



Procedure for Salary Upon Entry into UMBI Service for Nonexempt Employees

(Approved by the President on July 30, 1999; revised November 14, 2005)

I. PURPOSE & APPLICABILITY

This policy and procedure have been developed to implement BOR VII-9.30 Policy on Salary Upon Entry into UMS Service

II. BACKGROUND

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III. DEFINITIONS

A. Appointing Authority - A Center Director, Vice President, or the President.

IV. ENTRANCE INTO UMBI SERVICE

A. Appointment of candidates from outside the University System of Maryland (USM).

1. Appointment to any USM Nonexempt position in UMBI shall be made at least at the minimum of the salary range for the job class to which the position is assigned. Exceptions are addressed in Section III below.
2. The salary for all part-time appointments shall be pro-rated based on the salary prescribed for full-time appointment under the same title.

B. Appointment of candidates from within the USM

1. If a candidate is hired into a position at the same pay range as the prior USM position, the candidate will be paid at the same rate as he/she was paid at the former institution.
2. If the candidate is hired into a position at a higher pay range than the prior USM position, the candidate will be paid at a rate that provides at least a 6% increase over the former salary.
3. If the candidate is hired into a position at a lower pay range than the prior USM position, the candidate will be paid in the new pay range at a rate that does not provide a salary increase and that does not exceed the salary range for the position.

V. ENTRANCE ABOVE MINIMUM

The Vice President for Operations & Finance or his/her designee may authorize a salary above the minimum of the Nonexempt range provided that sufficient funds are budgeted for the position, the proposed salary does not exceed the maximum of the range for the job class, and one of the following criteria apply:

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- A. a demonstrated and documented inability to attract a pool of qualified candidates; or
- B. rejection of an offer of Appointment at the minimum rate for the position by the top candidate in the search; or
- C. other documented extenuating circumstances.

Requests for exceptions will be reviewed to ensure that salary inequities are not created between new hires and current incumbents.

VI. PROCEDURE

- A. When the person responsible for selecting the final candidate has made a selection for a vacancy and is ready to make an offer of appointment, he/she shall submit an Authorization to Offer Appointment form and the required attachments to the Appointing Authority.
- B. If the request is approved, the Appointing Authority shall forward the Authorization to Offer Appointment and attached documents to the Assistant Vice President for Human Resources, including a letter of justification for hire above the minimum of the salary range
- C. The Assistant Vice President for Human Resources shall review the documents and shall submit the documents to the Vice President for Operations and Finance or designee for approval.
- D. The Vice President or designee shall review the documents, sign the Authorization to Offer Appointment indicating whether or not the hire was approved, and return the documents to the Assistant Vice President for Human Resources.
- E. The Assistant Vice President for Human Resources shall return to the Appointing Authority or designee a copy of the Authorization to Offer Appointment and the approved draft offer letter.
- F. No offer of Appointment may be made prior to receipt of written approval on the Authorization to Offer Appointment form.
- G. No offer above the minimum of the salary range may be made without the written approval of the Vice President for Operations and Finance or designee.
- H. No candidate may be scheduled to begin work on a date prior to the date of approval on the Authorization to Offer Appointment form.

APPROVED: Jennie C. Hunter-Cevera 11/14/05