

Department of Human Resources
 University Of Maryland, Baltimore County
 1000 Hilltop Circle

Baltimore, MD 21250
 PHONE: (410) 455-3142
 FAX: (410) 455-1064
 WEB: www.umbc.edu/hr

May 19, 2009

MEMORANDUM

TO: President, Provost, Vice Presidents, Vice Provosts, Deans

FROM: Valerie A. Thomas
 Associate Vice President for Human Resources

SUBJECT: FY 2010 Salary Guidelines

The University System of Maryland (USM) Office of the Chancellor has forwarded the approved salary guidelines and the new Non-Exempt Salary Structure for Fiscal Year 2010. These guidelines apply to faculty and staff employees on *regular* and *contingent category I and II*, regardless of the fund sources. There will be no salary adjustments for FY 2010, but for the non exempt employees in pay ranges 1, 2, and 3 who are impacted by the new salary structure. Promotion and/or reclassification increases for faculty and staff, and the schedule for graduate assistant stipends are not covered by these guidelines.

The sequence to calculate salary adjustments for Nonexempt Staff on July 1, 2009 is as follows:

<i>Order</i>	<i>Item</i>
<i>First</i>	<i>Adjustments to the new minimums of revised Nonexempt Salary Structure effective July 1, 2009 as approved by the Board of Regents</i>
<i>Second</i>	<i>Any increase for reclassification or promotion that may be effective on that same date (July 1, 2009)</i>

1. Salary Structures

- a. The revision to the *Nonexempt Staff Employees Salary Structure* was approved by the BOR effective July 1, 2009. The structure will remain in effect through June 30, 2011. The new salary structure is attached and it applies to all nonexempt employees on regular and contingent category I and II status. Changes have been made only to the minimum rates of pay ranges 1, 2 and 3 in order to be consistent with the minimum rate paid in the State's salary structure. There are no other adjustments to the structure due to the state of the economy and the current budget constraints.
- b. The current *Salary Structure* for *Exempt Staff* employees remains in effect through June 30, 2010.

2. COLA – There will be no Cost-of-Living Adjustments for Faculty and Staff for FY 2010.

3. Merit Increases – There will be no merit increases for Faculty and Staff for FY 2010.

4. **Non-cumulative Cash Bonuses** – Non-cumulative cash bonuses (as described in BOR Policy VII-9.20, Section X., A. and B) are not permitted this year in accordance with the legislative language cited above. This principle also applies to bonuses to faculty and exempt employees.
5. **Salary Adjustments** – With the exception of reclassifications and promotions, salary adjustments shall not be made during the fiscal year.
6. **Contingent Category I and II Staff Employees** – Salaries must be paid at least at the minimum of the appropriate pay range.
7. **Federal Minimum Wage** – Effective July 24, 2009, the minimum wage will increase from \$6.55/hr. to \$7.25/hr. This new rate adjustment applies to anyone employed at the USM currently earning less than \$7.25/hr.—General Assistants, Graduate Assistants, Lecturers, Student Workers, etc. For purposes of the USM payroll, the minimum wage rate change will take effect on July 19, 2009.

The Department of Human Resources will process an automatic update to employee job data to reflect the new minimum. Departments will see the new pay rate in time entry and on the gross pay report.

If you have questions regarding the guidelines, you may either contact me at 5-3142 or Rochelle Sanders at 5-3842.