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Date: February 22, 2022  
From: Lisa Hersch, Chief Human Resources Officer  
To: Faculty and Staff  
RE: FSU Salary Guidelines

The University System of Maryland (USM) announced pay increases as part of budget plans announced by Governor Hogan. The following salary guidelines were provided and may apply to faculty and staff employees in Regular status or Contingent positions, regardless of the source of funding for the employee's position at Frostburg State University (FSU).

**Exempt Regular PIN Employees CORRECTION**

1. **Merit Increase:** Consistent with USM Policy VII-9.20 and/or AFSCME MOU Article 9, regular exempt employees must have received at least a "Meets Standards" performance evaluation based on FY 2021 ratings to qualify for a 2.5% average merit increase. The retroactive pay for the merit was effective January 12, 2022 and will be paid on pay date March 2, 2022. You will be retroactively compensated.
2. **Cost of Living Adjustment (COLA):** A 1% cost of living adjustment was paid on pay date February 16, 2022. The retroactive pay for the COLA effective January 12, 2022, will be paid on pay date March 2, 2022.
3. **Exempt Salary Structure:** The exempt salary structure will remain in place.
4. **Bonus:** A bonus of \$1,500 was provided to all regular exempt staff on pay date February 2, 2022. (The bonus will be prorated for those who are less than a full-time equivalent status).

**Nonexempt Regular PIN Employees CORRECTION**

1. **Merit Increase:** Consistent with USM Policy VII-9.20 or AFSCME MOU Article 9, FOP MOU Article 7, employees must have received at least a "Meets Standards" performance evaluation based on FY 2021 ratings to qualify for a 2.5% average merit increase. The retroactive pay for the merit was effective January 12, 2022 and will be paid on pay date March 2, 2022. You will be retroactively compensated.
2. **Cost of Living Adjustment (COLA):** A 1% cost of living adjustment was paid on pay date February 16, 2022. The retroactive pay for the COLA effective January 12, 2022, will be paid on pay date March 2, 2022.

3. **Nonexempt Staff Salary Structure:** The nonexempt structure will be adjusted for Fiscal Year 2022. At the beginning of the first full pay period on January 12, 2022, any salary falling below the new salary structure minimum will be increased to the new minimum.
4. **Bonus:** A bonus of \$1,500 was provided to all regular nonexempt staff on pay date February 2, 2022. (The bonus will be prorated for those who are less than a full-time equivalent status).

#### **Full-Time Tenured Faculty**

1. **Merit Increase:** Eligibility was based on FY 2021 evaluation to qualify for the merit increase. The retroactive pay for the merit was effective January 12, 2022 and will be paid on pay date March 2, 2022. You will be retroactively compensated.
2. **Cost of Living Adjustment (COLA):** A 1% cost of living adjustment was paid on pay date February 16, 2022. The retroactive pay for the COLA effective January 12, 2022, will be paid on pay date March 2, 2022.
3. **Bonus:** A bonus of \$1,500 was provided on pay date February 2, 2022. (The bonus will be prorated for those who are less than a full-time equivalent status).

#### **Full-Time Tenure Track Faculty**

1. **Merit Increase:** Eligibility was based on FY 2021 evaluation to qualify for the merit increase. The retroactive pay for the merit was effective January 12, 2022 and will be paid on pay date March 2, 2022. You will be retroactively compensated.
2. **Cost of Living Adjustment (COLA):** A 1% cost of living adjustment was paid on pay date February 16, 2022. The retroactive pay for the COLA effective January 12, 2022, will be paid on pay date March 2, 2022.
3. **Bonus:** A bonus of \$1,500 was provided on pay date February 2, 2022. (The bonus will be prorated for those who are less than a full-time equivalent status).

#### **Exempt Contingent II Employees**

1. **Merit Increase:** Merit increase will be based on eligibility to qualify for the 2.5% merit increase paid on pay date March 9, 2022. The retroactive pay for the merit was effective January 12, 2022, and you will be retroactively compensated.
2. **Cost of Living Adjustment (COLA):** A 1% cost of living adjustment was paid on pay date February 23, 2022. The retroactive pay for the COLA effective January 12, 2022, will be paid on pay date March 9, 2022.
3. **Bonus:** A bonus of \$1,500 was provided on pay date February 9, 2022. (The bonus will be prorated for those who are less than a full-time equivalent status).

#### **Nonexempt Contingent II Employees**

1. **Merit Increase:** Merit increase will be based on eligibility to qualify for the 2.5% merit increase paid on pay date March 9, 2022. The retroactive pay for the merit was effective January 12, 2022, and you will be retroactively compensated.

2. **Cost of Living Adjustment (COLA):** A 1% cost of living adjustment was paid on pay date February 23, 2022. The retroactive pay for the COLA effective January 12, 2022, will be paid on pay date March 9, 2022.
3. **Bonus:** A bonus of \$1,500 was provided on pay date February 9, 2022. (The bonus will be prorated for those who are less than a full-time equivalent status).

#### **Full-Time Non-Tenure Track Faculty**

1. **Merit Increase:** Merit increase will be based on eligibility to qualify for the 2.5% merit increase paid on pay date March 9, 2022. The retroactive pay for the merit was effective January 12, 2022, and you will be retroactively compensated.
2. **Cost of Living Adjustment (COLA):** A 1% cost of living adjustment was paid on pay date February 23, 2022. The retroactive pay for the COLA effective January 12, 2022, will be paid on pay date March 9, 2022.
3. **Bonus:** A bonus of \$1,500 was provided on pay date February 9, 2022. (The bonus will be prorated for those who are less than a full-time equivalent status).

#### **Adjunct Faculty – Spring 2022**

1. **Merit Increase:** Not eligible
2. **Cost of Living Adjustment (COLA):** Not eligible
3. **Bonus:** A bonus of \$300 will be provided on pay date February 23, 2022.

#### **Exempt Contingent I Employees**

1. **Merit Increase:** Not eligible
2. **Cost of Living Adjustment (COLA):** Not eligible
3. **Bonus:** Not eligible

#### **Nonexempt Contingent I Employees**

1. **Merit Increase:** Not eligible
2. **Cost of Living Adjustment (COLA):** Not eligible
3. **Bonus:** Not eligible

#### **Graduate Assistants**

1. **Bonus:** A bonus of \$150 will be provided on pay date February 23, 2022. (The bonus will be prorated for those who are less than a full-time equivalent status).

#### **Minimum Wage**

1. The minimum wage for Maryland workers increased to \$12.50 per hour starting January 1, 2022. The minimum wage applies to all USM employees, including student employees and general assistants.

Questions related to this memo may be directed to the Office of Human Resources or the Office of Payroll and Employee Services.