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TO: Dean/VP/CC President

**FROM: Office of Human Resources Services on behalf of
Chancellor Garrey E. Carruthers**

DATE: April 30, 2015

**SUBJECT: Upcoming notice to All Probationary Staff Employees
Regarding Extension of Initial Probationary Period; and
Moratorium on Personnel Actions**

This memo is also being provided to all supervisors of staff employees.

Extension of Probationary Periods

As you are probably aware, the University is presently undertaking a planning process for significant budget cuts. While we are hopeful that layoffs and terminations of employees will not be necessary, given the uncertainty of specific budget reductions, a determination has been made to extend the probationary period for all probationary staff employees.

Under this extension, any staff employee who is performing satisfactorily and is currently serving his/her initial probationary period at NMSU will remain on probation through June 30, 2016. During this period, we will utilize a budget reduction planning process and staffing study to attempt to identify budget cuts and reassignments of current employees to avoid, if possible, layoffs or terminations.

All probationary staff employees will be sent an official email notification of this extension on or about April 30, 2015 in accordance with Section 8.50, as provisionally modified on April 27, 2015. The memo advises these employees that probationary employees have no entitlement or expectation to continued employment with the university. The memo also provides notification of risk that their employment may be terminated at any time between the date of the notice and the expiration of the extended probationary period (June 30, 2016). The extension of the probationary period does not apply to faculty.

Continuation and Expansion to Moratorium on Personnel Actions

The moratorium on personnel actions currently in effect with respect to Las Cruces campus I&G funded positions will continue in effect indefinitely. Effective immediately, the moratorium is expanded to include all NMSU campuses and divisions and will apply to all vacant faculty and staff unrestricted funding source positions that are not at the Posting stage of the recruitment process. For searches currently underway, departments will be allowed to continue the process until the position is filled with a satisfactory candidate. Any request to appeal the decision to hold a position vacant should be submitted to the Budget Office utilizing one of the attached guidelines and forms. The Budget Office will coordinate the exception request process through the Provost and me.

Attachments

c: Dan Howard, Executive Vice President and Provost
Angela Throneberry, Sr. VP for Administration and Finance
Budget Office
College/Division Business Managers and HR Liaisons