



Office of
Human Resources
8000 York Road
Towson, MD 21252

July 1, 2021

To: Kim Schatzel, Melanie Perreault, Ben Lowenthal, Leah Cox, Patricia Bradley, Brian DeFilippis, Vernon Hurte, Daraius Irani, Timothy Leonard, Sara Slaff, Joe Herring, Katie Malone and Sean Welsh

From: Steve Jones, Associate Vice President of Human Resources

Re: Towson University's (TU) FY 2022 Pay Adjustment Guidelines

CC: Brandon Cohen, Divisional Budget Officers, and HR Partners

The University System of Maryland (USM) compensation guidelines have been provided for the new fiscal year beginning July 1, 2021. These include the following:

- The FY 2022 budget does not provide for cost-of-living adjustments or merit increases.
- The nonexempt salary structures will be adjusted for Fiscal Year 2022 by 1.9%, and any nonexempt employee whose pay falls below the new minimum of each pay range will receive a pay increase to the new range minimum at the beginning of the first full pay period after June 20, 2021.
- The exempt salary structures currently in effect will continue unchanged, at least through the end of fiscal year 2022. TU senior administration will also be considering implementing pay range recommendations for exempt positions resulting from the TU Market Assessment & Pay Study (MAPS) related to our pay structures.
- We will make adjustments to faculty and exempt staff individuals whose pay was determined to be below the competitive market rate for their position as recommended from the MAPS.
- The minimum wage for Maryland workers will increase to \$12.50 per hour starting January 1, 2022. The minimum wages applies to all USM employees, including student employees and general assistants.

In addition to the above, and in accordance with the FY 2021 USM Compensation Guidelines, the following guidelines will apply to all USM faculty and Staff employees in regular or Contingent I or II status, regardless of the source of funding for the position. The only categories of compensated individuals exempted from these guidelines (unless otherwise noted) are adjunct faculty, graduate assistants, post-docs and student employees

Pay Guidelines

1. To address issues of internal/external pay inequity supported by internal/external market data and any pay increases required to comply with applicable federal and state laws.
2. Job reclassification review of an employee's current position due to significant changes in the responsibilities and/or required qualifications for the position.
3. Promotion to a new position.
4. Payment for additional duties, such as summer/winter term teaching, overload teaching, on-call or clinical coverage, and temporary service in an acting capacity.
5. Awards, including Board of Regents awards for faculty and staff and established institutional awards.
6. Contract renewal increases (i.e. pay increase related to the renewals of contracts for any eligible contractual faculty and contingent staff employees).
7. Non-cumulative cash bonuses as described in BOR Policies VII-9.11 and VII-9.20. Requests for bonuses require justification and approval by the President.
8. Non-salary taxable compensation (e.g., housing and car allowances, and deferred compensation contributions) as authorized by the President and approved in advance by the Chancellor.
9. In very limited and exceptional cases, a pay increase for the retention of an employee may be considered. These requests may require additional documentation and the approval of the President or her designee.

The comprehensive market assessment and pay study was recently conducted to reassess and update our faculty and exempt staff pay programs to ensure our pay is competitive and our tools, resources and processes are aligned. A similar market study was done for our non-exempt positions.

The recommendations made by Segal to TU's senior administration on many aspects of our compensation programs including changes to our pay, pay policies and pay practices, for faculty, exempt and non-exempt staff positions. These recommendations, and any decisions to implement any/all of the recommendations will align with USM guidelines.

Requests for pay adjustments may be considered and decisions will be thoughtfully implemented giving consideration to actual and anticipated budgetary restrictions, loss of revenue, and recommendations from the project.

Managers and supervisors should work closely with their HR Partner when considering making any requests for pay adjustments consistent with the guidelines provided. All pay increase requests are subject to review and final approval by the Division Vice President with concurrence from the Associate Vice President of Human Resources.

