

Good afternoon, HR Agents,

We apologize for the long message and for the delay in communicating directly with you all. As you are aware, things are changing quickly and we are all scrambling to make sense of the best way to continue providing support to the campus community. Please know that HR is committed to meeting your needs so don't hesitate to contact us if you have questions.

In follow-up to Dorothy's all-staff message yesterday ([unm.edu/coronavirus/vphr-message-to-staff-regarding-covid-19.pdf](https://unm.edu/coronavirus/vphr-message-to-staff-regarding-covid-19.pdf)), we are writing to provide additional details regarding UNM's transition to limited operations. The crux of this strategy is the identification of three operational tiers to assist in clarifying expectations for staff and ensuring that we provide critical services and support to our students, faculty, and staff.

- Tier 1: Employees working and physically present on campus
- Tier 2: Employees working remotely
- Tier 3: Employees on standby status and available to report to work if notified

These tiers are fluid in nature, with employees and functions shifting as this situation and the support services we provide continue to evolve. More detailed definitions regarding the functional operating tiers are available at [hr.unm.edu/cv19/functional-operating-tiers](https://hr.unm.edu/cv19/functional-operating-tiers).

We know that you are being inundated with questions regarding pay, leave, and time entry. In an effort to provide consistent information and help you and your employees navigate through the uncertainty, we have a series of updates and guidelines published at [hr.unm.edu/cv19](https://hr.unm.edu/cv19). Please review the content on that site and continue to let us know what questions you have and where additional clarification is needed. In addition, we want to provide clarification here for some of the most frequently asked questions thus far:

### *Conditional Paid Leave vs. Sick Leave*

As announced yesterday, President Stokes approved the availability of 10 work days of Conditional Paid Leave as well as an expansion of the authorized uses of Sick Leave. Eligibility details for both of these are available on the HR COVID-19 site, but in general the difference between these two types of Leave is as follows:

- Conditional Paid Leave is available to employees who have contracted or been exposed to COVID-19 and are unable to work due to quarantine or self-isolation. Conditional Paid Leave is available to all employees, whether or not they are typically eligible for other types of paid leave.
- The expansion of Sick Leave allows employees to utilize their sick leave to provide care for family members due to COVID-19 related circumstances, including school or childcare center closures or when family members have been directed to self-isolate or quarantine.
- In both of these cases, employees are only required to take leave if they are unable to perform the work responsibilities associated with their identified Tier. For example, a Tier 2 employee who has been directed to self-isolate but is still able to perform their work remotely is not required to take leave.

## *Time Entry Guidance*

Because UNM remains open, all employees will continue to be compensated during this time.

- Regular staff employees will be paid their regular rate based on their appointment percentage.
- Student/temporary/on-call employees will be paid based on their typical work schedule. Consistent with current practice, employees will not be paid for periods of already-scheduled leave.
- Further instructions and details are found at [hr.unm.edu/cv19/timekeepers](http://hr.unm.edu/cv19/timekeepers).

## *Temporary Suspension on Certain Personnel Actions*

Due to UNM's decision to enact a plan for limited operations in response to COVID-19, the Division of Human Resources is placing a short-term suspension on certain personnel actions. During this period, new requests for reclassifications, career-ladders, in-range adjustments, retention offers, promotions, etc. will not be accepted until further notice.

Personnel actions related to hiring, separation, term extensions, and counter offers will continue to be accepted and processed in accordance with normal procedure. Departments that have a critical need for an exception to this suspension should submit a request to HR for approval by the appropriate EVP/SVP through the Vice President of HR.

## *Optional \$40 partial reimbursement for Tier 1 & Tier 2 employees*

Due to the COVID-19 Coronavirus outbreak, many UNM employees have suddenly and unexpectedly found themselves having to work from home, using their personal resources such as cell phones and home internet to conduct University business. As a result, Executive leadership has approved an optional payment to Tier 1 and Tier 2 faculty and staff to help defray the cost of conducting University business from home. These partial reimbursements will be submitted via Chrome River, and detailed eligibility criteria and instructions are available at [hr.unm.edu/cv19/partial-reimbursement](http://hr.unm.edu/cv19/partial-reimbursement).

## *Mass Salary Update Process*

Amid mitigating the COVID-19 pandemic, we have not forgotten about the annual mass salary update process. Soon we will be releasing Mass Salary Update Guidelines for FY21 to Vice Presidents, Dean, Directors and Fiscal Agents. We will ensure you receive a copy of these guidelines.