



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: One-time Payment Procedure

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Implementing Procedure for Policy # 6.22

Date Approved: 3/07/2023

Division: Administration and Finance

Purpose: This procedure establishes guidelines for a non-recurring one-time payment implementation.

GENERAL

The College of Central Florida hereby implements a non-recurring one-time payment procedure for full-time faculty and staff employees as more fully defined in the most current Salary Schedule.

Awarding of a non-recurring one-time payment at any time during a fiscal year shall be at the sole recommendation of the President and the discretion of the District Board of Trustees contingent upon available funds. This non-recurring one-time payment may be in addition to, or in-lieu of, an annual salary increase. Non-recurring payments are not intended to constitute extra compensation paid for services rendered, but an incentive to retain employees and provide additional remuneration to existing employees for anticipated performance of their job duties through a one-time payment without obligating the College to incur a recurring expense.

Eligibility is based on the following criteria:

- Employee has worked at least one day more than half the workdays as determined by their contract or assigned work year schedule and has been continuously employed through the date of implementation.
- Employee has a current performance review by their supervisor of at least "Meets Expectations".
- At the time of implementation (payroll processing) of the award, the employee has not resigned, received a notice of non-reappointment or termination, or submitted an advance notice of separation.

Exclusions:

Temporary Full-time faculty and Temporary Full-time Staff. Any Full-time faculty and Full-time Staff on Leave of Absence or Sabbatical.

Vice President, Administration & Finance

Date

Approved by President

Date