

Memorandum

To: All Staff and Student Employees
From: Dorothy T. Anderson, Vice President, Human Resources
Date: November 14, 2020
Subject: UNM Enters Limited Operations November 16, 2020

Due to continued record high COVID-19 cases being reported on a daily basis, UNM will enter into a Limited Operations status again this fall. UNM Health Sciences Center (HSC) will continue to operate under the current guidelines posted at hsc.unm.edu/covid-19/.

As President Stokes has stated, we are committed to protecting the health of our faculty, staff, students and all New Mexicans. In doing so, we ask that during the week of November 16, departments begin to evaluate their operations and restrict work on campus to those whose duties are critical and must be performed on-site. Duties needed on-site may fluctuate over time and employees and their supervisors should discuss these changes in schedules. For example, some staff may be required on-site to aid faculty and students during their transition to remote learning and possibly through the end of the semester.

Please refer to the latest [Limited Operations Guidelines and Measures document](#) for assistance in how to determine work Tier level and pay for Main and Branch Campuses. At this time, these guidelines are in effect through January 15, 2021.

Furthermore, please note that the hiring pause put into effect earlier this year remains in place. Only critical positions will continue to be filled while all other hiring requests still require an exception approval by the designated EVP/SVPFA.

I can't thank you enough for your willingness to work with us as we continue to adjust to the ever-changing nature of this unpredictable time and remain committed to the success of our students. I hope you and your loved ones are well and I wish you a Happy Thanksgiving, although I know it looks a lot different for us all this year.

As always, Human Resources is here to help. Please contact us at clientsv@unm.edu if you have questions or need further guidance specific to your operation.