

## MEMORANDUM

June 20, 2019

**TO: Members of the Board of Trustees**

**FROM: Kristina M. Johnson, Chancellor**

**SUBJECT: Approval of Salary Schedules and Guidelines for  
Managerial/Confidential Employees in the State University's  
Professional Service**

### Action Requested

The proposed resolution adopts guidelines and sets schedules for salary adjustments for managerial/confidential employees in SUNY's professional service.

### Resolution

I recommend that the Board of Trustees adopt the following resolution:

Whereas, pursuant to NYS Education Law §§355 and 355-a, the State University of New York has authority to set salary schedules for unclassified employees in the professional service of the University; and

Whereas, in conjunction with the recent ratification and legislative implementation of compensation agreements between the State of New York and collective negotiations units including the United University Professions, it is appropriate for the State University to update its salary schedules for employees who have been designated, stipulated or excluded from negotiating units as managerial/confidential; now therefore be it

Resolved that the "Guidelines for Salary Adjustments for Certain Managerial/Confidential Employees in the Professional Service of the State University" (copy on file in the Office of the Secretary of the University), are approved; and, be it further

Resolved that the salary schedules adopted on September 13, 2018 by Resolution 2018-061 are hereby repealed; and, be it further

Resolved that the "Salary Schedule for Managerial/Confidential Employees in the Professional Service of the State University of New York" (copy on file in the Office of the Secretary of the University) be, and hereby is, approved, subject to and in accordance with any applicable legislation; and, be it further

Resolved that the Chancellor, or her designee, be, and hereby is, authorized to take all steps necessary and appropriate to implement the above-referenced Salary Schedule and Guidelines in a fiscally responsible manner dependent on the individual circumstances of an institution.

### **Background**

In conjunction with the recent ratification and legislative implementation of agreements between the State of New York and collective negotiating units, such as the United University Professions, and pursuant to the authority of the Board of Trustees to establish salary schedules and compensation for employees who have been designated, stipulated, or excluded from negotiating units as managerial/confidential, it is appropriate for the State University to update its salary schedules for 2019-2020 for State University employees who have been so designated.

This resolution authorizes potential compensation increases for State University managerial/confidential employees in the amount of two percent (2%) effective April 1, 2019 and two percent (2%) effective April 1, 2020. The attached salary schedules for Managerial/Confidential employees have been amended to reflect the respective increases. As noted on the salary schedules, campuses located in New York City, Nassau, Westchester, and Suffolk Counties may exceed the maximum of the salary range by ten percent (10%). All employees must be paid at least the minimum of the grade.

The Guidelines delegate to the Chancellor, with respect to System Administration employees, and to campus presidents for employees under their discretion, the authority to make all or a portion of the salary pool discretionary in recognition of merit. Portions not distributed on a discretionary basis may be distributed as across-the-board increases provided, however, that the Chancellor or her designee may request additional information or approve compensation plans prepared by the campus at her discretion.

**Guidelines for Salary Adjustment for Certain  
Managerial/Confidential Employees in the Professional Service of  
The State University of New York  
June 20, 2019**

**1. Managerial/Confidential (M/C) Salary Pool**

Effective both April 1, 2019 and April 1, 2020, the basic annual salary of incumbents of positions designated managerial/confidential in the State University Professional Service may be increased as follows. Such increases in basic annual salary rates shall not exceed in the aggregate two percent (2%) based on the total basic annual salary rates in effect on March 31, 2019 and March 31, 2020.

The Chancellor, with respect to System Administration employees, and each campus president with respect to employees under the president's jurisdiction may elect to distribute the money as an across-the-board percentage to M/C employees, or use a portion of the funds as a merit pool to reward performance, and may determine how much, if any, of the pool is expended. The Chancellor, with respect to System Administration employees, and each campus president may withhold any part of the increase from an M/C employee based upon a review of performance. In addition, the Chancellor or her designee may require campus presidents to engage directly with System Administration prior to the distribution of the increases to ensure affordability and need at each campus.

In order to receive an across-the-board or merit increase for April 2019 or April 2020, the employee must be on the payroll on March 31<sup>st</sup> of the appropriate year and must be on the payroll at the time of actual payment.

**2. Rosters**

All increases must be reported on a roster to University-wide Human Resources. The format of the rosters will be provided prior to the date on which the increases will be made. All rosters must be signed by the Chancellor or the campus president.

**3. Exception Policy**

In extraordinary circumstances, campuses are able to exceed the salary maximum for an individual employee. The authority to approve an exception resides with the campus president and is not delegable to any other officer. An exception to the maximum must be reported to the University-wide Human Resources office, including the rationale and documentation supporting the exception.

While there is no predetermined limit on exceptions, it should be understood that this procedure is expected to be used only in exceptional cases. An individual's state salary may not exceed that of the campus president without prior approval by the Chancellor. The request for prior approval by the Chancellor should include the rationale and documentation supporting the exception along with a certification that the funds to support this request are available in the current campus budget.

**BOARD OF TRUSTEES SALARY RESOLUTION  
MANAGEMENT/CONFIDENTIAL EMPLOYEES**

ALL  
CAMPUSES

**EFFECTIVE April 1, 2018**

Salary Level	Minimum	Maximum
MP1	\$115,328	\$195,440
MP2	\$96,274	\$182,832
MP3	\$79,217	\$162,416
MP4	\$64,356	\$122,403
MP5	\$45,826	\$91,914
MP6	\$41,833	\$61,340

**EFFECTIVE April 1, 2019**

Salary Level	Minimum	Maximum
MP1	\$117,635	\$199,349
MP2	\$98,199	\$186,489
MP3	\$80,801	\$165,664
MP4	\$65,643	\$124,851
MP5	\$46,743	\$93,752
MP6	\$42,670	\$62,567

**EFFECTIVE April 1, 2020**

Salary Level	Minimum	Maximum
MP1	\$119,988	\$203,336
MP2	\$100,163	\$190,219
MP3	\$82,417	\$168,977
MP4	\$66,956	\$127,348
MP5	\$47,678	\$95,627
MP6	\$43,523	\$63,818

**Additional Salary Grades**

**Health Science Centers**

**EFFECTIVE April 1, 2018**

Salary Level	Minimum	Maximum
MH1	\$164,320	\$258,314
MH2	\$151,616	\$242,347

**Additional Salary Grades**

**Health Science Centers**

**EFFECTIVE April 1, 2019**

Salary Level	Minimum	Maximum
MH1	\$167,606	\$263,480
MH2	\$154,648	\$247,194

**Additional Salary Grades**

**Health Science Centers**

**EFFECTIVE April 1, 2020**

Salary Level	Minimum	Maximum
MH1	\$170,958	\$268,750
MH2	\$157,741	\$252,138

Note: The Salary Schedules for campuses in the New York Metropolitan Area will be increased by 10% per salary level maximum.