



HLC Accreditation Evidence Document

Title: Staff Compensation Vision Statement

Office of Origin: Human Resources

Description: A document from the university's Human Resources that aims to direct a comprehensive logic and philosophy around staff compensation in general, that is, a "Total Compensation Program," that can recognize the key place of staff as stakeholders in the institution.

Date: 2011

STAFF COMPENSATION VISION STATEMENT

The Staff Total Compensation Plan

There are four factors that are key to the success of the University's Staff Total Compensation Program:

1. competitiveness in the job market,
2. internal job and pay equity,
3. reward for individual performance and growth, and
4. recognition of the quality of life needs of employees.

To provide a sound framework for addressing these key factors, we will aspire to develop and maintain a comprehensive staff compensation program that consists of the following elements:

- A responsive, market-based pay grade and salary range system that allows for structured, merit-based salary growth and advancement, both within defined pay ranges and between established pay grades.
- A position classification hierarchy that has been aligned within the pay grade system, using a combination of market comparison and job evaluation methodologies. This approach helps to establish both the external job worth and the relative intrinsic work value of individual positions, and provides a framework for creating job equity and meaningful career progression opportunities for employees.
- A comprehensive, flexible, and competitive employee benefits plan consisting of a variety of quantifiable monetary benefits and substantial retirement benefits.
- An array of work-life programs and policies, to include educational opportunities, an attractive paid leave policy, a range of health and wellness programs, and access to alternative work arrangements.

The Philosophy behind the Plan

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 performance 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.

STAFF COMPENSATION VISION STATEMENT

Guiding Principles

1. Our Total Compensation Program reflects our acknowledgment 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. Our Total Compensation Program supports and promotes diversity in the workplace and is administered without regard to gender, ethnicity, national origin, age, sexual orientation, disability, marital status, religion, or political affiliation.
3. Our Total Compensation Program must be fair and equitable and must be seen to be so by our employees.
4. Our Compensation 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.