

OFF-SCALE SALARY AGREEMENT FOR THOSE TRANSITIONING FROM THE PROFESSIONAL RESEARCH SERIES TO PROJECT SCIENTIST SERIES

For those Professional Researchers who transition to the Project Scientist titles (via change in title), our goal is to make sure that the change in title does not result in a decreased salary due to the difference in salary scales between the two titles. There are two ways to achieve this. For those individuals appointed at less than 100% time, the difference in salary dollars may be accommodated by an increase in the percent of time if appropriate. However, for those who are already at 100% time or for those who cannot make up the difference in salary by an increase in percent of time, the transfer to the Project Scientist title can be accommodated by the addition of a "temporary" off-scale salary to maintain the current salary. In those cases where such an off-scale is required, the off-scale salary will be regularized; the mechanism to bring the salary back to normal scale is as follows.

If normal advancement is not achieved because of a denied merit or promotion, or if the candidate does not come up for review when eligible for advancement, the off-scale salary will be reduced by 50%. If there is still no advancement the following year, the off-scale will reduce to 0. For example, if Dr. X transitions to Assistant Project Scientist IV July 1, 2004 and fails to advance by July 1, 2006, his or her off-scale salary will reduce by 50%. If he/she does not come up for review or is denied a merit the following year, the remaining portion of the temporary off-scale will reduce to 0.

If advancement in the Project Scientist series does occur in at least the normal time-frame, the off-scale salary will be reduced by the amount of dollars equivalent to a "half-step" at each advancement until the salary is regularized (i.e., returns to scale). In other words, if Dr. X advances (by July 1, 2006) from Assistant Project Scientist IV, with a base salary of \$53,700 plus a temporary off-scale salary of \$XXX, to Assistant Project Scientist V with a base salary of \$56,400, his or her off-scale would reduce by \$1350 (i.e., 50% of the \$2700 difference between Step V and Step IV). Each subsequent advancement would reduce the off-scale by one-half of the step increase until the person was brought back onto the salary scale for Project Scientist. (If the original off-scale is less than the dollars equivalent to a "half-step", the increment will reduce to 0.)

The academic personnel analysts in my office are available to consult with you on these methods of salary administration for any particular appointees. Please feel free to contact the appropriate AP analyst if you have questions about specific situations.

TRANSITION FROM PROFESSIONAL RESEARCHER TO PROJECT
SCIENTIST OFF-SCALE AGREEMENT SUMMARY

Less than 100% time:

Difference in salary can be made up by increase in percent time at Project Scientist level.

100% time:

Off-scale regularization if no advancement:

First year of eligibility - Informal deferral or denial of an action – off-scale reduced by 50%.

Second year of eligibility – If no advancement – off-scale reduces to 0.

Off-scale regularization with advancement:

Off-scale reduced by $\frac{1}{2}$ the step increase at each advancement until person brought back to step. (If off-scale amount is less than $\frac{1}{2}$ step, off-scale is reduced to 0)

Off-scales in this category should not be range adjusted per the Vice Provost.