



## Institutional Salary Guidelines for FY 2022

In January 2022, the University System of Maryland provided Salisbury University with salary adjustment and compensation information for Fiscal Year 2022 (FY22). The effect of these adjustments for various categories of employees is described in these updated Guidelines.

The Guidelines apply to all USM Faculty and Staff employees in Regular (PIN) or Contingent II status, regardless of the source of funding for the employee's position. Employees who are not in the categories addressed below are exempted from these salary adjustment Guidelines.

- a. For FY22 (year ending June 30, 2022), the Maryland state budget provides for *eligible* employees:
  - A one percent (1%) Cost of Living Adjustment (COLA);
  - A two and a half percent (2.5%) merit increase based on the prior review period ending no later than the end of FY21 (June 30, 2021); and
  - A one-time \$1,500 bonus.
- b. USM guidelines allow for retention, equity or other necessary salary increases, contingent upon institutional budget availability.
- c. The salary structure for non-exempt employees was increased by 1.9% on the first full pay period following June 30, 2021 as a result of the biennial nonexempt market study conducted this winter. A second adjustment was effective the first full pay period in January 2022, resulting in an additional structure change for pay ranges 2, 3, 4, and 5 to a minimum of \$15.00 per hour.
- d. A minimum wage increase to \$12.50 per hour is in effect for all Maryland workers, including Contingent I General Assistants and student workers, as of January 1, 2022, in accordance with the Maryland Minimum Wage Act of 2019 (SB 280).

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

All Regular Faculty and Contractual Full-time and Part-time Non-Tenure Track Faculty currently employed on a 50% or more basis as of the applicable payroll processing period will receive additional compensation as follows:

#### **A. Tenured, Full-time Tenure Track, and Full-Time Non-Tenure Track Faculty**

- i. A **COLA of one percent** (1%) of the annual base salary will be provided as follows:

- Faculty who were actively employed and on the payroll as of December 31, 2021 and have remained continuously employed to the current date.
  - The 1% COLA will be added to the base salary for 10-month faculty effective February 23, 2022 (or February 24, 2022 for FTNTT contingent faculty) and for 12-month faculty effective January 12, 2022 (or January 13, 2022 for FTNTT contingent faculty).
- ii. **A merit increase of two and a half percent (2.5%)** of the annual base salary, as of June 30, 2021, will be provided to faculty as follows:
- Whose employment began on or before August 12, 2020 (August 13<sup>th</sup> for FTNTT Contingent faculty), and currently employed; and
  - Who received an evaluation rating (or its equivalent) for Fall 2020 and Spring 2021 that would be merit eligible.
  - The effective date of the merit increase for 10-month faculty is February 23, 2022 (or February 24, 2022 for FTNTT contingent faculty) and for 12-month faculty is January 12, 2022 (or January 13, 2022 for FTNTT contingent faculty).
- iii. **A one-time \$1,500 bonus** will be paid on February 16, 2022 to tenured and tenure track faculty (February 23, 2022 for FTNTT contingent faculty) who were actively employed on the payroll as of December 31, 2021 and have remained employed to the current date.

**B. Part-time Non-Tenure Track Faculty Employed on a 50% or more basis**

- i. **A COLA of one percent (1%)** will be added to the base salary effective with the Spring 2022 contract if actively employed during the Fall 2021 semester at 50% or more.
- ii. **A merit increase of two and a half percent (2.5%)** of the annual base salary, as of June 30, 2021, will be provided to faculty as follows:
- Who were employed on or before August 13, 2020; and
  - Who received an evaluation rating (or its equivalent) for Fall 2020 and Spring 2021 that would be merit eligible.
  - The effective date of the merit increase for 10-month faculty is February 24, 2022 and for 12-month faculty is January 13, 2022.
- iii. **A one-time bonus up to \$1,500, based on FTE,** will be paid on February 23, 2022 to PTNTT contingent faculty who are actively employed on the payroll as of December 31, 2021 and have remained employed to the current date.

### C. Adjunct Faculty

For all adjunct faculty currently employed as of the applicable payroll processing period:

- i. A **COLA of one percent (1%)** will be applied to Spring 2022 semester contracts. Additionally, the minimum stipend level will be adjusted beginning Spring 2022 to reflect this COLA.
- ii. A **one-time bonus** will be paid on February 23, 2022, if an adjunct faculty member actively taught during the Fall 2021 semester and is also teaching the Spring 2022 semester, as follows:
  - \$500 if teaching 8 credit/contact hours or less in AY21/22;
  - \$750 if teaching 9-15 credit/contact hours in AY21/22; and
  - \$1,000 if teaching 16 credit/contact hours or more in AY21/22
- iii. Adjunct faculty who have already been approved for Adjunct II status (*USM Policy II-1.07 Policy on the Employment of Adjunct Faculty*) remain 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.

## II. GRADUATE ASSISTANTS

For all graduate assistants currently employed as of the applicable payroll processing period, three percent (3%) will be applied to Spring 2022 semester contracts. Additionally, the minimum stipend level will be adjusted by three percent (3%) beginning Spring 2022.

## III. EXEMPT EMPLOYEES (Full and Part-Time, including Grant Funded Employees)

### A. Regular and Contingent II, full and part-time staff currently employed as of the applicable payroll processing period

- i. A **COLA of one percent (1%)** will be added to the annual base salary effective January 12, 2022 (or January 13, 2022 for Contingent II staff). COLA will be provided to all those employees who were actively employed on the payroll as of December 31, 2021 and have remained continuously employed to the current date.
- ii. A **merit increase of two and a half percent (2.5%)** of the annual base salary as of June 30, 2021, will be provided effective January 12, 2022 (or January 13, 2022 for Contingent II staff) to current employees in this category who:

- Received at least an overall rating of “Meets Standards” on their performance evaluation (May 2020 – May 2021); and
  - Successfully completed their probationary period\* by June 30, 2021.
- iii. A **one-time bonus up to \$1,500, based on FTE**, will be paid on February 16, 2022 for regular exempt staff (February 23, 2022 for contingent staff), who were actively employed on the payroll as of December 31, 2021 and have remained continuously employed to the current date.
- iv. The USM Exempt Salary Structure will remain in place.

**\*NOTE:**

- 1) 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.
- 2) 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 date February 2, 2022 for regular staff and February 9, 2022 for Contingent II staff.

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

For Regular (collective bargaining unit and non-collective bargaining unit) Non-Exempt Employees and Contingent II, full and part-time staff currently employed as of the applicable payroll processing period.

- i. As mentioned above, the Nonexempt Pay Structure will be adjusted for Fiscal Year 2022. At the beginning of the first full pay period after June 30, 2021, the nonexempt salary structure was increased by 1.9%. A second adjustment effective the first full pay period in January 2022 resulted in an additional structure change for pay ranges 2, 3, 4, and 5 to a minimum of \$15.00 per hour.
- ii. A **COLA of one percent (1%)** will be added to the annual base salary effective January 12, 2022 (January 13, 2022 for Contingent II staff). The COLA will be given to all those employees who were actively employed on the payroll as of December 31, 2021 and have remained continuously employed to the current date.
- iii. A **merit increase of two and a half percent (2.5%)** of the annual base salary, as of June 30, 2021, will be provided effective January 12, 2022 (January 13, 2022 for Contingent II staff) to employees in this category who:

- Received at least an overall rating of “Meets Standards” on their performance evaluation (May 2020 – May 2021); and
  - Successfully completed their probationary period\*\* as of June 30, 2021.
- iv. A **one-time bonus up to \$1,500, based on FTE**, will be paid on February 16, 2022 for regular staff (February 23, 2022 for contingent staff), who were actively employed on the payroll as of December 31, 2021 and have remained continuously employed to the current date.

\*\*NOTE:

- 1) Per *USM Policy VII – 1.21 Policy on Probation for Regular Nonexempt and Exempt Staff Employees*: The Nonexempt probation period shall be six (6) months for new hires and six (6) months for employees who voluntarily compete for and accept an applicable Nonexempt position at the institution.
- 3) 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 date February 2, 2022 for regular staff and February 9, 2022 for Contingent II staff.

NOTE: For employees covered by the Fraternal Order of Police (FOP) Memorandum of Understanding (MOU), please refer to the appropriate MOU.

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

- i. A **one-time bonus up to \$1,500, pro-rated based on FTE**, will be paid on February 23, 2022, if actively employed during the Fall 2021 semester and either continued through present or has a renewal contract for Spring 2022, as follows for contract average hours per week:
  - Less than 10 hours = \$250;
  - 10 – 15 hours = \$500;
  - 16 – 20 hours = \$750; and
  - 21 – 40 hours = \$1,500
- ii. The State budget for FY 22 does not include funds for salary increases related to Contingent I staff contract renewals.
- iii. 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.
- iv. Contingent I status General Assistants and Student Workers must be paid at least the Maryland minimum wage of \$12.50 per hour as of January 1, 2022.