

MASS SALARY UPDATE (MSU) GUIDELINES 2011

General

Due to ongoing economic conditions, the State Legislature has again not included funds for pay increases to UNM employees in this year's budget. As a result, the Board of Regents has stipulated that there will be no Mass Salary Update in 2011. This year's Salary Planner process will therefore focus on position budgets, labor distribution changes, and appointment percent (FTE) changes where necessary.

Contract Staff

Contract renewals and extensions will occur as normal using Salary Planner data and will be forwarded by HR Client Services to departments for signatures. In order to meet Employment Data Center (EDC) requirements, please ensure that all signed contract revisions and extensions are received in HR Client Services **not later than 6/15/2011** to ensure processing in time for the July pay period.

Bargaining Unit Employees

HR Compensation will coordinate the application of any salary modifications that may or may not result from the 2011 bargaining negotiations. Departments are not required to initiate documentation in these cases.

Term Appointments

Departments with employees who are on term appointments ending on or before the end of the current fiscal year, and whose terms will be extended, must submit an ePAN for each employee with a "Term Appointment Memo of Understanding".

For an example of a Term Appointment MOU, go to:

<http://hr.unm.edu/docs/compensation/term-appointment-memo-of-understanding.pdf>

PLEASE NOTE: All term extensions must have the signature approval of the relevant EVP or designated approving authority.

Departments with employees who are on term appointments ending on or before the end of the current fiscal year, and whose appointments will not be extended, must submit an ePAN with the "Separation" section filled out, and must make a notation in Salary Planner that the employee will be released at the end of the current assignment.

Exception Requests

Departments are reminded that, during the current hiring pause all proposed personnel transactions involving salary increases including increases in appointment percentage, must be followed by a formal justification memo with signature approval of the relevant EVP or designated approving authority.

For a copy of the justification memo template, go to:

<http://hr.unm.edu/docs/compensation/staff-msu-out-of-guidelines-exception-request-form.docx>

Standard Salary Planner procedures do not include pay increases this year. Any salary increase proposal appearing in Salary Planner that are not supported by appropriate approval documentation will be removed from the system.