

SALARY ADMINISTRATION PLAN

FOR THE

MINNESOTA

STATE BOARD OF INVESTMENT

Plan Effective Date: May 31, 2019 –

**Salary Ranges Updated for Period Effective:
January 1, 2021- December 31, 2021**

TABLE OF CONTENTS

	Page
1. Purpose	3
2. Terms and Conditions other than Salary	3
3. Annual Base Salary	3
4. Executive Director	3
5. Non-represented Unclassified Employees	3
6. Salary Ranges and Salary Administration for Non-represented Unclassified Employees	4
7. General Salary Administration Policies	6

Minnesota State Board of Investment
Salary Administration Plan

1. Purpose

The purpose of this Plan is to establish salary ranges and to define other salary policies that affect non-represented unclassified staff members of the Minnesota State Board of Investment (SBI or Board). This Plan was established effective July 1, 2008. Revisions to the Plan were enacted into law and are effective May 31, 2019.

The Executive Director of the SBI will submit this plan each biennium for review by the Commissioner of Management and Budget. If the Executive Director proposes changes to this Plan, the Executive Director will follow the process described in Minnesota Statutes 2007, section 43A.18, Subd. 3b.

2. Terms and Conditions other than Salary

Except as provided in this document regarding the salaries of the employees covered by this plan and pursuant to *Minnesota Statutes* sections 11A.04 (14), 11a.07, subdivision 4 (2), and 43A.18, subdivision 3b, the terms and conditions of employees covered by this Plan are covered by the terms and conditions of the compensation plan approved under *M.S.* section 43A.18, subdivision 3 (The Managerial Plan).

3. Annual Base Salary

These salary ranges, and annual base salaries set within these ranges, are for the full fiscal year (July 1 - June 30) and shall not be added to or subtracted from to reflect fluctuations in the number of work days (260, 261 or 262) in a given year.

4. Executive Director

The Board shall review the performance of the Executive Director on an annual basis and may grant salary adjustments as a result of each review.

5. Non-represented Unclassified Employees

The Executive Director shall set the salaries of non-represented unclassified employees of the State Board of Investment within the ranges for the below listed classifications. The salary ranges shall be subject to approval pursuant to *Minnesota Statutes* §43A.18, Subdivision 3b. All below listed classifications are available to the State Board of Investment for ongoing management of the assets under its control.

Other titles may be added as necessary within salary range established by this Plan.

The non-represented unclassified employee classifications are:

Chief of Staff

Managing Director, Investments

Managing Director, Administration and Operations

Chief Investment Operations Officer

Investment Director

Portfolio Manager

Investment Officer

Investment Analyst, Senior

Investment Analyst, Intermediate

Investment Analyst, Junior

Note: The Executive Director may appoint certain direct reports to the Management Director, Administration and Operations into the above classifications the Executive Director deems appropriate.

Note: Working Titles may differ from Classification Levels.

6. Salary Ranges and Salary Administration for Non-represented Unclassified Employees

(a) Salary Ranges

The salary ranges for the positions covered by this plan shall be adjusted annually in January by the CPI-U, as calculated under Minnesota Statutes 43A.17, Subd. 9(b).

The following ranges are effective January 1, 2021 through December 31, 2021.

Title	Minimum	Midpoint	Maximum
Executive Director and Chief Investment Officer	\$306,999	\$393,525	\$509,973
Chief of Staff	\$205,000	\$264,758	\$278,163
Managing Director, Investments	\$262,691	\$267,849	\$339,968
Managing Director, Administration and Operations	\$205,000	\$264,758	\$278,163
Chief Investment Operations Officer	\$198,840	\$218,405	\$274,050
Investment Director	\$205,000	\$235,923	\$298,772
Portfolio Manager	\$153,489	\$186,479	\$226,652
Investment Officer	\$134,446	\$158,646	\$190,593
Investment Analyst Senior	\$115,404	\$130,834	\$155,556
Investment Analyst Intermediate	\$85,524	\$94,774	\$110,246
Investment Analyst Junior	\$64,916	\$81,390	\$87,571

(b) Annual Salary Administration

The Executive Director shall annually review the performance of the employees covered by this plan and may grant compensation adjustments as a result of

each review. The aggregate amount of increases granted as a result of annual reviews shall be subject to the approval of the Board.

(c) Merit Increases

Up to three (3) percent of aggregate base salaries covered under this plan, with the exception of the Executive Director, may be used for merit increases on an annual basis. Merit increases may be granted any time during the fiscal year and may be provided for either as an increase to the base or as a lump sum at the discretion of the Executive Director. Merit increases shall not result in a base salary above the maximum of the salary range to which the position is assigned. The lump sum portion of a merit increase does not become part of an employee's base salary, but the lump sum portion may cause the employee's total salary to exceed the maximum of the employee's salary range. Merit increases may be granted without Board approval.

(d) Salary Limits

No individual employee of the State Board of Investment can receive a salary that would exceed that of the Executive Director.

7. General Salary Administration Policies

(a) Entry Appointment. The Executive Director may make entry appointments at salaries within the salary range at a level deemed appropriate by the Executive Director. Criteria including work experience and educational background shall be used in making the appointments.

(b) Promotion. An individual promoted to a position with a higher salary range may be granted a salary increase as follows:

(1) Placement between the minimum and midpoint of the new salary range; or

- (2) Up to a maximum of ten percent (10%) if the increase would place the employee above the midpoint of the new salary range.

The Executive Director may grant larger increases based on the employment conditions that may make such action necessary. With the exception of employees who are below the minimum of the new salary range, nothing in the above language should be interpreted as requiring that a salary increase be granted upon promotion.

The Executive Director may grant a promotional increase to an individual within a salary range based upon employment conditions and work experience. The increase may not exceed the maximum of the salary range.

- (c) Lateral Transfer. An employee who transfers to another position in the same salary range shall not require a change in compensation.
- (d) Movement to a lower salary range. An employee who voluntarily moves or is reassigned to a position in a lower salary range may retain their current salary unless the employee's salary is above the maximum rate for the lower salary range. The Executive Director has the discretion to reduce an employee's salary to any rate in the lower salary range. The Executive Director has the discretion to permit an employee to retain their salary above the maximum for the lower range.
- (e) Counters to External Offers of Employment. The Executive Director may adjust the salary of any employee who has an employment offer at a higher salary from an employer other than the state government of Minnesota. There must be evidence of the offer. The base salary offered to an employee shall be limited to the salary range to which the position is assigned. Any salary adjustment resulting from a counter offer to an employee shall not be deducted from the aggregate merit increases available to employees covered under this Plan.

- (f) Review of Salary Range/Positions
 - (1) *Position Descriptions.* Position descriptions shall be reviewed by the Executive Director on a regular basis to determine if changes have occurred in the position or in the organizational structure. The Executive Director, as appropriate, shall approve revised or new position descriptions.
 - (2) *Review of Present Salary Range/Positions.* The Executive Director will assign positions to appropriate salary ranges based upon the requirements of the position. Factors, including, but not limited to, the complexity of the position and its potential for the SBI to reach its goal of superior returns for the assets under its control shall be used. An employee or his/her supervisor may initiate a request for position re-evaluation or salary range assignment review at any time. Any change in a salary range must be submitted to the Legislative Coordinating Commission for approval.
- (g) Implementation of Plan. Upon approval of this Plan the Executive Director will have discretion in determining the appropriate salary for the current staff within the established salary ranges.