

Limited Operations Guidelines and Measures

These are guidelines for compensating Main and Branch campus staff and student employees for the period of November 16, 2020 through January 15, 2021. These guidelines replace all previous guidelines for compensation that were effective during the periods of limited operations that occurred earlier in calendar year 2020.

- 1) **Tier 1 Regular and Term Staff deemed critical** by their supervisor to provide support to UNM students and the overall academic mission will be expected to report to work. These employees will continue to be compensated based on their current FTE and hours worked if they are nonexempt.
- 2) **Tier 1 Regular and Term Staff currently working on-site performing non-critical services** as determined by their supervisor should be moved to Tier 2 or 3 and will continue to be compensated based on their current FTE and hours worked if they are nonexempt.
- 3) **Tier 2 Regular and Term Staff should remain working from home** to continue to limit the number of employees on campus and will continue to be compensated based on their current FTE and hours worked if they are nonexempt.
- 4) **All On-Call, Temporary, and Student Employees that were previously scheduled to work** should be categorized as Tier 2 or 3 unless they are deemed critical by their supervisor and will be compensated for the greater of the time they were scheduled to work or the actual hours worked. They will continue to be compensated through the date that they were previously expected to be employed or January 15, 2021, at the latest.
- 5) Tier definitions can be found at hr.unm.edu/cv19/functional-operating-tiers.

UNM Resources on the COVID-19 Pandemic

- Bringing Back the Pack Info for Employees on Campus- bringbackthepack.unm.edu/
- Coronavirus Guidance for Employees by Human Resources- hr.unm.edu/cv19
- HSC Coronavirus Information- hsc.unm.edu/covid-19/
- SHAC COVID-19 Information- shac.unm.edu/coronavirus.html
- UNM Coronavirus Information- unm.edu/coronavirus/