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

Subject: Management/Confidential and other Salary Increases, July 1974

The 1974 Supplemental Budget Appropriation authorizes an increase of not to exceed 5.5% of the salaries of the management/confidential group of the professional staff. The Board of Trustees, in action this week, approved distribution of the major portion of the funds in an across-the-board adjustment with the remainder to be used to reward merit through individual discretionary increases.

Attached is a copy of the basic guidelines for the increases. Please move ahead to formulate your recommendations for these increases, and to prepare locally rosters reporting the increases. We'll have to receive your roster of those increases in this office on or before June 13 in order to process the certificate revisions and to gain the necessary budget approvals.

Also included is the revised schedule of salaries for all grades of the administrative salary plan. This schedule will accommodate the proposed UUP-negotiated increase as well as this increase, and it is applicable to all graded positions within the University, effective July 1, 1974. No discretionary increase may be granted which would result in an individual's salary exceeding the extraordinary ceiling for a grade, nor may discretionary increases be granted to management/confidential staff holding positions in a grade which is impacted (i.e., average salary for all positions in the grade above the midpoint for that grade) if the increases would continue the impaction.

We're moving ahead with plans to pay automatically (without campus action) the across-the-board 6.5% adjustment in salaries to all eligible UUP-represented staff as of the appropriate effective date for each person. Scheduling this payment for the July 1 eligible group presumes execution of a signed agreement between UUP and the State before June 17, 1974, as that's the last date by which we can stop payments scheduled for July 10. Because of the press of time, discretionary adjustments will have to be paid later, retroactive to the proper effective date. Further details on all these increases will be forwarded as soon as they are available.

Kenneth M. MacKenzie

Attachments
Memorandum to Presidents
May 23, 1974

cc: Chancellor Boyer

This memorandum addressed to:
    Presidents, State-operated Campuses

Copies for information only sent to:
    Presidents, Community Colleges
    Deans, Statutory Colleges
    Chancellor Ribbee
    Dean McGrath
    President Miles
    Vice Provost Risley
STATE UNIVERSITY OF NEW YORK
Management/Confidential
Salary Increase Guidelines - July 1974

1. Only persons serving in a position duly certified as Management/Confidential as of June 30, 1974 are eligible for a salary increase under this program.

2. Each individual shall receive an increase of 4% of June 30, 1974 salary, rounded to the next higher whole dollar. This across-the-board increase may be withheld from any individual in the discretion of the supervisory authority.

3. The remaining pool of funds, representing approximately 1.5% of the June 30 management/confidential payroll at each campus or employing unit, is to be used for discretionary increases as follows:

   Individual discretionary increases are limited to the range of not less than $300 nor more than $2,000 provided further that:

   The cumulative total of an across-the-board and a discretionary increase may not exceed 20% of salary for any individual with June 30 salary $12,500 or below, or may not exceed 10% of salary for any individuals with June 30 salary $30,000 and above.

4. Revised salary schedules for all ASP grades are appended hereto.

5. Campus presidents will be subject to the same guidelines, but their salaries will be considered in a separate pool exclusively for presidents; therefore, the president's salary may not be included in the campus total payroll base for the purpose of calculating the 5.5% amount available to fund these increases.
# FOR SUMMER 1974 SALARY INCREASES ONLY
## PROFESSIONAL RANK SALARY LIMITS

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The above salary limits are to be used only for the purpose of granting salary increases to staff holding appointments as of June 30, 1974. The schedule issued March 28, 1974 remains unchanged and in effect.

Vacant positions should be listed at the first quartile salary shown above in evaluating averages for midpoint controls.

Additional guidelines applicable Summer 1974 for Management/Confidential increases:

1. No management/confidential employee may be granted an increase which would cause the salary of the position to exceed $47,800.

2. No M/C position which reports to a campus president shall receive a salary in excess of 95% of the president's salary.