

## OFFICE OF THE CHANCELLOR

**TO:** USM Presidents  
**FROM:** Jay A. Perman, Chancellor  
**DATE:** May 1, 2024  
**RE:** FY 2025 USM Compensation Guidelines

***I. Introduction***

Following are guidelines for the compensation of faculty and staff members at constituent institutions of the University System of Maryland (USM) in Fiscal Year 2025.

These guidelines take effect July 1, 2024, and will continue through the fiscal year. Each President may establish institutional guidelines consistent with this document and related Board of Regents policies to ensure their appropriate administration on their campus and to address compensation processes, issues, or collective bargaining requirements specific to their institution. In addition to ensuring the application of any increases required by the provisions of ratified collective bargaining agreements, institutions are to prioritize required salary structure adjustments and cost of living increases for regular employees.

***II. Scope***

These guidelines apply to all Faculty and Staff employees in Regular or Contingent I or II status, regardless of the source of funding for the employee's position. The only categories of compensated individuals exempted from these guidelines are adjunct faculty, graduate assistants, fellows, post-docs and student employees, unless otherwise noted.

Please note that, to the extent the provisions of ratified applicable collective bargaining agreements conflict with these guidelines, those agreements supersede these guidelines *for employees covered by such agreements*.

***III. Guidelines*****A. General**

The FY 2025 budget includes a provision for a 3.0% cost of living adjustment and provision for a merit increase. Limited general fund support has been provided for state supported positions only. The General Assembly has placed no restrictions on the ability of institutions to provide for retention, equity and other necessary increases to faculty and staff during the coming fiscal year.

The sequencing of pay adjustments is referenced in BOR policy VII Policy on Pay Administration for Regular Nonexempt Staff Employees

<https://www.usmd.edu/regents/bylaws/SectionVII/VII920.pdf>.

B. Salary Structures

The Board of Regents approved the recommended adjustments to the nonexempt and exempt salary structures for Fiscal Year 2025. The adjustments include an increase to the minimum pay for Nonexempt employees to \$38,000 per year and implementing a 3% range progression to the minimums of non-exempt pay ranges 3-12; and a 5% increase to the Exempt salary structures. Employees whose pay falls below the new minimum of each pay range will receive a pay increase to the new minimum of the range.

C. Cost of Living Adjustment

Based on budget information provided by the Department of Budget and Management, all Regular Faculty and Staff are eligible to receive a 3.0% cost of living adjustment, effective July 1, 2024. Institutions also may provide a cost-of-living adjustment to Contingent I and II Staff, Contractual (Adjunct) Faculty, Graduate Assistants, Postdocs, and Fellows in accordance with institution policy and practice based on available funds and in an amount determined by the institution.

Final application of the July 2024 COLA and merit increases for University of Maryland Baltimore School of Medicine clinical faculty may be based on the availability of clinical income, including contractual income, to support such payments.

D. Merit Increases

Based on budget information provided by the Department of Budget and Management, and subject to the availability of funds at each institution, employees may be eligible to receive a merit increase during FY 2025. Institutions may determine the effective date during FY 2025 of any merit increases awarded. Any merit increases will be based on the employee's past performance during an evaluation period ending no later than July 1, 2024. Employees must receive at least a "Meets Standards" rating (or its equivalent) to qualify for a merit increase. Each institution will develop a plan to complete the performance evaluations upon which the merit increases will be based and to notify employees of resulting increases.

1. Regular Nonexempt Staff: Consistent with BOR Policy VII-9.20, Nonexempt staff who receive an evaluation ranking of "Meets Standards" or better shall receive a merit increase of 2.5%.
2. Regular Exempt Staff and Faculty: Merit increases for these employees shall reflect their performance, consistent with the institution's performance evaluation plan and standards.
3. Contingent I and II Exempt and Nonexempt Staff, Contractual (Adjunct) Faculty, Graduate Assistants, Postdocs, and Fellows: If funds are available, institutions may

provide a merit increase to these employees based on their performance during their most recent review period and institution practices.

According to Board of Regents policy, Nonexempt and Exempt Staff employees are eligible to receive a merit increase only up to the maximum of their respective pay ranges. In FY 2025, institutions may continue to provide the applicable merit increase above the maximum of an employee's range in the form of a one-time payment that is not added to the employee's base salary.

E. Minimum Wage

The minimum wage for Maryland workers remains at \$15.00 per hour.

F. FLSA Standard Salary Exemption from Overtime Eligibility

G. On April 23, 2024, the U.S. Department of Labor announced a final rule updating and revising regulations implementing the Fair Labor Standards Act regarding overtime pay requirements and standard salary level. USM Office of Human Resources will provide guidance regarding these new regulations under separate cover.

H. Other Types of Compensation Increases Not Restricted by the Guidelines

The following types of compensation increases should be thoughtfully implemented only after full consideration of relevant factors:

1. Retention (to be used judiciously when necessary to retain a difficult-to-replace employee).
2. Equity Increases (e.g., increases required to comply with federal and state equal opportunity employment laws and federal immigration laws).
3. Reclassifications.
4. Promotions.
5. Payment for Additional Duties (e.g., summer and winter term teaching, overload teaching, on-call or clinical coverage, and temporary service in an acting capacity).
6. Established Institution Awards (including Board of Regents awards for staff and faculty and institution service awards).
7. Contract Renewal Increases.
8. Non-Cumulative Cash Bonuses.

An institution may award a non-cumulative cash bonus as described in BOR Policy VII-9.11, Policy on Pay Administration for Exempt Positions, Section III. K., and BOR Policy VII-9.20, Policy on Pay Administration for Regular Nonexempt Staff Employees, Section XVI. Your recommendations for bonus eligibility and the bonus pool amounts available at your institution should be sent to me for review and comment prior to any announcement to employees or the public.

9. Non-Salary Taxable Compensation.

According to Board of Regents policy, certain increases in non-salary taxable compensation (e.g., housing and car allowances and deferred compensation contributions) must be authorized by the President and approved in advance by the Chancellor. Note that USM approved programs, such as the Live Near your Work and the Childcare Grant Program, are exempt from this approval process.

10. Any other salary increase permitted by Board of Regents policy that is not prohibited by this memorandum.

I. Salary Adjustments Equivalent to those Required by Collective Bargaining Agreements and other Salary Adjustments (other than COLA and merit noted in III A. & B.).

Based on available funds, an institution may provide to non-bargaining unit Regular Exempt or Nonexempt employees the same salary adjustments provided to bargaining unit employees in the same class at any USM constituent institution. Alternatively, for Regular Exempt employees only, a non-cumulative cash bonus up to the annual amount of the salary adjustment may be provided. Other compensation increases not mentioned in these guidelines generally should not be made during the fiscal year.

**IV. Required Reports**

The following reports should be sent to Sr. HR Officer Tom Hoffacker in the USM Office no later than Friday, July 26, 2024, unless otherwise stated:

A. President's Affirmation Letter.

Shall affirm that the compensation actions taken for FY 2025 will be consistent with the guidelines established herein and that contracts are handled appropriately as stated in USM Policy VII-10.0, Policy on Board of Regents Review of Certain Contracts and Employment Agreements.

B. Updated List of Institution Key Staff Employees.

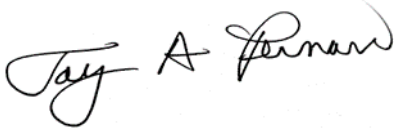
This must include, at a minimum, institution officers, direct reports to the President, and individuals whose contracts or other compensation agreements fall under the USM Policy VII-10.0, Policy on Board of Regents Review of Certain Contracts and Employment Agreements and must contain compensation data for FY 2024 and FY 2025. This list will designate key employees who fall under USM Policy VII-1.22, Policy on Separation for Regular Exempt Staff Employees.

C. Report of Significant Salary Adjustments.

This must provide details of regular faculty and staff employee salary adjustments to base pay that result in a cumulative compensation increase of more than 25% during the period July 1, 2024, to June 30, 2025.

This report will be due on Friday, July 25, 2025. The report should exclude changes to FTE unless the change in pay is not in proportion to the change in FTE.

Suggested reporting formats for each of these reports, an affirmation letter template, and other guidance will be provided to each institution's chief human resources officer. If you have any questions regarding these guidelines and reporting requirements, please contact Tom Hoffacker via email at [thoffacker@usmd.edu](mailto:thoffacker@usmd.edu). Thank you.

A handwritten signature in black ink that reads "Jay A. Perrow". The signature is written in a cursive style with a large, looped initial "J".

cc:

Ellen Herbst  
Vice Chancellors  
Vice Presidents for Administration and Finance  
Provosts and Chief Academic Affairs Officers  
Systemwide Human Resources Committee (SHRC)

Carolyn Skolnik  
Tom Hoffacker  
Lorri McMann  
Colleen Auburger