

Dear UNM Staff,

I want to begin by thanking each of your hard work, patience, and resilience over the past week as the COVID-19 pandemic, and our university's response, has continued to evolve. I'm writing to provide a few updates on what the transition to limited operations means for staff, including plans that have been put in place and details that are still forthcoming. The goal of this transition is to reduce the number of employees physically present on UNM campuses by leveraging telecommuting and scaling back services.

To that end, we have identified three "operational tiers" to assist in clarifying expectations for staff and ensuring that we continue to provide critical services and support to our students, faculty, and fellow staff:

- Tier 1: Employees working and physically present on campus
- Tier 2: Employees working remotely
- Tier 3: Employees on standby status and available to report to work if notified

These tiers are fluid in nature, with employees and functions shifting as this situation and the support services we provide continue to evolve. If you have questions about your position or specific expectations during this time, please visit with your supervisor or college/division leadership. Because UNM remains open, all employees irrespective of Tier designation will continue to be compensated for time scheduled to be worked.

UNM President Stokes, with support from her executive leadership team, has approved additional measures to support members of our campus community during this trying time:

- Providing up to two weeks of Conditional Paid Leave to employees who have been directed to self-isolate due to contraction of or possible exposure to COVID-19 and unable to work. This leave is available to all employees, including those typically not eligible for paid leave (such as student employees, temporary, on-call, etc.). Regular employees self-isolating for this reason can use this Conditional Paid Leave instead of their accrued sick or annual leave.
- Expansion of sick leave usage, allowing employees to use their sick leave for a wider range of reasons, including caring for children due to school closure or caring for family members in quarantine.
- Understanding that the requirement to work remotely will increase the use of employee's personal resources such as cell phones and internet, UNM is allowing supervisors to approve payments to offset the cost of these incurred personal expenses.
- To assist the Tier 1 and Tier 2 employees that are required to be onsite to support the limited operations, a relaxed dress code and modified parking enforcement have been approved.

Specific details on these additional measures are available at hr.unm.edu/cv19.

We are continuing to work with university leadership to support our staff employees through this trying time, and will share additional details and updates as they become available. Again, thank you for your hard work and compassion as we work together to address these challenges in support of our entire university community. Please direct any staff related questions to hrinfo@unm.edu.

Best,

Dorothy T. Anderson
VP for Human Resources