

## Human Resource Services

### FY16 Budget Reduction Plan Guidelines

#### **Staff positions funded from unrestricted sources**

Staff positions budgeted by unrestricted funds will be reviewed in conjunction with the FY16 university budget reduction plan. Each college/division will be required to submit plans indicating any of the below requested action(s), by position number. Human Resource Services (HRS) will conduct a **preliminary** review of the plans to identify concerns in supporting the requested action(s) within NMSU Policy/Procedure and AFSCME contract compliance. Requested actions should not be submitted to HRS prior to Budget approval of the FY16 plans. Budget Office approval is not a preapproval of the actions; it is fiscal approval only.

- 1) Position Elimination – a position may be eliminated because it has been determined that it is no longer needed. The reasons may be that the duties are no longer needed or can be reassigned to other employees due to improved effectiveness or efficiency of the organization. All position eliminations should include an explanation for how the duties of the position are going to be dispensed.
  - a) Filled Position Elimination and Incumbent Reassignment – filled positions identified for position elimination and incumbent reassignment will follow standard processes including but not limited to:
    - i) If an organization has more than one position in the same or similar classification, identification for position elimination and incumbent reassignment should be based on incumbents Classification Seniority and University Seniority dates. Those with more longevity in the classification and at NMSU will normally be the last option for position elimination.
    - ii) Position elimination cannot be based on the Incumbents assumed eligibility for retirement.
    - iii) Once budget reduction plans have been approved, HRS will identify possible vacant positions available for reassignment opportunities.
    - iv) These vacant positions will be matched to displaced incumbents based on their qualifications.
  - b) The identification of possible vacancies will be as follows:
    - i) The same college or division. Colleges/Divisions are encouraged to assist in identification of possible reassignment/transfer vacancies within their own organization and should be included in the budget reduction plan.
    - ii) Other colleges and divisions on Las Cruces Campus.
    - iii) Opportunities at other campuses and or locations.
  - c) Notifications - HRS will work with the colleges/divisions to provide notifications to impacted employees at the appropriate time.
- 2) Reassignment or Discontinuation of Duties:
  - a) If the duties are determined to no longer be needed, an explanation should be provided in the budget reduction plan, for that specific position.
  - b) If the duties are going to be reassigned:
    - i) identify the duty(s) that will be reassigned; and
    - ii) identify which position(s) they will be reassigned to in the budget reduction plan.
  - c) If the college/division believes that the reassignment of duties is outside of the scope of the current classification, follow the instructions for reclassification below. The Budget Office will notify college/divisions when they have approval to submit reclassification requests.
- 3) Reclassification: if your budget reduction plan results in improved effectiveness or efficiency of the organization or changes the size or structure of the organization; the outcome of these changes may impact another position's duties and responsibilities. If these changes are significant and result in a more complex or less complex nature or level to those originally assigned, you may need to request for a reclassification review (Note: overall budget reduction plan must result in an I&G budget reduction, including these actions). The Budget Office will notify college/divisions when they have approval to submit reclassification requests. These requests should be initiated in [PeopleAdmin](#):
  - a) Filled position – these requests must have been identified as part of the overall budget reduction plan if funded from unrestricted sources. If the reclassification action is approved by HRS, changes are effective August 1.

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- b) Vacant position – these requests must have been identified as part of the overall budget reduction plan if funded from unrestricted sources. If the reclassification action is approved by HRS, changes are effective July 1.
  
- 4) In-Range Adjustments: in-range salary adjustments are requested to address variances in the employee's salary in relation to the placement within the pay level range and supported by the employee's directly related experience, as measured by years employed by NMSU in the currently assigned classification. In-range salary adjustments must have been identified as part of the overall budget reduction plan if funded from unrestricted sources. These requests are submitted on the [In-Range Adjustment Request form](#) and if approved by HRS will be effective August 1.
  
- 5) Differentials: differentials are temporary (not a long-term) addition to an employee's base salary. They are predicated upon the employee taking on a temporary set of duties as part of a non-permanent assignment. Reassignment of duties to more than a single incumbent or duties from the same or lower pay level does not warrant a differential. These requests must be identified as part of the overall budget reduction plan, if funded from unrestricted sources. Requests must be submitted in compliance with the Exempt Staff Compensation Guidelines for exempt staff and the AFSCME contract for non-exempt.