



TO: Principal Investigators, Researchers and Faculty  
CC: Deans, Chairs, Center/Institute Directors and Research Support Staff

FROM: Tracey A. Williams, Director RF Human Resources

SUBJECT: RF Sponsored Program Employee Salary Plan - FY 2017-18

DATE: June 29, 2017

The Research Foundation for SUNY has approved a one-year Salary Plan for FY 2017-18. The following guidelines are designed to assist in implementing the plan.

#### **Across-the-Board Increases**

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

<b>Fiscal Year</b>	<b>Authorized ATB Increase</b>
2017-18	2.00%

#### **Discretionary Increases**

- Individual discretionary base salary adjustments are authorized **up to 4% of base salary**, based on performance and/or equity considerations, subject to the availability of funds.
- Individual one-time discretionary awards (based on performance and/or equity) not added to the employee's base salary, will be considered subject to the allowability on the sponsored award and compliance with federal cost principles. The total combined amount of any one-time discretionary award, or discretionary increase to base salary, is authorized up to 4% of current base salary.
- A discretionary award that is a combination of a lump sum payment and base salary increase **must be processed with the same effective date**.

**Discretionary increases of any kind requested on a sponsored award are subject to allowability on the sponsored award and compliance with federal cost principles.**

#### **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 and 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: Sponsored funding may be limited due to salary caps and other restrictions. Projects that are unable to implement the RF salary plan should contact Research Foundation Human Resources for proper documentation of the HR files.

### **Performance Evaluations**

Performance is usually a primary factor in determining an employee's discretionary salary increase; therefore, it is strongly recommended that a performance evaluation be given in conjunction with the award. Increases should not be given if an employee has less than acceptable performance. Performance plan forms can be downloaded at:

<http://www.albany.edu/rfhr/performance.php>

### **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. The method selected should be consistent for all employees on the project and should not change from year-to-year. Use of a different date, when required for budgetary reasons, must be documented and kept on file with RFHR. **Discretionary and ATB awards must be processed with the same effective date.**
- Employees who are not actively on payroll at the time increases are paid, are ineligible for salary increases. This includes retroactive salary increases. Employees on leave may be considered active, therefore HR should be consulted for eligibility rules.
- **Salary increases to be paid on a sponsored award, with a retroactive date greater than one-month, requires a thorough review by Sponsored Programs Award Management Services to ensure compliance with sponsor and federal regulations.**

### **Salary Rates Above or Below the Salary Range**

Salary increases that result in salary rates above the salary range maximum 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 that are below the appropriate salary range will not be authorized.

### **Salary Increase Administration**

To request a salary increase, principal investigators should submit a [Salary Increase Change Form For FY 2017-2018](http://www.albany.edu/rfhr/assets/Salary_Increase_Form.docx), ([http://www.albany.edu/rfhr/assets/Salary\\_Increase\\_Form.docx](http://www.albany.edu/rfhr/assets/Salary_Increase_Form.docx)).

Unless you are contacted for additional supporting documentation, salary requests will be processed according to the payroll deadline calendar located at:

[http://www.albany.edu/rfhr/assets/RF\\_Bi-Weekly\\_Payroll\\_Calendar\\_Deadlines\\_17-18.xlsx](http://www.albany.edu/rfhr/assets/RF_Bi-Weekly_Payroll_Calendar_Deadlines_17-18.xlsx) ([http://www.albany.edu/rfhr/assets/RF\\_Bi-Weekly\\_Payroll\\_Calendar\\_Deadlines\\_17-18.xlsx](http://www.albany.edu/rfhr/assets/RF_Bi-Weekly_Payroll_Calendar_Deadlines_17-18.xlsx)).

If you have any questions concerning the salary plan, please feel free to contact me. For payroll questions, please contact your HR Associate (see [Department Assignments](#)) at 437-4500.