



HUMAN RESOURCES

LIMITED OPERATIONS STAFF NEEDS ASSESSMENT SURVEY-MAY 2020

PREPARED BY **BENEFITS AND EMPLOYEE WELLNESS**
OF THE DIVISION OF HUMAN RESOURCES

Overview

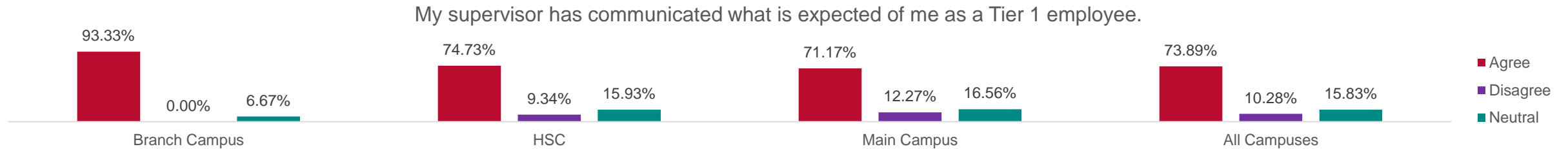
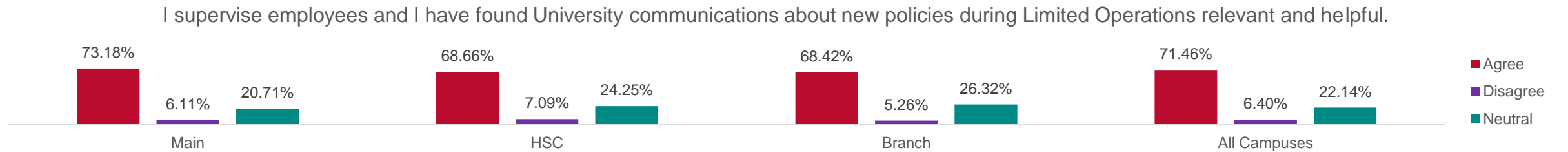
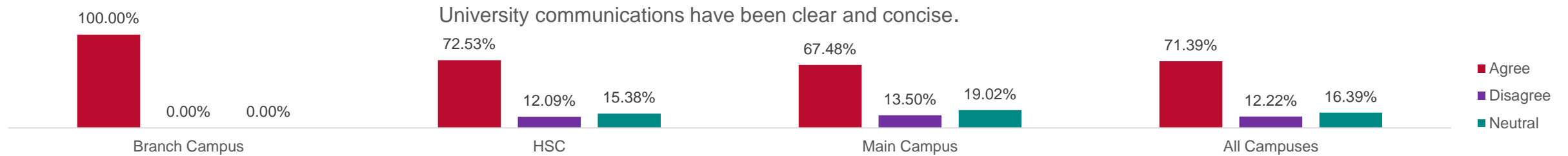
- ❑ Survey developed by Human Resources Benefits and Employee Wellness Department
 - English and Spanish Versions
- ❑ Released using Opinio by Office of Institutional Analytics on April 28 and closed on May 7
- ❑ HR contacted employees who provided contact information in the survey
 - 264 employees provided email as contact, 24 provided phone contact
- ❑ 1,589 respondents provided comments related to comfort level of returning to campus

Breakdown of Respondents by Campus and Tier

| Campus | Tier 1 | Tier 2 | Tier 3 | Grand Total |
|--------------|--------|--------|--------|-------------|
| Main | 164 | 1106 | 73 | 1343 |
| HSC | 183 | 668 | 25 | 876 |
| Branch | 15 | 87 | 12 | 114 |
| All Campuses | 362 | 1861 | 110 | 2333 |

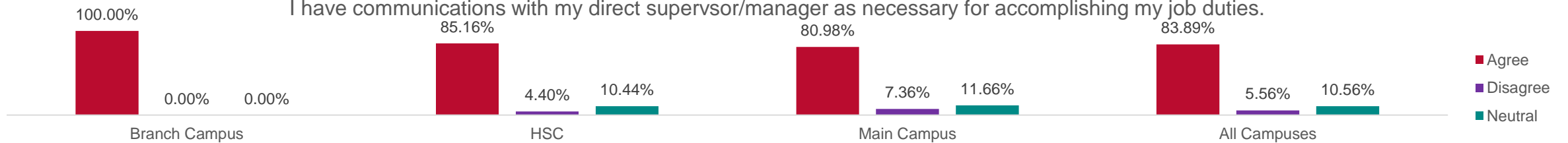


Tier 1 Results (page 1)

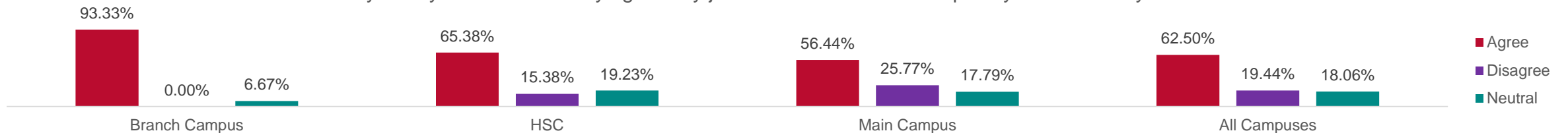


Tier 1 Results (page 2)

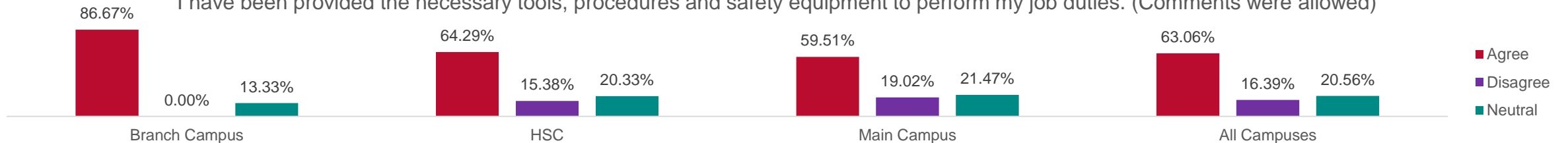
I have communications with my direct supervisor/manager as necessary for accomplishing my job duties.



My safety concerns in carrying out my job duties have been adequately addressed by UNM.

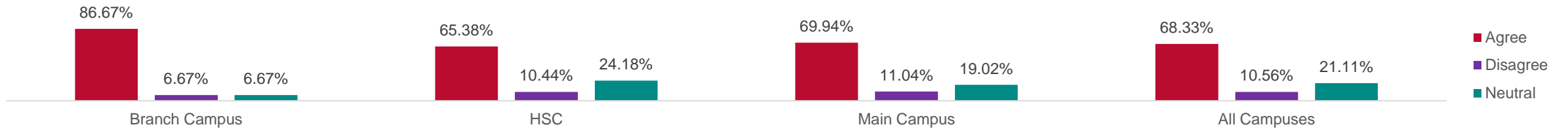


I have been provided the necessary tools, procedures and safety equipment to perform my job duties. (Comments were allowed)

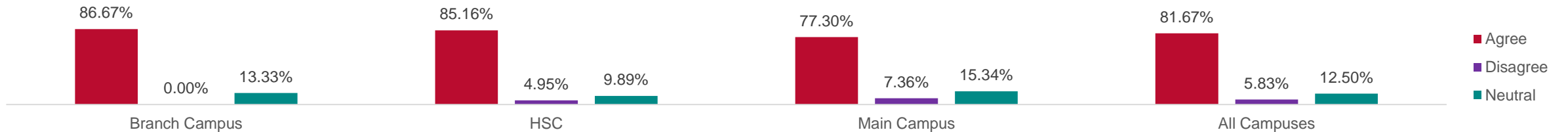


Tier 1 Results (page 3)

My supervisor supports me taking breaks during my workday to support my well-being.

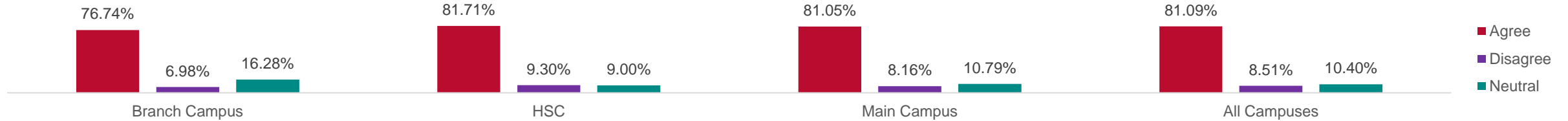


I proactively engage in methods of remaining in contact with friends and family outside of work while practicing social distancing.

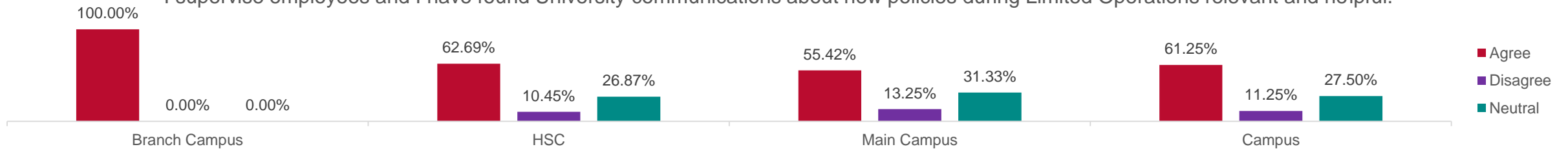


Tier 2 Results Page 1

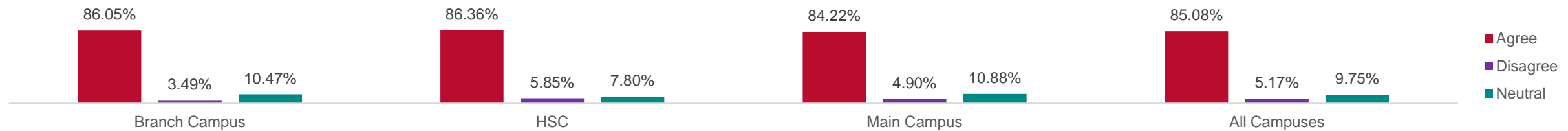
University communications have been clear and concise.



I supervise employees and I have found University communications about new policies during Limited Operations relevant and helpful.

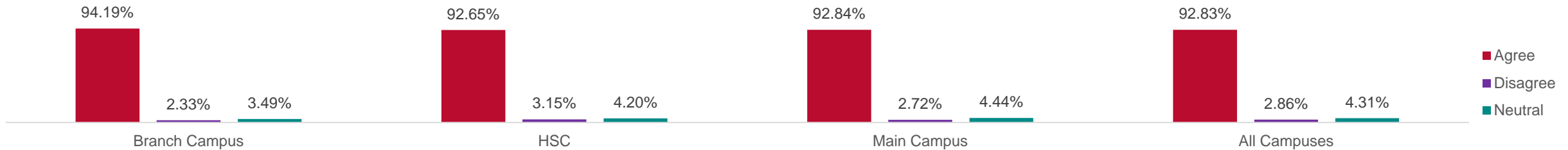


My supervisor has communicated what is expected of me as a Tier 2 employee.

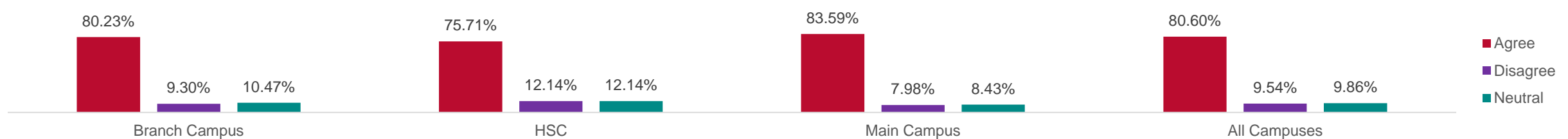


Tier 2 Results (page 2)

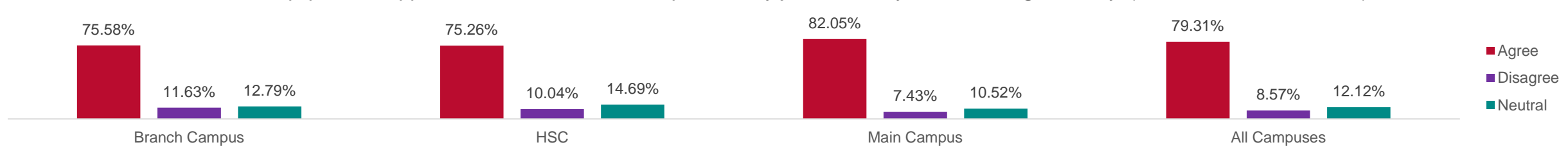
I have communications with my direct supervisor/manager as necessary for accomplishing my duties.



I have adequate technology resources to perform my job duties effectively while working remotely. (Comments were allowed)

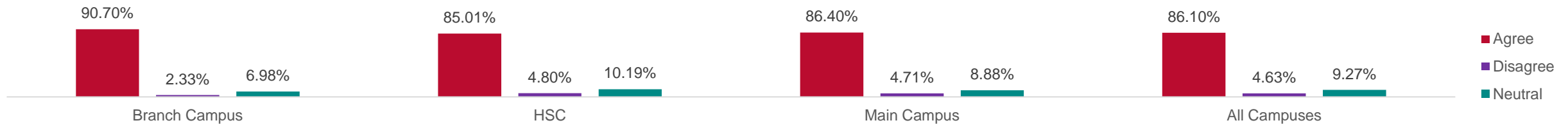


I have the equipment, supplies, tools and resources to perform my job effectively while working remotely. (Comments were allowed)

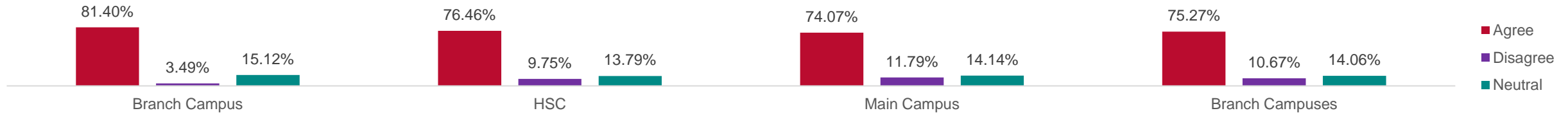


Tier 2 Results (page 3)

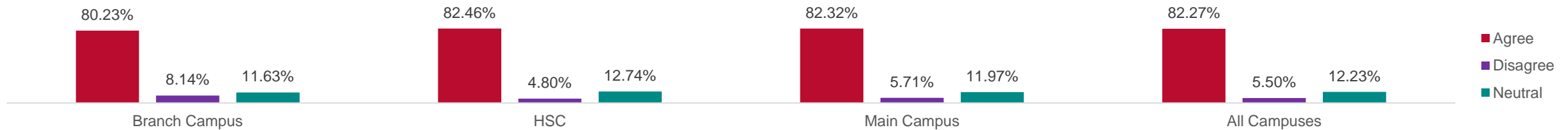
I have been able to establish a work routine that helps me maintain a level of productivity that enables me to complete my work in a timely fashion.



I am taking breaks during my workday to support my well-being.

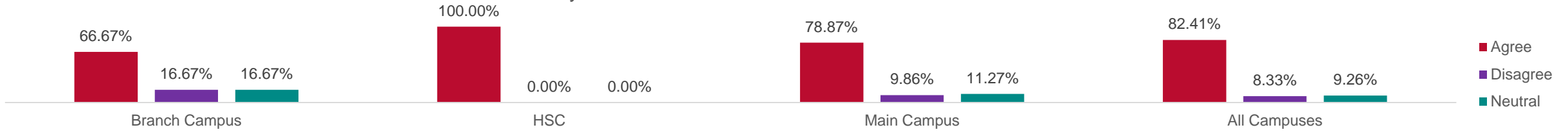


I proactively engage in methods of remaining in contact with friends and family outside of work while practicing social distancing.

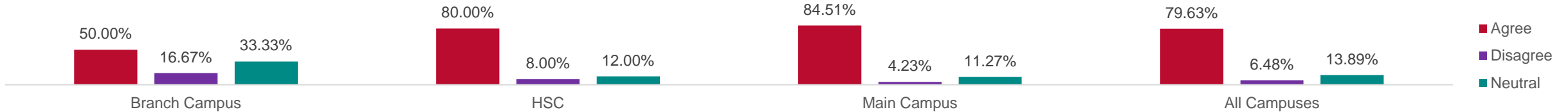


Tier 3 Results

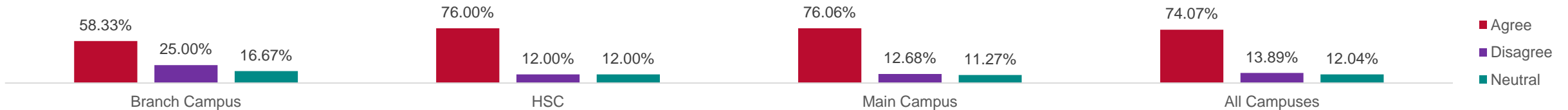
University communications have been clear and concise.



My supervisor has communicated what is expected of me as a Tier 3 employee.

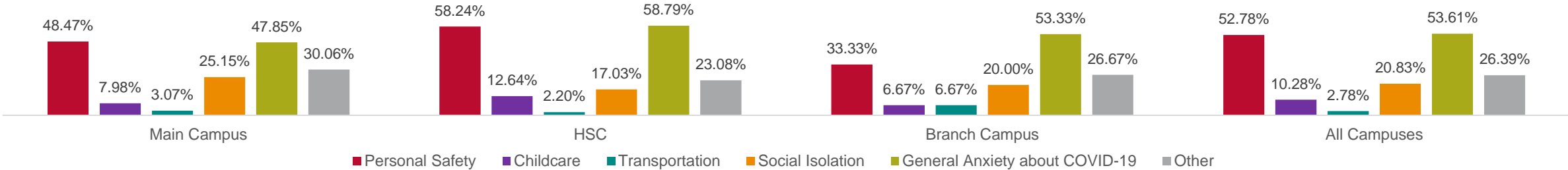


I am confident I will be able to resume productivity once UNM returns to regular operations, even if limited operations go beyond May 16.

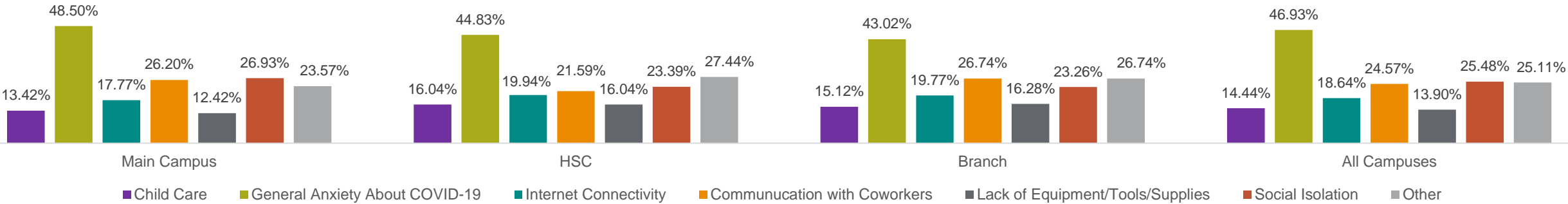


Biggest Challenges

What are two biggest challenges you are currently facing while being required to report to work on campus? (Tier 1)



What are your two biggest challenges currently facing while working remotely? (Tier 2)



Concerns About Returning to Campus (All Tiers)

- ❑ Significant number of concerns about the ability to have a sufficient supply of safety supplies (cleaning supplies, sanitizer, masks/face coverings) and PPE (Personal Protective Equipment used by medical personnel such as N95 masks, procedural masks, medical grade gloves, face shields and more) to socially distance effectively.
- ❑ Facilities must be sufficiently cleaned/sanitized
- ❑ Assurance employees who are sick will be required to stay home
- ❑ Assurance that COVID-19 testing is readily available and concerns about returning to campus prior to a vaccine being available
- ❑ Concerns that the employee and/or household are considered high risk and worry about their health
- ❑ The need for child care if day care facilities and schools are not open
- ❑ Desire for flexibility to return to campus in phases and for flexibility to continue to telecommute and a clear understanding of expectations



Division of Human Resources

The University of New Mexico

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