

Regulations of



Florida A&M University

10.102 Classification; Compensation.

- (1) To provide a basis for a compensation plan to assist in administering wages and salaries for employee positions in the University, a position classification and compensation plan which includes pay ranges shall be developed and adopted by the University Board of Trustees. The classification of positions shall provide for the grouping together of those positions which consist of similar duties, have approximately the same levels of complexity and responsibility, and require similar training and experience at the time of recruitment.
- (2) Pay actions shall be administered consistent with the provisions within this regulation.
- (3) The implementation of policies and procedures pertaining to payment of salaries is contingent upon funds being available regardless of funding source. Authorization may not be given for salary or wages to exceed the budgeted rate for any position regardless of the classification and/or pay range without the prior approval of the President.
- (4) Annual pay adjustments for employees, if any, shall be in accordance with guidelines recommended by the President and approved by the Board of Trustees.
- (5) Base rate of pay is the pay provided employees not including any additives. Regular rate of pay is an employee's base rate of pay plus any other pay which may be necessary to meet the requirements of the Fair Labor Standards Act (FLSA). Hourly pay, for a nonexempt position, is computed based on 2088 work hours annually. An exempt employee's period rate is determined based on a factor of 26.1 for biweekly pay.
- (6) An employee must be in pay status in order to receive a pay increase of any kind.
- (7) Employees paid from contracts and grants, auxiliaries or local funds shall be eligible for pay increases provided such increases are permitted and funded by the funding entity.
- (8) The removal of pay additives, correction of overpayment or reduction to the maximum of the pay range does not constitute a reduction in pay action.
- (9) An employee assigned to an acting appointment (temporary change in assignment), in instances in which responsibilities have changed, may be provided a pay increase. Upon the employee's return to his or her original responsibilities, the pay may be adjusted to the employee's responsibilities.

- (10) An employee who is demoted shall receive pay commensurate with the responsibilities assigned.
- (11) When the assignment of Faculty serving in an administrative position such as Vice President, Dean, Director, or Department Chair is changed, the pay and appointment period shall be adjusted to reflect the new responsibilities. Pay adjustments shall be completed in accordance with the Board of Trustees Policy No. 2005-15 (Separation and Return of Senior Administrative and Academic Officers to Faculty), as now or hereafter amended.
- (12) An employee's base salary shall be adjusted by 81.8 percent when changing from a twelve-month appointment to a nine-month appointment. An employee's base salary shall be adjusted by 122.2 percent when changing from a nine-month appointment to a twelve-month appointment.
- (13) When a USPS employee is called back to work beyond the employee's scheduled hours of work for that day, compensation shall be in accordance with the prior approval as determined by the employee's supervisor.
- (14) Additional compensation or extra compensation to any employee shall be consistent with or in compliance with such policies or regulations as adopted by the Board of Trustees, and shall be as follows:
- a. Pay for appointments up to 1.00 full-time equivalent (FTE) shall be from funds designated as salaries.
 - b. Pay for the portion of an appointment in excess of 1.00 FTE and for activities of limited duration where no FTE is assigned shall be from funds designated as OPS.
- (15) The University shall be responsible for arranging the work schedule to minimize overtime and shall establish procedures for overtime pay consistent with the FLSA.

*Specific Authority 1001.74(4), FS. Law Implemented 1001.74(19), 1001.75(3), FS. History—
New 12-1-05; Amended _____.*