

New York University

UNIVERSITY POLICIES

Title: Compensation Policy for Administrators and Staff –
New York, District of Columbia, & California
Effective Date: May 14, 2021
Supersedes: January 18, 2019
Issuing Authority: Executive Vice President
Responsible Officer: Human Resources

Statement of Policy

This Policy on Compensation applies to Administrators and Staff, as set forth below.

To Whom the Policy Applies

New York. This Policy on Compensation applies to the following positions at New York University in New York: (i) Administrators and Professionals, and (ii) positions covered under the collective bargaining agreements (“CBA”) between the University and Local 1, 30, 153, 810, and 3882 (hereinafter, “Bargaining Unit Positions”) ((i) and (ii) collectively, “employees”).

- **For Bargaining Unit Positions**, please also refer to the applicable CBA for any provisions concerning compensation. Should this Policy conflict with any of the provisions in a CBA, the CBA shall apply.
- **For current University employees**, please also refer to the [Promotions and Transfers Policy](#). Should this Policy conflict with any of the provisions in the Promotions and Transfers Policy, the Promotions and Transfers Policy shall apply.

Washington, D.C. & California. This Policy on Compensation also applies to Administrators and Professionals at New York University in Washington, D.C. and California.

Note: This Policy does not cover: (i) temporary employment opportunities or (ii) unpaid internship or volunteer opportunities. For these opportunities, please refer to the [Temporary Employee Policy](#), and [Unpaid Internship and Volunteer Policy](#), respectively.

Policy and Procedures

I. POSITION CLASSIFICATION AND EVALUATION

A. Exempt vs. Non-Exempt

The federal Fair Labor Standards Act (FLSA), New York Labor Law, D.C. wage and hour law, and the California wage orders define which positions are exempt from overtime requirements. The

University’s Office of Global Compensation reviews and approves job descriptions to ensure that employees are properly classified as exempt or non-exempt under applicable law.

B. Salary Bands (Administrators and Professionals)

1. Overview

NYU’s compensation structure for Administrators and Professionals consists of five salary bands (52-56). The band structure intends to foster greater mobility within the University, promote employee growth and broad-based career development, facilitate team-building, increase employee responsibility, and reduce layers and support a more transparent organization.

The chart below provides examples of the types of positions that fall within a given band:

Band	Types of Positions (Examples)
56	Senior Leadership Team
55	Senior Director, Assistant/Associate Vice President, Assistant/Associate Dean
54	Director-Level
53	Manager-Level
52	Analyst

2. Assigning Positions to Bands

All Administrator and Professional positions are assigned to one of the above-listed bands through the position evaluation process conducted by the Office of Global Compensation. As part of the evaluation, the Office reviews the job description and considers several factors, including, but not necessarily limited to, the scope of the responsibilities, the reporting structure, required skills, and the level of accountability. Such evaluations are conducted in consultation with the appropriate Human Resources Officer/Business Partner (HROs) and/or department managers.

3. Assigning Salaries to Positions

Once an Administrator/Professional position has been assigned to a band, the Office of Global Compensation, together with the appropriate HRO, Finance Officer (“FO”), and/or department manager, determines the salary of the position. *Note:* HROs, FOs and department managers may not be involved in the process of determining their own salary; in such cases, approval should be sought directly from University Human Resources, including the AVP of the Office of Global Compensation.

In determining salary, the decision-makers consider several factors, including, but not necessarily limited to, the band of the position, the job family/function, the employee’s experience and performance, the market value of the job, and budgetary constraints. Salaries are subject to periodic reviews and may be adjusted in accordance with Section III (Salary Adjustments) below.

C. Wages (Bargaining Unit Positions)

Bargaining Unit employees are paid—both for straight time and, if applicable, overtime—in accordance with the hourly rates set forth in the applicable CBA.

II. HOURS OF WORK & MEAL PERIODS

Hours. Each School, Department, or Unit shall determine work schedules and hours consistent with business needs, applicable law, and the appropriate CBA (where applicable).

Meal Periods. Each School, Department, or Unit shall set employee meal periods in accordance with applicable law, the appropriate CBA (where applicable), and University policy. Please take note that Bargaining Unit employees are not paid for the time spent during the meal period unless otherwise provided under the applicable CBA.

New York. Please also take note that New York Labor Law § 162 requires that employees working in New York receive meal periods that meet the minimum standards set forth in the chart below:

Shift	Meal Period*
Six hour shift extending over the “noonday meal period” of 11:00 a.m.-2:00 p.m.	At least a 30 minute meal period between 11:00 a.m.-2:00 p.m.
Shift beginning before 11:00 a.m. and ending after 7:00 p.m.	At least an additional 20 minute meal period between 5:00 p.m. and 7:00 p.m.
Six hour shift between 1:00 p.m. and 6:00 a.m.	At least a 45 minute meal period at a time midway between the beginning and end of the shift.

California. Additionally, California Labor Code § 512 requires that non-exempt employees who work five or more hours in a day receive a non-compensable meal period of at least 30 uninterrupted minutes, unless not required pursuant to applicable law. The time when meal periods are scheduled varies, depending on the needs of the employee’s position, however the meal period must begin no later than the end of the employee’s fifth hour of work. A second non-compensable meal period of at least 30 uninterrupted minutes is provided to all non-exempt employees who work 10 or more hours in a day, unless not required pursuant to applicable law. The second meal period must begin no later than the end of the employee’s tenth hour of work.

**During the meal period the employee must be completely relieved from duty for the purpose of eating a meal. It is not necessary that the employee leave the premises if he or she is otherwise completely freed from duties during the meal period. The employee is not considered “relieved from duty” if he or she is required to perform any duties, whether active or inactive, while eating.*

Rest Breaks (California). Please note that California wage and hour laws requires that non-exempt employees working in California receive one (1) ten (10) minute paid rest period per every four (4) hour worked, or major fraction thereof, except that no rest period will be provided when an employee works less than three and one-half hours total in a day. “Major fraction” means any period over two hours. Thus, an employee is entitled to a second paid ten (10) minute rest period for shifts over six hours, a third paid ten (10) minute rest period for shifts over ten (10) hours, and so forth. Employees are expected to schedule their rest breaks at their discretion, unless otherwise instructed by a

supervisor. However, to the extent possible, rest breaks should be scheduled in the middle of each four (4) hour period of the employee's work schedule. Rest periods may not be combined with or added to an employee's meal period, or used to cover tardiness or leaving early. All breaks must be taken on University premises.

III. SALARY ADJUSTMENTS (Administrators and Professionals)

The following section on Salary Adjustments applies to Administrators and Professionals only; for Bargaining Unit employees, please refer to the appropriate CBA for any applicable provisions on salary adjustments.

All salary adjustments under this Policy are discretionary and subject to the review and final approval of the Office of Global Compensation. Except as noted below, all recommended salary adjustments should first be reviewed by the appropriate FO, HRO, and Executive Vice President/Senior Vice President or Dean* before being submitted to the Office of Global Compensation for review and final approval, in accordance with the terms of this Policy. **Note:* The aforementioned Administrators and Professionals may not be involved in the process of determining their own salary adjustments; in such cases, approval should be sought directly from University Human Resources, including the AVP of the Office of Global Compensation.

To be eligible for any type of salary adjustment, Administrators and Professionals must be "meeting expectations," as defined under the applicable University performance management policy.

A. Annual Merit Increases

Administrators and Professionals may be eligible to receive an annual merit increase (AMI) at the discretion of their supervisor. In determining whether the employee receives an AMI, and the percentage increase of the AMI, the supervisor considers factors that include (but are not necessarily limited to) employee performance and budgetary considerations.

B. Internal Equity and Market-Based Salary Increases

An Administrator/Professional may receive: (i) an internal equity salary adjustment increase to align his or her salary with the salary of another Administrator/Professional with similar skills, responsibilities and experience; and/or (ii) a market-based salary adjustment increase to align his or her salary with that of the external market. Internal and market-based salary adjustments can occur at any time during the academic year.

C. Career Progression Salary Increases

Career Progressions include: (i) Band-to-Band Promotions, (ii) Within Band Growth, and (iii) Role Enhancements.

A Band-to-Band Promotion is a move to a different role and title in a higher band (whether in the same or different department), and Within Band Growth is a move to a different role and title within the same band. Both Band-to-Band Promotion and Within Band Growth may result in an increase in salary. The amount of the increase may be based on several factors, including, but not necessarily limited to, the role of the new position, change in responsibility, the external market, and budgetary

considerations. Increases for Band-to-Band Promotions generally will be greater than those for Within Band Growth, as movement to a higher band tends to come with greater responsibility and authority.

Finally, Role Enhancements are career progressions that add significant additional responsibility within the same role (with or without a change in title). Any increase in salary resulting from a Role Enhancement is dependent on the abovementioned factors.

D. Temporary Salary Increases/Additional Compensation

Administrators and Professionals may receive salary increases/additional compensation for assuming responsibility for: (i) a higher level vacancy for an extended period of time at the request of the department head; and/or (ii) a special project that is outside the scope of the employee's regular job responsibilities and is a significant additional work assignment.

IV. REPORTING AND RECORDKEEPING

In accordance with the applicable CBA and University policy: (i) non-exempt employees are responsible for completing their timesheets, and (ii) supervisors are responsible for reviewing and, if approved, certifying the timesheet in PeopleSync Time and Absence.

Any time out of the office shall be recorded for exempt and non-exempt employees in PeopleSync Time and Absence under the appropriate designation. Please refer to the applicable "time off" policy for more information on the specific process and procedure.

V. OTHER COMPENSATION POLICIES

For the University's Policy on Pay Transparency, please click [here](#).

For the University's Policy on Wage Deductions to Recover Overpayments Made Due to Clerical Error, please click [here](#).