



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Frank L. Perry, Secretary

Nancy Lipscomb, Director
Human Resources

September 21, 2016

ADMINISTRATIVE MEMORANDUM: 09-2016

TO: DPS Division Directors and Section Heads

FROM: Nancy Lipscomb, Human Resources Director *NLC*

SUBJECT: 2016 Appropriations Act: Compensation Bonus, Merit-Based Bonus, Bonus Leave

The 2016 General Assembly has ratified and the Governor has signed the 2016 Appropriations Act/ HB1030, which provides for a one-time lump sum compensation bonus, a one-time merit-based bonus, and the opportunity to cash in bonus leave for the Fiscal Year (FY) 2016-17. This is in addition to the legislative increase of one and one-half percent (1.5%) granted in July to eligible employees (see Administrative Memorandum 06-2016).

Compensation Bonus

A one-time, lump sum, across-the-board compensation bonus of one-half percent (0.05%) based on the salary in effect September 1, 2016 will be granted to eligible employees in October 2016.

Eligibility for the Compensation Bonus

Employees in a state funded position on September 1, 2016 with a permanent (full or part-time), probationary, and time-limited appointments eligible, including those permanent full-time employee who work a 9, 10, or 11 months scheduled, as well as those in banded classes and those at step Z or FR (flat rate) are eligible for the compensation bonus without regard to their performance ratings, disciplinary actions, or placement within the salary range, even if at or above the maximum of the salary range.

Employees on Leave of Absence (LOA), paid or unpaid, as of September 1, 2016 are eligible for the compensation bonus.

Employees separated from state service prior to September 1, 2016 or hired on or after September 2, 2016 are not eligible for the compensation bonus. This includes employees with a retirement effective date of September 1, 2016 as the last day of employment was August 31, 2016.

Teachers/115C employees paid on the separate salary schedule are not eligible to receive the compensation bonus.

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Merit-Based Bonus

A one-time merit-based bonus will be granted in October 2016 for eligible State employees in a state-funded position, subject to or exempt from the State Human Resources Act.

The amount(s) of the merit-based bonus will be provided at a later date.

Eligibility for the Merit-Based Bonus

Employees in a state funded position with a permanent (full or part-time), probationary, and time-limited appointments eligible, including those permanent full-time employee who work a 9, 10, or 11 months scheduled, as well as those in banded classes and those at step Z or FR (flat rate) may be eligible for the merit-based bonus in accordance with the below described criteria.

Employees with a completed FY 2015-16 performance plan that received an overall performance evaluation rating of "Meets" or "Exceeds" expectations are eligible, provided they have no active discipline as of October 1, 2016. Employees must have at least six (6) months of cumulative employment under a performance plan during FY 2015-16 in order to be eligible to receive a performance evaluation rating. Employees without a performance evaluation rating are not eligible.

Employees hired on or before January 1, 2016 and who have a FY 2015-16 performance plan with a performance evaluation rating of "Meets" or "Exceeds" expectations are eligible.

The six (6) months doesn't need to be with the same state agency. An employee may have transferred between state agencies within the year and still have the requisite six (6) months under a performance plan to receive a performance evaluation rating and therefore be eligible for the merit-based bonus.

Employees on LOA (regardless of the type) must have six (6) months of cumulative work under a performance plan during FY 2015-16 to be eligible to receive a performance evaluation rating. If an employee with six (6) months of cumulative work under a performance plan during FY 2015-16 was on LOA during the Annual Performance Evaluation (APE) task, he/she should have received a rating of "N/A". For employees returning to work status prior to June 30, 2017, the APE task may be reopened so the employee can be evaluated and assigned a performance evaluation rating and if otherwise eligible, the employee will receive the merit-based bonus at that time.

Employees with less than six (6) months of cumulative work during FY 2015-16 and employees returning from LOA on or after July 1, 2017 are not eligible for the merit-based bonus.

Employees with a break in service during FY 2015-16 are not eligible for the merit-based bonus.

Employees whose salaries are set by statute as defined per G.S. 126-5 and appointed executive positions are not eligible.

Teachers/115C employees paid on the separate salary schedule are not eligible for the merit-based bonus.

Employees separating from state service on or before the last day of the pay period in which the merit-based bonus is disbursed are not eligible for the merit-based bonus.

Bonus Leave

Further information regarding the opportunity to cash in Bonus Leave benefits will be provided after January 1, 2017.

Questions regarding either of the bonus payments may be directed to your respective HR representative or the DPS Human Resources staff.

Thank you for your attention in this matter.

NL:MKS

Cc: Secretary Frank L. Perry
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