



HUMAN
RESOURCES

UNM at Work

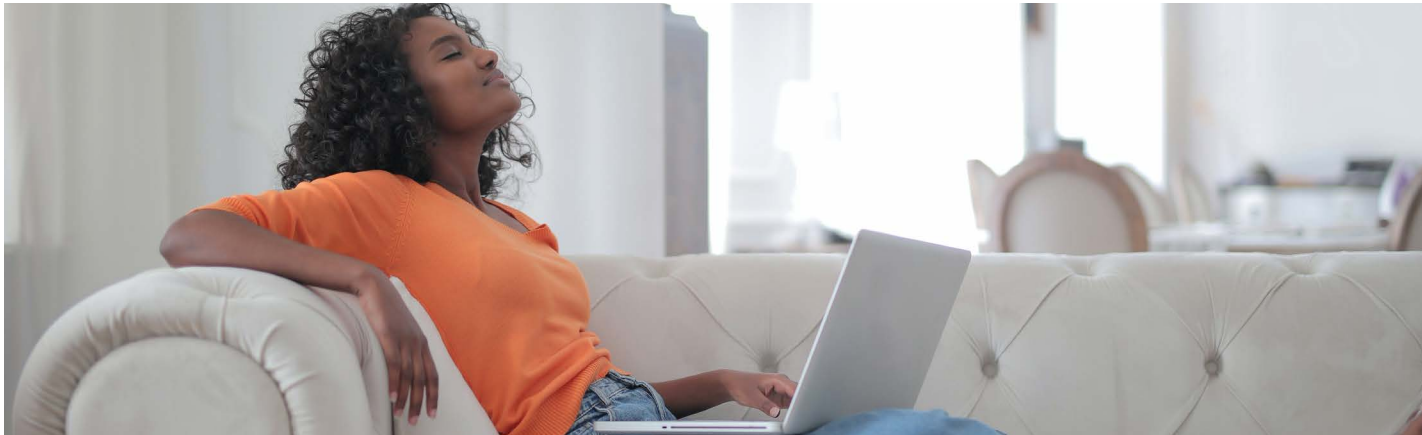
YOUR MONTHLY HUMAN RESOURCE

August 2021

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Temporary Policy for Annual Leave Expires Dec. 31



Faculty and staff at main, branch, and HSC campuses with high Annual Leave balances should consider utilizing annual leave hours for time off before the end of this year. Employees with hours above 252 will forfeit their extra hours earned when the Temporary Annual Leave Policy (put in place during the pandemic) expires at the end of this year. Please work with your supervisor and colleagues to coordinate time off of work as necessary.

The amount of Annual Leave hours that UNM provides is one of the many benefits that makes UNM a highly sought-after employer. Human Resources is grateful to UNM's leadership for allowing eligible employees the possibility of an additional 56 hours during a time when employees had to strategize and be creative in ways we've never considered before.

Read the temporary policy, [Temporary Increase to Maximum Annual Leave Accruals for Faculty and Staff: Main, Branch and HSC Campuses \(Non-UNMH\)](#).

View your Annual Leave balance in [MyUNM](#).

Moratorium on New Remote Work by Employees Out-of-State and Out-of-Country

With the recent release of the [Remote and Telecommuting Program](#) for in-state staff employees, some questions have been received regarding faculty and staff who were already working from remote locations outside of New Mexico and outside the U.S.

At this time, a moratorium is in effect for any new requests for out-of-state and out-of-country work for faculty and staff at all campuses. A few limited exceptions may be granted by the appropriate EVP/SVPFA for extraordinary situations.

Employees not currently residing in New Mexico who are working remotely may continue to do so while the respective Human Resource offices work directly with their departments to collect information on their work location.

It is important to keep in mind that UNM must consider tax and legal implications for these arrangements that were made prior to UNM having an official remote and telecommuting program. Regarding out-of-country work arrangements, it has been determined that agreements after July 8, 2021 will not be allowed.

UNM's leadership is committed to evaluating if and how out-of-state work agreements within the United States can be supported.

This moratorium for new requests for work outside the state of New Mexico is in effect until further notice. If you have questions, please contact your appropriate Human Resources office. For more information, visit the [HR website](#).

HR CALENDAR

Aug. 2

Return to Campus

Aug. 2

Fall ZoomFit
Schedule Begins

Aug. 22

AY20-21 Parking
Permits Expire

Aug. 26

Fall ULead
Registration Deadline

Sept. 2 - Oct. 14

Road to Wellness
Workshop

Sept. 12-18

Suicide Awareness Week

Sept. 15 - Dec. 8

Working with Positivity
Course

Sept. 21 - 23

Well-Being Expo

Dec. 1

Mandatory Training Due

Dec. 31

Temporary Annual Leave
Policy Expires

**Feedback for the
UNM at Work
Newsletter?**

Contact us!

HRInfo@unm.edu

ISS Update: 2021-2022 Parking Permits

Current parking permits (for AY20-21) are valid until Sunday, Aug. 22. Effective Monday, Aug. 23 (the start of the fall semester), your new AY21-22 parking permit will need to be displayed in your vehicle.

Automatic Renewals

- Automatic renewals for Academic Year 2021-2022 parking permits, paid for through automatic payroll deduction, were processed on Saturday, July 24.
- Parking permits automatically renewed for AY21-22 will be mailed starting on Aug. 2. Please expect your permit to arrive to your mailing address within 3-7 business days after your permit renewal has processed. If you are signed up for automatic payroll deduction and do not receive your AY21-22 parking permit by Aug. 9 please contact PATS' business office at 505.277.1938 (7:30 a.m.- 5 p.m., M-F).
- If you would like to return your permit please contact our office via phone at 505.277.1938 or email at parktran@unm.edu.

In-Person Purchases

UNM Employees who pay for UNM parking permits with a credit card will need to visit the PATS Business Office to renew permits in-person, beginning on Aug. 3. The deadline to renew permit is Sept. 3.



How to Enroll in Payroll Deduction for your UNM Parking Permit

PATS staff are available to help you through the process! Please call 505.277.1938 or e-mail parktran@unm.edu to get started. A PATS staff member will verify your eligibility and review the available parking lot options. Afterwards you will receive a fillable Faculty/Staff Parking Application to complete and return to parktran@unm.edu, which is needed to authorize payroll deduction for your UNM Parking Permit.

Questions? Contact the PATS Office at 505.277.1938 or via email at parktran@unm.edu.

Suicide Awareness Week, Sept. 12-18



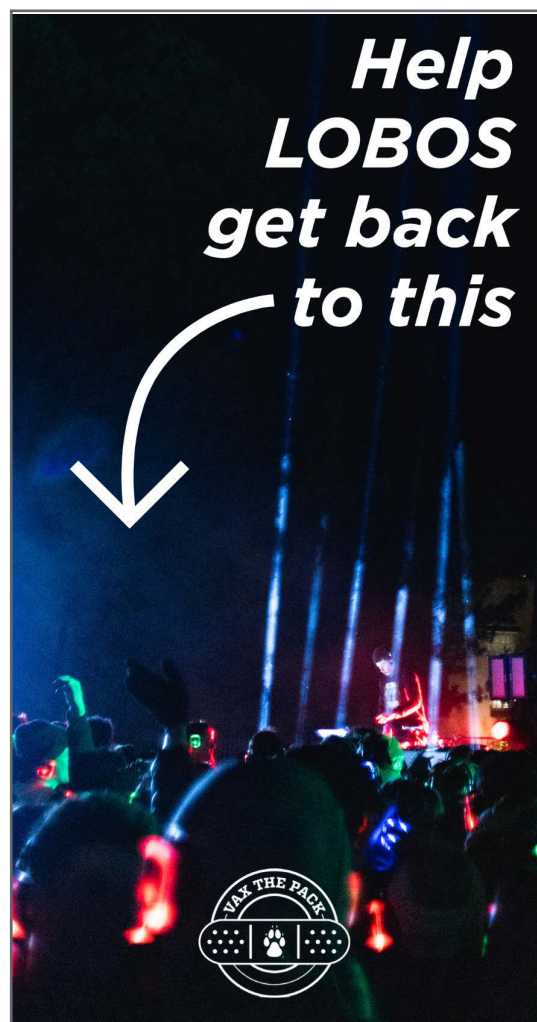
The UNM/HSC Suicide Awareness Week will take place from Sept. 12 through Sept. 18. This annual campaign aims to educate and inform our community about the warning signs and prevention of suicide.

It also strives to reduce the stigma surrounding suicide and encourage the pursuit of mental health assistance because going to therapy should be as normalized as going to the gym.

Join the UNM Suicide Awareness Walk on Sept. 12 at Johnson Field and [donate](#) to the UNM Foundation for the Agora Crisis Center to help further their work in helping all who seek it.

Other events include a Physician's Moment of Silence, webinar presentations by [Agora](#), [CARS](#), [HSC](#), [UNMH](#), and a candlelight vigil.

Save the week on your calendar and join us in helping prevent suicide.



Main and Branch Campus Employees!

Enter a drawing for one of fifty \$1,000* prizes when you upload proof of full COVID-19 vaccination.

Visit the [Vax the Pack website](#) for more details.

*\$1,000 prizes will be subject to income tax and the dates of the drawings will be announced soon.

YOUR PROFESSIONAL DEVELOPMENT

EOD Spotlight: How to Re-Onboard Employees Who Started Remotely



Throughout the pandemic, our campus quickly shifted to onboarding our new employees remotely. Many of these new employees may not have met their fellow team members in person or not yet settled into their on-campus office space.

Now as many of us make the transition back to campus, we do have the opportunity to re-onboard those employees in order to help create a positive employee experience. These employees may include those who started just before the pandemic.

Here are some great tips from the [Harvard Business](#)

[Review](#) on how you can welcome your new employees as you bring your team back together.

Allow remote hires to bond as a cohort. This group shares a common, distinctive experience — starting a new job during what is, hopefully, a once-in-a-lifetime global pandemic.

Be thoughtful. Make an extra effort to help these employees feel particularly welcome, as if it's their first day at the office — because it is!

Create informal team building opportunities. Creating opportunities for people to get to know each other better will help all employees to reconnect after being remote for over a year.

Read the entire [Harvard Business Journal article](#) for more tips.

Need help with topics like this one? EOD has resources to support you and your department, ranging from open enrollment courses, department facilitations, one-on-one consulting and retreat activities as well as interactive, web-based training courses. [EOD Website](#) for our services and course offerings.

ULead Online Fall 2021

If you or someone on your team are interested in developing leadership skills for your career path in 2021, **ULead Online** is for you!

ULead will help you uncover your innate leadership abilities and positively impact the world around you, no matter your job level or function.

ULead Online is a **6-week** leadership program that is offered for free to all UNM employees scheduled for:

**Sept. 14 - Oct. 20 | Tuesdays & Wednesdays
10 a.m. to noon | 1 - 3 p.m.**

You have three learning paths to choose from:

- **Project Management:** From ideas to solutions, lead, execute and monitor your projects.
- **Managing Relationships in the Workplace:** Communication, engagement, conflict resolution,

change management, coaching- moving people forward.

- **Diversity and Inclusion in the Workplace:** Diversity and inclusion in the workplace, and addressing unconscious bias.

To join, fill out the [application form](#) by **Aug. 26** and we will contact you with next steps. Applications received after the deadline will be accommodated based on capacity.

ULead classes will be conducted virtually using Zoom this fall. There will be no face to face classes.

Let us know if you have questions or if you would like additional information about the program. Contact [Kate Williams](#) or [Cristina Serrano Johnson](#).

Stay tuned for a hybrid version of the program coming up in the spring of 2022.



STAFF SUCCESS DAYS RECORDINGS NOW AVAILABLE!

Thank you for supporting Staff Success Days! We've curated a collection of recordings from the week for your viewing! Visit the [Staff Council YouTube channel](#) for replays.

Staff Success Days is brought to you by Employee Organizational Development & Staff Council.

Benefits Tip Corner



Qualifying Change in Status Events

Have you just experienced a major life event, but Open Enrollment for the 2021-2022 Plan Year has ended? You can still make changes to your health benefits if you act quickly!



Some life changes (like marriage or the birth or adoption of a child) 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 or QLE). 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 or Adoption of Child (birth- copy of birth certificate or hospital document; adoption- 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)

If you've experienced a Qualifying Change in Status Event, don't hesitate to get in touch with Benefits & Employee Wellness, at the earliest opportunity, at 505.277.6947 or hrbenefits@unm.edu for further information about making 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

Don't wait for proof documents to submit your Enrollment/Change Form(s)!

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 allowable changes outside of Open Enrollment, designated Enrollment/Change Forms, and other information related to Qualifying Change in Status Events, visit our [Qualifying Change in Status](#) webpage.

If you have questions, please contact us by calling 505.277.6947 or email us at hrbenefits@unm.edu.

YOUR BENEFITS & WELLNESS

UNM Health Plans Benefits Booklets Available

Benefits booklets for UNM's 2021-2022 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.

Please 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 505.277.6947 or hrbenefits@unm.edu for questions.



FitLife: ZoomFit Fall 2021- Lunch and Evening Classes!



Employee Wellness Health Education Consultant and personal trainer, Lauren Lewis, is continuing her ZoomFit classes for the Fall 2021 semester with a new schedule, including 45-minute evening classes!

Join Lauren and this fun online fitness community for a sweat

session that you can do from anywhere. No equipment needed. Just Zoom, some floor space, and YOU!

Lauren's style of training is mostly circuit, strength, and high intensity interval training, but she gives plenty of low impact modifications for any fitness level. [Email Lauren](#) to receive the complete schedule with class descriptions and to get on her ZoomFit invite list.

ZoomFit Fall 2021 Schedule Starting Aug. 2

- Monday: Lunch ZoomFit (noon-1 p.m.) and Evening ZoomFit (5:15-6 p.m.)
- Tuesday: Evening ZoomFit (5:15-6 p.m.)
- Wednesday: Lunch ZoomFit (noon-1 p.m.) and Evening ZoomFit (5:15-6 p.m.)

Zoom Desk Stretch and Movement Breaks Every Monday, Tuesday, and Wednesday

Starting Monday, Aug. 2, Lauren will be leading simple 10-minute stretch and movement breaks via Zoom. Take a break from your desk at these times:

- Monday at 3 p.m.
- Tuesday at 10 a.m. and 3 p.m.
- Wednesday at 10 a.m.

[Email Lauren](#) to receive the calendar invites so you don't miss a session!

Well-Being Expo, Sept. 21-23

Are you seeking strategies to improve self-care and overall health?

Attend the 2021 UNM Virtual Well-Being Expo for educational workshops and ideas to support and enhance your physical, mental, emotional, and financial growth. Sessions will include topics like meditation, work+life balance, eating healthy on a budget, exercising at work, supportive listening, and pet therapy.

Talks on managing money and debt, building good credit, covering risks with insurance, improving your plan, and ensuring a comfortable retirement will help you and your



family improve financial security and wealth.

Sessions will be available via Zoom on Tuesday through Thursday, Sept. 22 through 24, from 10 a.m. to 2 p.m. The Expo, sponsored by UNM Benefits & Employee Wellness and HSC Wellness, is virtual and open to UNM faculty, staff, retirees, alumni, and students.

Registration coming soon!

YOUR BENEFITS & WELLNESS

Working with Positivity Course Coming this Fall



Would you like to flourish more in your daily life? Are you looking for a program that can offer positivity to you personally and professionally?

“Working with Positivity” is a course which facilitates the workbook *Move from Surviving to Thriving: A Positive Psychology Workbook for Challenging Times* by UNM Professor, Bruce W. Smith, PhD.

The course offers you the opportunity to utilize this research-based, self-development workbook to overcome obstacles and achieve your best life!

Working with Positivity isn't a one-way learning experience. Positive psychology helps you to be your finest in all circumstances.

There is no predetermined outcome; instead, you chart the course and implement the skills to help you live well. The class is 50-minutes long for 12-weeks on Wednesdays at 12:10 p.m. The workshop will be held Sept. 15 through Dec. 8 (no class held on Nov. 24).

[Sign Up Today!](#)

Road to Wellness Workshop, Sept. 2 - Oct. 14

Benefits & Employee Wellness is back with our 7-week Road to Wellness Workshop for Fall 2021. Make your health and wellness a priority this fall semester by [signing up today!](#) Space is limited.

This online workshop will help you set achievable wellness goals and maintain healthier habits as you continue on your road to wellness. The workshop will also share and discuss several self-care techniques that you can start practicing in your daily life immediately!

WHEN: Every Thursday, Sept. 2 – Oct. 14, Noon-1:30 p.m.

Fourth meeting will be 1-on-1 consults only. No group class will be held on Sept. 23

WHERE: On Zoom and daily emails to keep you on track! You will receive a calendar invite with the Zoom link for each class

FOR WHOM: This workshop is free to all benefits-eligible faculty and staff

Who is This Workshop For?

- Individuals living with a chronic condition or disease
- Caretakers of individuals living with a chronic condition or disease
- Anyone needing more guidance and accountability on their road to wellness



While we cover chronic disease self-management information in this workshop, we also offer self-care and general wellness tips that anyone can apply in their daily lives, including:

- Wellness Goal Setting and Action Planning
- Brainstorming and Problem Solving
- Healthy Eating
- Physical Activity
- Getting a Good Night's Sleep
- Stress Management and Mental Health
- Meditation and Deep Breathing
- Additional Resources and Support

Questions? Contact workshop leader and UNM Benefits & Employee Wellness Health Education Consultant Lauren Lewis at llewis@unm.edu.

YOUR BENEFITS & WELLNESS

Food for Thought: Save Time with Meal Prep



Reed Vawter, MS, RDN, CSOWM, LD
Health Education Consultant
Employee Wellness

“I just don’t have enough time!” This is probably the most common reason that people struggle to stay on track with their healthy routines. And if a work commute has just come back into your life, you might have even less time to devote to your nutrition goals.

But this doesn’t mean you are destined to eat out of the drive-thru every night. Meal prep can help solve this problem by saving time and improving your eating all at once.

Find the meal prep that’s right for you

The magic to meal prep is that it makes you more efficient with your food. There are different ways to approach it, so first, decide which kind of meal prep fits your needs.

Cook-ahead meals: This involves preparing and cooking your meals in advance and then storing them until you are ready to eat. All the work is up-front, and mealtime is just heat and serve. Since the prep is concentrated, this often saves the most time.

Ready-to-cook meals: Another option is to assemble and prepare all the ingredients ahead of time, but cook them on the night you eat them. This splits up the prep and cooking but saves time through planning and organization. And it works great if you prefer a freshly cooked meal.

Plan-in-advance meals: Essentially, you decide what you want to eat in advance (aka, “meal planning”). It keeps all of the prep and cooking on meal night but saves you the decision-making process of what to eat.

You can also use a combination of approaches. For example, you might pre-cook your meals for Monday through Wednesday but have planned meals penciled in for later in the week. This saves time and allows additional flexibility if your plans change.

Get started

The best way to get started is to just do it! You’ll learn as you go and find the strategies that work with your schedule. A great approach is to begin with prepping for just two or three days. Here are some of my favorite detailed guides to help you on your way:

- [How to Meal Prep – A Beginner’s Guide](#)
- [Meal Prep 101: A Beginner’s Guide to Prepping and Portioning Meals](#)
- [The Beginner’s Guide to Meal Planning: What to Know, How to Succeed, and What to Skip](#)

What to cook

Choosing what to cook is often the hardest task! I suggest starting with your favorite meals – this helps avoid the potential for changing your mind at the last minute (and then wasting food and money). But the Internet can also be a great source of inspiration. Here are some excellent meal prep ideas:

- [Here’s How to Make 21 Healthy Meals For Under \\$50](#)
- [Low-Calorie Meal Prep Your Day](#)
- [39 Crock-Pot Recipes That’ll Last You All Week](#)
- [14 Meal Prep Plans That Tell You Exactly What to Make \(and How\)](#)
- [25 Healthy Meal Prep Ideas to Simplify Your Life](#)

Practice!

If you’ve never meal prepped before, don’t expect it to be perfect on the first try. With practice, you will quickly start reaping the time savings that meal prep provides. And that’s the ultimate goal – when you can reclaim that time, you’ll be less hurried, less stressed, and even be eating better in the end.

So give it a try. Pick a recipe or two to meal prep and get started. If you want help building your plan, be sure to check out my [nutrition counseling services](#) available free to all UNM employees. You’ll love the time savings you achieve!

Positivity 101: Cultivate Your Mindset



**Tracey L. Briggs, MA, Supervisor
Employee Wellness**

Growth vs. Fixed Mindset: Which is Better?

Have you ever succeeded at accomplishing something that you thought was impossible? Did you visualize the outcome?

Many of us can pinpoint a time in our lives when we have set our mind to a task and achieved it. Your mind plays a key role in setting the stage for the process that led to your success. The stories you tell yourself and the things you believe about yourself can either prevent change from happening or allow new ideas to blossom.

That stage is your [mindset](#). It is a set of assumptions, methods, or notations that generates a significant incentive within you to continue to receive and accept prior actions. It encodes your interpretations of and responses to situations.

Studied by Stanford University psychologist [Carol Dweck](#), growth versus fixed mindset research has shown that the view you adopt for yourself profoundly affects the way you lead your life. Your mindset can influence your reaction and response to the many opportunities and obstacles you encounter in your lifetime.

A positive, active, and achievement-driven [growth mindset](#) can translate into a world of difference regardless of the goal you seek. Some people believe their most basic abilities can be developed through dedication and hard work. This view creates a zest for learning and a resilience that is vital for boundless accomplishment.

Others believe their basic qualities, like their intelligence or talent, are simply fixed traits. Those who hold a fixed mindset believe that they are either good or bad at something based on their inherent nature. They also believe that these attributes alone, without effort, create success.

Cultivate Your Growth Mindset

Cultivating a growth mindset may influence your motivation and could make you more readily open to seek opportunities to learn and grow your abilities. It can also help you focus more on your most desirable goals in life.

In 2016, published in the journal *Frontiers of Psychology*, [research](#) revealed the most effective motivational technique for improving performance. An extensive study set out to see if one motivational method is most effective for improving performance. Over 44,000 volunteers were used to test three motivational techniques for enhancing performance:

- 1. Self-talk.** Saying to yourself, “I can do better.”
- 2. Imagery.** Imagining yourself doing something better.
- 3. If-then planning.** Example: “If I start to doubt myself, then I will remind myself that I have the skills!”

All three techniques improved performance, but the most effective one was self-talk. Thinking and saying to oneself, “I can do better next time,” increased the intensity of effort people put into an activity.

You can change your brain’s patterns once you start to consistently feed your mind with new empowering messages. Pay attention to your self-talk and consider making changes if necessary. This “can-do” talk may positively affect you if you open yourself up to it.

- Make a specific, measurable, attainable, realistic, and time-bound life-list of everything you want to achieve. Limit yourself to just five.
- Set small goals each day and week to achieve them. There is a power to breaking things down and working towards them little by little vs. getting overcome by the idea of the completed goal you want.
- Realize that it is possible instead of telling yourself why it is not.
- Become aware of your self-talk. Replace negative thoughts with positive ones.
- Use the skills you already have. Focus on your strengths, build upon them and improve with time.
- See failure as a setup for a comeback.
- Keep moving even if you make baby actionable steps.

Changing your mindset about your ability in a particular skill may mean mastering it through disciplined practice. But anything that requires change may take some time to develop. It takes conscious effort to transform and have a positive mindset geared towards success.



UNM at Work

YOUR MONTHLY HUMAN RESOURCE

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Questions? Contact Us!

UNM HR is located at:

Perovich Business Center
1700 Lomas Boulevard NE
Albuquerque, NM 87131

UNM HR Mailing Address

MSC01 1220
1 University of New Mexico
Albuquerque, NM 87131-0001

hr.unm.edu
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