

ARTICLE 23 [20176-20187]
[supersedes earlier versions, including 2015-2018]
SALARIES

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

23.2 Promotion Increases.

(a) Promotion salary increases shall be granted on August 8 following that promotion in an amount equal to 912.0% of the employee's salary as of August 7 in recognition of promotion to one of the ranks listed below:

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

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

(b3) Promotion salary increases shall be granted on August 8 following that promotion in an amount equal to 15.0% of the employee's salary as of August 7 in recognition of promotion to one of the ranks listed below:

To Professor, Senior Instructor, Senior Lecturer, Scholar/Scientist/Engineer, University Librarian, and Senior Instructional Designer.

23.3 Legislatively Mandated Increases.

(a) ~~No legislatively mandated increases were provided in 2016. Any such increases shall~~

23.4 Other Increases.

(a) Across-the Board Salary Increases. Effective ~~December 16~~ August 8, 20176, for the year, each eligible employee shall receive a ~~one~~ one and seven ~~and seven~~ nine-tenths percent (~~21.7019~~%) employee's base salary. This increase ~~will~~ shall be calculated using the employee's salary as of 7, 20176. An employee shall be eligible if the employee's most recent annual evaluation, if was Satisfactory or above; the employee was in an employment relationship with the University prior to May 7, 20176; and the employee remains in a continual employment relationship at the date of implementation. Employees employed in 20165-176 that meet the above qualifications and were not evaluated shall be provided with an evaluation for the period and shall be eligible for the increase.

(b) ~~One-time payment. In addition to the across-the-board increases taking effect on~~ University shall provide merit salary increases to each department/unit equal to one ~~and one-half~~ the total base salary of employees in the department/unit as of August ~~7~~ 12, 20176. All employees are not members of a department/unit shall be grouped together and treated as a department/unit for the purpose of calculating and providing merit salary increases. Merit salary increases shall be provided to eligible employees in each department/unit who are in an employment relationship with the University prior to May 7, 20176; who remain in an in-unit employment relationship at the date of implementation; and who meet the following criteria and procedures.

47 | ~~(e)~~ — Merit Salary Increases. Effective ~~December 16~~ August 8, 2017, for the 2017-2018
 48 | year, the University shall provide merit salary increases to each department/unit equal to one ~~and~~
 49 | ~~one-half~~ percent (1.5%) of the total base salary of employees in the department/unit as of August
 50 | ~~7~~, 2017. All employees who are not members of a department/unit shall be grouped together and
 51 | treated as a department/unit for the purpose of calculating and providing merit salary increases.
 52 | Merit salary increases shall be provided to eligible employees in each department/unit who are in an
 53 | employment relationship with the University prior to May 7, 2017; who remain in an in-unit
 54 | employment relationship at the date of implementation; and who meet the following criteria and
 55 | procedures.

56 | (1) Eligibility. For the 2017-2018 year, an employee is eligible under this
 57 | Section if he or she received an *Above Satisfactory* or *Outstanding* on his or her most recent annual
 58 | evaluation, has had no break in service between May 7, 2017 and the implementation date, and is
 59 | still employed in unit at the University on the contract ratification date ~~of BOT ratification~~.

60 | (2) Distribution. ~~M~~The merit salary increases for eligible employees shall be
 61 | as a percentage of their base salary. Such increases shall be distributed proportionately to those
 62 | employees whose most recent annual evaluations are *Above Satisfactory* or *Outstanding* in a ratio of
 63 | 1.0 for *Above Satisfactory* and 1.5 for *Outstanding*.

64 | ~~(dc)~~ Equity Increases.

65 | (1) Effective August 8, 2017, for the 2017-2018 year, the University shall
 66 | provide a one-time increase of \$5,000 to the base salary of each employee who has had no break in
 67 | service between May 7, 2011 and the implementation date; is still employed in unit at the
 68 | University on the contract ratification date; has never received an incentive award; and who has
 69 | received an *Above Satisfactory* or *Outstanding* on his or her last six annual evaluations.

70 | (2) Effective ~~December~~ August 16, 2017, for the 2017-2018 year, the
 71 | University shall provide an amount ~~equal to one-fifth of one percent (0.20%) of~~ sufficient to
 72 | August ~~7~~, 2017 to all regular, clinical, research, non-visiting employees whose August ~~7~~,
 73 | FTE base salary was less than \$45,000 for those with a Ph.D. or equivalent terminal degree, or less
 74 | than \$42,000 for all others or whose 12-month salary was less than \$60,000 for those with a Ph.D.
 75 | or equivalent degree or less than \$56,000 for all others. Equity increases shall be distributed
 76 | proportionately to the difference between the employee's August ~~7~~, 2017 salary and the
 77 | above.

78 | (d) Parity. Should any systematic raise or raise pool be made available to any other group of
 79 | University employees, the same systematic raise or raise pool shall be given to in-unit employees.

80 |
 81 | **23.5 Annual Incentive Award Programs.** Incentive Award Programs recognize and promote
 82 | employee excellence and productivity that respond to and support the mission of the University of
 83 | Central Florida, including its strategic initiatives and five key goals. The provost or his or her
 84 | designee shall give final approval for awards to successful faculty employees.

85 | Effective August 8, 2017, for the 2017-2018 year, Each year, the University shall make
 86 | eligible employees 120 Incentive Awards. The awards shall be distributed ~~in the next award cycle~~
 87 | (a) through (f) below. Regardless of ~~the~~ contract length (9 months through 12 months), award
 88 | shall receive a one-time award of \$5,000 as soon as practicable and a \$5,000 increase to their salary
 89 | effective at the beginning of the succeeding academic year. Employees on visiting and other
 90 | temporary appointments are not eligible for incentive awards.

91 | (a) **UCF-Teaching Incentive Program.** The UCF-Teaching Incentive Program (“UCF-
 92 | TIP”) rewards teaching productivity and excellence. Each academic year the University shall make
 93 | available up to fifty-five UCF-TIP awards to employees. The UCF-TIP award recognizes faculty

94 contributions to UCF's key goals of offering the best undergraduate education available in Florida
95 and achieving international prominence in key programs of graduate study. ~~Employees applying for~~

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

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

107 (d) ~~Applications for Incentive Awards. Eligibility. All full-time, regular employees~~
108 ~~Programs in their fifth year of continuous service, and beginning in the fifth academic year after~~
109 ~~receiving a particular Incentive Award (i.e., every five years).~~

110 (e) Deadlines.

111 (1) UCF TIP applications shall be due at 5:00 p.m. on December 21, 2017.

112 (2) UCF RIA applications shall be due at 5:00 p.m. on February 8, 2018.

113 (3) UCF-SoTL applications shall be due at 5:00 p.m. on March 8, 2018.

114 (f) Applications. Applications shall be completed on-line and include the five sections
115 below.

116 (1) Cover page, including name, job title, department, college and duration covered
117 by the application.

118 (2) Table of contents, with section numbers.

119 (3) The annual Chair's Evaluation or equivalent for the time period represented in
120 the application. The Department Chair shall provide the number of ~~faculty~~ ~~employees~~ evaluated in
121 year during that time period, the number of ~~faculty~~ ~~employees~~ in each category (Outstanding, Above
122 Satisfactory, etc.) and the department methodology and criteria for evaluating the employee's
123 annual evaluation.

124 (4) A narrative limited to five pages that presents evidence of outstanding
125 achievements within the award program. The narrative may contain relevant materials associated
126 with an Annual Evaluation, as summarized in Article 10.1(d). Information may be summarized in
127 tables and figures. Additional materials (e.g., published works, images of artwork, audio files of
128 musical performances) may be referenced in the narrative and provided in appendices. ~~Beginning~~

129 (eg) **Incentive Award Selection.**

130 (1) TIPs/RIAs. College or unit committees for the TIP and RIA award programs
131 shall be elected by and from the unit employees. The committees shall equitably represent the
132 departments or units within them. Employees who plan to apply for a particular award in the current
133 or immediately following cycle shall not be eligible to serve on the committee. A committee
134 chairperson for each incentive award program shall be elected by and from the college/unit
135 committee. The chairperson shall charge the committee that members shall only consider the merits
136 of the application. No additional outside information or discussion of position, e.g., instructor vs.
137 tenure track ~~faculty~~ ~~employee~~, past awards, current salary, etc., may be considered. The committee
138 review the award applications and shall submit a ranked list of recommended employees to the dean
139 or dean's representative. In ranking the applicants, committee members shall only consider the
140 merits of the application. The committee shall not impose any numerical criteria or weightings

141 during the ranking process, and for completed applications, departures from the application
142 specifications may impact but shall not disqualify an application.

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

148 (b) In larger colleges or units, subcommittees may be formed from
149 the committee at-large in the interest of efficient evaluation of the incentive award applications.
150 Each subcommittee must include at least three members, and every member of the committee
151 at-large must serve on a subcommittee. The applications to be reviewed ~~will~~ shall be equitably
152 partitioned among the subcommittees. The subcommittees ~~will~~ shall follow the ranking
153 outlined above to determine which applications they ~~will~~ recommend to the committee at-large.
154 Then the committee at-large ~~will~~ shall be convened to review the applications recommended by
155 subcommittees. The members of the committee at-large ~~will~~ shall discuss the subcommittee
156 recommendations and, finally, use the ranking procedure described above to rank the
157 applications recommended by the subcommittees. In the event of ties, the ties ~~will~~ shall be
158 described below.

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

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

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

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

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

174 (h) The committee chair ~~will~~ shall transmit this ranked list to the dean or
175 dean's representative, or unit head who approves the awards. If the selection committee awards
176 fewer than the number of awards available or if the dean or unit head does not approve an award
177 from the list submitted by the selection committee, then the award(s) shall be retained in the same
178 college or unit for one additional cycle before it is returned to the overall pool for apportionment.

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

186 (j) For purposes of TIP/RIA selection as stated above, "college" shall
187 also include the group of employees whose primary assignment is in the College of Undergraduate

188 Studies, the College of Graduate Studies, an institute or center. These employees shall be grouped
189 together for purposes of calculating the number of awards available for each award category. The
190 college committee shall consist of a member from each of the units represented.

191

192 **23.6 Excellence Awards.** The University shall implement the merit-based bonuses set forth
193 below to recognize and promote employee excellence and productivity that respond to and support
194 the mission of the University of Central Florida.

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

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

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

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

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

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

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

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

212 (c) Excellence Awards

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

214 (2) Each academic year, the University shall award Excellence in Undergraduate
215 Teaching awards, one University Award for Excellence in Undergraduate Teaching, Excellence in
216 Graduate Teaching awards, one University Award for Excellence in Graduate Teaching, two
217 University Awards for Excellence in Faculty Academic Advising, one University Award for
218 Excellence in Professional Academic Advising, Excellence in Research awards, one University
219 Distinguished Research award, two University Awards for Excellence in Professional Service, one
220 Excellence in Librarianship award, one Excellence in English Language Institute Instruction and
221 one Excellence in Instructional Design award.

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

224

225 **23.7 Salary Increases for Employees Funded by Contracts and Grants.**

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

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

235
236 | **23.8 Administrative Discretion Increases.** On September 1, ~~2016-2017~~ through August 31,
237 University may provide Administrative Discretion Increases up to one and one-half percent (1.5%)
238 of the total salary rate of Education and General (E&G) employees who were in an employment
239 | relationship with the University on May 7, 201~~7~~⁶. Any Administrative Discretion Increase provided
240 to contract and grant (C&G) employees, any court-ordered or court-approved salary increase, any
241 prevailing wage adjustment for the purpose of qualifying for immigration status, or any salary
242 increase to settle a legitimate, broad-based employment dispute shall not be subject to the terms and
243 limitations of this Section.

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

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

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

253 (d) The University's ability to provide Administrative Discretion Increases shall expire
254 | August 31, 201~~8~~⁷, and shall not become part of the status quo.

255

256 **23.9 Report to Employees.** All employees shall receive notice of their salary increases prior to
257 implementation.

258

259 **23.10 Type of Payment for Assigned Duties.**

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

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

266

267 **23.11 Twelve-Month Payment Option.** The parties agree that a twelve-month payment option for
268 | ~~9~~-month employees shall be offered each year during an annual open enrollment period from April
269 1 to June 30. If chosen by the employee, this payment option shall become effective for one year
270 starting with the first full pay period beginning after August 8. The plan shall allow for employees
271 to select a fixed savings amount to be deducted from each of the nineteen full bi-weekly paychecks
272 received during the Fall and Spring semesters with a change in that amount to account for those
273 paychecks from which double premiums are deducted. The total savings shall be returned to the
274 employee in equal amounts for the five full bi-weekly paychecks received during the Summer
275 semester. The University shall provide an online calculator and assistance as reasonable, taking into
276 account time and resources, to assist the employee in determining a savings amount and fixed
277 | reduction amount that ~~will~~ allow the employee's net paychecks to remain approximately ~~level~~
278 the 24 pay periods. Pay received for supplemental summer assignments shall be unaffected by this
279 plan. This pay plan is subject to tax limitations.

280

281 **23.12 Administrative Salary Stipends.** ~~A temporary salary increase that is provided to An~~
282 ~~employee as compensation for who performs~~ a specific, titled administrative function shall ~~be~~
283 ~~permitted under this agreement as an~~ Administrative Salary Stipend ~~of no less than~~
284 ~~\$5,000~~. At least 14 days ~~prior to before~~ the effective date of any Administrative Salary Stipend, the
285 University shall provide UFF a written notification of the stipend ~~which that~~ states the name, ~~rank~~
286 ~~and discipline~~ of the employee, ~~the rank and discipline of the employee,~~ the ~~stipend~~ amount ~~of the~~
287 ~~stipend~~, and the reason for the stipend. If all or part of the stipend is later added to the employee's
288 salary, the amount so converted shall be treated as an Administrative Discretion Increase during the
289 year in which the conversion takes place and shall be subject to limitations of that section.

290
291 **23.13 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving on
292 twelve month (calendar year) appointments shall be calculated by dividing the calendar year salary
293 rate by 26.1 pay periods.