

## Regular Exempt and Faculty UMB Compensation Guidelines for Fiscal Year 2025

This document outlines Merit and Cost-of-Living (COLA) eligibility, criteria, and application for eligible regular Exempt and Nonexempt Staff, Contingent II Status Employees, and regular Faculty. The guidelines apply to these eligible employee groups regardless of the source of funding for the employee's position unless otherwise noted.

### Merit Eligible Employee Groups

#### A. Regular Exempt and CII Exempt Staff (33 and 35)

1. Employees assigned .50 FTE or higher, with a merit eligible earnings code of ANNLEL, ADSPEL, and/or ACSPEL.
2. Employees must be actively employed at UMB in a merit eligible status by December 1, 2023. In cases where merit is granted on July 1<sup>st</sup>, employment must begin on or before December 1<sup>st</sup> of the prior calendar year in an eligible employee class to be eligible for merit.

#### B. Faculty and Librarians (01, 02, 03, and 15)

1. Employees assigned .50 FTE or higher or coded as geographic full-time "yes", with a merit eligible earnings code of ANNLEL, ADSPEL, and/or ACSPEL.
2. Faculty appointed on or before April 1, 2024.
3. Faculty with an administrative supplement identified as "eligible" such as ADSPEL, and/or ACSPEL.
4. Note: Faculty with dual appointments (more than one school or USM institution) will be determined by the assigned UMB department.

#### C. Regular Nonexempt and CII Nonexempt Staff (20 and 22)

1. Employees assigned .50 FTE or higher, with a merit eligible earnings code of ANNLEL, and regular nonexempt staff who have successfully completed their original probationary period prior to June 1, 2024.
2. Employees in their UMB position for at least 120 days by the end of the cycle: March 31, 2024. For the 2023 – 2024 cycle, must have been hired by December 1, 2023.
3. Employees who have completed their initial probationary period, have been promoted and are on probation at the time of merit application remain eligible for merit.

#### D. Employees in Non-State Funded Jobs

1. Employees in non-state funded jobs should receive a performance evaluation and be considered for a merit increase.
2. Each department will work with their employee's sponsors and school/admin unit's finance area to plan to obtain the funding for merit, as well as COLA.

#### E. Merit Ineligible Groups

1. Student employees (14, 14W, 16, and 16W), Graduate Assistants (04), Contingent I Staff (31T and 34), Post Doc Fellows coded ANNLIN (19 coded with ANNLIN earnings code), and Adjunct Contractual Faculty (36).
2. Exempt and nonexempt employees (20, 22, 33, 35) who started employment with UMB on or after December 2, 2023.
3. Faculty (01, 02, 03, 15) and Fellows (19) who started employment on or after April 2, 2024.
4. Regular exempt and nonexempt employees who have not been in their UMB position for at least 120 days by the end of the cycle, March 31, 2024, and hired after December 1, 2023.
5. Employees assigned to .49 FTE or lower and not coded as geographic full-time = “yes”. Note: earnings code should be changed to ANNLIN for employees that fit such category.
6. Visiting faculty who have an ineligible earnings code (e.g., ANNLIN).
7. Post doctoral fellows and fellows who have an ineligible earnings code (e.g., ANNLIN). Note: Post Docs with an earnings code of ANNLEL may be eligible.
8. Employees who have received a formal disciplinary action or have been placed on a Performance Improvement Plan (PIP) based upon the overall rating of the 2023 – 2024 evaluation. NOTE: This does not apply to performance evaluations, disciplinary actions, and PIPs that have been overturned through a grievance process.
9. Employee who are on an approved leave of absence. Employees who otherwise meet eligibility criteria who are on an approved leave of absence may be eligible for a merit increase upon return to work once their performance evaluation is on file. The performance evaluation must be completed within 30 days of the employee’s return to work. The employee’s merit increase will be adjusted for the time on leave upon return to work that correlates to the period of leave.
10. Employees who receive an overall rating of “Below Standards” or “Unsatisfactory”.
11. Employees who end employment from UMB either voluntarily or involuntarily between June 30<sup>th</sup> and July 15<sup>th</sup>.

#### **F. Application of Merit & COLA**

The performance evaluation cycle for merit application is April 1<sup>st</sup> of the prior year through March 31<sup>st</sup> of the current year.

1. Eligible employees who receive an evaluation rating of “Meets Standards”, “Above Standards”, or “Outstanding” will receive a 2.5% merit increase.
2. Employees that receive an evaluation rating of, “Below Standards” or “Unsatisfactory” are ineligible for a merit increase.
3. Eligible employees that are not evaluated by the deadline will be considered to have “Meet Standards” rating for the purposes of merit pay and will receive a 2.5% increase, see USM policy VII – 5.20 – Policy on The Performance Management Program.
4. Eligible staff employees (both exempt and nonexempt) whose salary meets or exceeds the maximum of their assigned pay grade will receive a one-time lump sum payment for the difference of the merit increase provided that exceeds the pay grade maximum. Note that COLA can exceed the maximum of the pay grade while merit cannot.
5. Employees represented by the American Federation of State, County and Municipal Employees (AFSCME) bargaining unit whose overall performance evaluation is “Meets Standards” or better will receive an increase in accordance with the memorandum of understanding between the University and AFSCME and consistent with USM Policy VII 9.20.
6. Employees represented by the Fraternal Order of Police (FOP), if eligible, will receive Merit and Cost of Living Adjustments (COLA) as stipulated in the Memorandum of Understanding (MOU).

7. Employees eligible to receive COLA must have started employment at UMB and be active in the UMB HRMS system on or before June 30, 2024, and must be in an eligible Regular Faculty, Regular Exempt and Regular Nonexempt staff employee status. Note: COLA increases are applicable to School of Law research fellows.
8. The School of Medicine application of the COLA for eligible clinical faculty and merit increases payments for eligible clinical faculty, regular faculty, and staff may be based on the availability of state funded support, clinical income, including contractual income, to support such payments. Once determined, additional information will be communicated by the SOM Deans Office.

#### **G. Compensation Changes Sequence of Processing**

Sequence of concurrent salary adjustments. When adjustments occur on the same day (July 1, 2024), the following sequence is applied:

1. Exempt and Non-Exempt Salary Structure Adjustments
2. 3.0% Cost-of-Living Adjustment (COLA)
3. 2.5% Merit Increase (MER)
4. Other Compensation changes (i.e. Promotion, New appointments, FTE changes, FLSA changes, etc.)

Note: The last day to process Annual Equity Adjustments will be June 30, 2024.

#### **H. Processing Schedule**

1. EPAF black out period will be from June 16, 2024, to July 23, 2024.
2. Cost of living adjustments and merit increases will appear in the August 2, 2024, paycheck along with retroactive pay from July 1, 2024.