ONE-TIME WAGE PAYMENTS

One-time wage payments are single payments to employees outside of their regular salary. One-time wage payments typically are granted for:

- Pay for performance
- Negotiated through a collective bargaining agreement (CBA)
- USF-administered
- Legislatively-mandated

One-Time Pay for Performance

One-time pay for performance may be given to an employee to recognize superior performance and/or to compensate for a special project or interim assignment. Documented outcomes to support a one-time pay for performance are required. Pay for performance may be made in the form of a lump sum payment or a permanent increase to base pay. The information below pertains to recognition for short-term accomplishments and is usually paid as a lump sum.

The authority to approve pay for performance increases is covered in Delegation of Authority for Pay Actions. All requests must comply with USF Regulation 10.202 (Staff and Administration) or USF Regulation 10.103 Compensation (Faculty).

One-time, lump sum pay for performance is usually used for short-term contributions such as the following:

- Short-term accomplishment
- Performance over a specific period of time or for a specific project/task
- Reaching a milestone in the accomplishment of a major goal or objective

Pay for performance requests are routed for approval according to delegated pay authority using the One-Time Pay for Performance Form. Submit this completed form to the Division of Human Resources or regional HR Office for review.

Requests for Faculty pay for performance or awards should be submitted using the Faculty Out-of Cycle Compensation Request for Approval form.

Collective Bargaining Agreements

USF and one of the collective bargaining agreements (CBA) may agree on a one-time wage payment to eligible employees. Such payments are typically given to groups of employees within a particular bargaining unit.

USF-Administered

The University of South Florida may approve a one-time wage payment for eligible employees. This type of wage payment is administered by the Division of Human Resources.

Legislatively-Mandated

The Florida legislature may mandate that all eligible state employees receive a one-time payment. This type of wage payment is administered by the Division of Human Resources.