


TO: Department and Dean Administrators

FROM: Ava J. Lovell, MHA, CPA 
Sr. Executive Officer for Finance & Administration, HSC

DATE: April 14, 2021

RE: FY22 – Mass Salary Update and Out of Guidelines Requests for Staff

The UNM Board of Regents has approved a 1.5% cost of living adjustment. In addition, MSU exceptions for merit and/or equity increases are allowed, contingent on available funding. All departments, Colleges, and School must enter their respective requests on the master Health Sciences Smartsheet found [here](#), including the 1.5% MSU.

Ineligible employees are those who:

- were hired or rehired on or after January 1, 2021
- were on probation as of June 30, 2020
- received an Unsuccessful rating on their CY2020 performance evaluation
- are temporary employees

The following Health Sciences guidelines are in place for all Colleges and the School of Medicine, as well as administrative areas:

1. Increases of 1.5% will be allowed for all eligible non-bargaining staff as approved by the Legislature. This cost of living allowance will not be restricted based on last job change or salary action.
2. Increases between 1.6% and 3% will be allowed (contingent on funding) and **shall not exceed 30% of the number of staff employees in each department**, regardless of FTE appointment (i.e., an employee at .5 FTE will count as 1 FTE towards department's 30% FTE cap). Supporting documentation to be retained at the requesting department level.
3. Increases between 3.1% and 5% will be limited to one (small departments) or up to three (large departments) when meeting at least one of the criteria outlined below and are contingent on available funding. Requestor must submit requests via the new electronic MSU [here](#). The MSU form will be routed for signatures as set up in advance and submitted to the Division of HR as the final routing step.
 - a. Exceptional performance during 2020 – Requestor must provide two examples of such performance in the space provided on the MSU form.
 - b. Equity/Market/Midpoint – Requestor must provide an explanation (ex., employee given 2.5% in order to bring the employee to midpoint, years of experience, thereby reducing turnover), along with comp-ratio calculations (salary divided by midpoint).

- c. Internal equity caused by a new hire – Requestor must provide name of newly hired employee, date of hire, and hiring salary.
4. Increases above 5% will not be part of the MSU process. Please utilize existing HR practices and policies. Supervisors should consult with HR for guidance.

If you have any questions, please contact me or Carlotta Abeyta at 272-6426.

Thank you!

Signature: *Ava J. Lovell*
Ava J. Lovell (Apr 14, 2021 12:35 MDT)

Email: alovell@salud.unm.edu






MSU Salary Increases FY22 Memo

Final Audit Report

2021-04-14

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