

One-Time Pay Supplement FAQs

On May 13, 2016, the Board of Regents approved a One-Time Pay supplement for certain UNM employees. The requirements for recipients of this supplement are outlined in the following Frequently Asked Questions.

REGULAR FACULTY AND STAFF (NON-UNION)

1. **What are the eligibility requirements for the one-time pay supplement for regular faculty and staff?**
 - a. You must be employed by UNM in a regular* full-time or part-time faculty or staff position.
 - b. The start date of your regular position must be prior to January 1, 2016. *If you are covered by a union, please see the [Union Information](#) on page 2 as this requirement may differ.*
 - c. Your annual gross salary must be less than \$100,000.
 - d. You must not be on probation beyond June 30, 2016.
 - e. If you are non-union, you must be actively employed in a regular status through August 31, 2016 and August 31, 2016 is not your last day of employment. *If you are covered by a union, please see the [Union Information](#) on page 2 as this requirement may differ.*
 - f. Your 2015 performance review/evaluation overall rating was not "Improvement Needed" or "Not Successful". *If you are covered by a union, please see the [Union Information](#) on page 2 as this requirement may differ.*

NOTE: *A regular employee for purposes of this payment is appointed for an indefinite period of time and is considered benefits-eligible. Regular employees may have full-time or part-time appointments but not less than a 0.5 FTE (work less than 20 hours per week). This includes Term Teachers and Research faculty, but not Visiting faculty, Adjuncts (TPT), or Non-Credit Instructors. Staff employees classified as Temporary or On-Call are not eligible for the one-time pay.

2. **What is the amount being paid for the one-time supplement?**
 - a. If you are a full-time employee hired with an FTE of 1.0 (working 40 hours a week), you will receive \$550.00.
 - b. If you work less than 1.0 FTE, you will receive a prorated amount based on your FTE appointment. For example, if you are hired at 0.5 FTE (work 20 hours per week), you will receive 50% of \$550.00.
3. **When and how will the one-time supplement be paid?**
 - a. Nonexempt employees will see it in their paycheck issued August 26, 2016.
 - b. Exempt employees will see it in their paycheck issued August 31, 2016.

NOTE: The payment will appear as a separate amount. Federal and State taxes and other standard deductions will apply with the exception of ERB deductions.

4. **If I am paid through non-I&G accounts how will the pay supplement be funded?**
 - a. The pay supplement will be charged to the labor distribution on the employee's job. If the labor distribution contains a restricted contract or grant that has ended, that portion of the pay supplement will be redirected to the department defined over expenditure index.
5. **If I am retiring or separating employment (voluntarily or involuntarily) on August 1, 2016, will I be eligible for the one-time pay supplement?**
 - a. No. Employees must be actively employed through August 31, 2016 and August 31, 2016 cannot be their last day of employment for their regular position with UNM. *If you are covered by a union, please see the [Union Information](#) on page 2 as this requirement may differ.*

6. **If I was a temporary employee on January 1, 2016 and was hired as a regular employee after January 1, 2016, am I eligible for the payment?**
 - a. No. You must have been hired as a regular employee prior to January 1, 2016. (If US-UNM December 1, 2015.)

7. **I was employed by UNM as a regular employee before January 1, 2016 (if US-UNM December 1, 2015) but was laid off and then rehired in another regular position by UNM. Will I be eligible for the pay supplement since I had a break in service?**
 - a. Yes. A layoff employee with a break in service is eligible for the pay supplement if they were rehired within six (6) months of the original layoff date. However, the employee must be rehired before August 1, 2016.

8. **What if an eligible employee is in a leave without pay status (i.e. Family Medical Leave, Educational Leave, Military Leave, etc.)? Would he or she be eligible?**
 - a. Employees on extended leave would be eligible for the one-time pay provided all other program criteria are met. However, in this case, the employee would receive the payment on their next paycheck following their return to work; therefore, it may not occur on the August paycheck as it will for all others.

9. **Will the one-time payment be subject to ERB contributions and will it be used to calculate ERB pension benefits?**
 - a. No. The Educational Retirement Board (ERB) does not consider one-time payments “salary”. Therefore, the one-time pay is not subject to ERB contributions and thus precludes it from being used to calculate benefits that ERB pays.

BARGAINING UNIT (UNION) INFORMATION

Communication Workers of America (CWA)

Reference: [Article 7 Wages and Allowances, Section B.](#)

A one-time pay equity supplement of up to \$550 will be paid to the CWA bargaining unit staff. The supplemental amount will be prorated based on an employee’s appointment percentage. Eligible employees are those in an active status with continuous employment as a regular employee for employees who were hired prior to January 1, 2016 and are currently employed as of August 26, 2016. Employees eligible for the amount must not have had a performance review with an overall “needs improvement,” or not “successful” rating for duties or goals for calendar year 2015. Those that are not “successful” or have a “needs improvement” will have until October 15, 2016 to show consistent improvement in order to receive the \$550 lump sum payment. Appropriate taxes and deductions will apply but the pay supplement will not be subject to ERB contributions.

United Staff (US-UNM)

Reference: [MOU between UNM and US-UNM](#)

The parties agree that a one-time pay equity supplement of up to \$550 will be paid to the US-UNM bargaining unit staff. The supplemental amount will be prorated based on an employee’s appointment percentage. Eligible employees are those in an active status with continuous employment as a regular employee for employees who were hired prior to December 1, 2015 and are currently employed as of August 26, 2016. Appropriate taxes and deductions will apply but the pay supplement will not be subject to ERB contributions.

Police Officer’s Association (POA)

Supplemental pay is pending agreement with the Police Officer’s Association.