



HUMAN  
RESOURCES

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# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

MARCH 2020

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## International ACAC 2020 Volunteers Needed

In July, UNM and the City of Albuquerque will host the world's largest conference for academic counselors and institutional recruiters. The 2020 International Association for College Admission Counseling (ACAC) Conference aims to bring professionals together from all over the globe in an effort to support secondary students transitioning into the sphere of higher education.

To ensure an exceptional event experience for our visitors, UNM is seeking volunteers to help with event logistics and hospitality tasks. The conference is scheduled to take place from July 14 - 17. Volunteers are needed over a six-day period, both during and leading up to the event.

### Paid Leave for Volunteering

Utilizing [UAP 3300, 3.2. Community Engagement](#), UNM is encouraging volunteer participation and has authorized paid leave for community engagement in an amount up to four (4) hours, for eligible regular exempt and nonexempt staff employees, during normal work hours, dependent on business/department needs.

To qualify for the paid leave to support Community Engagement; the following criterion applies:

- Must be a regular exempt or nonexempt staff.
- Obtain prior approval from Supervisor.
- Volunteer hours must fall within the employee's regularly scheduled work hours.
- Hours that exceed the authorized four (4) hours



during the employee's regular work hours can be offset with Flex Scheduling and/or Annual Leave with prior approval from the Supervisor.

- Consistent with [Section 3.1 of Policy 3305: Overtime](#), the four (4) hours of community engagement are not considered time worked.
- Proof of participation is required and will be confirmed. Proof of volunteer hours will be tracked by the Global Education Office. (When registering to volunteer be sure to use your UNM email address and indicate your affiliation with UNM.)

Please note that not all volunteers have to be UNM employees. Invite your spouse, friend or child who is over 18 to volunteer.

Sign up to volunteer by submitting your [International ACAC Volunteer Interest Form](#) today!

Volunteer registration ends June 1.

## Green Zone Training Prepares Staff and Faculty

President Garnett S. Stokes and the Veteran and Military Resource Center invite UNM faculty and staff to attend Green Zone Training, March 12 from 1:30 to 3:30 p.m. in the SUB, Santa Ana A & B Rooms.

Green Zone Training prepares University faculty, staff and students to better understand the experience of veterans, service members and their families.

Participants will be able to recognize the strengths, challenges and unique needs of our military student population and the services available to them.

The training will cover:

- Demographics of active military, veterans, and their family members on campus
- VA education benefits



- Service-connected disabilities and health concerns
- Services provided by the VMRC

The event is free, but register in advance [here](#). Light refreshments will be served. Questions? Contact Lori Peterkin, Office of the President at [lpeterkin@unm.edu](mailto:lpeterkin@unm.edu).

## Johnson Center Expansion and Renovation Soon Complete

Active staff and faculty will soon be able to explore the recently expanded and renovated Johnson Center.

The facility renovations, expected to be complete later in the semester, will add about 60,000 sq. ft. of new recreation space.

Renovated areas include the South Gymnasium, which will house three full basketball courts, or six volleyball and pickleball courts as well as brand new flooring, digital scoreboards, an elevated indoor track, and bleacher seating for spectators.

The renovated mat and dance rooms will soon be ready for use for group exercise classes, and adjacent to the dance room will be another large group exercise studio and fully equipped indoor cycling studio.

The expansion also features an innovative strength training area with new selectorized equipment, free weights, and a dedicated Olympic lifting space. The weight room also will host a lecture area that will allow



use of the weight room even when there is a class occurring.

The new cardio mezzanine, overlooking the weight room, will sport brand new treadmills, upper body ergometers, ellipticals, bikes, and stair climbers. It will boast a great view of Johnson Field and the Sandias thanks to the large glass walls that make up the strength training area.

Finally, the cardio deck from the old Johnson Center is now a Functional Fitness training area, fully equipped with a three-lane turf run, sled, tires, plyo boxes, self-powered cardio, three half-racks with platforms, and a large QueenAx centerpiece, creating the perfect space for high intensity, functional workouts.

We look forward to seeing you at your new Johnson Center soon! Check back with the UNM@Work Newsletter for more announcements. For more information, visit the [Johnson Center Expansion and Renovation website](#).

## Staff Recognition and Incentive Programs

Now that performance evaluations have wrapped up, has your department considered a staff recognition and incentive program to distinguish exceptional work throughout the year?

Staff recognition and incentive programs are planned processes that recognize the efforts of staff who support the UNM mission, accomplish department goals, and are high performers.

There are many types of recognition programs, both monetary and non-monetary, and there are a variety of strategies that you can include in your program, from peer-to-peer recognition to department celebrations.

Check out UNM Compensation's Staff Recognition



and Incentive Programs [website](#) and review the [UNM Policy 3235: Staff Recognition Programs](#) to ensure your program meets University guidelines.

Questions? Contact Compensation at [comp@unm.edu](mailto:comp@unm.edu).

# Your Benefits & Wellness

## Benefit Tip: Your Benefits Statement & Open Enrollment



Open Enrollment season is quickly approaching! Now is a good time to review your current Benefits Statement on LoboWeb to determine any changes you may need.

Benefits Open Enrollment is tentatively scheduled for April 22 - May 8. During Open Enrollment you can make enrollment changes to:

- Medical coverage
- Dental coverage
- Vision coverage
- Short-Term and Long-Term Disability coverage
- Life and Accidental Death and Dismemberment (AD&D) insurance coverage

- New this spring to Open Enrollment - Flexible Spending Accounts (FSA)! This FSA Open Enrollment is for the full, 12-month Plan Year (July 1, 2020 through June 30, 2021)

Enrollment changes you make to these benefits are effective July 1.

### How to View Your Benefits Statement

To view your Benefits Statement:

1. Go to [myUNM](#)
2. Log In with your UNM NetID and password
3. Click "Enter LoboWeb"
4. Click "Benefits and Deductions"
5. Click "Benefit Statement"
6. Log in through Duo

Stay tuned for more information on Open Enrollment in coming weeks!

If you have questions, contact the Benefits Office at 505-277-MyHR (6947).



## GET MOVING WITH YOUR DESK PERSONAL TRAINER

[FOLLOW](#)

### Take Five!

**This month our Employee Wellness Health Education Consultant makes it easy- just remember the number 5!**

*"In this month's video I'm giving you a dynamic warm up that you can do at your desk to avoid the March winds- five movements, five reps each, for five rounds.*

*With these moves, I want you to do what feels natural. This should be a full range of motion with no pain! This is not a race, but I encourage you to set your clock for five minutes and do as many rounds as possible. Shoot for five rounds. High five!"*

-Lauren Lewis, MS, CPT

Be sure to modify as needed, and of course always consult your healthcare professional before trying any new fitness routines. If you have questions about modifications, Lauren is here to help! Email her at [wellness@unm.edu](mailto:wellness@unm.edu).

Like this video? Subscribe to the [Employee Wellness YouTube Channel](#) and tell us what you think.

# Your Benefits & Wellness

## 5th Annual Stadium Stair Challenge, April 25

**COST: \$35 (through April 24) | \$45 (Day of Event); Eight-Week Training Course + Stair Challenge Registration: \$120 (Tuition Remission Eligible)**

The Stadium Stair Challenge is coming! Are you ready?

Whether it's your first challenge or you are a veteran fifth year challenger, we invite you to join UNM Employee Wellness Health Education Consultant Lauren Lewis, NASM-CPT, for stair challenge training sessions.

The eight-week, tuition-remission eligible training program will step up your activity level and help you learn what it takes to complete this unique challenge.

Join your co-workers as you come together to achieve the same goal.

Working out in groups has been shown to increase accountability, motivation, and encouragement and pushes you to keep going in order to maximize results.

Come race day, nothing brings people closer than support and success!

Did we mention the challenge and training is tuition remission eligible? No excuses!

It is never too early (or late) to commit to a healthier lifestyle and this stair challenge is a perfect way to be inspired and achieve.

For more information on dates, times and prices, visit the [Stadium Stair Challenge website](#).



**REGISTRATION IS NOW OPEN!**

## Walk for Wellness Wednesday Set for April 1

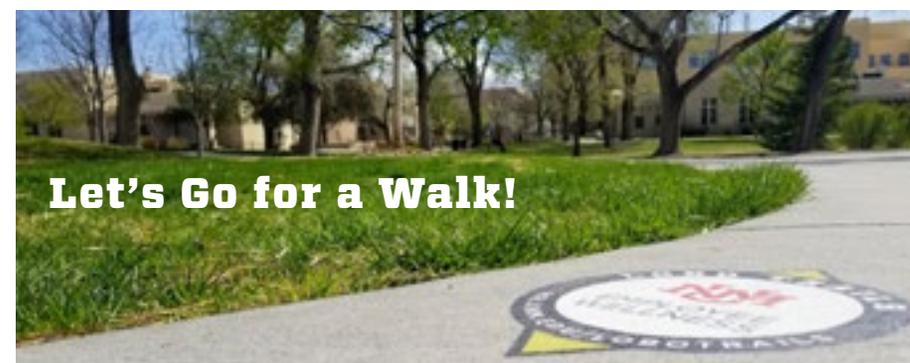
### Lead the Way and Lead a Walk!

Our event has a NEW name but the same healthy purpose... to move more during your day!

To encourage UNM staff and faculty to move more, Employee Wellness will be hosting the annual Walk for Wellness Wednesday event on Wednesday, April 1.

Would you like to be a walk leader for your area/department? Simply go to the [Walk for Wellness webpage](#), fill in the blanks with your name, meet-up time and location, and the length of time/distance you will be walking. Post it prominently around your work area to promote and encourage your fellow coworkers to join you on a walk!

On April 1, during your Walk for Wellness, post a selfie



of your group on the Employee Wellness Facebook page and hashtag #unmwalks. Be sure to also like us and you will be entered into a drawing to receive a rare UNM Employee Wellness t-shirt.

For more information, visit the [Walk for Wellness webpage](#) or email us at [wellness@unm.edu](mailto:wellness@unm.edu).

# Your Professional Development

## EOD Spotlight: UNM Respectful Campus Expectations



[Last month](#), James Holloway, UNM executive vice president and provost, reminded us that UNM's success relies on respecting ourselves and the respect of those around us through the annual [respectful campus policy](#) notification.

Stress, challenges, and demands of our work + life balance can be difficult, but it is important to remember that it is never appropriate for any employee to treat any member of the UNM community (including students) in a disrespectful manner. Before negativity reaches the boiling point, there are some things you can do to neutralize negativity in the workplace.

- 1. If the hostility is directed at others, don't engage in the negative.** Walk away from gossip and complaining. If the hostility is directed toward you, respond calmly. Don't add to the negative energy.
- 2. Contribute to the positive.** A positive comment, a smile, or a compliment or thank you can douse a

developing negativity wildfire.

- 3. Explore your and others' expectations and compare them with reality.** Examine whether someone has realistic and unrealistic expectations for the job and the workplace and if those expectations are reality-based. This includes you! Remember to examine yourself as well as others. See how this impacts your perspective, and reduces feelings of negativity.

Most importantly, when disrespectful behavior escalates, employees are encouraged to speak with their supervisor or unit head and/or contact one of the resources [listed here](#) and in the policy notification.

**Need help with topics like this one?** Employee & Organizational Development is a resource for you and your department. We offer support ranging from department facilitations, one-on-one coaching, retreat activities, and training courses. Visit [EOD](#) for more on our services and course offerings.

## EOD March Course Spotlight

Did you know EOD offers over 30 online and in-person professional development courses? Here is a sample of one of the many great classes offered this month.

### **EOD 610: StrengthsFinder (78039)**

March 10 | 9 - 11 a.m.

Perovich Business Center, EOD Room 1016

Turn potential into greater performance with CliftonStrengths training. First, you'll take the CliftonStrengths Assessment to measure your talents—natural patterns of thinking, feeling and behaving—and categorize them into your top themes. You'll receive a Signature Theme Report which presents your five most dominant themes of talent.

Research demonstrates that your greatest room for overall personal improvement is where you're already at your strongest—not your weakest! Next, you'll spend time in-person with an EOD facilitator who can show you how to harness the power of your results for extraordinary results in your work and your life.

For this class and more, visit and register at [Learning Central](#).



# 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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