

*Memo*



State University of New York

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## Memorandum to Presidents

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Date: July 23, 1974

Vol. 74 No. 29

From: Office of the Vice Chancellor for Personnel  
and Employee Relations

Subject: Guidelines for Discretionary Salary Increases for  
Faculty and Professional Staff

Attached is a copy of the guidelines to be applied to the discretionary salary increase for faculty and professional staff in the negotiating unit.

Our plan is to provide payment of these increases in October, retroactive to the appropriate anniversary date for each employee. Therefore, you should begin discussions on your campus whenever you consider appropriate to meet this deadline.

We will be forwarding rosters and additional payroll instructions in the near future. If you have any questions on these matters, please contact Dr. Thomas Peterson of my staff.

  
Kenneth M. MacKenzie

Attachment

cc: Chancellor Boyer

This memorandum addressed to:

Presidents, State-operated campuses

Copies for information only sent to:

Presidents, Community Colleges  
Deans, Statutory Colleges  
Chancellor Kibbee  
Dean McGrath

## GUIDELINES - UUP 3/4% Discretionary Increase

For the purpose of determination of the total amount available for merit increases, calculate the total current (i.e., prior to June 30, 1973 salaries) payroll for all of your professional staff in bargaining unit positions, exclusive of those persons who will no longer be on your staff on July 1 (calendar-year obligations) or September 1 (academic year obligations).

Discretionary increases are to be awarded for outstanding and meritorious performance. As part of the process of determining which employees will be recommended for discretionary increases, consideration must be given to employees who are paid at salaries significantly below the average salary for their rank or grade. A salary lower than the average, however, should not be the sole basis for recommending a discretionary increase. Outstanding and meritorious performance must be a major factor in all recommendations for discretionary increases.

The provisions of the Memorandum of Understanding between the University and the Director of the Budget for the Professional Rank Plan continue in effect. If you should identify a situation where the average of all salaries in a rank will exceed the midpoint of the rank, please contact the Office of the Vice Chancellor for Personnel and Employee Relations, as normal policies would suggest that merit funds not be provided to persons in that rank. We'll do our best to gain Budget approval for exceptions; but we will not be able to process any requests that merit funds be used to exceed the extraordinary ceiling for a rank. Discretionary salary increases above the third quartile should be granted only for exceptional performance, and a summary statement or justification should be forwarded in any instance where this occurs.

Attached are schedules of salary limits applicable to staff eligible for these increases. Within those limits, salary increases to individuals shall be governed by the following:

- 1) All increases will be recommended to the Chancellor by the Campus President, after normal consultation as provided in the Trustees' Policies.
- 2) No increase to an individual can be granted if the increase would cause the maximum salary for the title or professional rank to be exceeded.
- 3) The minimum merit increase shall be \$300 or the amount to raise to the maximum whichever is less. In no case shall the minimum increase be used to pay a number of people in an across-the-board fashion.
- 4) The maximum individual merit increase shall be

\$2000; nor may the net change in salary, including across-the-board and discretionary increases, exceed 20 percent of the June 30, 1974 salary if below \$20,000 or 15 percent of that salary if above \$20,000.

Exceptions to guidelines may be granted in well-documented extraordinary circumstances, subject to review of and approval by the Director of the Budget.

Promotional salary changes effected from local funds are not counted in the total of 3/4% monies; however, the limits on net increases apply as above. The 6 1/2% across-the-board adjustment is applicable to the base salary before the granting of the promotional increase. Promotional salary changes to be effected from local funds must show the compensating salary reductions in other positions at the campus and a certification that the dollars assigned to the positions are still sufficient to recruit acceptable candidates.

FOR SUMMER 1974 SALARY INCREASES ONLY  
PROFESSIONAL RANK SALARY LIMITS

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<u>GRADE</u>	<u>FIRST QUARTILE</u>	<u>MID-POINT</u>	<u>EXTRAORDINARY CEILING</u>
1	10,030	12,065	16,195
2	14,210	16,195	20,165
3	18,205	20,220	24,240
4	22,845	25,525	30,890
5	26,400	29,610	36,060

Note: The above are to be used only for the purposes of effecting salary increases to staff holding appointments as of June 30, 1974. The schedule issued March 28, 1974 remains in effect for all other purposes.

Vacant positions should be tabulated at the first quartile salary given above in calculating averages for midpoint controls.

ACADEMIC RANK SALARY LIMITS

<u>RANK</u>	<u>ACADEMIC YEAR OBL.</u>	<u>CALENDAR YEAR OBL.</u>	<u>MED./DENTAL ONLY</u>
Professor & Chairman	-----	-----	\$47,190
Professor	\$35,285	\$42,365	43,975
Assoc. Professor	26,170	31,425	40,755
Asst. Prof./Lecturer	20,485	24,560	35,930
Instructor	14,800	17,805	31,640
Assistant Instructor	-----	-----	Special Schedules
Leading Professor	42,900	-----	-----

Note: The above are to be used only for the purpose of effecting salary increases to staff holding appointments as of June 30, 1974. The academic rank schedule appended to Vice Chancellor MacKenzie's Memorandum to Presidents dated March 21, 1974 remains in effect for new appointments and all other purposes.