

USM Bylaws, Policies and Procedures of the Board of Regents

USM HR Policy Review Sheet

Policy Number: VII – 9.10

New Policy Title: Policy on the Pay Program for Nonexempt Staff Employees

Old Policy Title: Policy on Adjustment of Salary Structures, Assignment of Job Classes to Salary Ranges, Administration of Salaries, Impact of Adjustment on Salaries, and the Development and Maintenance of Job Evaluation Programs

1. Policy Application: Nonexempt Staff Exempt Staff Faculty Contingent Staff
 All Other: _____

2. Proposed Revisions

Terminology outdated

Re-Formatting

Title Change

Obsolete provisions deleted

Merge with other policy: _____

Clarifications: at III.B.3, clarified current practice at many institutions to allow award of one-time payment in lieu of merit increase when employee's salary exceeds maximum of salary range.

Transfer to another policy or chapter: _____

Updates to reflect changes in law

Incorporate USM-wide existing practice into policy

Incorporated Pre-USM Policy:

Fills gap in policy:

Added definitions

Other revisions: _____

D R A F T 5-5-15

VII-9.10 - POLICY ON THE PAY PROGRAM FOR NONEXEMPT STAFF EMPLOYEES ~~ADJUSTMENT OF SALARY STRUCTURES, ASSIGNMENT OF JOB CLASSES TO SALARY RANGES, ADMINISTRATION OF SALARIES, IMPACT OF ADJUSTMENT ON SALARIES, AND THE DEVELOPMENT AND MAINTENANCE OF JOB EVALUATION PROGRAMS.~~

(Approved by the Board of Regents, June 9, 1995, EFFECTIVE July 1, 1996. Please refer to the "replacement for" section of this policy; Amended _____, 2015)

I. PURPOSE AND APPLICABILITY

This policy establishes guidelines (A) for the revision and adjustment of salary structures and for the assignment of job classes to salary ranges within salary structure(s); (B) for the administration of individual salaries upon salary structure revision and adjustment and (C) for the development and maintenance of job evaluation program(s). This policy is applicable to all University System of Maryland (USM) UMS-job classes and positions within the Nonexempt job group ~~of nonexempt—maintenance, office, service, and technical staff.~~

II. ADJUSTMENT OF SALARY STRUCTURE AND ASSIGNMENT OF JOB CLASSES TO SALARY RANGES

- A. Authority to revise and adjust salary structures shall rest with the USM UMS-Board of Regents upon the recommendation of the Chancellor.
- B. Authority to assign job classes to salary ranges shall rest with the Chancellor or designee.
- C. It is the goal of the USM UMS to maintain the midpoint of salary ranges within the applicable salary structure equal to the current average salary paid for comparable job classes within the appropriate job market.
- D. The ~~USM University of Maryland System~~, shall develop a process to determine the competitive market position of the salary structures by conducting a biennial market salary survey and providing a findings and recommendation report to the BOR. Adjustments to salary structures and assignments of job classes to salary ranges within the applicable salary structure shall be made by the Chancellor or designee.

III. IMPACT OF ADJUSTMENTS TO SALARY RANGES

- A. Increase in Salary Range

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1. When the salary range of a job class is changed to a new salary range that has a higher minimum salary, the salaries of all employees who are below the minimum of the new range shall be moved to the minimum salary for their respective job class.

~~2.—Funds permitting, the salaries of all employees falling between the steps of the new salary range shall be moved to the next higher step.~~

B. Decrease in Salary Range

1. In the event that the salary range of a job class is changed to a new salary range that has a lower maximum salary, the incumbents of positions within the job class shall not experience a reduction in current salary.

~~2.—Funds permitting, the salaries of all employees falling between the steps of the new salary range shall be moved to the next higher step.~~

~~3.—2.~~ Unless otherwise provided by USM UMS policy, employees whose salary exceeds the maximum of the salary range are eligible for increases to base salary for Cost of Living Adjustment (COLA) increases; only, until their salary falls within the range.

3.In years when merit increases are awarded, the value of the employee's merit increase may be awarded as a one-time payment rather than as an addition to base salary, until their salary falls within the range.

IV. USM UMS JOB EVALUATION PROGRAMS

- A. Authority to establish, implement, and maintain job evaluation programs for USM UMS job classes shall rest with the Chancellor.
- B. The development and maintenance of systemwide job class specifications and other systemwide methods of job evaluation shall be coordinated by USM Office (USMO)UMSA.
- C. The development and maintenance of campus-specific job class specifications shall be the responsibility of each institution in coordination with USMOUMSA.

IMPLEMENTATION PROCEDURES:

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Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her Institutional community, and post it on its Institutional website.

~~Each Chief Executive Officer shall develop procedures as necessary to implement this policy, and shall forward a copy of such procedures to the Chancellor.~~

~~Replacement for:~~

~~The following policies as they apply to non-exempt employees of the UMS only, are replaced effective July 1, 1996. However, Exempt employees will continue to be covered under such applicable existing policies until such time as revised policies governing Exempt employees are approved.~~

~~UM Personnel Policies and Rules for Classified Employees, Section III, Compensation—General, page III-1, Internal Equity and Levels of Compensation, pages III-1, III-2, Salary Grade Adjustment, page III-5, Salary Grade Reduction, page III-6; Section IV, Classification—Coverage; Class Specifications; Use of Class Titles; Allocation of New Positions, page IV-1.~~

~~Laws Relating to and Governing Policies and Procedures of the BTSUC, Section VI, Administrative Officers, Paragraphs I.1. Administrative Salary Policy, I.2.a.,b., page VI-4, I.3. Budget Request, page VI-4, I.4. Position Titles and Classification, I.6. Comparability, page VI-5.~~

~~UM BOR Policies and Procedures Manual, III-14.10 Associate Staff Salary Plan, Paragraphs A. Statement of Philosophy, B. Statement of Policy, C. Objectives, D.2., page III-14.10-1, E. Funding, F. Associate Staff Salary Report, page III-14.10-2, H. Adjustment to the Salary Schedule, K. Procedures, page III-14.10-3; III-14.20 Salary Plan—Senior Administrators, pages III-14.20-1, III-14.20-2 (partially rescinded for certain Academic Administrator positions).~~

~~Additionally, this policy supersedes, in whole or in part, any policy(ies) and/or procedure(s) established by the Regents, Trustees, Presidents, or their designees, of the former institutions of the University of Maryland, and of the former State Universities and Colleges, and of the Regents of the University of Maryland System that are in~~

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- ~~— conflict with this policy's purpose, applicability, or~~
- ~~— intent, that may have been overlooked and not included as a~~
- ~~— specific citation under "Replacement for."~~