MEMORANDUM

Date: April 14, 2021

To: Finance & Administration Departmental Leadership

From: Teresa Costantinidis, Senior Vice President for Finance and Administration *Teresa A. Costantinidis*

Re: Salary Increase Guidelines for SVPF&A Departments

In line with the FY22 Salary Increase Guidelines, I am providing the following guidance to assist departments within Finance and Administration with requests for staff salary increases above 1.5%.

As approved by the Board of Regents and outlined in the Salary Increase Guidelines released by HR, all eligible regular staff members should receive a 1.5% salary increase for FY22.

Additional Salary Increase Requests:

Departments will be permitted to request salary increases between 1.6% and 3% which will be allowed on a limited basis in recognition of concerns regarding internal equity, exceptional performance, to support retention efforts, or for other unusual circumstances. Increases between 1.6% and 3% should be given sparingly and may be approved by the appropriate Vice President or equivalent. Documentation for such increases should be maintained at the division level, and does not need to be submitted to my office nor to HR. These increases are contingent on available department funding and should be entered by departments into Salary Planner.

In addition, requests for increases between 3.1% and 5% will be considered as Out-of-Guidelines Exceptions. Exceptions should be *rare and are strictly reserved for exceptional circumstances,* contingent on available department funding and my direct approval. To request an Out of Guidelines Request, departments should complete the respective online MSU Exception Request Form linked below. Exception request forms must be submitted to my office no later than May 7, 2021.

https://hr.unm.edu/F&A-MSU (for all Finance and Administration units not specifically listed below)
https://hr.unm.edu/IT-MSU (for Information Technologies requests only)
https://hr.unm.edu/ISS-MSU (for Institutional Support Services requests only)