


TO: All HSC Department and Dean Administrators

FROM: Ava J. Lovell, MHA, CPA 
Ava J. Lovell (Mar 24, 2022 10:33 MDT)
Sr. Executive Officer for Finance & Administration, HSC

DATE: March 23, 2022

RE: HSC Staff only: FY23 – Mass Salary Update Process

The UNM Board of Regents has approved an average 4% compensation increase effective July 1, 2022. In addition, MSU exceptions for merit and/or equity increases are allowed, contingent on available funding.

To be eligible for July 1 increases, staff must meet the criteria below:

- Employees must have been hired prior to January 1, 2022 and will have completed their probation period prior to July 1, 2022.
- Employees must not have received a “Not Successful” overall Job Responsibilities or overall Goal ratings on their 2021 Performance Evaluation.
- Note that the July 1 increase is in addition to the 3% salary increase that is being automatically applied to eligible employees effective April 1.
- Increase requests for staff who do not meet these eligibility requirements are subject to approval by the appropriate EVP.

The following Health Sciences Staff only guidelines are in place for all Units (Colleges and the School of Medicine, Research, HSLIC, ECHO, UNM CCC, Administration, etc.):

1. Increases **averaging** 4% will be allowed for all eligible non-bargaining staff as approved by the Legislature and the UNM Board of Regents.
2. Minimum increase must be 2%.
3. All Units must enter their requests for increases greater than 4% into the Health Sciences Smartsheet. Each College, School, and Administrative unit will be provided with a link to their Smartsheet via email today. **Smartsheet completion is due April 8**, so there is time to obtain approvals. All requests for increases above 4% are due to UNM HR no later than April 15, 2022.
4. Any individual increase will not exceed 8%.
5. Each unit must provide at least an overall average increase of 4% across their organization. A total increase for a unit that exceeds 4% must be funded by that unit’s internal funds. HSC Budget Office will verify compliance.
6. Because all increases above 4% require EVP approval, HSC will not have an Out-of-Guidelines process for FY23. Please utilize existing HR practices and policies for actions outside of parameters outlined above.






HSC MSU Salary Increases Guidelines FY23 Final

Final Audit Report

2022-03-24

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