

## 6. SALARY SCALE POLICY:

All fellows must meet BWH salary requirements in effect on date of hire, and by start of FY2012 (October 1, 2011).

### A. Salary Scale and Implementation:

It is expected that all Research Fellows will receive an annual salary of no less than the NIH/NRSA Salary Scale in effect at the time of appointment for years 0, 1 and 2, commensurate with experience. *See Section F.* It is presumed that Fellows will be fairly compensated throughout the period of training. Requests for an annual salary below the scale must be reviewed but in no case lower than \$32,000 (as of October 1, 2012). US for full-time Fellows, and \$23,660 for part-time fellows. This policy is intended to establish minimum compensation only.

If a fellow's term of appointment is less than a year, the annual salary should be pro-rated based on the number of months.

A fellow's salary may be paid directly from an external source and/or through standard BWH payroll. Salary requirements apply regardless of source of funding. All validated sources of salary support will be used to determine if the fellow is paid at the NIH/NRSA Salary Scale. If the fellow receives direct pay from external source(s), the **Documentation of External Support Form\*** must be completed.

### B. Exceptions:

In the event a Faculty Advisor is unable to financially support a Fellow at the NIH/NRSA Salary Scale, a request must be made for an exception using the **Salary Policy Exception Request Form\***. Requests for exceptions to this policy must include an explanation of the rationale and circumstances, and must be submitted to and approved by the Department Chair, BWH Senior Vice President, Research, and Vice President, Human Resources.

### C. Annual Adjustments:

When performance expectations are met, it is anticipated that compensation shall be adjusted each year at the end of the quarter in which the annual re-appointment takes place. Annual increases are expected and encouraged to meet the NIH salary scale for years 0, 1 and 2, commensurate with experience and in concert with the BWH salary scale policy above. Annual Adjustments should be documented at the time of the **Annual Career Conference\*** using the **Reappointment and Salary Review Form\***.

### D. Part-time Appointments:

Ordinarily, Research Fellows are employed full time and receive full-time appointments to the BWH professional staff. Under certain circumstances, a Research Fellow may be employed part-time and should receive a part-time appointment from their department or division. Salary scale requirements also apply to part-time Fellows. The annual salary should be pro-rated to reflect the part-time employment but cannot be less than \$23,660 to maintain Fair Labor Standards Act (FLSA) exempt status.

If a part-time appointment is made, documentation must be provided to ensure the part-time appointment is consistent with the rules of the funding source and visa requirements for Fellows who are not U.S. citizens or permanent residents. Any department or division intending to hire a new part-time Research Fellow or change a full-time Research Fellow's appointment to part-time must first consult Human Resources before acting. Fellows should be notified in writing in advance of any appointment changes.

E. Information:

Specific information about the NIH minimum stipend will be posted on the NIH website at <http://grants1.nih.gov/training/nrsa.htm> and may also be obtained from the ORC.

F. 2011 NIH/NRSA Salary Scale <sup>13</sup>: (effective 10/1/2011 to 9/30/2012)

PGY 0	\$38,496
1	\$40,548
2	\$43,476
3	\$45,192
4	\$46,884
5	\$48,900
6	\$50,832
7 or More	\$53,112

2012 NIH/NRSA Salary Scale : (effective 10/1/2012 to 9/30/2013)

PGY0	\$39,264
1	\$41,364
2	\$44,340
3	\$46,092
4	\$47,820
5	\$49,884
6	\$51,582
7 or more	\$54,180

**NOTE:** Different minimums may apply to individuals on J, H or other visas. Please contact the Partners International Office ([pio.info@partners.org](mailto:pio.info@partners.org)) to determine minimums.