

1
2
3 **ARTICLE 23 [2016-2017]**
4 *[supersedes earlier versions, including 2015-2018]*
5 **SALARIES**

6 **23.1 Policy.** The parties of this Agreement recognize the importance of providing appropriate
7 compensation as an essential component in the delivery of quality higher education programs and
8 quality scholarship that is recognized nationally and internationally. To that end, the parties are
9 committed to working toward the common goals of the University of Central Florida. This policy
10 statement is not subject to Article 20, Grievance Procedure.

11
12 **23.2 Promotion Increases.**

13 (a) Promotion salary increases shall be granted on August 8 following that promotion in
14 an amount equal to 9.0% of the employee's salary as of August 7 in recognition of promotion to one
15 of the ranks listed below:

16 (1) To Assistant in _____, and Assistant University Librarian;

17 (2) To Associate Professor, Associate Instructor, Associate Lecturer, Associate
18 Scholar/Scientist/Engineer, Associate in _____, Associate Instructional Designer, and Associate
19 University Librarian;

20 (3) To Professor, Senior Instructor, Senior Lecturer, Scholar/Scientist/Engineer,
21 University Librarian, and Senior Instructional Designer.

22
23 **23.3 Legislatively Mandated Increases.**

24 (a) No legislatively mandated increases were provided in 2016.

25
26 **23.4 Other Increases.**

27 (a) Across-the Board Salary Increases. Effective December 16, 2016, for the 2016-2017
28 year, each eligible employee shall receive a one percent (1.0%) increase to the employee's base
29 salary. This increase will be calculated using the employee's salary as of December 16, 2016. An
30 employee shall be eligible if the employee's most recent annual evaluation, if provided, was
31 Satisfactory or above; the employee was in an employment relationship with the University prior to
32 May 7, 2016; and the employee remains in a continual employment relationship at the date of
33 implementation. Employees employed in 2015-16 that meet the above qualifications and were not
34 evaluated shall be provided with an evaluation for the period and shall be eligible for the increase.

35 (b) One-time payment. In addition to the across-the board increases taking effect on
36 December 16, 2016, all employees eligible for that increase shall receive a one-time payment of
37 \$970 on December 16, 2016, or as soon as practicable thereafter.

38 (c) Merit Salary Increases. Effective December 16, 2016, for the 2016-2017 year, the
39 University shall provide merit salary increases to each department/unit equal to one and one-half
40 percent (1.5%) of the total base salary of employees in the department/unit as of August 12, 2016.
41 All employees who are not members of a department/unit shall be grouped together and treated as a
42 department/unit for the purpose of calculating and providing merit salary increases. Merit salary
43 increases shall be provided to eligible employees in each department/unit who are in an
44 employment relationship with the University prior to May 7, 2016; who remain in an in-unit
45 employment relationship at the date of implementation; and who meet the following criteria and
46 procedures.

47 (1) Eligibility. For the 2016-2017 year, an employee is eligible under this Section
48 if he or she received an *Above Satisfactory* or *Outstanding* on his or her most recent annual
49 evaluation, has had no break in service between May 7, 2016 and the implementation date, and is
50 still employed in unit at the University on the date of BOT ratification.

51 (2) Distribution. The merit salary increases for eligible employees shall be
52 calculated as a percentage of their base salary. Such increases shall be distributed proportionately to
53 those employees whose most recent annual evaluations are *Above Satisfactory* or *Outstanding* in a
54 ratio of 1.0 for *Above Satisfactory* and 1.7 for *Outstanding*.

55 (d) Equity Increases. Effective December 16, 2016, for the 2016-2017 year, the
56 University shall provide an amount equal to one-fifth of one percent (0.20%) of the total base salary
57 of all E&G employees as of August 12, 2016 to all regular, clinical, research, non-visiting
58 employees whose August 12, 2016, 1.0 FTE base salary was less than \$45,000 for those with a
59 Ph.D. or equivalent terminal degree, or less than \$42,000 for all others or whose 12-month salary
60 was less than \$60,000 for those with a Ph.D. or equivalent degree or less than \$56,000 for all others.
61 Equity increases shall be distributed proportionately to the difference between the employee's
62 August 12, 2016 salary and the thresholds above.

63

64 **23.5 Annual Incentive Award Programs.** Incentive Award Programs recognize and promote
65 employee excellence and productivity that respond to and support the mission of the University of
66 Central Florida, including its strategic initiatives and five key goals. The provost or his or her
67 designee shall give final approval for awards to successful faculty.

68 Each year, the University shall make available to eligible employees 120 Incentive Awards.
69 The awards shall be distributed in the next award cycle after ratification of this document as set
70 forth in Paragraphs (a) through (f) below. Regardless of the contract length (9 months through 12
71 months), award recipients shall receive a one-time award of \$5,000 as soon as practicable and a
72 \$5,000 increase to their salary effective at the beginning of the succeeding academic year.

73 Employees on visiting and other temporary appointments are not eligible for incentive awards.

74 (a) **UCF-Teaching Incentive Program.** The UCF-Teaching Incentive Program ("UCF-
75 TIP") rewards teaching productivity and excellence. Each academic year the University shall make
76 available up to fifty-five UCF-TIP awards to employees. The UCF-TIP award recognizes faculty
77 contributions to UCF's key goals of offering the best undergraduate education available in Florida
78 and achieving international prominence in key programs of graduate study. Employees applying for
79 TIPs must meet current productivity criteria.

80 (b) **UCF-Research Incentive Award Program.** The UCF-Research Incentive Award
81 ("UCF-RIA") program recognizes outstanding research, scholarly, or creative activity that advances
82 the body of knowledge in a particular field, including interdisciplinary research and collaborations.
83 Each academic year the University shall make available up to fifty-five UCF-RIA awards to
84 employees. The UCF-RIA award recognizes employee contributions to UCF's key goal of
85 achieving international prominence in research and creative activities.

86 (c) **Scholarship of Teaching and Learning Awards (SoTLs).** SoTLs use discovery,
87 reflection, and evidence-based methods to research effective teaching and student learning. While
88 the implementation of SoTL outcomes can result in teaching excellence and increasing teaching
89 effectiveness, this award recognizes not teaching excellence but scholarly efforts. For academic
90 year 2016-2017, the University shall make available up to ten (10) SoTL awards.

91 (d) **Applications for Incentive Awards.** Beginning with the 2016-2017 awards, the
92 Office of Faculty Excellence will initiate an electronic application process.

93 (e) **Incentive Award Selection.**

94 (1) TIPS/RIAs. College or unit committees for the TIP and RIA award programs
95 shall be elected by and from the unit employees. The committees shall equitably represent the
96 departments or units within them. Employees who plan to apply for a particular award in the current
97 or immediately following cycle shall not be eligible to serve on the committee. A committee
98 chairperson for each incentive award program shall be elected by and from the college/unit
99 committee. The chairperson shall charge the committee that members shall only consider the merits
100 of the application. No additional outside information or discussion of position, e.g., instructor vs.
101 tenure track faculty, past awards, current salary, etc., may be considered. The committee shall
102 review the award applications and shall submit a ranked list of recommended employees to the dean
103 or dean's representative. In ranking the applicants, committee members shall only consider the
104 merits of the application. The committee shall not impose any numerical criteria or weightings
105 during the ranking process, and for completed applications, departures from the application
106 specifications may impact but shall not disqualify an application.

107 (a) Each committee member shall review all applications and transmit a
108 preliminary ranking to the committee chair. Committee members may rank as many applicants as
109 they deem merit the award, with the highest rank given to the top candidate (i.e., the highest rank
110 equals the number of applicants, N), the next highest rank being N-1, and so on. Applications that
111 are not deemed acceptable for an award shall be left unranked.

112 (b) In larger colleges or units, subcommittees may be formed from
113 the committee at-large in the interest of efficient evaluation of the incentive award applications.
114 Each subcommittee must include at least three members, and every member of the committee
115 at-large must serve on a subcommittee. The applications to be reviewed will be equitably
116 partitioned among the subcommittees. The subcommittees will follow the ranking procedure
117 outlined above to determine which applications they will recommend to the committee at-large.
118 Then the committee at-large will be convened to review the applications recommended by the
119 subcommittees. The members of the committee at-large will discuss the subcommittee
120 recommendations and, finally, use the ranking procedure described above to rank the
121 applications recommended by the subcommittees. In the event of ties, the ties will be broken as
122 described below.

123 (c) The committee chair shall convene the committee and review their
124 initial rankings. Discussion shall be limited to information contained in the application and may
125 focus on applicants with a large variance in rankings, to try to identify the cause of and reduce
126 disparate rankings.

127 (d) Following this discussion, the committee shall use a secret ballot to
128 rank candidates using the procedure stated above in this section.

129 (e) A majority of voting committee members present must rank an
130 applicant for that employee to be eligible for an incentive award.

131 (f) The applicant with the highest mean score will have the highest
132 priority for an incentive award, the applicant with the next highest mean score the next highest
133 priority, and so on, until all applicants who received a majority of votes are ranked in order.

134 (g) In the case of a tie vote that must be resolved to allocate available awards,
135 the committee shall vote on just the tied candidates. The candidate with the most votes shall be
136 ranked ahead of those with fewer votes. Voting shall continue using this procedure until all such ties
137 are resolved.

138 (h) The committee chair will transmit this ranked list to the dean or
139 dean's representative, or unit head who approves the awards. If the selection committee awards
140 fewer than the number of awards available or if the dean or unit head does not approve an award

141 from the list submitted by the selection committee, then the award(s) shall be retained in the same
142 college or unit for one additional cycle before it is returned to the overall pool for apportionment.

143 (i) If the number of previously awarded (i.e., awarded prior to 2018) but
144 relinquished (e.g., due to retirement or resignation) TIP and RIA awards exceeds fifty after the 2017
145 award cycle, then the relinquished pre-2018 awards beyond fifty shall be pooled at the university
146 level, along with the new awards for that year, and distributed in proportion to the number of
147 eligible faculty in each college. No Incentive awards issued after ratification of this document that
148 are relinquished shall be eligible for re-issuance (future awards are not pooled for redistribution)

149 (j) For purposes of TIP/RIA selection as stated above, "college" shall
150 also include the group of employees whose primary assignment is in the College of Undergraduate
151 Studies, the College of Graduate Studies, an institute or center. These employees shall be grouped
152 together for purposes of calculating the number of awards available for each award category. The
153 college committee shall consist of a member from each of the units represented.

154
155 **23.6 Excellence Awards.** The University shall implement the merit-based bonuses set forth
156 below to recognize and promote employee excellence and productivity that respond to and support
157 the mission of the University of Central Florida.

158 (a) Trustee Chair Professorship. The UCF Trustee Chair Professorship is a multi-year
159 appointment awarded to employees with an extraordinary record of accomplishment in the three
160 primary areas of academic endeavor: teaching, research and service. The objective of this
161 appointment is to recognize and celebrate outstanding performance with a title and resources
162 commensurate with accomplishment.

163 (1) Award recipients shall receive an annual stipend of \$50,000 funded by the
164 University. Up to \$25,000 can be used as a salary supplement. These chairs have a five-year
165 renewable appointment.

166 (2) Each academic year, the University shall award up to eight Trustee Chair
167 Professorships.

168 (3) These awards shall be made according to existing criteria and procedures.

169 (b) Pegasus Professor. The Pegasus Professor award recognizes excellence in the three
170 primary areas of academic endeavor: teaching, research and service.

171 (1) Award recipients shall receive a one-time payment of \$5,000 from
172 Foundation funds as well as a Pegasus statue.

173 (2) Each academic year, the University may award Pegasus Professor awards.

174 (3) These awards shall be made according to existing criteria and procedures.

175 (c) Excellence Awards

176 (1) Award recipients shall receive a one-time payment of \$2,000.

177 (2) Each academic year, the University shall award Excellence in Undergraduate
178 Teaching awards, one University Award for Excellence in Undergraduate Teaching, Excellence in
179 Graduate Teaching awards, one University Award for Excellence in Graduate Teaching, two
180 University Awards for Excellence in Faculty Academic Advising, one University Award for
181 Excellence in Professional Academic Advising, Excellence in Research awards, one University
182 Distinguished Research award, two University Awards for Excellence in Professional Service, one
183 Excellence in Librarianship award, one Excellence in English Language Institute Instruction and
184 one Excellence in Instructional Design award.

185 (3) These awards shall be made according to existing criteria and procedures
186 published by the Office of Faculty Excellence.

187

188 **23.7 Salary Increases for Employees Funded by Contracts and Grants.**

189 (a) Employees on contracts or grants shall receive salary increases equivalent to similar
190 employees on Education and General (E&G) funding, provided that such salary increases are
191 permitted by the terms of the contract or grant and adequate funds are available for this purpose in
192 the contract or grant. In the event such salary increases are not permitted by the terms of the
193 contract or grant, or in the event adequate funds are not provided, the president or president's
194 representative shall seek to have the contract or grant modified to permit or fund such increases.

195 (b) Nothing contained herein shall prevent employees whose salaries are funded by grant
196 agencies from being allotted raises higher than those provided in this Agreement if such increases
197 are provided by the granting agency.

198
199 **23.8 Administrative Discretion Increases.** On September 1, 2016 through August 31, 2017, the
200 University may provide Administrative Discretion Increases up to one and one-half percent (1.5%)
201 of the total salary rate of Education and General (E&G) employees who were in an employment
202 relationship with the University on May 7, 2016. Any Administrative Discretion Increase provided
203 to contract and grant (C&G) employees, any court-ordered or court-approved salary increase, any
204 prevailing wage adjustment for the purpose of qualifying for immigration status, or any salary
205 increase to settle a legitimate, broad-based employment dispute shall not be subject to the terms and
206 limitations of this Section.

207 (a) The University may provide Administrative Discretion Increases for verified written
208 offers of outside employment, special achievements, merit, compression and inversion, equity and
209 market equity considerations, and similar special situations to employees in the bargaining unit.

210 (b) Administrative Discretionary Increases for verified written offers of outside
211 employment shall not contribute to the calculation of the salary rate.

212 (c) UFF Notification. At least 14 days prior to the effective date of any such increase,
213 the University shall provide to the UFF a written notification of the increase which states the name
214 of the employee, the rank and discipline of the employee, the amount of the increase, and the reason
215 for the increase.

216 (d) The University's ability to provide Administrative Discretion Increases shall expire
217 August 31, 2017, and shall not become part of the status quo.

218
219 **23.9 Report to Employees.** All employees shall receive notice of their salary increases prior to
220 implementation.

221
222 **23.10 Type of Payment for Assigned Duties.**

223 (a) Duties and responsibilities assigned by the University to an employee that do not
224 exceed the available established FTE for the position shall be compensated through the payment of
225 salary, not Other Personal Services (OPS) wages.

226 (b) Duties and responsibilities assigned by the University to an employee that are in
227 addition to the available established FTE for the position shall be compensated through OPS wages,
228 not salary.

229
230 **23.11 Twelve-Month Payment Option.** The parties agree that a twelve-month payment option for
231 9-month employees shall be offered each year during an annual open enrollment period from April
232 1 to June 30. If chosen by the employee, this payment option shall become effective for one year
233 starting with the first full pay period beginning after August 8. The plan shall allow for employees
234 to select a fixed savings amount to be deducted from each of the nineteen full bi-weekly paychecks

235 received during the Fall and Spring semesters with a change in that amount to account for those
236 paychecks from which double premiums are deducted. The total savings shall be returned to the
237 employee in equal amounts for the five full bi-weekly paychecks received during the Summer
238 semester. The University shall provide an online calculator and assistance as reasonable, taking into
239 account time and resources, to assist the employee in determining a savings amount and fixed
240 reduction amount that will allow the employee's net paychecks to remain approximately level
241 across the 24 pay periods. Pay received for supplemental summer assignments shall be unaffected
242 by this plan. This pay plan is subject to tax limitations.

243
244 **23.12 Administrative Salary Stipends.** A temporary salary increase that is provided to an
245 employee as compensation for performing a specific, titled administrative function shall be
246 permitted under this agreement as an Administrative Salary Stipend. At least 14 days prior to the
247 effective date of any Administrative Salary Stipend, the University shall provide UFF a written
248 notification of the stipend which states the name of the employee, the rank and discipline of the
249 employee, the amount of the stipend, and the reason for the stipend. If all or part of the stipend is
250 later added to the employee's salary, the amount so converted shall be treated as an Administrative
251 Discretion Increase during the year in which the conversion takes place and shall be subject to
252 limitations of that section.

253
254 **23.13 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving on
255 twelve month (calendar year) appointments shall be calculated by dividing the calendar year salary
256 rate by 26.1 pay periods.