

**Florida A & M University  
Office of Human Resources**

**HR OPERATING POLICY-PROCEDURE**

**Procedure No. HR-2007**

<b>Subject: Procedure for Payment of Promotional Pay Increases</b>	
<b>Authority: 1001.74 Florida Statutes, Collective Bargaining Agreement Between the University and United Faculty of Florida</b>	<b>Effective Adopted Date: 04/05/2007</b>
<b>Revision(s)</b>	<b>3/2017</b>
<b>Related References</b>	
<b>Purpose</b>	To Establish a Procedure For Prompt Payment of Promotional Pay Increases

- 1.0 General Information** – Promotional pay increases are provided for in Article 14 of the collective bargaining agreement between the University and the United Faculty of Florida. This procedure ensures that faculty members who have been promoted will receive their promotional increases no later than the first paycheck in the new fiscal year.
- 2.0 Responsibilities** – It is the responsibility of the Provost to communicate in writing to Human Resources the names of those faculty members who have been promoted.
- A. The Provost or designated representative will ensure that a list of faculty to be promoted, together with properly prepared AORs and PARs are forwarded to Human Resources each fiscal year.
  - B. The Human Resources Department will review the AORs and PARs, and process that paperwork in a timely fashion as required.
  - C. It is the responsibility of the Human Resources Department to incorporate the pay increases in the faculty contract issued to the faculty member for the upcoming fiscal year.
  - D. It is the responsibility of the Human Resource Department to print the faculty contract for the upcoming fiscal year.
  - E. It is the responsibility of the Human Resource Department to submit to Payroll all paperwork and documentation necessary to incorporate pay increases into the first payroll check of the ensuring year.