

**MEMORANDUM**

To: Board of Regents  
 From: Board Office  
 Subject: Proposed Pay Policies for Professional and Scientific Staff  
 Date: June 10, 2002

**Recommended Action:**

Approve the P&S salary schedules for the five institutions and the Board Office for FY 2003 (Attachments A, B, C, D, E).

**Executive Summary:**

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|-------------------------------|---|
| Salary Policy                 | <ul style="list-style-type: none"> <li>• The state's salary policy for FY 2003 is established primarily, as in past years, through its collective bargaining agreements. The state collective bargaining agreements basically provide for increases of "3% plus incremental steps in the pay matrices".</li> <li>• The state reports this would provide for average pay increases of approximately 4%.</li> </ul>   |
| Funding                       | <ul style="list-style-type: none"> <li>• Funding of the salary increases is discussed in G.D. 5 – Preliminary FY 2003 General Fund Operating Budgets.</li> </ul>  |
| Institutional Salary Policies | <ul style="list-style-type: none"> <li>• Salaries for P&amp;S staff are determined by performance based on annual evaluations.</li> </ul>   |
| University of Iowa            | <ul style="list-style-type: none"> <li>• The University of Iowa proposes to increase the P&amp;S salary matrix (Attachment A) by 5% on the minimum and 3% on the maximum. The matrix for SEIU covered staff is being adjusted by the same percentages, pursuant to their collective bargaining agreement.</li> <li>• The University faces a dramatic overlap of the maximums of the Regent Merit System pay plan and the P&amp;S pay scale.</li> <li>• The University reports that the average salary increase will be about 3%.</li> </ul> |

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Iowa State University

- Iowa State University proposes to increase its P&S salary matrix by 3% on both the minimums and the maximums (Attachment B). The University reports that these adjustments will allow the University to remain competitive in the marketplace.
- As with SUI, Iowa State University is seeing increasing wage compression between P&S positions and those in the Regent Merit System.
- University departments have been encouraged to address the wage compression issue in making individual salary adjustments, especially for employees in pay grade 11 through 14.
- The University reports that the average salary increase will be approximately 3%.

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University of Northern Iowa

- The University of Northern Iowa proposes to increase the minimums of the P&S salary matrix by 2% and the maximums by 5% (Attachment C).
- The average P&S salary increase will be 5.6%, which is consistent with the collective bargaining agreement with the United Faculty.

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Special Schools

- ISD and IBSSS: The special schools share a P&S salary matrix (Attachment D). It is proposed to increase the minimums by 3% and the maximums by 4%. The average increase will be 3.5%.
- With the elimination summer school, many P&S staff at IBSSS while receiving the average increase will be paid less during the entire year due to reductions in the time worked.

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Board Office

- The Board Office Professional & Scientific (P&S) staff salary grade structure has been in place since 1986 when it was first approved as a part of comparable worth implementation.
- It has been adjusted many times over the past 16 years and has gotten out of alignment. Alignment generally would provide for a fixed percentage between the midpoints of the salary grades and a fixed percentage in the difference between the minimum and maximum of each salary grade.
- The Regent universities, which also created new structures at the time of implementation of comparable worth in 1986, have all adjusted their structures in the past five years.

- The current Board Office P&S structure has differences in midpoints between consecutive salary grades varying from 7% to 24%. The difference between the minimum and maximum of the salary grades varies from 73% in salary grade 5 to 39% in salary grade 8.
- The proposed salary grade structure has a consistent 18% between midpoints of consecutive salary grades and a constant 50% difference between the minimum and maximum of each salary grade.
- The pay plan for the Board Office is performance based. It will allow a base salary increase for satisfactory performance with an additional increment available to recognize outstanding performance and to make internal equity adjustments.
- On the new pay grade structure, all Board Office staff would be eligible for the satisfactory performance component of the pay plan without being capped by the maximum of a salary range.

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**Background/Analysis:**

Authority	<ul style="list-style-type: none"><li>• <u>Iowa Code</u> Chapter 262 provides that the Board appoints institutional employees and fixes their compensation. There are four categories of employees: institutional officials, faculty, professional and scientific staff, and merit system employees.</li></ul>
Institutional P&S Staff	<ul style="list-style-type: none"><li>• There are approximately 9,000 P&amp;S staff members at the Regent institutions and the Board Office. They are covered under separate personnel programs and policies at each institution.</li><li>• P&amp;S classifications cover a variety of positions such as administrative assistants, registered nurses, engineers, student advisors, accountants, research scientists, and various managers.</li></ul>
University of Iowa	<ul style="list-style-type: none"><li>• The University of Iowa has 6,202 P&amp;S staff in 533 classifications and 16 pay grades.</li></ul>
Iowa State University	<ul style="list-style-type: none"><li>• Iowa State University has 2,289 P&amp;S staff in 449 classifications and 10 pay grades.</li></ul>
University of Northern Iowa	<ul style="list-style-type: none"><li>• The University of Northern Iowa has 510 P&amp;S staff in 77 classifications and 8 pay grades.</li></ul>
Special Schools	<ul style="list-style-type: none"><li>• ISD and IBSSS have 44 P&amp;S staff in 18 classifications and 6 pay grades.</li></ul>

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Board Office

- The Board Office has 19 P&S staff in 13 classifications assigned to 8 pay grades.

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Board of Regents Policy

- The Board approves classification and compensation plans and policies for P&S employees at each of the institutions.
- The Board of Regents Policy Manual §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.

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Comparable Worth

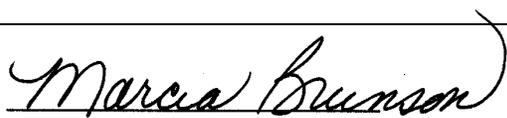
- The P&S salary scales were initially developed pursuant to the State Comparable Worth Law, Iowa Code §70A.18, in 1984.
- The State Comparable Worth Law requires that employees be paid based on the “value of work as measured by the composite of skill, effort, responsibility, and working conditions normally required in the performance work.”

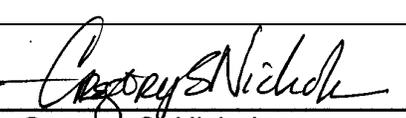
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**Analysis:**

- Given the current budget constraints, the institutions are balancing their market concerns with internal equities.
- The changes in the matrices and the salary policy for each of the institutions seem reasonable based upon funding.

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Marcia R. Brunson

Approved:   
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Gregory S. Nichols

**UNIVERSITY OF IOWA  
PROFESSIONAL AND SCIENTIFIC PAY SCALE  
FY 2003**

<b>Salary Grade</b>	<b>Minimum</b>	<b>1st Quartile</b>	<b>Midpoint</b>	<b>3rd Quartile</b>	<b>Maximum</b>
1	\$19,262	\$23,372	\$27,481	\$31,591	\$35,700
2	\$20,837	\$25,288	\$29,739	\$34,189	\$38,640
3	\$22,538	\$27,354	\$32,171	\$36,987	\$41,803
4	\$24,392	\$29,604	\$34,815	\$40,027	\$45,238
5	\$26,397	\$32,095	\$37,793	\$43,490	\$49,188
6	\$28,565	\$34,725	\$40,885	\$47,045	\$53,205
7	\$30,896	\$37,498	\$44,100	\$50,702	\$57,304
8	\$33,422	\$40,566	\$47,709	\$54,853	\$61,996
9	\$36,162	\$43,890	\$51,618	\$59,346	\$67,074
10	\$39,118	\$47,482	\$55,846	\$64,210	\$72,574
11	\$42,331	\$51,378	\$60,424	\$69,471	\$78,517
12	\$45,806	\$55,593	\$65,380	\$75,167	\$84,954
13	\$49,539	\$60,132	\$70,726	\$81,319	\$91,912
14	\$53,608	\$65,068	\$76,528	\$87,987	\$99,447
15	\$57,997	\$70,396	\$82,796	\$95,195	\$107,594
16	\$62,738	\$76,160	\$89,582	\$103,004	\$116,426
17	\$67,888	\$82,402	\$96,916	\$111,429	\$125,943
18	\$73,458	***	***	***	***

**IOWA STATE UNIVERSITY  
PROPOSED PAY MATRIX FOR FY03**

<b>PAY GRADE</b>	<b>MINIMUM</b>	<b>FIRST THIRD</b>	<b>GRADE MIDPOINT</b>	<b>MAXIMUM</b>
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	\$42,142	\$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			

**UNIVERSITY OF NORTHERN IOWA  
PROPOSED PAY MATRIX FOR FY03**

<b>PAY GRADE</b>	<b>MINIMUM</b>	<b>FIRST QUARTILE</b>	<b>MIDPOINT</b>	<b>THIRD QUARTILE</b>	<b>MAXIMUM</b>
I	\$21,840	\$26,930	\$32,010	\$37,100	\$42,180
II	\$25,010	\$30,910	\$36,820	\$42,730	\$48,640
III	\$28,770	\$35,770	\$42,760	\$49,750	\$56,740
IV	\$33,380	\$42,050	\$50,730	\$59,410	\$68,090
V	\$39,050	\$49,500	\$59,940	\$70,390	\$80,830
VI	\$46,970	\$59,410	\$71,860	\$84,300	\$96,740
VII	\$55,690	\$71,030	\$86,370	\$101,710	\$117,050
VIII	\$66,570				OPEN

**PROPOSED**  
**IOWA SCHOOL FOR THE DEAF**  
**IOWA BRAILLE AND SIGHT SAVING SCHOOL**  
**PROFESSIONAL AND SCIENTIFIC SALARY SCHEDULE**  
**2002-2003**

Salary Grade	Minimum	Midpoint	Maximum	Spread
1	\$25,401	\$30,892	\$36,383	43.23%
2	\$27,313	\$33,629	\$39,945	46.25%
3	\$30,840	\$37,995	\$45,150	46.40%
4	\$34,129	\$42,931	\$51,733	51.58%
5	\$37,647	\$47,701	\$57,756	53.41%
6	\$42,039	\$53,851	\$65,664	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)  
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)

**BOARD OF REGENTS, STATE OF IOWA**

Board Office P&S Salary Grades

FY 2003

<b>Salary Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>Spread</b>
1	\$ 28,845	\$ 36,056	\$ 43,267	50 %
2	34,037	42,546	51,055	50
3	40,163	50,204	60,245	50
4	47,393	59,241	71,089	50
5	55,923	69,904	83,885	50
6	65,990	82,487	98,984	50
7	77,868	97,335	116,802	50
8	91,884	114,855	137,826	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
- 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

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

	<u>SUI Pay Grade</u>	<u>SUI Salary Range</u>
Regents Facilities Officer	Pay Grade 14	(\$53,608 - \$99,447)
Assistant Director Business and Finance	Pay Grade 10	(\$39,118 - \$72,574)
Assistant Director Legal Affairs, Human Resources and Information Systems	Pay Grade 10	(\$39,118 - \$72,574)
Information Technology Specialist	Pay Grade 7	(\$30,896 - \$57,304)