



## STAFF EMPLOYMENT

- 1) Current staff employees of the University may be compensated for the maximum of one day of work through a Non Standard Payment Form. Be sure and check with the HR Representative in Biology before the work is even started.
- 2) Any work exceeding one day requires that a current UNM Employee be hired as a staff member in the Department of Biology. Staff MUST be hired BEFORE they begin work. A minimum of one (1) month is required for approvals, posting, hiring. It is highly recommended to allow two (2) months for the process.
- 3) UNM staff members may not exceed a maximum of 1.25 FTE combined and a staff member may not have 1.25 in the same department unless they are a Temporary Part-time Instructor for the department.
- 4) For most staff hires, a staffing request will need to be submitted to the College of Arts and Sciences (A&S) for approval before the job can be posted. This can take up to a week or more to receive College approval.
- 5) UNM Staff postings must meet the following:
  - a) Must be an existing job title in the department. If there is no existing job title in the department, it must be requested and approved by Compensation before the posting can be submitted. This process can take up to three (3) additional weeks.
  - b) All staff positions have a designated grade with a minimum to maximum salary range. The qualifications of the applicant must meet the minimum qualifications of the position/grade. Job descriptions and the salary matrix can be found on the Human Resources website: <http://jobdescriptions.unm.edu/>  
Do not offer salary above the maximum for a grade as that will not be approved by the College or HR.
  - c) Competitive staff positions must be posted for a minimum of five days, but if the position is underutilized, you must post for 10 days and in the posting request you must submit an underutilization "action plan" to show how you are attempting to reach the specific minority groups for the particular underutilized position: female, minority, African American, Asian or Pacific Islander, American Indian or Alaskan Native. The HR Representative in Biology will have that plan available for your posting.
- 6) There are five (5) different types of Staff hires that can be utilized based on your needs, funding, benefit availability and length of employment:
  - a. Alternative Appointments are generally Non-Competitive hires:
    - i. Three-month temporary hire (mainly for non-exempt employees);

- ii. Six- month temporary hires (mainly for exempt employees and research positions);

These two (2) positions are NOT benefits eligible and are classified as an “at-will” employees and can be let go at any time. These types of hires are generally not eligible for an extension past their allotted time-frame.

- iii. Change in Employee Status-for UNM retirees being rehired. Generally do not exceed .25 FTE;
- iv. Named in a Contract or Grant Award;
- v. Sole Source (very rare);
- vi. Specialty Service Provider.

- b. UNM Temporary Services: hire a temporary employee that may be extended up to nine months that has specific qualifications need for the position. The Temp service pool is screened to find the best applicant for you. This process is very easy, fast and considered non-competitive. **PLEASE NOTE:** an additional 25% overhead fee will be charged to the hourly rate for this service by Temp Services.
  - c. On-Call Employees: NOT benefits eligible employed on an intermittent basis with an indefinite end date and considered to be “at-will” employees. An on-call employee can work up to 520 hours per year without having to have retirement benefits removed from their pay. Once they go over the 520, they will pay retirement benefits.
  - d. Term Appointment Employees: COMPETITIVE hire and benefits eligible. They are hired full or part time into a position designated to run for a defined period of time. They are normally hired for periods of six months to one year. Based on funding, Term Extension Memos (TMU’s) are processed on a yearly basis to extend an employee’s term.
  - e. Regular employees: COMPETITIVE hire and benefits eligible. Grants cannot support this type of hire as there is an indefinite end date.
- 7) Exempt Employees are salaried employees paid on the monthly payroll. Each month, exempt employees MUST submit a monthly leave form reflect any leave taken for the previous month.
- 8) Non-Exempt Employees are paid on an hourly basis and are eligible for overtime. Certain job titles under the non-exempt designation may be part of the bargaining unit (Union). Non-exempt employee are paid on a bi-weekly basis and must submit a bi-weekly timesheet reflecting all hours worked if they wish to be paid.





