

UNIVERSITY of HOUSTON
HUMAN RESOURCES

**FY2010 One Time Payment Guidelines
for Faculty and Staff Employees**

For fiscal year 2010, a one time payment of \$300 will be given to benefits eligible faculty and staff with an annual rate of \$50,000 or below. The one time payment will be included in the regular check on September 25, 2009 for biweekly employees and October 1, 2009 for monthly employees.

To be eligible for the one time payment an employee is required to:

- Be classified as a benefits eligible faculty or staff employee on the date of the payment.
- Have a full time annual base rate of \$50,000 or below. Part time employee equivalent rates will be calculated by dividing their annual salary by the FTE. (Part time employees will receive a pro-rated payment, according to their FTE.)
- Have continuous service since March 1, 2009, in a benefits eligible job at the University of Houston or UH System Administration (with no break in service).
- Not be indebted to the University (see MAPP 5.03.01 Employee Financial Responsibility).

Employees who become debt free after September 1st but before December 1st and are otherwise eligible for the one time payment, will be eligible for the payment on the first day of the next pay period following the date Human Resources is notified of the payment.

- If another payment or increase is mandated by an outside agency, the eligible employee will receive the larger of either the UH or the outside agency payment, but not both.