

1 ARTICLE 23

2 SALARIES

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4 **23.1 Equal Pay for Equal Work.** In accordance with federal Equal Pay Act/Compensation Discrimination, men and women employees in the same workplace (i.e., department or program) shall be given equal pay for equal work (i.e., same rank and position title). The jobs need not be identical, but they must be substantially equal. Title VII also makes it illegal to discriminate based on sex in pay and benefits. Additional information is found at <https://www.eeoc.gov/equal-paycompensation-discrimination>

10
11 **23.24 Promotion Increases.** The purpose is to ensure that the University of Central Florida attracts and retains diverse and the most highly qualified workforce available to effectuate its academic research, teaching, and service mission. To do so, it is essential to conduct effective support of current employees in their career goals by providing fair and equitable internal transfer and promotional processes.

16 (a) Promotion salary increases shall be granted on August 8 following that promotion in an amount equal to ~~9~~11.0% of the employee's salary as of August 7 in recognition of promotion to one of the following ranks: Associate Professor, Associate Instructor, Associate Lecturer, Associate Scholar/Scientist/Engineer, Associate in _____, Associate Instructional Designer, and Associate University Librarian.

21 (b) ~~Following ratification of this document, future p~~Promotion salary increases shall be granted on August 8 following that promotion in an amount equal to ~~10~~12.0% of the employee's salary as of August 7 in recognition of promotion to one of the following ranks: Professor, Senior Instructor, Senior Lecturer, Scholar/Scientist/Engineer, University Librarian, and Senior Instructional Designer.

27 **23.23 Legislatively Mandated Increases.** Any legislatively mandated increases shall be implemented as soon as practicable.

30 **23.34 Other Increases.**

31 (a) Across-the Board Salary Increases. Effective August ~~23, 21, 2019-2020~~ for the ~~2018-2019~~2020-2021 year (distributed on pay date 9/~~13~~11/2019)-year, each eligible employee shall receive a three percent (23.0%) increase to the employee's base salary, with a minimum base increase of \$1,500.00. This increase will be calculated using the employee's salary as of August ~~21, 2020 23, 2019~~. 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 January 11, ~~2019~~2020; and the employee remains in a continual employment relationship at the date of implementation. Employees employed in ~~2017-18~~2019-2020 that meet the above qualifications and were not evaluated shall be provided with an evaluation for the period and shall be eligible for the increase.

42 (b) One-time payment. In addition to the across-the-board increases, all employees eligible for that increase shall receive a one-time payment of ~~\$2,250.00~~3000.00 to offset costs incurred from remote work location during the global pandemic.

45 ~~(c) Across-the Board Salary Increases. Effective September 20, 2019 for the 2019-2020 (distributed on pay date 10/11/2019) year, each eligible employee shall receive a one and a quarter percent (1.25%) increase to the employee's base salary. This increase will be~~

48 ~~calculated using the employee's salary as of September 20, 2019. An employee shall be~~
49 ~~eligible if the employee's most recent annual evaluation, if provided, was Satisfactory or~~
50 ~~above; the employee was in an employment relationship (not OPS) with the University prior~~
51 ~~to May 7, 2019; and the employee remains in a continual employment relationship at the~~
52 ~~date of implementation. Employees employed in 2018-19 that meet the above qualifications~~
53 ~~and were not evaluated shall be provided with an evaluation for the period and shall be~~
54 ~~eligible for the increase.~~

55 ~~(d) For the 2019-2020 year, the Board of Trustees shall provide a \$1000 one-time~~
56 ~~payment to each eligible employee who was in a continual employment relationship with the~~
57 ~~University prior to May 7, 2019, who remains in a continual employment relationship at the~~
58 ~~date of implementation, and whose most recent evaluation, if provided, was Satisfactory or~~
59 ~~above. This one-time payment will be distributed on the November 22, 2019, pay date.~~

60 ~~(ec)~~ Merit Salary Increases. No merit salary increases will be distributed this cycle.

61
62 **23.45 Annual Incentive Award Programs.** Incentive Award Programs recognize and
63 promote employee excellence and productivity that respond to and support the mission of
64 the University of Central Florida, including its strategic initiatives and five key goals. The
65 provost or his or her designee shall give final approval for awards to successful faculty.
66 Each year, the University shall make available to eligible employees 115 Incentive Awards.
67 The awards shall be distributed to awardees in the next award cycle after ratification of this
68 document as set forth below. Regardless of contract length (9 months through 12 months),
69 award recipients shall receive a one-time award of \$5,000 as soon as practicable and a
70 \$5,000 increase to their salary effective at the beginning of the succeeding academic year.
71 Employees on visiting and other temporary appointments are not eligible for incentive
72 awards. Employees on non-E&G funding will be eligible for the increase depending on
73 availability of funds. All full-time employees in the appropriate discipline with at least four
74 years of continuous, non-OPS service at UCF immediately prior to the current year are
75 eligible.

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

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

89 (c) Scholarship of Teaching and Learning Awards (SoTLs). SoTLs recognize discovery,
90 reflection, and using evidence-based methods to research effective teaching and student
91 learning. While the implementation of SoTL outcomes may result in teaching excellence and
92 increased teaching effectiveness, this award recognizes scholarly efforts beyond teaching
93 excellence. The University shall make available up to five SoTL awards.

94 (d) Applications for Incentive Awards. Applications shall be completed on-line. These
95 awards shall be made according to the criteria or procedures listed on the Faculty
96 Excellence website.

97 (e) Incentive Award Selection.

98 (1) TIPs/RIAs. College or unit committees for the TIP and RIA award programs shall
99 be elected by and from the unit employees. The committees shall equitably represent the
100 departments or units within them. Employees who plan to apply in the current cycle for a
101 particular award shall not be eligible to serve on the committee. A committee chairperson
102 for each incentive award program shall be elected by and from the college/unit committee.
103 The chairperson shall charge the committee that members shall only consider the merits of
104 the application. No additional outside information or discussion of position, e.g., instructor
105 vs. tenure track employee, past awards, current salary, etc., may be considered, nor may
106 additional criteria be used. The committee shall review the award applications and shall
107 submit a ranked list of recommended employees to the dean or dean's representative. In
108 ranking the applicants, committee members shall only consider the merits of the application.

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

115 b. In larger colleges or units, subcommittees may be formed from the committee
116 at-large in the interest of efficient evaluation of the incentive award applications. Each
117 subcommittee must include at least three members, and every member of the committee at-
118 large must serve on a subcommittee. The applications to be reviewed shall be equitably
119 partitioned among the subcommittees. The subcommittees shall follow the ranking
120 procedure outlined above to determine which applications they recommend to the
121 committee at-large. Then the committee at-large shall be convened to review the
122 applications recommended by the subcommittees.

123 c. The committee chair shall convene the committee (at-large) and review their
124 initial rankings. Discussion shall be limited to information contained in the application and
125 may focus on applicants with few or dispersed rankings.

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

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

130 f. The applicant with the highest mean rank (i.e., the sum of the applicant's
131 rankings divided by the number of committee members present) shall have the highest
132 priority for an incentive award, the applicant with the next highest mean rank the next
133 highest priority, and so on, until all applicants who received rankings by a majority of
134 committee members present are ranked in order.

135 g. In the case of T applicants with tied mean rank for the final T-1 or fewer
136 available award(s), the procedure outlined in (a) above, with T being the highest possible
137 rank, shall be used to break the ties. The ranking process outlined in (a) above shall be
138 used as many times in succession as necessary until all such ties are resolved and a final
139 ranked list is complete.

140 h. The committee chair shall transmit this ranked list to the dean or dean's
141 representative, or unit head who reviews and approves the awards. If the selection
142 committee awards fewer than the number of awards available or if the dean or unit head

143 does not approve an award from the list submitted by the selection committee, then the
144 award(s) shall be retained in the same college or unit for one additional cycle before it is
145 returned to the overall pool for apportionment.

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

152
153 j. Equivalent Allocation to Units Ineligible for TIP, RIA and SoTL Awards. This
154 composes the employees currently ineligible to compete for the TIP, RIA and SoTL annual
155 incentive awards, including University Libraries, Center for Distributed Learning, Counselors
156 and Psychological Services, or the Creative School. The aim is to offer equitable
157 opportunity for recognition of the outstanding evaluations and productivity of these
158 employees. These funds shall be in addition to any other base salary increases distributed
159 to the bargaining unit.

160 Regardless of contract length (9 months through 12 months), award recipients
161 shall receive the increase to their salary effective at the beginning of the succeeding
162 academic year. All full-time employees in this category with at least four years of
163 continuous, non-OPS service at UCF immediately prior to the current year are eligible.

164 1. Eligibility. An employee in one of the designated units is eligible under
165 this section if they received an “Outstanding” annual evaluation for at least
166 four years of continuous, non-OPS service at UCF immediately prior to the
167 current year are eligible.

168 2. Distribution. These salary increases for eligible employees shall be
169 calculated as a percentage of their base salary. Such increases shall be
170 distributed proportionately to those employees in a ratio range of 1.0 to 1.7 for
171 Outstanding rank.

172
173

174 **23.56 Excellence Awards.** The University shall implement the merit-based bonuses set
 175 forth below to recognize and promote employee excellence and productivity that respond to
 176 and support the mission of 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
 179 three primary areas of academic endeavor: teaching, research and service. The objective of
 180 this appointment is to recognize and celebrate outstanding performance with a title and
 181 resources commensurate with accomplishment.

182 (1) Award recipients shall receive an annual 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-
 184 year appointment.

185 (2) Each academic year, the University may award Trustee Chair Professorships.

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

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

197 (1) Award recipients shall receive a one-time payment of \$5,000 ~~as well as~~ and a
 198 Pegasus statue.

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

200 (3) The eligibility criteria is having completed five years at the rank of tenured
 201 professor at UCF; having achieved excellence in teaching, research and/or creative activity;
 202 and demonstrable service and scope of national and international impact. The awards are
 203 ultimately determined by the President or designee.

204 (c) Excellence Awards. All full-time employees in the appropriate discipline with at least
 205 three years of continuous non-visiting, non-OPS service at UCF immediately prior to the
 206 current year are eligible, except for employees who have received a college or university
 207 excellence award in the past three academic years in the category for which they are
 208 applying. For some Excellence awards, additional eligibility criteria are specified below.
 209 Award recipients shall receive a one-time payment of \$2,000. Each academic year, the
 210 University shall award Excellence in Undergraduate Teaching awards, one University
 211 Award for Excellence in Undergraduate Teaching, Excellence in Graduate Teaching
 212 awards, one University Award for Excellence in Graduate Teaching, one University Award
 213 for Excellence in Faculty Academic Advising, Excellence in Creative Scholarship &
 214 Research awards, and ~~one-four~~ University Distinguished Creative Scholarship & Research
 215 awards for excellence in one of the following categories: (a) Creative Arts & Humanities, (b)
 216 Social Sciences, (c) Physical Sciences, and (d) Life/Medical Sciences, one University
 217 Award for Excellence in Professional Service, one Excellence in Librarianship award, and
 218 one Excellence in Instructional Design award. In addition to the winners of these Excellence
 219 Awards, the second and third place winners in each category will receive an honorable
 220 mention at the annual Founder’s Day Ceremony.

221

- 222 (1) 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
225 over the preceding three academic years.
226 b. The criteria for evaluating 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
234 dissertation courses) over the current academic year and the three preceding academic
235 years.
236 b. The criteria for evaluating applicants' files shall include three major
237 categories:
238 1. Innovations to improve graduate teaching;
239 2. Graduate Teaching Accomplishments/honors;
240 3. Evidence of impact on graduate teaching.
- 241 (3) Excellence in Research Awards
242 a. Eligibility. Employees must have an assignment of at least 0.10 FTE in
243 research over each of the three immediately preceding years and the current year at UCF.
244 b. The criteria for evaluating applicants' files shall include three major
245 categories.
246 1. cumulative value and impact of research efforts at UCF within the
247 discipline and to society;
248 2. Recognition of research impact by the individual's peers in the same or in
249 related disciplines;
250 3. Publication/dissemination and presentation of research results.
- 251 (4) Excellence in Faculty Academic Advising.
252 a. Eligibility. Employees must have an assignment of at least 0.10 FTE for
253 advising in the current year and over each of the three immediately preceding years at UCF.
254 All employees who currently advise and who have advised undergraduate students over the
255 preceding three academic years are eligible.
256 b. The criteria for evaluating applicants' files shall include three major categories:
257 1. Evidence of extra effort to improve advising;
258 2. Evidence that students have been sensitively and appropriately informed
259 and guided concerning career choices and academic opportunities;
260 3. Evidence that the nominee serves as a role model in the pursuit of
261 learning.
- 262 (5) University Awards for Excellence in Professional Service.
263 a. Eligibility. Employees who are assigned an FTE of 0.10 for professional
264 service duties over the current year and for each of the three preceding academic years are
265 eligible.
266 b. The criteria for evaluating applicants' files shall include three major
267 categories:
268 1. Evidence of effectiveness in service to the university by highlighting
269 leadership contributions;

- 270 2. Evidence of significant accomplishment in professional organizations in
271 the nominee's discipline;
272 3. Evidence of recognition for outreach activities, service, and leadership
273 contributions to community organizations.
274 (6) Excellence in Librarianship.
275 a. Eligibility. Employees who have served at UCF as a librarian on a permanent
276 line for the current year and at least the three years immediately preceding the current year
277 are eligible.
278 b. The criteria for evaluating applicant's files shall include two major categories:
279 1. Evidence of extra effort to improve library services and collections;
280 2. Evidence of a sustained period of excellence in the library profession.
281 (7) Excellence in Instructional Design.
282 a. Eligibility. Must be an instructional designer on a non-visiting, non-OPS 12-
283 month contract at the time of nomination and over the three preceding academic years.
284 b. The criteria for evaluating applicant's files shall include two major categories:
285 1. Innovative contributions to UCF and/or the ID field;
286 2. Evidence of outstanding effort to promote quality of online instruction and
287 improve relationships with faculty members at UCF.
288 (8) Recommendations for these awards are made by various committees and are
289 ultimately determined by the ~~p~~President or designee.

290
291 **23.67 Salary Increases for Employees Funded by Contracts and Grants.**

292 (a) Employees on contracts or grants shall receive salary increases equivalent to similar
293 employees on Education and General (E&G) funding, provided that such salary increases
294 are permitted by the terms of the contract or grant and adequate funds are available for this
295 purpose in the contract or grant. In the event such salary increases are not permitted by the
296 terms of the contract or grant, or in the event adequate funds are not provided, the
297 University's representative shall seek to have the contract or grant modified to permit or
298 fund such increases.

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

302
303 **23.78 Administrative Discretion Increases.** From the date of ratification of this
304 document, through August 31, 2021, the University may provide Administrative Discretion
305 Increases up to one and one-half percent (1.5%) of the total salary rate of employees who
306 were in an employment relationship with the University on May ~~67~~, 2020~~18~~. Any
307 Administrative Discretion Increase provided to contract and grant (C&G) employees, any
308 court-ordered or court-approved salary increase, any prevailing wage adjustment for the
309 purpose of qualifying for immigration status, or any salary increase to settle a legitimate,
310 broad-based employment dispute shall not be subject to the terms and limitations of this
311 Section.

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

316 (b) Administrative Discretionary Increases for verified written offers of outside
317 ~~employment shall not contribute~~ be subject to the calculation one and one-half percent
318 (1.5%) of the salary rate limitation.

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

323 (d) The University's ability to provide Administrative Discretion Increases shall expire
324 August 31, 2021, and shall not become part of the status quo.

325

326 **23.89 Report to Employees.** All employees shall receive notice of their salary increases
327 prior to implementation.

328

329 **23.910 Type of Payment for Assigned Duties.**

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

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

336

337 **23.4011 Twelve-Month Payment Option.** The parties agree that a twelve-month
338 payment option for 9-month employees shall be offered each year during an annual open
339 enrollment period from April 1 to June 30. If chosen by the employee, this payment option
340 shall become effective for one year starting with the first full pay period beginning after
341 August 8. The plan shall allow for employees to select a fixed savings amount to be
342 deducted from each of the nineteen full bi-weekly paychecks received during the Fall and
343 Spring semesters with a change in that amount to account for those paychecks from which
344 double premiums are deducted. The total savings shall be returned to the employee in
345 equal amounts for the five full bi-weekly paychecks received during the Summer. The
346 University shall provide an online calculator to assist the employee in determining a savings
347 amount and fixed reduction amount that will allow the employee's net paychecks to remain
348 approximately constant. Pay received for supplemental summer assignments shall be
349 unaffected by this plan. This pay plan is subject to tax limitations.

350

351 **23.4112 Administrative Salary Stipends.** A temporary salary increase that is
352 provided to an employee as compensation for performing a specific, titled administrative
353 function shall be permitted under this agreement as an Administrative Salary Stipend. At
354 least 14 days prior to the effective date of any Administrative Salary Stipend, the University
355 shall provide UFF a written notification of the stipend which states the name of the
356 employee, the rank and discipline of the employee, the amount of the stipend, and the
357 reason for the stipend. If all or part of the stipend is later added to the employee's salary,
358 the amount so converted shall be treated as an Administrative Discretion Increase during
359 the year in which the conversion takes place and shall be subject to limitations of that
360 section.

361

§62 **23.1213 Salary Rate Calculation and Payment.** The biweekly salary rate of
363 employees serving on twelve-month appointments shall be calculated by dividing the salary
364 rate by 26.1 pay periods.

§65
366 ~~23.14 Compensation currency. The university receives its budget and disburses~~
367 ~~monies in U.S. dollars.~~