Definitions of Pay Types for ePAF Form

Across-The-Board: Used to grant a pay increase to employees when a pay increase has been approved by the Legislature, but not generated automatically for an individual employee.

Faculty Merit Increases: Used when money is made available from University funds by directive of the President for merit increases to individual employees. A Faculty Merit Increase is subject to collective bargaining and University policy.

Faculty Other Pay Increase: Faculty salary increases (other than legislative) such as salary equity, counter offers, and increased responsibilities. A Faculty Other Pay Increase is subject to collective bargaining and University policy. Contact the Dean of the Faculties Office.

Faculty Promotion Increase: Coincides with the faculty promotion processes. A Faculty Promotion Increase is subject to collective bargaining and University policy.

Faculty Temporary Pay Increase: A pay increase, which is provided for an additional assignment of duties/responsibilities on a temporary basis. Upon return to original responsibilities, the pay will be adjusted.

Non Faculty Merit Increase: Used when money is made available from University funds by directive of the President for merit increases to individual employees.

One-Time Pay: Used for occasional or sporadic employment which means infrequent, irregular or occurring in scattered instances. (Example: teaching assignment or for administering and supervising tests). One-Time Pays must be paid from OPS funds; retirement credit will not be given.

OPS Pay Change: OPS employee receives an increase in pay. For Non-Exempt it is an increase in hourly rate and Exempt an increase in biweekly rate.

Other Pay Increases: Other pay increases may be provided under the following categories and are reviewed by Classification for compliance with FSU rules and policies prior to the determination of an effective date:

A. Permanent increased responsibilities based on additional duties being assigned to the position that do not affect the classification of the position. (An updated position description is required.)

B. Market Conditions including counter offers from employers outside FSU and retention due to specialized or extensive investment and training. Departments should submit documentation of original offer which is being countered or research conducted to establish market conditions.

C. Increases to resolve a pay disparity based upon education, experience, or duties and responsibilities of other employees.

D. Lump sums may be requested to recognize successful completion of a special project or assignment in addition to the employee’s regular assigned duties, or for documented

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significant increase in productivity or productivity goal achievement including a group incentive program.

E. Approved career development/apprenticeship program.

F. Sustained Superior Performance: An employee demonstrating sustained superior performance might exhibit many of the following characteristics:

- Consistently exceeds goals or goes above and beyond expectations
- Consistent and thorough follow through on work
- Possess superior job knowledge in areas of specialty
- Works well independently - requiring only minimal supervision
- Completes work on or ahead of schedule
- Good problem solver
- Excellent communicator, both oral and written
- Mentors or trains others
- Excellent customer service skills
- Highly dependable
- Possess leadership qualities
- Quantity of work is high
- Quality of work is accurate and thorough
- Innovative, looks for new ways to improve
- Clearly recognized and respected by others as an asset to the department
- Loss of this person would negatively impact the division

Temporary Pay Increase: A pay increase which may be provided for an additional assignment of duties/responsibilities on an acting basis, and upon return to original responsibilities the pay may be adjusted. Situations that apply are performing duties of a higher-level position or one whose incumbent has been temporarily assigned other duties or is on leave of absence. The removal of pay for performing duties on an acting basis shall not be considered a reduction in pay.

Progression as defined in Collective Bargaining Contracts: Specified classifications in Law Enforcement and Health Care may receive increases for years of service or other reasons in accordance with contract.

Note: For all categories listed above, comments or justification should be included in the space provided at the bottom of the ePAF. For more information on the different Pay Types referenced above, please refer to the Human Resources policies and procedures at www.hr.fsu.edu.