



Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: May 6, 2022
SUBJECT: HR Update on the FY 23 COLA and Merit

Dear Colleagues,

As President Pines shared in his [memo](#) to the campus on January 14, 2022, Governor Hogan has funded salary increases for most regular status faculty and staff employees. This communication provides details pertaining to the July 2022 salary increases.

COLA

The Fiscal Year 2023 state budget includes a 3% cost-of-living adjustment (COLA) that will be applied to the salaries of all eligible employees during the FY 23 budgeting. The Office of Human Resources will send a follow-up communication regarding the paycheck dates that will reflect this salary increase.

The following employment categories are eligible to receive the 3% COLA if they have an active appointment start date before 07/01/2022:

- Tenured Faculty
- Tenure Track Faculty
- Faculty Non-Tenured Term Contract
- Graduate Assistants
- Faculty Non-Tenured Continuing Contract
- Nonexempt Regular
- Post-Doctoral Scholars
- Exempt Regular
- Faculty Non-Regular-Non-Tenured
- Contingent II Nonexempt/Exempt
- Contractual Faculty

CONTINGENT I/II EMPLOYEES

The USG Office of 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 increase for eligible regular employees who receive it will be applied after the COLA. The Office of Human Resources will send a follow-up communication regarding the paycheck dates that will reflect this salary increase.

The following employment categories are eligible to receive merit

- Tenured Faculty
- Tenure Track Faculty
- Faculty Non-Tenured Term Contract
- Faculty Non-Tenured Continuing Contract
- Nonexempt Regular
- Exempt Regular
- Contingent II Nonexempt/Exempt
- Contractual Faculty

NON-EXEMPT REGULAR STAFF

As per USM requirements, all merit awards are based on performance. [Consistent with the USM Policy VII-9.20](#), nonexempt staff who have received a 2021-2022 PRD rating of "Meets Expectations" and have successfully completed an original probationary period by June 30, 2022, shall be eligible to receive a merit increase of 2.5%.

EXEMPT REGULAR STAFF

For eligible regular exempt staff and faculty, the University 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, 2022, and have a minimum rating of "Meets Expectations" (or the equivalent for faculty) for the 2021-2022 performance period.

CONTINGENT II EMPLOYEES

The USG Office of Human Resources will manually process merit salary changes for eligible contingent 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.

CONTINGENT I EMPLOYEES

USG will award all eligible CI staff a 2.5% merit increase. The USG Office of Human Resources will manually process merit salary changes 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 PROCESS

- Merit will be based on performance categories as outlined in the PRD; "Meets Expectations", "Exceeds Expectations", and "Outstanding" or the equivalent for faculty.
- An employee who has received a PRD rating less than "Meets Expectations" is not eligible for Merit.
- Those with a rating of "Meets Expectations" (non-exempt and exempt staff, regular and contingent II) will automatically receive a 2.5% merit increase. Exempt employees (regular and contingent II) with a higher PRD rating have an opportunity for higher merit based on the available pool.
- While the overall rating from PRD is used as a "baseline determinant" to qualify for merit, supervisors do have some discretion to make recommendations different from the current PRD rating. (For instance, an employee has received a "Meets" rating on the PRD, however, based on some other factors, the supervisor can make a recommendation of Exceeds and/or Outstanding for merit)
- In the next section, please find some considerations that the supervisors can utilize while making merit recommendations for their direct reports.
- We ask that supervisors conduct a merit review for each of their direct reports and confirm in writing to the Executive Director, Dr. Anne Khademian (akhademi@umd.edu) if the merit recommendation stands the same as the PRD rating. If your merit recommendation is different than the PRD, please provide a justification for consideration. This is due by **COB Tuesday, May 10, 2022**.
- The Executive Director along with the Executive Council will conduct a comprehensive review of recommendations, finalize the adjustments based on the amount of funds available in the pool, and forward the proposed salary increases for approval.
- All eligible staff/faculty will receive a letter from HR that identifies their overall rating, the percent of their merit award, and the percent of COLA, if applicable after all the proposed salary increases have been approved in the system.

ADDITIONAL FACTORS SUPERVISORS CAN CONSIDER FOR A MERIT RECOMMENDATION

- Consistency of performance over time in position/at USG (whether tied to previous PRD ratings or utilizing other measurement factors)

- Positive contributions to USG culture
- Teamwork and collaboration across USG, perhaps not highlighted within job-specific PRD (i.e. serving on committees, volunteering to help with events/initiatives, etc.)
- Supporting the work of USG 2.0 (served on workgroups, provided feedback, led initiatives, etc.)
- Longevity at USG sans merit (assuming strong performance over that time)
- Feedback from previous supervisors/colleagues if the supervisor-employee relationship did not span the entirety of this past PRD cycle, where applicable/appropriate.
- Taking on duties or caseloads well beyond one's job description - over the past year or past several years if relevant
- Awards or other recognitions received since merit was last distributed - USG, UMD, USM, external
- Strong commitment to professional development (advanced degrees, conferences, presentations, training, certifications, etc.)

We appreciate your support and patience as we work through processing the merit recommendations and salary changes. Should you have any questions, please do not hesitate to contact the Office of Human Resources.

Regards,

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