

Human Resource Services
Guidelines for FY17 I&G Budget Reduction Process

All position changes will be reviewed in conjunction with the university budget reduction plan. Filled position eliminations can only be submitted as part of the FY17 Budget Reduction Plan if the college/division has worked directly with Employee and Labor Relations prior to submission of the formal plan.

The FY17 Budget Reduction process must remain compliant under:

- 1) Administrative Rules and Procedures of NMSU - <https://manual.nmsu.edu/files/2013/10/041216-5thEdARP-upd041516.pdf>
- 2) Agreement between New Mexico State University and American Federation of State, County and Municipal Employees, Local 2393 (AFSCME) - http://hr.nmsu.edu/wp-content/uploads/2013/04/R_I_AFSCME_Agreement_w_NMSU.pdf
- 3) Administrative Guidelines for Compensation Management For Exempt Staff <http://hr.nmsu.edu/employment/position-mgmt/>

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

- 1) **Reclassification:** if the outcome of your budget reduction plan changes a position's duties and responsibilities the following **must** be submitted in PeopleAdmin in conjunction with your FY17 Budget Reduction Plan:
 - a) Filled position – any proposed changes to duties and responsibilities of filled positions (e.g. reassignment of duties from an eliminated position) must be submitted for review through PeopleAdmin.
 - i) **Reclassification:** For those positions you believe should be reclassified to a different classification, you must select the proposed classification and fully describe the new duties and responsibilities, justifying the reclassification, in the required fields.
 - ii) **Modification:** HRS will be reviewing the reassignment of duties and responsibilities. You must submit for formal review under position Modification, describing any new duties and responsibilities if they are **unique and outside of the classification standard duties**. HRS will be reviewing these changes to ensure:
 - (1) Duties remain within the scope of the classification.
 - (2) NMSU remains compliant under policies, procedures and regulations.
 - iii) Review Administrative Guidelines for Compensation Management for Exempt Staff, Section 5.
 - b) Reclassification determinations will be effective August 1.
 - c) Vacant position – these requests must be submitted in [PeopleAdmin](#) if the department recognizes a need to reclassify the position duties to better align the structure of the organization. All changes are effective July 1.
- 2) **Position Elimination** – Colleges/Divisions must schedule an appointment with Employee and Labor Relations (ELR) to review proposed filled position elimination plans, **prior to formal FY17 Budget Reduction plan submission** (contact Brandon Masters, HR Specialist elr@nmsu.edu or (575) 646-2449). A position may be eliminated because it has been determined that it is no longer needed. The reasons may be that the funding no longer supports the line or duties are no longer needed or can be reassigned to other employees due to improved effectiveness or efficiency of the organization.

Human Resource Services
Guidelines for FY17 I&G Budget Reduction Process

- a) Filled Position Elimination– filled positions identified for position elimination will follow standard processes including but not limited to:
 - i) Administrative Rules and Procedures and AFSCME Contract Requirements:
 - (1) Exempt: Rule 8.45: Layoffs and Recall and Rule 4.40 (G) Human Resource Policies
 - (2) Nonexempt Union Eligible: Article 24 Layoff and Recall
 - ii) In general:
 - (1) 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 longevity (in accordance with rules identified above). Those with more longevity in the classification and at NMSU will normally be the last option for these actions.
 - (2) Probationary (Regular), Temporary and Term Appointment employees holding the same/similar job title regardless of funding type may require termination as part of this process.
 - (3) ELR will identify possible vacant positions available for reassignment opportunities.
 - (4) Available vacant positions will be matched to displaced incumbents based on their qualifications.
 - (5) Notifications - ELR will work with the colleges/divisions to provide notifications to impacted employees **at the appropriate time**. Note: nonexempt regular non-probationary staff must receive a 60 calendar day notification prior to effective date of termination.
 - (6) Position elimination is not eliminating a “person”, although the incumbent may be impacted, it is eliminating the duties and functions of the position.
 - b) Filled Reduction in FTE – follows the same processes and procedures as 2. a. above.
 - c) The identification of possible vacancies will be prioritized as follows:
 - i) Colleges/Divisions are encouraged to assist in identification of possible reassignment/transfer vacancies within their own organization as part of the overall plan.
 - ii) Other colleges and divisions on Las Cruces Campus.
 - iii) Opportunities at other campuses and or locations.
- 3) Reassignment or Discontinuation of Duties: If the duties are determined to no longer be needed, an explanation should be provided in the budget reduction plan, for that specific position. If the duties are going to be reassigned, follow steps outlined above in section 1) Reclassification.
- 4) In-Range Adjustments are not authorized as part of this budget reduction process.