

**2016-17 \$275 ONE-TIME PAYMENT GUIDELINES
FOR AFSCME IN-UNIT USPS EMPLOYEES**

Assuming employees represented by AFSCME vote to ratify the 2016-17 full book collective bargaining agreement, and the Board of Trustees approves, a one-time payment of \$275 will be provided to AFSCME in-unit USPS employees who meet the eligibility criteria.

USPS employees may confirm their classification's unit status at:

http://hr.ucf.edu/files/AFSCME_Class.pdf

The \$275 one-time payment (less applicable taxes) will be received on February 3, 2017, or as soon as practicable thereafter.

The one-time payment is subject to the following eligibility criteria:

- Employee was hired on or before June 30, 2016 and has been continuously employed through the date of implementation, which is January 13, 2017.
- Employee has a current performance appraisal of at least "Effective." If a current performance appraisal is not on file with Human Resources, a performance rating of "Effective" will be assumed.
- 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 \$275 one-time payment.
- Employees who have been provided notification of lay off from the university will be eligible for the \$275 one-time payment, provided they meet all other eligibility criteria.

One-time payments for eligible contract & grant (C&G), auxiliary, local and COM-FPP employees must be paid from the appropriate contract & grant, auxiliary, local or COM-FPP revenues. No E&G funds are provided in support of these payments.

If you have any questions, please feel free to email compensation at comp@ucf.edu or contact Sarah Lovel, Compensation Manager at ext. 3-4104.