

2016-17 DISCRETIONARY MERIT SALARY INCREASE 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 1% discretionary merit salary increase will be provided to all in-unit USPS (excluding PBA) employees who meet the eligibility criteria. The discretionary increase pool will be based on total salaries of AFSCME in-unit USPS employees as of August 12, 2016.

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

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

Effective Date. Merit-based salary increases (if any) for eligible AFSCME in-unit USPS employees will be implemented on January 13, 2017 based on the employees' current salary in the system as of the date of implementation. The initial paycheck including the merit-based increases, if any, will be received by eligible employees on February 3, 2017.

Eligibility. Merit-based increases for AFSCME in-unit employees are 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 not received any formal, written disciplinary action or suspension between July 1, 2016 and December 31, 2016. The employee's 2015-2016 performance evaluation should be considered as an important component of the recommendation process.
- Employee has not resigned or received notice of non-reappointment or termination due to disciplinary action at the time of implementation. Employees on interim, visiting, or other time-limited appointments are eligible for a merit-based salary increase.
- Employees who have been provided notification of layoff from the university will be eligible for the merit-based salary increase provided they meet all other eligibility criteria.

Review and Approval for Merit-Based Increases. There is no required minimum or maximum for individual salary increases. However, specific justification will be required in individual cases where the overall adjustment for a merit-based increase exceeds 5%.

- Merit-based salary increases will not be reviewed by or result in a recommendation from the HR-Compensation Office except if an individual increase exceeds 5%.
- All merit-based increases will be subject to review and approval by the divisional vice president or designee.

Non-E&G for AFSCME in-unit USPS employees

Merit increases for eligible AFSCME in-unit contract & grant (C&G), auxiliary, local and COM-FPP (College of Medicine) 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.

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