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**Effective Date:** February 20, 2018  
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**Next Review Date:** March 2021  
**Policy/Guideline Custodian:** HR, Director  
**Category:** Human Resources

Title
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**Salary Increase Policy**

Policy
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Salary increase requests for all employees will be considered twice per year, during the annual budget cycle in June and again in January. College of Dentistry departments must submit such requests either in their annual departmental/unit budget request or by December 15th of each year to be evaluated in January using the required special pay increase form. All salary increase requests will need to include a narrative justification to warrant the requested increase. A salary increase history with percentage increase, date of increase, and type of increase will need to accompany any such request. The college has established a practice of not exceeding salary increase requests beyond 20%; under extreme circumstances generally associated with retention of key employees, an exception may be made by the dean. Staff increases will be reviewed in comparison to UF Pay Grade Assignments.

Salary increase requests associated with counter-offers for faculty and TEAMS/USPS employees will be considered as they occur during the year. Salary increase requests associated with the temporary assignment of duties to a TEAMS/USPS employee will be considered once a month on the first Wednesday of the month. The effective date of such increases will be determined after all reviews and approvals have been obtained. One-time superior sustained performance increases or recurring sustained performance increases will be considered once a month on the first Wednesday of the month.

Reclassification requests for TEAMS/USPS employees that involve a proposed salary increase will be considered on the same schedule as salary increase requests (twice per year). Such requests must be submitted on our request to fill form along with an updated position description with tracked changes.

The following criteria will be used to determine the appropriateness for approving salary increase requests:

- Salary increase requests for TEAMS/USPS employees associated with the assignment of additional duties must include an attached position description with tracked changes that outline the additional duties. It must also include a statement as to who was previously performing the duties. If the employee previously performing the duties is still in their position, explanation must be given as to why the duties were shifted and what additional duties the first employee has assumed to justify the shift.
- Salary increase requests for counter-offers for faculty and TEAMS/USPS employees must include information regarding the salary being offered and the prospective employer. A letter of offer received by the employee from the prospective employer should also be submitted with the request. The College of Dentistry will not permit counter-offers for TEAMS/USPS employees being considered for an intra-college lateral, reassignment or promotion opportunity.
- Salary increase requests that address salaries considered below market or involve salary equity must include information regarding how the requested salary compares to internal and/or external salary data as well as UF Staff Pay Grades.
- Salary increase requests for TEAMS/USPS employees that involve the temporary assignment of duties must include the assigned duties and a description of the circumstances associated with the temporary assignment of duties (see the first bullet for additional information).
- All salary increase requests must be reviewed for funding/budget requirements by the College of Dentistry finance team and human resources. It is expected that the requestor's budget and financial situation can support the increase, and that research salary will be funded from restricted sources.

All salary and reclassification requests must be submitted to Amanda Phelps at [aphelps@dental.ufl.edu](mailto:aphelps@dental.ufl.edu). Only requests that meet the criteria outlined above will be considered. Departments will be notified of the status of their request following review by the dean's office. A request will be effective after all required approvals have been obtained.

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## References

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[Special Pay Increase HR Guide](#)  
[UF Staff Pay Grades](#)  
[TEAMS Special Pay Increase Request Form](#)  
[Faculty Special Pay Increase Request Form](#)  
[Human Resources Form Page – Request to Fill](#)

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**Contact Information**

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**Policy Contact**

Amanda Phelps, Director of Human Resources  
[aphelps@dental.ufl.edu](mailto:aphelps@dental.ufl.edu)

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**Important Dates**

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- Original Effective Date: 02/20/2018, Approver: Dr. A. Isabel Garcia, Dean
- Review Date: 03/2020, Approver: Dr. A. Isabel Garcia, Dean