



BUFFALO STATE
The State University of New York

Research Foundation/Buffalo State Fiscal Year 2024-25 Salary Plan

I. Introduction

The Research Foundation for SUNY (RF)/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 RF employment from State University of New York (SUNY) employment. Buffalo State has adopted this salary plan for RF employees for fiscal year 2024-25.

The salary plan for fiscal years 2024-25 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 economic conditions on salaries and to competitive salaries in the research area or external market.

Changes in individual productivity: We are committed to pay for performance, thus salary increases should reward employees for increased productivity and meritorious performance.

Resources available: An underlying factor in the 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. Fiscal Year 2024-25 Salary Adjustment Guidelines

A. All Employees

A general, across-the-board (ATB) increase is authorized for sponsored program and administrative employees, subject to the availability of funds.

Fiscal Year	Authorized ATB Increases
2024-25	3%

B. Sponsored Program Employees

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: Buffalo State requires all employees have an annual performance evaluation. For any sponsored programs employee receiving a discretionary increase or award of more than 10 percent of his or her base salary, written justification for the increase 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.

C. Administrative Employees

The following salary adjustment guidelines apply:

Discretionary increase: Each location may establish, subject to the availability of funds, a discretionary increase pool based on the June 30th salary base and reduced by the ATB increase (if any) mentioned in section A, above. Discretionary increases should be based on performance and/or equity considerations. The authorized discretionary increases are as follows:

Fiscal Year	*Discretionary (after ATB given for FY)
2024-25	2%

The discretionary increase pool will be used to fund discretionary base salary increases, one-time discretionary awards not added to the employee's base salary or any combination of the two.

Discretionary increase: 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: An annual written performance evaluation, kept on file in the office responsible for handling human resources matters, is required for all employees in administrative positions. Increases should not be awarded if an employee has a less than satisfactory performance rating.

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.

V. 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 [RF Policies, Procedures, and Forms](#) page. Questions or specific issues should be forwarded to the Buffalo State Human Resources Office.

Approved: 

Date: 09/26/2024

Scott Goodman, Research Foundation Operations Manager

Approved: 

Date: 10/10/2024

Bonita R. Durand, Interim President