

Salary Rules and Policies When Assigning Regular Employees

Effective Date:	December 26, 2014
Supersedes:	Salary Rules and Policies when Assigning Regular
Policy Review Date:	July 2020
Issuing Authority:	Research Foundation President
Responsible Party:	Vice President, Human Resources
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Reason for Policy

When a person is employed by the Research Foundation (RF), he or she is assigned an approved Research Foundation title and corresponding grade or pay range within the appropriate salary schedule.

Each title and grade or pay range provides the minimum and maximum salary allowed for a position.

Statement of Policy

All RF appointments must be approved in accordance with Foundation policies and procedures, comply with Foundation position titles and standards, and comply with federal and state laws and regulations regarding tax information.

For all regular employees

- salary levels must be determined prior to assignment, must be consistent with Research Foundation classification guidelines, and must have the requisite local approvals.
- funds must be available for the salary determined for the position.
- salaries must be consistent with sponsor terms and conditions.
- salaries must be within the minimum and maximum range for the position.

Exception: A salary for a regular employee may exceed the maximum of the grade or pay range only if it is approved in advance in writing by the Research Foundation operations manager.

Salary Rates for Employees with Multiple Assignments or Funding Sources

An employee who has two jobs, with different titles, reporting to different supervisors may have different rates of pay for each job. The salary for each job should be appropriate and established according to Research Foundation policy. An employee cannot be in an exempt and nonexempt job concurrently.

An employee who has two jobs with the same title may have different rates of pay for each job. The salary for each job should be appropriate and established according to Research Foundation policy. There should be appropriate documentation on file to support the difference in salary rates and demonstrate that the jobs are distinct.

An employee who has one job that is funded by multiple federal sources must have an equitable

distribution of charges, according to 2 CFR Part 200. If the funding sources are all federal grants, then the rate of pay established for each grant must be the same.

Approval Requirements

Salaries are documented on written offers of employment and/or letters of appointment (on Research Foundation letterhead) and on Employee Assignment forms. These documents must be signed by the Research Foundation operations manager or designee to certify that

- the salary complies with RF policy and sponsor regulations.
- funds are available in the appropriate account for the assignment.

Note: Employee Assignment Forms are also signed by the project director.

Entering Salary Information into the Research Foundation Computerized Business System

Salary information for RF regular employees is entered into the computerized business system. Pay rates entered into the system must comply with the RF grade minimum requirements.

Note: The computer reports "RF: Salaries Above the Max Grade Range" and "RF: Salaries Below the Min Grade Range" are used to monitor salaries. The report may be used to determine when an employee's salary level is above the grade maximum or below the minimum requirements. Pay rates outside the grade range will be monitored by operating locations.

Responsibilities

Operating Locations

The Research Foundation operations manager is responsible for ensuring that

- employment offers (if in writing) and appointment letters are on RF letterhead and are signed by the operations manager or designee.
- initial salary offers made by project directors or administrative managers are within approved salary schedules, and that sufficient funds exist to cover these salaries.
- distribution of charges complies with federal rules on payroll distribution.
- Employee Assignment Forms are correctly completed so that the salary information reflects the actual rate of pay established for employees.
- copies of written approvals for salary offers above a schedule maximum are retained in employee's personnel files.
- accurate information is input into the computerized business system.

Central Office

The *Vice President of Human Resources* is responsible for

- ensuring that salary and other assignment information is maintained.

References

- [Communications with Applicants and Offers of Employment Policy](#)
- [Letters of Appointment Policy](#)
- [Description of Assignment Groups](#)

Change History

Date	Summary of Change
December 26, 2014	Revised for citation reference to 2 CFR Part 200.

Feedback

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