

One-time payments or bonuses typically are granted for:

- General or merit bonuses mandated by collective bargaining agreements
- USF-administered bonuses
- Legislatively-mandated bonuses
- Pay for performance

Bonuses Mandated by Collective Bargaining Agreements

Most non-supervisory Staff employees are represented by the American Federation of State, County and Municipal Employee (AFSCME) or the Police Benevolent Association (PBA) as their collective bargaining agents. A few professional Administration employees are represented by the United Faculty of Florida (UFF). USF and one of these unions may agree on payment of a one-time bonus to eligible employees. Such bonuses are typically given to groups of employees within a particular bargaining unit at the same time. Collective bargaining agreements, with terms of bonuses, are published on the HR website.

USF-Administered Bonuses

The University of South Florida may implement bonus processes which affect large groups of employees. If such increase processes are implemented, HR will publish guidelines on the HR website.

Legislatively-Mandated Bonuses

The Florida legislature may mandate that all eligible state employees receive bonus payments on a particular date. These bonuses have not been given every year. Past bonuses have been flat amounts, so every eligible employee receives the same bonus. However, there is no guarantee that such bonuses will be given in the future. When such bonuses are approved, they are administered by Human Resources and all eligible employees receive bonuses on the same day.

One-Time Pay for Performance and Bonus Plans

Pay for performance is a key factor in USF's compensation strategies to pay a competitive wage and to enhance pay for successful outcomes, for the acquisition and application of relevant competencies, for contributions valued by the university, and/or for recognition of documented, superior performance. 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](#). Each vice presidential area or other area with delegated pay authority is responsible for further defining this program, such as identifying any specific performance criteria, required documentation, determining base increase vs. lump sum, and for amounts of increases to be granted.

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 Bonus Form. Submit the completed form to Payroll Processing.

Requests for Faculty bonuses or awards should be submitted using the [Faculty Out-of Cycle Compensation Request for Approval](#) form.

Formal bonus plans which involve the regular recognition of the achievement of particular performance goals or benchmarks must be approved in advance through HR before they are implemented. A bonus plan should be submitted to Classification & Compensation by an administrator with delegated compensation authority to initiate a bonus plan.