



**Temporary Voluntary Reduction (TVR)
in Appointment Percent in Relation to COVID-19**
Applicable: Regular Staff Employees (non-HSC)

Doc Owner: HR Client Services
Reference Doc: N/A
Submit to: As attachment to EPAF

Instructions: Submit this form to supplement an EPAF for a change in Appointment Percent (or Full Time Equivalency "FTE") for regular staff employees. This reduction in work time shall be for a temporary period between 10/1/20 and 5/31/21, and for reasons related to COVID-19.

| Employee Details | | |
|---|--|-----------------------|
| Employee Name: | Banner ID: | Personnel Start Date: |
| Department Name: | Org Code: | Personnel End Date: |
| Current Appointment Percent: % | Proposed Appointment Percent: % <i>Cannot be less than 50%</i> | |
| Will this change in appointment percent result in an EClass change? | | |
| Current EClass Code/Description: | Current Annual Salary: \$ | |
| Proposed EClass Code/Description: | New Annual Salary: \$ | |
| Describe the COVID-19 related reason for the change as per discussed with the employee. | | |
| | | |

Acknowledgements

By signing and submitting this form, the Employee acknowledges the following as they may apply.

- The salary threshold to maintain an exempt status is \$684 per week (\$35,568 annually). Any changes to exemption status will begin on the personnel date noted above.
- If Employee changes from exempt to nonexempt; pay schedule changes from monthly to bi-weekly pay.
- If Employee changes from nonexempt to exempt; pay schedule changes from bi-weekly to monthly pay.
- Appointment Percent changes may impact benefits eligibility and/or premium contributions. Review [UNM's Contribution to the Cost of Insurance](#) page or contact a Benefits & Employee Wellness representative at hrbenefits@unm.edu to discuss potential changes.

| |
|-----------------------|
| Employee Signature: |
| Supervisor Name: |
| Supervisor Signature: |

Submission Instructions: Attach form to EPAF transaction in [LoboWeb](#). Submit a second EPAF with the future date that returns employee to their original Appointment Percent.