Policy

UNIVERSITY POLICY HR-14.03-03/25

TO: The University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Compensation

RESPONSIBLE OFFICE: Human Resources

I. Purpose:

Pay issues shall be resolved in accordance with appropriate Florida Statutes, Board of Governors Regulations, University regulations, policies, and procedures, and relevant collective bargaining agreements. The University and Human Resources shall address pay issues in a fair and equitable manner.

II. Policy:

A. Pay Upon Original Appointment

1. Employees will be compensated relative to the market level for the job classification. Consideration may be given to substantial directly-related experience and comparable internal salaries, which may include factors such as job performance and level of responsibility.

2. Trainee and Provisional – University Work Force (UWF) Employees – These appointments are made in accordance with an approved training, hiring, and compensation plan developed by the appointing department and Human Resources.

B. Pay Increases

1. General Information

a. All pay increases are subject to the availability of funding.

b. A pay increase will not become effective until all documentation has been received and approved by Human Resources.

c. Employees must be in pay status in order to receive a pay increase of any kind.

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d. Employees paid from contracts and grants, auxiliaries, or local funds shall be eligible for pay increases provided such increases are permitted and funded by the funding entity.

e. Retroactive effective dates for pay actions are not permitted. An exception can be requested of the Associate Vice President of Human Resources. If an exception is approved, the effective date of the pay increase will not cross over calendar years.

f. Employees returning from an unpaid leave shall receive mandatory pay increases granted during the period of unpaid leave, unless pay implementation instructions provide otherwise. In addition, an employee returning from unpaid leave may be considered for discretionary and merit increases.

g. Pay increases are not automatic. A change in job responsibility or job classification may or may not result in an increase. Increases in pay will be made with appropriate administrative approval and consultation with Human Resources.

2. Categories of Pay Increases – University Work Force (UWF) Employees

a. Position Orientation Year Increase – Upon successful completion of the initial orientation year, an employee may be eligible for a pay increase. The amount of the increase may vary depending on such factors as performance, internal equity, and budget appropriations. A Position Orientation Performance Evaluation must be completed and a rating of Above or higher must have been received before the orientation year increase is approved. A Position Orientation Year Increase may only be requested up to sixty days past the employee's one-year anniversary date.

b. Annual Pay Increase – The University may grant annual pay increases based on legislative action, Board of Trustees' Approval, or at the direction of the President.

c. Pay for Performance/Superior Performance Increase – Employees may be eligible to receive a pay increase based on performance if they meet both of the following criteria:

i. Employee must have a superior performance rating on the annual evaluation with supporting documentation of the specific ways the employee excelled in the accomplishment of assigned duties; and

ii. Employee may not have had any disciplinary actions (oral or written reprimand, or suspension) within the past five calendar years.

d. Permanent Duty/Job Change Increase – A pay increase may be given with proper administrative approval to an employee with a significant increase in the level or nature of assigned duties which are to continue on a permanent basis. Rationale for these increases includes changes in level of responsibility, skills, or knowledge within the current position and changes to classification.

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e. Temporary Duty Increase – A temporary pay increase may be given with proper administrative approval to an employee serving in an interim position. Increases should not be given for assigned interim periods of less than thirty days. An employee may also be given a temporary duty increase for taking on documented additional duties over a specified time period. Employees may not retain the temporary increase after the expiration of the temporary duty.

f. Internal Equity Increase – An equity increase is intended to mitigate an internal pay inequity. Factors generally considered include relevant experience, job performance, and level of responsibility. The Associate Vice President of Human Resources must be consulted prior to the approval of the internal equity increase.

g. Market Increase – A market increase is intended to mitigate a documented external pay inequity using industry recognized applicable market data. Market increase proposals must consider University internal equity. The Associate Vice President of Human Resources must be consulted prior to the approval of the market equity increase.

3. Faculty Pay Increases – Subject to the provisions of the UFF Collective Bargaining Agreement, legislative action, Board of Trustees' approval, or at the discretion of the President, as appropriate.

C. Supplemental Pay Occurrences

1. On-call/Call Back/Shift Differential

a. On-Call pay – pay made available to employees for hours worked when they are called into work during a scheduled on-call period. If an employee is called back to the University to perform work outside the employee's normal scheduled working hours for the day, the time to and from work will be considered compensable work time.

b. Call back pay – pay made available to employees who are required to return to work to perform duties outside of the normal working hours. If an employee is called back to perform work outside the employee's normal scheduled working for that day, or while the University is experiencing an emergency or unscheduled closing, the employee shall be credited with the actual time worked, including to and from the employee's home to the assigned work location, or two hours, whichever is greater.

c. Shift differential pay – pay made available to employees who are required to work alternate shifts. Alternate shifts are determined by the department head in consultation with the Associate Vice President of Human Resources. Alternate shifts typically occur with Building Services, Facilities, and Utilities classifications.

i. Employees who work the second shift shall be paid a 5% differential per hour.

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ii. Employees who work the third shift shall be paid a 10% differential per hour.

2. Asbestos-Related and Lead Abatement Activities

a. Small-Scale Infrequent and Significant/On-Going Asbestos-Related and Lead Abatement Activities

i. Asbestos-related and lead abatement duties must be included in the employee's current position description and the employee must have satisfactorily passed the required training.

ii. The employee shall receive an additional 15% per hour for only those hours actually spent in asbestos-related or lead abatement activities or a minimum of two hours, whichever is greater. If asbestos or lead activity is recognized in an employee's hiring rate, the employee is not entitled to additional supplemental pay.

iii. Any asbestos-related or lead abatement supplemental pay that occurs during the time that an employee is in overtime status shall be included in the regular rate of pay for overtime calculation.

D. Additional/Extra Compensation

1. Pay for appointments up to the available established full-time employee (FTE) for the position shall be from funds designated as Salaries.

2. Pay for the portion of an appointment in excess of the available established FTE for the position and for activities of limited duration where no FTE is assigned shall be from funds designated as OPS.

3. Non-exempt University Work Force (UWF) employees who perform additional work outside of their current classification may be eligible for additional/extra compensation. Compensation for these additional services, which are not an extension of their current job description and therefore not eligible for overtime, should take into consideration the complexity of the additional assignment and the employee's qualifications.

4. Appropriate compensation for qualified employees to teach credit and non-credit courses/workshops and preparation related to such courses/workshops shall be determined by the appropriate Dean and the Provost.

E. Presidential Designated Pay

1. Cost of Living Adjustment (recurring) – the President may elect to give a recurring cost of living adjustment.

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2. Cost of Living Adjustment (non-recurring) – the President may elect to give a non-recurring cost of living adjustment.

3. Eligibility requirements for either the recurring or non-recurring cost of living adjustment will be outlined in a communication from the President.

F. Miscellaneous

1. Moving Expenses – Moving expenses may be provided as part of a recruitment package with approval by the Division Head.

2. Health or Safety Equipment – When the University requires an employee to use or wear health or safety equipment, such equipment shall be provided by the University at no cost to the employee.

G. Compensation Maximums

1. The University President may not receive more than $200,000 in remuneration from public funds. The University may, itself or through a component unit, provide cash or cash-equivalent compensation from funds that are not public funds in excess of the $200,000 limit.

   a. Remuneration includes salary, bonuses, and cash-equivalent compensation paid to the President by the University for work performed, excluding health insurance and retirement benefits.

   b. Public funds are defined as funds appropriated from general revenue, state trust funds, including the student and other fees trust funds, educational enhancement trust fund, phosphate research trust fund, or any funds from a state university trust fund regardless of repository.

   c. Cash-equivalent compensation means any benefit that may be assigned an equivalent cash value.

2. A University employee may not receive more than $250,000 in remunerations from public funds. The University may, itself or through a component unit, provide cash-equivalent compensation from funds that are not public funds to a University employee in excess of the $250,000 limit.

   a. Remuneration includes salary, bonuses, and cash-equivalent compensation paid to an employee by the University for work performed, excluding health insurance and retirement benefits.

   b. Public funds are defined as funds appropriated from general revenue, state trust funds, including the student and other fees trust funds, educational enhancement

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trust fund, phosphate research trust fund, or any funds from a state university trust fund regardless of repository.

c. Cash-equivalent compensation means any benefit that may be assigned an equivalent cash value.

3. University teaching faculty in instructional programs as listed in Florida Board of Governors Regulation 9.006, University Personnel Definitions and Compensation, are excluded from the $250,000 limit.

Approved by: Signed by: Martha Saunders D54A387C376848D **Date:** 03/31/2025

Dr. Martha D. Saunders

Authority: Section 1001.74, Florida Statutes
Sections 1012.975 and 1012.976, Florida Statutes
Relevant Collective Bargaining Agreements

Cross Ref.: University Policy HR-24, Bonuses
BOG Reg. 9.006, University Personnel Definitions and Compensation

History: Created July 2004; amended March 2023, September 2023, and March 2025

Last Review: March 2025