

ALL UNIVERSITY MESSAGE

UNM LIMITED OPERATIONS TIERS

As the University is preparing to limit operations for the health and safety of students, employees and the public, we must begin by identifying our functional operating tiers. As indicated in the President's last message, effective Tuesday, March 17 through April 5, UNM campuses (excluding clinical operations) will begin operating in a limited capacity which includes identifying essential functions focused on supporting student, faculty, and staff welfare and academic success, as well as critical research and service functions. These changes do not apply to employees of the Health System entities, nor to clinician educators when they are in their clinical roles.

Ultimately, the goal is to reduce the number of employees physically present on UNM campuses by leveraging telecommuting and scaling back services. However, the UNM is not closing, there will be a student presence on campus, and some instruction will continue physically on campus. Attached, find an optional template to be completed for each of your areas. Please identify those employees whose job functions fall under one of the definitions below. Your list should also include any student, temp and on-call employees that may fall under Tier 1 or 2.

DEFINITIONS OF FUNCTIONAL OPERATING TIERS

The following definitions apply specifically to the limited operations status of UNM for all campuses in relation to the COVID-19 state of public health emergency, declared by the State of New Mexico.

Tier 1: Present at University, working.

Expectation is to work normal hours from your normal campus location or in coverage of critical customer service areas where Tier 3 employees have been removed from campus.

Tier 2: Not present at University, working remotely.

Expectation is to work normal hours from a remote location, such as from home but may be required to come to a physical UNM location for specific activities.

Tier 3: Not present at University, not working, remain available to come to campus if needed. Employees determined to provide functions nonessential during a state public health emergency will not be required to report to work but will be paid at their normal rate and FTE. These employees must remain on standby and available to report to work if notified.



March 16, 2020

Since all employees (such as students, temp and on-call) are either working or in a stand-by status they will continue to be compensated based on time and pay they are typically scheduled to receive. Supervisors with appropriate approvals will have discretion to allow a combination of any of the Tiers with a mix of physical presence and telecommuting. For example, an employee might perform most of their work from home (Tier 2) but come physically to the university for specific activities (Tier 1).

As we all work to identify the essential functions for each of the divisions, please continue to closely monitor your email for additional guidance from various UNM departments regarding compensation, leave reporting and changes to business services.

