Guidelines for Distribution of $1,200 One-time Salary Payments for FY 2012-13

I. Eligibility Guidelines

a. Full-time and part-time faculty and staff with regular continuing or regular term appointments at .40 FTE or greater.

b. Employees must have continuous service from January 3, 2012 (1st workday of calendar year) through July 2, 2012 (1st workday of fiscal year).

Note: Continuous service includes both active pay status and periods of approved leave without pay (including FMLA, Temporary Medical Disability, and leave without pay for employees reduced in force, but subsequently re-hired within 12 months).

c. Performance Threshold for Staff employees. Pursuant to Section III.A of PER 3.05, General Increases, “An employee whose performance is unsatisfactory is not eligible for a general increase, except as required to comply with the established minimum.”

d. Performance Threshold for Faculty. Pursuant to Section III.B.2, Minimum Guidelines, “Based on the approved criteria of the unit, only the faculty whose overall performance is judged to be satisfactory or above will receive a salary increase.”

e. Excludes visiting faculty and part-time contract faculty.

f. Excludes the President, Provost, Executive Vice Presidents, Vice Presidents, and Deans.

g. Excludes contractual employees, such as athletics coaches and others with individual employment contracts, whose compensation is specified by contract.

h. Term Faculty with contracts that continue through the FY 2012-13 fiscal year will receive the $1,200 one-time payment. Term Faculty whose contracts expire June 30, 2012, and which are not renewed, will not receive the $1,200 one-time payment.

II. Payment Process

a. The $1,200 one-time payment will be paid in the regular payrolls for the month of July. Hourly employees will receive the payment as part of the July 20th payroll. Monthly staff will receive this payment as part of the July 30th payroll.

b. The $1,200 payment is the amount for full-time employees. Payment will be prorated by FTE for employees less than full time. (e.g., Employees with .80 FTE appointments will receive 80% of the award, or $960).

c. No fringe benefits, other than statutorily-required employer-paid FICA and Medicare, shall be paid on the one-time award,
d. Because the payments are funded with one-time funds, the $1,200 payment will not be added to the employee's salary and wage base,

e. Appropriate federal, state and local taxes will be deducted from the $1,200 one-time payment per applicable statutes and ordinances.

III. Funding Considerations

a. The distribution of $1,200 one-time payment among programs (speedtypes) will be charged to the funding sources identified for an employee in the University’s Position Management System as of April 30, 2012 and will be based on both base and supplemental pays.

b. Central funds will be provided to cover the cost of the $1,200 one-time payment for employees funded from University General Funds. Funds will be provided on a prorated basis for employees funded partially from General Funds.

c. Funding for the one-time $1,200 payment for employees funded from University's General Fund came from essentially two sources: A one-time transfer from the University of Louisville Athletics Association and a transfer from the UofL Foundation from the proceeds from the sale of the land on which the University Park Apartments are situated.

d. Eligible employees supported partially or entirely by restricted funds such as grants and contracts, endowments, current gift funds, clinical income or funds other than general funds shall receive the $1,200 one-time payment. Respective departments are responsible for providing the restricted funding for the one-time payments,

e. Eligible employees either partially or entirely paid from Auxiliary Enterprises, University Housing, Service Centers or other “program budgets” shall receive the $1,200 one-time payment, which shall be funded on a prorated basis from the appropriate fund source.

f. Clinical Departments, with written approval of the Executive Vice President for Health Affairs, may opt out of the $1,200 salary payments for clinical faculty.

IV. Questions

Please direct questions to the appropriate individual below:

Eligibility: Dennis Finnegan
Director of Employment & Compensation
502-852-7752 or djfinn03@louisville.edu

Payroll: Bob Cochran
Director of Payroll
502-852-2643 or rlcoch01@louisville.edu

Funding: Respective Budget Analyst @ 502-852-6166 or Linda J. Wilson
Manager of Position Management
502-852-2346 or ljwils01@louisville.edu