



HUMAN
RESOURCES

UNM at Work

YOUR MONTHLY HUMAN RESOURCE
May 2022

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BENEFITS OPEN ENROLLMENT 2022 ENDS MAY 6

Now is your opportunity to enroll or make changes!

PRESCRIPTION DRUG PLAN CHANGE

Details about the change to CVS Caremark® for prescription drug benefits, ID cards, and FAQs can be found at goto.unm.edu/cvs.

VEBA OPTIONS DURING OPEN ENROLLMENT

Were you an active benefits-eligible employee already employed as of June 30, 2013 or hired between June 30, 2013 and June 30, 2015? Current participants of the Voluntary Employee Beneficiary Association (VEBA) have the opportunity to opt-out of VEBA during this Open Enrollment period.

Open Enrollment for FY23 is the only Opt-In opportunity for VEBA participants who opted out with an effective date between May 1, 2016 and May 1, 2017.

Please review the [VEBA webpage](#) for more details on these important decisions regarding access to future UNM Retiree medical and dental benefits.

Supervisors Should Embrace Flexibility for Successful Tuition Remission Program

UNM's mission is, in part, to "provide students the values, habits of mind, knowledge, and skills that they need to be enlightened citizens, to contribute to the state and national economies, and lead to satisfying lives."

The educational attainment of UNM employees is a key contributor not only to their success, but also to the overall effectiveness and success of our institution. To support staff in their quest for knowledge and self-improvement, UNM offers the Employee Tuition Remission benefit program.

Carrying out this program can sometimes lead to conflict between the desires of individual employees and the needs of the University and the individual business units. To meet the obligations of the institution, and to provide employees with this important benefit, flexibility and collaboration is required by both the staff member and their supervisor.

- Employees should discuss their goals for educational attainment with their supervisors, and supervisors should provide guidance how their Tuition Remission benefit can support those goals.
- Employees should first seek out courses that are offered outside their regular work schedule.
- If a desired course is only offered during the work day, the employee and supervisor should work together to arrange an alternate work schedule or arrange for the use of paid time off if the provisions are met (see UAP 3700, Section 3.2).
- Granting staff time away from daily obligations can be challenging for supervisors and may not always be possible. However, when it is possible, supervisors should look beyond the short-term inconvenience of adjusted schedules and work with their staff to find ways to support their pursuit of education and self-improvement.
- Schedule changes should be discussed and agreed upon by both parties prior to course registration. This will help avoid future conflict.

Support of an employee's educational goals is a win-win situation for both the staff and the University. But, for everyone to benefit, understanding and flexibility by all is needed.

More detail on the Tuition Remission Benefit Program, along with expectations for all parties can be found in [University Administrative Policy 3700](#).

UNM IT Service Upgrade – Authentication Safeguards Expanded to myUNM, LoboWeb, and more

Beginning May 16

From the Office of the Chief Information Officer

Beginning, Monday, May 16, 2022, UNM IT will expand the use of Multi-factor Authentication (MFA) and Single-Sign-On (SSO) for supported applications to help further safeguard UNM accounts and information.

In March 2021, [UNM IT rolled out MFA](#) for a variety of services, including the Bursar Account Suite (TouchNet), LoboMail and Microsoft 365. This next phase will add authentication protection for myUNM, LoboWeb, UNM Online Directory, Chrome River, Learning Central and more.

What does this mean for you?

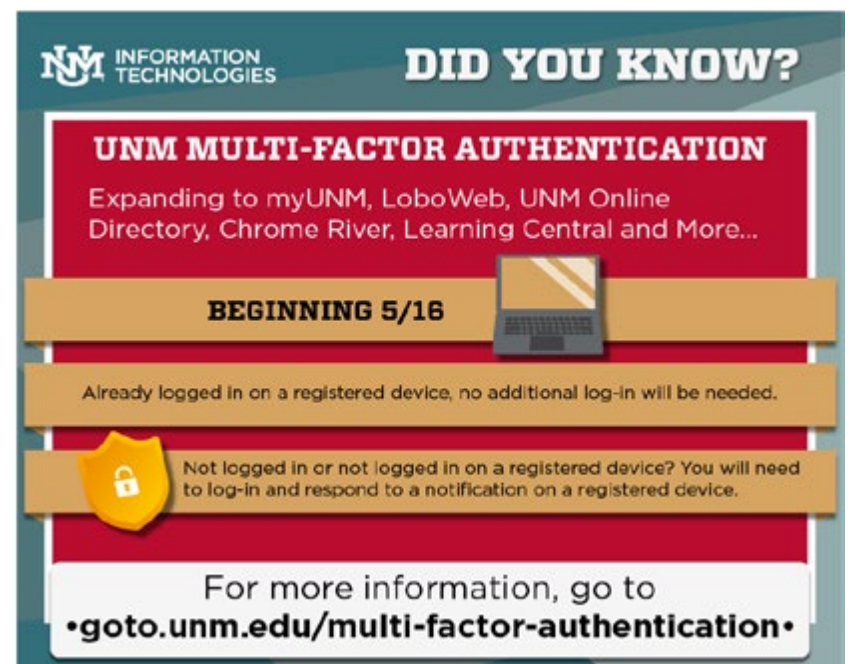
- If you are already logged into applications such as Microsoft 365, LoboMail, Blackboard Learn, Canvas, TouchNet and others that have MFA on a registered device, no further log-in will be needed.
- If you are not logged into an application using MFA on a registered device, you will need to log-in AND respond to a notification. See [FastInfo 7934](#) for more information
- If your device is not yet registered, you will be prompted to register it the first time you log into a system or app requiring MFA. See [FastInfo 7823](#) for instructions on registering your device.

UNM IT Services that are protected by UNM's MFA work with your Main Campus NetID (UNM NetID@unm.edu) and password. Most HSC users will be able to sign in with their HSC username and password. If you are an HSC user and are unable to access the application, open a Private/Incognito/InPrivate browser window and append @unm.edu to your Main Campus NetID, for example, <NetID>@unm.edu.

To reduce the number of times you must complete MFA on trusted devices, most applications allow for Single-Sign-on (SSO). When you select the "Don't ask again for 365 days" option if prompted many services can be accessed during a single browser session. See [FastInfo 7823](#) for more information. This setting is device and browser specific. You may need to select SSO on each device. To protect your personal information, when using public computers, be sure to log out of all applications and the device.

For assistance with UNM IT services, please contact UNM IT Customer Support Services at 277-5757. Hours of operation are Monday – Friday, 7:30 a.m. to 5 p.m.

Thank you for your assistance as we work to virtually protect the pack and secure UNM accounts and information.



Extension Approved for Temporary Maximum Leave Accruals

UNM Administration has approved an extension to the temporary increase to maximum annual leave accruals for faculty and staff. The previously announced deadline of June 30, 2022 to use accrued annual leave exceeding 252 hours up to 308 has been extended to August 31, 2022. This extension is provided to give employees the opportunity to take advantage of the summer vacation season.

Faculty and staff at main, branch, and HSC campuses with high annual leave balances are encouraged to take their well-earned leave as soon as practical to avoid the risk of forfeiture. Any annual leave exceeding 252 hours on August 31, 2022, will be lost without compensation.

Annual leave is a vital benefit for maintaining physical and mental well-being. With the ongoing challenges of the pandemic, both individually and as an institution, taking time to recharge has never been more important.

Please work with your supervisors to coordinate leave requests while ensuring appropriate coverage in your units.

For more details, read the [Temporary Annual Leave Policy](#). You can view your Annual Leave balance in [MyUNM](#).



Ombuds Crucial Conversations for Mastering Dialogue®

Online, Self-Paced with Tailored 1:1 Support and Coaching

Put your best foot forward this Spring by preparing for hard decisions or difficult conversations with **Crucial Conversations®**. Crucial Conversations is an online, self-paced course that focuses on the skills that foster open dialog around high stakes, emotional, or risky topics. You will learn how to speak persuasively, foster teamwork and make better decisions.

The course includes:

- Online self-paced class with 1:1 coaching and support from UNM Ombuds
- Downloadable Toolkit (a reference guide to the online Crucial Conversations® content)
- Crucial Conversations® e-book
- 1:1 Ombuds coaching, support, and check-ins

Upcoming Spring Kick-off dates are from noon to 1 p.m. on the following dates:

June 2 | July 12

Choose the kick-off date that works for you and then complete your course within 90 days of your kick-off date. More dates scheduled for summer and fall!

Cost

This class is free, but materials cost \$250 per person. There are two options for paying the cost:

1. Your department may pay the \$250 materials fee via an index number transfer, processed through Ombuds Services.
2. An individual may use tuition remission. This option is processed through UNM Continuing Education and with their administrative fee, the total, including the \$250 materials fee, is \$385. [Register here](#) for the UNM CE option.

Learn more about the program or register through [Ombuds](#).



Planning Your Estate to Care for Yourself and Loved Ones

Most of us want to leave something meaningful to the people and/or causes we care about most. It could be money, a lasting gift or scholarship, special possessions, or just a way to make it easier for others in or after our final stage of life. [Estate planning](#) makes things clear and legally certain for our loved ones. Taking the time now to create and regularly review your [estate plan documents](#) can give you the peace of mind that things will be done according to your wishes, no matter how life goes.

Step One: Choose who will make decisions if you become incapacitated. Without the documents below, those you love will have to ask the courts for a guardianship or conservatorship and may have the burden of making vital decisions without knowing your wishes.

- [Advance Healthcare Directive](#): A two-part document consisting of a Living Will and Medical Power of Attorney
- [Living Will](#): States specifically which medical treatments you do or do not want if you are not able to decide for yourself.
- [Durable Medical Power of Attorney](#): Names someone who can legally make health care decisions for you.
- [Durable Financial Power of Attorney](#): Names the person who has permission to manage your financial affairs such as bank accounts, paying bills, filing taxes, and more.

Ask the people you name if they have the time, experience, and ability to manage these responsibilities on your behalf. You may want to consult with a [trusted financial advisor](#) and a [qualified tax advisor](#) for recommendations as you put together and update your plan.

Step 2: Decide who will receive your savings, investments, property, and other important items you own. Planning for the transfer of your assets and belongings ensures they will be passed along the way you would want.

- [Will](#): Usually the main document in your estate plan that states your major wishes.
- [Executor](#): Makes sure your wishes are accomplished as stated in your will.
- [Guardian](#): Is legally responsible for a minor child's daily and long term needs and care.



- [Beneficiary](#): Receives assets like life insurance, retirement accounts, and sometimes property instead of transferring them through your will.
- [Joint Tenant with Right of Survivorship](#): Receives your jointly-owned property directly.
- [Revocable Living Trust](#): Transfers assets outside of your will after you pass, and allows you control over assets while you are alive.

Establishing your estate plan documents and keeping them up to date over time is key. Without a plan, your loved ones may not agree about decisions you become unable to make, and state laws where you live will dictate who receives your property. Creating plans for managing and protecting your assets and affairs ensures things will go more smoothly if you are incapacitated and for your loved ones when your life ends.

For more information on creating your estate plan for free, visit [freewill.com](https://www.freewill.com).

HR CALENDAR

April 20 - May 6

Benefits Open Enrollment

April 30

Stadium Stair Challenge

June 2

Ombuds Crucial Conversations Spring Course Kickoff

July 12 - 15

International ACAC Conference

August 31

Temporary Annual Leave Policy Expires

Contact us!

HRInfo@unm.edu

Volunteers needed for 2022 ACAC Conference

The University of New Mexico is seeking volunteers for the 2022 International Association for College Admission Counseling Conference, taking place July 12-15.

Volunteers are needed to help with the many preparation activities and conference events to ensure an exceptional experience for our visitors.

The 2022 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.



Paid Leave for UNM Employee Volunteers

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 and indicate your affiliation with UNM.)
- For time reporting purposes, Time Keepers should use Earn Code 300 (Other Paid Leave).

Other Volunteers

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.

Questions?

The efforts for this important undertaking are a result of

the hard work of the Global Education Office, who has assembled a Planning Committee. Contact the ACAC Planning Committee at intlacac@unm.edu. For questions about the paid leave policy, contact hrinfo@unm.edu or your HR consultant.

5 Things High-Performing Teams Do Differently



When it comes to building extraordinary workplaces and high-performing teams, researchers have long appreciated that three psychological needs are essential: autonomy, competence, and relatedness. Decades of research demonstrate that when people feel psychologically fulfilled, they tend to be healthier, happier, and more productive.

Of those three essential needs, relatedness, or the desire to feel connected to others, has always been the trickiest for organizations to cultivate. It's one thing to attract talented employees — but how exactly do you get them to like each other?

[Read the full article to find out the 5 keys to building high performing teams.](#)

YOUR PROFESSIONAL DEVELOPMENT

ULead or Career Pathways? Which One is Right for Me?

Professional Development goals are important to learn new skills and strategies. EOD offers many opportunities for professional development throughout the year. Two of our most popular are ULead and Career Pathways. How do you know which one is right for you? Here are some features of each program:

ULead	Careers Pathways
Leadership development program to help uncover your innate abilities as a leader and learn more about how to positively influence those around you.	Career Pathways is a “build your own” professional certificate. You will have three required courses and choose two electives. You have one year to complete the program.
Don't need to be in a leadership position to attend ULead.	Don't need to be in a leadership position to complete Career Pathways.
Offered twice a year (currently virtual) at set times. Each session lasts 6 weeks and facilitations are held twice a week with a morning and afternoon session.	Offered throughout the year. When you submit a declaration of commitment memo you will be scheduled to meet with EOD and we will enroll you in the pathway of your choice. It is self-paced and you have one year to complete the program.
Participants will complete a group presentation during the final session. Preparation for presentation and meeting with group is separate from scheduled ULead sessions.	When you complete a course, you will submit a reflection on how you will apply what you learned.
Requires manager approval.	Does not require manager approval.
Attendance at each session is required.	You have one year to complete the program.
Participants can choose between several pathways: Project Management and Managing Relationships in the Workplace.	Participants can choose from several pathways: Leadership Development, Personal Productivity & Change Management, Communicating Effectively, and Diversity and Inclusion.

Our next ULead will be in October 2022 and we will have information and links to sign up during the summer. You can enroll in Career Pathways throughout the year by submitting a [declaration of commitment](#).

If you have any questions, do not hesitate to reach out to us at EOD@unm.edu. We are happy to work with you and your professional development needs.



YOUR BENEFITS & WELLNESS

Fit Life: May is Physical Fitness and Sports Month



Happy National Physical Fitness and Sports Month!

[Physical activity](#) is great for improving fitness, easing anxiety and depression, managing stress, and reducing the risk for chronic diseases. Staying active not only maintains your health but also improves your well-being.

It can be fairly easy to add physical fitness into your daily routine, and it doesn't require a significant amount of time. For example, if you sit for long periods, schedule regular breaks to get up and move. [Stretching](#) is a great way to improve your posture and lower your cardiovascular risk. You should try to stretch a few times throughout the day. Strength training is achievable during the day as well. You can keep light dumbbells or [resistance bands at your desk](#) to use when taking a 5-minute break. Depending on the amount of time you have, consider using a portion of your lunch break to get away from your desk and enjoy the outdoors. There are several [apps](#) that can serve as a reminder to step away from your computer and move.

There are also many ways to get active while at work. You can [stretch and dance](#) to your favorite music at your desk or climb stairs in your building instead of taking the elevator. Whether you do calf raises while waiting for the copier or walk in place while talking on the phone, everything you do is cumulative and adds up to get your blood moving again. Physical fitness can run the gamut and doesn't have to be limited to just running or going to the gym. The key is to identify forms of fitness that you enjoy. Consider activities outside of work such as jumping rope, hula hooping, washing the car, flinging a frisbee, playing tennis, vacuuming the

house, shooting hoops, tossing the [bocce ball](#), and so much more! Overall, you don't have to go to a gym for hours at a time to incorporate physical fitness into your daily routine. Allotting small bits of time throughout your day for physical fitness will be of incredible benefit.

Take One for the Team

"Taking one for the team" used to mean showing up to work no matter what, even if you were in the throes of illness. But the pandemic has shown us the devastating impact this attitude can have on our personal health and institution operations, causing the mindset around sick leave usage to shift.

Today, "taking one for the team" means taking that sick day if you are feeling ill, not only for your own recovery, but for the wellbeing of those around you.

Don't take chances with your health or the health of your coworkers. Even if you think your illness is minor and you're committed to working through the sniffles, if your duties allow, explore remote work options with your supervisor. However, the best option when feeling ill, even if you think it's no big deal, is to use your sick leave benefits.

Keeping your coworkers, students, and family safe and healthy makes you a true team player.

Paid sick leave is a benefit provided by the University to ensure you continue to be paid during an illness. [University Administrative Policy 3410](#) provides more detail on this important benefit program.



YOUR BENEFITS & WELLNESS

Food for Thought: Physical vs. Emotional Hunger - What Are You Really Hungry For?

Do you ever eat your feelings? It's normal to confuse emotions like boredom, anxiety, sadness, or even excitement with hunger. But if it happens too often, this leads to overeating and can even worsen chronic diseases like diabetes and heart disease.

It's helpful to distinguish physical hunger from emotional hunger. Here are some common signs:

Physical Hunger	Emotional Hunger
Growling stomach	Felt more in your head
Tired or low energy	Strong and specific cravings
Builds gradually (but may come in waves)	Comes on quickly and feels urgent
Happens several hours after you last ate	May happen even if you just ate
Satisfied by eating	Not always satisfied by eating

Once you recognize your hunger expressions, you can take charge of emotional eating. Use this step-by-step approach to help you decide if you really want to eat... or if your body is actually hungry for something other than food.

- 1. Identify your hunger** - Practice labeling your hunger as either physical or emotional.
- 2. If you have physical hunger, go ahead and eat!** - If your body needs nourishment, then the best way you can honor that is by eating.
- 3. If it's emotional hunger, you can still eat** - Ask yourself if you'd still like to eat for comfort or entertainment. Acknowledge that this has nothing to do with physical nutrition, but as the owner of your body, you still have every right to choose to eat.
- 4. Consider alternative responses** - Most of the time, though, emotional hunger is best addressed with a non-food response. Look for distractions and other forms of comfort that you enjoy. You can go outside, talk to a friend, read a book, clean, start a hobby, do some exercise, watch TV, meditate, journal, or do just about anything else that isn't eating.

All of this takes practice. But the good news is that it gets a little bit easier every time you do it. And it will help you take control of your cravings and find what your body is really hungry for.

Benefits Tip: More Fitness Offerings from UNM's Medical Plans



With [Open Enrollment](#) in full motion, we hope you are educating yourself about all of the UNM benefits you have the opportunity to engage with. We can shed some light on a specific aspect of your benefits package, the fitness opportunities embedded in the [UNM medical plans](#).

UNM offers robust medical plan options through [UNM LoboHealth](#) (administered by Blue Cross Blue Shield) and [Presbyterian](#). We are pleased to announce that you can now gain fitness programming to fit your unique lifestyle through [UNM LoboHealth's Well OnTarget Fitness Program](#) or [Presbyterian's Fitness Pass](#).

The fitness program packages are included in the overall peace of mind you get for you and your family with UNM's comprehensive medical coverage.

During this open enrollment season, be sure to get informed, decide which UNM medical plan coverage is a good fit for you, and make your selection during Open Enrollment going on now, April 20 to May 6.

Contact [Benefits & Employee Wellness](#) if you have questions.

YOUR BENEFITS & WELLNESS

Keep it Cool!

Albuquerque is HOT!

If you haven't noticed lately, we do live in the high desert, and the temperatures have been a bit on the warmer side these days. For many of us who have been here for a good amount of time, we still can benefit from a reminder as we move through spring and into the dog days of summer. June, July, and August are the hottest months on record for New Mexico, and the Centers for Disease Control and Prevention shares guidance on how to stay healthy and safe throughout the summer. The CDC defines [extreme heat](#) as "summertime temperatures that are much hotter and/or humid than average" for a particular area of the United States.

Harmful Heat - What to look for

When exposed to higher temperatures, age and acclimation to climate are both areas of concern. When someone who is not acclimated or is more vulnerable to higher temperatures is exposed to extreme heat, their body's ability to "thermoregulate," or control its internal temperature, begins to break down. Symptoms can range from mild dehydration and heat cramps which are early signs of your body not reacting well to the environment, to heatstroke, which can be fatal.

[Heat exhaustion](#) is the most common heat-related condition and, if left untreated, might also cause fainting and lead to heatstroke. Heat exhaustion symptoms include headaches, dizziness, fatigue, elevated heart rate, substantial sweating, nausea, vomiting, and general malaise. The body's core temperature can reach the point where cellular damage may start to occur. The key feature of heat stroke is central nervous system dysfunction and lack of sweat.



How you can stay safe in dangerous heat

Keeping yourself cool and hydrated is priority number one. You don't need to gulp water to stay hydrated. Actually, drinking too much water could cause a potentially fatal condition known as [hyponatremia](#), when your body's sodium level becomes diluted, and levels drop. Keep snacks on hand that are high in sodium if you're going to be consuming large amounts of liquids. The other thing to be mindful of is limiting excessive amounts of alcohol or caffeine – alcohol is a diuretic and can dehydrate you.

Consider the app [Global Outdoor Emergency Support \(GOES\)](#) if you plan on being outside for extended periods of time. It is a way to stay connected to outdoor health and emergency medical support. Be sure to consider your [elderly family and friends](#) and [children](#) and [pets](#) who are affected by extreme heat. Beyond making sure your animals can stay cool and hydrated and watching for signs of overheating, avoid unprotected walks on hot pavement or asphalt, which can cause burns to paw pads.

When working outdoors, dress in loose, lightweight, light-colored [clothing](#) and protect yourself from the sun with hats, sunglasses, and [sunscreen](#). Remember, the hotter it is, the more frequently you should be taking breaks. Be sure to access cooler indoor spaces if available. There are many [tips to try](#), but a basic strategy is to soak a towel and drape it over your head or around your shoulders. With a little bit of forethought, you can have an enjoyable and safe spring and summer.





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
505.277.MyHR (6947)

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