

**2008-09 NON-UNIT  
A&P, FACULTY & USPS  
SALARY INCREASES**

Following are eligibility and implementation guidelines for 2008-09 salary increases for non-unit A&P, Faculty and USPS employees.

**2008-09 Annual Salary Increases**

**A) One-time, Non-recurring Bonuses.** The university is providing funds for a \$1,000 one-time bonus for all education & general (E&G) funded, full-time eligible A&P, faculty and USPS employees. Eligible E&G, part-time A&P, faculty and USPS employees will receive the prorated share of the \$1,000 bonus in accordance with their authorized FTE. Contract and grant (C&G) and auxiliary-funded employees are also eligible, but any bonuses in such cases must be paid from the appropriate contract, grant or auxiliary revenues (see section A3).

- 1) **Effective Date.** Bonuses for eligible non-unit A&P, Faculty and USPS employees will be effective October 3, 2008.
- 2) **Implementation.** The first paychecks including the one-time bonuses, less all applicable taxes and withholdings, will be received by eligible non-unit employees on October 24, 2008.
- 3) **Eligibility.** One-time bonuses for non-unit employees are subject to the following eligibility criteria:

A&P, Faculty and USPS—All Budget Entities

- a) Employee was hired prior to July 1, 2008 and has been continuously employed through October 3, 2008;
- b) Employee does not have a performance appraisal below "Satisfactory" at the time of implementation;
- c) Employee has not resigned or received notice of non-reappointment or termination at the time of implementation. Employees on interim, visiting, or other E&G or C&G time-limited appointments are eligible for a one-time bonus.

Non-E&G A&P, Faculty and USPS

- a) One-time bonuses for eligible non-unit contract & grant (C&G) and auxiliary employees must be paid from the appropriate contract, grant or auxiliary revenues. No E&G funds are provided in support of these increases.

Contracted OPS and Hourly OPS Employees

- a) Contracted OPS and hourly OPS employees are not eligible for this bonus.

**B) Merit-based Salary Increases.** To supplement the one-time bonuses, the university is also providing funds for merit-based salary increases. These funds will amount to 1% of the total September 1, 2008 salaries of all non-unit E&G employees.

- 1) **Effective Date.** Merit-based salary increases (if any) for eligible non-unit A&P, Faculty and USPS employees will be effective October 3, 2008.
- 2) **Implementation.** The first paychecks including the merit-based increases, if any, will be received by eligible non-unit employees on October 24, 2008, and will reflect the pay period from October 3, 2008 through October 16, 2008.

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- 3) **Eligibility.** Annual merit-based increases for non-unit employees are subject to the following eligibility criteria:

A&P, Faculty and USPS—All Budget Entities

- a) Employee was hired prior to July 1, 2008 and has been continuously employed through October 3, 2008;
- b) Employee does not have a current performance appraisal below "Satisfactory," nor has received any formal, written disciplinary action or suspension;
- c) Employee has not resigned or received notice of non-reappointment or termination at the time of implementation. Employees on interim, visiting, or other E&G or C&G time-limited appointments are eligible for a merit-based salary increase.

Non-E&G A&P, Faculty and USPS

- a) Merit-based increases for eligible contract and grant (C&G) and auxiliary A&P, Faculty and USPS employees must be paid from the appropriate contract, grant or auxiliary revenues. No E&G funds are provided in support of these increases.

Contracted OPS and Hourly OPS Employees

- a) Contracted OPS and hourly OPS employees are not eligible for this merit-based salary increase.

- 4) **Review and Approval.** There is no required minimum or maximum for individual salary increases. However, specific justification will be required in individual cases where the overall adjustment for a merit-based increase exceeds 3%.

- a) A&P and USPS non-unit merit-based salary increases will not be reviewed by or result in a recommendation from the Compensation Office.
- b) All merit-based increases will be subject to review and approval by the vice president or designee.

For all in-unit A&P, Faculty and USPS employees, bonus and salary increases must be collectively bargained. The funds required to compensate in-unit employees (those represented by AFSCME, PBA, or UFF) will be held centrally, awaiting the concurrence of the respective unions.

If you have any questions, please feel free to email compensation at [comp@mail.ucf.edu](mailto:comp@mail.ucf.edu) or call Christine Keena at 3-4104 or Tony Fappiano at 3-6381.