

1 **ARTICLE 23 [2016-2017-2018]**

2 *[supersedes earlier versions, including 2015-2018 and 2016-17]*

3 **SALARIES**

4
5 **23.21 Promotion Increases.**

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

- 9 (1) To Assistant in _____, ~~and Assistant University Librarian;~~
10 (2) To Associate Professor, Associate Instructor, Associate Lecturer, Associate
11 Scholar/Scientist/Engineer, Associate in _____, Associate Instructional Designer, and Associate
12 University Librarian;

13 (b) Following ratification of this document, future pPromotion salary increases shall be
14 granted on August 8 following that promotion in an amount equal to 10.0% of the employee's salary as of
15 August 7 in recognition of promotion to one of the ranks listed below:

- 16 (3) To Professor, Senior Instructor, Senior Lecturer, Scholar/Scientist/Engineer,
17 University Librarian, and Senior Instructional Designer.

18
19 **23.32 Legislatively Mandated Increases.**

20 (a) No legislatively mandated increases were provided in 201617, however, if an increase
21 were to be made available, it would be implemented as soon as practicable.

22
23 **23.43 Other Increases.**

24 (a) Across-the Board Salary Increases. Effective ~~December 16, 2016,~~January 26, 2018, for
25 the 201617-201718 year, each eligible employee shall receive a ~~one-two and one quarter~~ percent
26 ~~(+2.250%)~~ increase to the employee's base salary. This increase will be calculated using the employee's
27 salary as of ~~December 16, 2016,~~January 26, 2018. An employee shall be eligible if the employee's most
28 recent annual evaluation, if provided, was Satisfactory or above; the employee was in an employment
29 relationship (not OPS) with the University prior to May 7, 20167; and the employee remains in a
30 continual employment relationship at the date of implementation. Employees employed in 20156-167 that
31 meet the above qualifications and were not evaluated shall be provided with an evaluation for the period
32 and shall be eligible for the increase.

33 (b) One-time payment. In addition to the across-the board increases taking effect on
34 ~~December 16, 2016~~January 26, 2018, all employees eligible for that increase shall receive a one-time
35 payment of ~~\$970~~ _____~~\$610~~ on ~~December 16, 2016~~February 16, 2018, or as soon as practicable
36 thereafter.

37 (c) Merit Salary Increases. No merit salary increases will be distributed this cycle. Effective
38 December 16, 2016, for the 2016-2017 year, the University shall provide merit salary increases to each
39 department/unit equal to one and one half percent (1.5%) of the total base salary of employees in the
40 department/unit as of August 12, 2016. All employees who are not members of a department/unit shall be
41 grouped together and treated as a department/unit for the purpose of calculating and providing merit
42 salary increases. Merit salary increases shall be provided to eligible employees in each department/unit
43 who are in an employment relationship with the University prior to May 7, 2016; who remain in an in-
44 unit employment relationship at the date of implementation; and who meet the following criteria and
45 procedures.

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

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

54 (d) Equity Increases. Effective ~~December 16, 2016~~ January 26, 2018, for the 20167-20178
 55 year, the University shall provide a one-time equity increases to all regular, clinical, research, and non-
 56 visiting E&G funded employees as follows. an amount equal to one fifth of one percent (0.20%) of the
 57 total base salary of all E&G employees as of August 12, 2016 pool of up totwo hundred and fifty
 58 thousand dollars (\$250,000 to all regular, clinical, research, non-visiting employees whose August 12,
 59 20167, 1.0 FTE base salary was less than \$45,000 for those with a Ph.D. or equivalent terminal degree, or
 60 less than \$42,000 for all others or whose 12-month salary was less than \$60,000 for those with a Ph.D. or
 61 equivalent degree or less than \$56,000 for all others. Equity increases shall be distributed proportionately
 62 equal to the difference between the employee's August 12, 20167 salary and the thresholds belowabove.
 63 The increase shall be available to employees who were in an employment relationship (not OPS) with the
 64 University prior to May 7, 2017; who remain in an in-unit employment relationship at the date of
 65 implementation, and that also meet the following eligibility requirements: regular, clinical, research, non-
 66 visiting E&G employees whose August 11, 2017 1.0 FTE base salary also meets one of the following
 67 qualifications:

68 (1) 9-month salary:

- 69 a. is less than \$45,000 and who holds a Ph.D. or equivalent terminal degree in a
 70 field related to the employee's assignment.
 71 b. is less than \$42,000 for all other employees

72 (2) 12-month salary:

- 73 a. is less than \$60,000 and who holds a Ph.D. or equivalent terminal degree in a
 74 field related to the employee's assignment.
 75 b. is less than \$56,000 for all other employees

77 **23.54 Annual Incentive Award Programs.** Incentive Award Programs recognize and promote
 78 employee excellence and productivity that respond to and support the mission of the University of Central
 79 Florida, including its strategic initiatives and five key goals. The provost or his or her designee shall give
 80 final approval for awards to successful faculty.

81 Each year, the University shall make available to eligible employees ~~115 120~~ Incentive Awards.
 82 The awards shall be distributed to awardees in the next award cycle after ratification of this document as
 83 set forth in Paragraphs (a) through (f) below. Regardless of ~~the~~ contract length (9 months through 12
 84 months), award recipients shall receive a one-time award of \$5,000 as soon as practicable and a \$5,000
 85 increase to their salary effective at the beginning of the succeeding academic year. Employees on visiting
 86 and other temporary appointments are not eligible for incentive awards. Employees on non-E&G funding
 87 will be eligible for the increase depending on availability of funds.

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

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

100 (c) **Scholarship of Teaching and Learning Awards (SoTLs).** SoTLs ~~recognize~~ use
 101 discovery, reflection, and using evidence-based methods to research effective teaching and student
 102 learning. While the implementation of SoTL outcomes ~~can~~ may result in teaching excellence and
 103 increasing teaching effectiveness, this award recognizes scholarly efforts beyond ~~not~~ teaching
 104 excellence ~~but scholarly efforts~~. For academic year 2016-2017, the University shall make available up to
 105 ten-five (10.5) SoTL awards. No SoTLs will be available for the 2017-18 award cycle.

106 ~~(d) — Eligibility. All full-time, regular employees who meet the applicable criteria shall be~~
 107 ~~eligible for Incentive Award programs in their fifth year of continuous service beginning in the fifth~~
 108 ~~academic year (i.e. every five years).~~

109 (d) **Applications for Incentive Awards.** ~~Beginning with the 2016-2017 awards, the Office~~
 110 ~~of Faculty Excellence will initiate an electronic application process. Applications shall be completed on-~~
 111 ~~line. These awards shall be made according to the criteria or procedures listed on the Faculty Excellence~~
 112 ~~website. Any proposed changes to the current criteria shall be provided to the UFF at least 14 days in~~
 113 ~~advance so as to permit UFF to seek consultation with respect to them.~~

114
 115 (e) **Incentive Award Selection.**

116 (1) TIPs/RIAs. College or unit committees for the TIP and RIA award programs
 117 shall be elected by and from the unit employees. The committees shall equitably represent the
 118 departments or units within them. Employees who plan to apply for a particular award in the current or
 119 immediately following cycle shall not be eligible to serve on the committee. A committee chairperson for
 120 each incentive award program shall be elected by and from the college/unit committee. The chairperson
 121 shall charge the committee that members shall only consider the merits of the application. No additional
 122 outside information or discussion of position, e.g., instructor vs. tenure track ~~employee~~ faculty, past
 123 awards, current salary, etc., may be considered. The committee shall review the award applications and
 124 shall submit a ranked list of recommended employees to the dean or dean's representative. In ranking the
 125 applicants, committee members shall only consider the merits of the application. The committee shall not
 126 impose any numerical criteria or weightings during the ranking process, and for completed applications,
 127 departures from the application specifications may impact but shall not disqualify an application.

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

133 (b) In larger colleges or units, subcommittees may be formed from the
 134 committee at-large in the interest of efficient evaluation of the incentive award applications. Each
 135 subcommittee must include at least three members, and every member of the committee at-large must
 136 serve on a subcommittee. The applications to be reviewed ~~will~~ shall be equitably partitioned among the
 137 subcommittees. The subcommittees ~~will~~ shall follow the ranking procedure outlined above to determine
 138 which applications they ~~will~~ recommend to the committee at-large. Then the committee at-large ~~will~~ shall
 139 be convened to review the applications recommended by the subcommittees. The members of the
 140 committee at-large ~~will~~ shall discuss the subcommittee recommendations and, finally, use the ranking
 141 procedure described above to rank the applications recommended by the subcommittees. In the event of
 142 ties, the ties ~~will~~ shall be broken as described below.

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

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

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

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

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

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

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

168 (j) For purposes of TIP/RIA selection as stated above, "college" shall also
 169 include the group of employees whose primary assignment is in the College of Undergraduate Studies, the
 170 College of Graduate Studies, an institute or center. These employees shall be grouped together for
 171 purposes of calculating the number of awards available for each award category. The college committee
 172 shall consist of a member from each of the units represented.
 173

174 **23.65 Excellence Awards.** The University shall implement the merit-based bonuses set forth below to
 175 recognize and promote employee excellence and productivity that respond to and support the mission of
 176 the University of Central Florida.

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

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

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

187 ~~(3) These awards shall be made according to existing criteria and procedures. The
 188 eligibility criteria for an applicant is holding the rank of professor; the applicant must be recognized as a
 189 "foremost scholar" in his or her chosen area of expertise, meaning known as a preeminent scholar in his
 190 or her discipline; and have a positive impact to other scholars at UCF. Applications will be reviewed by a
 191 committee consisting of one Trustee Chair, one Pegasus Professor, the Chair of the Faculty Senate, and
 192 the Vice Provost for Faculty Excellence. The President and Provost or designee will make the final
 193 appointment.~~

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

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

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

199 (3) ~~These awards shall be made according to existing criteria and procedures. The~~
 200 ~~eligibility criteria for an applicant is having completed five years at the rank of professor at UCF; having~~
 201 ~~achieved excellence in teaching, research and/or creative activity; and demonstrable service and scope of~~
 202 ~~national and international impact. The awards are ultimately determined by the President or designee.~~

203 (c) Excellence Awards. ~~All full-time employees in the appropriate discipline with at least~~
 204 ~~three years of continuous non-visiting, non-OPS service at UCF immediately prior to the current year are~~
 205 ~~eligible. Employees who have received a college or university excellence award in the past three~~
 206 ~~academic years in the category for which they are applying are not eligible. For some Excellence awards,~~
 207 ~~additional eligibility criteria are specified below. Award recipients shall receive a one-time payment of~~
 208 ~~\$2,000.~~

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

210 ~~(2) Excellence in Undergraduate Teaching awards.~~

211 a. ~~Eligibility. Employees must be assigned to teach at least two undergraduate~~
 212 ~~courses in the current academic year and to have taught at least six undergraduate courses over the~~
 213 ~~preceding three academic years.~~

214 b. ~~The criteria for evaluation applicants' files shall include three major~~
 215 ~~categories:~~

216 1. ~~Innovations to improve undergraduate teaching;~~

217 2. ~~Undergraduate teaching accomplishments/honors;~~

218 3. ~~Evidence of impact on undergraduate teaching.~~

219 (2) ~~Excellence in Graduate Teaching Awards.~~

220 a. ~~Eligibility. Employees must have contributed significantly to graduate~~
 221 ~~education, including substantial teaching of graduate courses (including thesis and dissertation courses)~~
 222 ~~over the current academic year and the three preceding academic years.~~

223 b. ~~The criteria for evaluating applicants' files shall include three major~~
 224 ~~categories:~~

225 1. ~~Innovations to improve graduate teaching;~~

226 2. ~~Graduate Teaching Accomplishments/honors;~~

227 3. ~~Evidence of impact on graduate teaching.~~

228 (3) ~~Excellence in Research Awards~~

229 a. ~~Eligibility. Employees must have an assignment of at least 0.10 FTE in~~
 230 ~~research over each of the three immediately preceding years and the current year at UCF.~~

231 b. ~~The criteria for evaluating applicants' files shall include three major categories.~~

232 1. ~~cumulative value and impact of research efforts at UCF within the~~
 233 ~~discipline and to society;~~

234 2. ~~Recognition of research impact by the individual's peers in the same or~~
 235 ~~in related disciplines;~~

236 3. ~~Publication/dissemination and presentation of research results.~~

237 (4) ~~Excellence in Faculty Academic Advising.~~

238 a. ~~Eligibility. All employees who currently advise and who have advised~~
 239 ~~undergraduate students over the preceding three academic years are eligible.~~

240 b. ~~The criteria for evaluating applicants' files shall include three major~~
 241 ~~categories:~~

242 1. ~~Evidence of extra effort to improve advising;~~

243 2. ~~Evidence that students have been sensitively and appropriately~~
 244 ~~informed and guided concerning career choices and academic opportunities;~~

245 3. ~~Evidence that the nominee serves as a role model in the pursuit of~~
 246 ~~learning.~~

247 (5) ~~University Award for Excellence in Professional Academic Advising.~~

248 a. Eligibility. Employees who have a current full-time assignment and full-time
 249 experience for the preceding three years at UCF in an academic advising unit within a college, regional
 250 campus, institute, center or the Division of Student Development and Enrollment Services are eligible.
 251 Employees with regular teaching assignments are eligible for other advising awards and are not eligible
 252 for the Professional Academic Advising.

253 b. The criteria for evaluating applicants' file shall include three major categories:
 254 1. Evidence of success in retaining students;
 255 2. Evidence of guiding students to timely completion of their degrees;
 256 3. Creating a caring and supportive environment, and helping students
 257 realize their potential.

258 (6) University Awards for Excellence in Professional Service.

259 a. Eligibility. Employees who are assigned an FTE of 0.10 for professional
 260 service duties over the current year and for each of the three preceding academic years are eligible.

261 b. The criteria for evaluating applicants' files shall include three major
 262 categories:
 263 1. Evidence of effectiveness in service to the university by highlighting
 264 leadership contributions;
 265 2. Evidence of significant accomplishment in professional organizations
 266 in the nominee's discipline;
 267 3. Evidence of recognition for outreach activities, service, and leadership
 268 contributions to community organizations.

269 (7) Excellence in Librarianship.

270 a. Eligibility. Employees who have served at UCF as a librarian on a permanent
 271 line for the current year and at least the three years immediately preceding the current year are eligible.

272 b. The criteria for evaluating applicant's files shall include two major categories:
 273 1. Evidence of extra effort to improve library services and collections;
 274 2. Evidence of a sustained period of excellence in the library profession.

275 (8) Excellence in Instructional Design

276 a. Eligibility. Must be an instructional designer on a non-visiting, non-OPS 12-
 277 month contract at the time of nomination and over the three preceding academic years.

278 b. The criteria for evaluating applicant's files shall include two major categories:
 279 1. Innovative contributions to UCF and/or the ID field;
 280 2. Evidence of outstanding effort to promote quality of online instruction
 281 and improve relationships with faculty members at UCF.

282 (9) Excellence in English Language Institute Instruction.

283 a. Eligibility. Must have a full-time, non-visiting, non-OPS appointment at ELI
 284 for the current academic year and for the three preceding academic years.

285 b. The criteria for evaluating applicant's files shall include three major
 286 categories:
 287 1. Evidence of innovative contributions to UCF or the ELI field;
 288 2. Evidence of extra effort to improve ELI success;
 289 3. Evidence of a sustained period of excellence in ELI.

290 Each academic year, the University shall award Excellence in Undergraduate Teaching
 291 awards, one University Award for Excellence in Undergraduate Teaching, Excellence in Graduate
 292 Teaching awards, one University Award for Excellence in Graduate Teaching, two University Awards for
 293 Excellence in Faculty Academic Advising, one University Award for Excellence in Professional
 294 Academic Advising, Excellence in Research awards, one University Distinguished Research award, two
 295 University Awards for Excellence in Professional Service, one Excellence in Librarianship award, one
 296 Excellence in English Language Institute Instruction and one Excellence in Instructional Design award.

297 (3) ~~These awards shall be made according to existing criteria and procedures~~
298 ~~published by the Office of Faculty Excellence. Recommendations for these awards are made by various~~
299 ~~committees and are ultimately determined by the president or designee.~~
300

301 **23.76 Salary Increases for Employees Funded by Contracts and Grants.**

302 (a) Employees on contracts or grants shall receive salary increases equivalent to similar
303 employees on Education and General (E&G) funding, provided that such salary increases are permitted
304 by the terms of the contract or grant and adequate funds are available for this purpose in the contract or
305 grant. In the event such salary increases are not permitted by the terms of the contract or grant, or in the
306 event adequate funds are not provided, the president or president's representative shall seek to have the
307 contract or grant modified to permit or fund such increases.
308

309 (b) Nothing contained herein shall prevent employees whose salaries are funded by grant
310 agencies from being allotted raises higher than those provided in this Agreement if such increases are
311 provided by the granting agency.
312

313 **23.87 Administrative Discretion Increases.** ~~On~~From September 1, 2017~~6~~ through August 31,
314 2018~~7~~, the University may provide Administrative Discretion Increases up to one and one-half percent
315 (1.5%) of the total salary rate of ~~Education and General (E&G)~~ employees who were in an employment
316 relationship with the University on May 7, 2017~~6~~. Any Administrative Discretion Increase provided to
317 contract and grant (C&G) employees, any court-ordered or court-approved salary increase, any prevailing
318 wage adjustment for the purpose of qualifying for immigration status, or any salary increase to settle a
319 legitimate, broad-based employment dispute shall not be subject to the terms and limitations of this
320 Section.

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

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

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

330 (d) The University's ability to provide Administrative Discretion Increases shall expire
331 August 31, 2018~~7~~, and shall not become part of the status quo.
332
333

334 **23.98 Report to Employees.** All employees shall receive notice of their salary increases prior to
335 implementation.
336

337 **23.109 Type of Payment for Assigned Duties.**

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

341 (b) Duties and responsibilities assigned by the University to an employee that are in addition
342 to the available established FTE for the position shall be compensated through OPS wages, not salary.
343

344 **23.110 Twelve-Month Payment Option.** The parties agree that a twelve-month payment option for
345 9-month employees shall be offered each year during an annual open enrollment period from April 1 to
346 June 30. If chosen by the employee, this payment option shall become effective for one year starting with

347 the first full pay period beginning after August 8. The plan shall allow for employees to select a fixed
348 savings amount to be deducted from each of the nineteen full bi-weekly paychecks received during the
349 Fall and Spring semesters with a change in that amount to account for those paychecks from which
350 double premiums are deducted. The total savings shall be returned to the employee in equal amounts for
351 the five full bi-weekly paychecks received during the Summer ~~semester~~. The University shall provide an
352 online calculator ~~and assistance as reasonable, taking into account time and resources,~~ to assist the
353 employee in determining a savings amount and fixed reduction amount that will allow the employee's net
354 paychecks to remain approximately ~~constant level across the 24 pay periods~~. Pay received for
355 supplemental summer assignments shall be unaffected by this plan. This pay plan is subject to tax
356 limitations.

357

358 **23.112 Administrative Salary Stipends.** A temporary salary increase that is provided to an
359 employee as compensation for performing a specific, titled administrative function shall be permitted
360 under this agreement as an Administrative Salary Stipend. At least 14 days prior to the effective date of
361 any Administrative Salary Stipend, the University shall provide UFF a written notification of the stipend
362 which states the name of the employee, the rank and discipline of the employee, the amount of the
363 stipend, and the reason for the stipend. If all or part of the stipend is later added to the employee's salary,
364 the amount so converted shall be treated as an Administrative Discretion Increase during the year in
365 which the conversion takes place and shall be subject to limitations of that section.

366

367 **23.123 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving on
368 twelve month (calendar year) appointments shall be calculated by dividing the calendar year salary rate
369 by 26.1 pay periods.

370

371 **23.13 Compensation currency.** The university receives its budget and disburses monies in U.S.
372 dollars.