

# One Time Performance Payment Procedures for USPS and Out-of-Unit A&P

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Colleges and departments may request a One Time Performance Payment (OTPP) for an employee separate from any university announced salary increases in accordance with the eligibility and implementation guidelines below. An OTTP would be appropriate when the department wants to reward an employee for the successful completion of a special project or assignment, which is in addition to the employee's regular assigned duties, or a documented significant increase in productivity or productivity goal achievement, including a group incentive program. On the other hand, an increase to the employee's base salary would be appropriate when there is evidence of sustained exemplary performance in their current position and duties.

## **Employee Eligibility Criteria**

To recognize the completion of a special project or a specific achievement, the employee must have a "satisfactory" rating (for A&P) or an "effective" rating (for USPS) on the prior year's performance appraisal on file with UCF Human Resources.

## **Budget Requirements**

The college or department must fund the OTTP from their budget, following the approval process in accordance with their respective division and college procedures.

## **Approval and Processing Guidelines**

1. The OTTP may be requested to recognize successful completion of a special project or assignment, a specific achievement, or a documented productivity goal achievement.
2. OTTP shall be considered non-recurring compensation and the amount will not be included in the compensation upon which State retirement benefits are calculated.
3. OTTP are subject to tax and FICA withholding as required by law.
4. The OTTP request must receive approval from the appropriate division head; the president, provost, or vice president (or their respective designee).
5. The OTTP shall not exceed \$5000, unless approved by the President (or designee).
6. OTTP payments will be submitted as a supplemental payment. The department should use the form on the HR website: <http://hr.ucf.edu/files/SalarySupplementRequestForm.pdf> . On the form, departments should mark the box "One-Time Performance Payment". Written justification is also required to be submitted with the salary supplement request form.
7. The salary supplement request form should be submitted to HR-Compensation first for appropriate review and procedural approval. After HR-Compensation has approved, they will forward the form to HR Payroll for processing.

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## **College or Department Justification**

1. Written justification in memorandum format must be submitted by the requesting college or department at the time of the request. Such justification will address the issues outlined in the following HR-Compensation Review section.
2. The salary supplement request form along with the written justification should be submitted to HR-Compensation for appropriate review and procedural approval. Once procedurally approved by HR-Compensation, the form will be forwarded to HR Payroll for processing.

## **HR-Compensation Review**

1. HR-Compensation will confirm that the employee's recent performance ratings meet the employee eligibility criteria.
2. The HR-Compensation review encompasses item one above but does not include an assessment of the employee's performance achievement or the specific amount of the OTPP as these qualitative judgments are reserved to the appropriate division head; the president, provost, or vice president (or their respective designee).
3. HR-Compensation will ensure the required approval of the appropriate division head; the president, provost, or vice president (or their respective designee), is received and all other guidelines are met.