

**MEMORANDUM**

**To:** Board of Regents  
**From:** Board Office  
**Subject:** Pay Schedules for Professional and Scientific Staff  
**Date:** May 7, 2001

**Recommended Action:**

Approve the proposed pay schedules for fiscal year 2002 for professional and scientific staff at the five institutions and the Board Office as shown in Attachments A through E.

**Executive Summary:**

Pursuant to Iowa Code §262.9(2), the Board of Regents fixes the compensation for employees at Regent institutions. For this purpose, the Board annually establishes the institutional pay schedules for professional and scientific (P&S) staff. Each P&S position is assigned to a pay range within the schedules based on the points the position receives when it is evaluated. Each pay range has a minimum and a maximum salary. A P&S staff member cannot be paid a salary beneath the minimum or above the maximum of the range to which the staff member's position has been assigned. Point-count evaluation instruments were approved by the Board in 1985 to implement the State's comparable worth policy as set forth in Iowa Code §70A.18. The evaluation instrument for P&S staff at the University of Iowa, Iowa School for the Deaf, Iowa Braille and Sight Saving School, and the Board Office was developed by Hayes-Hill Incorporated. Coopers & Lybrand developed the instrument used at Iowa State University and the University of Northern Iowa.

Within the requirements of the comparable worth policy, revisions to the P&S pay schedules reflect the needs the institutions identify relative to their recruiting and retention activities, national survey data, and changes in the cost of living in their area.

Salaries for individual P&S staff are determined by performance and are based on annual evaluations. Pursuant to Regent Procedural Guide §4.13A, individual

salaries cannot be increased during the fiscal year beyond what is in the final budget approved by the Board in July without specific approval by the Board.

The **University of Iowa** proposes to modify its P&S salary schedule by increasing the minimums by 3% and the maximums by 3%. (Attachment A)

**Iowa State University** proposes to modify its P&S salary schedule by increasing the minimums by 3% and the maximums by 5%. (Attachment B)

The **University of Northern Iowa** proposes to modify its P&S salary schedule by increasing the minimums by 3% and the maximums by 8%. (Attachment C)

**Iowa School for the Deaf and Iowa Braille and Sight Saving School** propose to modify its P&S salary schedule by increasing the minimums by 2% and the maximums by 3%. (Attachment D)

The **Board Office** proposes to modify its P&S salary schedule by increasing the minimums by 3% and the maximums by 3%. (Attachment E)

Representatives of institutional P&S staff may address the Board concerning these proposals.

### **Background:**

The Board appoints institutional employees and fixes their compensation pursuant to Iowa Code §262.9(2). The P&S staff are one of the five categories of employees at the Regent institutions – institutional officials, faculty, professional and scientific staff, merit system employees, and students.

There are approximately 9,300 P&S staff members at the Regent institutions and the Board Office. Each institution has personnel policies and procedures which govern the employment of P&S staff. P&S classifications cover a variety of positions such as administrative assistants, registered nurses, engineers, student advisors, accountants, research scientists, and various managers.

- The University of Iowa has approximately 6,837 P&S staff in 530 classifications assigned to 18 pay grades.
- Iowa State University has approximately 2,228 P&S staff in 429 classifications assigned to 10 pay grades.
- The University of Northern Iowa has 530 P&S staff in 76 classifications assigned to 8 pay grades.
- Iowa School for the Deaf and Iowa Braille and Sight Saving School have a total of 41 P&S staff in 19 classifications assigned to 3 pay grades. An additional 3 pay grades are not used but are available to the schools.

- The Board Office has 20 P&S staff is 14 classifications assigned to 6 pay grades. An additional 2 pay grades are available but not used.

In 1983 the General Assembly enacted a comparable worth policy (Iowa Code §70A.18) for paying all employees of the State, including employees at Regent institutions. Excluded from coverage by this policy were faculty and students. The policy provides, "...[the State] shall not discriminate in compensation for work of comparable worth between jobs held predominately by women and jobs held predominately by men. '*Comparable worth*' means the value of work as measured by the composite of the skill, effort, responsibility, and working conditions normally required in the performance of work." Conspicuously and intentionally absent from these factors is the market demand for a given classification. Market can be considered in the overall pay structure but cannot be addressed for individual classifications in isolation.

To implement this policy, in 1985, the Board approved point-count instruments to value the work of each P&S classification at the Regent institutions. Each classification at a given institution was then assigned to a pay grade based on the position's point count. Any classification created since the inception of this policy has been evaluated using the point-count instrument and placed in an appropriate pay grade.

Each institution has analyzed its current P&S pay schedules based on regional and national data and its experience in recruiting for vacancies and retaining current staff. The institutions propose revising their current pay schedules by adjusting ranges as follows:

**University of Iowa** -- Increase the minimum of the pay ranges by 3% and increase the maximum of the pay ranges by 3%. (Attachment A)

**Iowa State University** -- Increase the minimum of the pay ranges by 3% and increase the maximum of the pay ranges by 5%. (Attachment B)

**University of Northern Iowa** -- Increase the minimum of the pay ranges by 3% and increase the maximum of the pay ranges by 8%. (Attachment C) UNI has evaluated its P&S pay structure based on national data for its classifications. It found significant mis-alignment between its range maximums and the national data. It has not revised its structure for a decade as have the other two Regent universities. Hence, this proposed revision appears appropriate.

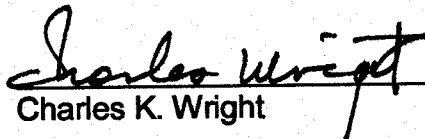
**Iowa School for the Deaf and Iowa Braille and Sight Saving School** -- Increase the minimum of the pay ranges by 3% and increase the maximum of the pay ranges by 3%. (Attachment D)

**Board Office** -- Increase the minimum of the pay ranges by 3% and the maximum of the pay ranges by 3%. (Attachment E)

When the state budget process is complete, the Board will be asked to consider the institutional pay plans for P&S staff. The pay plan is generally expressed as an average percentage increase on current salaries of P&S staff members and depends upon the level of state appropriations made for salary adjustments. That percentage may vary from the percentage increase in the pay schedules approved this month.

Historically, the Board has heard, at its May meeting, presentations from institutional P&S staff concerning their interests in compensation for the coming fiscal year. The presentations have been limited to one representative of the P&S organization at each institution. The representatives have been introduced by the head of each institution at the conclusion of the Board Office presentation on this docket item.

Approval of the pay schedules (Attachments A-E) is recommended.

  
Charles K. Wright

Approved:   
Frank J. Stork

The University of Iowa  
Professional and Scientific Salary Schedule  
2001-2002

Salary Grade	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
1	\$18,345	\$22,425	\$26,505	\$30,585	\$34,660
2	\$19,845	\$24,265	\$28,675	\$33,095	\$37,515
3	\$21,465	\$26,245	\$31,025	\$35,805	\$40,585
4	\$23,230	\$28,400	\$33,575	\$38,745	\$43,920
5	\$25,140	\$30,795	\$36,450	\$42,105	\$47,755
6	\$27,205	\$33,315	\$39,430	\$45,545	\$51,655
7	\$29,425	\$35,980	\$42,530	\$49,085	\$55,635
8	\$31,830	\$38,915	\$46,005	\$53,100	\$60,190
9	\$34,440	\$42,110	\$49,775	\$57,445	\$65,120
10	\$37,255	\$45,560	\$53,860	\$62,155	\$70,460
11	\$40,315	\$49,295	\$58,275	\$67,250	\$76,230
12	\$43,625	\$53,340	\$63,055	\$72,765	\$82,480
13	\$47,180	\$57,695	\$68,210	\$78,725	\$89,235
14	\$51,055	\$62,425	\$73,800	\$85,180	\$96,550
15	\$55,235	\$67,540	\$79,850	\$92,155	\$104,460
16	\$59,750	\$73,070	\$86,395	\$99,710	\$113,035
17	\$64,655	\$79,060	\$93,465	\$107,870	\$122,275
18	\$69,960	***	***	***	OPEN

Iowa State University of Science and Technology  
Professional and Scientific Salary Schedule  
2001-2002

Pay Grade	Minimum	1 <sup>st</sup> Quartile	Midpoint	3 <sup>rd</sup> Quartile	Maximum
11	\$25,040	\$28,766	\$32,493	\$36,220	\$39,946
12	26,782	30,976	35,169	39,362	43,555
13	29,250	34,054	38,858	43,662	48,467
14	32,268	37,819	43,370	48,921	54,472
15	35,980	42,447	48,914	55,380	61,847
16	40,915	48,587	56,259	63,932	71,604
17	46,575	55,668	64,760	73,852	82,945
18	54,041	65,010	75,978	86,947	97,916
19	63,325	76,668	90,011	103,354	116,697
20	75,597	-	-	-	-Open-

**University of Northern Iowa**  
**Professional and Scientific Staff Salary Schedule**  
**2001-2002**

<b>Pay Grade</b>	<b>Minimum</b>	<b>1<sup>st</sup> Quartile</b>	<b>Midpoint</b>	<b>3<sup>rd</sup> Quartile</b>	<b>Maximum</b>
I	\$21,410	\$26,100	\$30,790	\$35,480	\$40,170
II	24,520	29,970	35,420	40,870	46,320
III	28,210	34,670	41,120	47,580	54,040
IV	32,720	40,750	48,790	56,820	64,850
V	38,280	47,960	57,630	67,310	76,990
VI	46,050	57,570	69,090	80,610	92,140
VII	54,600	68,820	83,040	97,260	111,470
VIII	65,260	-	-	-	-Open-

Iowa School for the Deaf  
Iowa Braille and Sight Saving School  
Professional and Scientific Staff Salary Schedule  
2001-2002

<u>Salary Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$ 24,661	\$ 29,822	\$ 34,984
2	26,517	32,463	38,409
3	29,942	36,678	43,413
4	33,135	41,439	49,743
5	36,550	46,042	55,535
6	40,815	51,976	63,138

Assignment of Classifications to Salary Grades

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



**Board Office**  
**Professional and Scientific Staff Salary Schedule**  
**2001-2002**

<u>Salary Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$ 28,142	\$ 36,056	\$ 43,971
2	34,772	44,614	54,455
3	36,263	47,854	59,445
4	41,252	55,272	69,293
5	45,838	62,546	79,253
6	57,484	75,086	92,689
7	70,244	92,204	114,164
8	88,301	105,368	122,435

**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