



THE RESEARCH FOUNDATION

*The State University of New York*

**SALARY PLAN FOR  
FISCAL YEARS 2009-2011  
April 11, 2008**



**Research Foundation Human Resources**

Bishop Hall 14  
Buffalo State College

## **Table of Contents**

- I. Introduction
- II. Salary Factors
- II. Salary Administration
- III. Rules
- IV. Salary Schedules
- V. Fiscal Year- **2009-2011** Salary Adjustment Guidelines
  - A. Sponsored Programs Employees
  - B. Other Salary Adjustments
- VI. Position Titles and Classification Process

## **I. Introduction**

The Research Foundation developed a multi-year, corporate-wide salary program designed to help principal investigators determine employee salaries, cover employees working in both administrative (RF office) 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 **2009-2011** 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. 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 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 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. According to SUNY policy and OMB Circular A-21, the salary rate for a SUNY faculty member with an academic year obligation appointed to the Foundation's payroll through a summer-only assignment must not exceed the faculty member's base full-time salary rate divided by the number of months covered by the faculty member's academic year obligation.

#### **IV. Salary Schedules**

- ★ The Salaries and Wages Salary Schedules that apply to sponsored programs positions are on file with the office of the General Counsel and Secretary. 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 Years 2009-2011 Salary Adjustment Guidelines**

##### **A. Sponsored Program Employees**

- ★ A general, across-the-board (ATB) increase is authorized for sponsored program employees, subject to the availability of funds. Operation managers need to request and document authority from the executive vice president to give an across-the-board increase less than noted in the chart below for the designated fiscal year.

Fiscal Year	Authorized ATB Increases
2008-2009	3.00%
2009-2010	3.00%
2010-2011	4.00%

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 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 RF Human Resources Office.

## **B. 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 in the Employees: Personnel Administration section of EPSS. Questions or specific issues should be forwarded to Sandra Cochran, Human Resources Coordinator at [cochrasa@rf.buffalostate.edu](mailto:cochrasa@rf.buffalostate.edu).

## **VII. Position Titles**

This document contains an alphabetic list by title of all Research Foundation (RF) position titles, exempt and nonexempt for administrative and sponsor-funded positions. This list is nearly the same as the *Job* list of values in the RF computerized business system. These are the only titles approved for appointing employees to the Research Foundation payroll.

The list provides the title, pay range, the date the position standard was issued, an indicator of whether this position is exempt or nonexempt, and whether it requires license or certification. Select positions titles are for Central Office use only, these titles are marked with a "+". Each title is linked to its Position Standard.

***Important:** In the Oracle business application, position titles in the list of values with an **NEX** suffix should be used when the position duties match the exempt position standard, but the salary is less than \$23,660 and/or \$455 weekly.*

### **Designated Student Titles**

The following titles are designated student titles:

- ★ Project Instructional Assistant
- ★ Research Project Assistant
- ★ Research Graduate Assistant
- ★ Research Aide
- ★ Senior Research Aide
- ★ Camp Counselor — Student

### **Policy: Student Criteria**

In order for an employee to be appointed to a student title, the employee must satisfy **all three** of the following criteria:

1. The employee is enrolled as a full-time SUNY student. An employee is a *SUNY student* during the period that begins on the first day of the first semester in which he or she is enrolled and ends with the last day of the last semester during which he or she is enrolled.

2. The employee is working part time or, if employed full time in the summer, was enrolled as a full-time student during the preceding academic year.
3. The employee is engaged in work related to the student's education and training that leads to the fulfillment of academic requirements.

When any one of the three criteria is not satisfied, the employee must be appointed to a nonstudent title. Then the current established Research Foundation fringe benefit rate would be applied to salaries and wages earned, and the employee would be eligible for fringe benefits on the same basis as other employees.

### **Position Classification Process**

The following table summarizes the procedure to take for classifying a new position or reclassifying an existing position. Each step is described more fully in the following blocks.

<b>Step</b>	<b>Action</b>
1	<u>Prepare a job description.</u>
2	<u>Determine FLSA exemption.</u>
3	<u>Determine an appropriate title.</u>
4	<u>Request a new position title.</u>

### **Prepare a Job Description**

When an operating location has determined that a new position is needed or that an existing position needs to be reclassified, a job description or comparable job information document must be prepared in order to assist in determining the appropriate position title, grade, and salary level.

#### New Position

For a new position, a job description or comparable job information document must be written by the hiring manager at the location and must include

- ★ function and scope,
- ★ duties, and
- ★ experience and/or education

The job description prepared for a new position must be reviewed and approved by the Research Foundation (RF) Human Resource Coordinator. Also, refer to Guidelines for Developing Job Descriptions Under the Americans with Disabilities Act of 1990 (ADA).

### **Existing Position**

When a request is made by an employee or supervisor to reclassify an existing position, a job description must be written by the employee or supervisor and must include the same items that are described for a new position. The manager reviews the job description for accuracy and then submits it to the RF operations manager (or designee) for review and approval.

A written job description for the position to which an employee is assigned must be kept on file in the RF Human Resource Office.

### **Determine FLSA Exemption**

When classifying new positions at the exempt level or considering reclassifying an existing nonexempt position as exempt, the RF Human Resource Office must complete an FLSA Exemption Checklist to certify that the position meets the FLSA established criteria for exempt status.

### **Determine an Appropriate Title**

The written job description and the determination based on the FLSA Exemption Checklist must be compared with the established RF position titles and position standards to determine an appropriate title.

### **Request a New Position Title**

If it is determined that an appropriate RF position title does not exist, a written request for a new position title and standard must be submitted to the Central Office of Employee Services for approval. A job description for the new position must be attached to the request.

Pending the establishment of a new title for the position, the following titles may be temporarily assigned:

- ★ Unassigned -- Nonexempt
- ★ Unassigned -- Exempt, Administrative, as appropriate, if the duties of the position meet the requirements of the FLSA Exemption Checklist.

### **Guidelines for Determining Exempt Status**

The following information is taken from *BLR National Update*, December 1992:

## **Definition**

An exempt employee is an executive, administrative, or professional employee who is paid on a salaried basis and who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

## **Requirements**

The Supreme Court has ruled that the exemptions available under FLSA are to be applied only to the employees that "plainly and unmistakably" meet the letter and the "spirit" of the law. To show an employee "plainly and unmistakably" is exempt according to the law, she or he must meet the criteria specified in the FLSA exemption checklist.

One of the basic requirements for an employee to be considered exempt from the FLSA is that the employee is paid on a *salaried* basis. Generally, the employee must receive a full week's pay for a week in which the employee performs any work. Weekly pay may not be reduced for absences of less than a full day or if lack of work causes a shortened workweek. (For a part-time employee, his/her regular hours will constitute a full day.) In addition, pay may not be docked for absences of less than a full week due to temporary military leave, jury duty, or appearing in court as a witness (although salary may be offset by military pay, jury duty, or witness fees). This policy is also subject to the general rule that an employee need not be paid for any workweek in which the employee performs no work.

For an employee to be salaried, the employee cannot

- be subject to deductions from wages in hourly increments for absences of less than a full day.
- Charge sick time or vacation time on an hourly basis.
- be paid wages or benefits on an hourly basis in addition to salary.
- be treated as an hourly employee.

Position titles:

<b>Title*</b>	<b>Grade</b>	<b>Exempt / Nonexempt</b>	<b>License / Certificate</b>	<b>Position Standard Date</b>
<u>Accountant I</u>	E.1	E	No	10/89
<u>Accountant II</u>	E.2	E	No	10/89
<u>Accountant III</u>	E.3	E	No	10/89
<u>Accountant IV</u>	E.4	E	No	10/89
<u>Administrative Assistant I</u>	N.6	N	No	8/98
<u>Administrative Assistant II</u>	N.7	N	No	8/98
<u>Administrative Staff Assistant I</u>	E.1	E	No	10/89

<u>Administrative Staff Assistant II</u>	E.2	E	No	10/89
<u>Administrative Staff Assistant III</u>	E.3	E	No	10/89
<u>Administrative Staff Assistant IV</u>	E.4	E	No	10/89
<u>Administrative Staff Associate</u>	E.5	E	No	10/89
<u>Affirmative Action Officer+</u>	E.7	E	No	12/93
<u>Agency Administrative Officer</u>	E.99	E	No	11/07
<u>Analyst</u>	N.8	N	No	10/89
<u>Assistant Director</u>	E.5	E	No	10/89
<u>Assistant News Director</u>	N.3	N	No	10/89
<u>Assistant Radio Engineer</u>	N.3	N	No	10/89
<u>Assistant Station Manager</u>	E.99	E	No	10/89
<u>Assistant Teacher Child Care Center</u>	N.2	N	No	11/07
<u>Assistant Vice President</u>	E.7	E	No	10/89
<u>Associate Attorney+</u>	E.5	E	No	12/93
<u>Associate Director</u>	E.6	E	No	10/89
<u>Attorney+</u>	E.2	E	No	12/93
<u>Auditor I+</u>	E.1	E	No	12/93
<u>Auditor II+</u>	E.2	E	No	12/93
<u>Auditor III+</u>	E.3	E	No	12/93
<u>Auditor IV+</u>	E.4	E	No	12/93
<u>Business Analyst I</u>	E.2	E	No	1/01
<u>Business Analyst II</u>	E.3	E	No	1/01
<u>Business System Manager</u>	E.5	E	No	1/01
<u>Camp Counselor</u>	E.79	E	No	3/02
<u>Camp Counselor - Student</u>	E.79	E	No	3/02
<u>Clerical Specialist I</u>	N.6	N	No	8/98
<u>Clerical Specialist II</u>	N.7	N	No	8/98
<u>Clerk I</u>	N.3	N	No	8/98
<u>Clerk II</u>	N.5	N	No	8/98
<u>Clinical Investigator</u>	E.89	E	Yes	8/98
<u>Clinical Nurse Specialist</u>	E.79	E	Yes	10/89
<u>Clinical Practice Plan Specialist</u>	N.12	N	No	3/05
<u>Clinical Research Assistant</u>	N.8	N	No	4/00
<u>Clinical Research Associate I</u>	E.99	E	No	4/00
<u>Clinical Research Associate II</u>	E.99	E	No	4/00
<u>Co-Principal Investigator</u>	E.89	E	No	10/89

<u>Comptroller+</u>	E.7	E	No	5/94
<u>Computer Operations Analyst</u>	E.2	E	No	10/89
<u>Console Operator I</u>	N.4	N	No	10/89
<u>Console Operator II</u>	N.6	N	No	10/89
<u>Console Operator III</u>	N.7	N	No	10/89
<u>Console Operator IV</u>	N.8	N	No	11/97
<u>Contract and Grant Specialist I</u>	E.5	E	No	11/93
<u>Contract and Grant Specialist II</u>	E.6	E	No	11/93
<u>Counselor</u>	E.79	E	Yes*	10/89
<u>Creative Artist in Residence</u>	E.89	E	No	10/89
<u>Data Collector</u>	N.9	N	No	7/94
<u>Data Manager / Statistician</u>	E.79	E	No	7/94
<u>Database Administrator I</u>	E.2	E	No	1/00
<u>Database Administrator II</u>	E.3	E	No	1/00
<u>Database Administrator III</u>	E.4	E	No	1/00
<u>Deputy Director</u>	E.7	E	No	10/89
<u>Dietician / Nutritionist I</u>	E.79	E	Yes*	7/94
<u>Dietician / Nutritionist II</u>	E.79	E	Yes*	7/94
<u>Director</u>	E.7	E	No	10/89
<u>Editor I</u>	E.1	E	No	10/89
<u>Editor II</u>	E.2	E	No	10/89
<u>Editor III</u>	E.3	E	No	10/89
<u>Editor IV</u>	E.4	E	No	10/89
<u>Education Specialist</u>	E.79	E	Yes*	10/89
<u>Educator</u>	E.79	E	Yes*	10/89
<u>Engineering Design Assistant</u>	N.8	N	No	10/89
<u>Executive Vice President</u>				
<u>Fee Basis</u>	E.0	E	No	08/04
<u>Human Resources Assistant</u>	E.1	E	No	10/89
<u>Human Resources Associate</u>	E.3	E	No	10/89
<u>Human Resources Coordinator</u>	E.5	E	No	10/89
<u>Information Systems Assistant (Project)</u>	E.79	E	No	11/97
<u>Information Systems Assistant I</u>	E.1	E	No	11/97
<u>Information Systems Assistant II</u>	E.2	E	No	11/97
<u>Information Systems Audit</u>	E.5	E	No	10/94

<u>Manager</u>				
<u>Information Systems Technician</u>	N.8	N	No	11/97
<u>Lead Auditor+</u>	E.5	E	No	12/93
<u>Licensing Associate</u>	E.5	E	No	3/03
<u>Medical Laboratory Technician I</u>	N.4	N	No	10/89
<u>Medical Laboratory Technician II</u>	N.6	N	No	10/89
<u>Medical Laboratory Technologist</u>	N.12	N	Yes*	08/04
<u>Medical Laboratory Worker</u>	N.2	N	No	10/89
<u>Medical Office Assistant</u>	N.3	N	No	10/89
<u>Medical Practice Plan Administrator</u>	E.99	E	No	10/89
<u>Medical Therapist</u>	E.79	E	Yes	10/89
<u>News Director</u>	E.99	E	No	10/89
<u>Nurse Practitioner</u>	E.79	E	Yes	10/89
<u>Nursing Administrator</u>	E.99	E	Yes	10/89
<u>Office Aide</u>	N.1	N	No	10/89
<u>Patient Care Aide</u>	N.2	N	No	10/89
<u>Patient Care Specialist</u>	N.6	N	Yes*	7/97
<u>Patient Care Technician</u>	N.4	N	Yes*	10/89
<u>Perfusion Technologist</u>	N.7	N	Yes	08/04
<u>Physician's Assistant</u>	E.79	E	Yes	10/89
<u>Postdoctoral Associate</u>	E.89	E	No	8/98
<u>Principal Counselor</u>	E.79	E	Yes*	10/89
<u>Principal Education Specialist</u>	E.79	E	Yes*	10/89
<u>Principal Investigator</u>	E.89	E	No	10/89
<u>Principal Medical Laboratory Technologist</u>	E.79	E	Yes	10/89
<u>Principal Medical Practice Plan Administrator</u>	E.99	E	No	10/89
<u>Principal Medical Therapist</u>	E.79	E	Yes	10/89
<u>Principal Nursing Administrator</u>	E.99	E	Yes	10/89
<u>Principal Research Scientist</u>	E.89	E	No	10/89
<u>Principal Research Support Specialist</u>	E.79	E	No	10/89
<u>Production Director</u>	E.79	E	No	10/89
<u>Program Director</u>	E.79	E	No	10/89
<u>Programmer</u>	N.8	N	No	1/93

<u>Programmer/Analyst (Project)</u>	E.79	E	No	1/93
<u>Programmer/Analyst I</u>	E.1	E	No	1/05
<u>Programmer/Analyst II</u>	E.2	E	No	1/05
<u>Programmer/Analyst III</u>	E.3	E	No	1/05
<u>Programmer/Analyst Specialist</u>	E.4	E	No	1/05
<u>Programming Project Leader</u>	E.4	E	No	1/05
<u>Programming Project Manager</u>	E.5	E	No	1/05
<u>Programming Specialist</u>	N.7	N	No	10/89
<u>Project Administrative Officer</u>	E.99	E	No	10/89
<u>Project Aide</u>	N.9	N	No	10/89
<u>Project Instructional Assistant</u>	E.79	E	No	8/98
<u>Project Staff Assistant</u>	E.99	E	No	08/04
<u>Project Staff Associate</u>	E.99	E	No	10/89
<u>Project Support Specialist</u>	N.11	N	Yes*	7/94
<u>Publications Assistant I</u>	N.6	N	No	7/94
<u>Publications Assistant II</u>	N.7	N	No	7/94
<u>Purchase Assistant</u>	E.1	E	No	10/89
<u>Purchase Associate</u>	E.3	E	No	10/89
<u>Purchase Coordinator</u>	E.5	E	No	10/89
<u>Radio Announcer</u>	N.2	N	No	10/89
<u>Radio Engineer</u>	E.79	E	No	10/89
<u>Radiological Specialist</u>	N.7	N	Yes*	4/00
<u>Registered Nurse</u>	N.12	N	Yes	4/93
<u>Research Aide</u>	N.9	N	No	8/98
<u>Research Analyst</u>	N.10	N	No	7/94
<u>Research Graduate Assistant</u>	N.11	N	No	1/01
<u>Research Laboratory Worker</u>	N.2	N	No	10/89
<u>Research Project Assistant</u>	E.79	E	No	8/98
<u>Research Scholar</u>	E.89	E	No	10/89
<u>Research Scientist</u>	E.89	E	No	10/89
<u>Research Support Specialist</u>	N.11	N	No	08/04
<u>Research Technician I</u>	N.4	N	No	10/89
<u>Research Technician II</u>	N.6	N	No	10/89
<u>Research Technician III</u>	N.7	N	No	10/89
<u>Scientific Programmer</u>	E.79	E	No	10/89
<u>Secretary I</u>	N.3	N	No	8/98

<u>Secretary II</u>	N.5	N	No	8/98
<u>Secretary and General Counsel, VP+</u>				
<u>Senior Accountant</u>	E.5	E	Yes	7/05
<u>Senior Administrative Assistant</u>	N.8	N	No	8/98
<u>Senior Administrative Staff Associate</u>	E.6	E	No	10/89
<u>Senior Associate Attorney+</u>	E.6	E	No	12/93
<u>Senior Associate Provost</u>	E.8	E	No	1/98
<u>Senior Attorney+</u>	E.4	E	No	12/93
<u>Senior Business Analyst</u>	E.4	E	No	1/01
<u>Senior Clerical Specialist</u>	N.8	N	No	8/98
<u>Senior Clinical Investigator</u>	E.89	E	Yes	10/89
<u>Senior Counselor</u>	E.79	E	Yes*	10/89
<u>Senior Education Specialist</u>	E.79	E	Yes*	10/89
<u>Senior Medical Laboratory Technologist</u>	E.79	E	Yes	10/89
<u>Senior Medical Office Assistant</u>	N.6	N	No	10/89
<u>Senior Medical Practice Plan Administrator</u>	E.99	E	No	10/89
<u>Senior Medical Therapist</u>	E.79	E	Yes	10/89
<u>Senior Nursing Administrator</u>	E.99	E	Yes	10/89
<u>Senior Patient Care Specialist</u>	N.7	N	Yes*	7/97
<u>Senior Perfusion Technologist</u>	N.12	N	Yes	08/04
<u>Senior Postdoctoral Associate</u>	E.89	E	No	7/04
<u>Senior Programmer/Analyst (Project)</u>	E.79	E	No	1/93
<u>Senior Programming Project Manager</u>	E.6	E	No	10/89
<u>Senior Radiological Specialist</u>	N.12	N	Yes*	4/00
<u>Senior Research Aide</u>	N.10	N	No	10/89
<u>Senior Research Analyst</u>	N.11	N	No	7/94
<u>Senior Research Scientist</u>	E.89	E	No	10/89
<u>Senior Research Support Specialist</u>	E.79	E	No	10/89
<u>Senior Scientific Programmer</u>	E.79	E	No	10/89

<u>Senior Social Worker</u>	E.79	E	Yes*	4/95
<u>Senior Trainer</u>	E.79	E	No	9/95
<u>Senior Vice President+</u>	E.9	E	No	7/04
<u>Senior Vice President and Treasurer+</u>				
<u>Services Specialist</u>	N.8	N	No	4/97
<u>Services Worker I</u>	N.1	N	No	10/89
<u>Services Worker II</u>	N.3	N	No	1/96
<u>Services Worker II (Driver)</u>	N.3	N	No	1/96
<u>Services Worker III</u>	N.6	N	No	1/96
<u>Services Worker III (Driver)</u>	N.6	N	No	1/96
<u>Social Worker</u>	E.79	E	Yes*	4/95
<u>Sponsored Programs Assistant I</u>	E.1	E	No	10/89
<u>Sponsored Programs Assistant II</u>	E.2	E	No	10/89
<u>Sponsored Programs Associate I</u>	E.3	E	No	10/89
<u>Sponsored Programs Associate II</u>	E.4	E	No	10/89
<u>Sponsored Programs Coordinator</u>	E.5	E	No	10/89
<u>Station Manager</u>	E.99	E	No	10/89
<u>Support Services Specialist</u>	N.5	N	No	12/93
<u>Teacher</u>	E.79	E	Yes	10/89
<u>Teacher's Aide</u>	N.1	N	No	1/93
<u>Teacher's Assistant</u>	N.3	N	No	1/93
<u>Trainer</u>	E.79	E	No	9/95
<u>Teacher's Aide - Child Care Center</u>	N.1	N	No	11/07
<u>Teacher (Preschool/Infant/Toddler)- Child Care Center</u>	N.4	N	No	11/07
<u>Teacher (School age) - Child Care Center</u>	N.4	N	No	11/07
<u>Training Program Coordinator</u>	E.79	E	No	9/95
<u>Tutor</u>	N.10	N	No	7/94
<u>Unassigned Exempt</u>	E00	E	No	N/A
<u>Unassigned (Nonexempt)</u>	N00	N	No	N/A
<u>Vice President+</u>	E.8	E	No	

For more information relating to position standards, titles and salary please contact Sandra Cochran, Human Resources Coordinator at [cochrasa@rf.buffalostate.edu](mailto:cochrasa@rf.buffalostate.edu).