

From: [All Employee](#) on behalf of [Division of Human Resources](#)
To: ALL-EMPLOYEE-L@LIST.UNM.EDU
Subject: [ALL-EMPLOYEE-L] Expiring Policies and Guidance under Limited Operations
Date: Tuesday, May 25, 2021 11:05:31 AM
Attachments: [image002.png](#)

Good morning,

As the broader UNM main and branch campus communities begin planning for a full return to campus by Aug. 2 and HSC continues their on-site presence, Human Resources would like to remind you of the following policies and guidelines that will be coming to an end. Over the last year and a half, we worked hard to implement several programs to aid the university in getting through the pandemic. Now, as we look forward to a more “normal” fall, please note the items that will no longer be in effect.

May 3 and 16 – Business Meal and Travel Restrictions for Main and Branch Campuses Lifted

As of May 3, Main and Branch Campus employees may resume purchasing business meals or refreshments, without the formerly required written exception, for in-person gatherings such as meetings, conferences, luncheons and celebrations. These purchases shall follow [UAP 4000, Section 5](#), and gatherings must comply with public health order restrictions.

As of May 16, business travel may recommence with no restrictions.

Resource: hr.unm.edu/cv19/travel-food-restrictions

May 31 – Staff Temporary Voluntary Reduction in Appointment Percent Option Ends

Staff employees who elected to reduce their appointment percent will return to their original appointment percent based on the date submitted and approved on their initial request. Employees who wish to maintain a reduced FTE should submit a new request via HR’s standard process for voluntary reductions in FTE.

Resource: hr.unm.edu/cv19/tvr

June 30 – Emergency Paid Leave Option Ends

Although the two leave provisions (*Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion Act*) expired per U.S. Congress on Dec. 31, 2020, UNM chose to extend its own version of the Emergency Paid Sick Leave option through June 30, 2021. Effective July 1, employees will need to use their regular accrued leave for time away from work under University Administrative Policies [3400: Annual Leave](#) and [3410: Sick Leave](#).

Resource: hr.unm.edu/cv19/ffcra

June 30 – Suspension of Main/Branch Campus Staff Hiring and Personnel Actions Ends

As UNM grappled with the uncertainty of the budget over the last year we implemented a suspension on hiring and certain personnel actions. On July 1, this suspension for hiring of non-critical positions is lifted along with the hold on certain personnel actions. Academic departments should refer to the [memo received from the Office of the Provost](#) on May 24 for additional guidance on processing of personnel actions.

Resource: hr.unm.edu/docs/hr/vphr-message-regarding-suspension-of-hiring.pdf

July 31 – Functional Operating Tier Tracking Ends

At the start of UNM's limited operations period we implemented operating tiers 1, 2 and 3. Divisions were tasked with tracking the tier their regular staff were working in. This tracking system is no longer in effect and divisions are not responsible for updating their work tier spreadsheets.

Resource: hr.unm.edu/cv19/functional-operating-tiers

July 31 – COVID-19 Remote Work Reimbursement Ends

With many employees sent home to work as a precaution, UNM allowed for employees to request a monthly \$40 reimbursement to cover expenses of personal resources used to conduct business (e.g., cell phones and home internet). This reimbursement program ends on July 31. After July 31, Main Campus employees who require a cellular telephone in order to perform their duties may request reimbursement under UNM's standard cell phone reimbursement program (<https://ua.unm.edu/cell-phone-reimbursement-cr.html>).

Resource: hr.unm.edu/cv19/partial-reimbursement

Dec. 31 – Increase to Maximum Annual Leave Accruals Ends

2020 was a tough year and many employees stepped up above and beyond any normal critical situation to help our community get through those tough times. Many employees were unable to take time off and the fact that the travel industry was mostly non-existent didn't help. Therefore, UNM enacted a temporary increase to its annual leave policy. Now, as we are approaching the end of the year, employees with high annual leave balances (those above 252 or nearing 252) should consider planning to take time off prior to the temporary increase ending on Dec. 31. Any annual leave balances exceeding 252 hours after December leave reporting is processed will be reduced to the normal maximum amount of 252, and employees will not be compensated or paid out for forfeited hours.

Resource: hr.unm.edu/docs/hr/annual-leave-temporary-policy-allowance.pdf

Thank you, UNM, for all you have done to help us get through the COVID-19 pandemic. We value our employees and hope that many of you found the programs enacted helpful.

Thank you, also, to our leadership team – President Stokes and all the executive administrators have worked to make sure UNM was doing all it could to support its students, faculty, staff and the communities benefitting from our programs and services.

We are excited for our next chapter of being able to function as a lively and vibrant campus very soon.

If you have any questions about the programs listed above, please send us an email at clientsv@unm.edu and an HR Consultant will get back to you.

Further, we are working on our return to campus guidance for August 2. To aid in this planning, we invite you to submit any ideas or considerations about our return using the [UNM's Return to Full Operations – Ideas for Return form](#). We are interested in what you have to say and how you think we can best open our campuses for our many different services and programs.

Thank you.

Human Resources

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