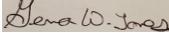




Human Resource Services

MSC 3HRS
New Mexico State University
P. O. Box 30001
Las Cruces, NM 88003-8001
575-646-8000, fax: 575-646-2806
hrhelp@nmsu.edu

To: Vice Presidents and Deans
From: Gena Jones, Assistant Vice President, Human Resource Services 
Date: November 23, 2020
Re: FY21 Budget Realignment Guidelines from Human Resource Services
CC: Chancellor Dan Arvizu, Vice Chancellor Ruth Johnston, University Administrative Council

Budget reductions are always difficult, and negative impacts on employees are difficult to avoid. But the process can be managed through careful planning, sensitivity, and respect toward all employees. Human Resource Services (HRS) can assist in planning, communication and staff management to ensure that position management actions follow union and NMSU rules and policies. They will also assist employees with interviews for positions that they are interested in and qualified for, when positions must be eliminated. Information sessions will be held throughout this process to answer questions and address concerns. Additional information will be made available on the HRS/ELR website and the NMSU Hotline.

Please see related memo dated November 23, 2020 from President John Floros updating the campus on the Budget Realignment Initiative (BRI). The following guidelines will assist supervisors who will reduce staff as part of their budget realignment process.

Changes to filled positions

As part of the BRI, supervisors need to review positions budgeted in part or entirely by I&G. Changes to positions that are currently filled will be identified in the plan submitted to the Budget Office as part of the FY21 or FY22 Budget Reduction Plan. Positions can be eliminated, reduced in FTE, or reclassified, or duties can be reassigned or discontinued. After the plan is approved, the college or division will work with Employee and Labor Relations (ELR) on implementation.

The following types of actions may be submitted for consideration during this process

- 1) **Position Elimination or Reduction in FTE** – A position may be eliminated or reduced in FTE due to lack of funds or because duties were eliminated or reassigned to other employees. If the duties are no longer needed, an explanation should be provided in the budget reduction plan for that specific position. If duties will be reassigned, follow steps in 2) Reclassification.
 - a) General guidelines
 - i) Position elimination does not eliminate a “person,” although the incumbent may be impacted; it eliminates the duties and functions of a position.
 - ii) If an organization has more than one position in the same or similar classification, identification for position elimination, FTE reduction, and incumbent reassignment should be based on incumbent’s



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longevity according to the rules below. Those with more longevity in the classification and at NMSU will normally be the last option for these actions.

- iii) Probationary (Regular), Temporary, and Term Appointment employees holding the same or similar job title regardless of funding type may be terminated as part of this process.
 - iv) ELR will work with Employment & Compensation to identify vacant positions for possible reassignment opportunities. Available vacant positions will be matched to displaced incumbents based on their qualifications.
 - v) ELR will work with the colleges and administrative units to notify impacted employees at the appropriate time. Note: Nonexempt regular non-probationary staff must receive notification 60-calendar-day prior to the date of termination.
 - b) Colleges and administrative units should identify vacancies for possible reassignment or transfer within their own unit as part of their plan.
 - c) Filled positions identified for position elimination or FTE reduction will follow applicable processes, including but not limited to:
 - i) Exempt: Administrative Rules and Procedures (ARP) 7.65: Reductions in Force
 - ii) Nonexempt Union Eligible AFSCME Contract Requirements: Article 14, Layoff and Recall
- 2) **Reclassification:** If a budget reduction plan changes a position's duties and responsibilities, following the approval of the FY21 or FY22 Budget Reduction Plan, the following **must** be submitted in PeopleAdmin.
- a) Filled position – any proposed changes to duties and responsibilities of filled positions, such as reassignment of duties from an eliminated position, must be submitted for review through [PeopleAdmin](#).
 - i) **Reclassification:** For a proposed position reclassification, include the new classification and fully describe the new duties and responsibilities, justifying the reclassification, in the required fields.
 - ii) **Position Modification:** For modified positions, describe new duties and responsibilities that are **unique and outside of the classification standard duties**. HRS will review these changes to ensure:
 - (1) Duties are within the scope of the classification.
 - (2) NMSU remains compliant under policies, procedures, and regulations.
 - iii) **References:** Administrative Guidelines for Compensation Management for Exempt Staff, Section 5 and AFMSCE Contract, Article 15.
 - b) Vacant position – Vacant positions may be reclassified via requests submitted in [PeopleAdmin](#).
 - c) Reclassification decisions will be effective the first day of the pay period following HRS review.



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Additional notes

- In-range adjustments are not authorized as part of this budget reduction process.
- These guidelines do not cover positions funded from restricted sources. HRS Administrative Guidelines for Compensation Management for Exempt Staff continue to apply:
<http://hr.nmsu.edu/employment/position-mgmt/> .

After the Budget Realignment Plan has been approved by the Budget Office, colleges or administrative units must review plans with Employee and Labor Relations (ELR). Contact: Donna Ottaviano, Employee Relations Specialist, Sr, at elr@nmsu.edu or (575) 646-2449.

For more information or questions on position elimination (layoff), please contact Employee & Labor Relations at elr@nmsu.edu. For questions related to reclassification, modification or in-range adjustments, please contact Employment & Compensation Services at teamhrs@nmsu.edu.

Additional references

- Administrative Rules and Procedures of NMSU - <https://arp.nmsu.edu/>
- Agreement between New Mexico State University and American Federation of State, County and Municipal Employees, Local 2393 (AFSCME) - https://hr.nmsu.edu/wp-content/uploads/2020/06/2019_2022-AFSCME_NMSU-Collective-Bargaining-Agreement_Final-Executed-Revised-8.2.2019.pdf
- Administrative Guidelines for Compensation Management for Exempt Staff
<http://hr.nmsu.edu/employment/position-mgmt/>
- NMSU's Notice of Non-Discrimination and Equal Opportunity: <https://equity.nmsu.edu/notice-of-non-discrimination/>