



2020-21 ONE-TIME PAYMENT GUIDELINES

President Cartwright has authorized a one-time payment for A&P, USPS, and Faculty employees. The \$1,200 one-time payment (less applicable taxes) will be paid on January 29, 2021.

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

- Employee was hired on or before June 30, 2020 and has been continuously employed through the date of implementation, which is January 8, 2021.
- 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 \$1,200 one-time payment. Employees who have been provided notification of lay off from the university will not be eligible for the \$1,200 one-time payment.

Exclusions:

- Out-of-unit A&P employees and out-of-unit faculty employees who have an administrative title (chairs, deans, and other positions of leadership) with a salary of \$200,000 or more **will not** be eligible for this 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.

In-unit Faculty and Staff

For all in-unit A&P, faculty and USPS employees, one-time payments must be collectively bargained. We are happy to announce that UCF has reached agreement with PBA and AFSCME, and one-time payments will follow the schedule and criteria listed above. Updates regarding UFF will be shared as soon as available.

A&P and faculty may confirm their classification's unit status by reviewing their current employment agreement, or by referring to Appendix A in the Collective Bargaining Agreement at:

<https://www.collectivebargaining.ucf.edu/CBA/final2019-2021fullbook.pdf>

USPS employees (out-of-unit, AFSCME, or PBA) may confirm their classification's unit status at:

<https://hr.ucf.edu/files/AP-USPS-Pay-Plan-Titles.pdf>.

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.