

**MEMORANDUM**

**To:** Vice Presidents, Deans, Directors, and Fiscal Agents  
**From:** Dorothy T. Anderson, Vice President for Human Resources  
**Date:** March 20, 2020  
**Subject:** Mass Salary Update Guidelines for FY21



---

For Fiscal Year 2021, The University of New Mexico (UNM) Board of Regents approved funding for a salary increase of 4% for eligible UNM employees. Considering our rapidly changing environment and the impact of COVID-19 on University operations, UNM leadership has decided that all eligible staff employees will receive a 4% salary increase effective July 1, 2020. This decision for an across-the-board increase should not be considered the norm but rather an exception to leadership's strong belief that annual increases should be comprised of both cost of living and performance. Please be aware that the COVID-19 pandemic's effect on New Mexico's economy may influence both our and the state's budget over the coming months. We will continue to follow legislative directives, while creating a fiscally responsible budget that supports our institutional mission and our employees.

**Mass Salary Update Eligibility:**

The administration is directing departments to provide a 4% salary increase for regular staff employees meeting the criteria included below:

- Employees must have been hired prior to January 1, 2020, and completed their probationary period.
- Employees must not have received a "Not Successful" on either of the Overall Job Responsibilities or Overall Goal Ratings on their 2019 annual performance evaluation.
- Salary increases for bargaining unit employees are subject to the applicable collective bargaining unit agreement.

Questions regarding Faculty increases should be directed to the Office of Faculty Affairs and Services (OFAS) or the HSC Academic Affairs Office.

**MSU Exceptions**

At this time, no MSU Exceptions or out-of-guidelines increases will be permitted. Given our current unprecedented situation, University leadership has made a necessary, albeit irregular, decision that all eligible employees as defined above will receive a 4% salary increase. However, University leadership strongly believes in facilitating ways to recognize the exceptional performance of our staff. To that end, University leadership has committed to considering an off-cycle increase process in FY21 allowing departments an opportunity to request a small performance-based increase for eligible employees. Details regarding this process will be announced at a later date.