

Memorandum

To: All UNM Employees
From: Division of Human Resources
Date: January 21, 2021
Subject: UNM Pit Vaccination Volunteer Guidelines

As President Stokes mentioned in this week's President's Weekly Perspective, The Pit is now being used as a site for administering the COVID-19 vaccine, with the goal of administering vaccines to 3,000 New Mexicans a day. In order to ensure the success of this critical endeavor, UNM is seeking volunteers to help staff the clinic. We are writing to provide clarification and guidance to UNM main, HSC, and branch campus employees who want to volunteer in support of this effort.

1. Consistent with [UNM's Temporary Policy for Disaster Relief and Emergency Volunteer Activities](#), employees who volunteer during their regularly scheduled work hours will continue to be compensated by their home department at their regular pay rate.
 - a. Employees are required to have supervisor approval before volunteering for shifts that occur during their normal work hours.
 - b. Employees who volunteer for shifts outside of their normal work hours will not be compensated for that time.
 - c. Employees are responsible for their travel to and from The Pit.
2. To ensure predictable staffing levels and adequate coverage, volunteering employees should commit to volunteering for a minimum of 20 hours over the course of the next several months. Depending on the employee's work schedule, the 20 hours may be comprised of a combination of work and personal time.
 - a. Any shift for which you sign up and are confirmed to work needs to be treated as a required, scheduled shift.
 - b. Once you agree to a shift, you are committed to work the duration of the shift.
 - c. When signing up for a series of shifts over a period of time, you will work the full term of the assignment for which you agreed.
 - d. You should complete the Daily Screening form each day you volunteer and indicate that you will be on campus.
3. Consistent with Department of Health guidance, clinic volunteers will be eligible to receive a vaccine. However, volunteering for the clinic does not guarantee that you will receive a vaccine, and all employees are encouraged to register via the state's [vaccination registration site](#).

Employees who are interested in volunteering are encouraged to review the [specific volunteer positions and job duties](#). If you can help and meet the qualifications, please visit the [Vaccine webpage](#) to sign up for shifts.

For more information about this effort, as well as information regarding the COVID-19 vaccination effort in general, please visit the [Bringing Back the Pack site](#).