


MEMORANDUM

To: President's Administration Unit and Departmental Leadership

From: Terry Babbitt, Chief of Staff 

Date: April 14, 2021

Re: Salary Increase Guidelines for President's Organizations

In alignment with the University FY22 Salary Increase Guidelines, I am providing the following guidance to assist departments within the President's Administration regarding requests for staff salary increases above 1.5%.

As approved by the Board of Regents and outlined in the Salary Increase Guidelines released by Human Resources, all eligible regular staff members should receive a 1.5% salary increase for FY22.

Additional Salary Increase Requests:

Departments will be permitted to submit requests for salary increases above 1.5%, not to exceed 3%, on a limited basis in recognition of concerns regarding internal equity, exceptional performance, to support retention efforts, or other unusual circumstances. Requests for increases above 3% will be considered, but these should be rare and will be strictly reserved for exceptional cases. Increases of above 5% are not permitted.

To request a salary increase above 1.5%, departments should complete the online MSU Request Form linked below. Exception request forms must be submitted no later than May 7, 2021.

<https://hr.unm.edu/pres-msu>

For more information on the FY22 salary increase guidelines, please visit <https://hr.unm.edu/mass-salary-update/> and let me know if there are any questions.