

Please visit us online at
<http://hr.unm.edu> to
learn about:

- **Alternative Work Arrangements**
- **Compensation Guidelines**
- **FLSA –Exempt Part-time Classifications**
- **Position Classification Descriptions**
- **Shift Allowance Schedule**
- **Staff Salary Structure**

Staff Compensation at UNM

UNM's Staff Compensation Philosophy

The University recognizes the vital role its staff employees play in carrying out its stated mission to serve as New Mexico's flagship institution of higher learning through teaching, research, patient care, and community service. It is therefore the intent of the University to maintain a total compensation program for staff that:

- is capable of attracting and retaining top quality staff at all organizational levels,
- provides an effective framework for rewarding individual perfor-

mance excellence and employee growth and development,

- recognizes the need to demonstrate fair and equitable compensation of its staff employees at all organizational levels,
- supports the University's commitment to the community to serve within its fiscal means and legal obligations as a public institution of the State of New Mexico.

The Total Compensation Program we provide for our staff employees must be dynamic, flexible, and

responsive to enable us to quickly address current and emerging compensation challenges and support the changing needs and operating objectives of the institution.



Our Guiding Principles

1. We acknowledge that the support of our staff employees is critical to the achievement of the University's mission, goals, and objectives, and that our staff employees are key stakeholders in the success of the institution.
2. We support a Total Compensation Program that promotes diversity in the workplace.
3. Our Total Compensation Program must be fair and equitable and must be seen to be so by our employees.
4. Our policies and procedures are based on the principles of transparency, consistency, and objectivity.
5. Staff salary rates are based on the nature and level of responsibility of the job being performed, as well as on level of individual performance, job-related education and training, and demonstrated competencies and skills.
6. Our position classification structure provides our staff employees access to meaningful career development opportunities based on knowledge, skills and ability, achievement, and demonstrated performance on the job.
7. We use quantifiable and objective measures to evaluate the success of our Total Compensation Program over time.

About HR Compensation

Our department is responsible for:

- Maintaining the Classification and Compensation Structure for Staff for UNM.
- Developing policies, guidelines and procedures related to staff compensation.
- Issuing guidelines for the Mass Salary Update (MSU) annual process.
- Administering the consistent application of the Compensation Tools across university entities.
- Ensuring compliance with state/federal laws, regulations, policies and best practices.

Our Staff:

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Review of a Compensation Action - Tips and Process

- Seek early consultation from Client Services and HR Compensation.
- Obtain a list of required documentation applicable for each action (Forms, Org Chart, Justification Memo, etc.)
- Gather the required documentation and obtain necessary approvals.
- Submit the complete packet to your Client Services Consultant.
- Following a preliminary review by Client Services, the packet will be forwarded HR Compensation for further review and approval.
- When the packet reaches HR Compensation, you will be notified of its status and provided with a transaction number for future follow up.
- Your designated Compensation Specialist will conduct an in-depth review of the request and will issue a final determination. You should hear from them shortly after the request was received in HR Compensation.

