

Temporary Policy for Disaster Relief and Emergency Volunteer Activities

The University of New Mexico recognizes the need for community cooperation during unexpected catastrophic events such as natural or human made disasters, or the outbreak of pandemic illnesses. During these events, UNM departments may cooperate internally to maintain required services through employee volunteers.

Employees interested in providing services to another UNM department, in order to assist during an emergency, may volunteer some or all of their regular work hours. Requests are subject to supervisor approval and are limited to 5 business days per year, but may be extended at the supervisor's discretion. The total hours worked for non-exempt employees cannot exceed 40 hours in the workweek. The volunteer's duties must be equivalent to or lower than the employee's current classification. The employee must be compensated at their regular pay rate and the labor will continue to be charged to the home department. In the event of a conflict between volunteering to help with emergency response in another department and the business needs of the home department, the business needs of the home department take precedence.

Employees who would like to volunteer for disaster relief and emergency efforts for a non-UNM entity must request Community Engagement leave (see [UAP 3300, Section 3.2](#)) or Annual Leave (see [UAP 3400](#)) in accordance with University policy.

Exceptions may be granted through the approval of the appropriate Senior Vice President, Executive Vice President or the University President.

This policy is temporary and will go through the normal comment and approval process prior to being incorporated into the University Administrative Policies and Procedures Manual.