

Pay for performance is a key factor in USF's compensation strategies to pay a competitive wage and to enhance pay for successful outcomes, for the acquisition and application of relevant competencies and/or for contributions valued by the university. Eligible recipients are teams, groups, or individuals in the Staff and Administration pay plans. Salary increases for performance are given to recognize documented, superior performance. Recognizing an employee's contribution, productivity, and outcomes are the main basis for our compensation plan. Pay for performance may be made in the form of either a lump sum payment or a permanent increase to base pay. The following information pertains to recognition for longer-term contributions and is usually paid as an increase to base pay. Payment in recognition of the accomplishment of shorter term projects or goals is paid in one-time lump sum payments.

The authority to approve pay for performance increases is covered in Delegation of Authority for Pay Actions. Each vice presidential area or other area with the delegated authority is responsible for further defining this program, such as identifying any specific performance criteria, required documentation, determining base increase vs. lump sum, and for amounts of increases to be granted.

Pay for performance given as an increase to base pay is usually used for longer term situations, such as:

- Outcomes and/or goal accomplishments which have a long-term, cumulative impact.
- Consistently superior performance over a number of years, where lump sum bonuses may have been given.
- Superior application of new competencies which are expected to be consistently applied over an extended period of time.

Steps to submit Pay for Performance:

1. Complete the [Classification/Compensation Request](#) (CCR) form to document the business reason for the request and obtain budgetary approval.
2. Submit the completed and signed CCR form, ASF/MSS as appropriate, and any required supporting documentation to classcomp@usf.edu, the appropriate regional HR office, or Health HR.