

VII-9.10 - POLICY ON THE PAY PROGRAM FOR NONEXEMPT STAFF EMPLOYEES

(Approved by the Board of Regents, June 9, 1995, EFFECTIVE July 1, 1996. Please refer to the "replacement for" section of this policy; Amended October 9 , 2015)

I. PURPOSE AND APPLICABILITY

This policy establishes guidelines (A) for the revision and adjustment of salary structures and for the assignment of job classes to salary ranges within salary structure(s); (B) for the administration of individual salaries upon salary structure revision and adjustment and (C) for the development and maintenance of job evaluation program(s). This policy is applicable to all University System of Maryland (USM) job classes and positions within the Nonexempt job group.

II. ADJUSTMENT OF SALARY STRUCTURE AND ASSIGNMENT OF JOB CLASSES TO SALARY RANGES

- A. Authority to revise and adjust salary structures shall rest with the USM Board of Regents (BOR) upon the recommendation of the Chancellor.
- B. Authority to assign job classes to salary ranges shall rest with the Chancellor or designee.
- C. It is the goal of the USM to maintain the midpoint of salary ranges within the applicable salary structure equal to the current average salary paid for comparable job classes within the appropriate job market.
- D. The USM shall develop a process to determine the competitive market position of the salary structures by conducting a biennial market salary survey and providing a findings and recommendation report to the BOR. Adjustments to salary structures and assignments of job classes to salary ranges within the applicable salary structure shall be made by the Chancellor or designee.

III. IMPACT OF ADJUSTMENTS TO SALARY RANGES

- A. Increase in Salary Range
 - 1. When the salary range of a job class is changed to a new salary range that has a higher minimum salary, the salaries of all employees who are below the minimum of the new range shall be moved to the minimum salary for their respective job class.

B. Decrease in Salary Range

1. In the event that the salary range of a job class is changed to a new salary range that has a lower maximum salary, the incumbents of positions within the job class shall not experience a reduction in current salary.
2. Unless otherwise provided by USM policy, employees whose salary exceeds the maximum of the salary range are eligible for increases to base salary for Cost of Living Adjustment (COLA) increases only, until their salary falls within the range.
3. In years when merit increases are awarded, the value of the employee's merit increase may be awarded as a one-time payment rather than as an addition to base salary, until their salary falls within the range.

IV. USM JOB EVALUATION PROGRAMS

- A. Authority to establish, implement, and maintain job evaluation programs for USM job classes shall rest with the Chancellor.
- B. The development and maintenance of systemwide job class specifications and other systemwide methods of job evaluation shall be coordinated by the USM Office (USMO).
- C. The development and maintenance of campus-specific job class specifications shall be the responsibility of each institution in coordination with the USMO.

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.