**July 1, 2023 Compensation Guidelines**

**UMB Compensation changes will be effective on July 1, 2023 and include:**

* Nonexempt Salary Structure increase (subject to BOR approval)
* 2.0% Cost of Living Adjustment (COLA)
* 2.5% merit adjustment (MER)

**Increases will be applied using the Order of Operation defined in USM Policy VII.9.20. section XIV as follows:**

* Salary Structure – bump to minimum of pay grades regardless of employee class (subject to BOR approval),
* Cost of Living Adjustment (COLA),
* Merit (MER), and
* All other actions, such as FTE/GFT changes, appointments/reappointments/promotions, etc.

**Processing Schedule**

* EPAF black out period will be from June 30, 2023 to July 24, 2023.
* COLA and merit increases will appear in the August 4, 2023 paycheck along with retroactive pay from July 1, 2023.

**Application of 2.0% Cost of Living Adjustment (COLA)**

* Employee must start employment at UMB on or before June 30, 2023.
* Employee must be active in UMB HRMS system on Sunday, July 16, 2023.
* Must be in eligible Regular Faculty, Regular Exempt and Regular Nonexempt staff employee status and must be .50 FTE or higher.
* Contingent Category II employees both Exempt and Nonexempt must have COLA eligibility marked on their current contract and must be .50 FTE or higher.
* COLA increase is applicable to School of Law research fellows.
* COLA increase is granted regardless of funding source.

**Application of the 2.5% Merit (MER)**

* Employee must start employment at UMB in a merit eligible employee class on or before January 1, 2023 (staff) OR on or before April 1, 2023 (faculty).
* Employee must be active in UMB HRMS system on Sunday, July 16, 2023.
* Regular Faculty, Exempt and Non-Exempt staff must be .50 FTE or higher.
* Contingent Category II employees, both Exempt and Nonexempt, must have Merit eligibility marked on their current contract and must be .50 FTE or higher.
* Merit increase is applicable to School of Law research fellows with satisfactory performance.
* Merit increases are to be granted regardless of funding source.
* **Regular Nonexempt and Exempt Staff (employee class 20 and 33) Performance Standards**
* Employee must have a completed Performance Evaluation (PDP) for the 2022-2023 cycle (April 1, 2022 - March 31, 2023) with an overall rating of “meets standards” or above and submitted to Human Resources (HR) no later than designated date based on employee class.

*Regular Nonexempt Staff (employee class 20):*

* + Employee must start employment at UMB on or prior to January 1, 2023 in a merit eligible employee class and have completed original probation period per USM Policy VII.1.21.
  + Employee must have a 2022-2023 PDP with an overall rating of “meets standards” or above.
    - PDP must be submitted to HR no later than April 30, 2023.
    - If HR has not received a completed PDP by April 30, 2023, the default overall rating is “meets standards” per the MOU1.
  + All nonexempt regular employees, who are eligible, will receive a 2.5% merit increase.
  + Employees who were promoted or reevaluated and have received their 2022-2023 PDP are eligible.

*Regular Exempt Staff (employee class 33):*

* + Employee must start employment at UMB on or prior to January 1, 2023 and have a completed 2022-2023 PDP on file with HR.
  + Employee must have a 2022-2023 PDP with an overall rating of “meets standards” or above.
    - PDP must be submitted to HR no later than June 4, 2023.
    - If HR has not received a completed PDP by June 4, 2023, the default overall rating is “meets standards”.
  + All exempt employees, who are eligible, will receive a 2.5% merit increase.
  + Employees who were promoted or reevaluated and have received their 2022-2023 PDP are eligible.
* **Contingent Category II (C2**) **Nonexempt and Exempt** **Staff** **(employee classes 22 and 35) Performance Standards**
* Employeemust have a completed Performance Evaluation (PDP) for 2022-2023 cycle (April 1, 2022 - March 31, 2023) with an overall rating of “meets standards” or above and submitted to and received by Human Resources (HR) no later than designated date based on employee class.

*Nonexempt C2 Staff (employee class 22):*

* + Employee must start employment at UMB on or prior to January 1, 2023 and have a completed 2022-2023 PDP.
  + 2022-2023 PDP with an overall rating of “meets standards” or above.
    - If HR has not received a completed PDP, the default overall rating is “meets standards.”
  + All eligible nonexempt C2 employees with an overall rating of “meets standards” or above and contract designates eligibility (ANNLEL) will receive a 2.5% merit increase.
  + Employees who were promoted or reevaluated and have received their 2022-2023 PDP are eligible.

*Exempt C2 Staff (employee class 35):*

* + Employee must start employment at UMB on or prior to January 1, 2023, and have a completed 2022-2023 PDP.
  + 2022-2023 PDP with an overall rating of “meets standards” or above.
    - If HR has not received a completed PDP, the default overall rating is “meets standards.”
  + All eligible exempt C2 employees with an overall rating of “meets standards” or above and contract designates eligibility (ANNLEL) will receive a 2.5% merit increase.
  + Employees who were promoted or reevaluated and have received their 2022-2023 PDP are eligible.

**Regular faculty (employee class 01, 02, 03, and 15)**

* Employee must start employment at UMB on or prior to April 1, 2023.
* Employee must be.50 FTE or higher.
* All faculty employees, who are eligible, will receive a 2.5% merit increase unless otherwise noted.
* Merit will be applied to administrative supplements only when identified as eligible in HRMS with ADSPEL (administrative faculty appointment/component this IS eligible for future merits and COLAs) code.
* School of Medicine Geographic full-time faculty (GFT) COLA and merit will only be funded based on their FTE as of June 30, 2023.
* Clinical faculty will not be paid the July 1st COLA or merit due to the State not providing funding on clinical income salary sources.

**Staff Ineligibility**

* Nonexempt and exempt regular and C2 staff are not eligible for merit if they start employment at UMB on January 2, 2023, or after.
* Staff on a "performance improvement plan" (PIP) as of June 30, 2022, are not eligible for merit.
* Any staff employees who have a below standard or unsatisfactory PDP are not eligible for merit.
* Any employee who is terminated for cause during this process is not eligible for COLA or merit increases.
* Staff who terminate between Saturday, June 30, 2023, and Friday, July 16, 2023, will not be eligible for COLA or merit.

**Faculty Ineligibility**

* Faculty are not eligible for merit if they start employment at UMB on April 2, 2023, or after.
* Faculty with documented performance issues as of June 30, 2023, are not eligible for merit at the discretion of the Dean or unit head as designated by school.
* Any faculty who is terminated for cause during this process are not eligible for COLA or merit increases.
* Faculty who terminate between Saturday, June 30, 2023, and Friday, July 16, 2023, will not be eligible for COLA or merit.
* School of Medicine Clinical Faculty will not be eligible for the COLA or Merit.

**Other Information**

**Post-doctoral Fellows** *(employee class 19)*

* Not eligible for COLA or merit increases.

**Contingent Category I (C1) Temporary Staff** *(employee class 31T)*

* May be adjusted to the minimum of the new pay grade when approved.
* Not eligible for COLA or merit increases.

**Contingent Category I (Adjunct) Faculty** *(employee class 36)*

* Not eligible for COLA or merit increases.

*1Memorandum of Understanding between AFSCME and University of Maryland, Baltimore*