




STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF THE DIRECTOR**

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**MEMORANDUM**

TO: All State Agency Directors, Boards, Commissions,  
Presidents/Chancellors of State Supported Institutions of Higher  
Education and Personnel/Payroll Representatives

FROM: Richard A. Weiss, Director 

SUBJECT: Merit Lump Sum Payments

DATE: March 28, 2014

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Governor Beebe has determined that employee performance merit bonuses will be awarded for Fiscal Year 2014. Bonuses are possible due to the fact that this is a one-time payment to employees and will not affect base salaries or the state's budget for FY2015. Agency salary savings along with sufficient funds in the Merit Adjustment fund allow for these bonuses.

Merit bonuses will be awarded to employees based on the following percentages for each of the performance categories:

- Exceeds Standards: 3.0%
- Above Average: 2.0%
- Satisfactory: 1.0%

Merit lump sum payments for performance evaluations completed in fiscal year 2014 will be awarded in the last pay period of this fiscal year. June 8 through June 21, 2014, is the last pay period for agencies on the AASIS system. These bonuses will be in paychecks received by state employees on June 27, 2014. Merit pay will be awarded to all eligible employees, including those in the Career Service, Professional/Executive, and Unclassified positions.

Kay Barnhill Terry, State Personnel Administrator, will issue a follow up memorandum which will include procedural instructions for implementing these lump sum payments.

If you have any questions, please contact your State Personnel Analyst in the Office of Personnel Management.

RAW:kbt