

Out-of-Unit Staff and Administration Wage Increase and Bonus Eligibility Guidelines and Procedures

Wage Adjustment

The University of South Florida will provide a one and ½ percent (1.5%) discretionary pool to allocate to eligible out of unit employees for base salary adjustments effective January 21, 2022 (to be included in the paycheck dated February 11, 2022). **It is important that the first priority for any wage adjustments addresses current pay inequity that may exist among employee's salaries. Please consult with the Compensation team to assist with this process.**

To be eligible for the base pay increase, employees must meet the following criteria:

- They are out-of-unit employees in the Administration pay plan or out-of-unit employees in the Staff pay plan;
- They were employed in an established position on or before July 1, 2021 and are continuously employed in an established position through the effective date of the increase, January 21, 2022;
- They do not have an overall rating of “Needs Improvement” or “Unsatisfactory” on their evaluation of record;
- They do not have an open Performance Improvement Plan;

Wage Adjustment Procedures

Colleges and Divisions will receive a 1.5% pool based on the base pay of all eligible employees. Lists of eligible employees will be distributed to each college or division with the total pool.

- Adjustments will be made for those who have not received a salary increase in the last six months
- Eligible employees appointed to a less than full-time position will receive a prorated amount based on their FTE
- The completed lists should be DocuSigned by the Dean, VP or delegated authority prior to return to Central Human Resources

One-Time Bonus payment

In addition to the base salary adjustments, units will be able to offer a discretionary bonus of up to 2% of their base pay to compensate for additional duties associated with USF's response to the COVID-19 pandemic.

To be eligible for one-time bonus, employees must meet the following criteria:

- They are out-of-unit employees in the Administration pay plan or out-of-unit employees in the Staff pay plan;
- They were employed in an established position on or before July 1, 2020, and are continuously employed in an established position through the effective date of the one-time payment;
- They do not have an overall rating of “Needs Improvement” or “Unsatisfactory” on their evaluation of record;
- They do not have an open Performance Improvement Plan;

One-Time Bonus Procedures

Colleges and Divisions will receive lists of employees eligible for the 2% bonus.

- Use COVID Criteria tool and ask colleges/units to provide justification.
- Eligible employees appointed to a less than full-time position will receive a prorated amount based on their FTE
- The completed lists should be DocuSigned by the Dean, VP or delegated authority prior to return to Central Human Resources

Non-Eligible Employee Groups

- All in-unit employee groups of AFSCME, GAU, PBA, SEIU and UFF
- Temporary/OPS employees