

**MEMORANDUM**

**To:** Vice Presidents, Deans, Directors, and Fiscal Agents

**From:** Dorothy Anderson, VP for Human Resources

**Date:** March 26, 2018

**Re:** Salary Increase – Guidelines and Exception Process for FY19

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For Fiscal Year 2019, the University of New Mexico’s Board of Regents approved a 1% salary increase for staff employees meeting the criteria included below. In addition to the 1% increase, the BOR also approved allowing departments to request an additional increase of up to 2% based on merit contingent on the availability of recurring departmental funds. Merit increases should be entered in Salary Planner by April 12, 2018 with the justification provided in the comments section. Additionally for merit increases, departments must retain supporting documentation verifying the employee’s exceptional performance in their departmental file.

**Eligibility Requirements:**

- Employees must have been hired prior to January 1, 2018, and completed their probationary period.
- Employees must have obtained “Successful” ratings for job responsibilities and goals on their centrally recorded 2017 Performance Evaluation.
- Salary increases for bargaining unit employees are subject to the applicable collective bargaining unit agreement.
- Questions regarding Faculty increases should be directed to their respective area, Office of Faculty Affairs and Services (OFAS), or HSC Academic Affairs Office.

**Merit Increases:**

In addition to the 1% increase, the BOR also approved allowing departments to request an additional increase of up to 2% based on merit (up to 3% total increase), contingent on the availability of recurring departmental funds.

- Merit increases should be entered into Salary Planner by April 12, 2018.
- Justification for merit increases must be included as comments in Salary Planner.

**Mass Salary Update (MSU) Out-of-Guidelines (OOG):**

In addition to the 3% increases outlined in the above guidelines, University Executive Leadership has determined that departments will be permitted to submit MSU OOG Exception Requests for FY19 on a very limited basis. The total *additional* salary increase using this option is 2% (up to 5% total increase).

- All FY 2019 MSU Out-of-Guidelines Exception Request must be requested through and approved by the Executive Vice President (EVP) for the respective area no later than April 19, 2018. Please read the following criteria carefully:

**Criteria for Exception Requests:**

- MSU exception requests will only be considered on a very limited basis.
- Justification must be given for each request. Guidance will be set forth by each respective EVP on the types of justification that will be deemed appropriate.
- Sufficient recurring funding must be available. All guidelines set forth by your respective funding agencies, if applicable, must be followed.
- Executive Leadership ask that when possible, departments focus the additional 2% increases on staff earning less than the midpoint of the range.
  - Departments will be required to complete the exception request form (attached.)  
Reasons for requesting an exception may include a reduction in staffing levels; concerns regarding equity, compression, and/or retention; a significant increase in the scope and/or volume of duties assigned; and/or other unusual circumstances.

**One important note:** Exceptions to the total 5% cap must be further justified and should be reserved for rare and extenuating circumstances. Such exceptions will require direct approval from the respective EVP, designee signature will not be accepted in these instances.