**Labor Redistribution Agreement**

**Between UNM’s (Non Hiring Org Department, Center, etc),**

**(Hiring Org Department, Center, etc), and (College, Division, etc)**

This “Agreement” is entered into as of (date) by the University of New Mexico’s (Non Hiring Org Department, Center, etc.), the (Hiring Org Department, Center, etc), and the (College, Division, etc.).

### I. AGREEMENT

1. Labor Redistributions may only be originated by the “Hiring Organization” per the Department Business Practice for Labor Redistribution Approvals.

(Non-hiring org department, center, etc), (Hiring org department, center, etc), and (College, division, etc.) wishes to amend the above mentioned practice with this “Agreement” by providing hiring org code security as a Labor Redistribution “Originator” to (Individual), (Non-hiring org department, center, etc), through the Banner Authorization Request System (BAR) for the following employees:

Employee Title
Employee Title
Employee Title
Employee Title
Employee Title

1. It is understood that, by agreeing to provide Hiring Org Security to (Individual), he/she will be able to access all employee information that is typically available to the department and is contained within this specific hiring org code.

2. (Individual’s) supervisor will authorize hiring org code security through the Banner BAR. This document serves as the Hiring Org Department’s approval.

**II. TERM AND TERMINATION**

1. The initial term of this “Agreement” is (date) through (date).
2. This “Agreement” may be renewed on an annual basis, concurrent with the new fiscal year, upon written agreement of the parties.
3. Either party may terminate this “Agreement” upon 30 days prior written notice to the other party.

**III. MODIFICATIONS**

This “Agreement” may be amended upon written consent of the parties. Each party will consider in good faith modifications presented to the other party and will not unreasonably withhold consent to proposed modifications.

NAME OF NON-HIRING ORG DEPARTMENT, CENTER, ETC

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name & Title

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name & Title

NAME OF HIRING ORG DEPARTMENT, CENTER, ETC

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name & Title

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name & Title

NAME OF COLLEGE, DIVISION, ETC

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name & Title

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name & Title