

Initial salaries:

RA	Master's Degree	\$53,040
SRA	Ph.D. with minimum of 5 years of experience	\$65,000

The salary model spreadsheet will be used to determine the starting salary offer for a new employee.

Salaries are subject to annual merit increases like other university positions.

Once a candidate has been selected, the supervisor must submit the candidate's CV (with full details regarding months and years of employment and whether positions were full-time or part-time), cover letter, and completed reference checks to MSASS HR. MSASS HR and the supervisor will review the model salary spreadsheet together to determine a salary offer. Upon agreement, MSASS HR will email the candidate with the salary offer and other information related to working at CWRU (e.g., explanation of health benefits).

Upon acceptance by the candidate, MSASS HR will email a formal appointment letter to the candidate for signature, along with instructions to complete CWRU employment requirements. The letter requires the employee's signature to indicate acceptance of the appointment. The new employee will need to fill out new hire paperwork on their first day of employment in central HR and required to attend a New Hire Orientation on the first Monday of employment. To both, they must bring their signed offer letter.

Appointments are no longer than 12 months, from each July 1 through June 30. A hire made during a fiscal year will end the next June 30. RA/SRA appointment letters are signed only by the Associate Dean of Finance & Administration and can only be issued by Finance & Administration.

All staff new to their position work in an orientation period for their first 3 months. Sick and

scheduled work assignment. Use the university's Additional Pay Request Form, and include the employee's name, current supervisor and department, the proposed project and duties, project manager and proposed payment amount with a justification of that amount. The Mandel School HR officer will review the project, pay and payment method. Employee may begin work once the additional pay request is approved by HR. It is the employee's responsibility to discuss the additional work with the current supervisor and ensure that it does not interfere with their regular, primary job.

If an employee's salary appears low compared to others doing the same or similar work, the supervisor or employee can request an equity review. Equity reviews consider the scope of position, years of experience, degrees and licensures, and performance evaluations of the employee to determine if current pay is equita7vi curquif turquif4 (t)-2 ()3 (v)3 (r)3 (m)- (f)-7 4 (t)-2 (i)-2 (m)-

Research Associates who have been in their position at least a year, have obtained Ph.D., MD, or other terminal doctoral degree and have a minimum of five years of experience and fulfill the expectations of a Senior Research Associate, may be nominated for promotion to Senior Research Associate. Promotions will be based on the satisfaction of eligibility requirements, the candidate's record of performance, and their ability to fulfill the expectations of the new position. A promotion request may be made at any time during the year and will be effective the first of the month following approval.

To initiate a promotion, the supervisor or the department administrator should email the request to MSASS HR and include a justification for the promotion, new job description, the individual's CV, and requested salary and confirmation of funding. MSASS HR will review the materials and, if the promotion is approved, a new appointment letter will be generated and sent to the supervisor and/or department administrator for approval before sending it to the candidate. Salary increases will generally follow standard university promotion guidelines.

Research Associates in their position for over a year, who have taken on significant additional responsibilities but are not eligible for a Senior Research Associate position, may be considered for advancement in their position (in-line promotion). To initiate an advancement request, the supervisor or department administrator should email the request to MSASS HR and include a justification for an in-line promotion based on significantly increased responsibilities (following the criteria definitions, e.g., authority over projects), new job description, the individual's CV, and a confirmation of available funding. MSASS HR will review the materials and, if a promotion is approved, a new appointment letter will be generated and sent to the supervisor and/or department administrator for approval before sending it to the candidate. Any accompanying salary increase will follow university salary increase guidelines.

Research Associates are exempt staff and benefits accrue at rates consistent with benefit categories 2 and 3. Vacation time is accrued at 10.67 hours per month (16 days a year), 0-5 years employment. At five years employment, vacation time is accrued at 14 hours per month (21 days a year). Sick time is awarded annually, on one's anniversary date, and is 5, 10, or 15 days per year depending on years of service.

Senior Research Associate

must be approved monthly by supervisor in HCM.