

NOTICE OF PROPOSED REGULATION DEVELOPMENT

The New College of Florida Board of Trustees

Date: March 10, 2025

REGULATION CHAPTER NUMBER:

Chapter 3 – Administrative Affairs

REGULATION NUMBER AND TITLE:

3-4012: Employee Bonus Plans

AUTHORITY: Article IX, Sec. 7, Fla. Constitution; sec. 1012.978, Florida Statutes; BOG Regulations 1.001, 7 and 9.015.

SUMMARY OF PROPOSED REGULATION AMENDMENT:

3-4012: The proposed regulation amendment establishes employee bonus plans, as authorized by Florida Board of Governors Regulation 9.015.

TEXT OF PROPOSED REGULATIONS:

The full text of the proposed regulation is set out following this notice.

NEW COLLEGE OFFICIAL INITIATING THE REGULATION:

Christie Fitz-Patrick, Chief of Staff and Vice President for Finance and Administration

PROCEDURE FOR COMMENTING ON PROPOSED REGULATION:

Comments concerning the proposed regulation should be submitted **within 14 days of the date of this notice** to David Brickhouse, Vice President for Legal Affairs, 5800 Bay Shore Road, Sarasota, Florida 34243, (941)-487-4106 office, generalcounsel@ncf.edu. Comments provided to Mr. Brickhouse will be presented to the Board of Trustees for consideration.

THE FULL TEXT OF THE PROPOSED REGULATION IS BELOW

~~Strikethrough~~ indicates deletion; Underlining indicates addition

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-4012 Employee Bonus Plans Recognition Program

(1) The New College of Florida bonus plan is designed to comply with Section 1012.978, Florida Statutes, and the Florida Board of Governors (BOG) Regulation 9.015. Bonuses may be awarded to Executive Service, Administrative and Professional, Faculty, and USPS employees when specific criteria and/or conditions are met. The New College of Florida Board of Trustees (BOT) delegates authority to the President or the President's designee to establish procedures to implement this bonus plan, including levels of approvals and compensation for specific bonuses described in this bonus plan.

(2) Definition: Bonuses are lump sum payments which are nonrecurring compensation, and the amount will not be included in the compensation upon which State retirement benefits are calculated. Bonuses are subject to the availability of funds and will be subject to tax and FICA withholding as required by law. Proposed bonus payments must include written justification and be approved by the President or designee.

(3) Criteria for Awarding Bonus Payments Based on *Employee Work Performance* may include:

a) Variable Compensation Plan Award. The Variable Compensation Plan (VCP) Award is a pre-approved plan that provides for a lump-sum award based on successful attainment of established goals. A VCP establishes the eligible faculty or staff's contribution to departmental objectives, which typically includes revenue generation, and specific targets to be achieved with a pay-out schedule based on achieving the stated goals within the fiscal year. There must be an evaluation on file for the faculty or staff to be eligible for this bonus.

(4) The President or designee shall develop written procedures establishing the submission and approval process, and such other requirements as may be necessary or desirable.

(5) Bonus payments may be approved once within a 12-month period per employee. Requests for exceptions must include additional written justification and be approved by the President or designee.

(6) Reporting: In the first quarter of each fiscal year, the President or designee shall report to the Board of Trustees the total amount paid during the prior fiscal year for performance bonuses. The report shall include the President's certification that any bonuses paid during the reporting period complied with the University's bonus plan criteria and were paid from funds contained within the University's budget as approved by the Board of Trustees.

~~(1) The New College of Florida Employee Recognition Program shall provide for recognition of eligible employees.~~

~~(2) The College is authorized to expend State funds for recognition and awards to employees in compliance with this rule. Any award will be contingent upon the availability of funds. Nothing in this rule is intended to govern the expenditure of private funds to which the College may have access.~~

~~(3) The awards provided for herein shall acknowledge employee achievement in the~~

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

following components:

- ~~(a) Superior Accomplishment—Exemplary performance by faculty members, Administrative and Professional (A&P), or USPS employees that is deemed to have significantly contributed to their respective field, thereby reflecting positively on the caliber of the State University System.~~
- ~~(b) Service—Sustained satisfactory service with the State University System by faculty members, A&P, or USPS employees.~~
 - ~~1. Eligible employees may be recognized for service upon retirement.~~
 - ~~2. Eligible employees will be recognized upon achieving increments of five continuous years of satisfactory service at the College.~~

~~(4) Superior Accomplishment Component~~

- ~~(a) Awards for superior accomplishment may be presented to eligible employees on an individual basis or collectively for outstanding group performance. The Human Resources Director coordinates the selection process for the College-wide Outstanding Staff Awards. The Equal Opportunity Affairs officer coordinates the selection process for the Affirmative Action awards. Divisional awards may be presented by Deans or Directors.~~
- ~~(b) Awards for superior accomplishment, whether College-wide or division, shall be in accordance with the following provisions:~~
 - ~~1. No cash award granted under the superior accomplishment component shall exceed \$1,000, excluding applicable taxes. Savings Bonds or other items in lieu of cash may be awarded, provided the cost of such item does not exceed \$1,000.~~
 - ~~2. Certificates, pins, plaques, letters of commendation, or other appropriate tokens of recognition of superior service may be awarded, provided the cost of the token does not exceed \$50.~~
 - ~~3. Lump sum bonuses based solely on performance will not be awarded.~~
 - ~~4. All divisional award activity must be reported to the Human Resources Director.~~

~~(5) Service Award Component~~

- ~~(a) Divisions may recognize retiring employees or appointed members of a state board or commission upon the expiration of his or her term whose service has been satisfactory. Awards may take the form of suitable framed certificates, pins, or other tokens of recognition and appreciation, provided such awards do not cost in excess of \$50 each. All service awards shall be reported to the Human Resources Director.~~
- ~~(b) The Human Resources Director shall be responsible for the administration and coordination of the continuous satisfactory service awards program. The College shall recognize employees~~

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

~~who have attained continuous satisfactory service in increments of five years.~~

- ~~(6) The College shall prepare an annual report to be presented to the Board of Education for outlining the level of participation in the employee recognition program.~~
- ~~(7) New College of Florida shall submit to the Board a calendar year report that includes at least the following items:~~
- ~~(a) The number of employees recognized for superior accomplishments;~~
 - ~~(b) The number of employees recognized for continuous satisfactory service to the College; and~~
 - ~~(c) The College's Human Resources Director shall be responsible for regularly gathering data regarding the number of individual employees being recognized under any component of this program.~~

Authority: Article IX, Sec. 7, Fla. Constitution; sec. 1012.978, Florida Statutes; Fla. Board of Governors Regulations 1.001 and 9.015

*History: Adopted 01-28-04, as Rule 6C11 8.012; Revised 03-11-17 (technical amendment);
Revised 04-09-25*