



2024 UCF Wage Program for Staff and Non-Unit Faculty (non-unit collective bargaining employees) Frequently Asked Questions for Employees

The following document contains frequently asked questions (FAQs) related to the 2024 UCF Wage Program for Staff and Non-Unit Faculty (non-unit collective bargaining employees). This document will be regularly updated as questions are received. Newly added questions will be reflected in red. Should you have any questions regarding the wage program, please reach out to your HR Business Center.

Q 1. How do I know if I am eligible for the wage program?

Please refer to the [program criteria](#) for information on the program and eligibility. If you are unsure, talk with your [HR Business Center](#).

Q 2. Are OPS employees eligible for the wage program?

No, current OPS employees are not eligible for the wage program.

Q 3. Are employees on an interim, visiting, or other time-limited appointment eligible?

Yes, provided they meet all other eligibility criteria.

Q 4. When will the one-time payment (OTP) appear on my paycheck?

One-time payments are effective August 16, 2024, and will be distributed on the September 6, 2024, paycheck.

Q 5. How do I know the amount I will receive for the one-time payment?

The one-time payment for each eligible employee is determined using the table outlines in the [program criteria](#). For employees whose position is less than 1.0 FTE, the payment shall be prorated based on the position FTE.

Q 6. When will the merit salary increase appear on my paycheck?

The university shall provide a three percent (3%) merit increase to each eligible E&G employee's salary effective for the October 11, 2024, pay period and to be distributed on the November 1, 2024, paycheck.

Q 7. Will I receive the one-time payment (OTP) if I have resigned after the eligibility cutoff date of July 5, 2024?

Provided that all other eligibility criteria are met, employees must remain employed in an out-of-unit position as of the eligibility cutoff date of July 5, 2024, **and** maintain continuous, non-OPS employment **through the pay period in which the OTP will be paid, September 6, 2024.**

Q 8. Will I receive the merit increase if I have resigned after the eligibility cutoff date of July 5, 2024?

Provided that all other eligibility criteria are met, employees must remain employed in an out-of-unit position as of the eligibility cutoff date of July 5, 2024, and maintain continuous, non-OPS employment **through the pay period in which the OTP will be paid, November 1, 2024.**

Q 9. If I am an in-unit employee, when will I find out about when we get our raises?

The university will communicate with in-unit groups after the unions and UCF have reached agreement and ratified the contracts. Those dates are dependent upon the timing of the union members' acceptance of the contracts and approval of the UCF Board of Trustees.

Q 10. If I am an in-unit employee and the contract is ratified after non-unit get raises, will my raise retro back to the staff date?

In-unit employees shall receive increases based upon the agreed upon terms in their contracts.

Q 11. I work for UCF through Kelly Educational Services (KES). Am I eligible too?

KES employees are not eligible for UCF increases. However, departments have the ability to provide increases to KES at their discretion.

Q 12. I was an OPS employee and switched to a regular position after July 1, 2023. Am I eligible based on my OPS work?

No. All employees must be in a regular, ongoing position as of July 1, 2023, and meet the other criteria to receive the OTP and merit increase.

Q 13. I have a Memorandum of Counsel or Performance Improvement Plan. Can I be eligible?

Employees who received a Memorandum of Counsel (MOC) notice at a director level or higher are excluded from eligibility. Employees who are not a director level or higher and received a MOC will be eligible for the program. Performance Improvement Plans are generally attached to a below effective annual evaluation which would automatically exclude an employee from eligibility.

Q 14. I was issued discipline in the 2024 year (oral reprimand, written reprimand, suspension), am I eligible for the wage program?

No. Formal discipline will exclude an employee from consideration for the 2024 Wage Program.

Q 15. Which positions fall under the AFSCME union collective bargaining agreement and are not eligible for the wage program?

Please refer to the [Public Employees Relations Commission website](#) for a listing of positions that fall under the AFSCME collective bargaining

agreement.

Q 16. Are future-dated retirements eligible for the wage program?

Yes.

Q 17. What compensation date is being used for calculation of the wage program?

Compensation as of July 5, 2024, is being used for the one-time payment (OTP) and the salary merit increase.

Q 18. If the employee is on a reduced FTE, will the one-time payment be prorated based on their current FTE?

Yes, for employees whose position is less than 1.0 FTE, the payment shall be prorated based on the position FTE.

Q 19. I am a USPS employee within my probationary period. I meet all other eligibility criteria for the one-time payment. Will I receive the one-time payment?

Yes, if you were hired on or before July 1, 2023, and have successfully passed your probationary period with an effective evaluation or above.

Q 20. Will retirement deductions be taken from my one-time payment?

No retirement deductions will be taken from the one-time payment.

Q 21. Will the merit increase affect my optional life insurance premium?

If you are enrolled in the [Optional Life Insurance through the State of Florida Group Insurance Program](#), your monthly premium will increase when you receive an increase to your base salary. The optional life insurance premium is based on two factors: age and salary. Any time you reach a milestone birthday (which is any birthday ending in a 5 or 0), and/or anytime you have a salary increase, the premium will increase the month in which your birthday and/or salary increase occurs. For additional information regarding the optional life premiums, reference the [Securian Financial website](#).