

REGULATIONS OF THE
UNIVERSITY OF FLORIDA

1.101 Compensation.

- (1) Pay actions shall be administered consistent with the following provisions.
- (2) The University shall establish and maintain pay ranges for class specifications.
- (3) Base rate of pay is the pay provided employees not including any additions as

defined below. Regular rate of pay is an employee's base rate of pay plus any other pay that may be necessary to meet the requirements of the Fair Labor Standards Act (FLSA). An annual rate of pay for a nonexempt position is obtained by multiplying the hourly base rate of pay by 2,088. An exempt employee contract is always stated as an annual rate of pay. An exempt employee's period rate is determined based on the pay structure used for employees: 26.1 for a biweekly system, 24 for a semi-monthly system, and 12 for a monthly system.

- (a) An employee must be in pay status in order to receive a pay increase of any kind.
- (b) All employees shall be eligible for authorized pay increases regardless of salary fund source.
- (c) A retroactive effective date for a pay action shall only be permitted with the approval of the President or the President's designee in instances in which responsibilities have changed, or a pay increase under a condition set forth in subsection (5) below has been approved and the funds for the increase are not immediately available.
- (d) The administrator in charge of the unit shall determine any pay increase for a temporary change in assignment on an acting basis based upon the responsibilities assumed, and, upon return to original responsibilities, the pay shall be adjusted to reflect the original

responsibilities.

(e) When a nonexempt employee is called back to work beyond the employee's scheduled hours of work for that day, the employee shall 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.

(4) Annual pay adjustments shall be in accordance with guidelines issued by the President and the Board of Trustees, including the established faculty compensation plans of the College of Medicine, College of Dentistry and College of Pharmacy.

(5) Other pay increases can 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) Increases to recognize sustained superior performance

(f) Approved career development/apprenticeship programs

(6) Other pay adjustments:

(a) Lump sum payments shall be given pursuant to an established faculty compensation plan of the College of Medicine, College of Dentistry or the College of Pharmacy, or in exceptional circumstances with the approval of the President. In determining whether such a lump sum should be provided in exceptional circumstances, the President shall consider the nomination of the employee's supervisor with regard to the documented

successful completion of a special project or assignment that 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.

(b) The President or the President's designee is authorized to approve pay additives when resources permit, including those for asbestos-related activities, lead abatement activities, lead worker pay, shift differentials, on-call pay, field training officer activities and other approved activities.

(c) An employee who is demoted shall receive pay commensurate with the responsibilities assigned.

(d) The removal of pay additives or correction of overpayment does not constitute a reduction in pay action.

(e) When the assignment of Academic Personnel serving in an administrative position such as Vice President, Dean, Director or Department Chairperson is changed, the pay and appointment period shall be adjusted to reflect the new responsibilities.

(f) When an Academic Personnel employee's appointment is changed from a calendar year to an academic year appointment with duties remaining the same, the employee's pay shall be adjusted to 81.8 percent of the calendar year base pay. For an Academic Personnel employee whose appointment was previously changed from academic year to calendar year where the pay was adjusted other than by 122.2 percent, pay shall be adjusted to the percent that is the reciprocal of the percent previously used. A different pay adjustment percent may be used by the President or designee for an Academic Personnel employee leaving an administrative position and returning to a general faculty title pursuant to paragraph 7.003(5)(b). The University shall seek to arrange work schedules to minimize overtime and shall establish

procedures for overtime pay consistent with the FLSA.

(7) Extra compensation.

(a) Pay for appointments up to 1.00 full-time equivalent (FTE) shall be from funds designated as salaries.

(b) Pay for the portion of an appointment in excess of 1.00 FTE and for activities of limited duration where no FTE is assigned shall be from funds designated as OPS.

(c) Perquisites/Sale of Goods and Services. The President shall approve providing perquisites to employees, the sale of goods and services to employees and the payment of moving expenses associated with a current or prospective employee. The provision of such items shall be job or class related and documented to demonstrate that approval is in the best interest of the University. Approval is not required when sales to employees are at the same rate as they are ordinarily sold to the public.

Authority: BOG Regulation 1.001

History: New 3-12-03, Amended 7-5-04; Formerly 6C1 1.101, Amended 3-23-18
(technical changes only).