

USM HR Policy Review Sheet

Policy Number: VII – 9.11

New Policy Title:

Old Policy Title: Policy on Pay Administration for Exempt Positions

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Terminology outdated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: Clarifies subjects to be addressed by Institutional programs

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: \_\_\_\_\_

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## VII-9.11 - POLICY ON PAY ADMINISTRATION FOR EXEMPT POSITIONS

(Approved by the Board of Regents on December 3, 1999, **EFFECTIVE January 2 and January 12, 2000; Amended , 2015**)

### I. PURPOSE AND APPLICABILITY

This policy governs the pay administration for positions in the Exempt group and applies to all Exempt Staff employees of the University System of Maryland (USM).

### II. PRINCIPLES

The ~~USM University System of Maryland~~ is composed of ~~12~~ ~~13~~ distinct and complementary institutions united by the mission of advancing education, research and service. Each institution will compensate employees according to the following principles:

- A. Market Based – Pay ranges and structures shall be appropriately competitive within each institution’s respective employment market.
- B. Internal Job Value – Assignment of jobs to pay ranges will reflect the relative value of jobs within each institution.
- C. Individual Pay – Employees will be paid according to job value and their contribution to the institution’s mission.

### III. PROGRAM DESIGN

Each Institution is responsible for design of a Pay Administration Program for ~~e~~Exempt positions consistent with the principles delineated in Section II above. This program will be submitted to the Chancellor for approval prior to implementation. Subjects to be addressed in the Program may include but are not limited to:

- A. Salary Upon Entrance into USM Service
- B. Salary Upon Reinstatement
- C. Salary Upon Re-Employment
- D. COLA
- E. Performance-Based Salary Increases
- F. Salary Structure Adjustments
- G. Salary Upon Transfer or Re-class (Promotional, Lateral, or Demotional)
- H. Within-Range Salary Adjustments
- I. Salaries Exceeding the Maximum of the Range
- J. Priority for Processing Simultaneous Pay Transactions
- K. Non-Cumulative Cash Bonuses
- L. Pay Philosophy
- M. Establishment of Positions

- N. Determination of Salary for Exempt Positions
- O. Change in Duties/Reclassification
- P. Acting Appointments

**IMPLEMENTATION PROCEDURES:**

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 identify his/her designee(s) as appropriate for this policy; shall develop procedures as necessary to implement this policy; shall communicate this policy and applicable procedures to his/her institutional community. Prior to the initial implementation of the Exempt Pay program, each Institution shall forward a copy of such procedures to the Chancellor for approval.~~

**~~REPLACEMENT FOR:~~**

~~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 System of Maryland that are in conflict with this policy's purpose, applicability, or intent, that may have been overlooked and not included as a specific citation under "Replacement For."~~