1	ARTICLE 23 [2016-2017-2018]
2	[supersedes earlier versions, including 2015-2018 and 2016-17]
3	SALARIES
4	
5	23.21 Promotion Increases.
5	(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:
)	(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;
	(b) Following ratification of this document, future pPromotion salary increases shall be
	granted on August 8 following that promotion in an amount equal to 10.0% of the employee's salary as of
	August 7 in recognition of promotion to one of the ranks listed below:
	(3) To Professor, Senior Instructor, Senior Lecturer, Scholar/Scientist/Engineer,
	University Librarian, and Senior Instructional Designer.
	23.32 Legislatively Mandated Increases.
	(a) No legislatively mandated increases were provided in 2016 <u>17</u> Any legislatively mandated
	increases shall be implemented as soon as practicable.
	23.4 <u>3</u> Other Increases.
	(a) Across-the Board Salary Increases. Effective March 23, 2018, for the 20 1617 -20 17 18
	year, each eligible employee shall receive a ene two and one quarter percent (2.25%) increase to the
	employee's base salary. This increase will be calculated using the employee's salary as of <u>March 23</u> ,
	2018. An employee shall be eligible if the employee's most recent annual evaluation, if provided, was
	Satisfactory or above; the employee was in an employment relationship (not OPS) with the University
	prior to May 7, 20167; and the employee remains in a continual employment relationship at the date of
	implementation. Employees employed in $20156-167$ that meet the above qualifications and were not avaluated shall be provided with an avaluation for the period and shall be clicible for the increase
	 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 March
	(b) One-time payment. In addition to the across-the board increases taking effect on March 23, 2018, all employees eligible for that increase shall receive a one-time payment of \$1370 on April 13,
	$\frac{25, 2018}{2018}$, an employees engine for that increase shall receive a one-time payment of $\frac{51570}{2018}$ of April 15.
	(c) Merit Salary Increases. No merit salary increases will be distributed this cycle. Effective
	December 16, 2016, for the 2016-2017 year, the University shall provide merit salary increases to each
	department/unit equal to one and one half percent (1.5%) of the total base salary of employees in the
	department/unit as of August 12, 2016. All employees who 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, 2016; who remain in an in-
	unit employment relationship at the date of implementation; and who meet the following criteria and
	procedures.
	(1) Eligibility. For the 2016-2017 year, an employee is eligible under this Section if
	he or she received an <i>Above Satisfactory</i> or <i>Outstanding</i> on his or her most recent annual evaluation, has
	had no break in service between May 7, 2016 and the implementation date, and is still employed in unit at
	the University on the date of BOT ratification.
	(2) Distribution. The merit salary increases for eligible employees shall be calculated
	as a percentage of their base salary. Such increases shall be distributed proportionately to those employees

	whose most recent annual evaluations are Above Satisfactory or Outstanding in a ratio of 1.0 for Above
51	Satisfactory and 1.7 for Outstanding.
52	(d) Equity <u>Salary</u> Increases. Effective <u>December 16, 2016</u> January 26, 2018, for the 20167-
53	20178 year, the University shall provide a one-time equity salary increases to all regular, clinical,
54	research, and non-visiting E&G funded employees as follows. an amount equal to one fifth of one percent
55	(0.20%) of the total base salary of all E&G employees as of August 12, 2016 pool of up totwo hundred
56	and fifty thousand dollars (\$250,000to all regular, clinical, research, non-visiting employees whose
57	August 12, 20167, 1.0 FTE base salary was less than \$45,000 for those with a Ph.D. or equivalent
58	terminal degree, or less than \$42,000 for all others or whose 12-month salary was less than \$60,000 for
59	those with a Ph.D. or equivalent degree or less than \$56,000 for all others. Equity increases shall be
60	distributed proportionately equal to the difference between the employee's August 112, 20167 salary and
61	the thresholds <u>below</u> above. The increase shall be available to employees who were in an employment
62	relationship (not OPS) with the University prior to May 7, 2017; who remain in an in-unit employment
63	relationship at the date of implementation, and that also meet the following eligibility requirements:
64	regular, clinical, research, non-visiting E&G employees whose August 11, 2017 1.0 FTE base salary also
65	meets one of the following qualifications:
66	(1) 9-month salary:
67	a. is less than \$45,000 and who holds a Ph.D. or equivalent terminal degree in a
68	field related to the employee's assignment.
69	b. is less than \$42,000 for all other employees
70	(2) 12-month salary:
71	a. is less than \$60,000 and who holds a Ph.D. or equivalent terminal degree in a
72	field related to the employee's assignment.
73	b. is less than \$56,000 for all other employees
74	
75	23.54 Annual Incentive Award Programs. Incentive Award Programs recognize and promote
76	
	employee excellence and productivity that respond to and support the mission of the University of Central
	employee excellence and productivity that respond to and support the mission of the University of Central Florida, including its strategic initiatives and five key goals. The provost or his or her designee shall give
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77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98	 Florida, including its strategic initiatives and five key goals. The provost or his or her designee shall give final approval for awards to successful faculty. Each year, the University shall make available to eligible employees <u>115</u>.<u>120</u>-Incentive Awards. The awards shall be distributed to awardees in the next award cycle after ratification of this document as set forth in Paragraphs (a) through (f) below. Regardless of the contract length (9 months through 12 months), award recipients shall receive a one-time award of \$5,000 as soon as practicable and a \$5,000 increase to their salary effective at the beginning of the succeeding academic year. Employees on visiting and other temporary appointments are not eligible for incentive awards. Employees on non-E&G funding will be eligible for the increase depending on availability of funds. (a) UCF-Teaching Incentive Program. The UCF-Teaching Incentive Program ("UCF-TIP") rewards teaching productivity and excellence. Each academic year the University shall make available up to fifty-five UCF-TIP awards to eligible employees. The UCF-TIP award recognizes facultyemployee contributions to UCF's key goals of offering the best undergraduate education available in Florida and achieving international prominence in key programs of graduate study. Employees applying for TIPs must meet current productivity criteria. (b) UCF-Research Incentive Award Program. The UCF-Research Incentive Award ("UCF-RIA") program recognizes outstanding research, scholarly, or creative activity that advances the body of knowledge in a particular field, including interdisciplinary research and collaborations. Each academic year the University shall make available up to fifty-five UCF-RIA award recognizes employee contributions to UCF's key goal of achieving international prominence in research and creative activities. (c) Scholarship of Teaching and Learning Awards (SoTLs). SoTLs recognize-use

learning. While the implementation of SoTL outcomes <u>can-may</u> result in teaching excellence and
 increas<u>eding</u> teaching effectiveness, this award recognizes <u>scholarly efforts beyond not</u> teaching
 excellence <u>but scholarly efforts</u>. For academic year 2016-2017, the University shall make available up to
 ten <u>five (10_5)</u> SoTL awards. <u>No SoTLs will be available for the 2017-18 award cycle.</u>

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

107 (d) Applications for Incentive Awards. Beginning with the 2016-2017 awards, the Office 108 of Faculty Excellence will initiate an electronic application process. Applications shall be completed on-109 line. These awards shall be made according to the criteria or procedures listed on the Faculty Excellence website. Any proposed changes to the current criteria shall be provided to the UFF at least 14 days in 110 111 advance so as to permit UFF to seek consultation with respect to them A committee will be formed in 112 May 2018 to review and approve relevant criteria and procedures on the Faculty Excellence website for 113 accuracy and compliance with the CBA. The University and the UFF shall have equal representation on 114 this committee, which shall conclude their work no later than August 31, 2018.

115 116

(e) Incentive Award Selection.

117 (1)TIPs/RIAs. College or unit committees for the TIP and RIA award programs 118 shall be elected by and from the unit employees. The committees shall equitably represent the 119 departments or units within them. Employees who plan to apply for a particular award in the current or 120 immediately following cycle shall not be eligible to serve on the committee. A committee chairperson for 121 each incentive award program shall be elected by and from the college/unit committee. The chairperson 122 shall charge the committee that members shall only consider the merits of the application. No additional 123 outside information or discussion of position, e.g., instructor vs. tenure track employeefaculty, past 124 awards, current salary, etc., may be considered, nor may additional criteria be used. The committee shall 125 review the award applications and shall submit a ranked list of recommended employees to the dean or 126 dean's representative. In ranking the applicants, committee members shall only consider the merits of the 127 application. The committee shall not impose any numerical criteria or weightings during the ranking 128 process, and for completed applications, departures from the application specifications may impact but 129 shall not disqualify an application.

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

135 In larger colleges or units, subcommittees may be formed from the (b) 136 committee at-large in the interest of efficient evaluation of the incentive award applications. Each 137 subcommittee must include at least three members, and every member of the committee at-large must 138 serve on a subcommittee. The applications to be reviewed willshall be equitably partitioned among the 139 subcommittees. The subcommittees willshall follow the ranking procedure outlined above to determine 140 which applications they will recommend to the committee at-large. Then the committee at-large willshall 141 be convened to review the applications recommended by the subcommittees. The members of the 142 committee at-large willshall discuss the subcommittee recommendations and, finally, use the ranking 143 procedure described above to rank the applications recommended by the subcommittees. In the event of 144 ties, the ties willshall be broken as described below.

(c) The committee chair shall convene the committee and review their initial
rankings. Discussion shall be limited to information contained in the application and may focus on
applicants with a large variance in rankings, to try to identify the cause of and reduce disparate rankings.
(d) Following this discussion, the committee shall use a secret ballot to rank

149 candidates using the procedure stated above in this section.

150 (e) A majority of voting committee members present must rank an applicant 151 for that employee to be eligible for an incentive award. 152 The applicant with the highest mean score willshall have the highest (f) 153 priority for an incentive award, the applicant with the next highest mean score the next highest priority, 154 and so on, until all applicants who received a majority of votes are ranked in order. 155 In the case of a tie vote that must be resolved to allocate available (g) 156 awards, the committee shall vote on just the tied candidates. The candidate with the most votes shall be 157 ranked ahead of those with fewer votes. Voting shall continue using this procedure until all such ties are 158 resolved. 159 The committee chair willshall transmit this ranked list to the dean or (h) 160 dean's representative, or unit head who approves the awards. If the selection committee awards fewer than the number of awards available or if the dean or unit head does not approve an award from the list 161 162 submitted by the selection committee, then the award(s) shall be retained in the same college or unit for 163 one additional cycle before it is returned to the overall pool for apportionment. 164 (i) If the number of previously awarded (i.e., awarded prior to 2018) but relinquished (e.g., due to retirement or resignation) TIP and RIA awards exceeds fifty after the 2017 165 award cycle, then the relinquished pre-2018 awards beyond fifty shall be pooled at the university level, 166 167 along with the new awards for that year, and distributed in proportion to the number of eligible faculty in each college. No Incentive awards issued after ratification of this document that are relinquished shall be 168 eligible for re-issuance (future awards are not pooled for redistribution) 169 170 For purposes of TIP/RIA selection as stated above, "college" shall also (ii)171 include the group of employees whose primary assignment is in the College of Undergraduate Studies, the 172 College of Graduate Studies, an institute or center. These employees shall be grouped together for 173 purposes of calculating the number of awards available for each award category. The college committee 174 shall consist of a member from each of the units represented. 175 176 **23.65** Excellence Awards. The University shall implement the merit-based bonuses set forth below to 177 recognize and promote employee excellence and productivity that respond to and support the mission of 178 the University of Central Florida. 179 (a) Trustee Chair Professorship. The UCF Trustee Chair Professorship is a multi-year 180 appointment awarded to employees with an extraordinary record of accomplishment in the three primary 181 areas of academic endeavor: teaching, research and service. The objective of this appointment is to 182 recognize and celebrate outstanding performance with a title and resources commensurate with 183 accomplishment. 184 Award recipients shall receive an annual stipend-budget of \$50,000 funded by the (1)185 University. Up to \$25,000 can be used as a salary supplement. These chairs have a five-year renewable 186 appointment. 187 (2)Each academic year, the University shall award up to eight Trustee Chair 188 Professorships. 189 These awards shall be made according to existing criteria and procedures. The (3) 190 eligibility criteria for an applicant is holding the rank of professor; the applicant must be recognized as a "foremost scholar" in his or her chosen area of expertise, meaning known as a preeminent scholar in his 191 192 or her discipline; and have a positive impact to other scholars at UCF. Applications will be reviewed by a 193 committee consisting of one Trustee Chair, one Pegasus Professor, the Chair of the Faculty Senate, and 194 the Vice Provost for Faculty Excellence. An employee who holds the rank of full professor shall be 195 appointed by the UCF-UFF Chapter President to serve as an ex officio member of the committee, and 196 shall not have a voting role except in the case of breaking any tie votes. The President and Provost or 197 designee will make the final appointment. 198 (b) Pegasus Professor. The Pegasus Professor award recognizes excellence in the three 199 primary areas of academic endeavor: teaching, research and service.

(1)	Award recipients shall receive a one-time payment of \$5,000 from Foundation
funds as well as a Pega	
(2)	Each academic year, the University may award Pegasus Professor awards.
(3)	These awards shall be made according to existing criteria and procedures. The
	n applicant is having completed five years at the rank of professor at UCF; having
	teaching, research and/or creative activity; and demonstrable service and scope of
	nal impact. The awards are ultimately determined by the President or designee.
	ence Awards. All full-time employees in the appropriate discipline with at least
· · · · · · · · · · · · · · · · · · ·	us non-visiting, non-OPS service at UCF immediately prior to the current year are
	ho have received a college or university excellence award in the past three
academic years in the c	ategory for which they are applying are not eligible. For some Excellence awards,
additional eligibility cr	iteria are specified below. Award recipients shall receive a one-time payment of
\$2,000. Each academic	year, the University shall award Excellence in Undergraduate Teaching awards,
one University Award	for Excellence in Undergraduate Teaching, Excellence in Graduate Teaching
awards, one University	Award for Excellence in Graduate Teaching, two University Awards for
Excellence in Faculty A	Academic Advising, one University Award for Excellence in Professional
Academic Advising, Ex	xcellence in Research awards, one University Distinguished Research award, two
University Awards for	Excellence in Professional Service, one Excellence in Librarianship award, one
Excellence in English I	Language Institute Instruction and one Excellence in Instructional Design award.
(1)	Award recipients shall receive a one-time payment of \$2,000.
(2) Excelle	ence in Undergraduate Teaching awards.
	a. Eligibility. Employees must be assigned to teach at least two undergraduate
courses in the current a	cademic year and to have taught at least six undergraduate courses over the
preceding three academ	
	b. The criteria for evaluation applicants' files shall include three major
categories:	
	1. Innovations to improve undergraduate teaching;
	2. Undergraduate teaching accomplishments/honors;
	3. Evidence of impact on undergraduate teaching.
(2)	Excellence in Graduate Teaching Awards.
<u>_/</u>	a. Eligibility. Employees must have contributed significantly to graduate
education including su	bstantial teaching of graduate courses (including thesis and dissertation courses)
	nic year and the three preceding academic years.
over the current dedden	b. The criteria for evaluating applicants' files shall include three major
categories:	b. The effective of evaluating apprearies thes shart metade three major
cutegories.	
	1 Innovations to improve graduate teaching:
	1. Innovations to improve graduate teaching; 2. Graduate Teaching Accomplishments/honors;
	2. Graduate Teaching Accomplishments/honors;
(2)	 <u>2. Graduate Teaching Accomplishments/honors;</u> <u>3. Evidence of impact on graduate teaching.</u>
<u>(3)</u>	2. Graduate Teaching Accomplishments/honors; 3. Evidence of impact on graduate teaching. Excellence in Research Awards
<u></u>	 2. Graduate Teaching Accomplishments/honors; 3. Evidence of impact on graduate teaching. Excellence in Research Awards a. Eligibility. Employees must have an assignment of at least 0.10 FTE in
<u></u>	 2. Graduate Teaching Accomplishments/honors; 3. Evidence of impact on graduate teaching. Excellence in Research Awards a. Eligibility. Employees must have an assignment of at least 0.10 FTE in the three immediately preceding years and the current year at UCF.
<u></u>	 <u>2. Graduate Teaching Accomplishments/honors;</u> <u>3. Evidence of impact on graduate teaching.</u> <u>Excellence in Research Awards</u> <u>a. Eligibility. Employees must have an assignment of at least 0.10 FTE in</u> <u>b. The criteria for evaluating applicants' files shall include three major categories</u>
research over each of the	 <u>2. Graduate Teaching Accomplishments/honors;</u> <u>3. Evidence of impact on graduate teaching.</u> <u>Excellence in Research Awards</u> <u>a. Eligibility. Employees must have an assignment of at least 0.10 FTE in he three immediately preceding years and the current year at UCF.</u> <u>b. The criteria for evaluating applicants' files shall include three major categories 1 cumulative value and impact of research efforts at UCF within the</u>
research over each of the	 <u>2. Graduate Teaching Accomplishments/honors;</u> <u>3. Evidence of impact on graduate teaching.</u> <u>Excellence in Research Awards</u> <u>a. Eligibility. Employees must have an assignment of at least 0.10 FTE in three immediately preceding years and the current year at UCF.</u> <u>b. The criteria for evaluating applicants' files shall include three major categories 1 cumulative value and impact of research efforts at UCF within the y:</u>
research over each of the discipline and to societ	 <u>2. Graduate Teaching Accomplishments/honors;</u> <u>3. Evidence of impact on graduate teaching.</u> <u>Excellence in Research Awards</u> <u>a. Eligibility. Employees must have an assignment of at least 0.10 FTE in three immediately preceding years and the current year at UCF.</u> <u>b. The criteria for evaluating applicants' files shall include three major categories 1 cumulative value and impact of research efforts at UCF within the y:</u>
research over each of the discipline and to societ	 <u>2. Graduate Teaching Accomplishments/honors;</u> <u>3. Evidence of impact on graduate teaching.</u> <u>Excellence in Research Awards</u> <u>a. Eligibility. Employees must have an assignment of at least 0.10 FTE in ne three immediately preceding years and the current year at UCF.</u> <u>b. The criteria for evaluating applicants' files shall include three major categories 1 cumulative value and impact of research efforts at UCF within the y:</u> <u>2. Recognition of research impact by the individual's peers in the same of th</u>
research over each of the discipline and to societ in related disciplines;	 <u>2. Graduate Teaching Accomplishments/honors;</u> <u>3. Evidence of impact on graduate teaching.</u> <u>Excellence in Research Awards</u> <u>a. Eligibility. Employees must have an assignment of at least 0.10 FTE in the three immediately preceding years and the current year at UCF.</u> <u>b. The criteria for evaluating applicants' files shall include three major categories 1 cumulative value and impact of research efforts at UCF within the y:</u> <u>2. Recognition of research impact by the individual's peers in the same o</u> <u>3. Publication/dissemination and presentation of research results.</u>
	 <u>2. Graduate Teaching Accomplishments/honors;</u> <u>3. Evidence of impact on graduate teaching.</u> <u>Excellence in Research Awards</u> <u>a. Eligibility. Employees must have an assignment of at least 0.10 FTE in</u> <u>he three immediately preceding years and the current year at UCF.</u> <u>b. The criteria for evaluating applicants' files shall include three major categories</u> <u>1 cumulative value and impact of research efforts at UCF within the</u> <u>y:</u> <u>2. Recognition of research impact by the individual's peers in the same o</u> <u>3. Publication/dissemination and presentation of research results.</u> <u>Excellence in Faculty Academic Advising.</u>
research over each of the discipline and to societ in related disciplines;	 <u>2. Graduate Teaching Accomplishments/honors;</u> <u>3. Evidence of impact on graduate teaching.</u> <u>Excellence in Research Awards</u> <u>a. Eligibility. Employees must have an assignment of at least 0.10 FTE in</u> <u>ne three immediately preceding years and the current year at UCF.</u> <u>b. The criteria for evaluating applicants' files shall include three major categories</u> <u>1 cumulative value and impact of research efforts at UCF within the</u> <u>Y:</u> <u>2. Recognition of research impact by the individual's peers in the same of</u> <u>3. Publication/dissemination and presentation of research results.</u>

1 250			
250	b. The criteria for evaluating applicants' files shall include three major		
251 252	<u>categories:</u>		
252 253	<u>1. Evidence of extra effort to improve advising;</u>		
235 254	2. Evidence that students have been sensitively and appropriately		
254 255	informed and guided concerning career choices and academic opportunities;		
255 256	<u>3. Evidence that the nominee serves as a role model in the pursuit of</u>		
230 257	<u>learning.</u>(5) University Award for Excellence in Professional Academic Advising.		
257	a. Eligibility. Employees who have a current full-time assignment and full-time		
258	experience for the preceding three years at UCF in an academic advising unit within a college, regional		
260	campus, institute, center or the Division of Student Development and Enrollment Services are eligible.		
260 261	Employees with regular teaching assignments are eligible for other advising awards and are not eligible		
262	for the Professional Academic Advising.		
262	b. The criteria for evaluating applicants' file shall include three major categories:		
263	1. Evidence of success in retaining students;		
265	2. Evidence of guiding students to timely completion of their degrees;		
265	3. Creating a caring and supportive environment, and helping students		
267	realize their potential.		
268	(6) University Awards for Excellence in Professional Service.		
269	a. Eligibility. Employees who are assigned an FTE of 0.10 for professional		
270	service duties over the current year and for each of the three preceding academic years are eligible.		
271	b. The criteria for evaluating applicants' files shall include three major		
272	categories:		
273	1. Evidence of effectiveness in service to the university by highlighting		
274	leadership contributions;		
275	2. Evidence of significant accomplishment in professional organizations		
276	in the nominee's discipline;		
277	3. Evidence of recognition for outreach activities, service, and leadership		
278	contributions to community organizations.		
279	(7) Excellence in Librarianship.		
280	a. Eligibility. Employees who have served at UCF as a librarian on a permanent		
281	line for the current year and at least the three years immediately preceding the current year are eligible.		
282	b. The criteria for evaluating applicant's files shall include two major categories:		
283	1. Evidence of extra effort to improve library services and collections;		
284	2. Evidence of a sustained period of excellence in the library profession.		
285	(8) Excellence in Instructional Design		
286	a. Eligibility. Must be an instructional designer on a non-visiting, non-OPS 12-		
287	month contract at the time of nomination and over the three preceding academic years.		
288	b. The criteria for evaluating applicant's files shall include two major categories:		
289	1. Innovative contributions to UCF and/or the ID field;		
290	2. Evidence of outstanding effort to promote quality of online instruction		
291	and improve relationships with faculty members at UCF.		
292	(9) Excellence in English Language Institute Instruction.		
293	a. Eligibility. Must have a full-time, non-visiting, non-OPS appointment at ELI		
294 205	for the current academic year and for the three preceding academic years.		
295	b. The criteria for evaluating applicant's files shall include three major		
296 297	<u>categories:</u> <u>1. Evidence of innovative contributions to UCF or the ELI field;</u>		
297 298	2. Evidence of extra effort to improve ELI success;		
298 299	<u>2. Evidence of extra effort to improve ELI success;</u> <u>3. Evidence of a sustained period of excellence in ELI.</u>		
ムフフ	D. EVIDENCE OF a SUSTAILED DELIVE OF EXCELENCE III ELL		

300 Each academic year, the University shall award Excellence in Undergraduate Teaching 301 awards, one University Award for Excellence in Undergraduate Teaching, Excellence in Graduate 302 Teaching awards, one University Award for Excellence in Graduate Teaching, two University Awards for 303 Excellence in Faculty Academic Advising, one University Award for Excellence in Professional 304 Academic Advising, Excellence in Research awards, one University Distinguished Research award, two 305 University Awards for Excellence in Professional Service, one Excellence in Librarianship award, one 306 Excellence in English Language Institute Instruction and one Excellence in Instructional Design award. 307 (3) These awards shall be made according to existing criteria and procedures 308 published by the Office of Faculty Excellence. Recommendations for these awards are made by various 309 committees and are ultimately determined by the president or designee. 310 311 **23.76** Salary Increases for Employees Funded by Contracts and Grants. 312 Employees on contracts or grants shall receive salary increases equivalent to similar (a) 313 employees on Education and General (E&G) funding, provided that such salary increases are permitted 314 by the terms of the contract or grant and adequate funds are available for this purpose in the contract or 315 grant. In the event such salary increases are not permitted by the terms of the contract or grant, or in the 316 event adequate funds are not provided, the president or president's representative shall seek to have the 317 contract or grant modified to permit or fund such increases. 318 319 (b) Nothing contained herein shall prevent employees whose salaries are funded by grant 320 agencies from being allotted raises higher than those provided in this Agreement if such increases are 321 provided by the granting agency. 322 323 23.87 Administrative Discretion Increases. On From September 1, 20176 through August 31, 324 20187, the University may provide Administrative Discretion Increases up to one and one-half percent 325 (1.5%) of the total salary rate of Education and General (E&G) employees who were in an employment 326 relationship with the University on May 7, 20176. Any Administrative Discretion Increase provided to 327 contract and grant (C&G) employees, any court-ordered or court-approved salary increase, any prevailing 328 wage adjustment for the purpose of qualifying for immigration status, or any salary increase to settle a 329 legitimate, broad-based employment dispute shall not be subject to the terms and limitations of this 330 Section. 331 (a) The University may provide Administrative Discretion Increases for verified written 332 offers of outside employment, special achievements, merit, compression and inversion, equity and market 333 equity considerations, and similar special situations to employees in the bargaining unit. 334 Administrative Discretionary Increases for verified written offers of outside employment (b) 335 shall not contribute to the calculation of the salary rate. 336 UFF Notification. At least 14 days prior to the effective date of any such increase, the (c) 337 University shall provide to the UFF a written notification of the increase which states the name of the 338 employee, the rank and discipline of the employee, the amount of the increase, and the reason for the 339 increase. 340 The University's ability to provide Administrative Discretion Increases shall expire (d) 341 August 31, 20187, and shall not become part of the status quo. 342 343 344 23.98 Report to Employees. All employees shall receive notice of their salary increases prior to 345 implementation. 346 347 23.109 Type of Payment for Assigned Duties.

380

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

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

354 23.110 Twelve-Month Payment Option. The parties agree that a twelve-month payment option for 355 9-month employees shall be offered each year during an annual open enrollment period from April 1 to June 30. If chosen by the employee, this payment option shall become effective for one year starting with 356 357 the first full pay period beginning after August 8. The plan shall allow for employees to select a fixed 358 savings amount to be deducted from each of the nineteen full bi-weekly paychecks received during the 359 Fall and Spring semesters with a change in that amount to account for those paychecks from which 360 double premiums are deducted. The total savings shall be returned to the employee in equal amounts for 361 the five full bi-weekly paychecks received during the Summer-semester. The University shall provide an 362 online calculator and assistance as reasonable, taking into account time and resources, to assist the 363 employee in determining a savings amount and fixed reduction amount that will allow the employee's net 364 paychecks to remain approximately constantlevel across the 24 pay periods. Pay received for 365 supplemental summer assignments shall be unaffected by this plan. This pay plan is subject to tax 366 limitations.

368 **23.112** Administrative Salary Stipends. A temporary salary increase that is provided to an 369 employee as compensation for performing a specific, titled administrative function shall be permitted 370 under this agreement as an Administrative Salary Stipend. At least 14 days prior to the effective date of 371 any Administrative Salary Stipend, the University shall provide UFF a written notification of the stipend 372 which states the name of the employee, the rank and discipline of the employee, the amount of the 373 stipend, and the reason for the stipend. If all or part of the stipend is later added to the employee's salary, 374 the amount so converted shall be treated as an Administrative Discretion Increase during the year in 375 which the conversion takes place and shall be subject to limitations of that section.

376
377 23.123 Salary Rate Calculation and Payment. The biweekly salary rate of employees serving on
378 twelve month (calendar year) appointments shall be calculated by dividing the calendar year salary rate
379 by 26.1 pay periods.

381 23.13 Compensation currency. The university receives its budget and disburses monies in U.S.
 382 dollars.