



POLICY ON SALARY INCREASES REQUIRING BOARD APPROVAL

Dated: May 1, 2015

Supersedes: HR.901 Salary Increases Requiring Board Approval dated March 24, 2008

I. PURPOSE

To establish guidelines for those salary actions which require Board approval.

II. POLICY

Salary increases for all College employees with a hard money and/or grant funds component shall be presented for prior approval of the Finance Committee when the proposed increase when added to the employee's annualized salary equals or exceeds \$125,000. Retrospective review by the Finance Committee shall be sufficient if the source of the increase to such a salary at or above the \$125,000 level is affiliation agreement, faculty practice, designated purpose funds or collective bargaining unit agreements.

III. SCOPE

The salary of each new hire and each salary increase for an existing College employee on a regular basis for twenty (20) hours per week or more shall require prior approval of the Finance Committee where such employee is or will be:

- A. A faculty member who would be salaried, after hire or increase, at a full-time equivalent rate of \$125,000 per annum or more, if such faculty member is not funded primarily from Affiliations Funds (i.e. New York City Health and Hospitals Corporation ("HHC") Affiliation funds, Westchester Medical Center Affiliation, Faculty Practice or Designated Purpose funds). Once the \$125,000 threshold is crossed, only salary increases above the standard increase rate approved by the Board will have to go to the Finance Committee for approval.
- B. A non-faculty employee whose salary after hire or increase would exceed the rate of \$125,000 per annum or a corporate officer, dean or department chairman. Once the \$125,000 threshold is crossed, only salary increases above the standard increase rate approved by the Board will have to go to the Finance Committee for approval.

IV. DEFINITIONS

Salary increase - any adjustment to the annual compensation of the employee

V. PROCEDURES

A. Finance Committee

1. The Administration shall report to the Finance Committee on each salary increase not previously approved whereby any College employee will have received, when added to all salary increases received by that employee within the twelve (12) months preceding the latest increase, an aggregate salary increase of 15% or more, either prospectively or retrospectively based on funding source..
2. Salary increases, regardless of the amount of the increase, for non-faculty doctoral level personnel employed as research associates or post-doctoral fellows shall not be subject to this paragraph provided the full-time equivalent salaries of such personnel remain within the current National Research Service Award Stipend guideline.
3. The Finance Committee has the authority to inquire into further or different salary matters at its discretion, without any limitation outlined in this policy.
4. Increases from faculty practice funds, designated purpose funds or affiliation support are subject to retrospective review by the Finance Committee.

B. Retrospective Review – Acting/Interim Appointments

Timely retrospective review by the Finance Committee of an appointment that would otherwise require prior approval under the Scope section above shall be sufficient in those cases where the appointment is of an acting or interim nature.

C. Limitation on Increase

The Administration of the College shall not, without authorization from the Finance Committee, permit the aggregate of increases in salary expense from all causes chargeable to the hard money budget or affiliation agreements to exceed at the end of any fiscal year, as applicable, the aggregate figure contained in the annual hard money budget for increases in salary expense or the amount of salary monies available under affiliation agreements.

D. Administrative

1. All salary increases requiring prior approval as provided in this Policy that are accompanied by an academic promotion shall be

presented at a single meeting of the Finance Committee each year unless the President, a Dean or a Vice President shall authorize their presentation for approval at a different time for good cause. Except for good cause, all annual salary increases requiring prior approval shall be presented to the Finance Committee at its January or July meeting, based on the standard increase date for that year.

2. Quarterly each year each case in which there is a shift in any College employee's salary from College soft money to hard money shall be reported to the Finance Committee for retrospective review together with details of the impact of each such shift on the College's budget.
3. Salary Plans are due thirty (30) days after the College's annual increase program is officially announced and communicated in writing to the departments. The annual salary plan submitted by the cost center manager will also include proposed promotional increases that are expected to occur within the calendar or fiscal year and the source of funding within the Departmental budget.
4. Salary plan actions which are not submitted to the administrator within the thirty (30) day period provided to the Department Chairman and cost center managers as noted in Section V.A.1 above, may be held until the next meeting of the Board.
5. Except as otherwise approved by the Finance Committee or the Board of Trustees, annual salary increases and planned promotional increases will be implemented as follows:

Employee Category	Standard Increase Date
Non-Union; non-faculty	January 1, July 1 or date approved by the Board
Collective bargaining unit's employee	As per negotiated contract
All College-paid faculty: Valhalla based	January 1, July 1 or date approved by the Board
All College-paid faculty: affiliations	As agreed with Affiliate or as per CBU agreement

VI. EFFECTIVE DATE

This policy is effective as of date signed below.

VII. POLICY RESPONSIBILITY

- A. College Administration

1. Provide the Finance Committee with a report of those individuals whose salary actions that require Board approval.
2. Take the necessary action(s) as approved by the Finance Committee of the Board of Trustees.
3. Notify Human Resources of resolutions of the Board.


B. Human Resources Department

1. Implement the resolution(s) of the Board.
2. Provide advice and guidance with respect to the interpretation and administration of this policy.
3. When requested, provide the Finance Committee comparative data showing the position of New York Medical College salaries to the industry.

VIII. POLICY MANAGEMENT

Responsible Officer: Vice President of Operations
Responsible Executive: Director of Human Resources
Responsible Offices: Human Resources Department

APPROVED:



Edward C. Halperin, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer



Date