

From: [HR Compensation](#)
To: *(Supervisor of record)*
Cc: *(HR Agent)*
Subject: Advisement Study - Supervisor Notice (COMP #8010)
Date: Friday, April 26, 2019
Attachments: *(Administrative documents to be shared with employee)*
Importance: High

Hello,

Under the direction of the Provost and in collaboration with University leadership, the Office of Advising Strategies and the Division for Human Resources conducted a thorough evaluation of job classifications providing academic advisement and student support services across the institution. As a result, UNM Human Resources is implementing changes to a series of classifications in order to align with external market and internal UNM classification structures. (Additional information regarding the study [can be found online at this link.](#))

[Per UAP #3500, Section 4.3.4](#), employees falling below the minimum of their new salary band will be adjusted to the minimum of the new range. Additionally, University leadership has entered into an agreement with the US-UNM collective bargaining unit to give employees moving up in grade a 2% salary increase for a one-grade increase and a 3% salary increase for a two-grade increase. Employees remaining in the same grade or moving down in grade will not receive a salary adjustment. The increase will apply to affected union and non-union employees.

You are receiving this email because you are listed as a supervisor of record for one or more employees impacted by the new classification structure. The attached documentation outlines specific information regarding the market-based adjustments for your staff. Please retain a copy of the document(s) for your records and share a copy with the respective employee(s). A notification will be sent to employees no later than Tuesday, April 30.

No further action is needed from the department at this time. UNM Human Resources will handle all paperwork associated with this adjustment. If you have any questions or need any assistance, please contact the HR Compensation department at comp@unm.edu or 505-277-6947. Thank you!

Sincerely,

The Division of Human Resources
Department of Compensation