

Memorandum

To: Managers, Supervisors and HR Liaisons
From: Dorothy T. Anderson, Vice President for Human Resources
Date: March 25, 2020
Subject: Suspension of Staff Hiring and Personnel Actions

As the COVID-19 situation evolves, it continues to have a heavy impact on our business operations. UNM administrators are working exhaustively to minimize the long-term impact on its resources. It is important that we move forward cautiously now in order to prepare for the likelihood of budget constraints later, and to ultimately protect our personnel resources.

Suspension of Hiring Actions

With that, effective immediately, UNM is suspending all hiring actions for regular and temp staff employees that are deemed less critical to perform essential functions. When less critical vacancies occur, an alternative is to work to identify other employees in their organizations that are in a Tier 2 or 3 status that may have capacity to assist in fulfilling responsibilities intended for the now vacant position. Supervisors may contact their [HR Consultant](#) for assistance in appropriately managing this reassignment of responsibilities.

- UNMJobs requisitions will continue to be processed for those positions deemed critical to perform essential functions such as clinical operations, IT and facilities management.
- If you have a critical vacancy, please submit your requisition. However, if you are unsure if your critical position should be filled or pended for posting, please email clientsv@unm.edu outlining your critical need.
- Human Resources representatives are reviewing all active requisitions in UNMJobs and will be reaching out to hiring departments to discuss them.

Hold on Personnel Actions

In addition to the suspension of hiring actions, staff term extensions for positions supported by unrestricted funds are being temporarily placed on hold. Requests for other personnel actions such as Career Ladders, Reclassifications, and Counter Offers are also on hold. Human Resources is assessing its queue and will be in touch with departments on where these requests are in the review stage.

Exceptions

Exceptions to the suspension of hiring actions or to the restriction of personnel actions are allowed with approval by the appropriate EVP/SrVP. Please email clientsv@unm.edu to submit your approved exception.

Thank you for your understanding as we attempt to reduce future impacts to UNM's business operations. Let's continue to be supportive of one another as I know we are all experiencing stress and anxiety. I encourage you to stay abreast of this evolving situation by visiting HR's COVID-19 website at hr.unm.edu/cv19 as well as the UNM's dedicated webpage at unm.edu/coronavirus/.