



Date: August 11, 2017

Re: United Staff-UNM Mass Salary Update-Exceptions for FY18

To all Managers:

Based on agreement between the University and the Union, US-UNM bargaining unit employees can participate in Mass Salary Update (MSU) Out-of-Guidelines Exception Requests for FY18, if submitted by their department and approved as outlined below.

All FY18 MSU Out-of-Guidelines Exception Requests for employees in the US-UNM bargaining unit must be requested through and approved by the appropriate Executive Vice President (EVP) for the respective area. The effective date of the MSU base pay increase will be reflected beginning the payroll period of September 30, 2017 through October 13, 2017 which will be paid out on October 20, 2017.

In conjunction, a one-time payment of \$340.00 will be made to the employees approved for MSU via the appropriate approval process listed above. The one-time payment will be pro-rated based on FTE and will not include calculations based on overtime or shift differential. The one-time payment will be included in the check with the pay date of October 20, 2017 and will be taxed at the regular rate. No Education Retirement Board (ERB) payments will be deducted from the one-time payment amount.

Eligibility Requirements

- Employees must have been hired prior to January 1, 2017, and completed their probationary period.
- Employees who have not received a 2016 performance review by their management will not be prohibited from utilizing the MSU process.

Criteria for Request

- MSU exception requests will only be considered on a very limited basis.
- Justification must be given for each request. Guidance will be set forth by each respective EVP on the types of justification that will be deemed appropriate.
- Sufficient funding must be available. All guidelines set forth by the respective funding agencies, if applicable, must be followed.

Salary Increase Guidelines

- The percentage of salary increase that will be considered by each EVP will be dependent on the employee's current salary, as outlined below:
 - A 5% maximum salary increase will be considered for employees whose current salary falls below midpoint of the salary range for their respective grade. The requested salary increase should not exceed midpoint of the salary range.



- A 2% maximum salary increase will be considered for employees whose current salary falls at or above midpoint of the salary range for their respective grade.
- Exceptions to these guidelines must be further justified by a reorganization that reduces staffing levels, when significant additional duties are assigned, due to retention, or due to other extenuating circumstances.

Process for Submitting a Request

- You must complete the [MSU Out-Of-Guidelines Exception Request Form](#).
- Submit the request form to your respective EVP for review/approval. Include any additional documentation required by your EVP area, if applicable.
- Once EVP approval is obtained, scan and email the completed and signed request form to your Human Resources Consultant for processing. These forms must be received no later than September 18, 2017.
- Employees should not be notified of the approved salary increase until all approvals are obtained.