

Unionized Faculty and Staff Annual Pay Increase Process

All unionized staff and faculty pay increases are determined by each union's Collective Bargaining Agreement.

Anytime an agreement of union negotiated increases has been reached, a representative of Labor and Employee Relations will send notice of the agreement to applicable Business Officers, Compensation, and Payroll.

Process

1. Employee and Labor Relations responsibilities:
 - a. Ensure the updated contract is posted to the Office of General Counsel's webpage on myUSF.
 - b. Notify the following groups:
 - Compensation
 - Business Officers
 - HR Communications
 - Payroll
2. HR Communications responsibilities:
 - a. Post the minimum rates to the Compensation page on myUSF.
 - b. Assist Employee Relations, and any other business entities with ensuring that new Collective Bargaining Agreements are posted appropriately and that supporting communication is delivered in a timely manner.
3. Compensation responsibilities:
 - a. Provide a report to all Business Officers indicating union staff/faculty who are due for an increase, the new rate and the effective date.
4. Business Officers or designated delegates responsibilities:
 - a. Execute the pay rate changes in USFWorks, along with any applicable retroactive pay, step increases and over scale payments.

For questions, please contact David Philpott at philpottd@usfca.edu.