

**2019-20 ONE-TIME PAYMENT GUIDELINES
FOR OUT-OF-UNIT A&P, USPS, and FACULTY EMPLOYEES**

President Seymour has authorized a one-time payment for all out-of-unit A&P, USPS, and Faculty employees. The \$1,000 one-time payment (less applicable taxes) will be paid on November 22, 2019.

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

- Employee was hired on or before June 30, 2019 and has been continuously employed through the date of implementation, which is November 1, 2019.
- Employee has a current 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" or "Effective" will be assumed.
- Employee has not resigned, received a notice of non-reappointment or termination, or an advance notice of separation at the time of implementation. Employees on interim, visiting, or other time-limited appointments are eligible for the \$1,000 one-time payment. Employees who have been provided notification of lay off from the university will not be eligible for the \$1,000 one-time payment.

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, Director, HR-Compensation at ext. 3-4104.