Welcome to LOBO U

NEW EMPLOYEE ORIENTATION
Agenda

Welcome Kit
Foundations of UNM
Division of Human Resources
Benefits
Retirement
Technology and Systems
Parking and Transportation (PATS)
Next Steps – Checklist
Optional: Meet with Benefits & Retirement Reps
Logistics

Emergency Exits
Restrooms
Drink Machines
Cell Phone Etiquette
Foundations of UNM
Students: The Lobo Experience
Leadership and Governance
Teaching and Learning
Discovery and Innovation
Market Position and Brand
Institutional Culture
Faculty and Staff
Health Sciences
Strategic Partnerships
Infrastructure and Financial Performance
UNM Mission Statement

The mission of the University of New Mexico is to serve as New Mexico’s flagship institution of higher learning through demonstrated and growing excellence in:

- **Teaching**
  - Educate and encourage students to develop the values, habits of mind, knowledge, and skills that they need to be enlightened citizens, contribute to the state and national economies, and lead satisfying lives.

- **Research**
  - Discover and disseminate new knowledge and creative endeavors to enhance the overall well-being of society.

- **Patient Care**
  - Deliver health care of the highest quality to all who depend on us to keep them healthy or restore them to wellness.

- **Community Service**
  - Actively support social, cultural, and economic development in our communities to enhance the quality of life for all New Mexicans.
Guiding Principles

Freedom of Inquiry
We encourage, protect, and respect the exploration of ideas and their free expression.

Integrity
We build trust through transparency, truthfulness, and responsibility.

Inclusiveness and Respect
We thrive in a diverse environment characterized by respectful regard for other persons, recognition of their dignity, and considered use of influence and power.

Responsibility to Community
We reflect upon our past, serve our present, and strive to improve our future through thoughtful stewardship of our cultures and environment.
UNM Leadership

- President – Garnett Stokes
  - 23rd and first female
- Provost – Rich Wood
  - (interim) Effective Sep. 1, 2018
- Chancellor for Health Sciences / Dean, UNM School of Medicine – Paul Roth
- Executive Vice President, Administration (COO/CFO) – David Harris
  - Retiring December 31, 2018
HSC Mission, Vision, and Values

- **Our Vision**
  - Work with community partners to help New Mexico make more progress in health and health equity than any other state by 2020.

- **Our Mission**
  - Provide an opportunity for all New Mexicans to obtain an excellent education in the health sciences. We will advance health sciences in the most important areas of human health with a focus on the priority health needs of our communities. As a majority-minority state, our mission will ensure that all populations in New Mexico have access to the highest quality health care.

- **Values Statement**
  - The Health Sciences Center’s most important value is a steadfast duty to improve the health of all New Mexicans. We will serve our patients and the public with **integrity** and **accountability**. We will strive as an institution and as individuals to recognize, cultivate and promote all forms of **diversity**; to fully understand the health needs of our communities; and to advance clinical, academic, and research **excellence**. We are committed to perform our duties with **compassion** and **respect** for our patients, learners, and colleagues; and always to conduct ourselves with the highest level of **professionalism**.
UNM – Family Friendly Business

UNM is the proud recipient of the New Mexico Family Friendly Business Award. In support of our employees, UNM offers a wide range of family friendly policies, including:

• Paid Leave
• Health Support
• Work Schedules
• Economic Support

More information on the award can be found at www.nmfamilyfriendlybusiness.com
Foundations of UNM

Questions?
Division of Human Resources
Division of Human Resources

Mission

As a strategic partner, we support the University’s success by:

• Providing guidance, tools and processes to foster a culture of workforce effectiveness
• Designing, implementing and promoting a total rewards program that attracts and retains high quality employees

Vision

To create an environment where great people thrive and excel

Dorothy Anderson, MA, SPHR
VP of HR
HR Consulting Services

Outreach and Support

HR Consultants work with UNM administrators/HR Liaisons, managers, supervisors, and employees.

- Recruitment & Hiring
- Workforce Planning
- Coaching
- Conflict Resolution
- Organizational Structure
- Employee Development
- Process Improvement
- Management
- Compensation
Sample Offer Letter

12/15/2018

Lobo Lucy
1 University Of New Mexico
Albuquerque, NM 87131

Dear Lobo Lucy,

I am pleased to extend to you a formal offer of employment with the University of New Mexico (UNM). The major terms and conditions of this assignment are listed below. Should you accept this offer, you must complete a Form I-9, Employment Eligibility Verification, at least three (3) business days prior to your start date. The Form I-9 must be completed at the HR Service Center located at 1730 Lomas NE. You will receive an email with further instructions on how to complete other new hire forms. To see what new hire forms you will need to complete you can go to New Employee Tool.

Position Details:

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>Lobo Athletics (123A)</th>
</tr>
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<tbody>
<tr>
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<tr>
<td>Appointment Type</td>
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<td>Appointment Status</td>
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<tr>
<td>Pay Grade:</td>
<td>11</td>
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<tr>
<td>Pay Rate:</td>
<td>2,060.00 - Monthly</td>
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<tr>
<td>Start Date:</td>
<td>12/18/2018</td>
</tr>
<tr>
<td>Term End Date:</td>
<td>12/31/2019</td>
</tr>
<tr>
<td>(Probationary Period End Date)</td>
<td>12/31/2019</td>
</tr>
<tr>
<td>Covered by Collective Bargaining:</td>
<td>Yes</td>
</tr>
<tr>
<td>Pre-Employment, Post-Offer Physical Exam Required:</td>
<td>No</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Lobo, Lobo, Sr. Cheerquad Supervisor</td>
</tr>
<tr>
<td>Supervisor Phone:</td>
<td><a href="mailto:Lobo@unm.edu">Lobo@unm.edu</a></td>
</tr>
</tbody>
</table>

New Employee Orientation (NEO)

You are scheduled to attend Lobo U - NEO on: 12/18/2018

Term employees scheduled to work twenty (20) or more hours per week are considered benefits eligible and are required to attend Lobo U - New Employee Orientation. As indicated above, you have been pre-scheduled to attend Lobo U. Lobo U begins promptly at 8:30 a.m. and concludes at 12:10 p.m. During this session you will receive information pertaining to UNM's benefits and enrollment instructions.

All UNM staff members must successfully complete a probationary period. Your probationary period gives UNM the opportunity to evaluate your performance and it allows you an opportunity to understand the mission and goals of UNM and...
Frequently Referenced UNM Policies

Take the time to learn UNM policies, such as:

- **UAP #2200: Whistleblower Protection**
- **UAP #2240: Respectful Campus**
- **UAP #2500: Acceptable Computer Use**
- **UAP #3110: Reasonable Accommodation for Employees with Disabilities (ADA)**
- **UAP #3215: Performance Improvement**
- **UAP #3630: Worker’s Compensation**
- **UAP #3720: Employee Code of Conduct and Conflicts of Interest**

**Resources:**
UNM Policy Office- policy.unm.edu
Employee Performance

**UAP #3230: Performance Review & Recognition**

- Solicit frequent feedback from your supervisor

- **End of Probation Review**
  - Newly-hired regular employees: six-month probationary period
  - Temp employees: “at will” throughout their assignment
  - Formal review conducted at the end of probationary period or temp assignment

- **Annual Performance Review**
  - Conducted for regular staff
  - Focused on meeting goals and representing University values / Guiding Principles
  - Formal reviews kept in employee’s personnel file (housed in HR)
Employee Development

UAP #3260: Career Development

Meet frequently with your supervisor to discuss career development opportunities.

Utilize your resources with Continuing Education, Employee & Organizational Development, and Tuition Remission.

Mechanisms are in place to advance internal employees when a business need presents itself.

Resources:
Continuing Education- http://ce.unm.edu/
Tuition Remission- https://hr.unm.edu/benefits/tuition-remission
EOD- https://hr.unm.edu/eod
Employee Safety

UNM is committed to providing a safe campus through the following resources:

- UNM Police Department (UNMPD)
- Security Escorts
- Emergency Blue Phones
- Lobo Alerts
- Lobo Guardian Mobile App
- Non-violence policies
  - UAP #2210: Campus Violence
  - UAP #2740: Sexual Violence & Misconduct

Resources:
Lobo Alerts- https://loboalerts.unm.edu/
Lobo Guardian Mobile App- https://loboguardian.unm.edu/
Tobacco-Free Campus

UAP #2250: Transition to a Smoke- and Tobacco-Free Campus

- As of August 15, 2017, smoking and the use of all tobacco products are restricted at the University of New Mexico and its branches.
- Designated areas are now only available to full-time residence hall students.

Resources:
- Tobacco/Smoking Cessation: https://hr.unm.edu/wellness/tobacco-smoking-cessation
- CARS: http://cars.unm.edu/
- Campus Office Of Substance Abuse Prevention (COSAP): http://cosap.unm.edu/
Reporting Responsibilities to OEO

UAP #2740: Sexual Misconduct
UAP #3100: Equal Opportunity & Affirmative Action

• ALL employees are required to report:
  1. Disclosures of sex/gender discrimination, including sexual misconduct; and/or
  2. Observations of potential sex/gender discrimination
  3. Involving anyone affiliated with UNM

• Supervisors and Managers have responsibilities to report any civil rights concerns

• Civil rights concerns are related to **protected status**
  • Sex/Gender
  • Gender Expression
  • Gender Identity
  • Ancestry
  • National Origin
  • Race
  • Color
  • Age
  • Serious Medical Condition
  • Physical or Mental Disability
  • Pregnancy/Lactation
  • Veterans Status
  • Spousal Affiliation
  • Genetic Information

Resources:
Office of Equal Opportunity- [https://oeo.unm.edu/](https://oeo.unm.edu/)- 505-277-5251
**Pay Schedule**

**UAP #3300: Paid Time**

- **Important Details:**
  - Exempt vs. Non-Exempt
  - Time Entry Deadlines
  - Pay Dates

- **Talk to your supervisor about how to report your time worked**

**Resources:**

UNM Payroll - [http://payroll.unm.edu/](http://payroll.unm.edu/)

Position Class Description - [https://jobdescriptions.unm.edu/](https://jobdescriptions.unm.edu/)
Your Pay Stub & Deductions

- It is important to understand your pay stub and deductions.
- You have a responsibility to review your pay and ensure your deductions are accurate, especially at times when new deductions may occur as part of enrollment in new a benefit.
- Pay stubs include:
  - **Earnings**
    - Gross Pay
    - Net Pay
    - Leave Used
    - CAT Leave donations
  - **Benefits and Deduction & Taxes**
    - Pre-Tax Deductions
    - Taxes
    - Taxable Benefits
    - Direct Deposit Allocations
    - Federal and State Tax Withholdings
Sample Pay Stub

To access your Pay Stub:
1. Go to my.unm.edu
2. Log-in using UNM credentials
3. Enter LoboWeb
4. Click on Pay Information
5. Select Employee Dashboard

The information on this pay stub is for illustration purposes only and may not reflect current benefit or tax rates.
UNM observes six holidays a year:

- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving

...plus Winter Break!
Unexpected Closures

UAP #3435: Inclement Weather

The University closes from time to time due to inclement weather. Prepare for these situations by:

 Asking your supervisor if your position requires work during University closures
 Checking UNM Notifications
 Calling 505-277-SNOW to confirm the closure
Annual Leave

UAP #3400: Annual Leave

- Planned Leave that requires pre-approval
- If full-time, you earn per paycheck:
  - Exempt, 14 hours
  - Non-Exempt, 6.47 hours
  - Totals to 21 days or 168 hours per year
  - Maximum accrual is 252 hours
  - Voluntary separation payout is 168 hours
- Work with your supervisor to understand your departments process for requesting annual leave.
Sick Leave

UAP #3410: Sick Leave

- Time off due to:
  - Personal and/or immediate family illness, injury, or medical treatment
  - Parental Leave

- If full-time, you earn per paycheck:
  - Exempt, 8 hours
  - Non-Exempt, 3.7 hours
  - Totals to 12 days or 96 hours per year
  - Maximum accrual is 1040 hours
  - Sick Leave is not paid out upon separation

- Work with your supervisor to understand your departments expectations for call-in procedures, including any documentation that may be required.
Other Types of Paid Leave

**UAP #3415: Leave with Pay**

**UAP #3425: Military and Related Service Leave**

**UAP #3430: Catastrophic Leave**

- Leave with Pay
  - Bereavement
  - Jury Duty
  - Marriage
  - Voting

- Military Leave

- Catastrophic (CAT) Leave Program
  - Have an illness that is defined as catastrophic in nature
  - One year of full time employment
  - Donation of annual leave for the fiscal year
  - Exhausted all sick and annual leave
  - Have no disciplinary action for misuse of leave within the past 12 months

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Family Medical Leave Act (FMLA)

UAP #3440: Family and Medical Leave

- Unpaid job protected leave for:
  - Eligible family and medical reasons for up to 12 weeks/480 hours
  - Military Family Leave for up to 26 weeks
- May be used in conjunction with sick and/or annual leave
- Eligibility- After one year of employment and 1250 hours worked

Resources:
FMLA Toolkit- [https://hr.unm.edu/fmla-toolkit](https://hr.unm.edu/fmla-toolkit)
Employee Support Services

Ombuds Services for Staff – Dispute Resolution
https://ombudsforstaff.unm.edu/

Office of Equal Opportunity (OEO)
https://oeo.unm.edu/

Counseling, Assistance, and Referral Services (CARS)
https://cars.unm.edu/

For more information about available support services, reach out to your supervisor or HR Consultant.
Contact HR

HR Service Center, 1700 Lomas Blvd. NE
505-277-MyHR (6947)

HRPR Technical Support
505-277-HRPR (4777)

Online
https://hr.unm.edu/
or

Find your HR Consultant via the HR website – Department Resources tab
Division of Human Resources
Questions?
Break
UNM Benefits
Benefits Resources

- Benefits & Retirement Information on our Website
  - Visit hr.unm.edu/benefits

- Questions? Contact the HR Service Center
  - 1700 Lomas Blvd. NE (corner of University & Lomas)
  - 505-277-MyHR (6947)
Benefits Overview

- Eligibility & Enrollment

- UNM Benefits Highlights
  - Medical
  - Prescription
  - Dental
  - Vision
  - Flexible Spending Accounts (FSA)
  - Life Insurance
  - Accidental Death & Dismemberment Insurance
  - Short-Term & Long-Term Disability
  - Long-Term Care

- Education & Other Employee Benefits

- Retirement Benefits
  - Mandatory
  - Supplemental
Eligibility

Policy #3600: Eligibility for Employee, Retiree, and Dependent Benefit Plans

Who is Eligible?

Regular staff employees who are full-time or part-time and have an appointment percent of 50% or greater

Faculty members who have a minimum three-month contract and an appointment percent of 50% or greater

Term or contract staff employees who are full-time or part-time, have an appointment percent of 50% or greater, and a minimum three-month term appointment or contract
Eligibility (cont.)

Policy #3600: Eligibility for Employee, Retiree, and Dependent Benefit Plans

Post-doctoral fellows with a minimum three-month contract and an appointment percent of 50% or greater are eligible for certain Benefit Plans.

Temporary staff employees with an appointment percent of 75% or greater and a minimum three-month appointment are eligible for certain Benefit Plans.

Adjunct faculty with a minimum three-month contract and an appointment percent of 75% or greater are eligible for certain Benefit Plans.
Eligibility (cont.)

Policy #3600: Eligibility for Employee, Retiree, and Dependent Benefit Plans

Dependents

- Legal spouse
- Domestic partner (Policy# 3790)
- Children up to age 26
- Children (mentally/physically disabled) over 26 who are enrolled in a UNM medical plan as a dependent immediately prior to turning age 26, may extend coverage with application/certification within 60 days of turning age 26
- Surviving spouse & eligible dependents
Dependent Eligibility Verification

All benefits-eligible employees enrolling dependents for health coverage are required to provide proof documents to validate that their covered dependents are eligible.

Proof Documents include but are not limited to:

- Marriage Certificate
- Birth Certificate
- Adoption Documentation/Certificate
- Affidavit of Domestic Partnership and proof of joint ownership
- Recent Tax Return Documents
- Court Documents supporting Legal Guardianship
Dependent Eligibility Verification (cont.)

If adding dependent(s) to Medical, Dental, and/or Vision Coverage:

- Proof documents must be provided directly to Alight Solutions. You will receive a home mailing from Alight with information and instructions on how to provide documents to Alight.
  - To comply with ACA reporting requirements, Alight will request Social Security numbers for dependents.
- If adding dependents to dental or vision coverage only, submit your dependent proof documents to the HR Service Center.

Proper proof must be provided in the timeframe required to avoid termination of dependent coverage!
Benefits Enrollment

- **No Enrollment Waiting Period** – You may complete your benefits enrollment as of the first day in your benefits-eligible position.

- **60-Day Calendar Enrollment Period** – Complete your benefits enrollment within 60 days, starting with the date of hire into your new position.
Benefits Enrollment (cont.)

- Benefits are effective the first day of the month after benefits elections have been received and approved by the Benefits Office.

- **For Medical Insurance Only** – During their initial 60 calendar day enrollment period, newly benefits eligible employees may opt to elect an immediate coverage effective date as of the date the enrollment form is submitted to the Benefits Office.

- **Medical Premiums are not prorated** - The full month’s premium will apply. Employees must ‘elect’ this effective date option on the form when form is turned in.
Benefits Enrollment (cont.)

Where and how do I enroll?

- **Medical (includes Prescription), Dental, and/or Vision – Paper Form**
  - Deliver form to the HR Service Center (1700 Lomas Blvd.) or fax to 505-277-2278

- **Flexible Spending Accounts – Paper Form**
  - Deliver form to the HR Service Center (1700 Lomas Blvd.) or fax to 505-277-2278

- **Life, Accidental Death & Dismemberment (AD&D), Short-Term and Long-Term Disability – Online**
  - visit [https://standard.benselect.com/unm](https://standard.benselect.com/unm)
  - Enrollment site will change effective August 1 and will be posted on the HR Benefits webpage at that time

- **Long-Term Care – Paper Form**
  - Visit the Unum website for the form and instructions: [unuminfo.com/unm](http://unuminfo.com/unm/)

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UNM | Human Resources
Benefits Enrollment (cont.)

Enrollment in Benefits is not automatic.

Employees are responsible for meeting all designated benefits enrollment timelines.

After your 60-calendar day Enrollment Period you will only be able to enroll or make changes to your Benefits:

**Annual Open Enrollment**
Occurs April / May, changes effective July 1

**Qualifying Change in Status Event**
Changes allowed within 60 calendar days of event
Proof Documentation is required
“Duo” for Benefits in LoboWeb

What is Duo?

- Duo adds a second layer of security to your sensitive information in LoboWeb by verifying your identity using a second factor (like your phone or other mobile device) every time you log in.

- You will be prompted to enroll for Duo the first time you log into certain Benefits areas in LoboWeb after your initial login with your NetID and password.

- Duo applies to the following areas in Benefits:
  - Benefit Enrollment (online benefit enrollment not available at this time)
  - Open Enrollments
  - Benefit Statement
  - Miscellaneous

- Visit https://hr.unm.edu/post/benefits-duo-implementation-effective-october-3-2016 for details about Duo, including an Enrollment Guide and FAQs.

**Note:** If you have already enrolled in Duo for Payroll Direct Deposit, you will not be required to repeat enrollment for Duo for Benefits. You will, however, be prompted to authenticate every time you access the Benefits areas referenced above.
Benefits Contributions

- Medical, Dental, Basic Life, and Long-Term Disability
  - UNM contributes a percentage of the overall premium, based on employee appointment percentage and salary

- Vision, Flexible Spending Accounts, Additional Life, AD&D, Short-Term Disability and Long-Term Care
  - 100% employee-paid

Certain UNM Benefits allow you the option of having contributions deducted from your pay on a pre-tax (before tax) or post-tax (after tax) basis. Please discuss with your tax advisor to determine which option is more beneficial for you.
## Benefits Providers

<table>
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<tr>
<th>Benefits Provider</th>
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<tbody>
<tr>
<td>Medical</td>
<td>UNM Team Health</td>
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<tr>
<td></td>
<td>BlueCross BlueShield of NM</td>
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<td></td>
<td>Presbyterian</td>
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<tr>
<td>Prescription</td>
<td>Express Scripts</td>
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<tr>
<td>Dental</td>
<td>Delta Dental, High or Low Option</td>
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<tr>
<td>Vision</td>
<td>VSP Wellness Vision Plan</td>
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<tr>
<td>Flexible Spending Accounts</td>
<td>SHDR (Stanley, Hunt, Dupree &amp; Rhine)</td>
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<td>Basic Term Life Insurance</td>
<td>The Standard</td>
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<td>Additional &amp; Dependent Life Insurance</td>
<td>The Standard</td>
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<td>Accidental Death &amp; Dismemberment</td>
<td>The Standard</td>
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<td>(AD&amp;D) Insurance</td>
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<td>Short-Term Disability</td>
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<td>Long-Term Disability</td>
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<tr>
<td>Long-Term Care</td>
<td>Unum</td>
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# Medical Plans

Choose One of Three Plan Administrators

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<th>Team Health</th>
<th>Out-of-Network</th>
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<tbody>
<tr>
<td><strong>UNM Health Network</strong></td>
<td><strong>Extended Network</strong></td>
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<tr>
<td>BlueCross BlueShield</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Blue Cross Blue Shield of New Mexico</th>
<th>Out-of-Network</th>
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<tbody>
<tr>
<td><strong>LoboCare Network</strong></td>
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</tr>
<tr>
<td>Lovelace Health System; BCBSNM</td>
<td></td>
</tr>
<tr>
<td>local/national</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Presbyterian</th>
<th>Out-of-Network</th>
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</thead>
<tbody>
<tr>
<td><strong>LoboCare Network</strong></td>
<td></td>
</tr>
<tr>
<td>Presbyterian providers &amp; hospitals; MultiPlan/PHCS providers outside of NM</td>
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## Three Network Levels

<table>
<thead>
<tr>
<th>LoboCare/UNM Team Health Network</th>
<th>In-Network/Extended Network</th>
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<tr>
<td></td>
<td>(Networks differ between the 3 Plans)</td>
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<tr>
<td>$25 <strong>Copay</strong> Primary Care Provider</td>
<td>$30 <strong>Copay</strong> Primary Care Provider</td>
</tr>
<tr>
<td>$35 <strong>Copay</strong> Specialist</td>
<td>$45 <strong>Copay</strong> Specialist</td>
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</table>

**DEDUCTIBLE**

- $600 Individual / $1,200 Family

**OUT-OF-POCKET MAXIMUM**

- $3,000 Individual / $6,000 Family

**Coinsurance**

- **50%** UNM Health
- **50%** BCBS/Presbyterian

( after deductible is met )

**Out-of-Pocket Maximum, In-Network/Extended Network:**

Medical deductible, all medical and prescription copays, and coinsurance applied.

- Preventive Services are covered at 100%
  - If non-preventive services are received during preventive service visit, office visit co-pay may apply
- For non-emergency services out of state (or area), call the customer service number on your medical card in advance
### Three Network Levels (cont’d)

<table>
<thead>
<tr>
<th>Out-of-Network</th>
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</thead>
</table>
| **40% Coinsurance**  
*(after deductible is met)* |
| Coinsurance applicable only after deductible is met |
| **DEDUCTIBLE**  
$1,800 Individual / $3,600 Family |
| **OUT-OF-POCKET MAXIMUM**  
$7,500 Individual / $15,000 Family |
| **Services are paid at Reasonable and Customary (R&C) rates; balances above R&C are patient responsibility**  
**Preventive Services are not covered** |

*Out-of-Pocket Maximum, Out-of-network: Medical coinsurance ONLY applied*
Prescription Drug Plan – Express Scripts

Included with Medical enrollment

Pharmacy Retail
30-day supply

- **Generic**: $10

- **Preferred Brand**: 25% coinsurance
  - minimum $35, maximum $70

- **Non-Preferred Brand**: 25% coinsurance
  - minimum $55, maximum $110

*Prescription coinsurance/copays count toward the in-network medical out-of-pocket maximum!*
Prescription Drug Plan – Express Scripts (cont.)

Included with Medical enrollment

Pharmacy Retail, Mail Order

31-day to 90-day supply

- **Generic**: $20 copay

- **Preferred Brand**: 25% coinsurance
  - minimum $87.50 – maximum $175

- **Non-Preferred Brand**: 25% coinsurance
  - minimum $137.50 – maximum $275

**Specialty Drugs**: 20% coinsurance, up to $250 maximum per prescription
- $55 copay after $1,250 Specialty Drug out-of-pocket maximum is met

*Prescription coinsurance/copays count toward the in-network medical out-of-pocket maximum!*
## Dental Coverage
### Delta Dental – Low or High Options

<table>
<thead>
<tr>
<th>Delta Dental PPO (Low Option)</th>
<th>Delta Premier (High Option)</th>
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</thead>
<tbody>
<tr>
<td>90% Diagnostic &amp; Preventive Services</td>
<td>100% Diagnostic &amp; Preventive Services</td>
</tr>
<tr>
<td>50% Restorative &amp; Basic Services</td>
<td>85% Restorative &amp; Basic Services</td>
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<tr>
<td>$25 Deductible</td>
<td>$50 Deductible</td>
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<tr>
<td>Orthodontia not covered</td>
<td>Orthodontia: $1,000 maximum lifetime benefit per covered person</td>
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<tr>
<td>$750 maximum benefit</td>
<td>$1,500 maximum benefit</td>
</tr>
<tr>
<td>6 month benefit waiting period for Major Services</td>
<td>No waiting period</td>
</tr>
<tr>
<td>Select dentist participating in the PPO network</td>
<td>Select dentist participating in the Premier network. Receive the best value if Premier dentist also participates in PPO network!</td>
</tr>
</tbody>
</table>
VSP Well Vision Plan

100% Employee-Paid Premiums

• In-Network & Out-of-Network Benefits
• No claims to file, and no prior authorization required for In-Network Benefits
• Annual eye exams
• Prescription eyewear coverage (contacts, lenses, and frames)
• Discount through participating surgeons for laser eye surgery
Flexible Spending Accounts (FSA)

100% Employee Contributions
Stanley, Hunt, DuPree & Rhine (SHDR)

- Pre-tax dollars to pay for out-of-pocket qualified health and/or dependent care expenses
- Open Enrollment in October/November for upcoming calendar year
- Must re-enroll every year (not automatic)
- No changes during plan year unless Qualifying Change in Status that is consistent with the event (example: birth of child, may increase or enroll in FSA)
## Types of Flexible Spending Accounts

<table>
<thead>
<tr>
<th>Health Care FSA</th>
<th>Dependent Care FSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-tax dollars to pay for out-of-pocket qualified health expenses</td>
<td>Pre-tax dollars to pay for out-of-pocket qualified day care expenses</td>
</tr>
<tr>
<td>• Doctor and prescription co-pays and coinsurance</td>
<td>• Child care (up to age 13)</td>
</tr>
<tr>
<td>• Orthodontic services</td>
<td>• Elder care</td>
</tr>
<tr>
<td>• Laser eye surgery</td>
<td></td>
</tr>
</tbody>
</table>

**Maximum contribution:**
- 2018: $2,650
- 2019: $2,700

**Funds are available immediately upon enrollment effective date**

**Funds are available incrementally after payroll deductions have been taken**

**May affect Social Security income**
Flexible Spending Accounts (cont.)

- **Use it or Lose it**
  - **Health Care FSA** - Carry over up to $500 of unused funds to the next calendar year, if you remain an active employee in a benefits-eligible position.
  - **Dependent Care FSA** – Grace-period through March 15 of the next calendar year, during which you may continue to incur claims and use funds remaining in your account, if you remain an active employee in a benefits-eligible position.

- Generally, dependents claimed on your taxes are eligible for Health Care FSAs.
  - Verify with your tax advisor prior to enrollment.

- After termination, you have 90 days to submit eligible incurred expenses.

- Visit [www.shdr.com](http://www.shdr.com) for more information.

---

**Flex Convenience Debit Card**

- Instant access to Flex account funds – no need to use out-of-pocket dollars.
- No more waiting for reimbursement checks.
- Virtually eliminates claim forms.
- Not paperless! Receipts / health *Explanation of Benefits* (EOBs) may be requested.
- Access to real-time account balance information via SHDR website or phone app.
Flexible Spending Accounts (cont.)

Important Note: Anticipated Change for 2020 FSA Plan Year

As you prepare for your 2019 FSA election, we also want to let you know of a change to expect with FSA for 2020.

We anticipate changing the FSA plan year for Dependent Care and Health Care from calendar year to fiscal year in 2020. This change will align the FSA with the plan year for medical, dental and vision to help you better coordinate your health care needs for your Health Care FSA.

In order to accomplish this change, the Open Enrollment in the fall of 2019 will be for a shortened FSA plan year from January 1 through June 30 of 2020.

We will then include FSA again during Open Enrollment in the spring of 2020 for the July 1, 2020 through June 30, 2021 Plan Year.
Basic Term Life Insurance

Basic Life – 1 times your annual salary rounded up to the next higher multiple of $1,000

- Minimum amount: $25,000
- Maximum amount: $150,000
- Varies for Clinical and Executive Staff and Faculty

Premium – based on monthly earnings

- $0.113/per $1,000 of coverage, before employee/UNM cost share is applied

Guaranteed issue for Basic Life during the initial 60-day eligibility period only.

- If you enroll after the initial period, “Evidence of Insurability” is required. Standard Insurance company will review for approval; coverage is not guaranteed.
Additional Life Insurance

100% Employee-Paid Premiums

The Standard

Additional Life Insurance - 1-5 times your annual salary

- 1-3 times guaranteed during the first 60 days of benefits eligibility
- 4-5 times requires *Evidence of Insurability*
- Maximum coverage levels apply
- *Evidence of Insurability* required for amounts over $1,000,000
- Premium is based on employee age
- *Must be enrolled in Basic Life to elect additional coverage*

Enrollment for Additional Life is allowed at any time, however:

- *Evidence of Insurability* required after 60-day enrollment period
  - *Standard Insurance* will review for approval; coverage is not guaranteed

Annual Open Enrollment offers enrollment with certain provisions for guaranteed issue (some restrictions apply)
100% Employee-Paid Premiums

The Standard

Spouse/Domestic Partner Coverage

- Offered in units of $10,000
- $10,000 minimum – $100,000 maximum coverage level
  - Up to $50,000: guaranteed issue during the first 60 days of benefits eligibility
- Annual Open Enrollment offers enrollment with guaranteed issue if current coverage is below the $50,000 level
- Premium is based on Spouse/Domestic partner age

Dependent Child(ren) Coverage

- Coverage is $10,000 and is guaranteed issue
- Coverage for dependent child(ren) up to age 26
  - Coverage ends on 26th birthday
- Cost is $.19 per month (regardless of number of children)
Accidental Death & Dismemberment (AD&D)

100% Employee-Paid Premiums

The Standard

- Benefits are paid if loss is due to an accident
- Employee or Family Coverage
- Offered in $10,000 increments:
  - Employee $.15 per $10,000 increment
  - Family $.25 per $10,000 increment
- $10,000 minimum – $600,000 maximum
- Eligible family members may be insured
Short-Term Disability

100% Employee-Paid Premiums

The Standard

Pays 60% of base salary after 30 days of continuous disability due to accident or illness

- Maximum benefit is $850 weekly
- Premium is $.30/per $100 of monthly earnings
- Enrollment requires no medical underwriting
- Enrollments after initial 60-day eligibility period will be subject to a “late entrant penalty.”

- **Late Entrant Penalty:** Applies a 60-day waiting period during the initial 12 months from the enrollment date, for anything other than an accidental injury, before benefits may be paid
Long-Term Disability (LTD)
The Standard

Pays 60% of base salary after six months of continuous disability due to accident or illness

- Maximum benefit is $5,000 monthly
  - Premium is $.171/per $100 of monthly earnings (before employee/UNM cost share is applied). *Varies for Clinical and Executive Staff and Faculty*

- Coverage is guaranteed as long as you enroll within 60 calendar days from your initial benefits eligibility date
  - LTD Enrollment is allowed anytime after initial 60-day eligibility period
  - *If enrolling after initial period, “Evidence of Insurability” is required. Standard reviews for approval, coverage is not guaranteed.*

- Annual salary must be at least $10,000
Long-Term Care (LTC)

100% Employee-Paid Premiums

Unum

Covers the cost of custodial care in a residential facility or private home after accident, injury, or illness

- Not restricted to the elderly
- Coverage options for self, spouse, dependents, parents, and grandparents
- LTC applications must be submitted within 60 calendar days of hire date for guaranteed issue
  - Applications submitted after the 60-day window are subject to Unum underwriting approval. Coverage is not guaranteed.
  - Applications submitted at any time for spouse, dependents, parents, and grandparents require Unum underwriting approval. Coverage is not guaranteed.

Go to the Unum website at [unuminfo.com/unm/](http://unuminfo.com/unm/) for LTC coverage information, rates, premium calculator, and enrollment
Education & Other Employee Benefits
Tuition Remission

Policy #3700

Fall and Spring – 8 credit hours each
Summer – 4 credit hours

Eligible courses include:

- Courses taken for academic credit
- Courses taken from UNM departments for non-credit professional development
- Courses taken from New Mexico State University
  - 6 credit hour max per semester
  - 3 credit hours for summer semester

Tuition Remission does not cover books and course fees
Tuition Remission

Policy #3700

Approved Health & Fitness classes and/or Personal Enrichment classes

- In addition to the 8 hours for professional development / academic credit
- Equivalent of 3 combined credit hours per year, at the undergraduate resident rate
- These classes are taxable to the employee

Spouse/Domestic Partner Benefit

- 4 credit hours per semester for UNM academic courses only
- Spouse graduate courses and all courses taken by Domestic Partners are taxable

Tuition Remission does not cover books and course fees
Dependent Education Scholarship

Policy #3700

- Pays UNM undergraduate tuition for up to 8 semesters for spouse, domestic partner, and/or dependent children
- Does not pay for mandatory or course fees
- Does not include summer session
- Enrollment occurs twice yearly
- Once dependent is enrolled, there is no need to re-enroll if eligibility is maintained
- Must be employed in a benefits-eligible position for one year as of the last date to register for classes for the applicable semester

Dependent Education does not cover books and course fees
Education Savings Plan of New Mexico (529)

- State-sponsored savings program for college expenses
- Can open for various beneficiaries – yourself, children, grandchildren, relatives and friends
- Earnings are tax-deferred until money is withdrawn
- Can deduct on NM income tax
- For more information: hr.unm.edu/benefits/529-education-plan
Other Employee Benefits

UNM employees are eligible for many discounts on products and services, through UNM Departments and community partners, including:

- UNM Facilities & Services
- UNM Health Programs (CARS, Employee Wellness)
- Discounted Athletic tickets
- Discounted Popejoy Hall tickets

For a complete list of UNM Discounts and Services, visit the LoboPerks website: loboperks.unm.edu/
EMPLOYEE WELLNESS

A Healthy U starts with a Healthy You

What we offer:
- Fitness and Nutrition Consultations
- Customized Department Wellness Programs
- University-Wide Online Challenges

Who we collaborate with:
- The Exercise Physiology Lab – health assessments
- Recreational Services – fitness classes

See our flyer for more information!
Contact us at 505-272-4460
Counseling Assistance & Referral Services (CARS)

Confidential, FREE Employee Assistance Program on campus

Services Include:
- Assessment
- Individual counseling
- Couples counseling
- Supervisory consultation
- Workshops
- Debriefing
- Training of staff and faculty
- Information and referral to other resources

505-272-6868
Questions?
Retirement Benefits Overview
Retirement Benefits Overview

- **Mandatory Retirement Plans**
  - New Mexico Educational Retirement Board (NMERB) Plan
  - Alternative Retirement Plan (ARP)

- **Supplemental Retirement Options**
  - 403(b) and 457(b) plans

- **Retirement Benefits**

For additional information and plan specifics, visit the HR website: hr.unm.edu/retirement
New Mexico Educational Retirement Board (NMERB) Retirement Plan

- All employees over .25 FTE – condition of employment
  - Salary $20K and above:
    - Employee: 10.7% pre-tax contribution
    - Employer: 13.9% contribution
  - Salary under $20K
    - Employee: 7.9% pre-tax contribution
    - Employer: 13.9% contribution
- Defined Benefit Plan (commonly referred to as a pension plan)
  - Lifetime benefit at retirement
  - Participant does not make investment decisions
  - Qualify to retire based on years of service, age, and earnings
New Mexico Educational Retirement Board (NMERB) Retirement Plan (cont.)

Earned/Allowed (or Military) Service Credit

- Earned Service Credit – Earned while employed in New Mexico
- Allowed Service Credit – May purchase up to 5 years of allowed service credit if you have been employed by:
  - A public school or higher learning institution
  - Any US Military Dependent School
  - An accredited private school
  - A federal education program in NM or
  - Military (buy-in provision can be utilized after 5 years of ERB service)
<table>
<thead>
<tr>
<th>Eligibility to Retire through NMERB Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rule of 80:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Age 67 plus 5:</strong></td>
</tr>
<tr>
<td><strong>30 &amp; Out:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>COLA:</strong></td>
</tr>
</tbody>
</table>
Alternative Retirement Plan (ARP)

- Must make election to participate within first 90 calendar days of employment
- A defined *Contribution* Plan
  - Similar to profit sharing plan or 401K
- Benefit paid is based on amount contributed and investment performance
- Participant has choice of TIAA or FIDELITY
- Immediate vesting in Employee and Employer contributions
  - Employee: 10.7%
  - Employer: 13.9% (less 3% ERB Admin Fee)
- Can elect to participate in the NMERB plan after seven years in the ARP plan
Supplemental Retirement Options
403(b) and 457(b) Plans

- 100% voluntary, funded by employee payroll deductions
- Vendors: TIAA, VALIC, METLIFE, VOYA, FIDELITY
- To enroll, register with Retirement Manager during the month following employment start date
  - Step 1: In Retirement Manager, go to “My Investment Provider Contacts”
  - Step 2: Contact provider to set up an account
  - Step 3: “Start or Change my Contributions”
- Employee can customize deduction amounts and can change them at any time through Retirement Manager
- Subject to IRS annual limits, which may change each year
- For questions, contact Patty McLaughlin, UNM Payroll at 505-277-2353
Retirement Benefits – Requirements

Policy #3600: Eligibility for Employee, Retiree, and Dependent Benefit Plans

1. Must meet the criteria and retire from UNM through the State of New Mexico Educational Retirement Board (NMERB) or the Alternative Retirement Plan (ARP)

2. If enrolled in the ARP plan, must be 59 ½ years of age, and must apply for a distribution from your ARP vendor retirement account at the time of separation
UNM Retirees – Other Benefits

- Life Insurance
  - Available for Retiree Only

- Tuition Remission
  - Available for Retiree (Limited for Spouse/Domestic Partner)

- Dependent Education
  - Requires active participation immediately prior to Retirement to continue Benefit

- Long Term Care
  - Available on a Continuation Basis Only

- UNM Discounts
  - Popejoy, Lobo Football, LoboPerks, Computer Access, Library Services, Museum Stores, Recreational Services and Facilities, UNM Childcare, UNM Parking, etc.
Retirement – More Information

Visit the HR website: hr.unm.edu/retirement

- Under **Retirement Plans**
  - ARP and NMERB Plan descriptions and application instructions

- **Under Retiree Benefits**
  - Retiree benefits information for Pre-65 Retirees and 65+ Retirees

- **Retirement Classes**
  - Retirement classes offered through [Learning Central](http://learningcentral.unm.edu) or contact Employee and Organizational Development (EOD) at 505-277-1555
Retirement – Contact Information

With Questions, contact the HR Service Center:

1700 Lomas Blvd. NE
Corner of Lomas & University
505-277-MyHR (6947)
Retirement Benefits Overview

Questions?
Break
UNM Technology & Systems
<table>
<thead>
<tr>
<th>Status</th>
<th>Employee Name</th>
<th>Banner ID</th>
<th>Collective Bargaining</th>
<th>Department</th>
<th>Supervisor Name</th>
<th>Offer Letter Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lobo Louie</td>
<td>101010101</td>
<td>NO</td>
<td>Athletics</td>
<td></td>
<td>9/1/1960</td>
</tr>
<tr>
<td></td>
<td>Lobo Lucy</td>
<td>101020202</td>
<td>NO</td>
<td>Athletics</td>
<td></td>
<td>9/1/1980</td>
</tr>
</tbody>
</table>

It’s your ID number in a system called *Banner*
IDs: LoboCard / HSC Badge

Which one you get depends on where you work at UNM.
IDs: LoboCard / HSC Badge

You get one if you’re at:
- Main campus
- Branch campuses in other towns
IDs: LoboCard / HSC Badge

You get on if you are at:
• North campus
• University Hospital
• Clinics around town
• Offices with a health mission

• Note: UNM HSC watermark over entire badge
**IDs:**

- **LoboCard / HSC Badge**

<table>
<thead>
<tr>
<th>Status</th>
<th>Employee Name</th>
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<td></td>
<td>9/1/1980</td>
</tr>
</tbody>
</table>

- Check for a paw on your slip
- Take your Offer Letter and a photo ID to the LoboCard office in the SUB
IDs: LoboCard / HSC Badge

- Check for a paw on your slip
- Fill out Access Authorization Form
- Take your Access Authorization Form, Offer Letter and a photo ID to UNM Main Hospital Badging Office
IDs: NetID

Everyone uses this for:

- LoboMail
- LoboWeb
- Most UNM online tools
IDs: NetID

Main campus also uses this for:

Logging in to UNM computers
How to get your NetID

• Main UNM staff create their own NetID
• Look in your packet for instructions
• UNM IT may renew existing NetIDs from your past
• Call UNM IT with questions: 505-277-5757
HSC - How to get your NetID

- NetIDs will be created for you
- Your supervisor will facilitate that
- Call HSC IT with questions:
  505-272-1694
Common UNM Systems

- LoboMail
- LoboWeb
- Learning Central
LoboMail

- Email as NetID@unm.edu
- Visit lobomail.unm.edu for web access
- Or use Outlook on your desktop
LoboWeb

Visit my.unm.edu for:

- News, events and announcements
- Online job tools
- Update your Banner information

Everyone's a Lobo
Welcome to LoboWeb for Employees! You can view personal information such as benefits and deductions, leave balances and direct deposit information. You also have the ability to update the following:
- Demographic Self-Service Information (i.e. home address)
- Emergency Contacts
- Annuities and Donations
- W4 Forms
- Direct Deposit Information

Please remember that history will build beginning January 2, 2008. Information such as previous pay stubs or job history prior to January 2008 is not available.

Should you have any questions, be sure to call us at the Banner HR/Payroll Support Center at 277-HRPR (4777). Hours of operation will be Monday - Friday, 8am to 5pm.

**New Employee Checklist**
- New Employees, please complete all items immediately.

**Personal Information**
- Opt-out of public disclosure of home information; View and update emergency contacts, addresses, race/ethnicity, disability, veteran, and directory information.

**Make Bursar Payments**
- Pay Bursar billed insurance, parking tickets, etc. by credit card, checking or savings account.

**Benefits and Deductions**
- Retirement, Health, Flexible Spending, Miscellaneous, Beneficiaries, Benefit Statement, VEBA Opt-Out Election

**Pay Information**
- Direct Deposit, Earnings History, Deductions History, Pay Stubs

**Tax Forms**
- W4 Form, W2 Statement

**Jobs Summary**
- List of Jobs and Associated Transactions

**Leave Balances**
- List of Leave Balances

**Time Sheet (Approvals and View Only)**
- Departmental Time Entry Approvals and View

RELEASE: 8.8.3
Learning Central

- Access to the system **48 hours after** your NetID is created

- Job-related courses by EOD and others
  - Yearly required trainings
  - UNM systems and applications
  - Professional development
  - Driving safety
Learning Central
## Training Options

<table>
<thead>
<tr>
<th></th>
<th>Learning Central</th>
<th>FastInfo</th>
<th>UNM Continuing Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Technology</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>UNM-specific Technology</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>UNM Job Trainings</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNM Work Culture</td>
<td>Yes</td>
<td></td>
<td></td>
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<tr>
<td>Professional Development</td>
<td>Yes</td>
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</tr>
<tr>
<td>Certifications</td>
<td></td>
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</tr>
<tr>
<td>Free?</td>
<td>Free</td>
<td>Free</td>
<td>Tuition Remission</td>
</tr>
</tbody>
</table>
IT Services for Staff

• Discounted Office (PC/Mac) and Windows
  [UNM Bookstore](http://UNMBookstore)

• Discounted PC computers for home
  [Loboperks.unm.edu](http://Loboperks.unm.edu)

• Free Antivirus software for PC/Mac
  [it.unm.edu](http://it.unm.edu)

• LoboMobile smartphone app
  [it.unm.edu](http://it.unm.edu)
UNM Technology & Systems
Questions?
GETTING AROUND CAMPUS

277.1938 • pats.unm.edu
ABOUT US

MISSION

“We support the University’s education, research, and service missions by providing access to key programs for faculty, staff, students and visitors through a variety of transportation services that consider the needs of each customer.”

AT UNM

PATS is an auxiliary department of Institutional Support Services (ISS) at UNM.

ISS delivers seamless services and programs for students, faculty, staff, visitors, and patrons with a focus on competitiveness, outstanding customer service, sustainability efforts and the creation of unique experiences, while supporting the University's core mission.

FUNDING

We are 100% self-funded

Revenue collected from permits, hourly parking, special event shuttle services, etc. go toward funding all of our services.
PARKING & TRANSPORTATION SERVICES

PARKING
- Parking Lots
- Enforcement
- Facilities maintenance
- Administration
- IT

SHUTTLE
- 9 different shuttle routes
- Special event transportation

ALTERNATIVE TRANSPORTATION PROGRAMS
- Bus pass program
- Bicycle lockers
- Rail Runner connection
- EV charging stations
- Enterprise CarShare
- Transportation Information Center (TIC)
UNM is the largest destination point in NM

13,000 Spaces

44,000 Visitors

- UNM PATS runs the second largest transportation system in NM after ABQ Ride
- Approximately 1.6 million annual passenger boardings
ZONE PARKING SYSTEM

- The UNM campus is divided into parking zones.
- Permits allow parking in the zone stated on the permit.
- Permits are only valid when properly displayed on your vehicle.
### FACULTY & STAFF PERMITS

<table>
<thead>
<tr>
<th>Eligibility</th>
<th>Payment Options</th>
<th>G/Q/South</th>
<th>Preferred Lot*</th>
<th>Yale/Lomas Structure</th>
<th>Reserved</th>
<th>Structure Reserved</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; $50K/Yr.</td>
<td></td>
<td>$175/yr.</td>
<td>$400/yr.</td>
<td>$499/yr.</td>
<td>$1300/yr.</td>
<td>$1600/yr.</td>
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<tr>
<td></td>
<td>Payroll Deduction Option (Income less than 50K)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Monthly</td>
<td></td>
<td>$14.59</td>
<td>$33.34</td>
<td>$41.59</td>
<td>$108.34</td>
<td>$133.34</td>
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<tr>
<td>Bi-Weekly</td>
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<td>$7.30</td>
<td>$16.67</td>
<td>$20.80</td>
<td>$54.17</td>
<td>$66.67</td>
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<tr>
<td>&gt; $50K/Yr.</td>
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<td>$175/yr.</td>
<td>$475/yr.</td>
<td>$698/yr.</td>
<td>$1300/yr.</td>
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<tr>
<td></td>
<td>Payroll Deduction Option (Income more than 50K)</td>
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<td></td>
<td></td>
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<td>$7.30</td>
<td>$19.79</td>
<td>$29.09</td>
<td>$54.17</td>
<td>$66.67</td>
</tr>
</tbody>
</table>

*Preferred Lots: A-B-C-F-GR-J-L-M-P-R-RIO-T-U-W
PURCHASING PERMITS

Faculty/Staff must purchase permits in person

WHERE:
2401 Redondo Dr. NE

BRING:
• UNM ID
• Vehicle Registration Information

You may also pay with cash or through payroll deduction

• Payroll will be debited over 12 months
• Automatic renewal

You’ll be issued a temporary permit until an actual permit is mailed to you.
ADA
ADA Accessible Parking is free with the display of a valid state-issued ADA placard issued to you.

ADA placard holders do not need to purchase a UNM permit.

- ADA, Pay station, regular permitted space (not otherwise restricted by signage)

MOTORCYCLE
Motorcycle permits can be purchased at the PATS office at for $70/year *(free when registered with a car permit)*. Designated parking is available throughout campus.

Students living on campus are not eligible to receive a free motorcycle permit if they currently have an active vehicle permit on campus.

MOPED/SCOOTER
As with motorcycles, mopeds & scooters must be registered to park on campus. Permits may be purchased at PATS office.

- May park in designated motorcycle parking spaces and at pay stations ($1 per ½ hr.)
- $36 annual fee

NOT ALLOWED ON BICYCLE RACKS OR SIDEWALKS
**3:45 RULE**

Monday through Friday, and all day Saturday and Sunday (with certain restrictions), permit holders can park in any regular space on campus (*excluding restricted areas: structures, pay stations, ADA, reserved, residential lots*) when permit is properly displayed.
HOURLY PARKING

Cost: $1 per ½ hr.
Available in:

- Yale Garage
- Cornell Garage
- Surface lots throughout campus

-OR-

Pay-by-space with your phone on the ParkMobile App
ENFORCEMENT

FALL / SPRING ENFORCEMENT HOURS
Monday – Thursday: 7am – 8pm
Friday: 7am – 6pm
Saturday: 8 am – 5 pm

PATS Enforcement Officers operate on campus to offer help, advice and information.

Enforcement Officers ensure and maintain a high-quality, well-managed parking service to customers.

There is enforcement during academic breaks and throughout the Summer.

NOTE: Permits are non-transferable. Alteration or reproduction of parking permits is strictly prohibited.
AVOID CITATIONS

Always display your parking permit properly.

Park **ONLY** in the zone designated on your permit.

Pay the meter more than you think you'll need. Use ParkMobile to pay by phone and add time remotely (available only in Yale and Cornell structures).

Park between two white lines or at a bumper barrier.

**NEVER** park in reserved, ADA, barricaded or construction zones without the proper permit.
Citation appeals can be made **online only**. If you have questions or trouble filing an appeal, please come by our offices.

Please follow the instructions on the ticket envelope promptly.

1. Go to [pats.unm.edu](http://pats.unm.edu)
2. Click on the ‘Appeal or Pay a Citation’ link

**Appeal or pay within five (5) business days to avoid late fees.**
SHUTTLE SERVICES

- PATS shuttles are free to ride (paid for by sale of permits)
- ADA accessible
- Shuttle ride time typically 15 minutes or less
- 9 shuttle routes

FALL / SPRING HOURS
Monday – Friday
6:30 a.m. – 7 p.m.
THE NIGHT BUS

• Combines 4 routes into 1

• Provides easier, more efficient connections between North, South, and Main Campus

• Timed Route
  SHUTTLES EVERY 10 MINUTES at:
  South Lot, Yale, Duck Pond, G/Q Lot

• Available on WMB app

Service Hours
Monday – Thursday
7 p.m. – 10 p.m.
WHERE’S MY BUS?

Real-time GPS tracking of UNM shuttles and ABQ Ride buses.

See:
- All active busses
- Existing bus routes and bus stops
- Real-time bus locations

Available for Android and iOS

Web accessible through

wmb.unm.edu
FREE BUS PASS PROGRAM

Travel on regular ABQ Ride & ART buses for free!

Available to:
• Students registered to minimum 3 credit hours
• Full-time faculty and staff

Bus Sticker Distribution Sites:
• UNMH PATS
• PATS Transportation Information Center (TIC)
• PATS Main Office
NM RAIL RUNNER (ATC) CONNECTION

• Provides services to and from the Alvarado Transportation Center (ATC)
• Three daily circulations Mon. – Fri.

Main campus shuttle stop location:
- Las Lomas, just west of Yale intersection

Check website for route times
ELECTRICAL VEHICLE CHARGING STATIONS

- EV charging stations
  - 2 in Cornell parking structure - 4th floor
  - 2 in Yale parking structure - 1st floor
- Park and charge
- 4 hr. parking/charging limit

Visit Chargepoint.com to sign up
BICYCLE LOCKERS

- $48/year (pro-rated)
- Contact PATS for more details

NOTE: Mopeds and scooters may not park at bicycle racks
ENTERPRISE CARSHARE

- Sign up at EnterpriseCarShare.com
- Rates (fuel included):
  - Hourly: $8.00
  - Daily: $60.00
  - Overnight (weekday): $35.00
  - Overnight (weekend): $40.00
- First 200 miles per rental are free; additional miles at $0.35/mile
Next Steps
New Employee Toolkit

- UNM’s *New Employee Toolkit* gives you a second look at what you saw during New Employee Orientation.
- It is also a way for you to receive the additional information and resources you need to get off to a great start in your new position.

[hr.unm.edu/new-employee-toolkit](http://hr.unm.edu/new-employee-toolkit)
Communications

- UNM website – www.unm.edu
- HSC website – hsc.unm.edu
- HR Newsletter
  - Delivered monthly via email
- UNM News
  - UNM News Minute email
  - The President's weekly message (President's Weekly Perspective)
  - The Provost's weekly message (The Wednesday Communiqué)
  - All-University emails (All-UNIVERSITY-L)
  - UNM official social media accounts (Primarily Facebook and Twitter)
  - Daily Lobo
Complete all UNM Annual Required Training within 30 days of start date:

- Basic Annual Safety Training
- Intersections: Preventing Harassment & Sexual Violence
- Active Shooter on Campus: Run, Hide, Fight (NEW 2017)
- Ethics: A Framework for Ethical Decision Making

- Training is conducted online through UNM Learning Central
  learningcentral.health.unm.edu
- Access to Learning Central is available 48 hours after your NET ID is created
Optional Session

- One-on-One Q & A
- Representatives from Benefits & Retirement
- Room 1018
Ticket Out of Here

- NEO Evaluation – Pink

Rehires or Return-to-work Retirees: Please stay for additional information
Welcome to UNM! Go LOBOs!
VEBA Plan
Voluntary Post-Retirement Health Benefits

What is VEBA?
The Voluntary Employee Beneficiary Association (VEBA) Trust, established on July 1, 2013
- The purpose of the VEBA is to fund a portion of UNM’s cost of post-retirement health benefits for faculty and staff employed in a benefits-eligible position between June 30, 2013 and June 30, 2015, and who have not opted out of VEBA
  - Post-Retirement health benefits include medical and dental coverage

Who is eligible to participate in VEBA?
Faculty and staff employed in a benefits-eligible position between June 30, 2013 and June 30, 2015 and who have not opted out of VEBA

Rehires:
- If you did not opt-out of VEBA during your previous UNM employment, you are automatically re-enrolled in VEBA upon rehire into a benefits-eligible position
- If you opted out of VEBA during your previous UNM employment, you will automatically continue to be opted-out upon your rehire into a benefits-eligible position.
  - You will have a ONE time opportunity to OPT-IN to the UNM VEBA plan during the Open Enrollment period immediately following FIVE YEARS from the effective date of your election opt-out.
VEBA Contributions & Service Credits

What are my VEBA contributions?

Contributions are a percentage of gross salary from payroll deduction, on a post-tax basis. UNM will match the contribution to the VEBA. Contributions are not refundable.

Contributions to the VEBA Trust were scheduled to phase in over a three-year period from FY14 (July 1, 2013 – June 30, 2014) to FY16 (July 1, 2015 – June 30, 2016).

- FY14 Contribution: Employee – ½% | UNM – ½%
- FY15 Contribution: Employee – ¾% | UNM – ¾%
- FY16 Contribution: Employee – 1% | UNM – 1%

Note: The third year increase to 1% was deferred for FY16 and FY17. Contributions currently remain at ¾%
VEBA Contributions & Service Credits (cont’d)

How do VEBA contributions apply to VEBA Service Credits?

VEBA Service Credit is based on the employee’s contribution to the VEBA. The number of VEBA Service Credits determines the employee premium contribution for post-retirement health benefits.

The employee premium contribution breakdown for post-retirement health benefits is based on years of VEBA Service Credit:

<table>
<thead>
<tr>
<th>VEBA Service Credit Schedule FY19</th>
<th>5-9</th>
<th>10-14</th>
<th>15-19</th>
<th>20-24</th>
<th>25+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age &lt;65 Retiree Premium Contribution</td>
<td>85%</td>
<td>80%</td>
<td>75%</td>
<td>70%</td>
<td>60%</td>
</tr>
<tr>
<td>Age 65+ Retiree Premium Contribution</td>
<td>90%</td>
<td>85%</td>
<td>80%</td>
<td>75%</td>
<td>70%</td>
</tr>
</tbody>
</table>
VEBA Opt-Out

- Employees who have not opted out of VEBA may opt-out during subsequent annual Open Enrollments.

- Employees who opt-out will certify their understanding of the following:
  - Loss of post-retirement health benefits
  - Future opt-in provisions

- Employees who opt-out once will have a ONE time opportunity to OPT-IN to the UNM VEBA plan during the Open Enrollment period immediately following FIVE YEARS from the effective date of their election opt-out.

- Employees who opt-out and do not opt back in during their designated opt-in period, or who opt-out a second time will be excluded from post-retirement health benefits.

- Employees must contribute to the VEBA for the five consecutive twelve month periods immediately prior to retirement.
VEBA Through the My UNM Portal

VEBA Status and VEBA Service Credits History

- Go to my.unm.edu and log in
- Click on “Enter Lobo Web”
- Select “Benefits and Deductions”

If you have additional questions, please visit the VEBA Post-Retirement Health Benefits webpage at https://hr.unm.edu/retiree/benefits/veba, or call 505-277-MYHR(6947)
VEBA
Voluntary Post-Retirement Health Benefits Questions?