MEMORANDUM

To: Deans, Campus Presidents and Vice Presidents
From: Gena Jones, Assistant Vice President, Human Resource Services
Subject: FY 2020 Salary Increase Guidelines
Date: June 7, 2019
Cc: HR Liaisons, HR Business Partners

As you are aware, the NMSU Regents have approved a 4% salary increase for eligible faculty and staff effective July 1, 2019. In addition, the New Mexico Legislature and Governor Lujan increased the minimum wage for the State of New Mexico. Although the wage of $10.50 per hour is not in effect until January 2021, NMSU will be implementing a minimum wage of $10.50 for regular employees (excluding students) effective July 1, 2019.

Additionally, there are various other changes to the NMSU pay scales. This memorandum will provide clarification of those changes and expectations. Attached is a Q & A sheet that will assist in explaining the impact of the changes. Please feel free to share the memo and attachment with your employees.

Summary of Upcoming Changes Effective July 1, 2019:

- 4% wage increase (regular staff employees hired prior to January 1, 2019, regular faculty hired prior to January 10, 2019)
- 2% increase to exempt and non-exempt salary schedule
- Student minimum hourly rate will increase to $9.00 per hour, effective July 1, 2019
- GA salary schedule will be increased by 4%, effective July 1, 2019
- 2% increase to temporary faculty salary schedule
- 2% to the Police Officers pay schedule
- FY20 pay increases for non-I&G positions will need to be funded by the individual departments.

Performance Evaluations

Providing employees with performance feedback and annual evaluations is a critical supervisor responsibility. All faculty and staff should have a 2018 annual evaluation on file.
Processing of Annual Increase

Based on the established guidelines, salary increases will be processed centrally so no action is required by you. Individual salary letters will be available to employees through my.nmsu.edu no later than June 30, 2019.

Impact to Student and Temporary Employees:

- Students hourly employees (aide, assistant, student grad specialist, co-op) not currently hired at $9 will be processed centrally to the new minimum of the student pay scale with an effective date of July 1, 2019.
- Graduate Assistants who are not currently paid at least the minimum of the new pay scale will need to have PAF’s submitted. HRS will contact each unit to notify them which employees are affected and the department will be responsible for submitting the PAF to change the base salary. More information will be provided in the notification.
- Any temporary non-exempt and exempt hires not currently paid at the new minimum of the pay scale will be auto-termed June 30, 2019. The department will be responsible for re-hiring as appropriate. Departments will be informed of the employees that will be auto-termed.
- Effective 7/1/2019 temporary hires employment end dates may no longer exceed the upcoming fiscal year.

Questions/Contacts: Q & A’s are attached. For additional questions, you may reach out to the following departments.

- Performance management - Employee & Labor Relations Elr@nmsu.edu
- Employment – Human Resource Service HRS@nmsu.edu
- New pay schedules can be located by clicking on the following link: https://hr.nmsu.edu/employment/salary/