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1985-86 FISCAL YEAR SALARY INCREASES FOR CAREER SERVICE EMPLOYEES

This issue of the Personnel Touch is designed to provide you with information relating to the 1985-86 Career Service salary increases. There are two types of Career Service pay increases authorized by the Legislature during the 1985-86 fiscal year: (A) Annual Salary Increase, and (B) Performance Incentive (or Merit) Increase.

A. Annual Salary Increase

The annual salary increase will be effective January 1, 1986. The salary increase guarantees a minimum of \$750.11 for every full-time Career Service employee who has an "achieves" or "exceeds" performance standards appraisal rating. However, the total annual increase amount is based on the employee's job classification and is not based on the appraisal rating. Many classifications will receive an amount greater than \$750.11.

The specific increase for each job classification can be seen on the attached list. The annual salary increase indicated is based on full-time employment. Part-time employees will receive an increase proportionate to the number of hours worked. The list shows the class titles that resulted from the December 13, 1985, Class Consolidation Project in which some class titles stayed the same, others changed and others were consolidated to a new class title.

In some cases, the pay increase for employees in the classes that were consolidated depends upon what the employee's classification was before December 13, 1985. Those classes have a "See Below" note in the "Total Pay Increase" column. Employees in those classes should refer to the "Previous Class Title" column to determine the total pay increase for their new class.

The total annual pay increase is comprised of four (4) categories of possible pay adjustment.

1. Competitive Area Differential Equity Adjustment (CAD)
The CAD category is a special "pay additive" approved by the Department of Administration for certain classifications to make the State more competitive with private sector job classifications in regions where CAD's are authorized.
2. Critical Class Adjustment (CCA)
A number of classes were identified to receive special pay adjustments. These adjustments apply to Computer, Word Processing, Nursing/Health and Secretarial/Clerical related classes as determined by the Department of Administration.
3. Competitive Pay Adjustment (CPA)
This adjustment is applied to the minimum of the pay range for all classifications.
4. Guaranteed Minimum Adjustment (GMA)
This adjustment guarantees the minimum pay increase (\$750.11) approved for all full-time employees, or a prorated amount for part-time employees.

B. Performance Incentive (Merit) Increases

In addition to the annual salary increase, a Performance Incentive Increase of no less than 3% and no more than 5% of an employee's annual base rate of pay (exclusive of any competitive area differential or other salary additives) may be granted to an eligible employee.

The following stipulations apply in determining an employee's eligibility to be considered for a Performance Incentive Increase:

- Only employees with a current annual overall performance appraisal rating of "Exceeds Performance Standards" shall be eligible. The anniversary date for all employees has been re-established based upon the employee's latest appointment to the Career Service System. The schedule of anniversary dates, below, reflects the specific changes to employee anniversary dates.
- Performance Incentive Increases shall not be granted prior to an employee's re-established anniversary date but may be granted on or subsequent to that date. An employee may not be granted more than one Performance Incentive Increase during the fiscal year.
- No Performance Incentive Increase may be granted that will cause the employee's salary to exceed the maximum of the statewide salary range. An increase may be granted at less than 3% in order not to exceed the pay range maximum.
- Eligibility does not guarantee an employee will receive a Performance Incentive Increase.

Each employee's anniversary date has been re-established as follows:
(This does not apply to Law Enforcement Officers)

<u>If the employee's latest appointment to the Career Service was effective:</u>	<u>the employee's new anniversary date shall be established as:</u>
Prior to July 1, 1972	July 1, 1985
July 1, 1972 - June 30, 1973	August 1, 1985
July 1, 1973 - June 30, 1974	September 1, 1985
July 1, 1974 - June 30, 1976	October 1, 1985
July 1, 1976 - June 30, 1977	November 1, 1985
July 1, 1977 - June 30, 1978	December 1, 1985
July 1, 1978 - June 30, 1979	January 1, 1986
July 1, 1979 - June 30, 1980	February 1, 1986
July 1, 1980 - June 30, 1981	March 1, 1986
July 1, 1981 - June 30, 1982	April 1, 1986
July 1, 1982 - June 30, 1983	May 1, 1986
July 1, 1983 - June 1, 1985	June 1, 1986
After June 1, 1985	Upon completion of 12 months of satisfactory service in the class.

Latest appointment to the Career Service means:

- 1) The date the employee was hired in any Career Service position if there has never been a termination from the Career Service, and/or
- 2) The date the employee was reemployed in a Career Service position if there has been a termination from the Career Service.

C. January 17, 1986, Pay Check

The January 17, 1986, pay check will reflect three days at the old rate and seven days at the new rate. A special stub will be included which reflects the rate of pay as of December 31, 1985, and January 1, 1986. In most cases the difference will equal the "Total Pay Increase" column on the pay increase listing.

Those employees receiving a Performance Incentive Increase in this pay check will have a different "increase" amount reflected on the special stub than on the pay increase listing. For these employees, the "increase" figure on the special stub reflects the "Total Pay Increase" amount and the increase resulting from the Performance Incentive Increase. The Performance Incentive Increase reflected on the pay stub includes a retroactive amount.

For more information about the Performance Incentive Increases, you may refer to the November 20, 1985, memo from Gloria B. Carter to the Deans, Directors and Department Heads.

Career Service employees filling Law Enforcement Classes are not affected by the salary information in this issue of the "Personnel Touch". The instructions applicable to Law Enforcement Classes are in conjunction with the Law Enforcement Step Pay Plan.

FLORIDA INTERNATIONAL UNIVERSITY

CAREER SERVICE PAY INCREASES, JANUARY 1, 1986

January 1, 1986, Class Code/Class Title	CAD *	CCA	CPA	GMA	Total Pay Increase	
1427 ACCOUNTANT I	20.88	.00	647.28	81.95	750.11	
1430 ACCOUNTANT II	.00	.00	709.92	40.19	750.11	
1436 ACCOUNTANT III	20.88	.00	793.44	.00	814.32	
1437 ACCOUNTANT IV	20.88	.00	897.84	.00	918.72	
0709 ADMINISTRATIVE ASSISTANT I	20.88	.00	668.16	61.07	750.11	
0712 ADMINISTRATIVE ASSISTANT II	20.88	.00	793.44	.00	814.32	
0108 ADMINISTRATIVE SECRETARY					SEE BELOW	
4273 ADMISSIONS COUNSELOR	.00	.00	563.76	186.35	750.11	
4274 ADMISSIONS OFFICER I	.00	.00	730.80	19.31	750.11	
4276 ADMISSIONS OFFICER II	.00	.00	793.44	.00	793.44	
3716 ART EDITOR	1,273.68	N	.00	793.44	.00	2,067.12
3754 ASSISTANT EDITOR	20.88	.00	647.28	81.95	750.11	
6309 ASSISTANT PRINTER	208.80	.00	417.60	123.71	750.11	
0821 ASSISTANT PURCHASING DIRECTOR	20.88	.00	856.08	.00	876.96	
4268 ASSISTANT STUDENT FINANCIAL AID DIRECTOR	.00	.00	856.08	.00	856.08	
6401 ASST PHYSICAL PLANT SERVICES DIRECTOR	.00	.00	856.08	.00	856.08	
4307 AUDIO-VISUAL LIBRARY TECHNICAL ASSISTANT	1,273.68	N	.00	605.52	.00	1,879.20
3730 AUDIO-VISUAL MEDIA DIRECTOR	1,273.68	N	.00	897.84	.00	2,171.52
3723 AUDIO-VISUAL TECHNICIAN	396.72	.00	501.12	.00	897.84	
6542 AUTOMOTIVE EQUIPMENT MAINTENANCE SUPT	20.88	.00	730.80	.00	751.68	
6540 AUTOMOTIVE EQUIPMENT MECHANIC II	605.52	.00	605.52	.00	1,211.04	
6484 BUILDING CONSTRUCTION SPECIALIST	.00	.00	668.16	81.95	750.11	
4285 CAREER COUNSELOR II	.00	.00	709.92	40.19	750.11	
0186 CASHIER	.00	.00	459.36	290.75	750.11	
0276 CENTREX ADMINISTRATOR	1,273.68	N	.00	668.16	.00	1,941.84
0261 CENTREX OPERATOR	.00	459.36	438.48	.00	897.84	
5044 CHEMIST II	.00	.00	793.44	.00	793.44	
5045 CHEMIST III	.00	.00	960.48	.00	960.48	
0001 CLERK					SEE BELOW	
0003 CLERK SPECIALIST					SEE BELOW	
0007 CLERK SUPERVISOR	20.88	522.00	501.12	.00	1,044.00	
0073 CLERK TYPIST	20.88	354.96	396.72	.00	772.56	
0078 CLERK TYPIST SPECIALIST	.00	459.36	438.48	.00	897.84	
5298 CLINICAL ASSOCIATE	.00	981.36	939.60	.00	1,920.96	
2025 COMPUTER OPERATIONS SUPERVISOR	.00	918.72	730.80	.00	1,649.52	
2020 COMPUTER OPERATOR I	20.88	542.88	522.00	.00	1,085.76	
2022 COMPUTER OPERATOR II	.00	668.16	563.76	.00	1,231.92	
2023 COMPUTER OPERATOR III	20.88	835.20	668.16	.00	1,524.24	
2101 COMPUTER PROGRAMMER					SEE BELOW	
2102 COMPUTER PROGRAMMER ANALYST I					SEE BELOW	
2103 COMPUTER PROGRAMMER ANALYST II	313.20	1,273.68	960.48	.00	2,547.36	
6527 CUSTODIAL SUPERVISOR I	187.92	.00	396.72	165.47	750.11	
6528 CUSTODIAL SUPERVISOR II	187.92	.00	459.36	102.83	750.11	
6529 CUSTODIAL SUPERVISOR III	187.92	.00	542.88	19.31	750.11	
6526 CUSTODIAL WORKER	522.00	.00	396.72	.00	918.72	
2001 DATA ENTRY OPERATOR	375.84	459.36	438.48	.00	1,273.68	
2002 DATA ENTRY OPERATOR SUPERVISOR I	375.84	.00	563.76	.00	939.60	
2013 DATA PROCESSING CONTROL SPECIALIST	20.88	.00	605.52	123.71	750.11	
4270 DEPUTY REGISTRAR	.00	.00	856.08	.00	856.08	
3751 EDITORIAL ASSISTANT	20.88	.00	563.76	165.47	750.11	
6444 ELECTRICIAN	.00	.00	647.28	102.83	750.11	
5009 ELECTRON MICROSCOPE FACILITY SPECIALIST	.00	.00	856.08	.00	856.08	
7234 ELECTRONIC TECHNICIAN II	229.68	.00	668.16	.00	897.84	
4630 ENGINEER II	20.88	.00	960.48	.00	981.36	
4633 ENGINEER III	20.88	.00	1,023.12	.00	1,044.00	
4606 ENGINEERING TECHNICIAN II	41.76	.00	563.76	144.59	750.11	
4609 ENGINEERING TECHNICIAN III	480.24	.00	668.16	.00	1,148.40	
0114 EXECUTIVE SECRETARY					SEE BELOW	
4262 FINANCIAL AID EVALUATOR	.00	.00	605.52	144.59	750.11	
4264 FINANCIAL AID SPECIALIST	.00	.00	709.92	40.19	750.11	
2814 FINE ARTS PRODUCTION SPECIALIST	.00	.00	856.08	.00	856.08	
1415 FISCAL ASSISTANT I	20.88	.00	522.00	207.23	750.11	
1418 FISCAL ASSISTANT II	20.88	.00	563.76	165.47	750.11	
2401 GRANTS SPECIALIST I	1,252.80	N	.00	605.52	.00	1,858.32
2416 GRANTS SPECIALIST SUPERVISOR I	1,252.80	N	.00	793.44	.00	2,046.24
6394 GROUNDSKEEPER	20.88	.00	417.60	311.63	750.11	
6395 GROUNDSKEEPING SUPERVISOR I	20.88	.00	522.00	207.23	750.11	
6396 GROUNDSKEEPING SUPERVISOR II	250.56	.00	647.28	.00	897.84	
3706 ILLUSTRATOR II	146.16	.00	605.52	.00	751.68	
3732 INFORMATION SPECIALIST I	20.88	.00	605.52	123.71	750.11	
3733 INFORMATION SPECIALIST II	20.88	.00	668.16	61.07	750.11	
3736 INFORMATION SPECIALIST III	20.88	.00	730.80	.00	751.68	
1656 INTERNAL AUDITOR II	20.88	.00	897.84	.00	918.72	
6520 LABORATORY MACHINIST INSTRUCTOR	1,983.60	N	.00	730.88	.00	2,714.48
5017 LABORATORY TECHNICIAN I	.00	.00	522.00	228.11	750.11	
5021 LABORATORY TECHNICIAN III	.00	.00	605.52	144.59	750.11	
6389 LABORER	.00	.00	396.72	353.39	750.11	
6398 LANDSCAPE & GROUNDSKEEPING SUPT I	1,148.40	N	.00	793.44	.00	1,941.84
4303 LIBRARY TECHNICAL ASSISTANT I	.00	.00	542.88	207.23	750.11	
4304 LIBRARY TECHNICAL ASSISTANT II	20.88	.00	605.52	123.71	750.11	
6423 LOCKSMITH I	542.88	.00	563.76	.00	1,106.64	
6425 LOCKSMITH II	.00	.00	647.28	102.83	750.11	
6466 MAINTENANCE MECHANIC	.00	.00	647.28	102.83	750.11	
6373 MAINTENANCE REPAIRMAN	856.08	.00	501.12	.00	1,357.20	
6533 MAINTENANCE SERVICES SUPERINTENDENT I	.00	.00	730.80	19.31	750.11	
6381 MAINTENANCE SUPERINTENDENT I	480.24	.00	793.44	.00	1,273.68	
6375 MAINTENANCE SUPERVISOR I	.00	.00	668.16	81.95	750.11	
6376 MAINTENANCE SUPERVISOR II	167.04	.00	709.92	.00	876.96	

CAREER SERVICE PAY INCREASES, JANUARY 1, 1986

January 1, 1986, Class Code/Class Title	CAD *	CCA	CPA	GMA	Total Pay Increase	
6374 MAINTENANCE SUPPORT TECHNICIAN	856.08	.00	459.36	.00	1,315.44	
5082 MANAGER OF LABORATORIES	.00	.00	793.44	.00	793.44	
6366 MOTOR VEHICLE OPERATOR	41.76	.00	417.60	290.75	750.11	
6393 NURSERY/LANDSCAPE SUPERVISOR	20.88	.00	605.52	123.71	750.11	
6426 PAINTER	542.88	.00	605.52	.00	1,148.40	
1003 PERSONNEL AIDE	20.88	.00	522.00	207.23	750.11	
1006 PERSONNEL TECHNICIAN I	20.88	.00	647.28	81.95	750.11	
1009 PERSONNEL TECHNICIAN II	20.88	.00	709.92	19.31	750.11	
1012 PERSONNEL TECHNICIAN III	20.88	.00	856.08	.00	876.96	
3618 PHOTOGRAPHER II	.00	.00	563.76	186.35	750.11	
6441 PLUMBER	.00	.00	647.28	102.83	750.11	
6318 PRINT SHOP SUPERVISOR I	208.80	.00	605.52	.00	814.32	
6310 PRINTER I	208.80	.00	522.00	19.31	750.11	
4657 PROFESSIONAL ENGINEER I	.00	.00	1,085.76	.00	1,085.76	
2106 PROGRAMMER/ANALYST SUPERVISOR	313.20	1,482.48	1,085.76	.00	2,881.44	
0942 PROPERTY ADMINISTRATOR II	.00	.00	709.92	40.19	750.11	
3721 PUBLICATIONS PRODUCTION SPECIALIST II	.00	.00	709.92	40.19	750.11	
0809 PURCHASING AGENT I	20.88	.00	605.52	123.71	750.11	
0812 PURCHASING AGENT II	20.88	.00	668.16	61.07	750.11	
8406 RADIO-TELETYPE OPERATOR	.00	.00	542.88	207.23	750.11	
8409 RADIO-TELETYPE OPERATOR SUPERVISOR	20.88	.00	563.76	165.47	750.11	
4603 RADIO-TELEVISION ENGINEERING TECH SUPV	1,983.60	N	.00	.00	2,714.40	
4600 RADIO-TELEVISION ENGINEERING TECHNICIAN	1,983.60	N	.00	.00	2,630.88	
4272 RECORDS & REGISTRATION SUPERVISOR	.00	.00	647.28	102.83	750.11	
6451 REFRIGERATION MECHANIC	.00	.00	647.28	102.83	750.11	
5290 REGISTERED NURSE	.00	793.44	751.68	.00	1,545.12	
2104 SCIENTIFIC/ENGINEERING PROGRAMMER	313.20	1,273.68	960.48	.00	2,547.36	
0102 SECRETARY	20.88	.00	417.60	.00	856.08	
0105 SECRETARY SPECIALIST	20.88	522.00	501.12	.00	1,044.00	
6391 SEMI-SKILLED LABORER	.00	.00	438.48	311.63	750.11	
3725 SENIOR AUDIO-VISUAL TECHNICIAN	1,273.68	N	.00	.00	1,837.44	
0004 SENIOR CLERK					SEE BELOW	
2028 SENIOR COMPUTER OPERATIONS SUPERVISOR					SEE BELOW	
0117 SENIOR EXECUTIVE SECRETARY	1,273.68	N	.00	730.80	.00	2,004.48
5292 SENIOR REGISTERED NURSE	.00	835.20	793.44	.00	1,628.64	
0093 SENIOR WORD PROCESSING SYSTEMS OPERATOR	.00	626.40	542.88	.00	1,169.28	
0321 SPACE & SCHEDULE ADMINISTRATOR	1,273.68	N	.00	647.28	.00	1,920.96
0120 STAFF ASSISTANT					SEE BELOW	
3109 STATISTICIAN I	.00	.00	605.52	144.59	750.11	
3112 STATISTICIAN II	.00	.00	668.16	81.95	750.11	
0921 STOREKEEPER II	.00	.00	542.88	207.23	750.11	
0928 STORES MANAGER	.00	.00	709.92	40.19	750.11	
5311 STUDENT HEALTH SERVICES MANAGER	.00	1,106.64	1,023.12	.00	2,129.76	
1424 SUPERVISING FISCAL ASSISTANT II	20.88	.00	563.76	165.47	750.11	
4305 SUPERVISING LIBRARY TECHNICAL ASST I	.00	.00	542.88	207.23	750.11	
4306 SUPERVISING LIBRARY TECHNICAL ASST II	20.88	.00	605.52	123.71	750.11	
2107 SYSTEMS PROJECT ANALYST	1,816.56	N	1,482.48	1,085.76	.00	4,384.80
4282 TEACHING LABORATORY SPECIALIST	.00	.00	730.80	19.31	750.11	
2031 TELECOMMUNICATIONS SPECIALIST I	1,816.56	N	730.80	647.28	.00	3,194.64
2035 TELECOMMUNICATIONS SPECIALIST III	1,816.56	N	1,064.88	793.44	.00	3,674.88
6465 TRADES SUPERVISOR	.00	.00	668.16	81.95	750.11	
0300 UNIVERSITY POSTAL ADMINISTRATOR II	.00	.00	709.92	40.19	750.11	
4243 UNIVERSITY UNION PROGRAM SPECIALIST I	.00	.00	563.76	186.35	750.11	
6351 UTILITIES SUPERVISOR-HAC/UP	563.76	.00	730.80	.00	1,294.56	
0096 WORD PROC SYSTEMS OPERATOR SUPERVISOR	20.88	.00	605.52	123.71	750.11	
0090 WORD PROCESSING SYSTEMS OPERATOR	20.88	522.00	501.12	.00	1,044.00	

Previous Class Title	Jan.1, 1986, Class Code/Title	CAD *	CCA	CPA	GMA	Total Pay Increase	
SENIOR SECRETARY	0108 ADMINISTRATIVE SECRETARY	.00	626.40	542.88	.00	1,169.28	
STAFF ASST I, those reallocated to	0108 ADMINISTRATIVE SECRETARY	.00	626.40	542.88	.00	1,169.28	
CLERK I	0001 CLERK	1,273.68	N	.00	396.72	.00	1,670.40
CLERK II	0001 CLERK	709.92	.00	396.72	.00	1,106.64	
PROPERTY CLERK I	0001 CLERK	20.88	.00	396.72	332.51	750.11	
CLERK III	0003 CLERK SPECIALIST	20.88	417.60	417.60	.00	856.08	
FISCAL CLERK II	0003 CLERK SPECIALIST	.00	417.60	417.60	.00	835.20	
ELECT DATA PROCESSING CLERK	0003 CLERK SPECIALIST	20.88	417.60	417.60	.00	856.08	
COMPUTER PROGRAMMER I	2101 COMPUTER PROGRAMMER	20.88	897.84	709.92	.00	1,628.64	
COMPUTER PROGRAMMER II	2101 COMPUTER PROGRAMMER	.00	897.84	709.92	.00	1,607.76	
COMPUTER PROGRAMMER III	2102 COMP PROGRAMMER ANALYST I	20.88	1,106.64	856.08	.00	1,983.60	
COMPUTER SYSTEMS ANALYST I	2102 COMP PROGRAMMER ANALYST I	20.88	1,106.64	856.08	.00	1,983.60	
EXECUTIVE SECRETARY I	0114 EXECUTIVE SECRETARY	20.88	.00	668.16	61.07	750.11	
EXECUTIVE SECRETARY II	0114 EXECUTIVE SECRETARY	20.88	.00	668.16	61.07	750.11	
CLERK IV	0004 SENIOR CLERK	20.88	522.00	522.00	.00	1,064.88	
CLERK V	0004 SENIOR CLERK	.00	522.00	522.00	.00	1,044.00	
COMPUTER OPERATIONS MANAGER I	2028 SENIOR COMP OPERATIONS SUPV	20.88	1,169.28	897.84	.00	2,088.00	
DATA CTR COMP OPERATIONS MGR I	2028 SENIOR COMP OPERATIONS SUPV	563.76	1,169.28	897.84	.00	2,630.88	
STAFF ASST I, those reallocated to	0120 STAFF ASSISTANT	20.80	.00	605.52	123.71	750.11	
STAFF ASSISTANT II	0120 STAFF ASSISTANT	20.80	.00	605.52	123.71	750.11	

* CAD - Competitive Area Differential Equity Adjustment

N - New CAD approved for these class codes, effective January 1, 1986.

All other class codes have the CAD adjustments indicated added to the current CAD approved for the class.