

HUMAN RESOURCES
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- b) Who have received an evaluation rating (or its equivalent) for the current evaluation period that would be merit eligible.
- c) The effective date for 12-month faculty is July 1, 2023 and for 10-month faculty is August 23, 2023 (or August 24, 2023 for Non-PIN Non-Tenure Track faculty).

II. EXEMPT EMPLOYEES (Full and Part-Time including Grant Employees)

All Regular and Contingent II Full-Time and Part-Time Exempt Employees employed at 50% or more time and currently employed as of June 30, 2023 will receive additional compensation as follows:

1. A **COLA of two percent (2%)** of the annual base salary will be provided effective July 1, 2023 to those employees who are actively employed and on payroll as of June 30, 2023 and remain employed on July 1, 2023.
2. A **merit increase of two and one half percent (2.5%)** of the annual base salary as of July 1, 2023, will be provided effective July 1, 2023 to current employees in this category who:
 - a) Received at least an overall rating of “Meets Standards” on their current FY23 performance evaluation;
 - b) Completed their assigned training; and
 - c) Successfully completed their probationary period or completed one year of employment as a Contingent II as of June 30, 2023.

NOTE:

- i. 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. Regular exempt employees who successfully complete their original or status change probationary period after June 30, 2023 may be eligible for merit effective the first full pay period following successful completion of probation.
- ii. 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 period beginning on July 12, 2023 for regular staff and July 13, 2023 for Contingent II staff.

III. NON-EXEMPT EMPLOYEES (Full and Part-Time including Grant Employees)

All Regular (collective bargaining unit and non-collective bargaining unit) and Contingent II Full-Time and Part-Time Non-Exempt Employees employed at 50% or more time will receive additional compensation as follows:

1. A **COLA of two percent (2%)** of the annual base salary will be given effective July 1, 2023 to those employees who are actively employed and on payroll as of June 30, 2023 and remain employed on July 1, 2023.
2. A **merit increase of two and one half percent (2.5%)** of the annual base salary, as of July 1, 2023, will be provided effective July 1, 2023 to current employees in this category who:
 - a) Received at least an overall rating of “Meets Standards” on their current FY23 performance evaluation;
 - b) Completed their assigned training; and
 - c) Successfully completed their probationary period or completed six months of employment as a Contingent II employee as of June 30, 2023.

NOTE:

- i. Per *USM Policy VII – 1.21 Policy on Probation for Regular Nonexempt and Exempt Staff Employees*: The non-exempt probation period shall be six (6) months for newly hired employees and those serving status change

IV. ADJUNCT FACULTY

1. The minimum adjunct stipend level will be adjusted by two percent (2%) as established by the University. The new minimum stipend level will go into effect for Fall, 2023 courses.
2. Adjunct faculty who meet the criteria for designation as Adjunct Faculty II under *USM Policy II-1.07 Policy on the Employment of Adjunct Faculty* are 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.
3. Any increases must go through the application and pre-approval process prior to the beginning of the Fall 2023 semester.

V. GRADUATE ASSISTANTS

The minimum stipend levels will remain consistent with changes made in Spring 2022.

VI. CONTINGENT I EMPLOYEES (Full and Part-Time, including Grant Employees)

1. The State budget for FY24 does not include funds for salary increases related to Contingent I staff contract renewals.
2. 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.
3. Contingent I status General Assistants, Graduate Assistants and Student Workers must be paid at least the Maryland minimum wage of \$11.04 per hour.