

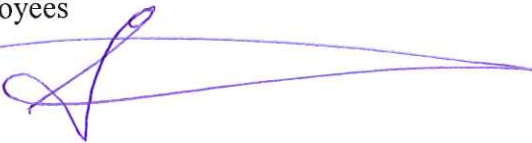


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*MEMORANDUM*

TO: All Regular Exempt Employees

FROM: Garrey Carruthers, Ph.D.   
President

DATE: January 16, 2014

SUBJECT: Exempt Comp Guidelines Pilot Period: January 17, 2014 – May 16, 2014

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Last year HR Services began the process of developing written standard compensation guidelines for regular exempt staff employees. The purpose of these guidelines is to share information with colleges/divisions to allow greater flexibility and transparency of NMSU's comp practices for regular exempt staff. The guidelines will also assist HR Services in responding to previous audit concerns and in documenting compensation practices to ensure consistency in their administration.

Over the course of the year, the draft guidelines have been reviewed by various NMSU constituent groups, including, SVP Admin and Finance, Budget Office, Legal Counsel, HR Forum Participants, Employee Council, University Executive Council and University Administrative Council. Members of these groups were asked to review the guidelines and offer feedback/recommendations. The guidelines have been modified, where possible, to reflect the recommended changes by our constituents.

HR Services is now moving forward in the approval process by distributing the guidelines to the university community as a pilot for use, review, and comment. The draft guidelines are available on the HR Services website at <http://hr.nmsu.edu/employment/salary/>. This memo is to inform the campus community that effective January 17, 2014 these guidelines will be adopted and utilized during the pilot period to process compensation requests related to regular exempt staff. The pilot is approximately a four month period (January 17 – May 16) that will allow HR Services and colleges/divisions an opportunity to utilize the guidelines during day-to-day transactions and to provide a final review of the guidelines.

Following the completion of the pilot period, HR Services will finalize the Compensation Guidelines and seek official adoption of the guidelines to include submission of necessary policy changes to the Board of Regents. The tentative target for the completion of the approval process and adoption of the guidelines is Fall 2014.

Please send comments or questions regarding the Compensation Guidelines to HR Services at [hrs@nmsu.edu](mailto:hrs@nmsu.edu) . Thank you in advance for your support in this effort.