

Layoff / Benefits Information

2023

Human Resource Services

Office of People Relations (OPR)

The logo for New Mexico State University, featuring the letters "NM" in a large, bold, serif font above the words "STATE" and "UNIVERSITY" in a smaller, bold, sans-serif font. The logo is white and is set against a dark red square background.

NM
STATE
UNIVERSITY

BE BOLD. Shape the Future.

Notice of Layoff

- Written Notice must be given
 - Bargaining Unit Employees – at least 60 days
 - All other employees – at least 30 days
- Must be approved by the Provost through the AVP of Human Resource Services

Many Questions.....

- HRS/OPR is available to help answer your many questions
 - What about my insurance benefits?
 - Can I apply for other jobs?
 - When do I get my final pay?
 - Can I get unemployment benefits?
 -and many more questions.

**You've gotten your
notice....now what?**



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Job Transfer Assistance

ARP 7.65 Reductions in Force

- It is the policy of the university to attempt to transfer an non-probationary, satisfactorily performing employee who will be laid off as a result of reductions in force, reorganization or job elimination
- Employees may be transferred to like positions for which they are qualified on the basis of seniority (service within both the university and the department, along with past work performance) as vacancies occur.

Transfer Assistance

Collective Bargaining Agreement, Article 14.B

- Prior to any layoff, BUEs will be asked to indicate their desires with respect to early retirement, part-time employment, voluntary resignation, intra-NMSU transfer.
- NMSU will make a good faith effort to relocate any BUE subject to layoff to a suitable vacant position within NMSU for which that Employee is fully qualified. This good faith effort to relocate a BUE need not extend beyond the effective date of the layoff.

Job Transfer Assistance

- Prior to layoff date apply for any vacant position for which you believe you meet the qualifications
- Let OPR know that you have applied.
- OPR will contact the hiring department to announce your application
 - If you meet the qualifications, OPR will request a courtesy interview
- Should you be accepted in another position prior to your layoff date, a transfer will occur

Filing for Unemployment Benefits

- Layoff – is a condition in which job loss occurs through no fault of the employee
 - Eligible for unemployment compensation benefits
 - Determination is made by NM Workforce Solutions
 - After claim is filed, NMSU will be notified via email
 - NMSU will respond to information requested by NM Workforce Solutions

NM Workforce Solutions

Two options for filing a claim:

1. On-line www.jobs.state.nm.us.

2. By Phone: 1-877-664-6984

It is recommended that you file a claim using the on-line system. Due to call volume, it will be difficult to speak with someone via telephone.


NM Workforce Solutions – Get Connected Flyer

<https://www.dws.state.nm.us/Portals/0/DM/JobSeeker/SSO%20Getting%20Started%20flyer%20update%2003162020.pdf>



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Job Seekers


Access career resources and services.

Enter a keyword and/or location to find jobs.

Search Jobs ▾ Job Title, Company, Occupation or Military Code City, State, County, Region or Zip Search

[Additional Search Options]

 **Individual**
Access career resources and services. Apply or certify for Unemployment Insurance benefits.

 **Employer**
Access recruitment assistance and services to find the perfect candidate.

A large yellow arrow points from the search area towards the 'Individual' button.



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Final Pay

- Non-Exempt (hourly)
 - Complete a time-sheet on final day
 - Last pay will *normally* occur the pay period after the layoff effective date due to pay lag
 - EX: If effective date is Nov 13, last pay will be Nov 30
- Exempt (salaried)
 - Submit a leave report on final day
 - Last pay will *normally* occur the last day of the pay period in which the layoff occurs
 - EX: If effective date is Nov 13, last pay will be Nov 15.
- Failure to submit your final timesheet or leave report may delay your final pay
- Final pay will include unused, accrued Vacation up to 240 hours. Payment of unused vacation may be delayed if last leave report is not submitted timely.
- Unused Sick Leave is not payable

NMSU Benefits

- Medical, dental and vision plans will end the last day of the pay period that you work.
 - Information will be sent on the option to continue the plans through COBRA
- Information on your retirement account can be found at www.erb.nm.gov
 - If you request a refund, expect at least 6-8 weeks. NMSU cannot complete the Refund Document until final wages are paid and reported to NMERB
- “Benefits Information for Separating Employees” is available on the OPR Website, Employment Separation, Employee Resources.



NMSU Benefits

- Email account - Your NMSU email account will remain active for 1 year after the layoff date.
- Parking Permit
 - You may return for partial refund
- EAP – Counseling services are available for 6 months after layoff date. www.guidanceresources.com

The information above and other information about NMSU Services is available on ELR's website, Employment Separation/Employee Resources:



After Your Layoff

Date



Priority Recall

- A BUE who is laid off may be recalled within 90 days from the effective date of layoff provided the BUE meets the minimum qualifications of the offered position.
 - Position offered may include any lower classification in that job series, or any classification for which the employee has completed an original probationary period
 - Complete an NMSU Application as soon as possible, but no later than 15 days after the effective date of layoff.

Priority Recall

- Once you create an application in the Applicant Tracking System, notify OPR.
- If a recall opportunity occurs after the layoff effective date, notification will be to your last known address/contact information.
- You will have 10 working days to accept recall.
- If you don't respond, or if you reject the employment, recall rights will cease.

OPR Website

- Visit the Office of People Relations website, Employment Separation for additional information.
 - NMSU Accounts & Services
 - Benefits Information for Separating Employees
 - Job Search Assistance Links
 - Job Interest Procedure
 - Unemployment Insurance

Contacts

- Office of People Relations
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- Benefits
benefits@nmsu.edu
- Employment & Compensation
teamhrs@nmsu.edu

