

Administrative Staff Salary Policy

May, 2008

1. The policy is a salary policy not a compensation policy. That is, the policy will govern the size of the pool for continuing administrative staff salaries, not the pool for continuing administrative total compensation (salary plus benefits).
2. Salaries are a first charge on the operating budget—that is, other elements of the operating budget have to be adjusted in order to accommodate the salary pool increases required by the policy rather than the reverse.
3. The policy treats faculty and administrative staff salaries as similar as practically possible, but the increases in the salary pools for continuing faculty and administrative staff are to be determined separately in comparison to their respective NCG peers. At the same time, our policies seek a result where faculty and administrative staff salaries are in the same position relative to their peers in the NCG.
4. The policy determines the size of the salary pool and not the distribution of salaries within that pool.
5. The policy will go into effect for the 2008-09 academic year and will be a three-year policy (last year will be 2010-11).
6. The basic pool increase for administrative staff will be the same as the faculty pool increase for the first year {because the average of St. Lawrence's administrative salaries is today farther below the median of the NCG than is the average for faculty relative to the NCG and we earlier agreed that our goal for faculty and administrative salaries is that they should be in the same place relative to the NCG if possible}, but in years 2 and 3 the administrative salary pool increase will be the median increase of the NCG administrative staff in the previous year. This approach to the first year will likely result in higher administrative staff salary pool increases than would be the case if the increase were calculated as the median of the NCG for administrative staff.
7. Each year a 'catch-up' factor will be added to the basic salary pool increase to enable administrative salaries to make progress toward reaching the weighted mean salary of the NCG. The additional catch-up factor is as follows:
 - a. 08-09 ½% above the previous year's NCG median faculty salary % increase
 - b. 09-10 ½% above the previous year's NCG median administrative staff salary % increase
 - c. 10-11 1% above the previous year's NCG median administrative staff salary % increase

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Appendix A

Basic Salary Pool Increase

The starting point is the median percentage salary increase of the New Comparison Group which is the median of the average salary percentage increases for continuing employees for the 25 schools in the NCG in the year prior to the year for which the pool is being determined. For the faculty salary pool, this average will be weighted by rank according to SLU's faculty composition. For the administrative salary pool, it is the actual average increase for continuing administrative personnel as reported by each school for purposes of this calculation.

NCG Schools include:

Allegheny	Drew	Muhlenberg
Bates	Gettysburg	Ohio Wesleyan
Bucknell	Hamilton	Skidmore
Carleton	Hobart-William Smith	Trinity
Colby	College of Holy Cross	Vassar
Colgate	Kalamazoo	Wheaton(IL)
Connecticut	Kenyon	College of Wooster
Denison	Macalester	
Dickinson	Middlebury	