

COMPENSATION GUIDELINES FOR STAFF EMPLOYEES

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1. INTRODUCTION

The guidelines on the following pages are meant to help managers and employees understand in general terms the parameters and processes involved in salary administration as it relates to regular, non-bargaining UNM staff employees. If after studying these guidelines you have specific questions or concerns on particular topics, you may refer to "[Fast Info](#)" or contact your [Human Resources Consultant](#).

2. NEW AND REPLACEMENT POSITIONS

New Positions

A new title may be assigned to a vacant position when a) an additional position has been newly budgeted and the role is demonstrably different in nature from other positions in the immediate work unit, or b) when an existing position is changed substantially to the degree that a different job classification is required.

When a new title is requested, the hiring department completes either a [Position Review Questionnaire \(PRQ\)](#) or a list of duties and responsibilities that is detailed enough to identify the role and evaluate it for appropriate classification. This documentation is submitted to the appropriate HR Consultant, along with a current organization chart showing the immediate work area (to include supervisor, peer, and subordinate positions, if any.)

Replacement Positions

When an employee vacates a department, the same position classification is typically posted to replace the vacancy. If, however, the duties of the position have changed to the extent that the primary duties and responsibilities no longer match the classification description for the current title, or the role will differ from those of the former incumbent to the extent that the position may no longer be correctly classified, the department should request a new or revised position classification. Replacement positions falling under the Administrative Coordinator, Professional Intern, Program Manager, Operations Manager, Business Manager or Development Officer [job series](#) will require Compensation review.

A prerequisite classification review of a new or replacement position classification is typically conducted by HR/Compensation if:

No other position with the same classification exists within the immediate work group. ("Immediate Work Group" may be defined as a cluster of staff positions that (1) are closely associated organizationally and (2) share a common set of day-to-day work goals and objectives.)

OR

The primary duties and responsibilities of the role will differ from those of the former incumbent to the extent that the position may no longer be correctly classified

OR

The Position Classification Code of the requested title has a "7" or higher as a second digit (e.g. A7085)

OR

The requested position classification is an Administrative Coordinator or in the Professional Intern, Program Manager, Operations Manager, Business Manager, or Development Officer [job series](#).

The Compensation Department evaluates the request and sends a position classification approval notification to the requesting department manager and the HR Consultant, along with a new classification description, if appropriate.

Following receipt of the job classification approval notification from Compensation, the hiring department manager then initiates the implementation of the reclassification by submitting the appropriate documentation as required by the UNMJobs process.

Specialized Positions

Positions for which the duties and responsibilities cannot be interpreted as being applicable to a classification other than the one being requested do not need Compensation approval before posting.

For a list of position classifications that fall into the **Specialized** category see [UNM Staff Titles Approved for Posting without Prior Classification from HR/Compensation](#).

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3. NEW HIRES

The first quarter of a pay range is considered the range of fair value for a newly hired employee meeting the standard specifications of the job. New employees are typically hired into the first quarter of the range. However, in establishing appropriate starting rates the hiring department should consider factors such as education and experience beyond the minimum requirements for the position, directly related unique skills and competencies, strength of the relevant job market, and internal equity within the department (see **5** below).

Departments that are starting new employees between April 1 and June 30 should anticipate the outcome of the annual "Mass Salary Update" (if allocated by the Regents – also see **12** below) as a factor when negotiating a starting salary offer. Hiring officials should contact their HR Consultants for guidance when establish salary rates for new employees.

3.1. Staff Employees Hired Under an Employment Contract

Unless otherwise authorized by the President, contract-based staff appointments are typically established for a period of up to one (1) year, subject to renegotiation for renewal effective July 1 of each year. However, in cases where the initial appointment date falls between April 1 and June 30, the new contract should be established with an end date of June 30 of the ensuing fiscal year, not subject to renewal at the end of the current fiscal year. In such cases the starting salary rate should anticipate the outcome of the annual "Mass Salary Update" for the current fiscal year.

All other administrative processes for such contracts, including approvals, are the same as for annual contracts..

3.2. Employees Hired into Bargaining Unit Positions

For employees whose position classifications are included in a collective bargaining unit, please refer to the appropriate bargaining agreement.

4. INTERNAL EQUITY ADJUSTMENTS

When a job candidate is hired into a department, the prospective new employee's starting salary should typically not exceed the salary of any existing Regular or Term employee in the same job title and work unit who has comparable or greater qualifications. If it becomes necessary to offer a job candidate a higher rate of pay under these conditions, then the University's Internal Equity Policy applies (see **Section 3.1 UAP 3500**.)

Hiring officials should in any case contact their HR Consultant **before** making a salary offer to a prospective employee to determine whether or not the offer will generate an equity situation and, if so, to determine appropriate compliance with the Internal Equity policy.

Temporary and On-Call employees are not covered by this guideline.

For bargaining unit employees, please refer to the appropriate union bargaining agreement.

5. COMPETITIVE PROMOTIONS

A promotion is the progression, through the competitive process, of an employee into a pre-existing position with increased responsibility (and higher pay grade) relative to the employee's present position. Promotions are typically accompanied by a pay increase. Guidelines for promotional increases are as follows:

- The employee's new pay rate must be at least at the new range minimum.
- The department should follow the provisions of the New Hire Guidelines (see above) when setting salary rates for promotions.
- All salary considerations should be reviewed in the context of equity with similar positions in that department.

For competitive promotions occurring between April 1 and June 30, the hiring department should take into consideration the annual Mass Salary Increase as a factor when negotiating a starting salary offer.

For bargaining unit employees, please refer to the appropriate union bargaining agreement.

6. RECLASSIFICATIONS

A position may be reclassified if it is determined by HR/Compensation that the key duties and responsibilities of the employee's current position - or his/her revised role following a unit reorganization - are (or will be) demonstrably and significantly inconsistent with his/her current position classification.

Reclassification requests received by HR/Compensation will be accepted only if:

the request is the result of a major, externally-influenced change in business operations that affects the organization of the entire work unit, OR

the request is the result of the discovery of an existing out-of-classification situation that requires remedial action outside of normal HR business processes.

It is the responsibility of department management to request a review and evaluation of the job duties of an employee under these circumstances. HR will not review requests originating directly from an incumbent employee unless there is signature concurrence from management and written support from the department's Director or equivalent authority.

6.1 Prerequisites for Reclassification

A position should be reviewed for potential reclassification if the majority of its current primary duties and responsibilities are substantially and demonstrably different from those listed in the description for the classification assigned to the position.

Employees assigned to positions that are in "Pre-Defined" career ladder families normally follow the Career Ladder process (see "***Vertical Career Ladders***" below) for progression into the higher position classification. An exception to this guideline may occur in the case of a major externally influenced reorganization of the organization to which the employee belongs.

6.2 Reclassification Procedure

Once major changes in a position's job responsibilities have been identified by the department, the employee and manager should jointly complete a ***Position Review Questionnaire*** (PRQ). The manager then obtains the appropriate signatures and a letter of support for the review from the Dean, Director or other point of authority, as may be designated by the relevant Executive Vice President.

This package is then submitted to the Division of Human Resources. HR then reviews and evaluates the request. An HR Compensation representative may conduct an on-site "job audit", depending on the individual clarity, characteristics, and circumstances of the reclassification request.

Once the evaluation has been completed and a determination has been reached, HR sends a *Notification of Position Classification Review* back to the initiating department manager along with classification details and a new job description where appropriate. It is the responsibility of the department manager then to discuss the determination with the employee.

6.3 Reclassification Salary Adjustments

A reclassified employee may receive a salary adjustment at the discretion of the department if the new position assignment is one or more grades higher than the incumbent employee's current grade assignment. If a salary adjustment is warranted, the salary is typically effective as of the date of the next payroll cycle. The effective date is noted on the *Notification of Position Classification Review*.

If a pay increase is deemed appropriate for a reclassification, standard practice for the increase is up to 10% per grade or to at least the new salary range minimum. Actual pay increase decisions for reclassifications are also dependent on other factors, such as internal equity concerns and budget constraints within the department. Reclassification increases should not typically exceed 20% unless a greater amount is needed to reach the new range minimum.

If a classification review determines that there is insufficient need for a higher-graded classification, but identifies significant increases in duties and responsibilities within the current or a same-grade classification, HR may recommend an appropriate increase in salary for the incumbent within current pay range, depending on the evaluated work value of the expanded duties (also see **Section 8** below).

Employees who are reclassified or who receive a job-based in-range salary adjustment between April 1 and June 30 remain eligible for year-end salary increases through the annual Mass Salary Update.

6.4 Retrograde Reclassifications

A classification review may result in a position being moved to a lower level classification, based on current and future job responsibilities needed in the operating unit.

An employee who accepts a retrograde reclassification may be subject to the **New Hire** guidelines regarding salary placement (see above). If it is determined that a decrease in salary is required, the department must provide the employee written notification **at least 90 days** prior to the implementation of the reclassification.

7. COMPENSATION FOR THE ASSUMPTION OF ADDITIONAL DUTIES

If it is determined by means of a formal HR review that (1) an employee has, for the foreseeable future, assumed additional on-going, higher level duties that are not included in the description for the position classification, and (2) that the new duties are not extensive enough to warrant a full position reclassification, then an "in-range adjustment" may be appropriate to compensate for the additional duties being performed.

The typical in-range adjustment ranges between 3% and 7% of salary. However, individual increases may vary case-by-case according to such factors as the nature and extent of additional duties assumed, internal pay equity considerations, and budget constraints. In-range adjustments greater than 10% are atypical and would not normally be considered advisable in such cases.

The guidelines and processes for in-range adjustments for the assumption of higher duties are similar to those for reclassifications.

8. VOLUNTARY AND NEGOTIATED REASSIGNMENTS TO LOWER GRADED POSITIONS

A voluntary reduction in grade is the movement from a position to a lower-graded position that has been initiated at the stated request of the incumbent employee. A negotiated reduction in grade typically occurs as a result of a formal agreement (mediated or otherwise) between the employee and hiring department management. In the case of voluntary or negotiated demotions, treatment of base pay is as follows:

- The employee's new salary rate should be determined based on employee qualifications in comparison with the minimum requirements of the new position classification
- Internal equity, department budget constraints, and employee performance evaluations may be used as factors in salary rate determination

A voluntary or negotiated demotion should not result in a salary increase in any case.

For bargaining unit employees, please refer to the appropriate union bargaining agreement.

9. LATERAL TRANSFERS

A lateral transfer is the movement of an employee to another job within the same pay grade as his or her present job. Non-competitive lateral transfers are typically accomplished without an increase in salary. Competitive lateral transfers should follow the New Hire Guidelines.

10. INTERIM ASSIGNMENTS

It is expected that an employee will occasionally perform duties above and below his or her grade or classification with no additional pay or reduction in pay. However, if an employee primarily performs work at a higher level of responsibility over an extended period of time, typically greater than one month, the employee should be appointed to an interim assignment, subject to the following conditions:

- The employee must assume the majority (at least 70%) of the job responsibilities of the higher position
- The employee must meet the minimum qualifications of interim position
- The interim assignment may not exceed 6 months.

A "memorandum of understanding" outlining the interim assignment should be established at the start of the assignment. The memorandum should outline the nature and expected term of the assignment and should make it clear that at the conclusion of the assignment the employee will be returned to his/her original classification.

Upon commencement of an interim assignment, the employee's interim salary must be established at a level not less than the minimum of the new pay grade. If the salary is above minimum, the interim salary should be based on qualifications in relation to the minimum requirements of the new position.

A typical increase for an interim appointment is between 5% and 10% of salary, depending on the nature of the appointment, internal equity considerations, and budget constraints.

An employee who is on an interim assignment at the time of a Mass Salary Update (see **12** below) may receive an increase as per the general MSU guidelines by using the following procedure:

- Identify the pay rate in place prior to the interim appointment (the “Base Rate”)
- Apply the intended MSU percentage to the identified Base Rate to determine a new Base Rate
- Re-apply the **original percentage value** of the interim increase to the new Base Rate to find the new Interim Rate.

Upon return to normal duties the employee’s new Base Rate should reflect the value of the original Base Rate plus the **cumulative percentage value** of any standard pay increases that have been awarded during the interim assignment. In cases where duties and responsibilities have been temporarily added to an employee’s current position, but not to the extent that an interim assignment is warranted, a temporary in-range adjustment may be awarded within the employee’s current classification. The typical increase rate for such an adjustment is 3-7%, but may vary depending on the level and extent of the extra duties assumed, internal equity considerations, and budget constraints.

All procedures, constraints, and approval processes are the same as for interim assignments.

For bargaining unit employees, please refer to the appropriate union bargaining agreement.

11. MASS SALARY UPDATE INCREASES

Each year an allocation of budgeted funds for general pay increases for employees is considered by the Board of Regents. When made available by the Board, these funds are distributed to employees at the beginning of the following fiscal year in a process known as a “Mass Salary Update” (MSU).

HR, in conjunction with the Office of Planning, Budget, and Analysis (OBPA), establishes and disseminates University-wide guidelines for the internal distribution of the annual MSU allocation approved by the Board, provided such an allocation is forthcoming that year.

It is the responsibility of management to distribute the MSU allocation in accordance with these guidelines and within established budget parameters. Employee performance, position in range, and equity with other employees in the work unit should be considered by management as factors in the MSU allocation.

Departments who have questions or issues related to individual salary increase allocations or other aspects of the “Salary Planner” process should initially contact their HR Consultant for guidance.

HR will not accept requests for MSU-related pay increases after June 30 of the year of the MSU. There can be no exceptions to this rule, since there are significant legal implications associated with awarding retroactive pay increases to public sector employees in the State of New Mexico.

12. ADJUSTMENTS TO THE NON-BARGAINING STAFF SALARY RANGE STRUCTURE

The Non-Bargaining Staff Salary Range Structure is reviewed annually for market competitiveness. As a result of these reviews the ranges may be adjusted.

Employees do not receive individual pay increases as a result of salary range adjustments unless their salaries fall below the new range minimum for their respective pay grade. If the range structure increase is concurrent with a Mass Salary Update, the increase would be applied only if the employee’s pay rate remains below the range minimum **after the MSU increase is applied**. See the [*Staff Salary Range Structure*](#) for additional information.

13. MARKET-BASED PAY INCREASES

The University may, under isolated, extraordinary circumstances, provide non-standard “off-cycle” salary adjustments to a defined population of employees who are in positions that have been determined by HR to be acutely market-critical to key institutional operations. Such adjustments are made on a case-by-case basis, in response to unusually competitive conditions observed in the external job market for similar positions and the resulting degree of assessed risk to the institution.

Market-based pay increases are exceedingly rare and are considered to be outside of the normal staff compensation process, except in cases where an increase is required to bring an individual salary up to the minimum of the new pay range. The standard University approach to job market parity is to adjust salary grades for affected position classifications and then to deal with individual compensation issues through use of the Internal Equity Policy, if necessary (see **Section 4.3.4 UAP 3500**.)

14. VERTICAL CAREER LADDERS

A “Vertical” Career Ladder provides another avenue for a regular staff employee to advance in classification and grade. This program consists of a formal agreement between an employee and unit management for employee development

over a period not less than 6 months into an identified higher position. The competitive process is not required for an employee to advance through a Vertical Career Ladder.

There are no absolute limits to the number of Vertical Career Ladders an eligible employee may undertake at UNM. However, an employee may complete no more than two (2) consecutive Vertical Career Ladder progressions without an intervening position change through the competitive process. After successfully competing for an internal position, the employee may again become eligible for two (2) more consecutive Career Ladder progressions. This cycle may then repeat itself, depending on organizational capacity and individual circumstances.

NOTE: Job progressions that occur as a result of a formally stated condition of employment (e.g. progressions from “Pre-Certified” to “Certified” trades positions, Professional Internships, and certain formalized traineeships) are not defined as Career Ladders and are not counted against the limits described above.

14.1 Employee Preconditions

All of the following preconditions must exist before an employee is deemed eligible for a Career Ladder:

- The employee must be a regular full- or part-time member of staff
- The employee must have successfully completed his/her probationary period
- The employee’s most recent performance review must reflect overall performance of “meets expectations” or above
- The employee must not be currently subject to disciplinary action
- The employee may not commence a second Career Ladder until at least 12 months has elapsed since the date of the completion of the first Career Ladder.

14.2 Position Preconditions

- **Not all UNM position classifications are available for Vertical Career Ladders.** For example, high level administrative and operational management classifications, identifiable by a second digit of 7 or higher in the Pclass Code (e.g. A7999) are not Career Ladder eligible. (For Pclass Codes, see [Position Classification Description Listing](#)). Departments must therefore contact HR to ensure position availability **before** developing a Career Ladder program for an employee.
- There must be a demonstrated business need for someone to perform the duties and responsibilities stated in the Position Classification Description for the proposed higher position.
- Duties and responsibilities may not be taken away from an existing employee to create a career ladder opportunity for another employee.
- A Career Ladder may not be initiated for an employee within 12 months of a layoff from a position in the same job family within the immediate work unit.

14.3 Types of Vertical Career Ladders

Vertical Career Ladders fall into two categories:

- Structured or “**Pre-Defined**” Career Ladders that occur within one of a number of defined job family series (*for advice on specific Pre-Defined Career Ladders contact your Human Resources Consultant*)
- Non-structured or “**Individualized**” Career Ladders that bridge between job families or between position classifications that do not fall into a pre-defined job family series.

14.4 Distinguishing Characteristics

Vertical Career Ladder programs, either Pre-Defined or Individualized, are primarily predicated on the identification of the “Distinguishing Characteristics” between the responsibilities of the position classification currently occupied by the employee and those of the higher level classification to which the employee aspires.

Distinguishing characteristics are the key functional responsibilities of a position classification that make it significantly different from and greater than another classification at a lower pay grade. Distinguishing characteristics may in some cases be specifically noted on the description for the position classification. If they are not, then departments should identify the 3 to 5 duty statements in the Position Classification Description that represent the most important and definitive responsibilities of the role.

Departments should always consult with HR during the process of identifying distinguishing characteristics for the purpose of initiating a Vertical Career Ladder.

14.5 Vertical Career Ladder Process and Forms

The manager and the employee enter into a formal Career Ladder agreement by completing and signing a series of documents. Copies of the signed Career Ladder and related documents must be submitted to HR for approval both prior to commencement of the Career Ladder process and upon completion of the process.

See the [Staff Career Ladder Introduction](#) for more detailed information and access to vertical Career Ladder forms and procedures.

14.6 Career Ladder Duration

Generally, a Career Ladder can be expected to take between 6 and 12 months to complete. The actual length of time needed to complete a Career Ladder depends on the time it takes the employee to attain the minimum qualifications and the knowledge, skills, and abilities required for the higher level classification, as well as the time it takes for the employee to demonstrate competency in the key duties and responsibilities of the higher-level classification.

Career Ladder duration may not in any case be less than six months from initiation to completion.

14.7 Pay Increases upon Completion of a Vertical Career Ladder

As a standard practice, the typical vertical Career Ladder increase is **up to** 10% of salary per pay grade to a maximum of 20%, depending upon budget, internal equity, or other internal operational constraints, including the proviso that the employee's base pay must not be less than the minimum of the pay range for the higher level classification.

If an employee receives a Career Ladder pay increase between April 1 and June 30, that employee remains eligible for participation in the Mass Salary Update (MSU), if allocated by the Regents.

15. IN-RANGE CAREER LADDERS

In cases where a vertical Career Ladder is unavailable to an employee, it may be possible to establish an "In-Range" Career Ladder program. The intent of this program is specifically to provide opportunities for professional development and associated salary advancement to valued employees who are willing and able to take on expanded work responsibilities but who, for various reasons, are blocked from participating in a vertical Career Ladder program.

In-Range Career Ladders do not count against the total number of "vertical" Career Ladders available to an employee. However, it is expected that there will be no more than one In-Range Career Ladder granted to an employee in a given position.

15.1 Eligibility for In-Range Career Ladders

Regular staff employees may participate in the program, provided that the following criteria are met:

- The business need for the assumption of higher duties has been established by management and confirmed in writing by the appropriate Dean, Director, or Chair.
- The assumption of higher duties have been formally agreed to in writing by both the employee and the manager, and countersigned by the Dean, Director, or Chair.
- The duties to be assumed by the employee are not being taken away from other employees in the unit.
- The proposed duties have been clearly established as being beyond the scope of the current position, as determined by the Division of Human Resources.
- The proposed duties will comprise at least 20%, but no more than 40-45% of the total FTE of the position.
- The employee is past probation, has received a "Meets Expectations" or higher rating on his/her last performance evaluation, and is free from current disciplinary action.

15.2 In-Range Career Ladder Process and Forms

The process for establishing and completing In-Range Career Ladders closely parallels that of the vertical Career Ladder process; however, the forms used are different. For more detailed information and access to In-Range Career Ladder forms and procedures, [click here](#). Please contact your HR Consultant initially for guidance in the establishment and processing of In-Range Career Ladders.

15.3 Pay Increases upon Completion of In-Range Career Ladders

The typical increase for an In-Range Career Ladder is expected to range between 3-7%. In exceptional cases a higher increase may be proposed, to a maximum of 10%, depending on the nature of the expanded duties assumed. In each case the proposed increase will be reviewed by HR Compensation and will be subject to budget and internal equity approval by the Principal Executive of the operating unit. [font size should be 10, not 9]

If an employee receives a Career Ladder pay increase between April 1 and June 30, that employee remains eligible for an annual pay increase, when allocated by the Regents, through the Mass Salary Update (MSU).

16. RETROACTIVE SALARY INCREASES

Retroactive salary increases to State employees (including UNM employees) for work already performed are considered in violation of the "gifts" provision of New Mexico State Constitutional Law, unless it has been formally recognized by the

institution that a back payment is necessary remediate an earlier nonpayment caused by an administrative error or operational oversight, such as misclassification or other failure to duly compensate for additional duties on the part of the employee's management.

Therefore, a salary adjustment resulting from reclassification, career ladder, or assumption of higher responsibilities within range will not be backdated further than the first pay period following the signature date of the department's first officially documented request for HR review.

17. EXTRA COMPENSATION

Extra Compensation is a form of non-standard payment awarded to employees in FLSA "Exempt" positions who may, from time to time, provide occasional services to operating units other than their own. The following preconditions are required for an FLSA "Exempt" staff employee to be considered eligible for Extra Compensation:

- The employee must have already performed the work at the time of payment.
- The additional work must have been performed outside of the employee's home department, under the supervision of someone other than the employee's normal supervisor.
- The work must have been of a non-repetitive nature designed to address a one-time, specific business need.
- The work must have been performed either outside of normal working hours or while on paid annual leave.
- The work must not have otherwise resulted in an interdepartmental conflict of interest.
- The work must not be part of a pre-agreed inter-departmental staff support arrangement. In such cases, the correct approach is to create a separately budgeted "on-call" position within the receiving department's organizational structure.
- The compensation must be based on a reasonable rate of pay in relation to the duties performed (*i.e.* the compensation should be equivalent to an hourly rate that is within the UNM pay range applicable to the nature and level of services provided.)

If all of the above preconditions are met, the department may request Extra Compensation (*Finance Earn Code 200*) for the employee by submitting a ***Non-Standard Payment form*** along with a record of hours worked, a statement of the nature and level of duties performed, and documented evidence that the work was performed either outside of normal hours or on annual leave, signed by appropriate department management. If any of the above preconditions are not met, the department should contact the appropriate HR Consultant to explore possible alternative arrangements for employee compensation, such as creation of a second, on-call assignment.

Additional employee work assignments that are proposed for compensation through the Non-Standard Payment process should be brought to the attention of the appropriate HR Consultant **before the work is performed** to establish compliance with **Section 8 *UAPPM 3500*** and the above-stated preconditions. Failure to follow this procedure could result in significant administrative problems and delays in payment.

Non-Exempt employees do not receive Extra Compensation. These employees are typically paid for such work at their normal rate of pay via the normal payroll process, subject to FLSA overtime provisions as appropriate.

18. SHIFT ALLOWANCES

A shift allowance is an additional hourly pay rate applied to a non-exempt employee's base pay if, during a given pay period, at least half of total hours worked are on either a second or third shift. Employees are paid at a **2nd Shift** allowance rate if at least half their work hours are between 4:30 pm and midnight, and a **3rd Shift** allowance rate if at least half their work hours are between midnight and 8:00 am (*also see Section 5 *UAPPM 3500**.)

A University-wide schedule of approved shift allowance rates has been established by the Division of Human Resources for non-exempt staff in non-bargaining unit positions. Departments that employ shift workers should refer to the ***Shift Allowance Schedule*** on the Human Resources Web site to determine appropriate shift allowance rate. Shift allowance rates that do not conform to this schedule will be rejected by the Banner HRPR system.

Employees in FLSA "Exempt" positions are not eligible for shift allowances.

For bargaining unit employees, please refer to the appropriate union bargaining agreement.

19. STANDBY PAY

Compensation for standby status will be determined by the degree to which an employee's free time is restricted. The factors considered in determining if standby pay is appropriate are:

- The FLSA exemption status of the employee (*see below*)
- Restrictions on the employee's location
- Expected response time to return to work

- The number of other employees available to be called
- The frequency and urgency of calls received

Employees who are asked to leave a phone number or carry a pager, but who are free to attend to personal matters without restriction, are not eligible for Standby Pay. Employees are paid Standby Pay only if, while on standby, they are so restricted that they cannot pursue normal personal activities.

The typical Standby rate is \$2.00/hr. If there is a valid business need within the organization to vary from this rate, the department should contact the appropriate HR Consultant to determine a rate that is more appropriate to its business need.

Non-exempt, non-union employees who are called to work while on Standby will be paid at their regular rate of pay for the hours actually worked, subject to FLSA overtime provisions. (Also see **Section 7 UAPPM 3500.**)

Employees in FLSA Exempt positions are not eligible for Standby pay.

For bargaining unit employees, please refer to the appropriate union bargaining agreement.

20. ON-CALL AND TEMPORARY EMPLOYEES

On-call employees are employed on an intermittent basis to work special events and peak work periods, to fill in for an absent employee, or in other occasional circumstances. Hours worked are typically irregular and non-repetitive in nature. On-call assignments should not exceed 520 hours (0.25 FTE) in a given calendar year (see below).

Temporary employees are employed to fill a specific departmental need for pre-defined period of time, typically not to exceed six months. Hours of work may be either full-time or part-time, but are established and repetitive in nature throughout the period of employment.

On-Call and Temporary employees are generally ineligible for UNM benefits. However, any Temporary or On-Call employee who exceeds 520 work hours in a given fiscal year will be placed in the UNM Retirement Plan, and ERA contributions will be deducted from that employee's pay from the ensuing pay period until the end of the given fiscal year or until employment with the University ceases, whichever is sooner. This process will then be repeated for every subsequent fiscal year within which the employee works at UNM.

On-call and temporary employees who are active at the time of the annual mass salary update may, at the discretion of the department, receive an hourly pay increase at that time provided that the increase is within the guidelines established for regular employees. In these cases, the department must submit a separate request for each individual employee to HR for approval.

21. PART-TIME EMPLOYEES IN POSITION CLASSIFICATIONS CATEGORIZED AS "EXEMPT" UNDER FLSA

An employee in an otherwise "Exempt" position classification who, by virtue of reduced appointment percentage (FTE), receives an **actual** salary rate that is less than the equivalent of **\$455** per week must be administered as **Non-Exempt** during that period, **regardless of the employee's 1.0 FTE pay rate.**

Example:

An employee is correctly classified as a "Program Specialist", which is an "Exempt" classification. The employee's full-time-equivalent pay rate is \$45,000/year, which translates to \$865.38/week.

This employee, however, works at a reduced appointment percentage equivalent to 0.5 FTE. Therefore, the **actual** salary rate being paid to this employee is \$22,500/year, which translates to \$432.69/week.

In this case, the **actual salary** rate is below the FLSA exemption minimum of \$455/week. The employee must be administered as "Non-Exempt" even though the position classification passes the exemption test for employees earning more than this amount.

21.1 Exceptions

Part-time employees in otherwise exempt teaching, licensed medical practitioner, licensed attorney, or outside sales classifications are not affected by this rule.

Part-time employees in otherwise exempt computer-related classifications are not affected by this rule if they earn at least the equivalent of \$27.63/hour (\$57,470.40/year @ 1.0 FTE).

21.2 Impact on Other Employees in the Same Classification

In cases where the ruling does apply, it may affect not only the employees in question but also employees who are jobsharing the same budgeted position. It will not, however, affect other employees assigned to the same position classification if (a) their actual pay is equivalent to \$455/week or more, and (b) their **position** can be demonstrated to meet all other exemption requirements as outlined in FLSA.

21.3 Departmental Procedures

Employing departments must ensure that any employee in an exempt classification who receives a reduction in appointment percentage is changed to non-exempt status if his/her actual base salary falls below the equivalent of \$455/week as a result of the reduction. (NOTE: This amount translates to \$1,971.67/month, or \$23,660/year.) In these cases, the change in exemption status should be noted on both an **ePAN** and a copy of the **Decrease in Appointment Percent Resulting in Change of e-Class** form. The completed package is then forwarded to HR.

All appointment percentage changes must coincide with the beginning of a biweekly pay period (*for current payroll schedule, click [here](#).*) An hourly pay rate must be established based on the actual weekly rate of pay divided by the nominal hours worked per week (calculated from the appointment percent.) At this point, the employee is subject to all provisions of the Fair Labor Standards Act.

The department must ensure that all hours worked are accounted for on timesheets, that the employee is paid for any time worked over his/her established FTE, and that overtime rates are paid for any hours in excess of 40 that are worked during a given week.

Departments are expected to exercise due diligence by (1) monitoring each employee falling into this category on a monthly basis, and (2) ensuring that the employee is reinstated to exempt status if the actual weekly base salary over the period has been increased above \$455 for any administrative reason. HR may periodically carry out second-level campus reviews, and departmental records are subject to internal audit.

22. COUNTER-OFFERS

A counter-offer may be considered on an exception basis if a key professional or managerial employee in a position that has been deemed both **critical to business needs** and **difficult to refill** has received and can produce a written employment offer from a hiring agency that is external to UNM.

All proposed counter-offers must be discussed case-by-case with HR, to determine that the above criteria are met, before making the offer to the employee. **In no case will a counter-offer be approved if the original employment offer comes from another UNM department.**

23. PLACING POSITION CLASSIFICATIONS INTO THE CLINICAL PAY RANGE STRUCTURE

23.1 Preconditions

Placement in Clinical salary ranges may be proposed for a specifically defined clinical position classification only if all of the following conditions are in place:

- The position classification must call for specific professional licensure/certification as a stated minimum requirement.
- The position classification must provide direct professional services in one or more areas that are key to the overall mission of the institution.
- The position classification must have been confirmed by HR to be highly market-sensitive, typically difficult to fill, and mission-critical to the University or one of its major components.
- The pay rates in the comparative job market must have a verified history of being significantly higher than the market rates to which the UNM generic Staff Salary Range Structure is aligned.
- HR must have determined through review of intrinsic work value that upgrading the classification within the UNM generic Staff Salary Range Structure is not appropriate.

23.2 Procedures

The initiating department must first prepare a written request to move an identified position classification or set of classifications to the Market-Specific pay range structure. The request documentation should contain, at minimum, the following elements:

- A letter of justification, signed by the department principal, outlining the background behind and reasons for the request (using the above list of preconditions as the basis.)
- A complete and current listing of the employees who would potentially be impacted by the request, to include UNM ID, name, org title and code, pclass title and code, and current salary rate.
- A concise statement of the duties and responsibilities of each included position, as well as the current minimum education, experience, and licensure/certification requirements of the position(s) and the unique knowledge and skills needed to perform the role successfully.

- A detailed 12-month turnover analysis for each position classification, including separation rates, reasons for separation, and summaries of outcomes of attempts to fill vacant positions in the classification(s) over the period, if any.
- Any quantitative, verifiable information obtained by the department that would facilitate an assessment of the request.

The above documentation should first be forwarded to senior line management for preliminary review and approval. Once this approval has been obtained in writing, the requesting department should route the package to Human Resources Compensation via the appropriate HR Consultant.

If, after review, HR Compensation verifies that there is a genuine market-based need to move a position classification into a Market-Specific pay range within grade, HR Compensation will assign an appropriate range to the classification based on proximity to the surveyed market average for comparable positions in other institutions and internal job equity considerations.

HR Compensation will notify all impacted departments and HR Consultants of any changes and will work administratively with the Employee Data Center to ensure that all changes are entered into the HRPR system.

Employees who are assigned to position classifications that have been moved into Clinical Salary Ranges will not typically receive pay increases if their current pay rates are at or above the minimum of the newly assigned range. Employees whose pay rates fall below the new range minimum will be raised to the minimum rate only (see **Section 13** above.)

Once a position classification has been moved to a Clinical Salary Range, all employees assigned to the classification, regardless of location of employment, will be administered within that pay range.

**UNM Staff Titles Authorized for Posting without Prior Classification Approval from
HR/Compensation**

Actor/CASAA Research
 Arborist
 Archeologist
 Archeology Crew Assistant
 Archeology Crew Member
 Architectural Drafter
 Archivist
 Archivist Assistant
 Area Residence Life Coord
 Artist Model
 Assistant Athletic Trainer
 Assoc Coach/Women's Basketball
 Assoc Hd Coach/Men's Basketball
 Assoc Head Coach/Olympic Sport
 Associate Producer/Features
 Asst Athletic Equipment Mgr
 Asst Coach 2/Men's Basketball
 Asst Coach/ Volleyball
 Asst Coach/Conditioning
 Asst Coach/Football
 Asst Coach/Women's Basketball
 Athletic Equipment Manager
 Athletic Media Specialist
 Athletics Turf Manager
 Audio-Visual Tech
 Audiologist/Certified
 Auto Tech Helper
 Automotive Tech

 Baker
 Biosafety Specialist
 Broadcast Engineer
 Budget Analyst
 Building Systems Engineer
 Bus Driver

 Cartographer
 Case Manager/Site
 Cashier
 Cert Educational Diagnostician
 Cert Signed Lang Interpreter
 Certified Auto Tech
 Chain Crew Member
 Charge Nurse / Specialty
 Charge Nurse/Critical Care
 Chief Engineer/Radio
 Child Care Worker
 Child Development Associate
 Child Development Specialist
 Client Support Assistant
 Clinical Teaching Assoc (On-Call)
 Clinical Assistant
 Clinical Nurse Educator
 Clinical Nurse Specialist
 Clinical Nutritionist
 Clinical Psych/Pre-Licensure

Clinical Psychologist
 Clinical Research Assoc
 Coach/Strength & Conditioning
 Coding Education Manager
 Compensation Specialist
 Computer Hardware Tech
 Cook
 Courier
 Curator/Lithography
 Curatorial Assistant
 Custodial Helper
 Custodian
 Customer Service Assoc/Retail
 Customer Service Supervisor

 Dance Accompanist
 Dental Assistant
 Dental Hygienist
 Dentist
 Deputy Med Investigator
 Dispute Resolution Facilitator
 Driver/Van

 EEO Compliance Specialist
 Emergency Med Nurse Trainer
 Emergency Med Dispatcher
 Emergency Med Tech/Basic
 Emergency Med Tech/Intermediate
 Emergency Med Tech/Paramedic
 EMS Educator
 Engineering Tech
 ERP Data Security Splst

 Facilities Services Tech
 Faculty Services Assistant
 Faculty Services Rep
 Field Deputy Med Investigator
 Finish Carpentry Struct Tech
 Fitness Instructor
 Food Svc Sanitation Worker
 Food Svc Site Operator
 Football Defensive Coord
 Football Offensive Coord
 Forensic Toxicology Tech

 Game Stats Crew Member
 Game Timer
 Gen Practitioner/Chief Resident
 Genetic Counselor
 Golf/Field/Grounds Equip Tech
 Grader
 Greenskeeper
 Grounds Tech
 Grounds Tech Helper

 Hazardous Materials Specialist
 Head Athletic Trainer

Head Coach
Head Coach/Baseball
Head Coach/Football
Head Coach/Men's Basketball
Head Coach/Softball
Head Coach/Track And Field
Head Coach/Women's Basketball
Head Coach/Women's Volleyball
Health Physicist
Heavy Equipment Operator
Human Resource Devt Consultant
Human Resources Consultant
Human Resources Tech

Industrial Hygiene Specialist
Information Systems Auditor
Instructional TV Engineer
IPM Tech
Irrigation Tech

Landscape Architect
Learning Disability Specialist
Licensed Massage Therapist
Licensed Practical Nurse
Lifeguard
Light Equipment Operator
Locksmith

Machinist
Med Abstractor
Med Admissions Clerk
Med Credentialing Rep
Med Technologist (Certified)
Med Transcriptionist
Medical Interpreter
Mental Health Tech
Metals Tech 2/Sheet Metal
Metals Tech 2/Welding
Microelectronics Tech
Midlevel Anesthesiology Specialist
Midlevel Practice Generalist
Mine Maint Tech
Morphology Tech
MRI Technologist

Neonatal Devt Specialist
Neonatal Practice Specialist
Neonatal Practice Trainee
Neurophysiologist/Staff
Newborn Transport Tech
Notetaker
Notetaker/Advanced
Nurse Midwife
Nurse/Clinical Research Coord
Nursing Asst/Non-Certified
Nursing Technician
Nutrition Tech
NYSP Instructional Aide

Occupational Therapy Tech
OMI Records Tech

Oncology Nurse (ICU)
Oncology Practice Specialist
OR Nurse
OR Tech
Outdoor Trip Leader

Parking Equipment Tech
Parking Officer
Parking Services Rep
Pastry Chef
Pathologists' Assistant
Pharmacist
Pharmacy Tech
Physician
Physician / Subspecialist
Piano Tech
Poison Information Specialist (Certified)
Poison Information Specialist (Non-Certified)
Poison Information Tech
Police Commander
Police Detective
Police Dispatcher
Police Lieutenant
Police Officer
Police Recruit
Police Sergeant
Pool/Facilities Maint Tech
Pre-Cert Signed Lang Interpreter
Preparator
Preschool Teacher
Prodn Publishing Systems Tech
Program Therapist (Senior)
Programmer
Property Control Clerk
Property Manager
Prototype Machinist
Psychometrist
Public Address Announcer

Radiation Safety Specialist
Radio Operations Manager
Radio Production Tech
Reader
Reader/Advanced
Recording Engineer
Records Mgmt Clerk
Recycling Tech
Referee/Lobo League
Reporter
Reprographic Tech
Research Physician
RN Case Manager
Roofer

Safety Specialist
Scorekeeper

Shipping/Receiving Clerk
Shop Tech
Sign Tech
Small Business Advisor
Software Distribution Spec
Special Events Worker
Specialty Patient Care Tech
Speech-Lang Pathologist
Sr Deputy Med Investigator
Sr Special Events Worker
Staff Interpreter
Staff Nurse/RN
Standardized Patient
Standardized Patient/Trainee
Statistician
Substance Abuse Counselor
Supply/Stock Clerk
Surgical Tech/Specialty

Teacher Aide
Teacher, Pre-College Programs
Teacher/Adult Basic Education
Teacher/Special Education
Telemarketer
Telephone Operator
Telephone Triage Nurse

Telephone Triage Nurse Supv
Ticket Sales Clerk
Trades Inspector
Trades Tech Helper
Transplant Coord/CRTC
Transport Vehicle Service Tech
Trauma Consultant
Tumor Registrar
Turf Equipment Tech
Turf Tech
Tutor
TV Broadcast Operator
TV Traffic Tech
TV Transmission Engineer

Utility Plant Opns Supervisor
Utility Plant Tech (Pre-Cert)
Utilty Plnt Mechanic (Pre-Cert)

Voice-Over Announcer

Workers' Comp Specialist
Youth Summer Prog Wkr 1
Youth Summer Prog Wkr 2
Youth Summer Prog Wkr 3