VII-9.11 - POLICY ON PAY ADMINISTRATION FOR EXEMPT POSITIONS

(Approved by the Board of Regents on December 3, 1999, EFFECTIVE January 2 and January 12, 2000; Amended October 9, 2015)

I.   **PURPOSE AND APPLICABILITY**

This policy governs the pay administration for positions in the Exempt group and applies to all Exempt Staff employees of the University System of Maryland (USM).

II.   **PRINCIPLES**

The USM is composed of 12 distinct and complementary institutions united by the mission of advancing education, research and service. Each institution will compensate employees according to the following principles:

A.   Market Based – Pay ranges and structures shall be appropriately competitive within each institution's respective employment market.

B.   Internal Job Value – Assignment of jobs to pay ranges will reflect the relative value of jobs within each institution.

C.   Individual Pay – Employees will be paid according to job value and their contribution to the institution's mission.

III.   **PROGRAM DESIGN**

Each Institution is responsible for design of a Pay Administration Program for Exempt positions consistent with the principles delineated in Section II above. This program will be submitted to the Chancellor for approval prior to implementation. Subjects to be addressed in the Program may include but are not limited to:

A.   Salary Upon Entrance into USM Service
B.   Salary Upon Reinstatement
C.   Salary Upon Re-Employment
D.   COLA
E.   Performance-Based Salary Increases
F.   Salary Structure Adjustments
G.   Salary Upon Transfer or Reclass (Promotional, Lateral, or Demotional)
H.   Within-Range Salary Adjustments
I.   Salaries Exceeding the Maximum of the Range
J.   Priority for Processing Simultaneous Pay Transactions
K.   Non-Cumulative Cash Bonuses
L.   Pay Philosophy
M.   Establishment of Positions
N.   Determination of Salary for Exempt Positions

    O.   Change in Duties/Reclassification
    P.   Acting Appointments

IMPLEMENTATION PROCEDURES:

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.