

The University President has directly delegated to Vice Presidents decisions regarding personnel. Those Vice Presidents have identified managers with Hiring and Pay Action responsibilities, which includes identifying employment needs and managing personnel decisions in their specialized areas. These decisions include hiring, appointments, and terms of employment as noted in the [General Delegation of Authority D1](#) and [USF Policy 0-100](#).

The following tables summarize the delegated authority for Staff, Administration, and Temporary pay plan salary actions.

Category	Description	Authority
New Hires	Recruitment of employees into a classified position	HR establishes hiring ranges based on current market data
Temporary Increased Responsibilities	Temporary assignment of higher-level duties or new responsibilities, such as to cover a vacancy or complete a special project	Up to 20% of employee's base salary; may not exceed the maximum of the pay band
Permanently Increased Responsibilities	Significant additional higher-level or new duties, but not enough to warrant an official change in classification, permanently assigned to the position	Up to 20% of employee's base salary or the mid-point of the pay band, whichever is greater
Permanently Decreased Responsibilities	Approved reclassification of current position to reflect a permanent change in assigned duties resulting in a lower-level classification, as determined by HR Class/Comp	Pay may be adjusted accordingly to reflect the new classification. Salary may not exceed the maximum of the new class/pay band. All actions must be pre-approved by HR prior to communication and/or implementation.
Reclassification	Approved reclassification of current position to reflect a change in job duties resulting in a new job code, as determined by HR Class/Comp	Up to 20% of employee's base salary or the median USF pay for the new job classification, whichever is greater.
Retention	Special pay increase to retain employees by deterring from seeking or accepting a non-USF job offer	Up to 20% of employee's base salary or market median, whichever is greater.
Counteroffer	Special pay increase for documented counteroffer from non-USF entity	Up to 20% of employee's base salary or market median, whichever is greater
Market Equity or Internal Equity	Special pay increase to ensure market competitiveness or internal equity	Up to 20% of employee's base salary or market median, whichever is greater
Bonus	Bonus (incent strong performance based on established and defined criteria) VP and CHRO approval required for all bonus plans before implementation	Payment must comply with approved bonus plan (submitted in writing and pre-approved) Payments shall be lump sum only and not adjustments to base
Pay for Performance With Increase to Base Pay	Recognition of outstanding or exceptional performance demonstrating a sustained and measurable increase in productivity	Up to 20% of employee's base salary
Pay for Performance / One-Time Wage Payment	Recognition of short-term accomplishment; performance over a specific period of time or for a specific project/task	Lump sum payment of up to 10% of employee's base salary or \$3,000, whichever is greater