



## Human Resource Services

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To: Faculty and Staff  
From: Dr. Gena Jones, Assistant Vice President, Human Resource Services  
Re: School District Plans for Opening in the Coming School Year  
Date: July 20, 2020

NMSU is aware of the challenges faced by many in our community during these difficult times. In addition to concerns about keeping ourselves and our loved ones healthy, many of us are also struggling to attend to the educational and social needs of out-of-school children while also providing an income for our families. Last week's decision by area school districts to start the academic year online, in-class or offer a hybrid model added to the expectations already faced by parents associated with children being taught at home, reduced child care resources, and other family complications.

We have heard from many of you about the difficulties in maintaining a work-life balance, and we are committed, with the support of the Chancellor and Campus Presidents, to flexibility where possible, regarding working from home, work schedules, and strategic use of leave. You should work with your supervisor to determine what strategies, or combination of strategies, will work best for your work situation. Some options might include those below.

- **Working from home and alternative schedules:** Where feasible, employees may, in agreement with their supervisors, [work from home or adopt an alternative schedule](#). More information on this option is [available](#).
- **Paid leave:** Employees with challenges due to their illness, the illness of a family member, or lost child care resources due to school or child care closures may be eligible for leave through the [Families First Coronavirus Response Act](#) (FFCRA). These leaves expand available sick leave, Family Medical Leave, or both, and may be used intermittently.
- New Mexico Kids maintains a [list of child care providers](#) in the state, and additional resources are available to assist [children, youth, and families during the pandemic](#).

These times are challenging for us all, and other resources offered through [NMSU Benefits](#) might also be of assistance.

- [Counseling and support](#) is available through Employee Assistance Programs.
- Training is available for employees returning to campus and teleworking:
  - Before returning to campus: [Mandatory safety training](#)
  - Telework Training for Employees: <https://bit.ly/TeleworkForEmployeesWBT>
  - [Additional Training Resources: https://training.nmsu.edu/covid-19-resources/](#)

Please know that we are committed to working with you as these challenges arise, and you should speak with your supervisor about your specific needs. Thank you for all you do for NMSU.