HUMAN RESOURCES

REMOTE WORK TERM APPOINTMENT MEMO

This memo is notifying you that due to working remotely out-of-state that your position will be a term appointment as per UAP 3245, Remote Work, Section 5.3, Out-of-State Remote Work, and will end on the date noted below.

Employees on a term appointment will be separated from the University as of the specified date unless the supervisor notifies the employee that the appointment will be extended per UAP 3200: Employee Classification (Section 4). Employees whose term appointment is extended past the date noted below, will be required to sign a Term Appointment Extension Memo.

For the specified period of appointment, term employees are entitled to all rights and privileges as regular staff employees, except the right to grieve separation at the end of the appointment. Term appointment employees are not placed on layoff status at the end of the appointment.

Employee Information:

Employee Name: _____ Banner ID: _____

Position Number and suffix: _____

Term Start Date: _____ Term End Date: _____

Supervisor Name: _____ Supervisor ID: _____

If your appointment percent (FTE) has changed, then this change may impact your benefits. Moving to part-time or full-time may impact benefit eligibility, the premiums paid for benefits, or impact New Mexico Educational Retirement Fund contributions. Employees are encouraged to meet with a benefits representative or refer to the Benefits information found on the Human Resources web page.

Current FTE: _____ New FTE: _____

_____ Date if not signing electronically: _____

Employee's Signature

_____ Date if not signing electronically: _____

Supervisor's Signature

Attach completed form to the Remote work EPAF.

cc: Department File
Human Resources - Employee Personnel File