

Institutional Salary Guidelines for FY25

This document outlines Salisbury University's institutional salary guidelines for Fiscal Year 2025 (FY25) and are effective, July 1, 2024 and are pursuant with the University System of Maryland (USM) guidelines and Board of Regents (BOR) policies that apply to all USM Faculty and Staff employees in Regular or Contingent I or II status, regardless of the source of funding for the employee's position.

The FY25 State Budget allocation does not include funds for **adjunct faculty, graduate assistants, fellows, post-docs, general assistants or student employees**. However, as noted below, there are some salary and compensation changes affecting these employee categories, so please review the guidelines in its entirety.

This year, Salisbury University will provide the following compensation adjustments for eligible employees.

- A three percent (3%) Cost of Living Adjustment (COLA)
- A two percent and a half (2.5%) merit.

Note: USM guidelines allow for retention, equity or other necessary salary increases, contingent upon institutional budget availability. Employees that separate from the university on or before June 30th, 2024 will not receive an adjustment to their compensation.

I. FACULTY (Regular & Contingent II)

All Regular and Contractual Tenured, Tenure Track and Non-Tenure Track Faculty employed 50% or more during the spring 2024 semester will receive the compensation adjustments outlined below.

1. A **COLA increase of three percent (3%)** will be applied to the annual base salary for the following faculty employees:
 - a) 12-month faculty actively employed and on payroll as of June 30, 2024 that will remain employed on July 1, 2024 will receive the 3% COLA increase to base salary effective July 1, 2024.
 - b) 10-month faculty actively employed and on payroll during Spring 2024 that will remain employed as of August 21, 2024 will receive the 3% COLA increase to base salary effective August 21, 2024.
 - c) 10-month Non-PIN Non-Tenure Track faculty actively employed and on payroll during Spring 2024 that will remain employed as of August 28, 2024 will receive the 3% COLA increase to base salary effective August 28, 2024.

2. A **merit increase of two and a half percent (2.5%)** will be applied to the annual base salary, effective at the start of the contract period for FY25, for faculty employees that meet all three of the following criteria:
 - a) Began employment on or before December 31, 2023.
 - b) Successfully completed the required training.
 - c) Received an evaluation rating that is eligible for merit.

II. **EXEMPT STAFF (Regular & Contingent II)**

All Regular and Contingent II exempt employees employed at 50% or more time since January 1, 2024 will receive the compensation adjustments outlined below.

1. A **COLA increase of three percent (3%)** will be applied to the annual base salary effective July 1, 2024 for exempt employees who are actively employed and on payroll as of June 30, 2024 and remain employed on July 1, 2024.
2. A **merit increase of two and a half percent (2.5%)** will be applied to the annual base salary effective July 1, 2024 for exempt employees that meet all four of the following criteria:
 - a) If new hire or rehire, employment on or before December 31, 2023.
 - b) If employee internally moved to a new job on or before December 31, 2023.
Note: Position reclassifications are not the same as moving to a new job and do not impact merit eligibility.
 - c) Successfully completed the required training.
 - d) Received an overall rating of atleast "Meets Standards" on their FY24 performance evaluation.

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 following pay period. Please keep in mind that salary structures will change as shown below.

3. **Exempt Salary Structure:** The BOR approved adjustmenst to the exempt salary structure for FY25. These adjustments include a 5% range progression to the minium of all exempt pay ranges. Employees whose salary falls below the new minimums will receive a base salary increase to their respective pay range effective July 1, 2024.

Note: On April 23, 2024 the U.S.Department of Labor announced that effective January 1, 2025 exempt employees making less than \$55,068 may no longer be considered exempt. As we have expereined in the past, this guidance may change. Additional information will be shared as we understand the final impacts for Salisbury University employees.

III. NON-EXEMPT STAFF (Regular & Contingent II)

All Regular (collective bargaining unit and non-collective bargaining unit) and Contingent II Non-Exempt Employees employed at 50% or more time since January 1, 2024 will receive the compensation adjustments outlined below.

1. A **COLA increase of three percent (3%)** will be applied to the annual base salary effective July 1, 2024 to those employees who are actively employed and on payroll as of June 30, 2024 and remain employed on July 1, 2024.
2. A **merit increase of two and a half percent (2.5%)** will be applied to the annual base salary effective July 1, 2024 for non-exempt employees that meet all four of the following criteria:
 - a) If new hire or rehire, employment on or before December 31, 2023.
 - b) If employee internally moved to a new job on or before December 31, 2023.
Note: Position reclassifications are not the same as moving to a new job and do not impact merit eligibility.
 - c) Successfully completed the required training.
 - d) Received an overall rating of at least “Meets Standards” on their FY24 performance evaluation.

Note: Per *USM Policy VII – 1.21 Policy on Probation for Regular Non-exempt and Exempt Staff Employees* The probation period shall be at least six (6) months for newly hired employees and those serving status change (i.e., competitive promotion or lateral move into another non-exempt position). Employees employed on or after January 1, 2024 will not be eligible for merit this year.

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 following pay period. Please keep in mind that salary structures will change as shown below.

3. **Non-Exempt Salary Structure:** The BOR approved adjustments to the non-exempt salary structure for FY25. These adjustments include a base salary increase to at least \$38,000 per year and a 3% range progression to the minimums of non-exempt pay ranges 3-12. Employees whose salary falls below the new minimums will receive a base salary increase to their respective pay range effective July 1, 2024.
4. **Fraternal Order of Police:** Employees serving in the Fraternal Order of Police (FOP) will receive a salary adjustment effective July 1, 2024 comencurate with the current Memorandum of Understanding (MOU).

IV. NON-EXEMPT STAFF (Contingent I Only)

All Contingent I Non-Exempt employees will receive the compensation adjustments outlined below.

1. **Non-Exempt Salary Structure:** The BOR approved adjustments to the non-exempt salary structure for FY25. A 3% range progression will be applied to the minimum non-exempt pay ranges 3-12. Non-exempt contingent 1 employees, not serving as general assistant, will receive a base salary increase to their new respective pay range effective July 1, 2024 if their salary falls below the minimum.

Note: All other changes in salary or contract terms must be made in accordance with the Chancellor's Salary Guidelines and therefore require a new position request form.

V. ADJUNCT FACULTY

All Adjunct Faculty employed since January 1, 2024 will receive the compensation adjustments outlined below.

1. A **COLA increase of three percent (3%)** will be applied to the minimum adjunct stipend rate effective for Fall, 2024. Any increases above the minimum will require pre-approval from the Provost.
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. Adjunct II status requires pre-approval from the Provost.