Department of Corrections may grant a one-time \$5,000 hiring and retention bonus for correctional officers at 15 targeted high vacancy correctional facilities. The funds shall be placed in reserve. The department is authorized to submit budget amendments requesting the release of these funds pursuant to the provisions of chapter 216, F.S. Release of the funds is contingent upon the approval of a detailed spend plan identifying vacancy rates, turnover rates, and the number of correctional officers receiving the bonus.

c. Division of Administrative Hearings

Effective July 1, 2023, the Division of Administrative Hearings shall increase the annual base rate of pay of Administrative Law Judges to \$172,000.

Calculation Method: Each eligible employee’s base rate of pay shall be increased to the greater of \$172,000 or the Adjusted Rate.

Other Benefits

The following items shall be implemented in accordance with the provisions of the GAA and with the applicable negotiated collective bargaining agreement:

- The state shall provide up to six (6) credit hours of tuition-free courses per term at a state university or Florida College System institution to full-time employees on a space-available basis as authorized by law.
- The state shall continue to reimburse, at current levels, for the replacement of personal property.

- Each agency, at the discretion of the agency head, 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.
- The state shall 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 personnel 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.

Note: Information related to health, life, and disability insurance is provided on the Division of State Group Insurance website.

Retirement Employer Contribution Rates

The uniform contribution rate system for retirement will continue. Therefore, your agency pays the same contribution rates by membership class or subclass for members under both plans. See [Information Release 2023-229](#) for more information. Information Release 2023-229 can be found under Information Releases on the Employers page of the Division of Retirement's website at www.frs.myflorida.com.

Pay Additives and Other Incentive Programs

The following pay additives and other incentive programs are authorized for the 2023-2024 fiscal year from existing agency resources consistent with provisions of sections 110.2035 and 216.251, F.S., the applicable Department of Management Services administrative rules, and negotiated collective bargaining agreements:

- Each agency is authorized to 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 the 2023-2024 fiscal year. Such additives shall be granted under the provisions of law, administrative rules, and collective bargaining agreements. *Note: The GAA references the 2022-2023 fiscal year. These instructions capture the intent of the provision.*

- Each agency is authorized to 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), F.S., does not apply to these additives.
- Each agency is authorized to continue to 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 (FAC), or a similar performance evaluation applicable to other pay plans. *Note: Exemplary performance for positions in the SPS is defined in chapter 60L-35, FAC as an overall performance evaluation score of 3.5 or higher.*
- Contingent upon the availability of funds and at the agency head's discretion, each agency is authorized to grant a temporary special duties pay additive, of up to 15 percent (15%) 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 duty 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, special operations group members, and long-term covert investigations.
- 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 duties within, these 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 Fish and Wildlife Conservation Commission may provide a duty officer shift differential pay additive of 10 percent and a midnight shift differential of 15 percent to duty officers who are assigned to work those respective shifts.
- 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:
 1. 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;

2. 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;
3. Alachua, Baker, Brevard, Clay, Charlotte, Flagler, Indian River, Manatee, Martin, Nassau, Osceola, Pasco, Sarasota, Santa Rosa, Seminole, St. Johns, St. Lucie, and Volusia counties 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; Honor Guard; 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 and Broward counties for class codes 0108, 2236, 6466, 0162, 0045, 3142, and 0004. These critical market pay additives shall be granted only during the time in which the employee resides in, and is assigned to duties within, these counties.
- The Department of Highway Safety and Motor Vehicles is authorized to grant a critical market pay additive of \$5,000 per year to non-sworn Florida Highway Patrol personnel for class codes 8407, 8410, 8417, and 8513 working and residing in the following counties: Duval, Nassau, Baker, Clay, St. Johns, Hillsborough, Polk, Pinellas, Manatee, Pasco, Lee, Charlotte, Glades, Hendry, Collier, Miami-Dade, Monroe, Palm Beach, Martin, Broward, Seminole, Orange, Lake, Osceola, and Brevard. This additive shall be granted only during the time in which the employee resides in and is assigned to duties within.
- The Department of Highway Safety and Motor Vehicles is authorized to grant a critical market pay additive of \$5,000 per year to Motorist Services personnel for class codes 9000 and 9002 working and residing in Miami-Dade and Broward counties. This additive shall be granted only during the time in which the employee resides in and is assigned to duties within those counties. In addition, Motorist Services personnel for class code 9018 with the working class title of Community Outreach Specialist shall also receive a \$5,000 critical market pay additive per year.

- 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 Transportation is authorized to grant a pay additive of \$2.00 per hour for incident management services performed for critical coverage areas on the state highway system during nonstandard work hours, including nights and weekends.
- 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 may continue to grant a temporary special duties pay additive of up to ten percent (10%) of the employee's base rate of pay for each certified Correctional Officer (class code 8003); certified Correctional Officer Sergeant (class code 8005); certified Correctional Officer Lieutenant (class code 8011); and certified Correctional Officer Captain (class code 8013). For purposes of determining eligibility for this special pay additive, the term "certified" means the employee has obtained a correctional mental health certification as provided through the department. To be certified, a correctional officer must: (a) initially complete 5 courses consisting of a total of 54 hours of instruction taught by a department instructor with a correctional officer behavioral mental health certification through the American Correctional Association; (b) upon completing that instruction, satisfactorily pass a department examination; and (c) twice each year satisfactorily complete 16 additional hours of training and an examination, including in the year the correctional officer satisfies (a) and (b). The courses and training must educate correctional officers in identifying symptoms of mental illness in prisoners while helping to foster a safer environment for inmates with mental illness. Such additive may be awarded only during the time the certified officer is employed full time in an assigned mental health unit post.
- The Department of Corrections may continue to grant a one-time \$1,000 hiring bonus to newly hired Correctional Officers (class code 8003) who are hired to fill positions at a correctional institution that had a vacancy rate for such positions of more than ten percent (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.

- The Department of Corrections may continue to grant a one-time \$1,000 hiring bonus to newly hired teachers and instructors (class codes 1313, 1315, 4133, 8085, 8093, 9095) at a correctional institution. 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.
- The Department of Children and Families may continue to grant a temporary special duties pay additive of five percent (5%) of the employee's base rate of pay to:
 1. All employees in the Human Services Worker I, Human Services Worker II, and Unit Treatment and Rehabilitation Specialist classes who work within the 13-1E, 13-1W, 32N, or 32S living areas at the Northeast Florida State Hospital. Such additive may be awarded only during the time the employees work within those living areas at the Northeast Florida State Hospital.
 2. All employees in the Human Services Worker I, Human Services Worker II, and Unit Treatment and Rehabilitation Specialist classes who work within the Specialty Care Unit or Medical Services Unit at the Florida State Hospital. Such additive may be awarded only during the time those employees work within the Specialty Care Unit or Medical Services Unit at the Florida State Hospital.
 3. All employees in Child Protective Investigator and Senior Child Protective Investigator classes who work in a weekend unit. Such additive may be awarded only during the time such employees work in a weekend unit.
 4. All Adult Registry Counselors who work in a weekend unit at the Abuse Hotline. Such additive may be awarded only during the time such employees work in a weekend unit.
- The Department of Financial Services may continue to grant special duty pay additives of \$2,000 for law enforcement officers who perform additional duties as K-9 handlers.

Collective Bargaining

All collective bargaining issues at an 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, the Florida Nurses Association, and the Florida State Lodge Fraternal Order of Police related to wages, insurance benefits, and other economic issues shall be resolved pursuant to the instructions provided in the GAA and other legislation enacted to implement the GAA.

Implementation

- People First will provide a spreadsheet to each agency with the calculation for the Inflation and Competitive Pay Adjustment. The spreadsheet for the Department of

Corrections will include calculations for the minimum pay grade adjustments and maintenance staff adjustments. The Department of Corrections spreadsheet will include a field to manually calculate the retention pay adjustments and educational staff adjustments. The spreadsheet for the Division of Administrative Hearings will include the monthly rate calculations for Administrative Law Judge increases.

- The agency HR team will need to:
 1. Review the spreadsheet and remove any employee who has failed to meet their required performance standards as provided in the General Provisions section.
 2. Confirm that the calculated rate provided accurately reflects eligible increases for the Inflation and Competitive Pay Adjustment.
 3. Department of Corrections: Confirm the calculations for the new pay grade minimums and pay adjustments for maintenance staff. Enter the appropriate amount on the spreadsheet for retention pay adjustments and identify Educational Staff employees who are subject to an unspecified adjustment as described paragraph (b)(4) above.
 4. Division of Administrative Hearings: Confirm the calculations for the Administrative Law Judge.

- The spreadsheet, with updates and corrections, should be returned to People First by the date requested.

- People First will display one transaction for Legislative Mandate. If an employee is eligible for multiple increases within this Section, the individual increases will be combined and only show the final amount after all applicable increases have been applied.