



HUMAN
RESOURCES

1700

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

AUGUST 2020

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COVID-19 Resources Updated

We know you've heard this before – things are rapidly changing. And yes, they are.

UNM administrators are tirelessly working to develop and improve processes and establish protocols for the safe return of students and employees to campus.

To date, many resources have been made available, and as circumstances change and we hear your feedback, we are making modifications. Here is what you need to know as of today.

Self-Reporting Policy

As a result of recent updates to the Main and Branch Campus [Self-Reporting Policy](#), we are announcing a more streamlined process for reporting symptoms.

Main and Branch Campus employees who plan to come onto campus and disclose they are experiencing symptoms on the Daily Screening Check-in will now be directed to call the UNM COVID-19 Call Center (students should contact SHAC). They no longer need to complete the online Self-Reporting form as an intermediate step.

Individuals who test positive for COVID-19 and have been physically present on campus within 14 days of the positive test are still required to complete the [online Self-Reporting form](#).

Return to Work Training

[Mandatory Bringing Back the Pack: Return to Work Training](#) is now available.

Employees are required to complete the training before physically returning to campus, and no later than one week after their physical return to campus.

Many have already taken this quick six-module training and it's received great feedback so far. It takes approximately 24 minutes to watch and requires an acknowledgement at the end to obtain your completion certificate.

The purpose of the training is to provide the protocols and requirements that are layers of protection to reduce the spread of the Coronavirus. It includes these segments:

- Introduction
- Creating a Culture of Mutual Protection
- Self-Reporting and Screening
- Social Distancing
- Face Coverings and Masks
- Hygiene

Return to Campus Staff Guide

In the [Staff Guide](#), the instructions for the daily Symptom Screening Check-in process have been updated. They more accurately describe when an employee should respond to the survey – every day an employee is scheduled to work, not on days off/weekends or when they are on leave.

Questions or feedback? Contact us at hrinfo@unm.edu.

Your COVID-19 Resources

During these uncertain times, remember to check these reliable and frequently updated websites often for the most up-to-date news and information:

- **UNM COVID-19 Information-** UNM's central location for resources and news
- **HR COVID-19-** Information related to employment matters
- **Bringing Back the Pack-** Guidance for returning to campus
- **HSC COVID-19 Page-** Information & Resources for HSC
- **U.S. Centers for Disease Control and Prevention (CDC)**
- **New Mexico Department of Health COVID-19 Website**

HR Commitment to Diversity and Inclusion

Shirley Alexander, Sr. HR Consultant Client Services

The recruitment and retention of a diverse and inclusive workforce is our commitment. As an institution that embraces cultural diversity and inclusiveness, we are committed to attracting applicants that are diverse in background, education, knowledge, and experience.

Our efforts have been proactive in attaining a diverse workforce through various initiatives, such as job fairs and community outreach engagements, advertising through listservs and websites visited by underrepresented groups and highlighting our commitment to diversity on our job applicant website and in each of our postings.

Our investment to diversity hiring is not just an impulse or simply something nice to do----it's a commitment that is reflected in the collective makeup of our workforce.

We want our employees and our applicants to know that we are deliberate in going beyond the "equal employer" by making our workforce diverse through our hiring practices, trainings, opportunities for mentoring, actively responding to feedback and most critically our executive level support.

Our collaboration with Division for Equity & Inclusion, HSC Office for Diversity, Equity & Inclusion, New Mexico Governor's Commission for Disability and EOD creates opportunities to build partnerships with HR Agents with respect to diversity hiring processes and initiatives.

These training opportunities support our efforts for



inclusion in everyday workplace situations by avoiding bias in recruitment, helping managers to recognize implicit bias and emphasizing positive changes.

We are committed to the hiring of Veterans and people with disabilities. Our Veteran Hiring Preference program grants qualified veterans' additional consideration for vacant staff positions available within the UNM system.

We are equally committed to hiring individuals with disabilities and working with the New Mexico Governor's Commission on Disability to support and enhance our workplace efforts to ensure accessibility and inclusiveness for our employees with disabilities.

Our commitment to a diverse and inclusive workplace goes beyond just attracting a diverse pool of applicants. It is an ongoing and transparent fostering of a workplace culture of inclusion.

Announcing Roth for UNM Voluntary Retirement Plans

Encouraging news! Roth contributions are now available for UNM's voluntary 403(b) and 457(b) retirement plans.

What is a Roth contribution?

Roth contributions are made after tax, providing the potential for growing tax-deferred and being accessed tax-free in retirement.

Roth contributions have tax benefits similar to a Roth

IRA with the added benefit of higher contribution limits than a Roth IRA.

Roth rollovers into the plans and in-plan conversions from pre-tax to Roth are also allowed.

While your pre-tax contributions can grow tax-deferred, withdrawals are taxable.

For more information, see the [Roth brochure](#) or contact your investment provider listed in the brochure.

COMPENSATION CORNER

News from HR Compensation



UNM Evaluates Pay Practices

In December 2019, the University engaged with external consulting firm, Huron Consulting Group, to evaluate pay practices at UNM. Huron conducted an analysis of peers, market leading practices and pay distinctions, UNM turnover and pay administration practices, and compensation factors unique to the Health Sciences Center.

As an outcome of Huron's recommendations, Human Resources is evaluating new resources and tools to support consistency in salary administration across the University. Additionally, HR Compensation will commence an evaluation of unique classification needs for the Health Sciences Center.

More information will be shared as resources and tools become available. For up-to-date information regarding the Pay Practice Study, refer to the [Pay Practice Study project page](#) on the HR website.

Preparation for 2021 Minimum Wage Increase

On January 1, 2021, the New Mexico Minimum Wage will increase from \$9.00 per hour to \$10.50 per hour. In response, the University is evaluating changes to the Staff Salary Structure to ensure all staff employees are paid no less than the new minimum wage rate by January.

As adjustments occur to the Staff Salary Structure, changes will need to be made to certain job classifications and their grade levels.

HR Compensation will be contacting department leaders across Level 3 organizations to provide specific information about the anticipated impact of the changes to their organizations.

Employees impacted by upcoming changes will receive notifications closer to the January implementation. For up-to-date information regarding the status of the project, refer to the [Minimum Wage project page](#).



Feedback on the HR Newsletter?

Contact us:

hrinfo@unm.edu

**To our Tier 1 Workers,
First Responders,
Researchers, and
Healthcare Heroes
on the frontline
of the COVID-19 Pandemic.
We are forever grateful.**

Thank you

#UNMSTRONG

OMBUDS OFFERINGS

Tips for Communicating through Physical Distance

The following information was adapted by UNM Ombuds Services from a June 21 New York Times article by Julie Weed and from MIT's Ombuds Office.

Communication can be challenging when there is distance between us physically, and our interaction is reduced to small Zoom video squares and veiled emails.

Below are some communication best practices that have emerged since March that are useful in these ever-changing times.

For Everyone

- **Speak up quickly** if something isn't working. Raise a flag if something isn't working well. It's harder now for managers to see that you are spinning your wheels and aren't making progress, so let them know. The same holds true if there are other concerns. Do not assume that your supervisor knows your personal circumstances or individual concerns without you sharing them. Your supervisor may be surprised by your concerns; especially during this time, people may prioritize needs and assess risk differently.
- **Take the initiative.** Don't expect your higher-ups to have it all figured out. Almost every aspect of work is being reconsidered, so jump in with suggestions, big or small.

What is Ombuds Services?

Ombuds Services is a confidential, informal resource for you to talk about anything that concerns you at UNM.

We help staff, faculty, supervising staff and their co-workers develop strategies and options for improving communication and constructive resolution to concerns.

We support your efforts to become a better problem solver and more effective communicator.

Learn more about our services at ombudsforstaff.unm.edu.



For Managers

- **Keep Experimenting.** Now that the situation has changed from a “sprint to a marathon,” keep checking in with employees to hear what's working and what isn't, and to keep making adjustments. Along with feedback on new processes and technologies put in place for remote work, managers need to ask employees about their individual constraints like child-care hours and design around each person's constraints.
- **Meet differently.** In phone calls and video conferences, take extra time to encourage questions and engage those who haven't chimed in. Afterward, reiterate shared information, confirm understanding and distribute decisions, actions and key discussion points in writing. Frequent short meetings like a daily “Stand Up,” where team members each say what they are working on that day, resources they need or challenges they face, can keep them from moving in the wrong direction.
- **Over communicate.** Provide additional context. Explain the “whys” of decisions and their possible effects. Be available for questions.
- **Make consistency a priority.** Updates should come at predictable times and days. Managers should also regularly check communication channels like email and text to make sure they are not creating a roadblock.
- **Find ways to highlight your teams' great work** with higher-ups. Upper management may be physically out of sight, but it's important for the team to still feel recognized.

Benefits Tip Corner



Qualifying Change in Status Events

Now that Open Enrollment for the 2020-2021 Plan Year has ended, can I make benefit changes during the year?



This is a common question asked in Benefits.

Some life changes allow you to make changes to your benefit elections (medical, dental, vision, flexible spending accounts) outside of an Open Enrollment period. IRS

regulations permit you to make changes to your benefits only if you experience a [Qualifying Change in Status Event](#) (also referred to as a qualifying life event).

Changes to your benefits must be made within 60 calendar days of the Qualifying Change in Status Event and must be consistent with the qualifying event. If you do not make changes within 60 calendar days, you will have to wait until the next Open Enrollment.

Some examples of Qualifying Change in Status Events and the documents that you are required to submit for each event are:

- **Marriage** (copy of marriage certificate)
- **Divorce Legal Separation** (copy of divorce agreement or legal separation)
- **Birth** (copy of birth certificate or hospital document) or **Adoption** of Child (copy of legal adoption agreement)
- **Death** of your spouse or dependent child (copy of death certificate)
- **Gain or loss of other health coverage** (letter from other employer or entity documenting loss or gain of coverage; must include name(s) of individuals impacted, including dependents; type of coverage

gained or lost; and effective date of start/end of coverage)

Temporary IRS Flexibility for Mid-Year Changes

The Internal Revenue Service (IRS) released new guidelines on May 12 allowing temporary flexibility with regard to health (medical/dental and/or vision) plan changes and [Flexible Spending Accounts](#) (FSA) during the COVID-19 pandemic, through Dec. 31, permitting certain prospective mid-year changes related to current COVID-19 limitations and restrictions.

Contact [Benefits & Employee Wellness](#) for further information regarding any benefits changes under the following categories:

Health Plans (Medical, Dental, Vision)

- Enroll in coverage
- Cancel existing coverage
- Make a tier change to elections (example: Change from single to family coverage)

Flexible Spending Accounts (FSA)

- Enroll in an FSA
- Increase annual FSA election
- Decrease annual FSA election

All benefits election changes are effective the first day of the month after they have been received and approved by Benefits & Employee Wellness.

For more details about the temporary IRS allowable mid-year changes and other information related to Qualifying Change in Status Events, visit our [Qualifying Change in Status webpage](#).

Questions? Email us at hrbenefits@unm.edu.

Your Benefits & Wellness

UNM Health Plans Benefits Booklets Available

Benefits booklets for UNM's 2020-2021 health plans are resources for you available from the [Benefits & Employee Wellness webpage](#).

Important information about your chosen medical plan through the UNM LoboHEALTH or UNM Presbyterian Medical Plan, prescription drug coverage through Express Scripts, dental benefits through Delta Dental, and the Health Care and Dependent Care Flexible Spending Accounts (FSA) are included in your various Participant Benefit Booklets (PBB).

The PBBs contain important details about each plan, including covered services, contact information, and other information to ensure you get the most out of your health plans, and your FSAs. We recommend you carefully review the information in these booklets.



Visit the Benefits webpage and look under the Health Benefits section for links to your medical, dental, vision, and prescription drug plans, as well as your Flexible Spending Accounts (FSA) to access the plan booklets and summary detail information.

Contact Benefits & Employee Wellness at HRBenefits@unm.edu for questions regarding your benefits.

LifeSteps® Weight Management Program Upgraded Online Platform Session Begins Aug. 31



Benefits & Employee Wellness wants to help you reach your weight management goals, even during these uncertain times. Our popular LifeSteps® Weight Management Program is back for the fall and has been upgraded to a new online platform. Now, you can get all the benefits of the class, without having to meet in person.

LifeSteps offers a safe and supportive environment where participants take charge of their health. With the guidance of a registered dietitian nutritionist, we work on small, sustainable changes each week that add up to big results.

This is not a “one size fits all” program, and there is no “diet” to follow. Instead, LifeSteps recognizes that everyone is unique, with different exercise and eating habits, weight goals, and daily schedules.

Participants make their own personal action plan to maximize their success. Each member gets a handle on their eating and activity, sets personal goals, and takes action to achieve a healthy weight. LifeSteps works because it is grounded in science and stresses personal choice, responsibility, and accountability.

LifeSteps is still available to benefits-eligible faculty and staff at no cost.

The next session starts Aug 31 and lasts 15 weeks.

Take the first steps for a healthier you. Visit our [website](#) for full program details, including instructions on how to sign up.

If you have questions, contact Benefits & Employee Wellness at wellness@unm.edu.

Your Benefits & Wellness

Fit Life: Build a Solid Fitness Foundation

Lauren Lewis, MS, NASM-CPT
Health Education Consultant
Employee Wellness

I've talked to many individuals over the years who can't seem to find the motivation to stick with a consistent fitness routine long term. What's the common thread among them? They are all on shaky ground when it comes to making fitness a priority. They acknowledge it's something they should do, but that's all they know. They don't have a solid foundation to build upon that will help them make fitness a priority.

If this sounds familiar to you, I suggest focusing on the following areas to build your fitness foundation. Once you have these items figured out, you can move forward in your fitness journey and add to your groundwork.

Define your **WHY**

I always want people to start here because without defining your WHY you'll float around, hoping you'll get to it someday. Human behavior shows us that without a compelling reason to do something, we probably won't do it. Try to find some strong reasons for making fitness a priority.

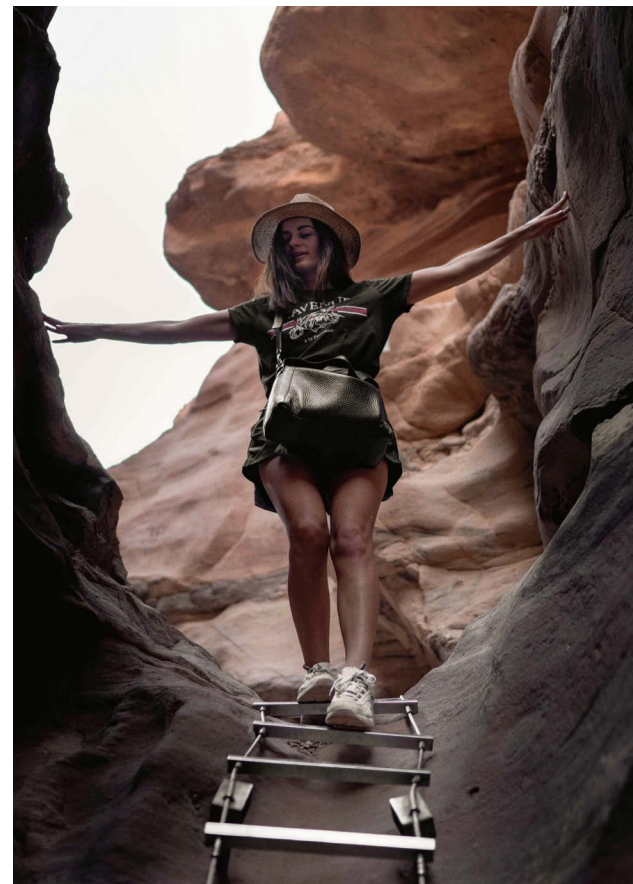
Have a **PLAN**

Once you know why you are adopting a more active lifestyle, developing a plan is the next step. Make it as specific as possible. The plan is probably the most significant component to your foundation.

Find your **JOYFUL MOVEMENT**

Part of your overall plan is figuring out what you will do for exercise. In this process, I also want you to find your joyful movement. What type of movement or variety of movements makes you feel great and in the moment? The goal is to find a way to make exercising a fun experience and something you will dedicate to for the long term and not consider it another chore on your to-do list. Remember, if you need help, [contact me!](#)

Like Lauren's tips? Subscribe to Lauren's email listserv [The Fit Life](#) for weekly fitness information and daily movement tips.



Join the Virtual Walk for Suicide Awareness

Join the UNM and HSC Wellness community team Out of the Darkness Walk, **Sept. 19**, to show solidarity in raising awareness and donations for the American Foundation for Suicide Prevention.

Due to COVID-19, this year's walk will be held virtually. Stay tuned for more information on how you can participate while social distancing.

When you participate in the Out of the Darkness Walk, you join forces with hundreds of thousands of people across the United States to help the American Foundation for Suicide Prevention (AFSP) invest in new research, create educational programs, advocate for public policy, and support survivors of suicide loss.



**SEPTEMBER IS
SUICIDE PREVENTION
AWARENESS MONTH**

You can become a member of the Lobo team now by signing up at [UNM/HSC Lobos website](#).

Questions? Contact Benefits & Employee Wellness at wellness@unm.edu.

Positivity 101: “Paws”itively Supporting our Pets



Tracey L. Briggs, MA Health Education Consultant, Supervisor Employee Wellness

Ever since many of us began working remotely, our furry family members have become our 24/7 sidekicks. Social distancing during the COVID-19 pandemic has brought us, literally, closer to our pets. They enhanced the positive in our lives and became our office helpers, couch companions, and stress relievers.

Now as some of us begin the process of gradually [returning to work](#) and spending less time at home over the weeks and months to come, our pets are likely to experience separation anxiety. Here are some practical suggestions to ease the shift for our tail-wagging pals.

Start preparing them

As we start the process to “[Bring Back the Pack](#),” ease your pet into a reduction of constant attention, which can help them when you leave the house to go back to work or school. Gently remind them what it’s like to be alone for parts of the day.

Regularly [leaving pets alone](#) for 30 minutes at a time can help “desensitize” them to absences. As they adjust, gradually increase the amount of time you are away.

Doing the prep work lessens the impact of extreme transition when you are back at the office full time.

Schedule a schedule

Another recommendation would be setting up a daily routine because dogs and cats (like most adults and children) do best on a schedule. Build in consistency for when they wake, when they eat, when you exercise with them, when you share time with them, and set aside time so they have independent intervals throughout the day.

Experiencing a set schedule now can help pets adjust quicker when you go back to work.

Keeping them happy and engaged when alone

Give your dog a [puzzle toy](#) or leaving your cat with a new toy she can toss and chase provides a challenge and distracts them when you first leave, as can using a pheromone collar or diffuser or playing relaxing music for them. Studies show that [dogs really like reggae](#), but any music will soothe the inner beast of your pet.

Making sure [dogs get exercise](#) before leaving for work, whether it be a walk or just play in the backyard, can wear them out and make them ready for a nap by the time you leave. These actions can help to make your absence easier on your pets.

Truly, no matter what path you choose, by starting the process of easing your pet into your transition from home to office work, you will find that the positive impact it has will make it much easier for both of you.

Like Tracey’s tips? Join the conversation on [Yammer](#).

Your Professional Development

ULead Online: Second Fall Cohort Available



The first fall ULead Online cohort is full but there is good news! There is a second cohort of ULead Online beginning Oct. 12.

Are you or someone on your team interested in developing leadership skills as part of your career path this fall? ULead Online is for you!

ULead Online is a 6-week leadership program that

is offered for free to all UNM employees, with three learning paths to choose from so you can tailor your learning experience:

- **Project Management** - From ideas to solutions, lead, execute and monitor your projects.
- **Managing Relationships in the Workplace** - Communication, engagement, conflict resolution, change management, coaching- move people forward.
- **Inclusive Leadership** - Diversity and inclusion in the workplace, unconscious biases.

Ready to apply? Complete the [application](#) and we will be in touch with further information.

Visit the [ULead website](#) to learn more about the entire virtual program, view the schedule and more, or contact EOD if you have questions at eod@unm.edu.

EOD Virtual Services Available

When UNM moved to limited operations in mid-March, the Employee & Organizational Development team transitioned quickly to both ensure continuity of services and to adapt to the changing needs of our campus community.

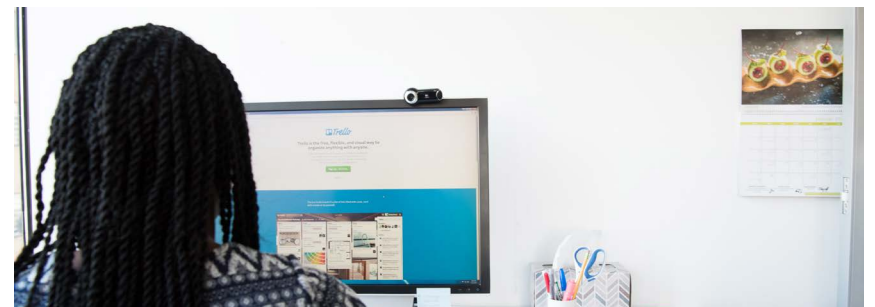
We want to remind the UNM community that we are pleased to offer ALL of our existing services and facilitations, redesigned and re-imagined to take place virtually.

Additionally, our team has developed new timely and relevant offerings to support the needs of our colleagues, such as workshops on hosting engaging Zoom meetings and resources for thriving during times of rapid change.

What is EOD?

EOD's mission is to be a partner in designing and delivering customized professional development solutions focused on organizational and personal growth for our UNM faculty, staff, and student employees.

EOD delivers a range of solutions that positively impact organizational effectiveness in relation to productivity, job satisfaction, and personal fulfillment- from one-on-one coaching to department team building. Best of all, as an employee, most of these offerings are free as a part of your benefits!



Virtual Services

Contact our office today to learn how we can support you and your team in any of the following areas:

- Consulting for individuals and teams
- Strengths-based coaching for individuals and teams
- Virtual facilitation
- Virtual team building
- Support for managers+ supervisors/employees working remotely
- Professional development, including our Career Pathways professional development series
- Virtual trainings
- Virtual strategic planning
- Leveraging Zoom for engaging and dynamic presentations and meetings

If you have a need that we haven't listed here, please reach out and our team will be happy to work with you! Learn more at hr.unm.edu/eod or contact us at eod@unm.edu.



UNM at Work

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Questions? Contact Us!

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