



2023 MERIT INCREASE PROGRAM

GUIDELINES FOR ELIGIBLE EMPLOYEES





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EFFECTIVE DATE

Merit increases will be effective March 17, 2023, and reflected on the April 7, 2023 paycheck.

STAFF (NON-UNIT A&P AND USPS) & NON-UNIT FACULTY ELIGIBILITY

- A&P, USPS, including those covered under the American Federation of State, County, and Municipal Employees (AFSCME) collective bargaining agreement, and out-of-unit Faculty must have been hired prior to 6/30/2022 to be considered, provided they meet all other eligibility criteria.
- Employees must be active UCF employee on or before 06/30/2022.
- Non-United Faculty of Florida (UFF) OPS employees who transitioned into a non-UFF A&P or USPS role prior to 1/6/2023 are eligible for the increase provided they meet all other eligibility criteria.
- In-unit Faculty who transitioned to out of unit as prior to 1/6/2023 are also eligible.
- Employees on interim, visiting, or other time-limited appointments are eligible for the increase provided they meet all other eligibility criteria.

*Those employees who have resigned, received a notice of non-reappointment, are terminating, or who have received an advance notice of separation effective March 17, 2023, or after should not participate.

FUNDING

University leadership acknowledges that E&G funds are restricted and cannot be used to fund increases for employees in contract & grant (C&G), auxiliary, local and COM-FPP positions. Budget Planning and Analysis will work individually with Budget Directors in these areas regarding finding resolutions.

EMPLOYEES NOT ELIGIBLE

- USPS employees who are in their probationary period.
- Employees covered under the Police Benevolent Association (PBA) collective bargaining agreement.
- Employees who have received below satisfactory or below effective on their 2022 performance evaluation.
- Other Personnel Services (OPS) employees.

SPECIAL CONSIDERATIONS

Per UCF Salary Administration Guidelines, eligible employees who are close to the maximum salary in their salary grade will receive an ongoing increase up to the maximum amount with any balance being paid as a one-time payment. Those above their maximum salary grade will receive the merit pay as a one-time payment.

DUAL REPORTING RELATIONSHIP POSITIONS

For employees who have a dual reporting relationship either within a college or division or across colleges or divisions, supervisors must coordinate to determine the merit increase amount.



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IN-UNIT FACULTY AND A&P COVERED BY UNITED FACULTY OF FLORIDA (UFF) COLLECTIVE BARGAINING AGREEMENT ELIGIBILITY**

THREE-PART SALARY PACKAGE

1. One-Time Pay (OTP)

One-time payment of \$3,000 effective 2/17/23, paid on 3/10/23, for all in-unit employees continuing their non-OPS employment at UCF from AY 2021-2022. All eligible employees will receive a OTP regardless of their funding.

2. Across the Board (ATB)

An across-the-board increase of 1% for all in-unit E&G employees whose annual evaluation ratings for AY 2021-2022 were Satisfactory or better.

- The ATB increases, based on the 2/16/23 salary, will become effective on 2/17/23 and will be paid for the first time on 3/10/23.

3. Merit Increase

A 2% merit pool in each department or unit for in-unit E&G employees whose annual evaluation ratings for AY 2021-2022 were Above Satisfactory or Outstanding.

- The merit increases will be based on the 2/16/23 salary, will become effective on 3/17/23, and will be paid for the first time on 4/7/23.
- In each department/unit, the merit increases shall be distributed proportionately in a ratio of 1.5 for Outstanding evaluation ratings and a ratio of 1.0 for Above Satisfactory evaluation ratings.

FUNDING

For across the board and merit pay, employees on contracts or grants shall receive salary increases equivalent to similar employees on Education and General (E&G) funding, provided that such salary increases are permitted by the terms of the contract or grant and adequate funds are available for this purpose in the contract or grant. In the event such salary increases are not permitted by the terms of the contract or grant, or in the event adequate funds are not provided, the University’s representative shall seek to have the contract or grant modified to permit or fund such increases.

**Refer to the [UFF Collective Bargaining Agreement](#) (pages 115-117) for more information.



QUESTIONS

Questions concerning the merit increase program should be addressed to the Dean’s Office for faculty inquiries and to the respective HR Business Center for other positions.