



Office of Human Resources
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Towson, MD 21252-0001

To: Kim Schatzel, Melanie Perreault, Ben Lowenthal, Marina Cooper, Leah Cox, Brian DeFilippis, Daraius Irani, Timothy Leonard, Debra Moriarty, Sara Slaff, Joe Herring, and Katie Malone

From: Steve Jones, Associate Vice President of Human Resources

Date: June 22, 2019

Re: Towson University's (TU) FY 2020 Salary Adjustment Guidelines

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

A new fiscal year beginning July 1, 2019 will bring changes to state and University System of Maryland (USM) compensation guidelines that will affect our pay practices. These include the following changes:

- Effective July 1, 2019, a 3% cost of living adjustment (COLA) increase is approved for all regular status faculty and staff members, contingent category II staff, and lecturers on TU payroll as of June 30, 2019
- An increase of 4% to the nonexempt salary structure has been approved, effective at the beginning of the first full pay period of FY2020. The structure adjustment is effective July 3, 2019 for regular employees and July 6, 2019 for contingent employees.
- The minimum wage for Maryland workers will increase to \$11.00 per hour starting January 1, 2020. 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 2020 USM Compensation Guidelines, the following guidelines will apply:

- To faculty and staff employees in regular or contingent status, with the exception of adjunct faculty, graduate assistants, fellows, and post-doctorate and student employees,
- Regardless of fund sources
- Throughout the entire fiscal year (July 1, 2019-June 30, 2020)

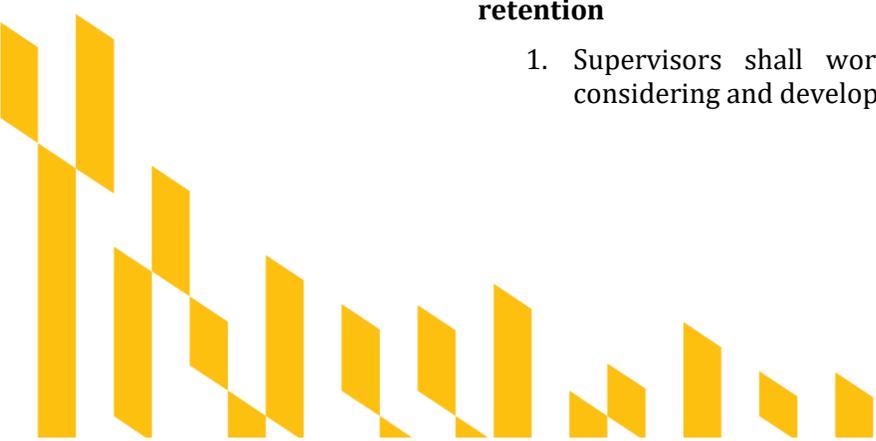
Guidelines

Requests based on merit or other increases to base pay for performance, tenure, and/or increase in volume of work are not permitted. However, requests for pay adjustments made based on the following will be considered:

1. To address issues of internal/external **pay inequity**, including increases required to comply with applicable federal and state laws. Requests must use recognized sources of pay data (internal and relevant external market) to substantiate the recommendation, and provide an explanation of:
 - a. What caused or alerted the supervisor to the inequity, and
 - b. How the requested salary adjustment will restore equity among similar positions within the institution; and
 - c. How the requested salary adjustment will positively impact pay equity.
2. **Reclassification** 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. In very limited and exceptional cases, a salary increase for the **retention** of an employee may be considered. These requests may require the approval of the President or her designee, and include:
 - a. Justification that the skills required for the position are unique and difficult to replace, and
 - b. A verifiable offer letter for a related and/or relevant position in a similar organization
5. **Payment for additional duties**, such as summer/winter term teaching, overload teaching, on-call or clinical coverage, and temporary service in an acting capacity.
6. **Awards**, including Board of Regents awards for faculty and staff and established institutional awards.
7. **Contract renewal increases** (i.e. salary increase related to the renewals of contracts for any eligible contractual faculty and contingent staff employees). Increases shall not exceed 3%.
8. **Non-cumulative cash bonuses** as described in in BOR Policies VII-9.11 and VII-9.20. Requests for bonuses require justification and approval by the President.
9. **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.

Process for requesting a pay adjustment for equity, reclassification, or retention

1. Supervisors shall work closely with their HR Partner when considering and developing a request for a pay adjustment.



2. Requests shall be made judiciously and only after careful consideration of the broader impact the adjustment will have on others in similar positions.
3. All requests will require the appropriate documentation and data that explains and supports the request (to include funding source both current and future) as well as documented support from the VP of the Division
4. Final decisions on requests will be made by the VP of the Division with concurrence of the AVP of HR. Exceptional situations may require the approval of the President or designee.
5. Communication with a potentially affected faculty/staff member shall only take place **after** a final approval decision is made and confirmed.
6. While every effort will be taken to make this an expedient process, the actual time to process a request will depend on the data to be reviewed. The OHR will make every attempt to complete retention studies within 3 business days, and equity/classification reviews in 60 calendar days.

