

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Proposed Salary Policies for Professional and Scientific Staff for Fiscal year 2004
Date: June 9, 2003

Recommended Actions:

1. Approve the proposed Fiscal Year 2004 Professional and Scientific Salary Schedules for the five Regent institutions and the Board Office (Attachments A-E); and
 2. Approve the proposed pay policies for Fiscal Year 2004 for Professional and Scientific staff at the five Regent institutions and the Board Office.
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Executive Summary:

The Board approves classification and salary plans for Professional and Scientific (P&S) staff at all Regent institutions.

SUI

Increase minimum 4%, maximum 2%

Average increase between 1.5% and 2.25%, all merit

The University of Iowa --

- Proposes to increase the pay ranges for its non-represented P&S staff for FY 2004 by 4% at the minimum and 2% at the maximum of each pay range (Attachment A), and
- Has asked the departments to strive for an average increase between 1.5% and 2.25% with all salary increases based on meritorious performance.

ISU

No range increase
 Average increase 2%; 1/3 satisfactory performance, 2/3 merit

Iowa State University –

- Proposes not to increase the pay ranges for its P&S staff for FY 2004 (Attachment B), and
- Has established a pay policy for P&S staff that would provide an average increase of 2% with one-third of the increase provided for satisfactory performance and the remainder based on meritorious performance.

UNI

Increase minimum 2%, maximum 3.5%

The University of Northern Iowa –

- Proposes to increase the pay ranges for its P&S staff for FY 2004 by 2.0% at the minimum and 3.5% at the maximum of each range (Attachment C), and

Average increase 3.5%; ½ merit	<ul style="list-style-type: none"> • Has asked departments to provide an average increase of 3.5% with one half the increase provided for satisfactory performance and one-half for meritorious performance.
ISD & IBSSS	
Increase minimum and maximum 3.5%	<p>The Iowa School for the Deaf and Iowa Braille and Sight Saving School –</p> <ul style="list-style-type: none"> • Propose to increase the pay ranges for their P&S staff for FY 2004 by 3.5% at the minimum and 3.5% at the maximum of each range (Attachment D), and
Average increase <u>4.0%</u> , all merit	<ul style="list-style-type: none"> • Have established a pay policy of an average increase of <u>4.0%</u> with all salary increases based on meritorious performance.
Board Office	
Increase minimum and maximum 1.5%	<p>The Board Office –</p> <ul style="list-style-type: none"> • Proposes to increase the pay ranges for its P&S staff for FY 2004 by 1.5% at the minimum and at the maximum of each range. The schedule would also be modified to include a new pay range nine to allow for the Executive Director to be on the same salary structure as the rest of the Board Office staff on the State payroll (Attachment E), and
Executive Director added to structure	
Average increase 1.7%, all merit	<ul style="list-style-type: none"> • Proposes to provide flat dollar amounts for salary increases which will average 1.7 % with all salary increases based on meritorious performance. (Two adjustments totaling 0.3% are planned based on assigned duties and restoration of lost pay.)

Background:

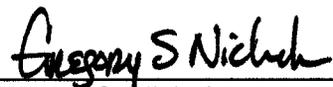
Several State statutes and policies obtain in P&S salary matters, as follows:

Board governs pay policy by statute	<ul style="list-style-type: none"> • <u>Iowa Code</u> §262.9(2) provides that the Board appoints institutional employees and fixes their compensation. The four categories of permanent employees at the institutions are institutional officials, faculty, professional and scientific staff (P&S), and merit system employees.
Comparable worth applied	<ul style="list-style-type: none"> • <u>Iowa Code</u> §70A.18 requires that the State employees be paid based on skill, effort, responsibilities and working conditions. This statute, commonly referred to as the Comparable Worth Law, was used to establish the pay structures that are in place for P&S employees.
Regent policy requires Board approval of changes	<ul style="list-style-type: none"> • The <u>Board of Regents Policy Manual</u> §4.13 requires that any change made in the salary of staff after the Board has approved the budget be reported to the Board on the monthly Register of Personnel Changes. Any such change must maintain the salary within the assigned pay range.
State policy unclear	<p>Usually the State has a clearly articulated salary policy for public employees. The Regents have generally followed this State salary policy. For FY 2004 there is not a clearly articulated State salary policy</p>

State funding lacking	and the State will not be funding salary increments for most Regent employees. The universities and Board Office anticipate that they will have to fund salary increases for all staff from internal resources. This funding is explained in the institutional preliminary budgets addressed in G.D. 6.
8,100 P&S staff at institutions	There are approximately 8,100 P&S employees at the Regent institutions. Each university has its own P&S policies and salary structures. The two special schools have one P&S salary structure and the Board Office has a separate P&S salary structure.
SUI has 5,300 P&S staff	The University of Iowa has approximately 5,300 P&S staff in 528 classifications. Each classification is assigned to one of 16 pay ranges. Salaries for the approximately 2,100 P&S members of the tertiary health care unit at University of Iowa Hospitals and Clinics are determined through the collective bargaining process.
ISU has 2,200 P&S staff	Iowa State University has approximately 2,200 P&S staff in 439 classifications. Each classification is assigned to one of 10 pay ranges.
UNI has 500 P&S staff	The University of Northern Iowa has approximately 500 P&S staff in 77 classifications. Each classification is assigned to one of 10 pay ranges.
ISD & IBSSS have 48 P&S staff	Iowa School for the Deaf and Iowa Braille and Sight Saving School have approximately 48 P&S staff in 18 classifications. Each classification is assigned to one of 6 pay ranges.
Board Office has 20 P&S staff	The Board Office has 20 P&S staff in 7 classifications. Each classification is assigned to one of 9 pay ranges. (Pay ranges 1 and 5 presently have no classifications assigned to them and are retained for flexibility and structural purposes. Pay range 9 is subject to approval by the Board at this meeting.)
Staff consultation, market, retention, recruitment influence structure	In determining the proposed P&S pay range adjustments, the institutions consult with employees and assess the market place, both national and regional, in which they must recruit for candidates. They also consider retention and compression issues that arise at the institutions.

Analysis:

Pay range adjustments recommended	As the institutions have undertaken an analysis of their recruitment and retention needs and based their pay practices on rewarding meritorious service, approval of the pay range structures for FY2004 is recommended.
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	Approved: 
Charles Wright	Gregory S. Nichols

The University of Iowa
Professional Scientific Salary Schedule
2003-2004

Attachment A

Grade	Minimum	1st Quartile	Midpoint	Third Quartile	Maximum
1	\$20,032	\$24,128	\$28,223	\$32,319	\$36,414
2	\$21,670	\$26,106	\$30,542	\$34,977	\$39,413
3	\$23,440	\$28,240	\$33,040	\$37,839	\$42,639
4	\$25,368	\$30,562	\$35,756	\$40,949	\$46,143
5	\$27,453	\$33,133	\$38,813	\$44,492	\$50,172
6	\$29,708	\$35,848	\$41,989	\$48,129	\$54,269
7	\$32,132	\$38,712	\$45,291	\$51,871	\$58,450
8	\$34,759	\$41,878	\$48,998	\$56,117	\$63,236
9	\$37,608	\$45,310	\$53,012	\$60,713	\$68,415
10	\$40,683	\$49,019	\$57,354	\$65,690	\$74,025
11	\$44,024	\$53,040	\$62,056	\$71,071	\$80,087
12	\$47,638	\$57,392	\$67,146	\$76,899	\$86,653
13	\$51,521	\$62,078	\$72,636	\$83,193	\$93,750
14	\$55,752	\$67,173	\$78,594	\$90,015	\$101,436
15	\$60,317	\$72,674	\$85,032	\$97,389	\$109,746
16	\$65,248	\$78,625	\$92,002	\$105,378	\$118,755
17	\$70,604	\$85,069	\$99,533	\$113,998	\$128,462
18	\$76,396	***	***	***	OPEN

4% Increase in Minimums
2% Increase in Maximums

Iowa State University

**Professional and Scientific Staff Salary Schedule
Proposed for 2003-04**

Pay Grade	Minimum	First Third	Grade Midpoint	Maximum
11	\$25,791	\$30,909	\$33,468	\$41,144
12	27,585	33,344	36,224	44,862
13	30,128	36,725	40,024	49,921
14	33,236	40,859	44,671	56,106
15	37,059	45,940	50,381	63,702
16	41,142	52,679	57,947	73,752
17	47,972	60,459	66,703	85,433
18	55,662	70,726	78,258	100,853
19	65,225	83,549	92,711	120,198
20	77,865			(OPEN)

University of Northern Iowa

FY 2004 Professional and Scientific Salary Matrix

<u>PAY GRADE</u>	<u>MINIMUM</u>	<u>FIRST QUARTILE</u>	<u>MIDPOINT</u>	<u>THIRD QUARTILE</u>	<u>MAXIMUM</u>
I	\$22,280.00	\$27,620.00	\$32,970.00	\$38,310.00	\$43,660.00
II	\$25,510.00	\$31,720.00	\$37,920.00	\$44,130.00	\$50,340.00
III	\$29,350.00	\$36,690.00	\$44,040.00	\$51,380.00	\$58,730.00
IV	\$34,040.00	\$43,150.00	\$52,260.00	\$61,370.00	\$70,470.00
V	\$39,830.00	\$50,790.00	\$61,750.00	\$72,710.00	\$83,660.00
VI	\$47,910.00	\$60,960.00	\$74,020.00	\$87,070.00	\$100,130.00
VII	\$56,810.00	\$72,890.00	\$88,980.00	\$105,060.00	\$121,150.00
VIII	\$67,900.00	\$87,870.00	\$107,840.00	\$127,810.00	open

University of Northern Iowa

Professional and Scientific Staff Salaries

Survey findings developed on the basis of College-University Professional Association for Human Resources (CUPA-HR) position definitions show that the University's salaries for administrative and midlevel Professional and Scientific staff are near parity with those at Board designated benchmark institutions.

The Board has identified the following institutions as UNI's comparison institutions:

California State University at Fresno*
Central Michigan University
Illinois State University
Indiana State University
Northern Arizona University
Ohio University-Main Campus
University of Minnesota at Duluth
University of North Carolina at Greensboro
University of North Texas
University of Wisconsin at Eau Claire
University of Northern Iowa
*Did not participate this year

The University recommends an adjustment of 2% at the minimum and 3.5% at the maximum for FY 2004 in order to sustain competitive hiring ranges. Salary increases for Professional and Scientific staff will average 3.5%, consistent with the 3.5% increase negotiated with the organized faculty. For individual adjustments, one half of the salary increase pool would be awarded in an equal percentage amount for Professional and Scientific employees rated satisfactory or above. The remaining one half of the salary increase pool would be distributed based on merit and equity for employees rated satisfactory or above.

PROPOSED

IOWA SCHOOL FOR THE DEAF
IOWA BRAILLE AND SIGHT SAVING SCHOOL

PROFESSIONAL AND SCIENTIFIC SALARY SCHEDULE

2003-2004

Salary Grade	Minimum	Midpoint	Maximum	Spread
1	\$26,290	\$31,973	\$37,656	43.23%
2	\$28,269	\$34,806	\$41,343	46.25%
3	\$31,919	\$39,325	\$46,730	46.40%
4	\$35,323	\$44,433	\$53,544	51.58%
5	\$38,964	\$49,371	\$59,777	53.41%
6	\$43,510	\$55,736	\$67,962	56.20%

SALARY GRADE ASSIGNMENTS

- 3 Accountant (ISD)
Communications Specialist (ISD)
Recreation Utilization Coordinator (ISD)
Registered Nurse I (ISD)
Residential Counselor (ISD)
Residential Programmer (IBSSS)
Sign Language Communications Program Coordinator (ISD)
- 4 Administrative Assistant (ISD/IBSSS)
Facilities Manager (IBSSS)
Human Resources Specialist (IBSSS)
Residential Services Specialist (IBSSS)
Social Worker (ISD)
- 5 Director of Development (ISD)
Director of Human Resources (ISD)
Family Services Specialist (IBSSS)
Information Technology Specialist (ISD/IBSSS)
Outreach Coordinator (ISD)
Registered Nurse, Head (ISD/IBSSS)
Residence Dean (ISD/IBSSS)

BOARD OF REGENTS, STATE OF IOWA

Board Office P&S Salary Grades
Proposed FY 2004

Salary Grade	Minimum	Midpoint	Maximum	Spread
1	\$ 29,278	\$ 36,597	\$ 43,916	50 %
2	34,548	43,184	51,821	50
3	40,765	50,957	61,149	50
4	48,104	60,130	72,155	50
5	56,762	70,953	85,143	50
6	66,980	83,724	100,469	50
7	79,036	98,795	118,554	50
8	93,262	116,578	139,893	50
9	110,049	137,562	165,075	50

Assignment of Classifications to Salary Grades

- 2 Administrative Assistant
 Research Analyst
 Information Technology Specialist
- 3 Research Associate
- 4 Assistant Director, Academic Affairs and Research
 Assistant Director, Business and Finance
 Assistant Director, Legal Affairs, Human Resources and Information Systems
 Assistant Director, Administration
- 6 Associate Director, Academic Affairs and Research
 Associate Director, Business and Finance
 Associate Director, Legal Affairs, Human Resources and Information Systems
 Associate Director, Human Resources and Director, Regent Merit System
- 7 Director, Business and Finance
 Director, Legal Affairs, Human Resources and Information Systems
- 8 Deputy Executive Director and Director, Academic Affairs and Research
- 9 Executive Director

University of Iowa P&S positions detailed to the Board Office

	<u>SUI Pay Grade</u>	<u>SUI FY '04 Proposed Salary</u>
<u>Range</u>		
Regents Facilities Officer	Pay Grade 14	(\$55,752 - \$101,436)
Assistant Director Business and Finance	Pay Grade 10	(\$40,683 - \$74,025)
Assistant Director Legal Affairs, Human Resources and Information Systems	Pay Grade 10	(\$40,683 - \$74,025)
Information Technology Specialist	Pay Grade 7	(\$32,132 - \$58,450)
Communications Specialist	Pay Grade 10	(\$40,683 - \$74,025)