

Limited Operations Guidelines and Measures

These are new guidelines for compensating staff and student employees from April 6 through April 30, 2020. These guidelines replace all previous guidelines for compensation during the period of limited operations from March 17 - April 5, 2020.

- 1) Regular and Term Staff in Tiers 1, 2, and 3 will continue to be compensated based on their current FTE through April 30, 2020. Tier definitions can be found at <https://hr.unm.edu/cv19/functional-operating-tiers>
- 2) On-Call and Temporary Staff in Tier 1 and Tier 2 will be compensated for their actual hours worked or their typical work schedule, whichever is greater, through April 15, 2020. After this date, these employees will be compensated for actual hours worked.
- 3) On-Call and Temporary Staff in Tier 3, excluding On-Call employees hired to support specific events such as athletic events or Popejoy Hall shows, will continue to be compensated based on their typical work schedule or average hours normally worked through April 15, 2020. After this date, these On-Call and Temporary Staff Employees will not be compensated unless they are recategorized as Tier 1 or Tier 2, at which time they will be compensated for actual hours worked.
- 4) Staff Employees with predetermined end dates prior to April 30, 2020 will separate as normal, unless an extension is submitted and approved by the appropriate EVP/SVP.
- 5) Student Employees in Tier 1 and Tier 2 will be compensated for their actual hours worked or their typical work schedule, whichever is greater, through May 15, 2020. After this date, these employees may have their employment extended based on departmental needs, and will then be compensated for actual hours worked.
- 6) Student Employees in Tier 3 will be compensated based upon their typical work schedule or average hours normally worked through May 15, 2020.

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/SVP 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*.