

Limited Operations Guidelines and Measures

These are guidelines for compensating staff and student employees for the period of May 17 through May 31, 2020. These guidelines should replace all previous guidelines for compensation that were effective during the period of limited operations from May 1 – 16, 2020.

- 1) Regular and Term Staff in Tiers 1, 2, and 3 will continue to be compensated based on their current FTE through May 31, 2020. Tier definitions can be found at <https://hr.unm.edu/cv19/functional-operating-tiers>.
- 2) On-Call and Temporary Staff in all Tiers will be compensated for their actual hours worked.
- 3) Student Employees in all Tiers will be compensated for their actual hours worked.

Proactive measures to increase flexibility and plan for future budget reductions.

- **Staff Hiring Pause:** Until further notice, the current staff hiring pause remains in place for all new and replacement hires, both new and hiring actions already in-process. The EVP/SVPFA may grant exceptions for essential hires that are not easily identified to be in critical positions.
- **Temporary and On-Call Staff:** Supervisors are encouraged to evaluate their workforce and departmental needs, and determine if Temporary or On-Call Staff should be separated on their previously set end date, or earlier by providing employees with a full 30-day notice.
- **Term Staff:** Supervisors are encouraged to evaluate their workforce and departmental needs to assess if staff on Term appointments should be separated on their predetermined end date, or earlier by providing employees with a full 30-day notice or extended. Note that term extensions for staff paid on unrestricted funds are included in the current pause on personnel actions. Term staff separated prior to the previously set end date must follow *UAP 3225: Separation of Employment, Section 5. Layoff or Reduction in Force*.
- **Travel and Food Purchases:** Until further notice, UNM is implementing new travel and business food purchase restrictions for all faculty, staff, students and visitors for our Main, HSC (excluding UNMH) & Branch campuses. Exceptions with Dean/VP approval will be allowed for efforts related to clinical care, research, athletics activities/recruitment, COVID-19 activities or other critical needs. Detailed information regarding these restrictions is available at <https://hr.unm.edu/cv19/travel-food-restrictions>.