

Research Foundation for SUNY Buffalo State

Fiscal Year 2017-2018 Salary Plan

I. Introduction

The Research Foundation developed a one-year, corporate-wide, salary program designed to help principal investigators and managers determine employee salaries, cover employees working in both administrative and sponsored program positions, remain competitive in the marketplace, and reinforce the separate nature of Research Foundation employment from State University of New York (SUNY) employment.

The salary plan for fiscal years 2017-2018 also includes provisions that address corporate salary policy and general salary adjustment guidelines.

II. Salary Factors

Salary adjustment decisions should consider the effect of three primary factors:

- **Changes in market conditions:** Particular attention should be paid to the effect of inflation on salaries and to competitive salaries in the research area or external market.
- **Changes in individual productivity:** The RF is committed to pay for performance, thus salary increases should reward employees for increased productivity and meritorious performance.
- **Resources available:** An underlying factor in the RF salary program is the acknowledgement that sponsored funding for projects may be limited due to salary caps and other sponsor restrictions, and that salary increases are contingent upon availability of funds as well as grant or contract terms and conditions.

III. Salary Administration Rules

The following general rules apply:

- **Salary rates below the salary range:** Salaries that are below the appropriate salary range identified in the RF's Salary Schedules will **not** be authorized.
- **Salary rates above the salary range:** Salaries that are above the appropriate salary range, or increases that would raise salaries above the salary range identified in the RF's Salary Schedules, will be authorized on an **exception basis** and will **require the prior approval of the RF operations manager**. Written justification must be kept on file.
- **Salary rates for SUNY-paid faculty with RF "summer only" appointments:** SUNY faculty who are appointed to the RF on a "summer only" appointment may be paid a rate equal to their SUNY salary rate, as outlined in the document Salary Rules and Policies When Assigning Summer Employees. This document can be found on the RF's Web site in Sponsored Program Management: Personnel Administration: Salary Administration.

IV. Salary Schedules

The Salary Administration page of the RF Web site contains Salary Schedules that apply to both administrative and sponsored programs positions. RF salary schedules are subject to change during the course of the period covered by this salary plan. Campuses will be consulted with/notified of any changes to these schedules.

V. Fiscal Year 2017-2018 Salary Adjustment Guidelines for Buffalo State

A. Employees Funded by a Sponsored Award

For FY 17/18, a 2% across the board increase if sufficient sponsor funds are available and sponsor guidelines permit.

Fiscal Year	Authorized ATB Increases
2017-18	2.00%

The following salary adjustment guidelines apply:

- **Discretionary increases:** Individual discretionary base salary adjustments are authorized based on performance and/or equity considerations, **subject to the availability of funds.**
- **Awards:** Individual one-time discretionary awards, not added to the employee's base salary, are authorized, **subject to the availability of funds.**
- **Performance evaluation:** The RF recommends that all sponsored program employees have an annual performance evaluation. **For any sponsored programs employee receiving a discretionary increase or award, written justification and documentation of the employee's performance must be kept on file. Increases should not be awarded if an employee has less than acceptable performance.**

Effective date for increases: Salary increases covered under this plan may be made effective either July 1, the employee's anniversary date, or the project anniversary date. Use of a different date, when required for budgetary reasons, must be documented and kept on file at the operating location.

B. Administrative Employees

There will be no across the board increases due to the current financial situation; however, a 2% discretionary pool will be provided with which to address salary inequities and reward performance. Eligibility criteria for a discretionary increase are as follows:

- The employee shall not have received a salary increase during the preceding 12-month period.
- A written justification and documentation of the employee's performance must be submitted to Sponsored Programs Human Resources. Increases should not be awarded if an employee has less than acceptable performance.
- Increases must be processed with an effective date of July 1, 2017 or later.

VI. Other Salary Adjustments

Salary adjustments other than those covered by this plan (e.g., hiring salary, promotional increases, and equity adjustments, etc.) should follow policies and procedures described on the RF Web site's Personnel Administration page. Questions or specific issues should be forwarded to Donna Scuto, Associate VP for Sponsored Program Operations & Deputy Operations Manager.