



HUMAN  
RESOURCES

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# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

JUNE 2020

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## NMERB Changes to Return-to-Work

In [April](#), UNM announced the following changes to the Education Retirement Act (ERA), per Senate Bill 111.

The following three Return-to-Work Options for NMERB Retirees that will not require suspension of the ERB pension went into effect **May 20**:

- 1. NMERB Retiree Return-to-Work Program (RTW):** A 12 consecutive month layout period is required for NMERB employees who retired after January 1, 2001. The RTW employee and employer pay nonrefundable contributions to the ERB pension.
- 2. NMERB Retiree working .25 FTE or less:** No layout is required. No ERB pension contributions are required by employee or employer. If the employee is working for other NMERB employers, the FTE will be combined with the FTE of all other employers. The resulting FTE must not exceed .25 FTE for any month of the fiscal year.
- 3. NMERB Retiree earning less than \$15,000:** This option is newly available and requires a 90 consecutive day layout period from NMERB employment as of the employee's retirement date. Retiree may not have a formal or informal agreement to return to work with an NMERB employer or any contractor providing services to an NMERB employer prior to and within 90 days after retiring. No ERB pension contributions are required by employee or employer.



If the employee is working for other NMERB employers, the gross earnings will be combined with the gross earnings of all other employers. The resulting gross earnings must be less than \$15,000 for the fiscal year. A 90-day layout, a new application, and NMERB approval is required, including for retirees who wish to switch from .25 FTE and move to less than \$15,000 per year earnings.

For all options, submitting the [NMERB Return-to-Work Application](#) and obtaining NMERB approval is required. If return to work is approved by NMERB, the retiree will receive a copy of the approval by mail and must submit a copy to UNM.

Retirees currently approved by NMERB to work as RTW or up to .25 FTE who wish to continue under their current option do not need to take any action.

For more details about SB 111 and these changes, see the [UNM Retiree Return-to-Work Checklist](#) or visit [Return-to-Work Information for NMERB Employees](#), email [Member.Help@state.nm.us](mailto:Member.Help@state.nm.us), or call 1.866.691.2345.

## IRS Changes to Flexible Spending Accounts

### Guidance Provides Flexibility for FSAs in Response to COVID-19 Pandemic

On Tuesday, May 12, the Internal Revenue Service released new guidelines that allow flexibility to current participants in the 2020 Short Plan Year Flexible Spending Account (January 1 – June 30, 2020).

The new guidelines are a response to the public health emergency caused by COVID-19, which has significantly reduced the availability of certain medical and dependent care services, causing many employees to have unused account balances in their Health Care and Dependent Care FSAs. In some cases, these unused balances are substantial.

The IRS guidelines temporarily permit 2020 FSA plans to extend the claims period for Health Care and Dependent Care FSAs. Unused funds in Health and Dependent Care FSAs that remain at the end of the current plan year (June 30, 2020, for Health FSA) or grace period (September 15, 2020, for Dependent Care FSA) may be

used for new expenses incurred through December 31, 2020.

At the same time, the IRS announced an increase to the Health Care FSA Carry-Over limit, from \$500 to a maximum of \$550 for expenses incurred in the next plan year (July 1, 2020 – June 30, 2021).

Questions? Contact UNM Benefits at [hrbenefits@unm.edu](mailto:hrbenefits@unm.edu).

***Be sure to read our Benefits Tip on Page 5 for information on new eligible expenses covered under your Health Care FSA!***

**Feedback on the HR Newsletter?**

**Contact us:**

**[hrinfo@unm.edu](mailto:hrinfo@unm.edu)**



## Volunteer with Mentor2.0



Mentor2.0 provides mentors to 9th through 12th grade students who have plans to pursue education after high school. UNM has been a key source to central New Mexico's youth through its participation in the mentor2.0 program and we invite you to become a mentor.

### About Mentor2.0

Mentor2.0 matches high school students with mentors and provides them with the support and guidance they need to graduate high school and succeed in college and the workforce.

Mentor/mentee matches get to know each other through an innovative combination of weekly messages (via a secure web-based platform) and monthly group events organized by the high school.

This year, BBBS's goal is to match nearly **270 freshmen** students from South Valley Academy and Amy Biehl High School for the 2020-2021 academic year. Help raise graduation rates and create successful futures for young New Mexicans today.

To learn more about volunteer requirements and commitments, visit the [mentor2.0 website](#).

### How to Volunteer

UNM faculty and exempt staff have been one of mentor2.0's greatest sources of volunteering professionals. Involvement may be required during work hours. UNM Human Resources provides an easy process requiring your supervisor's approval:

**Step One:** Complete the electronic [Exempt Employee Interest Form](#). The form will route electronically to your supervisor, then you and the Division of Human Resources will be notified if the approval has been granted or denied.

**Step Two:** If approved by your supervisor, [start a new mentor application](#) directly online with the Mentor2.0 program.

**Need more information?** Visit the [Big Brothers Big Sisters mentor2.0 website](#) or contact Sebastian Martinez, BBBS Marketing and Community Outreach Team Leader at 505.480.4056 or via email at [Sebastian.martinez@bbbs-cnm.org](mailto:Sebastian.martinez@bbbs-cnm.org).

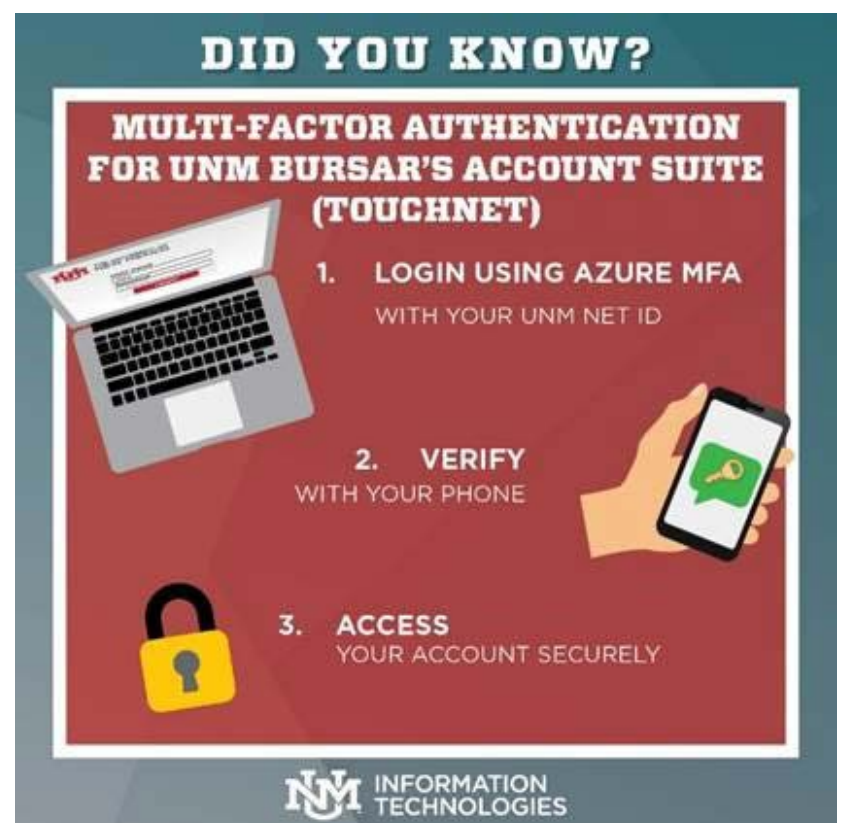
## IT NEWS CORNER



## Security Update for Touchnet

As UNM IT continues to improve information security and privacy for UNM systems along with the usability, features and functions of our systems and services, the Bursar's Account Suite, known as Touchnet, will now have added security controls.

Beginning May 18, the updated multi-factor Authentication (Two-Factor Authentication) will be required to log into Touchnet. Users must register their device with the multi-factor authentication. Details for registering your device can be found at [Fast Info 7456](#).





## Crucial Conversations Moves to Online, Self-Pace

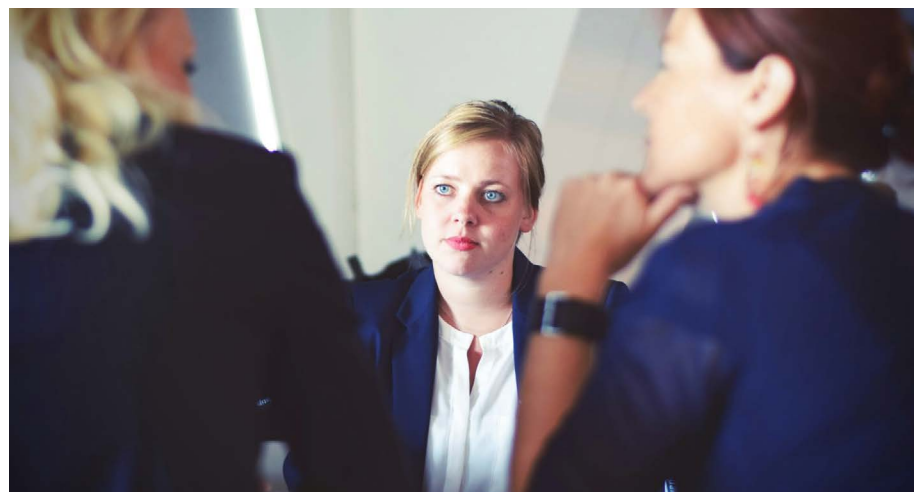
Ombuds Services for Staff is now offering its successful program Crucial Conversations® in an online, self-paced format. The course focuses on skills that foster open dialogue around high stakes, emotional, or risky topics at all levels.

Based on the best-selling book *Crucial Conversations*®, this workshop will help you learn how to speak persuasively, foster teamwork, and make better decisions. The course includes:

- Online self-paced classes (8-10 hours of course work)
- Downloadable Toolkit (a reference guide to the online Crucial Conversations® content)
- *Crucial Conversations*® e-book
- 1:1 Ombuds coaching, support and check-ins

### Course Requirements

1. Attend a Kick-off Session via Zoom
2. Progress at your own pace, completing a minimum of two modules per week. The nine modules take an average of approximately one hour per module to complete.
3. Upon completion of modules 1-4, 1:1 Zoom meeting with Ombuds to review material, confirm understanding, and Q & A session (approximately one hour)
4. Upon completion of modules 5-8, 1:1 Zoom meeting with Ombuds to review material, confirm understanding, Q & A session, and final preparations



for a possible real-life conversation (approximately 1-2 hours)

### Cost

While the three-day training is free, there is a materials fee of \$265 (required by VitalSmarts, developer of the Crucial Conversations® material). You have two options for payment:

1. Your department may pay the \$265 materials fee via an index number transfer, processed through Ombuds Services. For this option, contact Anne Lightsey, Ombuds Services, at [alight01@unm.edu](mailto:alight01@unm.edu).
2. You may register through UNM Continuing Education, using your tuition remission. Total cost through UNM Continuing Education, including administration fee, is \$400. To register visit UNM Continuing Education.

Questions? Contact Ann Lightsey at [alight01@unm.edu](mailto:alight01@unm.edu) or 505.277.2993.

## Contribute to Our Historical Record



As we continually adapt to the changes incurred by the COVID-19 virus, our experiences render as first-person sources that could be topics of future research and scholarship.

In an effort to document this historic time, the Health Sciences Library and Informatics Center (HSLIC) is

reaching out to the UNM community to share their unique perspectives. Students, faculty, staff, clinicians, alumni, maintenance techs, volunteers, community members, and beyond – HSLIC seeks your help in submitting images, personal memoirs, art, recordings, and other creative works to contribute to the historical record during the current coronavirus pandemic.

**Feeling creative?** Have photos that capture something you once thought was unimaginable? We hope you consider submitting a photograph to the [Community Gallery](#), or an original manuscript to the [Reflections Collection](#).

For submission details and requirements, please visit the [HSC and New Mexico Respond to COVID-19](#) in the UNM Digital Repository.



## Benefits Tip Corner



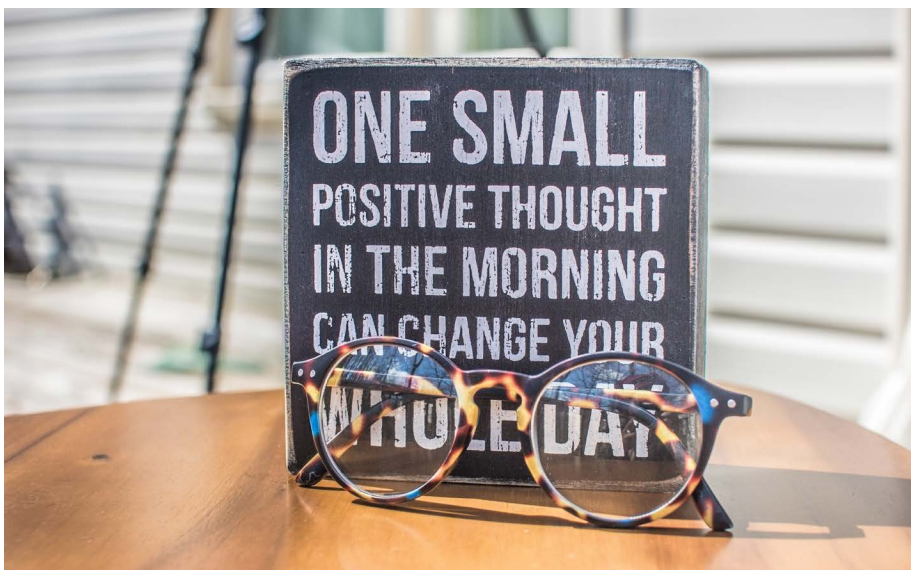
### New Eligible Expenses for Health Care FSA

Are you enrolled in the Health Care Flexible Spending Account? Health Care FSA funds can now be used for:

- **Over-the-counter medications**, including allergy and cold medicines (See [Eligible Expenses](#), for more details)
- **Feminine hygiene products**
- **Ordering online and shipping to your door** via [FSAStore](#), [FSA | HSA Amazon Store](#), [CVS](#), [Walgreens](#), and more.

Check out the [FSA | HSA Health Shopper](#) for even more eligible expenses!

### Positivity 101: Fostering Positive Thoughts



Are you feeling a bit overwhelmed by the information that floods the news media? These and other stressors can affect you, and it's easy to see how negativity can quickly rule the day.

Positive thought affirmations are powerful. Use these tools to help you with your own mental well-being and outlook on the world. Incorporate one, two or all five of these suggestions:

1. **Change Your Words.** Add a barrel full of positive words to your vocabulary. Notice the kinds of things you tend to say on a daily basis and ditch the overtly negative thoughts. Fill the word-void with positive words that encourage motivation and optimism.
2. **Smile.** It is a seemingly small thing to do but can make a big difference. As you are sitting at your kitchen table or home office desk, practice smiling for

a whole minute. Practice walking around with a slight smile on your face and watch how it impacts others. A smile has a ripple effect.

3. **Get Some Sun.** Humans need vitamin D to help combat depression. Soaking up the sun is a great natural source of this vitamin. Being outdoors helps lift our spirits and raises our energy levels. Be sure to use sunscreen and be mindful if you have any medical risks from sun exposure.
4. **Serve Someone Else.** Our own lives can be, at times, all-consuming. When we do something good for someone else, it's incredibly uplifting for you and for them. You can give to the Lobo Food Pantry or volunteer your time if you are not financially able to give.
5. **Be a Kid.** When was the last time you skipped, jumped rope, or played ball? Have you ever watched a child skip on the playground and thought about how whimsical and happy they are? Fun activities are a reminder of your childhood, and they are a nice energy boost.

**Takeaway:** You can take the reins and the power of how you think, which affects how you feel, improves your well-being, and changes the life you are experiencing. When we arrive outside of ourselves, we are able to gain some perspective on our own lives and see the brighter side of why we are here. Random acts of kindness can propel us to positivity.

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





## Fit Life: Working IN vs. Working OUT



### Lauren Lewis, Employee Wellness Health Education Consultant and Personal Trainer

Tough workouts can provide a strong sense of achievement and build your overall confidence to face other challenges in your life unrelated to fitness. While there are benefits to working out hard, it is also good to “work in” or incorporate a [movement meditation](#) in your training to help replenish physically, mentally, and emotionally.

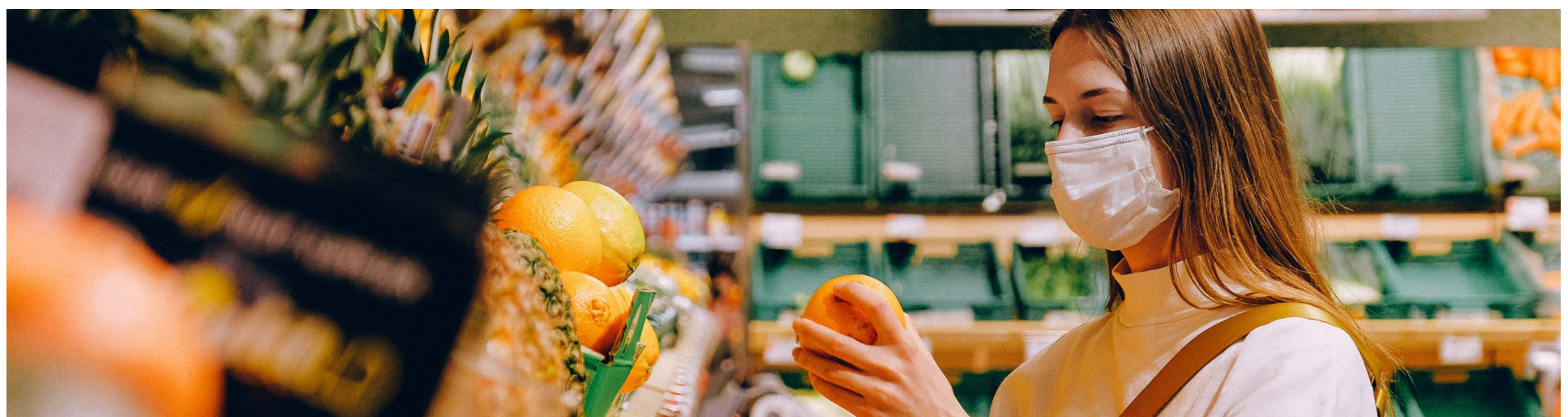
Movement meditation is about slowing down, quieting the mind, and turning inward. This can be as simple as

[walking](#) in nature while focusing on your breathing and bringing attention to your surroundings and current state.

If you're unable to get away for an outdoor walk, try this [guided movement meditation](#). This session is different from yoga, where you go through a series of set poses. Move your body in a way that speaks to you. For a nourishing and relaxing experience, stay present, explore different movements, and enjoy.

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

## Food for Thought: COVID-19 Guide to Grocery Shopping



### Reed Vawter, Employee Wellness Registered Dietitian and Nutritionist

To help lower your grocery shopping stress, Employee Wellness has combed the internet for expert advice, took notes on our own shopping experiences, surveyed others for their ideas, and put it all together in our [COVID-19 Guide to Grocery Shopping](#).

Remember, always follow current recommendations from the [CDC](#) and the [New Mexico Department of Health](#), as

the COVID-19 situation is constantly evolving.

If you have other questions or are looking for resources, our registered dietitian and nutritionist is available to help. Individual nutrition consultations are still available by phone or Zoom. [Schedule your appointment today.](#)

***Like these tips? Subscribe to Reed's Eat Well [email listserv](#) for weekly topics on joyful eating and healthy living.***





## Strategies for Improved Sleep

### Vanessa Roybal, Employee Wellness Health Education Consultant

Stress and sleep are like oil and water- they do not mix well. If our stress levels increase during the day, so do adrenaline and epinephrine. Those two chemicals can remain in the brain while you are sleeping, interrupt your sleep cycle and even cause bizarre dreams.

Many factors can contribute to broken sleep, including adjusting to a new schedule, being stuck at home with low levels of natural light, and not keeping track of the time/day- factors that have increased under the uncertainties of recent events.

The right amount of sleep is critical to our physical and mental well-being. It is even more essential as you try to cope during this pandemic. Sleep helps our bodies empower our immune system, contributes to improved thinking and learning, fights off depression, and improves overall mental health.

### Improve Your Sleep

**Consume Less Stressful Information.** Stick with one international source and one local source for your news. Be mindful of limiting how much time you devote to social media or watching the news.

**Spend Time Outdoors.** Be sure to open the windows and blinds during the day! Fresh air has positive effects on your sleep cycle and absorbing the natural light helps your body to regulate sleep.



**Routine and Schedule.** Adults, like babies, need a routine to incorporate steady sequences that provide time cues throughout the day. Waking up, going to bed, and eating meals at a consistent time every day will help your body adjust to your daily schedule.

**Limit Blue Light.** Working at home and catching up on shows has increased the amount of blue light we are absorbing. Blue light comes from our electronic devices and can interfere with our winding down process. Try to limit the use of electronics for one hour or more before bedtime.

Try using these strategies to help you achieve a more restful night's sleep.

Employee Wellness offers complimentary individual consultation to benefits-eligible faculty and staff. Use this one-on-one service via phone or Zoom to be the healthiest person you can be! Contact us at [wellness@unm.edu](mailto:wellness@unm.edu).

## Feeling Overwhelmed? CARS is Available

In response to limited operations, Counseling, Assistance, and Referral Services (CARS) is continuing to provide counseling services remotely via telephone and/or teleconferencing.

Employees of the University have access to **free** services through CARS. All regular full-time or part-time employees (as described in [Policy 3200: Employee Classification](#)), employee spouses/domestic partners, and retirees are all **eligible** to use CARS services.

CARS clinicians can help you by providing up to eight sessions of individual or couples counseling, as well as supervisory consultations, referrals to other resources for assistance, faculty/staff training, workshops, presentations, critical incident debriefing, and crisis intervention.

Per [Policy 3750](#), CARS services can be **utilized** during your normal working hours as paid time off (certain



restrictions apply. Please review the policy for specific details).

To schedule a remote counseling session, please call the CARS office at 505.272.6868 and leave a message. You will be contacted back via phone to schedule an appointment and receive additional information.





# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

PUBLISHED BY THE UNM DIVISION OF HUMAN RESOURCES

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## Questions? Contact Us!

### UNM HR is located at:

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Albuquerque, NM 87131-0001

**[hr.unm.edu](http://hr.unm.edu)**  
**505.277.MyHR (6947)**

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