

Memorandum

To: Staff and Student Employees
From: Division of Human Resources
Date: April 2, 2020
Subject: Limited Operations Plan for April 2020

On March 16, 2020, you were notified of [UNM's Limited Operations plan](#) for the period of March 17 – April 5, 2020. Following that announcement, on March 23, the NM Department of Health and Governor Lujan Grisham announced a [Stay-at-Home Order](#) for New Mexicans. With the Stay-at-Home Order still in place as the pandemic continues, UNM is adjusting its plan to move forward.

Beginning April 6 thru April 30, UNM will remain in its *Limited Operations* status, maintaining the three operational tiers. We will continue on with our strategy to help limit the spread of infection and, therefore, reduce the burden on our health care facilities and workers. Further, we will continue to support you as best as we can while we all continue to acclimate to our new work and learning environments.

In moving forward, UNM has made some decisions and developed some guidelines, some of which are already in place, to manage the following employee categories:

- Regular Staff
- Term Staff
- On-Call Staff
- Temporary Staff
- Student Employees

Please see the [Limited Operations Guidelines and Measures document](#) outlining the details for each category and know that the University must approach the near future thoughtfully. It is important that we continue to protect our resources to ensure we remain a great institution for our state, our students and employees, and the communities we serve.

Our goal, first and foremost, is to maintain the safety of the people of our community, while continuing to serve [our mission](#) of education, research, service and patient care.

If you are a staff employee and have questions, please contact Human Resources Client Services at clientsv@unm.edu, and your HR Consultant will respond. If you are a student employee with questions, contact the Student Employment Office at stuemp@unm.edu. The information regarding student pay is consistent with what was communicated by President Stokes to student employees on March 26.