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FINANCE & ADMINISTRATION

Office of the Senior Vice President

M E M O R A N D U M

TO: President Richard McCullough
President's Cabinet
Deans, Directors, Department Heads

FROM: Renisha Gibbs, Human Resources
Katie Perkins, Budget Office

THRU: Kyle C. Clark, Finance & Administration

SUBJECT: 2026-2027 Salary Increase, Non-recurring Bonus, and Minimum Wage Pay Adjustment for In-Unit & Out-of-Unit Staff

DATE: October 30, 2026

This memorandum outlines provisions and instructions for administering a salary increase, a non-recurring bonus, and a minimum-wage pay adjustment for A&P and USPS employees. OPS employees are excluded.

Intent:

The University will implement a salary increase effective November 6, 2026, for eligible A&P and USPS employees. The increase will be based on each employee's annual base rate of pay as of June 30, 2026, and will be reflected in the November 25, 2026, paycheck.

- Employees whose annual base rate of pay as of June 30, 2026, was $40,000 or more will receive a 1.75% salary increase.
- Employees whose annual base rate of pay as of June 30, 2026, was less than $40,000 will receive a 2.25% salary increase.

The University will also provide eligible salaried employees with a one-time, non-recurring bonus of $1,200.00, prorated based on the employee's FTE and subject to applicable taxes and deductions. The bonus will be paid on November 25, 2026.

Additionally, the University will implement a minimum-wage pay adjustment, effective November 20, 2026, to establish a minimum rate of pay of $16.00 per hour for salaried employees. The adjustment will be reflected in the December 11, 2026, paycheck.

Salary Increase Eligibility:

To be eligible for the salary increase, an employee must meet all of the following criteria:

- Have been continuously employed by FSU in a salaried position on or before January 5, 2026;
- Be in "Active" payroll status on November 6, 2026; and
- Have received, at a minimum, a "Satisfactory" rating on the employee's most recent performance evaluation or, if an evaluation has not been completed, be meeting required performance standards.

The following employees are not eligible for the salary increase:

- A&P employees who have received notice of non-renewal or contract cancellation; and
- Employees whose employment agreements contain specific provisions that make them ineligible for a salary increase.

The salary increase will be processed automatically based on each employee's hire date and current performance evaluation rating. Departments are responsible for notifying Tracey Pearson (tvpearson@fsu.edu) in writing of any employee who is not eligible for the salary increase due to non-renewal, contract cancellation, or applicable provisions of an employment agreement. Notification must be received no later than November 6, 2026. Human Resources will notify the Budget Office and ERP of employees determined to be ineligible.

Non-recurring Bonus Eligibility:

To be eligible for the non-recurring bonus, an employee must meet all of the following criteria:

- Have been continuously employed by FSU in a salaried position on or before May 6, 2026;
- Be in "Active" payroll status on November 6, 2026; and
- Have received, at a minimum, a "Satisfactory" rating on the employee's most recent performance evaluation or, if an evaluation has not been completed, be meeting required performance standards.

The following employees are not eligible for the bonus:

- A&P employees who have received notice of non-renewal or contract cancellation;
- Employees whose employment agreements contain specific provisions that make them ineligible for the bonus; and
- Employees who have submitted notice of resignation.

The bonus will be processed automatically. Departments are responsible for notifying Tracey Pearson (tvpearson@fsu.edu) in writing of any employee who should not receive the bonus due to documented unsatisfactory work performance, non-renewal, contract cancellation, notice of resignation, or applicable provisions of an employment agreement. Notification must be received no later than November 6, 2026. Human Resources will notify the Budget Office and ERP of employees determined to be ineligible.

Minimum Wage Pay Adjustment:

Effective November 20, 2026, salaried employees earning less than $16.00 per hour will receive a pay adjustment to bring their base rate of pay to the applicable minimum. For employees working 1.00 FTE, the minimum annual base salary is $33,408.00, calculated using the University's 26.1 pay periods. The annual minimum for employees working less than 1.00 FTE will be prorated based on FTE.

Human Resources will initiate the pay adjustment for all impacted salaried employees.

Additionally, the University's staff pay band structure will be adjusted slightly to accommodate this change.

Other Considerations:

Employees Not in Pay Status: Employees who are not in "Active" payroll status on November 6, 2026, but return to active payroll status on or before June 30, 2027, will receive the applicable salary increase and/or non-recurring bonus upon their return, provided they meet all other eligibility criteria. The salary increase will be calculated using an employee's June 30, 2026, annual base rate of pay. The salary increase and/or bonus will become effective at the beginning of the next applicable pay period after the employee returns to work. The department is responsible for initiating the action by submitting an ePAF.

Employees who are not in "Active" payroll status on November 20, 2026, will receive any applicable minimum-wage pay adjustment upon their return to active payroll status. The employee's annual base rate of pay will be adjusted, as necessary, to meet the University's minimum rate of $16.00 per hour.

Employees Not Meeting Performance Standards: An otherwise eligible employee who does not meet the required performance standards as of the applicable effective date may receive the salary increase and/or bonus upon meeting those standards, provided this occurs on or before June 30, 2027, and all other eligibility requirements are met. The salary increase and/or bonus will be effective at the beginning of the next applicable pay period. The department is responsible for initiating the action by submitting an ePAF.

Funding Instructions:

- **E&G Funded Employees**: Increases for employees funded by E&G resources (OMNI fund codes 110, 121, 210, and 211) will be funded by the University, subject to the statutory E&G salary limit.
- **Non-E&G Funded Employees**: Eligible employees whose salaries are funded from contract, grant, auxiliary, student activities, technology fee, or financial aid non-E&G administrative funds may receive the salary increase and non-recurring bonus contingent on available funding. Departments should notify Katie Perkins via email (kperkins@fsu.edu) of any non-E&G budgets that will not have funds for the salary increase and non-recurring bonus no later than November 6, 2026. It is expected that all departments will identify funding to implement the minimum wage adjustment. If any department does not have funding to implement the minimum wage adjustment, please contact Katie for assistance in identifying funding.

Should you have questions, please contact Renisha Gibbs or Katie Perkins.

Thank you.

cc: Angela Crosby, Jerris Edwards, Paul Harlacher, Jessica King, Shelley McLaughlin, Tracey Pearson, Michael Williams