

<b>Series:</b>	<b>Fiscal Management</b>	<b>COA: FIN 8.01, HR 5.03, GOV 6.07 CFOP: NA</b>
<b>Procedure Name:</b>	Additional Compensation	
<b>Procedure Number:</b>	FM-203	
<b>Revision #/Date:</b>	(1) 2/3/09/ (2) 6/20/10/ (3) 9/1/11 (4) 4/26/12 (5) 08/11/2020, 12/23/2025	
<b>Reviewed Date:</b>	10/22/15, 04/16/24	
<b>Effective Date:</b>	11/21/2005	
<b>Applicable to:</b>	All Family Partnerships of Central Florida Staff (FPOCF) and performance identified contracted partner agencies within the System of Care	

**PURPOSE:** To reward staff and subcontracted partners (pending funding) for the achievement of measurable outcomes, meeting/exceeding performance targets, and/or achieving strategic work plan goals which positively impact the System of Care by increasing efficiencies, enhancing the System of Care through capacity building, and improving the overall performance of the System of Care. The utilization of additional compensation also ensures that expenses are paid pending available funding thereby limiting recurring increases in expense both for salary and benefits costs. This program also serves to promote recruitment and retention by creating an equitable compensation package.

## **PROCEDURE:**

**References:** FPOCF Policies/Procedures: FM-205, HR 2802, Employee Recognition Program, OMB A122

## **Family Partnerships of Central Florida Staff:**

### **Individual Program:**

In consideration of the financial resources available for staff, Family Partnerships of Central Florida offers a compensation plan and benefits based on an equitable market analysis that can be supported by the budget. In comparison to a state system, FPOCF cannot match the vacation and sick time accrual which can be paid out upon employee separation, nor can it provide a robust defined benefit program for retirement. To offset those deficits the agency philosophy has been devised to provide additional compensation on an annual basis, based on the overall performance rating of the most recent annual evaluation tool, increased efficiencies, the achievement of strategic goals, initiatives or objectives, output and/or contribution to the agency.

- At the beginning or during the fiscal year a determination is made as to whether there will be funding available for additional compensation for FPOCF staff. Agency targets are set annually based on the strategic work plan, then by division and department goals which are incorporated into performance targets for staff.



The current Board approved program details for FPOCF staff are outlined below. However, annually a decision is made regarding the availability of funding which may result in a reduced program or none.

Eligible employees who have completed a minimum of one (1) year of service to the agency and are not currently on a Performance Improvement Plan, may receive a merit (pending availability of funding).

#### **Interim Role Assignment and Additional Responsibilities:**

There may also be times when in lieu of hiring temporary staff or consultants an employee is assigned temporary additional duties or a specific project of a large magnitude in addition to regular duties, may assume leadership of a project/department/function(s) on a permanent basis and/or may be required to fill another position on an extended interim basis while performing their core responsibilities. In this event, it may be determined that the employee will be compensated for these added responsibilities. This type of payment must be approved in advance by the President and CEO and accompanied by a document outlining the timeframe and outcomes associated with the additional duties. Before this is carried out, the department lead must address the source of the funds utilized and this must be approved by the President and CEO. The agency also recognizes that there may be situations that warrant an "equity adjustment" which may result from a staff member assuming leadership of a new function or department or because of the analysis of salary surveys where agency staff base salaries are considered not to be competitive within the local market and/or industry standard for the level of responsibilities. In these cases, recommendations will be made in concert with the Human Resources Senior Director and presented to the CEO for consideration. A decision will be made in terms of available funding and the rationale presented.

#### **Group Incentive Program:**

This type of program is applicable when it is not possible to attribute the achievement of a goal, milestone, or target to one individual. It generally is implemented to reward group activity, teamwork, and coordination of activities or other team-oriented results that positively impacts the agency, its goals, objectives, targets, or efficiencies to the System of Care, pending availability of funding. Same as above.

**Employee Recognition Program: Please refer to HR 2802 for the Employee Recognition Program.**

BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink that reads "Philip J. ScarPELLI".

PHILIP J. SCARPELLI  
President and Chief Executive Officer  
Family Partnerships of Central Florida

APPROVAL DATE: 12/23/2025