

I. All USPS classes other than Certified Law Enforcement and Professional Health Care:

A. Pay Ranges:

Minimums and maximums will be increased by 2 percent. [Please see the revised ranges.](#) Although a pay plan is no longer printed in hard copy, revised ranges for each class/county will be available as usual via the NERDC UF Occupation Code Browse.

B. Across-the-Board Adjustment:

Effective October 1, 1998, all eligible full-time USPS employees (except Certified Law Enforcement and Professional Health Care employees) will have their September 30, 1998, base salaries increased as follows:

<u>September 30, 1998 salary</u>	<u>Increase</u>
≤ \$20,000.99 annually	\$1,200 annually (\$45.98 biweekly or \$0.58 hourly)
\$20,001.00 to \$36,000.99 annually	\$1000 annually (\$38.32 biweekly or \$0.48 hourly)
≥ \$36,001.00 annually	2.78%

Eligible part-time employees will receive proportional increases.

C. Eligibility:

All USPS employees (except Certified Law Enforcement and Professional Health Care employees) hired on or before September 30, 1998, except those with current performance appraisal ratings of "below performance standards," are eligible. **Note that new hires are eligible to receive the increases on October 1, 1998, so long as they are hired on or before September 30, 1998.**

D. Delayed Increases:

Current employees who, as of September 30, 1998, have "below performance standards" appraisal ratings are not eligible to receive increases on October 1, 1998, and will not receive increases to bring their salaries up to the new minimums for their salary ranges on October 1, 1998. **If employees who have "below performance standards" ratings attain "achieves performance standards" or "exceeds performance standards" ratings on or before June 30, 1999, they will receive the increases indicated above.** Such increases will be effective on the completion dates of their performance appraisals and will not be retroactive. Please see below for details on implementation of these delayed salary increases.

E. Employees Above the Range Maximums:

Eligible employees whose base rates of pay on September 30, 1998, are near, at, or above the maximums of the applicable pay grades will receive the increases listed above based on their current salaries.

F. Competitive Area Differentials (CADs):

The SUS rules [6C-5.915(2) F.A.C.] no longer define CADs as pay additives. Accordingly, the CAD amount now is considered part of the base pay. As such, the CAD amount will not be removed from an employee's salary prior to calculating the salary increase. The CAD amounts will not change on October 1, 1998.

II. USPS Certified Law Enforcement Classes:

A. Step Pay Plan Adjustment:

Effective October 1, 1998, each step in the salary range will be increased as follows.

<u>Current annual step amount</u>	<u>Increase to step</u>
≤ \$36,000.99	\$1000 annually
≥ \$36,001.00	2.78%

[Please see the revised ranges.](#)

Each eligible employee's salary will be adjusted to bring him or her to the adjusted step. The trainee rate is calculated at 10 percent below Step 1. Eligible part-time employees will receive proportional increases. Eligible employees whose salaries exceed Step 13 will receive the increases listed above.

B. Step Increase:

Employees will remain on their current steps.

C. Eligibility:

All employees in Certified Law Enforcement classes, except those with current performance appraisal ratings of "below performance standards," are eligible.

D. Delayed Increases:

Employees who have "below performance standards" appraisal ratings in effect on September 30, 1998, will receive the salary increases if they attain "achieves" or "exceeds performance standards" ratings on or before June 30, 1999. Such delayed increases will be effective upon the completion dates of the performance appraisals and will not be retroactive. Certified Law Enforcement employees who are not eligible for increases on October 1, 1998, will be "off step" unless and until delayed increases are received.

III. USPS Professional Health Care Classes:

A. Step Pay Plan Adjustment:

Effective October 1, 1998, each step in the salary range will be increased by 3%. [Please see the revised ranges.](#)

Each eligible employee's salary will be adjusted to bring him or her to the adjusted step. Eligible part-time employees will receive proportional increases. Eligible employees whose salaries exceed Step 20 will receive the increases.

B. Step Increase:

Employees will remain on their current steps.

C. Eligibility:

Eligible employees are those with current performance appraisal ratings of at least "achieves performance standards." **Note that new hires in professional health care classes have no appraisal ratings and, therefore, are not eligible.**

D. Delayed Increases:

Employees hired on or before September 30, 1998, who have no appraisal ratings and those current employees who have "below performance standards" appraisal ratings in effect on September 30, 1998, will receive the salary increases if they attain "achieves" or "exceeds performance standards" ratings on or before June 30, 1999. Such delayed increases will be effective upon the completion dates of the performance appraisals and will not be retroactive.

Professional Health Care employees who are not eligible to receive increases on October 1, 1998, will be "off step" until and unless delayed increases are received.

IV. Administrative and Professional Classes:

A. Pay Ranges:

Minimums and maximums will be increased by 2 percent. [Please see the revised ranges.](#)

B. Across-the-Board Adjustment:

Effective October 1, 1998, all full-time A&P employees hired on or before June 30, 1998, other than those who have been non-renewed will be eligible for the following:

<u>September 30, 1998 salary</u>	<u>Increase</u>
≤ \$20,000.99 annually	\$1,200 annually (\$45.98 biweekly)
\$20,001.00 to \$36,000.99 annually	\$1000 annually (\$38.32 biweekly)
≥ \$36,001.00 annually	2.78%

Eligible employees whose salaries exceed the maximums of their pay grades will receive the increases indicated above. Eligible part-time employees will receive proportional increases. Employees who are not eligible for the increases may be paid below the minimums of the pay ranges. **Note that there will be no delayed increases for A&P employees.**

C. Eligibility:

A&P employees must have been hired on or before June 30, 1998, to be eligible for the October 1, 1998, increase. All such A&P employees are eligible except those who have been formally non-renewed in coordination with University Personnel Services' Employee Relations section. Departments must identify any A&P employees hired by June 30, 1998, who are not eligible for salary increases due to being non-renewed. **Departments are responsible for ensuring these employees do not receive salary increases.**

Employees who were hired as USPS by June 30, 1998, but who subsequently promoted or were reclassified to A&P prior to October 1, 1998, are eligible. However, employees who were in OPS, student assistant, post-doc, or other non-salaried categories and who subsequently were hired in A&P positions after June 30, 1998, are not eligible. Departments should review the assignments for all employees to ensure that the increases are given to all eligible employees and not to ineligible employees.

USPS INCREASE IMPLEMENTATION:

Employees who are on extended leaves of absence and are using paid leave, even if intermittently, are eligible for the increases provided they meet the other applicable eligibility criteria outlined above. Departments should review assignments of all such employees to ensure that the increases were implemented. If an increase was not given, please submit a change order to implement the increase.

Employees who are on unpaid leave are not eligible for the increase until they return to pay status. The increase should be implemented with the change order or Form 250 that returns the employee to pay status.

Implementation of the USPS salary increases in the payroll system by Information Systems and University Personnel Services has been targeted for the weekend of September 5, 1998. **Departments are asked to check assigned pay increases for their areas after this scheduled implementation.**

Appropriate USPS pay increases will be identified and implemented automatically based on ratings assigned in the University of Florida's USPS performance appraisal system by close of business on August 24, 1998. **As a result, starting immediately, departments will need to attach Personnel Status Change Orders to implement appropriate salary increases for employees when submitting performance appraisals that change documentation of "below performance standards" to that of "achieves" or "exceeds performance standards."** For professional health care classes, a change order should be sent along with all 1-New appraisals. This procedure should be used for eligible but previously un-rated employees who are appraised prior to the end of the fiscal year. Please see below for information about employees who are assigned "below performance standards" appraisal ratings. USPS performance appraisals, along with the appropriate change orders, should be submitted to Employee Relations and Development, 317 Stadium, PO Box 115003, or to the appropriate personnel satellite office located across campus (see below-under "Questions?").

Note that an employee's delayed salary increase amount is determined by his or her salary on September 30, 1998, and the increase amount is not affected by subsequent promotion increases that may occur prior to the "achieves" or "exceeds" performance appraisal rating.

The effective date of a performance appraisal for purposes of USPS salary increase implementation will be the performance appraisal's completion date, which is the date on which both the employee and his or her immediate supervisor sign the performance appraisal form (or the later of the two dates if different).

"BELOW" PERFORMANCE APPRAISAL PROCEDURES: USPS employees who have a current rating of "below performance standards" as of September 30, 1998, will not be eligible for the October 1, 1998, scheduled pay increases (although they may become eligible for delayed increases as described in this memorandum).

Pay increases will not be removed retroactively, as has been past practice, in the event an employee is assigned a "below performance standards" rating for the time period to include October 1, 1998. Only ratings assigned prior to or on September 30, 1998, will affect salary increase eligibility.

When an employee with a "below performance standards" as of October 1, 1998, increases to "achieves" or "exceeds performance standards," we are recommending that his or her supervisor request a special performance appraisal to document the employee's increased level of work performance. This documented rating, in turn, will allow the employee to be eligible for a delayed October 1, 1998, raise. (This increase will be effective the point at which the performance appraisal is completed; it will not be retroactive.) This increase in job performance must occur and be documented on or before June 30, 1999, in order to make the employee eligible for a delayed increase.

Employees will not be considered to be "achieves by default" until 6 months after the appraisal period end date of the performance appraisal originally documenting the employee's "below performance standards" rating.

REVISED RANGES

[USPS Pay Ranges *Other Than* Certified Law Enforcement and Professional Health Care Classes](#)



(usps1098.pdf), a 12.4 KB Acrobat file ([Acrobat\(R\)Reader required](#))

[Certified Law Enforcement Salary Ranges By Pay Grade](#)



(pba1098.pdf), a 5.11 KB Acrobat file

([Acrobat\(R\)Reader required](#))

[Professional Health Care Step Pay Plan By Class Series](#)



(fna1098.pdf), a 13.3 KB Acrobat file

([Acrobat\(R\)Reader required](#))

[A&P Pay Grades and Pay Ranges](#)



(a&p1098.pdf), a 3.75 KB Acrobat file ([Acrobat\(R\)Reader required](#))

[Back](#) to the USPS and A&P Salary Increases Effective October 1, 1998 memo.