



Memorandum

TO: USG Staff
FROM: The Office of Strategic Human Resources
DATE: May, 19 2023
SUBJECT: July 1 Salary Increases for Eligible Employees

Dear Colleagues,

As President Pines shared in his [memo](#) to the campus on April 19, 2023, Governor Moore has funded salary increases for most regular-status faculty and staff employees. This communication provides details pertaining to the July 2023 salary increases.

COLA

The Fiscal Year 2024 state budget includes a 2% cost-of-living adjustment (COLA) that will be applied to the salaries of all eligible employees during the FY 24 budgeting. The paycheck of July 7, 2023 (PPD 2024:01) will reflect a pay adjustment for a partial pay period, covering July 1, 2023. The paycheck of July 21, 2023 (PPD 2024:02) will include the new salary for the full pay period (beginning on July 2, 2023).

The following employment categories are eligible to receive the 2% COLA if they have an active appointment start date before **07/01/2023**:

- Tenured Faculty (01)
- Tenure Track Faculty (02)
- Faculty Non-Tenured Term Contract (03)
- Graduate Assistants (04)
- Faculty Non-Tenured Continuing Contract (15)
- Nonexempt Regular (20)
- Post-Doctoral Scholars (25)
- Exempt Regular (33)
- Faculty Non-Regular-Non-Tenured (37)

CONTINGENT I/II EMPLOYEES AND CONTRACTUAL FACULTY

USG will be rewarding COLA to all eligible contingent I and II staff and contractual faculty. The USG Office of Strategic Human Resources will manually process COLA salary changes for eligible contingent I and II employees after the contract addendums have been routed and approved. Retroactive pay adjustments will be processed once the contract and the salary changes are approved in the system.

MERIT

The merit increases for eligible regular employees who receive it is effective July 1, 2023, and will be applied after the COLA. The paycheck of July 7, 2023 (PPD 2024:01) will reflect a pay adjustment for a partial pay period, covering July 1, 2023. The paycheck of July 21, 2023 (PPD 2024:02) will include the new salary for the full pay period (beginning on July 2, 2023).

The following employment categories are eligible to receive merit

- Tenured Faculty (01)
- Tenure Track Faculty (02)
- Faculty Non-Tenured Term Contract (03)
- Faculty Non-Tenured Continuing Contract (15)
- Nonexempt Regular (20)
- Exempt Regular (33)

NON-EXEMPT REGULAR STAFF

As per USM requirements, all merit awards are based on performance. Nonexempt staff who have received a 2022-2023 PRD rating of "Meets Expectations" and have successfully completed an original probationary period by **June 30, 2023**, shall be eligible to receive a merit increase of 2.5%.

EXEMPT REGULAR STAFF

For eligible regular exempt staff and faculty, the state has granted a 2.5% pool of funds to distribute merit increases based on performance. In order to be eligible for merit, an exempt staff or faculty member must have started employment on or prior to **March 31, 2023**, and, have a minimum rating of "Meets Expectations" (or the equivalent for faculty) for the 2022-2023 performance period.

CONTINGENT II EMPLOYEES AND CONTRACTUAL FACULTY

USG will be rewarding merit to all eligible contingent II staff and contractual faculty. The USG Office of Strategic Human Resources will manually process merit salary changes for eligible employees in these categories after the contract addendums have been routed and approved. Retroactive pay adjustments will be processed once the contract and the salary changes are approved in the system.

Please note, the Office of Strategic Human Resources will send all staff salary change notifications individually reflecting the updates in their salary.

Regards,

Nitshu

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