

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Proposed Salary Policies for Professional and Scientific Staff for FY 2005
Date: April 12, 2004

Recommended Actions:

1. Approve the proposed FY 2005 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 FY 2005 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**University of Iowa --**

- It is proposed to not increase the minimums and increase the maximums of its P&S salary scale by 2%.

Average increase expected in 2% range

- While no final decision has yet been made, the University expects average salary increase allocations to be in the range of 2%.
- Cheryl Reardon, President of the SUI Staff Council, will comment on the proposed P&S pay plan at the Board meeting.

ISU**Iowa State University –**

- The University proposes to increase minimums and maximums of its P&S salary schedule by 3% (Attachment B).

Average increase range from 1.5% to 2.0%

- Tentatively it is proposed that P&S increases would average between 1.5% to 2.0%.
- Brenda VanBeek, Vice President of the ISU P&S Council, will be present at the Board meeting to comment on the proposed pay plan.

UNI

University of Northern Iowa –

- The University proposes to increase the pay ranges for its P&S staff for FY 2005 by 2% at the minimum and 4% at the maximum of each range (Attachment C).

Average increase
3.75%

- Increases will average 3.75%, consistent with the increase for the United Faculty. One quarter of the increase will be provided for satisfactory performance with the remainder distributed based on merit and equity for employees rated satisfactory or above.
- Bob Frederick, President of the UNI P&S Council, will be present to comment on the proposed pay plan.

ISD & IBSSS

Iowa School for the Deaf and Iowa Braille and Sight Saving School –

- It is proposed to increase the pay ranges of special schools P&S staff matrix by 2% at the minimum and 2% at the maximum of each range (Attachment D).

Average increase
4.5%, all merit

- It is proposed that increases will average 4.5% with all salary increases based on meritorious performance.

Board Office

Board Office –

- No increases are proposed to the pay ranges in the P&S pay matrix for FY 2005. Significant changes were made to the pay plan in FY 2004, and it is felt that given the funding situation, changes are not necessary for FY 2005 for either recruitment or retention. The pay matrix is shown in Attachment E.
- Since no additional funding is expected for salary adjustments in the Board Office, salary increases will be funded through reallocation. All increases recommended will be based on performance evaluations.

Background:

State statutes and policies as noted below pertain in P&S salary matters:

Board governs pay
policy by statute

- Iowa Code §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
 - Iowa Code §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
 - 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.
- 10,853 P&S staff at institutions
 - There are approximately 10,853 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 7,921 P&S staff
 - The University of Iowa has approximately 5,457 nonorganized P&S staff in 461 classifications. Each classification is assigned to one of 16 pay ranges. Salaries for the approximately 2,464 P&S members of the tertiary health care unit at University of Iowa Hospitals and Clinics (in 59 classifications) are determined through the collective bargaining process.
- ISU has 2,364 P&S staff
 - Iowa State University has approximately 2,364 P&S staff in 445 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 80 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.

- 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.
- Wage compression
- Wage compression between P&S and merit classifications is an increasing problem for the universities. This is especially true with first line supervisors in the merit system and entry level professional positions.
- State funding lacking
- The universities and Board Office anticipate that they will have to fund salary increases for all staff from internal resources.


Marcia R. Brunson

Approved: 
Gregory S. Nichols

**UNIVERSITY OF IOWA
PROFESSIONAL AND SCIENTIFIC PAY MATRIX
FY 2005**

Grade	Minimum	1st Quartile	Midpoint	Third Quartile	Maximum
1	\$20,032	\$24,310	\$28,587	\$32,865	\$37,142
2	\$21,670	\$26,303	\$30,936	\$35,568	\$40,201
3	\$23,440	\$28,453	\$33,466	\$38,479	\$43,492
4	\$25,368	\$30,793	\$36,217	\$41,642	\$47,066
5	\$27,453	\$33,384	\$39,314	\$45,245	\$51,175
6	\$29,708	\$36,120	\$42,531	\$48,943	\$55,354
7	\$32,132	\$39,004	\$45,876	\$52,747	\$59,619
8	\$34,759	\$42,195	\$49,630	\$57,066	\$64,501
9	\$37,608	\$45,652	\$53,696	\$61,739	\$69,783
10	\$40,683	\$49,389	\$58,095	\$66,800	\$75,506
11	\$44,024	\$53,440	\$62,857	\$72,273	\$81,689
12	\$47,638	\$57,825	\$68,012	\$78,199	\$88,386
13	\$51,521	\$62,547	\$73,573	\$84,599	\$95,625
14	\$55,752	\$67,680	\$79,609	\$91,537	\$103,465
15	\$60,317	\$73,223	\$86,129	\$99,035	\$111,941
16	\$65,248	\$79,219	\$93,189	\$107,160	\$121,130
17	\$70,604	\$85,711	\$100,818	\$115,924	\$131,031
18	\$76,396	***	***	***	OPEN

**IOWA STATE UNIVERSITY
PROFESSIONAL AND SCIENTIFIC PAY MATRIX
FY 2005**

PAY GRADE	MINIMUM	FIRST THIRD	GRADE MIDPOINT	MAXIMUM
11	\$26,565	\$31,836	\$34,472	\$42,378
12	\$28,413	\$34,344	\$37,311	\$46,208
13	\$31,032	\$37,827	\$41,225	\$51,419
14	\$34,233	\$42,085	\$46,011	\$57,789
15	\$38,171	\$47,318	\$51,892	\$65,613
16	\$43,406	\$54,259	\$59,685	\$75,965
17	\$49,411	\$62,273	\$68,704	\$87,996
18	\$57,332	\$72,848	\$80,606	\$103,879
19	\$67,182	\$86,055	\$95,492	\$123,804
20	\$80,201			

**UNIVERSITY OF NORTHERN IOWA
PROFESSIONAL AND SCIENTIFIC PAY MATRIX
FY 2005**

<u>PAY GRADE</u>	<u>MINIMUM</u>	<u>FIRST QUARTILE</u>	<u>MIDPOINT</u>	<u>THIRD QUARTILE</u>	<u>MAXIMUM</u>
I	\$ 22,720.00	\$ 28,390.00	\$ 34,060.00	\$ 39,730.00	\$ 45,410.00
II	\$ 26,020.00	\$ 32,600.00	\$ 39,190.00	\$ 45,770.00	\$ 52,350.00
III	\$ 29,940.00	\$ 37,720.00	\$ 45,510.00	\$ 53,290.00	\$ 61,080.00
IV	\$ 34,720.00	\$ 44,370.00	\$ 54,010.00	\$ 63,650.00	\$ 73,290.00
V	\$ 40,630.00	\$ 52,220.00	\$ 63,820.00	\$ 75,410.00	\$ 87,010.00
VI	\$ 48,870.00	\$ 62,680.00	\$ 76,500.00	\$ 90,320.00	\$ 104,130.00
VII	\$ 57,940.00	\$ 74,960.00	\$ 91,970.00	\$ 108,980.00	\$ 125,990.00
VIII	\$ 69,260.00	\$ 90,370.00	\$ 111,480.00	\$ 132,590.00	open

**IOWA SCHOOL FOR THE DEAF
IOWA BRAILLE AND SIGHT SAVING SCHOOL
PROFESSIONAL AND SCIENTIFIC SALARY MATRIX
FY 2005**

Salary Grade	Minimum	Midpoint	Maximum	Spread
1	\$26,816	\$32,612	\$38,409	43.23%
2	\$28,834	\$35,502	\$42,170	46.25%
3	\$32,557	\$40,111	\$47,665	46.40%
4	\$36,029	\$45,322	\$54,615	51.58%
5	\$39,743	\$50,358	\$60,973	53.42%
6	\$44,380	\$56,851	\$69,321	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/IBSSS)

**BOARD OFFICE
BOARD OF REGENTS, STATE OF IOWA
PROPOSED PROFESSIONAL AND SCIENTIFIC PAY MATRIX
FY 2005**

Salary Grade	Minimum	Midpoint	Maximum	Spread
1	\$29,278	\$36,597	\$43,916	50%
2	\$34,548	\$43,185	\$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	\$83,725	\$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 Pay 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 and Human Resources
Assistant Director, Administration
- 6 Associate Director, Academic Affairs and Research
Associate Director, Business and Finance
Associate Director, Legal Affairs and Human Resources
Associate Director, Human Resources and Director, Regent Merit System
- 7 Director, Business and Finance
Director, Legal Affairs and Human Resources
- 8 Deputy Executive Director and Director, Academic Affairs and Research
- 9 Executive Director

University of Iowa P&S Positions Detailed to the Board Office

Position	SUI Pay Grade	Salary Range
Regents Facilities Officer	14	\$55,752-\$103,465
Assistant Director, Business and Finance	10	\$40,683-\$75,506
Assistant Director, Legal Affairs and Human Resources	10	\$40,683-\$75,506
Communications Specialist	10	\$40,683-\$75,506
Information Technology Specialist	7	\$32,132-\$59,619
Financial Analyst II	7	\$32,132-\$59,619