

CICOES Policy on Supervisor Pay

Supervision of other staff is part of many people's regular job duties, particularly those at more senior levels. But to acknowledge this non-research work for CICOES professional staff—as well as rewarding those who supervise large numbers of people, CICOES has developed the following policies:

- For all CICOES supervisors, we will be charging a small piece of their salary (\$500/year) to our internal budget. **This is NOT extra salary** to the individual, just a **change in the funding source** for this bit of salary (more details on mechanics below). It is basically freeing up a bit of money on the grant budget.
- For anyone who currently supervises 5 or more CICOES staff, we will be giving them an **ADDITIONAL payment of \$800/year** (paid from our internal budget). This will show up as a one-time payment early in the year.

Specific Details:

- Though we intend to do this every year, it will depend on CICOES having sufficient internal (i.e. non-grant) funds to support this
- Staff do not have to do anything to receive this. We will make the assessment each January of how many people you're listed in Workday as supervising. For the \$500 (which again is not extra salary, but charging CICOES internal funds, rather than the grant you're usually paid from), we will reduce the amount of salary charged to the budget you'd otherwise be paid just for the Feb 1 – 15 period by \$500 (and charge that \$500 to our internal budget). If you're scheduled to be paid from multiple budgets, we will choose the one where the largest percentage is scheduled to be charged. If your salary is equally split between multiple budgets we'll chose the budget being reduced alphabetically by short budget title (so budget "Task II ABC" will get the \$500 savings, not budget "Task II DEF" or "Zed X Project"). However, if the PI or budget manager has a specific preference on which budget should get the savings, you must let us know by January 15th
- The policy is not either/or. If you supervise 6 people, \$500 of one month's salary will be charged to our internal funds, and you'll get the \$800 extra payment
- This policy was developed with feedback from CICOES supervisors and the leadership team. We realize that neither the \$500 nor \$800 covers the full amount of effort it takes to supervise staff, but we hope this can be seen as a little something to both support the research effort and to acknowledge the work it can be to supervise a large number of staff

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