

## **Mass Salary Update (MSU) Out-of-Guidelines Exception Request (OGER) for FY 18**

### College Requirements:

- Appropriate funds must be available. You must document the availability of funding AND the approval from the funding agency (if applicable) that allows the use of grant funds for a salary increase. If a funding agency has its own caps and guidelines for raises, those guidelines must be followed.
- If a US-UNM staff employee is fully paid or partially paid with I&G funds, an exception will generally not be approved by the College
- If the US-UNM staff employee has been employed for less than one year with your department, an exception will not be considered or approved by the College.
- The US-UNM staff employee must have a “Successful” on both of the overall ratings on their 2016 Performance Evaluation recorded centrally and complete. This means performance reviews should be included in determining the amount of the raise.
- An OGER memo that includes a justification for the increase.

### College General Guidelines:

The College of Arts and Sciences will be using the out-of-guidelines exception requests combined with seniority, requirements for performance, and availability/source of funding as part of the approval process. If the US-UNM staff member has been employed for more than one year at their current position with your department, they are eligible for an exception of up to 3%. If the department feels a higher percentage is warranted in a specific instance, you may submit the request with a detailed justification and it will be considered on a case-by-case basis.

All US-UNM MSU OGERs are due to the Dean’s office no later than **5 pm Friday, September 1, 2017**. Please email the exception requests directly to [Shirley Rey Lovato](#) and [Rob Armijo](#). If you have questions about the [HR guidelines](#) or completion of the [MSU exception request form](#), please contact Shirley Rey Lovato (7-6131) and/or Rob Armijo (7-2602).