

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. Teams, groups, or individuals in the Staff and Administration pay plans are eligible to receive pay for performance increases to base pay. Pay for performance may be made in the form of either a lump sum payment or a permanent increase to base pay. The following information pertains to recognition for longer-term contributions and is usually paid as an increase to base pay. Payment in recognition of the accomplishment of shorter term projects or goals is paid in [one-time lump sum payments](#).

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 the delegated 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.

Pay for performance given as an increase to base pay is usually used for longer term situations, such as:

- Outcomes and/or goal accomplishments which have a long-term, cumulative impact.
- Consistently superior performance over a number of years, where lump sum bonuses may have been given.
- Superior application of new competencies which are expected to be consistently applied over an extended period of time.

Other than the request and approval process outlined below (which may be in memo format), no specific forms are required to approve a pay for performance compensation option. To process a pay for performance increase:

- The employee's supervisor or manager prepares a request with justification and submits it for approval in accordance with the VP or Provost's internal procedures.
- Upon approval, the employee's department prepares an Appointment Status Form and submits it with a copy of the request, justification, and approval to HR.