

University of New Mexico  
UA-UNM and Administration - MOU

**Temporary and Voluntary Reduction (TVR) in Full-Time Equivalent (FTE)  
for Spring 2021 for Unit 1 Faculty**

Purpose:

UA-UNM and the Administration seek to provide relief to faculty from assigned workload duties through a *temporary and voluntary* reduction (TVR) in FTE and flexibility to dedicate time to family care and other personal responsibilities for reasons related to the COVID-19 emergency.

Proposed policy:

The TVR in FTE is primarily designed for UNM tenure-track/tenured and lecturer faculty members on all UNM campuses meeting one or more of the following criteria associated with the COVID-19 virus during Spring 2021:

- diagnosed with COVID-19 and needing additional time to recover,
- caring for a family member or household member diagnosed with COVID-19 who needs additional support for recovery,
- supporting a child, under the age of 18, with remote K-12 learning, and/or,
- caring for a child whose place of care is closed.

Full-time UNM faculty, in continuing appointments, may initiate a request for a TVR in their FTE for the Spring 2021 semester.

UA-UNM and the Administration realize research and service are also impacted by the COVID-19 pandemic; however, this policy is designed to address the teaching component of a bargaining unit member's workload.

Bargaining unit members, with approval from their department chair or program director, may receive a one-course reduction, equivalent to three teaching load units, with a 7% compensation reduction of Academic Year (AY) salary, which will be implemented via a 14% reduction during each month of the Spring 2021 semester.

For additional support, see UA-UNM and the Administration's agreement to [a one-year extension of the tenure clock](#) for probationary faculty due to significant disruptions resulting from COVID-19. Faculty members are urged to consult the UA-UNM and Administration [COVID-19 MOUs](#) detailing this agreement.

Procedure:

Bargaining unit members contemplating a TVR in FTE are strongly encouraged to consult with UNM HR-Benefits at [hrbenefits@unm.edu](mailto:hrbenefits@unm.edu) to discuss impacts on benefits and premiums.

For best consideration, faculty must initiate the TVR in FTE request and submit it directly to their department chair/program director/branch campus dean no later than 5:00 p.m., Friday, October 30, 2020. Faculty will be notified, by November 16, 2020 if their request has been approved or denied for the Spring 2021 semester.

Faculty whose circumstances change after October 30, 2020 may submit requests for the TVR in FTE between October 31, 2020 and December 15, 2020. These requests will be granted with the approval of the bargaining unit member's department chair and dean.

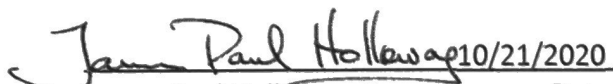
Emergency requests for the TVR in FTE submitted after December 15, 2020 will be granted under extraordinary circumstances with the approval of the bargaining unit member's department chair, dean, and the Provost.

The temporary and voluntary reduction in FTE will become effective January 11, 2021 and conclude May 14, 2021 (Spring 2021 semester). Faculty will return to their original FTE, salary, and preferred benefits coverage for the 2021-22 Academic Year.


In the interest of transparency and keeping this program cost-neutral to the University, an accounting of the below will be given to UA-UNM in an interim report by February 15, 2021 and a final report by May 01, 2021 as it relates to this benefit:

- the bargaining unit members' department, position, and salary
- the courses covered
- the monies collected and disbursed

We recognize that the disruptions caused by the COVID pandemic can negatively impact a faculty member's research work as well as their teaching. To assist in continuing their research, faculty who take advantage of the TVR in FTE will also be provided with funds in a research discretionary account, with those funds coming from any funds realized from TVR participants that are not applied to hiring replacement faculty. These funds, if any, will be dispersed in equal amounts to TVR participants' research accounts in May 2021. Funds can be used for research or professional development purposes.

  
James Paul Holloway, Provost  
University of New Mexico

Date

  
Richelle Fiore, National Representative  
American Federation of Teachers/UA-UNM

10/21/2020

Date

United Academics of the University of New Mexico  
Billy Brown, Part-Time Instructor, Mathematics &  
Statistics, ABQ  
Cristyn Elder, Associate Professor, English, ABQ

Ernesto Longa, Professor of Law Librarianship, ABQ  
Hilary Lipka, Part-Time Instructor, Religious Studies,  
ABQ  
John Zimmerman, Professor, Fine Arts, Gallup  
Lee Montgomery, Associate Professor, Art, ABQ  
Lucio Lanucara, Adjunct Faculty, Political Science and  
Management, ABQ  
Manel Martínez-Ramón, Professor, Electrical and  
Computer Engineering, ABQ  
Matías Fontenla, Professor, Economics, ABQ  
Michael L. Trujillo, Associate Professor of American  
Studies and Chicana/o Studies, ABQ  
Satya Witt, Senior Lecturer III, Biology, ABQ  
Scott Kamen, Assistant Professor, Social Sciences,  
Valencia

## Reduction in FTE Impact to Benefits

As long as the bargaining unit member remains Benefits Eligible, the following apply:

1. UNM's Contribution toward medical, dental, basic life insurance, and long-term disability (LTD)

Beginning 7/01/2020, UNM contributes a percentage of the cost solely based on an employee's salary. An employee who voluntarily reduces FTE will **not** be required to contribute a higher percentage. In some cases, if the reduction in FTE for the employee results in moving to a lower [salary tier](#), the employee will pay the lower percent based on the applicable salary tier.

If an employee's reduction in FTE results in an employee moving to a lower salary tier, UNM will contribute a higher percentage.

2. Coverage Amount for LTD, short-term disability, life insurance, AD&D (accidental death and dismemberment).

An employee's coverage for LTD, short-term disability, and life insurance is based on the employee's salary. Since a reduction in FTE results in a lower salary, an employee's coverage for these insurance plans will automatically reduce.

AD&D is not based on salary. It is elected in \$10k increments to a maximum of \$600k.

Spouse life insurance is in increments of \$10,000 up to \$100,000. If a reduction in FTE reduces an employee's coverage amount below the spouse covered amount, then spouse coverage would be reduced to the next \$10,000 increment lower than the employee's.

Medical and dental coverage will not be affected with a decrease in salary. If the reduction in FTE results in a move to a lower salary tier, the faculty member's premiums will be reduced based on the contribution schedule for the lower salary tier.

3. Contributions toward retirement

Educational Retirement Board (ERB) Pension:

An employee contributes 10.7% of their salary. Assuming the employee's salary remains above \$24,000, the employee will continue to contribute 10.7%. If the reduction in FTE reduces the employee's salary to \$24k or less, the employee will contribute 7.9%. Additionally, the salary used for calculating the ERB pension will be lower, possibly lowering the employee's final average salary with the ERB and ultimately a lower

pension. If an employee decides to reduce their FTE, they will need to understand the potential impacts to their pension, depending on where they are in their career.

UNM contributes 14.15% of an employee's salary. If an employee reduces FTE, resulting in a lower salary, UNM will make lower contributions due to the lower salary.

Alternative Retirement Plan (ARP):

A reduction in FTE that results in a lower salary will reduce the dollar amount the employee and the University contribute to an employee's ARP account. A faculty member's contribution will remain 10.7% and UNM's will be 14.15% (10.9% to the employee's account and 3.25% to the ERB for unfunded liability).

4. Voluntary Employee Beneficiary Association (VEBA)

If faculty contribute to the VEBA, then a reduction in salary results in lower contributions. The lower contributions have no impact on the faculty's eligibility for VEBA related post-retirement benefits.

5. Education Benefits

As long as faculty remain eligible for benefits, a reduction in FTE does not affect their eligibility for UNM Education Benefits.

6. Annual and Sick Leave Accrual

Annual and sick leave are accrued based on hours worked. If faculty lower their FTE, annual and sick leave accrual will be adjusted to reflect hours worked by the faculty member. The maximum accrual limits remain the same at 252 hours for annual leave (308 through 12/31/2021) and 1040 for sick leave.

7. Other Benefits including discounted Popejoy and Athletics tickets, access to the Johnson Center, etc. do not change as long as an employee remains in a benefit eligible status.

## Voluntary and Temporary FTE Reduction Letter

Dear <NAME>,

In response to your request dated <DATE>, this is to confirm my approval of your voluntary and temporary decrease in full-time equivalency (FTE) from <CURRENT> FTE to < NEW > FTE as <TITLE> with the Department of <DEPT NAME>, in the College of <NAME> at the University of New Mexico. The effective date for this FTE change is <DATE>. Your duties and responsibilities will be modified <OR SPECIFY CHANGES>.

Please be advised that as a result of this voluntary temporary decrease in FTE, your new 2020-21 AY salary will be <ANNUAL AMOUNT>. Also, while your medical and dental coverage will remain the same, a reduction in salary will lower your coverage for long-term disability, short-term disability, and life insurance. For information about your benefits, please contact HR-Benefits at [hrbenefits@unm.edu](mailto:hrbenefits@unm.edu) or 505-277-6947.

You will return to your original FTE for 2021-22 Academic Year unless an extension is mutually agreed to in writing.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

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Title

Approved:

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XXXXXXXXX

Dean

Acknowledged:

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Faculty member's name, credentials