

Regulation Number	Subject	Effective Date	Revised Date
4.0110R	Compensation	02/01/06	
Responsible Division / Department: Administration & Finance / Human Resources			
<input checked="" type="checkbox"/> New Regulation	<input type="checkbox"/> Major Revision of Existing Regulation	<input type="checkbox"/> Minor/Technical Revision of Existing Regulation	<input type="checkbox"/> Reaffirmation of Existing Regulation

I. OBJECTIVE & PURPOSE

The purpose of this regulation is to establish a policy and broad philosophy for the fair and equitable compensation of University employees. This regulation is applicable to all faculty and staff not subject to collective bargaining agreements.

II. STATEMENT OF REGULATION

Pay actions shall be administered consistent with the following provisions:

- A. The University of North Florida Board of Trustees has delegated to the University President the ability to establish and maintain the pay structure for Administrative and Support positions.
- B. The University's compensation strategies shall be consistent with the following University compensation philosophy, recognizing the boundaries of fiscal responsibility, and embracing a pay-for performance approach:
 - 1) Pay is to be equitable and fair.
 - 2) Pay is to be competitive.
 - 3) Pay is enhanced for excellence as determined by successful outcomes.
 - 4) Pay is enhanced for the acquisition and application of competencies/contributions valued by the University.
- C. Individual competencies, assigned duties and responsibilities of the position, and performance levels are bona fide reasons for differences in pay. In some cases, length of service may be a bona fide reason for a difference among salaries.
- D. When determining a hiring salary, the hiring authority should consider a number of factors including but not limited to:
 - 1) individual competencies
 - 2) educational level

- 3) training and experience
 - 4) internal and external market
- E. When determining merit increases, the following factors should be considered along with the provisions of any University established merit pay plan/system:
- 1) individual or group performance level
 - 2) method of payment (increases to base salary or lump sum)
- F. Within the boundaries of funding and fiscal responsibility, compensation strategies will include the following:
- 1) Striving to pay a salary competitive within relevant markets. Where funding is limited, colleges/divisions may strive for a target salary which may be less than the actual market salary and/or have a multi-part plan for achieving internal and external equity.
 - 2) Considering and recognizing an employee's individual or team performance including, but not limited to:
 - a. excellence in individual and collective actions
 - b. specific outcomes which result from individual skills/competencies
 - c. meeting and/or exceeding University goals
 - d. contributing to the enhancement of the University's effectiveness
- G. Each organizational unit has the authority to determine how appropriated salary dollars are used in accordance with University policies and procedures. Discretionary salary determinations may be based on individual or team outcomes.
- H. Pay actions may include the following:
- 1) A pay increase may be provided for a temporary assignment on an acting basis and, upon return to original responsibilities, the pay may be adjusted.
 - 2) An employee returning from unpaid leave shall receive any increases in the pay range for the class or mandatory pay increases granted during the period of unpaid leave, unless pay implementation instructions provide otherwise. Also, an employee may be considered for discretionary increases.
 - 3) Pay upon original appointment for Administrative and Support staff shall be made within the pay range with the following exceptions:
 - a. A provisional appointment for Administrative staff may be below the minimum of the pay range. The pay shall be increased to at least the minimum of the pay range upon the employee attaining the minimum qualifications for the class.
 - b. A trainee appointment for a Support position shall be in accordance with the approved individual training schedule and may be below the minimum of the pay range.
 - c. An emergency appointment for a Support position may be below the minimum of the pay range.
 - d. Annual pay increases shall be in accordance with guidelines approved by the University Board of Trustees.

I. Other pay increases may be provided under the following categories:

- 1) Increased responsibilities.
- 2) Market conditions including counter-offers and retention due to specialized or extensive investment or training.
- 3) Salary compression or inversion.
- 4) Increases to resolve a pay disparity considering education, experience, or duties and responsibilities of other employees.
- 5) 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.
- 6) Increases to recognize sustained superior performance.
- 7) Approved career development programs.
- 8) Pay additives 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.

J. Other pay adjustments:

- 1) An employee who is demoted shall receive pay commensurate with the responsibilities assigned. The demotion may be with or without a reduction in base rate of pay.
- 2) 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.
- 3) When the assignment of Faculty serving in an administrative position such as Vice President, Dean or Director is changed, the pay and appointment period shall be adjusted to reflect the new responsibilities. If the adjusted pay of an administrator, whose appointment is being changed to a ranked Faculty will be greater than 90 percent of the range of pay for Faculty in the same rank in the college or school in which the employee is to be appointed, the new pay must be approved by the University President.
- 4) When an employee's appointment is changed from a calendar year to an academic year appointment, the employee's pay shall be adjusted to 75 percent of the calendar year base pay. For an employee whose appointment was previously changed from academic year to calendar year where the pay was adjusted other than by 133.3 percent, pay shall be adjusted to the percent which is the reciprocal of the percent previously used. A different pay adjustment percent may be used upon agreement of the employee and the University President.

K. The University shall arrange work schedules to minimize overtime and shall establish procedures for overtime pay consistent with the Fair Labor Standards Act (FLSA) and related wage and hour laws.

L. Extra Compensation.

- 1) Pay for appointments up to the available established FTE for the position shall be from funds designated as salaries.

- 2) Pay for the portion of an appointment in excess of the available established FTE for the position and for activities of limited duration where no FTE is assigned shall be from funds designated as OPS.

References: 1001.74, FS.; 1001.75, FS. and relevant Collective Bargaining Agreements

History: NEW 2-1-06; Repealed 6C9-4

Adopted by the University of North Florida Board of Trustees as part of the University's Personnel Program on January 26, 2006.

Formerly 4.006