

USF System USF USFSP USFSM

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Responsible Office: Administrative Services/Human Resources

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(1) Pay actions for Staff and Administration employees will be administered consistent with the provisions of this Regulation. This Regulation does not apply to Temporary employees except as specifically stated. Temporary may receive pay adjustments as determined by the CAO.

(2) The CAO will establish and maintain the pay plans for employees of the USF System. Pay will not exceed the maximum of an established pay range without the approval of the CAO based on market competition, difficulty in recruiting or retaining, and/or sustained exceptional performance.

(3) Base rate of pay is the pay provided employees excluding any additives identified in Section (7)(h) of this Regulation. Regular rate of pay is an employee's base rate of pay plus any other pay, which may be necessary to meet the requirements of any applicable federal or Florida law or these Regulations. Hourly pay is computed based on 2088 work hours annually. A factor of 26.1 is used for annualizing biweekly pay.

(4) Pay increases:

(a) An employee must be in pay status in order to receive a pay increase of any kind. Pay increases that would have been granted except for the employee's leave of absence will be granted upon an employee's return to pay status, if otherwise eligible.

(b) Employees paid from contract, grant, auxiliary or local funds will be eligible for pay increases provided such increases are permitted and funded by the funding entity. Such pay increases will be consistent with legislative appropriations and/or the provisions of these

Regulations. The appropriate authority of the USF System will strive to have contract, grant, auxiliary, and local funds permit and fund such pay increases.

(c) A retroactive effective date for a pay action will be permitted with the approval of the CAO when determined to be in the best interests of the USF System.

(d) When a pay increase is provided for a temporary change in assignment it will be in accordance with Section (7) of this Regulation below. Upon the employee's return to his/her original responsibilities, the pay will be adjusted to the original base rate of pay. The employee will be entitled to receive any mandatory pay increases granted to the employee's original class during the time of the employee's temporary assignment, unless pay implementation instructions provide otherwise.

(e) An employee returning from unpaid leave will receive mandatory pay increases granted during the period of unpaid leave, unless pay implementation instructions provide otherwise.

(5) When a Staff employee is called back to work beyond the employee's scheduled hours of work for that day, the employee will be credited with the greater of the actual time worked, including time to and from the employee's home to the assigned work location, or two hours.

(6) Pay upon original appointment for Administration and Staff will be made within the established pay range, if applicable, unless otherwise approved by the CAO to meet employment needs of the USF System.

(7) Other pay increases may be provided under the following categories:

(a) Increased responsibilities;

(b) Market conditions including counter-offers and retention due to specialized or extensive investment or training;

(c) Salary compression or inversion;

(d) Increases to resolve a pay disparity considering education, experience, or duties and responsibilities of other employees;

(e) Lump sum payments to recognize the successful completion of a special project or assignment, which is in addition to the employee's regularly assigned duties, or a documented significant increase in productivity or productivity goal achievement including a group incentive program. Such payment, for an employee in any position covered by any applicable federal or Florida law governing wages, will not exceed the greater of ten percent of the employee's annual base pay or \$3,000 (before taxes);

(f) Increases to recognize sustained superior performance;

(g) Approved career development/apprenticeship programs;

(h) Pay additives including those for asbestos-related activities, lead abatement activities, lead worker pay, shift differentials, on-call pay, field training officer activities, premium pay for law enforcement officers working special events, and other approved activities; or

(i) Increases in response to changes in cost of living and/or inflation indices.

(8)(a) An employee who is demoted will receive pay commensurate with the responsibilities assigned. This action may be with or without a reduction in base rate of pay based on the duties, the employee's experience, and/or related market salary data. In no case, however, may the pay exceed an assigned pay range except when determined to be in the best interests of the USF System.

(b) An employee whose assigned duties are substantially reduced may have a reduction in base pay, in accordance with these Regulations, while continuing to serve in the same class based on the duties, the employee's experience and/or the related market salary data. Salary may also be reduced as a form of disciplinary action.

(c) The removal of pay additives, correction of overpayment, or reduction to the maximum of the pay range do not constitute a reduction in pay action and are not grievable under USF Regulation 10.213.

(d) When an employee's appointed FTE is changed, the salary will be adjusted proportionately in accordance with these Regulations.

(e) Changes to an established pay plan or pay range may affect an employee's base rate of pay to raise an employee's base rate of pay to the new pay range minimum or to maintain appropriate internal salary relationships.

(f) Work schedules will be arranged to minimize overtime. Overtime compensation will be consistent with any applicable provision of federal or Florida law and USF System fiscal considerations.

(9) Extra Compensation

(a) To meet employment needs of the USF System, an employee may be appointed to more than one position up to a total of one (1.0) FTE for all appointments.

(b) To meet employment needs of the USF System, an employee may be appointed for a limited time for more than one (1.0) FTE. Such appointments in excess of one (1.0) FTE will be considered Temporary appointments and will not create any new or additional rights to benefits, except where this represents overtime in accordance with the FLSA for non-exempt Staff employees.

(c) Employment with any State or other public agency or with any private organization or agency will be considered Outside Activity in accordance with these Regulations. Such employment will be processed consistent with the other employer's requirements after appropriate USF System approvals are received. This activity will be governed by these Regulations.

(10)(a) Any perquisites to employees, sale of goods or services, or payment of moving expenses associated with a current or prospective employee should normally be approved in advance by the CAO. After the fact approvals will only be given in emergency or other unexpected situations. The provision of such items must be job or class related and documented to demonstrate that the approval is in the best interest of the USF System.

(b) Approval is not required when sales to employees are at the same rate as they are ordinarily sold to the public.

(c) Moving expenses will ordinarily be limited to the cost of packing, shipping, and storage of household goods, not to exceed 15,000 pounds, and reasonable expenses incurred for moving

one automobile. Exceptions to the 15,000 pounds limit may be made to meet employment needs of the USF System.

Authority: Art. IX, Sec. 7, Fla. Constitution, Fla. Board of Governors Regulation 1.001.

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