



1 (1) The Board shall add to the salary increase received by each employee  
2 on December 1, 2003 pursuant to Specific Appropriation 1945L, the amount necessary to equal  
3 two percent (2.0%) of the employee's actual rate of pay on November 30, 2003, or a minimum total salary  
4 increase of \$600.

5 (2) The increase shall be retroactive to December 1, 2003.

6 (3) The Board shall allocate no less than one percent (1.0%) of the salary  
7 rate of employees on November 30, 2003 to provide these increases.

8 (4) If less than one percent (1.0%) of the salary rate of employees on  
9 November 30, 2003 is required to provide the Augmentation of Legislatively Mandated  
10 Adjustment increase, the difference shall be added to the Merit Increases for the University, as  
11 provided for in 5(b), below.

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13 (b) Merit Increase

14 (1). Eligibility. An employee whose annual evaluation for 2002-2003  
15 was Above Satisfactory or above and who was in an employment relationship with the  
16 University on May 1, 2003 shall receive a 2003-2004 contract year Merit Increase.

17 (2) Increase Amount. The Board shall provide Merit Increases to each  
18 department/unit equal to no less than two percent (2.0%) of the total Effective Base Salary rate  
19 of employees in the department/unit who were in an employment relationship with the  
20 University on May 1, 2003. This amount is herein defined as the Available Merit for the  
21 department or unit. All employees who are not members of a department/unit shall be grouped  
22 together and treated as a department/unit for the purpose of calculating and providing Merit  
23 Increases. Merit Increases shall be provided to eligible employees in each department/unit  
24 according to the following rules:

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26 a. The 2003-2004 Merit Increases for eligible employees whose  
27 2002-2003 annual evaluations were Outstanding, expressed as a percentage of the employees'  
28 Effective Base Salaries, shall be one and three-tenths (1.3) times the Merit Increases for  
29 employees whose annual evaluations for the 2002-2003 contract year were Above Satisfactory  
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31 b. The total of all Merit Increases in a department/unit shall equal  
32 the Available Merit for that department or unit.

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34 c. The Merit Increase, expressed as a percentage of an employee's  
35 Effective Base Salary, shall be equal for all employees in the department/unit whose annual  
36 evaluation for the previous contract year is Above Satisfactory.

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38 d. The Merit Increase, expressed as a percentage of an employee's  
39 Effective Base Salary, shall be equal for all employees in the department/unit whose annual  
40 evaluation for the previous contract year is Outstanding.

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43 (c) Market Equity Increase.

44 (1) Eligibility. An employee who meets the following four criteria shall  
45 receive a Market Equity Increase:  
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1 a. The employee has three or more years of UCF service as of  
2 August 7, 2003..  
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4 b. The employee was in an employment relationship with the  
5 University on May 1, 2003.  
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7 c. For each of the three years preceding the 2003-2004 contract  
8 year, the employee's annual evaluation has been Satisfactory or higher. Each employee's 3-year  
9 average annual evaluation shall be calculated by assigning a numerical value of 4 for  
10 Outstanding, 3 for Above Satisfactory, 2 for Satisfactory, 1 for Conditional, and 0 for  
11 Unsatisfactory to each of the employee's previous three annual evaluations and calculating the  
12 average (arithmetic mean). An average of 1.5 or higher but less than 2.5 shall be defined as a 3-  
13 year average annual evaluation of Satisfactory. An average of 2.5 or higher, but less than 3.5,  
14 shall be defined as a 3-year average annual evaluation of Above Satisfactory. An average of 3.5  
15 or higher shall be defined as a 3-year average annual evaluation of Outstanding.  
16

17 d. The employee's base salary rate on June 30, 2003 is less than  
18 the employee's Target Salary. A Target Salary for each employee whose 3-year average annual  
19 evaluation is Satisfactory shall be defined as equal to eighty-five percent (85 %) of the mean  
20 salary found in the most current CUPA-HR Salary Survey data for continuing employees in the  
21 same rank and discipline, adjusted pro-rata for the length of the employee's contract year. A  
22 Target Salary for each employee whose 3-year average annual evaluation is Above Satisfactory  
23 shall be defined as equal to one hundred percent (100%) of the mean salary found in the most  
24 current CUPA-HR Salary Survey data for continuing employees in the same rank and discipline,  
25 adjusted pro-rata for the length of the employee's contract year. A Target Salary for each  
26 employee whose 3-year average annual evaluation is Outstanding shall be defined as equal to  
27 one hundred fifteen percent (115 %) of the mean salary found in the most current CUPA-HR  
28 Salary Survey data for continuing employees in the same rank and discipline, adjusted pro-rata  
29 for the length of the employee's contract year. If an employee's rank and discipline is not  
30 included in the most current CUPA-HR Salary Survey data, the Board and the UFF shall jointly  
31 determine an alternative source of recent, national, average salary data to be used to define a  
32 Target Salary for that employee.  
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34 (2) Increase Amount. The Board shall provide Market Equity Increases  
35 equal to no less than one percent (1.0%) of the total Effective Base Salary rate of employees who  
36 were in an employment relationship with the University on May 1, 2003. This amount is herein  
37 defined as the Available Market Equity for the University. Market Equity Increases shall be  
38 provided to eligible employees according to the following rules:  
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40 a. The Needed Market Equity for the University is defined herein  
41 as the sum, across all employees eligible for a Market Equity Increase, of the differences  
42 between each employee's Target Salary and that employee's base salary on June 30, 2003.  
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44 b. The Available Market Equity Ratio is defined herein as the  
45 Available Market Equity for the University divided by the Needed Market Equity for the  
46 University or 1, whichever is less..

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2 c. The Market Equity Increase for each eligible employee shall be  
3 equal to the Available Market Equity Ratio multiplied by the difference between the employee's  
4 Target Salary and the employee's base salary on June 30, 2003.

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6 d. The total of all Market Equity Increases shall equal the  
7 Available Market Equity for the University

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9 6. Contract and Grant-Funded Increases.

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11 (a) Employees on contracts or grants shall receive salary increases equivalent to  
12 similar employees on regular funding, provided that such salary increases are permitted by the  
13 terms of the contract or grant and adequate funds are available for this purpose in the contract or  
14 grant.

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16 (b) In the event that such salary increases are not permitted by the terms of the  
17 contract or grant, or in the event adequate funds are not provided, the Board shall seek to have  
18 the contract or grant modified to permit such increases.

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20 7. Report to Employees. All employees shall receive notice of their salary increase on  
21 the Appendix "G" form not later than four weeks prior to the implementation of the salary  
22 increases described herein. Employees shall be given an explicit opportunity to discuss the  
23 initial recommendations for their salary increases with the person or committee which makes the  
24 initial recommendation.

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26 8. Report to UFF.

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28 (a) No later than thirty (30) days after a pay period in which the salary increases  
29 provided herein are reflected, the Board shall report to the UFF in an electronic format the  
30 distribution of all employee salary increases, arranged by department or unit.

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32 (b) The report shall list in comma or tab delimited columns:

- 33  
34 (1) the employee's id.  
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36 (2) the name of the employee.  
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38 (3) the employee's rank or position.  
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40 (4) the employee's department/unit and college.  
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42 (5) the employee's base salary rate at the beginning of the previous  
43 contract year.  
44 (6) the amount received in each salary increase category.  
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46 (7) the employee's new salary rate.

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(8) the mean and median salary increase for each department or unit and college.

(c) A printed copy of each department or unit’s portion of the report shall be placed on file in the department or unit, available upon request to any employee of the department or unit, as well as in the main library. The report shall also be posted on a password-protected portion of the university website. Each employee shall be provided with the password to access this report.

9. All increases provided under this Memorandum of Understanding shall be reported accurately by category in the University payroll system.

10. Neither party shall interpret this Memorandum of Understanding as waiving, nor shall this Memorandum of Understanding be in any way deemed to waive, any rights either party may have to bargain or not to bargain with respect to wages and other terms and conditions for 2003-2004 or for future years, except as specifically set forth herein.

11. This Memorandum of Understanding shall take effect as of the date signed by the Board of Trustees and the United Faculty of Florida.

UNITED FACULTY OF FLORIDA

BY: \_\_\_\_\_

Date: \_\_\_\_\_

UCF BOARD OF TRUSTEES

BY: \_\_\_\_\_

Date: \_\_\_\_\_