

## **Institutional Salary Guidelines for FY 2024**

Pursuant to the Chancellor's memorandum dated May 1, 2023, this document serves as Salisbury University's institutional salary guidelines for Fiscal Year 2024 (FY24) which are consistent with the overall USM Board of Regents (BOR) policies.

The USM guidelines, effective July 1, 2023, will continue through the fiscal year unless otherwise updated by the USM Chancellor or Salisbury University. These guidelines apply to all USM Faculty and Staff employees in Regular or Contingent I or II status, regardless of the source of funding for the employee's position. Unless otherwise indicated, exempted from these guidelines are **adjunct faculty, graduate assistants, fellows, post-docs and student employees.**

The key elements for FY24 are as follows:

- The State of Maryland budget will provide for eligible employees:
  - Two percent (2%) Cost of Living Adjustment (COLA)
  - Two and one half percent (2.5%) average merit increase
  - Minimum wage will increase to \$15.00 per hour effective January 1, 2024.
  - USM guidelines allow for retention, equity or other necessary salary increases, contingent upon institutional budget availability.

### **I. FACULTY (Tenured, Tenure Track and Non-Tenure Track)**

All Regular Faculty and Contractual Full-time and Part-time Non-Tenure Track Faculty currently employed on a 50% or more basis for Fall 2022 AND Spring 2023 will receive additional compensation as follows:

1. A **COLA increase of two percent (2%)** percent of the annual base salary will be provided to those faculty:
  - a) Who are 12-month faculty actively employed and on payroll as of June 30, 2023 and remain employed on July 1, 2023 and 10-month faculty actively employed and on payroll during Spring 2023 and remain employed as of August 23, 2023 (or August 24, 2023 for Non-PIN Non-Tenure Track faculty).
  - b) The effective date for 12-month faculty is July 1, 2023 and for 10-month faculty is August 23, 2023 (or August 24, 2023 for Non-PIN, Non-Tenure Track faculty).
2. A **merit increase of two and one half percent (2.5%)** of the annual base salary after COLA is added will be provided to those faculty in this category:
  - a) Whose employment began on or before August 10, 2022 (August 11, 2022 for Non-PIN Non-Tenure Track faculty), and

- b) Who have received an evaluation rating (or its equivalent) for the current evaluation period that would be merit eligible.
- c) The effective date for 12-month faculty is July 1, 2023 and for 10-month faculty is August 23, 2023 (or August 24, 2023 for Non-PIN Non-Tenure Track faculty).

## **II. EXEMPT EMPLOYEES (Full and Part-Time including Grant Employees)**

All Regular and Contingent II Full-Time and Part-Time Exempt Employees employed at 50% or more time and currently employed as of June 30, 2023 will receive additional compensation as follows:

1. A **COLA of two percent (2%)** of the annual base salary will be provided effective July 1, 2023 to those employees who are actively employed and on payroll as of June 30, 2023 and remain employed on July 1, 2023.
2. A **merit increase of two and one half percent (2.5%)** of the annual base salary as of July 1, 2023, will be provided effective July 1, 2023 to current employees in this category who:
  - a) Received at least an overall rating of “Meets Standards” on their current FY23 performance evaluation;
  - b) Completed their assigned training; and
  - c) Successfully completed their probationary period or completed one year of employment as a Contingent II as of June 30, 2023.

### **NOTE:**

- i. Per *USM Policy VII – 1.21 Policy on Probation for Regular Nonexempt and Exempt Staff Employees*: The exempt probation period shall be one (1) year for new hires and one (1) year for employees who voluntarily compete for and accept a different exempt position at the institution. Regular exempt employees who successfully complete their original or status change probationary period after June 30, 2023 may be eligible for merit effective the first full pay period following successful completion of probation.
- ii. Merit increases are not applicable for those employees who are at or above the maximum of the pay range for their job classification. A one-time payment equal to the value of the merit increase will be provided to those employees who meet the eligibility requirements and are at or above the maximum of the pay range for their job classification. This one-time payment will be included in the pay period beginning on July 12, 2023 for regular staff and July 13, 2023 for Contingent II staff.

### **III. NON-EXEMPT EMPLOYEES (Full and Part-Time including Grant Employees)**

All Regular (collective bargaining unit and non-collective bargaining unit) and Contingent II Full-Time and Part-Time Non-Exempt Employees employed at 50% or more time will receive additional compensation as follows:

1. A **COLA of two percent (2%)** of the annual base salary will be given effective July 1, 2023 to those employees who are actively employed and on payroll as of June 30, 2023 and remain employed on July 1, 2023.
2. A **merit increase of two and one half percent (2.5%)** of the annual base salary, as of July 1, 2023, will be provided effective July 1, 2023 to current employees in this category who:
  - a) Received at least an overall rating of “Meets Standards” on their current FY23 performance evaluation;
  - b) Completed their assigned training; and
  - c) Successfully completed their probationary period or completed six months of employment as a Contingent II employee as of June 30, 2023.

#### **NOTE:**

- i. Per *USM Policy VII – 1.21 Policy on Probation for Regular Nonexempt and Exempt Staff Employees*: The non-exempt probation period shall be six (6) months for newly hired employees and those serving status change (i.e., competitive promotion or lateral move into another non-exempt position).
  - ii. Merit increases are not applicable for those employees who are at or above the maximum of the pay range for their job classification. A one-time payment equal to the value of the merit increase will be provided to those employees who meet the eligibility requirements and are at or above the maximum of the pay range for their job classification. This one-time payment will be included in the pay period beginning on July 12, 2023 for regular staff and July 13, 2023 for Contingent II staff. The small number of employees impacted have been contacted.
3. **Non-exempt Salary Structure:** If the BOR votes in June 2023 to adjust the non-exempt salary structure for FY24, employees in this category whose salary falls below the new minimum of each pay range will receive a salary increase to the new minimum of the respective pay range. Any adjustment to the salary structure will be effective July 1, 2023.

**NOTE:** For employees covered by the Fraternal Order of Police (FOP) Memorandum of Understanding (MOU), a July 1, 2023 increase will be provided in accordance with the MOU effective as of July 1, 2023.

#### **IV. ADJUNCT FACULTY**

1. The minimum adjunct stipend level will be adjusted by two percent (2%) as established by the University. The new minimum stipend level will go into effect for Fall, 2023 courses.
2. Adjunct faculty who meet the criteria for designation as Adjunct Faculty II under *USM Policy II-1.07 Policy on the Employment of Adjunct Faculty* are eligible for a per-course compensation increase that brings their compensation to at least 10% more than the minimum adjunct compensation paid by the institution.
3. Any increases must go through the application and pre-approval process prior to the beginning of the Fall 2023 semester.

#### **V. GRADUATE ASSISTANTS**

The minimum stipend levels will remain consistent with changes made in Spring 2022.

#### **VI. CONTINGENT I EMPLOYEES (Full and Part-Time, including Grant Employees)**

1. The State budget for FY24 does not include funds for salary increases related to Contingent I staff contract renewals.
2. Any contract renewals with salary or pay rate increases must be approved through the budget request and Human Resources review process prior to contract processing.
3. Contingent I status General Assistants, Graduate Assistants and Student Workers must be paid at least the Maryland minimum wage of \$13.25 per hour. Effective January 1, 2024, the new minimum wage will increase to \$15.00 per hour.