UNIVERSITY POLICY: HR-14.00-2004/07

TO: University of West Florida Community

FROM: Dr. John Cavanaugh, President

SUBJECT: Compensation

Responsible Office/Executive: Executive Vice President and Human Resources

Policy/Purpose: Pay issues shall be resolved in accordance with appropriate Florida Statutes and Rules, and University rules, policies and procedures, and relevant collective bargaining agreements. The University and Human Resources shall address pay issues in a fair and equitable manner.

CONTENTS

(1) Pay Upon Original Appointment
(2) Pay Increases
(3) Supplemental Pay Occurrences
(4) Additional/Extra Compensation
(5) Miscellaneous

(1) Pay Upon Original Appointment
(a) Employees will be compensated relative to the market level for the job family. 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.
(b) 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.

(2) Pay Increases
(a) General Information
1. All pay increases are subject to the availability of funding.
2. Employees must be in pay status in order to receive a pay increase of any kind.
3. 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.
4. Retroactive effective dates for pay actions are not permitted except that delayed pay increases shall be granted if funds become available within 12 months of the documentation of the decision to increase the pay. The increase may be effective no earlier than the date of relevant documentation.
5. 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.

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

   (b) Categories of Pay Increases—University Work Force (UWF) Employees

1. 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 Appraisal must be completed before the orientation year increase is approved.

2. 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.

3. 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:
   a. 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
   b. Employee may not have had any disciplinary actions (oral or written reprimand, or suspension) within the past five calendar years.

4. 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 is 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 band/job family.

5. 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. Employees may not retain the temporary increase for more than 30 days after the expiration of the temporary duty.

6. 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.

7. 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.

(c) Faculty Pay Increases - Subject to the provisions of the UFF Collective Bargaining Agreement, legislative action, Board of Trustees’ approval, or at the direction of the President, as appropriate.

(3) Supplemental Pay Occurrences

(a) Bonus Payments

1. Bonus payments are designed to provide a one-time, lump-sum OPS payment for the following:
   a. The successful completion of a special project or assignment which is in addition to the employee’s regularly assigned duties as defined in the position description, or
   b. A documented significant increase in productivity or productivity goal achievement.

2. The lump sum OPS payment shall conform to the following guidelines:
a. The payment shall not become part of the employee’s base rate of pay.
b. The payment is subject to the Fair Labor Standards Act and shall not exceed 10% of a non-exempt employee’s annual base salary or $3,000 (before taxes), whichever is greater.

(b) On-call/Call Back/Shift Differential
1. On-call pay – pay made available to employees who are available to return to work to perform duties outside of the normal working hours.
2. Call back pay – pay made available to employees who are required to return to work to perform duties outside of the normal working hours.
3. Shift differential pay – pay made available to employees who are required to work alternate shifts.

(c) Asbestos/Related Activities
1. Small-Scale/Infrequent and Significant/On-Going Asbestos-Related, and Lead Abatement Activities
   a. 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.
   b. 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.
   c. Any asbestos-related or lead abatement supplemental pay which occurs during the time that an employee is in overtime status shall be included in the regular rate of pay for overtime calculation.

(4) Additional/Extra Compensation
(a) Pay for appointments up to the available established FTE for the position shall be from funds designated as Salaries.
(b) 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.
(c) 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.
(d) 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.

(5) Miscellaneous
(a) Moving Expenses - Moving expenses may be provided as part of a recruitment package with approval by the President/designee.
(b) 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.
References: 1001.74 FS. and relevant Collective Bargaining Agreements.

Approved By: Dr. John Cavanaugh

Date: 7/1/2004

Dr. John Cavanaugh, President