

September 29, 2022
Comp Corner
Edition #5

Welcome Back

Welcome back to this week's edition of the Comp Corner where we're trying to make dollars and "sense" of some of the proposed changes to UAP 3500: Wage and Salary Administration. As a reminder, the proposed changes to UAP 3500 are currently available for review and public comment through October 23, and you are encouraged to take a look.

History

The changes to UAP 3500 were developed based on the recommendations from Huron, the consulting company that reviewed UNM's staff pay practices. Huron made a number of suggested changes related to equity and industry best practices and, based on their recommendations, we established these goals:

- Offer greater flexibility in staff pay practices and compensation actions
- Offer more competitive salaries for current and future staff employees
- Work to address compression and pay inequities within Level 3 departments and organizations.

Tools such as the SPET and Education and Experience Calculator are one part of the effort to achieve these goals, and the other is the proposed changes to UAP 3500 to formally align the goals and institutional policy.

Highlights of Proposed Changes to UAP 3500

One significant change includes expanding the opportunities to adjust for internal equity for qualifying personnel actions such as Career Ladders, Reclassifications, Salary Placement Reviews, and other changes in classification.

Another important change would be that internal equity will be assessed across the entire Level 3 organization, instead of solely within the Level 5 org, department, or unit, as is current practice.

Salary Placement Reviews

One of the proposed changes that we're most excited about is the introduction of a new type of compensation action, the Salary Placement Review. Departments will be able to request independent salary reviews/adjustments that are not tied to another personnel action. These reviews will no longer require an exception to the policy.

Salary Changes for Qualifying Personnel Actions

As part of the proposed changes, qualifying personnel actions (listed above in the Highlights section) will no longer be subject to the historical practice of limiting grade change increases to a specific percentage. Salary parameters will now be established based on education and job-related experience beyond the minimum qualifications required for the job.

In-Range Adjustments

The proposed changes also address the requirements for requesting in-range adjustments. The changes would consolidate and streamline requests, and increase flexibility for departments to recognize employees who assume additional duties and responsibilities.

Counter and Retention Offers

The proposed changes also look to add Counter and Retention Offers to the policy to reflect current practices. Salary determination for Counter and Retention Offers would continue to be reviewed and determined on a case-by-case basis.

Policy Clean-Up

Wage and salary administration is an important part of any job and, to that end, the proposed changes are also designed to clarify areas that may be confusing by using language that is more aligned with internal processes and industry best practices.

Join us next week for more insight into salary placement changes.

Questions? Comments? Ideas for topics? Contact the Comp department at Comp@unm.edu or 505-277-0610.