

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 2016-17~~Any legislatively mandated  
21 increases shall 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 ~~2016-17-2017-18~~ year, each eligible employee shall receive a ~~one-two and seven twentieths percent~~  
26 ~~(2.35%)~~ 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, 2016~~7~~; and the employee remains in a  
30 continual employment relationship at the date of implementation. Employees employed in 2015~~6-167~~ 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~~ \$950 on ~~December 16, 2016~~February 16, 2018, or as soon as practicable  
36 thereafter, but no later than March 2, 2018.

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 Salary Increases. Effective December 16, 2016 January 26, 2018, for the 20167-~~  
 55 ~~20178 year, the University shall provide a one-time equity salary increases to all regular, clinical,~~  
 56 ~~research, and non-visiting E&G funded employees as follows. an amount equal to one-fifth of one percent~~  
 57 ~~(0.20%) of the total base salary of all E&G employees as of August 12, 2016 pool of up totwo hundred~~  
 58 ~~and fifty thousand dollars (\$250,000 to all regular, clinical, research, non-visiting employees whose~~  
 59 ~~August 12, 20167, 1.0 FTE base salary was less than \$45,000 for those with a Ph.D. or equivalent~~  
 60 ~~terminal degree, or less than \$42,000 for all others or whose 12-month salary was less than \$60,000 for~~  
 61 ~~those with a Ph.D. or equivalent degree or less than \$56,000 for all others. Equity increases shall be~~  
 62 ~~distributed proportionately equal to the difference between the employee’s August 112, 20167 salary and~~  
 63 ~~the thresholds belowabove. The increase shall be available to employees who were in an employment~~  
 64 ~~relationship (not OPS) with the University prior to May 7, 2017; who remain in an in-unit employment~~  
 65 ~~relationship at the date of implementation, and that also meet the following eligibility requirements:~~  
 66 ~~regular, clinical, research, non-visiting E&G employees whose August 11, 2017 1.0 FTE base salary also~~  
 67 ~~meets one of the following 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

76  
 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 ~~115 420~~ 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 ~~faculty~~employee 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. A committee will be formed in  
114 May 2018 to review and approve relevant criteria and procedures on the Faculty Excellence website for  
115 accuracy and compliance with the CBA. The University and the UFF shall have equal representation on  
116 this committee, which shall conclude their work no later than August 31, 2018.

117  
118 (e) **Incentive Award Selection.**

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

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

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

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

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

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

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

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

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

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

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

177  
178 **23.65 Excellence Awards.** The University shall implement the merit-based bonuses set forth below to  
179 recognize and promote employee excellence and productivity that respond to and support the mission of  
180 the University of Central Florida.

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

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

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

191 (3) ~~These awards shall be made according to existing criteria and procedures. The  
192 eligibility criteria for an applicant is holding the rank of professor; the applicant must be recognized as a  
193 "foremost scholar" in his or her chosen area of expertise, meaning known as a preeminent scholar in his  
194 or her discipline; and have a positive impact to other scholars at UCF. Applications will be reviewed by a  
195 committee consisting of one Trustee Chair, one Pegasus Professor, the Chair of the Faculty Senate, and  
196 the Vice Provost for Faculty Excellence. An employee who holds the rank of full professor shall be  
197 appointed by the UCF-UFF Chapter President to serve as an ex officio member of the committee, and  
198 shall not have a voting role except in the case of breaking any tie votes. The President and Provost or  
199 designee will make the final appointment.~~

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

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

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

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

209 (c) Excellence Awards. All full-time employees in the appropriate discipline with at least  
210 three years of continuous non-visiting, non-OPS service at UCF immediately prior to the current year are  
211 eligible. Employees who have received a college or university excellence award in the past three  
212 academic years in the category for which they are applying are not eligible. For some Excellence awards,  
213 additional eligibility criteria are specified below. Award recipients shall receive a one-time payment of  
214 \$2,000. Each academic year, the University shall award Excellence in Undergraduate Teaching awards,  
215 one University Award for Excellence in Undergraduate Teaching, Excellence in Graduate Teaching  
216 awards, one University Award for Excellence in Graduate Teaching, two University Awards for  
217 Excellence in Faculty Academic Advising, one University Award for Excellence in Professional  
218 Academic Advising, Excellence in Research awards, one University Distinguished Research award, two  
219 University Awards for Excellence in Professional Service, one Excellence in Librarianship award, one  
220 Excellence in English Language Institute Instruction and one Excellence in Instructional Design award.

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

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

223 a. Eligibility. Employees must be assigned to teach at least two undergraduate  
224 courses in the current academic year and to have taught at least six undergraduate courses over the  
225 preceding three academic years.

226 b. The criteria for evaluation applicants' files shall include three major  
227 categories:

- 228 1. Innovations to improve undergraduate teaching;
- 229 2. Undergraduate teaching accomplishments/honors;
- 230 3. Evidence of impact on undergraduate teaching.

231 (2) Excellence in Graduate Teaching Awards.

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

235 b. The criteria for evaluating applicants' files shall include three major  
236 categories:

- 237 1. Innovations to improve graduate teaching;
- 238 2. Graduate Teaching Accomplishments/honors;
- 239 3. Evidence of impact on graduate teaching.

240 (3) Excellence in Research Awards

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

243 b. The criteria for evaluating applicants' files shall include three major categories.  
244 1 cumulative value and impact of research efforts at UCF within the  
245 discipline and to society;

246 2. Recognition of research impact by the individual's peers in the same or  
247 in related disciplines;

248 3. Publication/dissemination and presentation of research results.

249 (4) Excellence in Faculty Academic Advising.

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

252 b. The criteria for evaluating applicants' files shall include three major  
253 categories:

- 254 1. Evidence of extra effort to improve advising;
- 255 2. Evidence that students have been sensitively and appropriately  
256 informed and guided concerning career choices and academic opportunities;
- 257 3. Evidence that the nominee serves as a role model in the pursuit of  
258 learning.

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

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

265 b. The criteria for evaluating applicants' file shall include three major categories:

- 266 1. Evidence of success in retaining students;
- 267 2. Evidence of guiding students to timely completion of their degrees;
- 268 3. Creating a caring and supportive environment, and helping students  
269 realize their potential.

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

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

273 b. The criteria for evaluating applicants' files shall include three major  
274 categories:

- 275 1. Evidence of effectiveness in service to the university by highlighting  
276 leadership contributions;
- 277 2. Evidence of significant accomplishment in professional organizations  
278 in the nominee's discipline;
- 279 3. Evidence of recognition for outreach activities, service, and leadership  
280 contributions to community organizations.

281 (7) Excellence in Librarianship.

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

284 b. The criteria for evaluating applicant's files shall include two major categories:

- 285 1. Evidence of extra effort to improve library services and collections;
- 286 2. Evidence of a sustained period of excellence in the library profession.

287 (8) Excellence in Instructional Design

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

290 b. The criteria for evaluating applicant's files shall include two major categories:

- 291 1. Innovative contributions to UCF and/or the ID field;
- 292 2. Evidence of outstanding effort to promote quality of online instruction  
293 and improve relationships with faculty members at UCF.

294 (9) Excellence in English Language Institute Instruction.

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

297 b. The criteria for evaluating applicant's files shall include three major  
298 categories:

- 299 1. Evidence of innovative contributions to UCF or the ELI field;

300 2. Evidence of extra effort to improve ELI success;

301 3. Evidence of a sustained period of excellence in ELI.

302 ~~Each academic year, the University shall award Excellence in Undergraduate Teaching~~  
 303 ~~awards, one University Award for Excellence in Undergraduate Teaching, Excellence in Graduate~~  
 304 ~~Teaching awards, one University Award for Excellence in Graduate Teaching, two University Awards for~~  
 305 ~~Excellence in Faculty Academic Advising, one University Award for Excellence in Professional~~  
 306 ~~Academic Advising, Excellence in Research awards, one University Distinguished Research award, two~~  
 307 ~~University Awards for Excellence in Professional Service, one Excellence in Librarianship award, one~~  
 308 ~~Excellence in English Language Institute Instruction and one Excellence in Instructional Design award.~~

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

### 312

### 313 **23.76 Salary Increases for Employees Funded by Contracts and Grants.**

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

320

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

324

### 325 **23.87 Administrative Discretion Increases.** ~~On~~From September 1, 2017~~6~~ through August 31, 326 2018~~7~~, the University may provide Administrative Discretion Increases up to one and one-half percent 327 (1.5%) of the total salary rate of ~~Education and General (E&G)~~ employees who were in an employment 328 relationship with the University on May 7, 2017~~6~~. Any Administrative Discretion Increase provided to 329 contract and grant (C&G) employees, any court-ordered or court-approved salary increase, any prevailing 330 wage adjustment for the purpose of qualifying for immigration status, or any salary increase to settle a 331 legitimate, broad-based employment dispute shall not be subject to the terms and limitations of this 332 Section.

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

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

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

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

344

345

### 346 **23.98 Report to Employees.** All employees shall receive notice of their salary increases prior to 347 implementation.

348

### 349 **23.109 Type of Payment for Assigned Duties.**

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

353 (b) Duties and responsibilities assigned by the University to an employee that are in addition  
354 to the available established FTE for the position shall be compensated through OPS wages, not salary.  
355

356 **23.110 Twelve-Month Payment Option.** The parties agree that a twelve-month payment option for  
357 9-month employees shall be offered each year during an annual open enrollment period from April 1 to  
358 June 30. If chosen by the employee, this payment option shall become effective for one year starting with  
359 the first full pay period beginning after August 8. The plan shall allow for employees to select a fixed  
360 savings amount to be deducted from each of the nineteen full bi-weekly paychecks received during the  
361 Fall and Spring semesters with a change in that amount to account for those paychecks from which  
362 double premiums are deducted. The total savings shall be returned to the employee in equal amounts for  
363 the five full bi-weekly paychecks received during the Summer ~~semester~~. The University shall provide an  
364 online calculator ~~and assistance as reasonable, taking into account time and resources,~~ to assist the  
365 employee in determining a savings amount and fixed reduction amount that will allow the employee's net  
366 paychecks to remain approximately ~~constant level across the 24 pay periods~~. Pay received for  
367 supplemental summer assignments shall be unaffected by this plan. This pay plan is subject to tax  
368 limitations.  
369

370 **23.112 Administrative Salary Stipends.** A temporary salary increase that is provided to an  
371 employee as compensation for performing a specific, titled administrative function shall be permitted  
372 under this agreement as an Administrative Salary Stipend. At least 14 days prior to the effective date of  
373 any Administrative Salary Stipend, the University shall provide UFF a written notification of the stipend  
374 which states the name of the employee, the rank and discipline of the employee, the amount of the  
375 stipend, and the reason for the stipend. If all or part of the stipend is later added to the employee's salary,  
376 the amount so converted shall be treated as an Administrative Discretion Increase during the year in  
377 which the conversion takes place and shall be subject to limitations of that section.  
378

379 **23.123 Salary Rate Calculation and Payment.** The biweekly salary rate of employees serving on  
380 twelve month (calendar year) appointments shall be calculated by dividing the calendar year salary rate  
381 by 26.1 pay periods.  
382

383 **23.13 Compensation currency.** The university receives its budget and disburses monies in U.S.  
384 dollars.