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**ANNOUNCEMENTS**

- Copies of the 1985-86 SAMAS Expenditure Objectives and Codes were mailed to accountable officers on May 15. Copies of the 1985-86 SAMAS Account Numbers were mailed to accountable officers June 17. If you did not receive these copies, call Mary Frances Waugh at ext. 2711.

- Copies of the publication entitled "Intensive Techiniques for Supergrading" published by the College and University Personnel Association are available from Human Resource Development. Call 3090.

- Rick Fender, Vice President for Employee Relations and Information Resources will be conducting two open forums each of our campuses to provide information about the "Path to Excellence" and the transition of Career Service employees to the Board of Regents system.

The forums are scheduled as indicated below:

- Monday, July 22 - Fort Myers Campus - 9:30 a.m. and 10:30 a.m. at Howard Hall Conf. Room.
- Tuesday, July 23 - St. Petersburg Campus - 9 and 10 a.m. at BAY 130.
- Tuesday, July 23 - Sarasota Campus - 1:30 and 2:30 p.m. at the Music Room.
- Friday, July 26 - Tampa Campus - 10 a.m. at CPR 103 and 2 p.m. at CBA 103.

**FROM HUMAN RESOURCE DEVELOPMENT**

- Following is a list of Performance Appraisal Workshops that have been scheduled through July. These are PHASE II Workshops. Your area contact person will receive registration information following your scheduled PHASE I Workshop conducted by University Personnel Services. Please contact him/her at that time. You will find the name of your area contact person in the July 17, 1985 memorandum from HRD concerning the Performance Appraisal Workshops. All workshops being held after August will be printed in the next Intercom.

**Supervisor Workshops**

- July 23 - 9 a.m.-4 p.m. - Finance & Accounting
- July 24 - 9 a.m.-4 p.m. - Finance & Accounting
- July 29 - 9 a.m.-4 p.m. - Physical Plant/Facilities Planning

**Employee Workshops**

- July 25 - 9 a.m.-4 p.m. - Finance & Accounting
- July 26 - 9 a.m.-4 p.m. - Finance & Accounting
- July 30 - 9 a.m.-4 p.m. - Physical Plant/Facilities Planning
- July 31 - 9 a.m.-4 p.m. - Physical Plant/Facilities Planning

**FROM PERSONNEL**

- **1985-86 FISCAL YEAR SALARY INCREASES FOR CAREER SERVICE**

On June 28, this Office received further instructions from the Department of Administration regarding the Performance Incentive Increases for Career Service employees. We were not provided information for those salary increases which will be granted January 1, 1986, including adjustments in the salary range for Career Service classes, critical class adjustments, Competitive Area Differential equity adjustments, and a guaranteed minimum increase. Further instructions regarding these specific pay raises will be provided by the Department of Administration at a later date.

As part of the implementation of Performance Incentive Increases each employee will have his or her anniversary date reestablished based on the latest appointment to the Career Service (date hired or reemployed after separation). In the near future, Accountable Officers will receive a computer listing of Career Service employees within their area identifying the new anniversary dates. Appraisals for the coming fiscal year should be completed and submitted to Personnel based on the newly established anniversary dates provided on that computer listing. It is important to remember that for annual appraisals the appraisal must be completed within 30 days after the anniversary date. The general instructions for implementing the Performance Incentive Increases for Career Service employees for this fiscal year have been developed by the Department of Administration. These instructions are outlined below.

1. Each agency will be informed by the Governor's Office of Planning and Budgeting as to the actual amount of salary funds and salary rate authorized for Performance Incentive Increases during the coming fiscal year. The total amount of all Performance Incentive Increases granted must be within the salary funds and salary rates authorized.

2. Performance Incentive Increases shall not be granted prior to the reestablished anniversary date. Eligible employees may receive a Performance Incentive Increase on the day the annual performance appraisal is completed in accordance with Chapter 22A-9 of the Rules of the Department of Administration Career Service System.

3. Only employees with current performance appraisals of Exceeds Performance Standards, shall be eligible for the Performance Incentive Increase. This means that the performance appraisal completed for the newly established anniversary date will be used to determine the first step of eligibility for a Performance Incentive Increase.

4. An eligible employee may receive a performance incentive annual salary increase in base rate of pay of no less than 3% and no more than 5% of the employee's annual base rate of pay, exclusive of any salary additions. No Performance Incentive Increase may be granted that will cause the employee's salary to exceed the maximum of the statewide salary range.

5. No employee shall be granted more than one Performance Incentive Increase during the fiscal year.

6. The Division of Personnel is required to report to the Department of Ad-
June 19, 1985

ANNOUNCEMENTS

* Personnel is pleased to announce that Friday, July 5, 1985, has been designated as a special paid holiday for all faculty, career service, and administrative and professional staff. This is in addition to the regular July 4th holiday.

* The Central Duplicating Department will be closed for inventory on June 27 & 28.

* The University Computing Services & Central Florida Regional Data Center will be closed Thursday and Friday, July 4 and 5, 1985 in observance of Independence Day. The system will be in unattended mode those days and normal operation will resume on Saturday, July 6, 1985 at 8 a.m.

* The University Center Bookstore, Textbook Center, Medical Bookstore, St. Petersburg Bookstore and Office Stores will be closed for inventory on Friday, June 28. Check cashing will be open 9 a.m. to 4:55 p.m. in the University Center at the west end of the basement corridor.

* The State of Florida (Suncom) directories are now in stock. All departments are asked to pick up their authorized number of directories at Central Receiving (CRS 100) Monday - Friday between 8 a.m. and noon, and 1 - 5 p.m.

FROM PERSONNEL

* 1985/86 Salary Guidelines

The Department of Administration is currently in the process of developing specific guidelines for implementing the 1985/86 Career Service salary recommendations.

Until the Division of Personnel Services receives these guidelines, the University will not have a complete and comprehensive analysis of the salary recommendations.

In the meantime, the following information from the 1985/86 Appropriations Act concerning Career Service Salary recommendations is provided for your information:

Funds are provided to implement provisions of the collective bargaining agreements between the State and (1) the American Federation of State, County, and Municipal Employees, Council 79, (2) The Florida Nurses Association, (3) the State Police Charter, and (4) The Florida Police Benevolent Association, as well as salary provisions for career service employees not covered by a collective bargaining agreement. Funds are to be distributed in accordance with the above-noted collective bargaining agreements and as recommended in the Governor's 1985-86 Budget Recommendations and as amended in subsequent supplemental recommendations.

Included in the Governor's recommendations are provisions for certain classes for the following:

(1) Competitive Pay Adjustments

(2) Critical Class Adjustments

(3) Competitive Area Differential Equity Adjustments

Each full-time Career Service employee with a current performance appraisal of at least "meets performance standards" shall receive a minimum annual salary increase of $750. If the combined pay adjustments provided for competitive pay adjustments, critical class adjustments, and competitive area differential equity adjustments are less than $750, each eligible employee shall receive an additional increase which provides the employee a total annual increase of $750. Each part-time employee in an authorized position shall be eligible to receive a pro-rated portion of the pay adjustments provided to full-time employees.

Funds for Performance Incentive Increases are provided for all eligible Career Service employees. The total rate associated with all Performance Incentive Increases within each agency shall not exceed an amount which is equal to 1.5% of that agency's salary rate on June 30, 1985.