

University of South Florida System
Out-of-Unit Staff and Administration Wage Increase
Eligibility Guidelines
(Updated 11/7/2019)

The USF System will be providing a one percent (1%) wage increase effective December 13, 2019 (to be included in the paycheck dated January 3, 2020) to all eligible employees in the out-of-unit Staff and Administration pay plans. (We are fully committed to bargaining in good faith to reach positive outcomes for in-unit employees as well.)

Wage Increase Amount. The increase will be one percent (1%) of the eligible employee's June 30, 2019, base salary, minus any stipends or additives.

Employee Eligibility Criteria. To be eligible, an employee:

- Must be an out-of-unit employee in the Administration pay plan or an out-of-unit employee in the Staff pay plan.
- Must have been employed in an established position on or before August 7, 2018 and must be continuously employed in an established position through the effective date of the increase.
- Must not have a less than "Achieves" or "Satisfactory" evaluation of record in effect as of June 30, 2019.
- Must not have been on leave without pay consecutively for more than six (6) months during the past twelve months.
- Must have no sustained disciplinary action during the period beginning July 1, 2018, through June 30, 2019. Disciplinary actions include written reprimands, suspensions, dismissals and involuntary or voluntary demotions that were associated with a disciplinary action.
- Must not have received notice of termination or non-reappointment prior to December 12, 2019.

Non-Eligible Employee Groups

- Faculty, in-unit (UFF) Administration employees
- Staff in-unit (positions covered by the AFSCME or PBA collective bargaining agreements)
- Temporary/OPS employees
- Those employees who have a specific performance-based contract (e.g., certain Athletics employees)

Incentive Pool. A one-half percent (.5%) pool will also be made available to senior vice presidents to distribute based on merit. While admittedly a modest amount, the .5% is designed to ensure that incentives may be offered to those who have demonstrably exceeded expectations toward achievement of our strategic goals during the past year. The .5% increase would likely be effective at a date later than the 1% in order to provide adequate time for departments to identify employees deserving additional merit pay.

Funding of Wage Increase. The increases for eligible employees funded by non-E&G sources (e.g., contracts and grants or auxiliary) are expected to be funded from those sources, provided that such funds are allowable and available in the funding source.

Questions. If you have any questions regarding the wage increase, please contact the Division of Human Resources (DHR) at (813) 974-2970, your designated DHR Service Center Manager or your Regional Campus HR Office.