

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Salary Policies for Professional and Scientific Staff
Date: May 8, 2000

Recommended Actions:

1. Approve the proposed pay schedules for fiscal year 2001 for professional and scientific staff at the five institutions and the Board Office as shown in Attachments A through E.
2. Approve the proposed revisions to the professional and scientific classification system at Iowa State University and Iowa Braille and Sight Saving School

Executive Summary:

The state's salary policy for 2000-2001 is established primarily, as in past years, in its collective bargaining agreements, which provide an increase of "3% plus incremental steps in the pay matrices". Generally, this provision provides average pay increases of 4%. The revisions to the Professional and Scientific (P&S) pay plans reflect the parameters of the State. The pay plans will not be fully funded through state appropriations.

Salaries for 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 additional, specific approval by the Board.

The **University of Iowa** plans to modify its P&S salary schedule to reflect state salary policy and the external market by increasing the minimums by 2% and the maximums by 3%. Salary increases will reflect the state salary policy.

Iowa State University proposes to adjust the P&S salary scale 3% on minimums and 3% on the maximums based on market survey data and current recruiting problems. On average the salary increases will be consistent with the state salary policy. ISU is proposing revisions in its P&S classification system which include

the addition of 7 new classifications, changes in pay grade assignments for 9 classifications, and the deletion of 5 classifications.

The **University of Northern Iowa** proposes varying increases to the grades of the P&S salary scale based on market survey and current recruiting problems. Grades 1, 2, and 3 will be increased 2% on the minimums and 2% on the maximums. Grades 4 and 5 will be increased 2% on the minimums and 4% on maximums. Grades 6, 7, and 8 will be increased 4% on the minimums and 4% on the maximums. On average the salary increases will be consistent with state salary.

Iowa School for the Deaf and Iowa Braille and Sight Saving School propose to increase the P&S salary scale by 2% at the minimums and 4% at the maximums. Average individual increases will be equivalent to the state salary policy.

The **Board Office** P&S pay scale will be increased 2% at the minimums and 4% at the maximums. Average individual increases will be equivalent to the state salary policy.

Background:

Iowa Code §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.

There are approximately 9,300 P&S staff members at the Regent institutions and the Board Office. They are covered under separate personnel programs and policies at each institution. 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 6,653 P&S staff in 541 classifications assigned to 18 pay grades.
- Iowa State University has 2,234 P&S staff in 431 classifications assigned to 10 pay grades.
- The University of Northern Iowa has 467 P&S staff in 74 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 16 classifications assigned to 6 pay grades.
- The Board Office has 19 P&S staff in 13 classifications assigned to 8 pay grades.

The Board approves classification and compensation plans and policies for P&S employees at each of the institutions and the Board Office.

Institutional P&S Salary Policies

The **University of Iowa** proposes average salary increases for nonorganized professional and scientific staff which are consistent with state salary policy. Three percent of the salary base is to be distributed on the basis of performance. The additional 1% may also be allocated for meritorious performance or may be allocated to fund promotions or reclassifications or to resolve issues relating to gender or ethnicity concerns, compression problems, market inequities or other special needs. The P&S salary matrix will be increased by 2% at the minimum of each pay grade and 3% at the maximums (Attachment A).

Iowa State University proposes that salary increases for P&S employees for fiscal year 2001 reflect the state salary policy. Within the pay ranges, it is expected that satisfactory performing staff members would have the expectation of receiving at least 1/3 of the average increase. The balance of the funds will be used to make merit adjustments, address equity, comparable worth, and competitive marketplace adjustments. The P&S pay matrix reflects a 3% increase at the minimum of the range for all pay grades and 3% increases at the maximums (Attachment B).

Even with the completion of Y2K, Iowa State University continues to experience fierce competition for qualified information technology professionals. The average starting salaries for entry level computer science or equivalent bachelor degree graduates have moved to over \$46,500 with many offers above \$50,000.

Depending upon final distributions of state appropriations and the development of more detailed salary policies, employees in information technology jobs may receive increases up to 6% above the average for P&S employees based on merit. Increases that address market issues that are beyond the expected average salary increase will be funded by internal reallocations and existing resources within the university.

This will potentially increase the average salaries for this group but involves less than 8% of the university work force and should not affect the overall increases significantly.

The **University Northern Iowa** proposes varying increases to the grades of the of the P&S salary scale based on market survey and current recruiting problems. Grades 1, 2, and 3 will be increased 2% on the minimums and 2% on the maximums. Grades 4 and 5 will be increased 2% on the minimums and 4% on maximums. Grades 6, 7, and 8 will be increased 4% on the minimums and 4% on the maximums (Attachment C). Salary increases will average the equivalent of the state salary policy. For individual adjustments, one-third of the salary increase

pool will be awarded for satisfactory service; and the balance, two-thirds, will be reserved for discretionary merit awards and equity adjustments.

The **Iowa School for the Deaf and Iowa Braille and Sight Saving School** are proposing increases for P&S staff consistent with legislation. A 2% increase will be applied to the minimums and 4% at the maximums of the scale (Attachment D). Average individual increases will reflect the state salary policy.

The **Board Office** P&S salary scale will be increased 2% on the minimums and 4% on the maximums (Attachment E). Individual increases will be based on the state salary policy.

Professional and Scientific Classification Revisions

Iowa Braille and Sight Saving School is proposing the addition of a new classification to its Professional and Scientific Plan. The classification, Residential Services Specialist, has been evaluated using the Job Classification Evaluation Instrument developed to comply with the state's comparable worth law. The evaluation places the classification in pay grade 4 (\$32,485 - \$48,294). The need for this classification has become evident since the Director of Residential Services position was eliminated in 1997. A current employee in the Residential Programmer classification (pay grade 3) has been assuming additional responsibilities including after hours supervision of the dormitory. With this approval, this individual would be placed into the new classification and would be appropriately compensated for the work performed.

Iowa State University is proposing revisions to its Professional and Scientific Classification Plan as follows.

Additions:

Title	Pay Grade	Comments
Budget Analyst V	P16 \$39,723-\$68,194	Restructure of Budget Analyst Series
Assistant Controller	P18 \$52,467-\$93,253	Restructure of Accountant Series
Lab Supervisor I	P14 \$31,328-\$51,878	No title in current system to reflect duties
Lab Supervisor II	P15 \$34,932-\$58,902	No title in current system to reflect duties
Director Budget and Finance	P19 \$61,481-\$111,140	No title in current system to reflect duties
Director Honors Program	P18 \$52,467-\$93,253	No title in current system to reflect duties
Associate Director Affirmative Action	P18 \$52,467-\$93,253	No title in current system to reflect duties

Pay Grade Changes

Title	Pay Grade From	Pay Grade To	Comments
Assistant Counsel	P15 \$34,932-\$58,902	P16 \$39,723-\$68,194	Reflect increase in scope of position
Budget Analyst IV	P16 \$39,723-\$68,194	P15 \$34,932-\$58,902	Restructure of Budget Analyst Series
Manager Accounting	P18 \$52,467-\$93,253	P16 \$39,723-\$68,194	Restructure of Accountant Series
Accountant IV	P16 \$39,723-\$68,194	P15 \$34,932-\$58,902	Restructure of Accountant Series
Director Alumni Relations	P19 \$61,481-\$111,140	P20 \$73,395-no max	Reflect additional responsibility for Alumni Relations
Director Institutional Research	P18 \$52,467-\$93,253	P19 \$61,481-\$111,140	Reflect increase in scope of responsibilities
Director Student Health	P19 \$61,481-\$111,140	P20 \$73,395-no max	Reflect increase in scope of responsibilities
Manager Seed Test Lab	P15 \$34,932-\$58,902	P16 \$39,723-\$68,194	Reflect increase in scope of responsibilities
Manager Prospect Research	P15 \$34,932-\$58,902	P16 \$39,723-\$68,194	Reflect increase in scope of responsibilities

Deletions:

Title	Pay Grade	Comments
Associate Director Computation Center Public Services	P18	Obsolete title
Manager Reactor	P17	Obsolete title
Manager Ag Experiment Station	P18	Obsolete title
Honors Program Coordinator	P17	Obsolete title
Prospect Researcher	P13	Obsolete title

Approval is recommended.


Marcia R. Brunson

Approved: 
Frank J. Stork

THE UNIVERSITY OF IOWA
Professional and Scientific Salary Schedule
2000-2001

GD 13
Page 6
Attachment A

Grade	Min	1st Quart	Mid	3rd Quart	Max
1	17,810	21,770	25,730	29,690	33,650
2	19,265	23,555	27,840	32,130	36,420
3	20,840	25,480	30,120	34,760	39,400
4	22,550	27,570	32,595	37,615	42,640
5	24,405	29,895	35,385	40,875	46,360
6	26,410	32,345	38,280	44,215	50,150
7	28,565	34,930	41,290	47,655	54,015
8	30,900	37,780	44,665	51,550	58,435
9	33,435	40,880	48,325	55,770	63,220
10	36,170	44,230	52,290	60,345	68,405
11	39,140	47,855	56,575	65,290	74,010
12	42,350	51,785	61,215	70,645	80,075
13	45,805	56,015	66,220	76,430	86,635
14	49,565	60,605	71,650	82,695	93,735
15	53,625	65,570	77,520	89,470	101,415
16	58,010	70,940	83,875	96,805	109,740
17	62,770	76,755	90,740	104,725	118,710
18	67,920	***	***	***	OPEN

IOWA STATE UNIVERSITY
PROFESSIONAL AND SCIENTIFIC PAY MATRIX
FISCAL YEAR 2001

PAY GRADE	GRADE MINIMUM	FIRST THIRD	GRADE MIDPOINT	GRADE MAXIMUM
11	\$24,311	\$28,889	\$31,178	\$38,044
12	\$26,002	\$31,162	\$33,742	\$41,481
13	\$28,398	\$34,318	\$37,279	\$46,159
14	\$31,328	\$38,178	\$41,603	\$51,878
15	\$34,932	\$42,922	\$46,917	\$58,902
16	\$39,723	\$49,213	\$53,959	\$68,194
17	\$45,218	\$56,477	\$62,107	\$78,995
18	\$52,467	\$66,062	\$72,860	\$93,253
19	\$61,481	\$78,034	\$86,311	\$111,140
20	\$73,395			

University of Northern Iowa
FY 2001 P&S SALARY MATRIX

	PAY GRADE	MINIMUM	FIRST QUARTILE	MIDPOINT	THIRD QUARTILE	MAXIMUM
H-1 100%	I	\$20,790.00	\$24,890.00	\$28,990.00	\$ 33,100.00	\$ 37,200.00
	II	\$23,800.00	\$28,570.00	\$33,350.00	\$ 38,120.00	\$ 42,890.00
	III	\$27,390.00	\$33,050.00	\$38,710.00	\$ 44,370.00	\$ 50,040.00
	IV	\$31,770.00	\$38,840.00	\$45,910.00	\$ 52,980.00	\$ 60,050.00
	V	\$37,170.00	\$45,700.00	\$54,230.00	\$ 62,750.00	\$ 71,280.00
	VI	\$44,710.00	\$54,860.00	\$65,010.00	\$ 75,160.00	\$ 85,310.00
	VII	\$53,010.00	\$65,560.00	\$78,110.00	\$ 90,670.00	\$103,220.00
	VIII	\$63,360.00	\$79,000.00	\$94,640.00	\$110,280.00	open
H-2 87%	I	\$18,090.00	\$21,660.00	\$25,230.00	\$ 28,790.00	\$ 32,360.00
	II	\$20,710.00	\$24,860.00	\$29,010.00	\$ 33,160.00	\$ 37,320.00
	III	\$23,830.00	\$28,750.00	\$33,680.00	\$ 38,610.00	\$ 43,530.00
	IV	\$27,640.00	\$33,790.00	\$39,940.00	\$ 46,090.00	\$ 52,240.00
	V	\$32,340.00	\$39,760.00	\$47,180.00	\$ 54,600.00	\$ 62,020.00
	VI	\$38,900.00	\$47,730.00	\$56,560.00	\$ 65,390.00	\$ 74,220.00
	VII	\$46,120.00	\$57,040.00	\$67,960.00	\$ 78,880.00	\$ 89,800.00
	VIII	\$55,130.00	\$68,730.00	\$82,340.00	\$ 95,940.00	open
H-6 77%	I	\$16,010.00	\$19,170.00	\$22,330.00	\$ 25,490.00	\$ 28,640.00
	II	\$18,330.00	\$22,000.00	\$25,680.00	\$ 29,350.00	\$ 33,030.00
	III	\$21,090.00	\$25,450.00	\$29,810.00	\$ 34,170.00	\$ 38,530.00
	IV	\$24,460.00	\$29,910.00	\$35,350.00	\$ 40,790.00	\$ 46,240.00
	V	\$28,620.00	\$35,190.00	\$41,760.00	\$ 48,320.00	\$ 54,890.00
	VI	\$34,430.00	\$42,240.00	\$50,060.00	\$ 57,870.00	\$ 65,690.00
	VII	\$40,820.00	\$50,480.00	\$60,150.00	\$ 69,810.00	\$ 79,480.00
	VIII	\$48,790.00	\$60,830.00	\$72,870.00	\$ 84,910.00	open
H-3 70%	I	\$14,550.00	\$17,430.00	\$20,300.00	\$ 23,170.00	\$ 26,040.00
	II	\$16,660.00	\$20,000.00	\$23,340.00	\$ 26,680.00	\$ 30,030.00
	III	\$19,170.00	\$23,140.00	\$27,100.00	\$ 31,060.00	\$ 35,030.00
	IV	\$22,240.00	\$27,190.00	\$32,140.00	\$ 37,080.00	\$ 42,030.00
	V	\$26,020.00	\$31,990.00	\$37,960.00	\$ 43,930.00	\$ 49,900.00
	VI	\$31,300.00	\$38,400.00	\$45,510.00	\$ 52,610.00	\$ 59,720.00
	VII	\$37,110.00	\$45,900.00	\$54,680.00	\$ 63,470.00	\$ 72,250.00
	VIII	\$44,350.00	\$55,300.00	\$66,250.00	\$ 77,200.00	open

PROPOSED

IOWA SCHOOL FOR THE DEAF
IOWA BRAILLE AND SIGHT SAVING SCHOOL

PROFESSIONAL AND SCIENTIFIC SALARY SCHEDULE

2000-2001

Salary Grade	Minimum	Midpoint	Maximum	Spread
1	\$24,177	\$29,071	\$33,965	40.49%
2	\$25,997	\$31,644	\$37,290	43.44%
3	\$29,355	\$35,752	\$42,149	43.59%
4	\$32,485	\$40,390	\$48,294	48.67%
5	\$35,833	\$44,875	\$53,917	50.47%
6	\$40,015	\$50,657	\$61,299	53.19%

SALARY GRADE ASSIGNMENTS

- 3 Communications Specialist (ISD)
 Registered Nurse I (ISD)
 Residential Counselor (ISD)
 Residential Programmer (IBSSS)
 Sign Language Communications Program Coordinator (ISD)
- 4 Administrative Assistant (ISD)
 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 (IBSSS)
 Information Technology Specialist (ISD/IBSSS)
 Outreach Coordinator (ISD)

Proposed
Board Office
Professional and Scientific Salary Scale
Fiscal Year 2001

Salary Grade	Minimum	Maximum
1	\$27,322	\$42,690
2	\$33,759	\$52,869
3	\$35,207	\$57,714
4	\$40,050	\$67,275
5	\$44,503	\$76,945
6	\$55,810	\$89,989
7	\$68,198	\$110,839
8	\$85,729	\$118,869

Salary Grade Assignments

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