

Eastern New Mexico University
Staff Handbook



Board of Regents Approved, November 13, 2020

Table of Contents

	Page
Introduction	2
Employee Information Disclosure	2
Compliance with State and Federal Law	3
Management Rights	3
General Personnel Policies	3
Code of Conduct	4
Conflict of Interest	4
Employee Classifications	5
Employee Appointment Status	5
Employee with Multiple Positions	6
Annual Evaluation Process	6
Probation, Promotion and Transfer	7
Types of Termination	7
Grievance and Complaint Procedure	8
Benefits	9
Holidays	9
Leave	10
Tuition Waivers	10
Unemployment and Workers' Compensation	11
Other Benefits	11
Progressive Discipline	12
Work Schedules	12
Conclusion	13

Introduction

Welcome to Eastern New Mexico University System (The System). As an employee you will have a chance to support the System in providing higher education for the State of New Mexico. The policies and procedures referenced in this handbook are subject to change at any time at the discretion of the Board of Regents. From time to time you may receive information concerning changes in policy and updates. Should you have questions regarding any policies, please ask your supervisor or the Office of Human Resources.

The System and its employees are subject to additional policies and guidelines that are not detailed in this employee handbook, as well as policies and practices based on federal and state laws. System and campus-specific policies and procedures are located online in the Portal. <https://my.enmu.edu/web/governance/policy-manual>. The primary policies referenced in this handbook are in section 40 Personnel.

This Staff Handbook supersedes earlier Handbook versions. All System and campus policies approved by the Board of Regents shall supersede this Handbook. No statement contained in this document shall be construed as a limitation of the powers exercised by the Board of Regents of Eastern New Mexico University System under the Constitution of the State of New Mexico.

The Eastern New Mexico University System is an affirmative action and equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, veteran, or any other status protected by law in its programs, activities or employment. Employees requiring accommodations for disabilities should notify the Office of Human Resources. The ENMU System subscribes to Title IX of the Education Amendments of 1972 that prohibits discrimination or harassment on the basis of sex in any educational program or activity receiving federal funds.

Employee Information Disclosure

The System recognizes that as a public institution, it has an obligation to the citizens of the State to disclose on request the salary paid to any employee of the institution. In addition, the System recognizes its obligation to its employees not to disclose personal and private information maintained in personnel files.

All personnel records are considered confidential and the property of the System. Personnel records and files will therefore be available or disclosed only to those persons who are authorized by the System to have access to them on a need to know basis or to other such persons authorized by the System under legal rights to review or obtain applicable parts of such records. (See ENMU AGP&P 65-2, Inspection of System Records and 65-1, Confidential Information Security.)

Employees may have access to all information in their own personnel file, such as PAN's, payroll data, performance evaluations, and other normal employment data (including disciplinary actions) initiated by the System. Supervisors may access the non-confidential portion of their direct reports file. They may not have access to benefit or medical information.

Compliance with State and Federal Law

Eastern New Mexico University complies with all laws of the United States and the state of New Mexico relating to nondiscrimination, affirmative action, employer and employee relations and labor laws. The ENMU System is committed to ensuring equal opportunity in employment and to adhering to the practice of affirmative action to recruit, employ, retain and promote those protected under Title VII of the Civil Rights Act of 1964 and the Human Rights Act of the State of New Mexico.

For additional details on the General Personnel Policy, see AGP&P 40-1.

Management Rights

ENMU shall retain the right, in accordance with applicable Federal and State laws and Board of Regents policies, to determine the mission of the System, campuses and its constituent colleges, schools and departments; to set standards; to exercise control and discretion over the System organization and its operations; to direct employees of the System; to hire, promote, transfer, assign and retain employees in, or relieve employees from, positions within the System and to suspend, demote, discharge or take other disciplinary action against employees; to maintain the efficiency of the operations entrusted to the administration; to determine the methods, means and personnel by which such operations are to be conducted; and to take whatever actions may be necessary to carry out the functions and mission of the System and campuses and maintain uninterrupted service to its students and faculty in situations of emergency.

For additional details on the Employee Disciplinary Action and Termination Policy, see AGP&P 40-11.

General Personnel Policies

Staffing. The System shall follow recruitment and selection practices designed to provide it with the highest quality employees who share its values and are reflective of its diversity goals.

Job Design and Structure. The System shall provide meaningful jobs and an organizational structure that defines the relationship between their specific duties and responsibilities and how those responsibilities relate to the broader goals and programs of the System.

Advancement. The System provides enhanced career opportunities for employees who are committed to their own career development, demonstrate continuous skills improvement, are able, and desire to assume new and greater responsibilities.

Compensation. The System shall provide competitive salary and benefit plans supporting the System campuses in their goal to attract and retain the best people. Compensation shall reflect education, experience, internal equity and individual performance.

Performance Management. The System shall measure employee performance based on quality of work, ongoing improvement and customer service. Performance management shall be based on realistic expectations; managers shall provide meaningful written feedback regarding job objectives.

Training and Development. The System provides continuing education opportunities for employees to help them build upon their competencies in the changing work environment and develop and enhance their careers within the System.

For additional details on the General Personnel Policy, see AGP&P 40-1.

Code of Conduct

General Policy

In accepting a position with Eastern New Mexico University- Portales/Ruidoso (ENMU), employees accept the obligation to be acquainted fully with the mission, philosophy, purposes and objectives of the institution. Employees shall agree without reservation to work to meet goals and carry out effectively all other assigned duties.

Business Ethics

Employees of ENMU shall maintain the highest standards of business ethics in transactions with the institution and the public. ENMU employees will not act on System matters on the basis of personal interest nor will they divulge confidential information to unauthorized persons. (See ENMU AGP&P 65-7, Confidentiality of Records.)

General Ethics. Employees shall maintain the highest standards of professional ethics in transactions with the System and with the public, and perform their duties faithfully and efficiently and not give rise to suspicion of improper conflict with interests of the System or any agency of the state of New Mexico.

Acceptance of Gifts. No employee shall directly or indirectly accept any gift which would influence the manner in which the duties of such person will be performed, and in particular, no employee may accept gratuities in connection with any business dealings of the System, nor shall any employee be reimbursed for expenses related to business dealings of the System except such expenses as would be reimbursed pursuant to the New Mexico Mileage and Per Diem Act. [See NMSA 1978, § 10-16-4.1(1993).]

For additional details on the Administrator and Staff Code of Conduct, see AGP&P 20-2.

Conflict of Interest

Conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the System's business or professional dealings.

Any Eastern New Mexico University System employee or close family member as defined in Administrator and Staff Code of Conduct, who has a financial interest in a business must publicly disclose this interest before the System can purchase goods or services from this business. The public disclosure must be made in writing annually and will be maintained by the University. (See AGP&P 20-2, Administrator and Staff Code of Conduct.)

Outside Employment. An employee shall not engage in outside employment when that outside employment is incompatible or in conflict with the discharge of that person's duties with the System or when that outside employment may tend to impair that employee's independence of judgment or action in the performance of that employee's duties with the System.

For additional details on the Code of Conduct and Conflict of Interest see AGP&P 20-2.

Employee Classifications

The classification of a position determines how employees may be paid, among other things, for hours worked in excess of 40 hours per week and whether or not he or she is subject to the minimum wage and overtime provisions of the FLSA (Fair Labor Standards Act). The Office of Human Resources determines whether positions shall be exempt or nonexempt based on the job duties and other factors.

Exempt Employees. Exempt employees are salaried employees and are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees include such positions as directors, managers and some professional staff.

Nonexempt Employees. Nonexempt employees are employees who normally are paid on an hourly basis and are subject to the minimum wage and overtime provisions of the FLSA. Nonexempt staff employees are paid based on hours worked as reported on a time sheet. They are entitled to premium compensation for overtime work. Nonexempt employee positions include such positions as secretarial, clerical, maintenance.

Note: Non-exempt employees ordinarily will be paid on an hourly basis. However, the method of compensation (hourly vs. salaried) is not necessarily determined by an employee's status as exempt or non-exempt. Under applicable federal regulations, an employee's job duties and the weekly rate of compensation determine the employee's status as exempt or non-exempt.

For additional details on the Employee Classifications, see AGP&P 40-2.

Employee Appointment Status.

Regular Full-Time Employees. A regular full-time employee is hired for an indefinite period and is normally scheduled to work 40 hours per week. Appointment is continuous, subject to satisfactory performance and availability of funding.

Regular Part-Time Employees. A regular part-time employee is hired for an indefinite period and is scheduled to work fewer than 40 hours per week. Employees in this category are classified either as three-quarter time, normally scheduled to work 30–39 hours per week; half time, normally scheduled to work twenty to 20–29 hours per week or less than half time, normally scheduled to work 1–19 hours per week. Appointment is continuous, subject to satisfactory performance and availability of funding.

Externally Funded Employees. An externally funded employee is hired (full-time or part-time) into a position that is designated to run for a specified period. This may happen for various reasons, such as, the position is funded from non-recurring sources (e.g. contracts and grants) or the position is needed to complete a special project. Externally funded employees are normally hired for periods exceeding nine months and lapsing prior to the date of discontinuance of the external funding.

Term Appointment Employees. Term appointment employees are normally separated from the System at a specified date unless the Human Resources office notifies the employee that the appointment shall be extended. For the specified period of appointment, term employees are entitled to the same rights and privileges as regular status employees except the right to grieve separation at the end of the appointment. Term appointment employees are not placed on layoff status at the end of the appointment.

At-Will Employees. At-will employees are hired into certain senior and other positions designated by the president of the branch community college or the System chancellor. Either the employer or the at-will employee can terminate the employment relationship at any time with or without cause and with or without notice.

Temporary Employees. Temporary employees are hired to work reasonably predictable schedules, full-time or part-time, that ordinarily will not exceed nine months. Temporary positions are normally not renewable; however, extensions may be granted with approval of the employee's dean, director or department head and the director of Human Resources. Temporary employees are also subject to the at-will employment status in which either party can terminate the employment relationship at any time with or without cause and with or without notice. In the event that the duration of a temporary employee's employment exceeds nine months, his or her status as a temporary, at-will employee will not change.

Occasional Employees. Individuals employed to work special events on an intermittent, sporadic basis, to work during peak work periods, to fill in for absent employees and in other similar circumstances shall be classified as "occasional" employees. Occasional employee positions may be renewed by submitting a Personnel Action Notice (PAN) to the appropriate Office of Human Resources for approval. Occasional employees are also subject to the employment at-will status in which either party can terminate the employment relationship at any time with or without cause and with or without notice.

For additional details on Employee Classifications, see AGP&P 40-2.

Employees with Multiple Positions

An employee working two regular part-time positions totaling 40 hours or more per week will be considered a regular full-time employee. If the total hours regularly worked are fewer than 40, the employee will be considered regular part-time.

An employee working two temporary part-time positions totaling 40 hours or more per week will be considered a temporary full-time employee. If the total hours regularly worked are fewer than 40, the employee will be considered temporary part-time.

An employee working a regular part-time position and a temporary part-time position will be considered a regular part-time employee.

All additional ENMU employment exclusive of the employee's primary duties must have prior approval of the executive administrator and the director of Human Resources.

For additional details on all the Employee Classification, see AGP&P 40-2.

Annual Evaluation Process

Each year, every regular full-time and regular part-time University employee is evaluated on his or her performance. Performance evaluations shall be conducted through the use of evaluation criteria, forms and procedures established by the University administration and overseen by the Office of Human Resources.

The purpose of this evaluation is to define and communicate employment expectations, to set priorities for each evaluation period, to assess performance and to determine the employee's eligibility for non-recurring performance awards, should the University administration and the Board of Regents determine such awards can be given.

For additional details on the Employee Evaluations, see AGP&P 40-10.

Probation, Promotion, Transfer

Probationary Period. All employees hired into a regular position are hired on a probationary basis. Exempt (professional) employees and all police officers have a probationary period of the first 12 calendar months of their employment. Evaluations will be conducted at four and eight months of their first year.

Nonexempt (support) employees have a probationary period of six months, with a required evaluation at the three month point of their employment.

An employee may be released from employment during the probationary period with or without cause.

Promotion and Transfer. New positions and job vacancies advertised by the System can be filled from within the System by promotion or transfer of qualified and interested persons (of any classification) who are regular employees. All regular positions or vacancies (full-time and part-time) are covered by this practice. In cases of promotions or transfers, decisions are based on the needs of the System, as well as training, experience, and past performance without regard to race, color, creed, national origin, religion, age, sex, or disability.

All regular employees, including regular full-time, regular part-time, and full- or part-time externally funded employees, are eligible for promotion and transfer.

Promotion or transfer during the employee's probationary period is not permitted, unless approved by the campus president.

Any employee who is promoted or transferred will be required to serve a probationary period in the new position.

For additional information on Recruitment and Hiring, See AGP&P 40-3.

Types of Termination

The System recognizes seven categories of termination or separation from employment: resignation, retirement, release, relieved, layoff, discharge or death.

Resignation. In the event an employee decides to resign, a written resignation must be submitted to the employer as soon as possible and no less than two weeks prior to the effective date of proposed separation. An employee who has walked off the job or who is absent for two consecutive work days without permission except when an emergency situation precludes giving notice is considered to have resigned. An employee who fails to return to work within the prescribed time limit following a leave for extended illness, injury or personal reasons is considered to have resigned.

Retirement. Employees may elect to retire after meeting eligibility requirements for retirement and should give two weeks' notice.

Release. Employees are terminated at the end of temporary employment.

Relieved. Employees may be terminated during their probationary period (six months for support employees, twelve months for professional employees) without cause or recourse.

Layoff. Employees may be terminated because of reduction in force due to lack of funds, work or other compelling reasons. For an employee in good standing, every effort is made to place that employee in another position within the System prior to layoff. The order of layoff shall be based on performance, ability, training, seniority and other qualification as determined by the System. When performance, ability, etc., are equal, seniority shall be the determining factor. Probationary, temporary and occasional employees are normally laid off before regular employees in the same classification and department.

Discharge. An employee may be terminated after corrective discipline has failed or the seriousness of the misconduct or situation so warrants.

Death. Upon the death of an employee, the supervisor shall notify Human Resources. That office will assist the next of kin in completing termination forms, filing insurance claims, etc.

For additional information on Employee Disciplinary Action and Terminations, see AGP&P 40-11.

Grievance and Complaint Procedure

A "complaint" is a charge of improper or unfair treatment by another member of the System community. A complaint is a less formal process that does not involve a hearing.

A "grievance" is any of the following:

- (1) An allegation by a faculty or staff member that there has been a violation, misinterpretation or improper application of the terms and conditions of any University handbook or other regulation, policy or procedure applicable to the member.
- (2) An allegation by a faculty or staff member regarding improper, arbitrary or discriminatory application of University policies and practices relating to terms and conditions of the grievant's employment.
- (3) An allegation that a member of the University faculty or staff has engaged in improper conduct in violation of a state or federal statute or regulation.
- (4) An allegation of a dispute between or among University faculty and/or staff that relates to their employment, the resolution of which would benefit the University and further the University's mission. This is not intended to include petty personality conflicts.

Complaints and grievances are addressed through the procedures and processes outlined in AGP&P 40-12, Complaints and Grievances.

Benefits

Annual (or Vacation) Leave

The System recognizes the value to the System and to its employees of providing paid vacations of reasonable duration. Vacations provide the employee an opportunity to relax for an extended period and return to the job with renewed interest and vitality.

Employees are expected to request leave, in advance, from their supervisors to assure that duties can be reassigned and operations continued in the employee's absence. While annual leaves are normally scheduled in accordance with the employee's wishes, the campus reserves the right to schedule an employee's vacation in accordance with the needs of the campus.

Annual leave is earned during actual time worked and during paid sick leave, vacation time, holidays and leaves of absence with pay.

For additional information on annual (or vacation) accrual rates and other leave details, see AGP&P 40-7, Leave.

Holidays

This section describes which holidays are observed, which staff employees are eligible for holiday pay, calculation of holiday pay and compensation to staff employees who must work on a holiday. Although the System does not grant holiday pay for religious holidays other than Christmas, the administration will attempt to accommodate those employees who request time off to observe a religious holiday. In such cases, employees normally will be required to take annual leave or leave without pay.

Employee Eligibility for Holiday Pay. Unless otherwise stated in a particular employee's appointment letter or contract of employment, the following employees are eligible to receive paid holidays: (i) support employees (both regular and temporary) working 30 or more hours per week, when the holiday falls on a regularly scheduled workday; and (ii) professional employees (both regular and temporary); and (iii) at-will employees, unless classified as support (non-exempt) working less than 30 hours per week; and (iv) Faculty on regular or summer contracts. Occasional employees, adjunct/resource faculty, and temporary support employees working less than 30 hours per week are not eligible for holiday pay.

Holidays Observed. The following holidays are observed by employees of the System: the workday preceding New Year's Day, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day preceding and the day following Thanksgiving Day, Christmas Eve Day and Christmas Day. The specific days observed as the holiday period are announced each year by the chancellor and/or branch community college president. The System reserves the right to adjust the actual observance of all holidays.

Non-exempt employees who are required to work on a holiday shall be paid for the hours worked at a premium rate of two times their regular rate.

Exempt employees, including faculty, professional staff and other employees paid on a salary basis, are not entitled to receive any special pay, other than the employee's usual salary, for work on a holiday.

For additional information on all Leave, see AGP&P 40-7, Leave.

Sick Leave

Paid Sick Leave. Accrued sick leave shall only be used for the specific purposes defined herein and shall not be used the same as accrued annual leave. Eligible employees shall accrue, use and be paid for paid sick leave only according to the provisions of this section. The provisions of this section can apply to sick leave taken under the Family Medical Leave Act (FMLA), which runs concurrent with FMLA.

Family and Medical Leave Act. In compliance with the federal Family and Medical Leave Act (FMLA), the System shall provide eligible employees up to 12 weeks of job-protected leave (FMLA leave) within a 12-month period for certain family, medical and military-related reasons. FMLA for military reasons may be extended beyond 12 weeks if certain criteria are met. For purposes of this policy, the “leave” year is a “rolling calendar year.” That is, the “leave” year is determined by the date that the employee takes FMLA leave for the first time as an ENMU employee. Subsequent leave years begin when that employee takes FMLA leave following completion of any previous 12-month leave year (See 29 CFR 825.200(b)(3) of the Family Medical Leave Act.)

Military Leave. The System shall grant a military leave of absence to any regular employee while on active duty in the Armed Forces of the United States, defined to include the Army, Navy, Air Force, Marine Corps, Coast Guard and their reserve components; the National Guard and State Guard or the U.S. Public Health Service; and their reserve components.

Leave without Pay. In certain circumstances, a leave of absence without pay may be granted to or imposed upon staff employees. Voluntary leave without pay may be granted only after leave accruals have been exhausted.

For additional information on all Leave, see AGP&P 40-7.

Tuition Waivers.

The ENMU System provides a tuition waiver to all employees working at least .50 FTE and all retirees. System employees attending classes shall be subject to the limitations set forth in this section.

With the permission of the employee’s immediate supervisor, the employee may use the tuition waiver (course fees are paid by the employee). Semesters are fall, spring and summer (defined as the period between spring commencement and the first day of the fall semester).

If a course is offered during the employee’s regular working hours as well as outside the employee’s regular work hours, the employee must enroll for the course outside regular working hours. Time off during the workday to attend classes cannot be granted unless the employee’s course leads to a degree or enhances the employee’s professional development, as determined by the supervisor, and can be accomplished without compromising office operations.

At the discretion of the employee’s immediate supervisor, an employee may be allowed to make up the hours missed to attend one class during work hours, so long as the time away

from work does not compromise office operations. Otherwise these hours are unpaid or vacation leave.

Exceptions to the limitations stated above may not be made except by written approval of the employee's area supervisor and the branch community college president or chancellor.

This benefit is transferable to the employee's spouse any semester in which the employee does not use the waiver. If the spouse is also an employee, the employee shall use his or her own waiver and cannot add that of the spouse to the tuition waiver benefit.

For additional information on Employee Benefits, see AGP&P 40-8

Unemployment Compensation.

Unemployment compensation coverage is designed to provide benefit payments for a short period to workers who, through no fault of their own, are unable to obtain gainful employment. The System pays the full cost of the coverage for its employees.

Eligibility. The New Mexico Department of Workforce Solutions (DWFS) determines which individuals are eligible for unemployment compensation insurance benefits based on the circumstances of the separation and the provisions of the Unemployment Compensation Act (NMSA 1978, § §51-1-1 to-59 (1936 as amended through 2013)).

For additional information on Employee Benefits, see AGP&P 40-8

Workers' Compensation.

The following are System policies and procedures for applying for workers' compensation for injuries sustained during job-related activities as an employee of the System. The campus insurer administers these compensation payments and covers any person receiving a salary or wage from and acting in the service of the System. HR is the contact for workers' compensation matters.

For additional information on Employee Benefits, see AGP&P 40-8

Other Benefits

Flexible Spending Accounts Program. The Flexible Spending Accounts (FSA) Program, which is administered by a third party, is a fringe benefit authorized by the Internal Revenue Code and regulated by the Internal Revenue Service (IRS). IRS regulations define expenses that qualify for reimbursement under this plan. Nothing in this policy shall impose or limit requirements otherwise imposed by law. Exceptions to the regulations governing this program cannot be granted by the System or any campus within the System.

Retirement. The New Mexico Educational Retirement Plan is a qualified benefit plan, most employees are required to contribute to this plan. Employees may contact HR with questions or for information not covered in AGP&P 40-8, Benefits

Insurance Benefits. The System makes most insurance benefits available through the campus insurance carrier to be received by eligible individuals.

Tax-Deferred Annuities. Employees may enter into contracts for tax-deferred annuities, covered by Section 403(b) of the Internal Revenue Code, and have the annuity payments made by bi-weekly payroll deduction. The employee may thus postpone paying income tax on that portion of earnings until retirement, at which time the employee's income and tax rate may be lower. However, there are penalties for early withdrawal. Different vendors offer such tax-deferred annuities and a list of participating companies and payroll deduction forms may be obtained from HR. The System shall act only as a collector of the premiums without endorsing any of the participating companies.

For additional information on all Employee Benefits, see AGP&P 40-8

Progressive Discipline

The System normally uses the progressive discipline process described in this policy to address misconduct and continued performance problems. Progressive discipline is intended to be corrective, *not* punitive in nature. It is designed to provide employees with notice of deficiencies and an opportunity to improve. However, some violations of policies and procedures or continued negative behavior or performance may be of such a serious nature that immediate suspension or discharge may be appropriate.

The System uses progressive discipline for regular, temporary, term or at-will employees. Progressive discipline is designed to allow an employee a reasonable opportunity to meet the requirements of the job, comply with policies, procedures, practices and regulations of the System, campus and department, and allow the employee an opportunity to improve performance. Progressive discipline may not be appropriate in all instances, such as when health or safety is at risk or a crime has been committed, and does not prevent a supervisor from imposing stronger discipline with the approval of the campus director of Human Resources, depending on the individual circumstances. Some violations could be of such a serious nature that disciplinary action could lead directly to suspension or discharge with the approval of the campus director of Human Resources and/or SDHR.

Progressive discipline actions include the use of oral warnings, written warnings, suspensions and/or discharge. Discipline should be administered equitably, consistently and progressively. Depending on the nature of the performance problem or misconduct, a supervisor, in consultation with the Office of Human Resources, may start progressive discipline at any appropriate point in the process. The following sections describe in detail the actions used in progressive discipline.

For additional information on Employee Disciplinary Action and Termination, see AGP&P 40-11

Work Schedules

Traditional Work Schedules. The traditional work schedule is 40 hours per week and consists of five traditional work days within a seven-calendar day period, normally Monday through Friday. Nontraditional schedules may be adopted by each campus in order fit the needs and the mission of the campus. Some examples of where nontraditional work schedules exist in but are not limited to, law enforcement, athletics, plant maintenance, libraries and other seven day per week operations.

Traditional Workday. The traditional workday consists of eight hours, usually in two, four-hour increments, with one unpaid hour off for a meal between the four-hour increments.

Traditional Working Hours. The traditional daily working hours are from 8:00 a.m. to 5:00 p.m., with one unpaid hour off for lunch.

Work Week. The work week begins at 12:00 a.m. (midnight) Saturday and ends at 11:59 p.m. Friday for payroll and time reporting purposes. For employees on shifts beginning fewer than eight hours before midnight on Friday and extending into Saturday, the work week begins with the start of the shift and extends to the same hour on the following Friday.

Attendance and Tardiness

Consistent attendance and punctuality are considered imperative to Eastern New Mexico University System operations and are therefore mandatory for each employee. Poor, uncertain or irregular attendance, excessive absenteeism and tardiness that renders an employee insufficiently available for work will be evaluated on a case-by-case basis to determine the merits of retention or termination.

Rest Periods

The System provides a rest period, not to exceed 15 minutes for every four hours worked. Rest periods can be scheduled by the supervisor and employee, usually on a staggered basis to ensure that no office or department goes unstaffed. Rest periods cannot accumulate for the purpose of taking extended lunch periods, quitting early, or taking other times off, with the supervisor's permission.

Lunch Periods

Lunch periods are one hour in duration and can be scheduled by the supervisor and employee on a staggered basis depending on the needs and requirements of the work unit.

For additional information on Work Time, see AGP&P 40-6.

Conclusion

The System and its employees are subject to additional policies and guidelines that are not detailed in this employee handbook, as well as policies and practices based on federal and state laws. System and campus specific policies and procedures are located online in the Portal.

<https://my.enmu.edu/web/governance/policy-manual>. The primary policies referenced in this handbook are in section 40 Personnel. Please read all these for greater detail of the above-mentioned information.