University of Baltimore FY23 Salary Guidelines  
May 23, 2022

**Overview:**

Chancellor Perman has issued University System of Maryland (USM) FY 2023 salary guidelines in accordance with legislative and budgetary requirements. The key elements of the USM guidelines include:

* An adjustment to the Non-exempt salary structure (pending BOR approval in June)
* An adjustment to the Exempt salary structure (pending BOR approval in June)
* A 3% Cost of Living Adjustment (COLA)
* Merit increases

UBalt has developed institution-specific guidance for implementation of the Chancellor’s guidelines. The below details eligibility, timing and payment amounts for each of the salary actions documented in the Chancellor’s Guidelines. USM includes only regular status faculty and staff for the COLA, Merit and Bonus and permits institutional decisions on inclusion of contractual employees. UBalt will extend the COLA and merit to Contingent II employees.

**Salary Structure Adjustments**

If the Board of Regents approves salary structure adjustments, employees whose pay falls below the new minimum of each pay range will receive a pay increase to the new minimum of the range.

The effective date for a structure adjustment is July 1, 2022.

**FY 2023 Cost of Living Adjustment**

A 3% Cost of Living Adjustment (COLA) has been granted for regular and contingent II staff and faculty.

* Staff, 12-month Faculty and Librarians
  + Effective date: July 1, 2022
  + Eligibility: Employee must have been employed on June 30, 2022 and July 1, 2022.
* Academic Year Faculty
  + Effective date: August 10, 2022
  + Eligibility: Employee must have been employed on August 9, 2022 and August 10, 2022
* Funding:
  + Central funding for state funded (4010) positions
  + Funding for non-state positions must be covered by the grant / contract or self-support budget.

**FY2023 Merit Adjustment**

The University of Baltimore has been allocated a 2.5% merit salary pool.

Merit increases for individual employees will be based on performance appraisals completed at the end of Fiscal Year 2022 for the evaluation period of May 1, 2021 to April 30, 2022. The 2.5% merit pool will be distributed to each Executive Division, i.e. President’s Division, Provost’s Division, and CFO/VPAF’s Division. Division executives (President, Provost, and CFO/VPAF) have discretion over how the available merit pool is distributed so long as they do not exceed the allocated budget and subject to the guidance provided in this document

# Regular Non-Exempt Staff Merit

To be eligible, non-exempt staff must have completed their original probationary period prior to June 30, 2022.

Consistent with the memorandum of understanding between the University and the American Federation of State, County and Municipal Employees (AFSCME), represented non-exempt staff employees whose performance meets standards or better will each receive a 2.5% merit salary increase.

Non-exempt staff not represented by a bargaining unit, whose performance meets standards or better, will receive a 2.5% merit increase.

A merit salary increase may be given up to the maximum of a staff member’s pay range. The portion of the salary increase that exceed the staff member’s pay range will be given as a lump-sum payment.

# Contingent II Staff

To be eligible, the employee must have been in their current Contingent II role prior to December 31, 2021.

A performance evaluation with an overall rating of meets standards or better is required for renewal of the Contingent II contract. The employee will receive 2.5% merit.

# Regular Faculty and Exempt Staff Merit

To be eligible, faculty and exempt staff must have been hired prior to January 31, 2022.

Employees who experienced the following job changes since January 31, 2022 are not eligible for merit. The job actions resulted in a compensation review based on the new role.

* Promoted through a competitive recruitment process
* Promoted without a competitive recruitment or reclassified into an existing vacant position
* Formal reclassification due to significant expansion / change of duties in the existing position (approximately 30% change of duties). The OHR compensation review resulted in a new title and corresponding salary.

Distribution of the 2.5% merit pool for exempt staff within each division shall be based upon the individual staff member’s 2022 performance evaluation.

Distribution of the 2.5% merit pool for faculty within each school/college shall conform to the guidelines provided by the Provost’s Office.

Timing:

* Staff, 12-month Faculty and Librarians: Effective date July 1, 2022
* Academic Year Faculty: Effective date August 10, 2022

Funding:

* Central funding for state funded (4010) positions
* Funding for non-state positions must be covered by the grant / contract or self-support budget.

**Sequence of concurrent salary adjustments**

When adjustments occur on the same day, the following sequence is applied:

1. Structure Adjustment
2. Cost of Living Adjustment
3. Merit increase
4. Other Compensation changes (i.e. promotion)