

**2013-2014  
A&P, FACULTY & USPS  
ACROSS THE BOARD SALARY INCREASES**

The following are eligibility and implementation guidelines for the 2013-2014 state mandated salary increases for all A&P, Faculty and USPS employees.

The Florida legislature has provided salary increases as summarized below:

- Employees who earn a base salary of less than or up to \$40,000 per year, as of September 30, 2013, will receive an across-the-board salary increase of \$1,400;
- Employees who earn a base salary of more than \$40,000 per year, as of September 30, 2013, will receive an across-the-board salary increase of \$1,000 provided however, in no instance shall an employee's base rate of pay be increased to an annual amount less than \$41,400.
- Part-time employees will receive the pro-rated salary increase on the full-time equivalency of the employee's position.
- Graduate Assistants will be eligible for an adjusted pay increase based on FTE.

Listed below are the eligibility and implementation guidelines for the 2013-2014 across-the-board salary increases for all A&P, Faculty and USPS employees.

- 1) **Effective date.** The across-the-board increase will be effective October 1, 2013. The initial paycheck including the across-the-board increases will be received by eligible employees on October 18, 2013.
- 2) **Eligibility.** The 2013-2014 across-the-board increases for employees are subject to the following eligibility criteria:

A&P, Faculty and USPS—All Budget Entities:

- a) Employee was hired prior to July 1, 2013 and has been continuously employed through the date of implementation (October 1, 2013);
- b) Employee has a performance appraisal of at least "Satisfactory" or "Effective." For A&P and USPS, if a current performance appraisal is not on file with Human Resources, a performance rating of "Satisfactory" will be assumed. For Faculty members, performance appraisal status will be provided by Academic Affairs;
- c) If an ineligible employee achieves an improved performance rating of at least "Satisfactory" or "Effective" after the salary increase implementation date but on or before the end of the fiscal year, the employee may receive an increase. However, such increase shall be effective on the beginning of the pay period following the employee becoming eligible and will not be retroactive.
- d) Employee has not resigned, received a notice of non-reappointment, termination or an advanced notice of separation at the time of implementation (October 1, 2013). Employees on interim, visiting, or other time-limited appointments are eligible for the across-the-board increase;
- e) Employees who have been provided notification of lay off from the university will be eligible for the across-the-board increase provided they meet all other eligibility criteria.
- f) Across-the-board increases for eligible contract & grant (C&G), auxiliary, local and COM-FPP employees must be paid from the appropriate C&G, auxiliary, local or COM-FPP revenues. No E&G funds are provided in support of these payments.

Contracted OPS and Hourly OPS Employees

- a) OPS employees are not eligible for the across-the-board increase, with the exception of graduate assistants.

**2013-2014**  
**A&P, FACULTY & USPS**  
**ACROSS THE BOARD SALARY INCREASES**

Departments with questions concerning the salary increase program should contact their dean's office for further clarification. Administrative Departments should direct their questions to either Dr. Yvette Best, Compensation Manager ([Yvette.Best@ucf.edu](mailto:Yvette.Best@ucf.edu); Phone Number: (407) 823-4104) or Robert Guarnieri, Associate Director, Human Resources ([Robert.Guarnieri@ucf.edu](mailto:Robert.Guarnieri@ucf.edu); Phone Number: (407) 823-1495).

**2013-2014 NON-UNIT  
A&P, FACULTY & USPS 1%  
ACROSS THE BOARD SALARY INCREASES**

Effective November 8, 2013, each non-unit A&P, non-unit faculty, and non-unit USPS employee who meets the eligibility criteria listed below will receive a 1.0% increase to their November 7, 2013 base salary. The 1% across-the-board salary increase will be effective on November 8, 2013, and received in the paychecks beginning on November 29, 2013.

Please note that for all in-unit A&P, Faculty and USPS employees, any salary increases must be collectively bargained. The funds required to compensate in-unit employees will be held centrally awaiting the concurrence of the respective unions.

A&P and faculty may confirm their classification's unit status by reviewing their current employment agreement, or by referring to Appendix A in the Collective Bargaining Agreement at [http://www.collectivebargaining.ucf.edu/CBA/2010-12\\_FINAL.pdf](http://www.collectivebargaining.ucf.edu/CBA/2010-12_FINAL.pdf)

USPS employees may confirm their classification's unit status at:  
[http://hr.ucf.edu/files/AFSCME\\_Class.pdf](http://hr.ucf.edu/files/AFSCME_Class.pdf) OR [http://hr.ucf.edu/files/PBA\\_Class.pdf](http://hr.ucf.edu/files/PBA_Class.pdf)

The following are eligibility and implementation guidelines for the 2013-2014 across-the-board salary increases for non-unit A&P, Faculty and USPS employees.

- 1) **Effective date.** The 1% across-the-board increase will be effective November 8, 2013. The initial paycheck including the across-the-board increases will be received by eligible non-unit employees on November 29, 2013.
- 2) **Eligibility.** The 2013-2014 1.0% across-the-board increases for non-unit employees are subject to the following eligibility criteria:

Non-Unit A&P, Faculty and USPS—All Budget Entities

- a) Employee was hired prior to July 1, 2013 and has been continuously employed through the date of implementation;
- b) Employee has a performance appraisal of at least "Satisfactory" or "Effective." For A&P and USPS, if a current performance appraisal is not on file with Human Resources, a performance rating of "Satisfactory" will be assumed. For non-unit Faculty, performance appraisal status will be provided by Academic Affairs;
- c) Employee has not resigned, received a notice of non-reappointment, termination or an advanced notice of separation at the time of implementation. Employees on interim, visiting, or other time-limited appointments are eligible for the 1.0% across-the-board increase;
- d) Employees who have been provided notification of lay off from the university will be eligible for the 1.0% across-the-board increase provided they meet all other eligibility criteria.
- e) Across-the-board increases for eligible non-unit contract & grant (C&G), auxiliary, local and COM-FPP employees must be paid from the appropriate C&G, auxiliary, local or COM-FPP revenues. No E&G funds are provided in support of these payments.

OPS, Graduate Assistants and Post Doctorate Employees

OPS, Graduate Assistants and Post-Doctorate employees are not eligible for the across-the-board increase.

Departments with questions concerning the salary increase program should contact their dean's office for further clarification. Administrative Departments should direct their questions to either Dr. Yvette Best, Compensation Manager ([Yvette.Best@ucf.edu](mailto:Yvette.Best@ucf.edu); Phone Number: (407) 823-4104) or Robert Guarnieri, Associate Director, Human Resources ([Robert.Guarnieri@ucf.edu](mailto:Robert.Guarnieri@ucf.edu); Phone Number: (407) 823-1495).