



## Office of the President

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**DATE:** August 7, 2020

**TO:** Provost, Deans, Vice Presidents, and Directors

**FROM:** John Floros, President 

**SUBJECT:** Hiring Pause on I&G Funded Positions

As indicated in previous communications, the state has significantly reduced permanent appropriations to NMSU. This has a direct impact on our Instruction and General (I&G) funds budget. Over the next year, we will work together to identify permanent resources to cover this budget reduction. However, these savings cannot be realized immediately. Therefore, we must identify one-time savings to cover at least a portion of the budget shortfall for FY21.

To assist with those one-time savings, we are implementing a hiring pause on new or replacement hires for all regular I&G faculty and staff positions on the Las Cruces campus through December 31, 2020.

### **What does the hiring pause mean?**

Effective retroactively, all positions which were vacant and not posted or received by Human Resources by July 1, and those which became vacant after July 1, will be put on pause for any hiring actions until after December 31, 2020.

The salary savings for I&G positions will be collected by the Budget Office and applied toward each unit's budget reduction needs for FY21 as one-time funds.

For searches underway prior to July 1, departments may continue to recruit until the position is filled with a satisfactory candidate unless the departments, Deans or Vice Presidents choose to use the vacant position as part of their budget reduction.

Reclassifications, new position requests, and in-range adjustments that were not received in Human Resources before July 1 will not be processed until January 4, 2021 unless they are part of the unit's overall budgetary reduction plan.

### **Will exceptions be considered?**

Beginning October 1, exceptions may be requested through a waiver process. Waivers will be approved by the Provost for academic units, and the Vice Chancellor, or Vice Presidents for non-academic units. A justification signed by the approver must be attached to all hiring actions from October 1 through December 31.

**Are any searched not affected?**

- ***Searches for temporary faculty and staff (adjuncts, visitors, temp staff positions) may continue*** — new postings and position actions for temporary faculty and staff are unaffected by this moratorium.
- ***Searches for non-I&G funded faculty and staff are not affected*** — new postings and position actions may continue. Examples of non-I&G hires include grant- and contract-funded positions.

Between now and the end of the year, all unit leaders should review vacant positions to assess if they can be part of a permanent budget reduction plan.

For questions, please contact the following:

- Budget Office: [position@nmsu.edu](mailto:position@nmsu.edu)
- Human Resource Services: [teamhrs@nmsu.edu](mailto:teamhrs@nmsu.edu)

Thank you for your cooperation as we work together to realign our institution's budget with available resources.