



HUMAN  
RESOURCES

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE  
October 2022

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## Proposed Revisions to University Administrative Policies Two policies posted for 30-day all-campus review

Substantive revisions to University Administrative Policies and Procedures Manual (UAP) 3500: Wage and Salary Administration and UAP 7710: Property Management and Control are ready for your review and comment. Both red-line and clean-copy versions are available for your review. An additional document, Summary of Changes to UAP 3500, has been attached for your assistance in reviewing the suggested revisions to UAP 3500.

In order to comment on this policy, please click on the links below. Comments must be received by end-of-day Oct. 23.

### Proposed revisions to existing policies:

#### [UAP 3500 \(“Wage and Salary Administration”\)](#)

This policy contains significant revisions to allow greater flexibility in the administration of wages and salaries for staff. The suggested revisions follow best-practices in higher education and will assist departments with recruitment and retention efforts, along with the ability to pay staff based on relevant education and experience using HR’s new Salary Placement and Equity Tool (SPET). The policy revisions also strengthen the commitment to internal equity, recommending that equity be applied at organizational level 3.

#### [UAP 7710 \(“Property Management and Control”\)](#)

In addition to clean up of policy language and departmental titles, the suggested policy revisions include modifying the definition of “Inventoried Property” to more closely align with NM law that requires items of an acquired cost of over \$5,000 be reported as property. This would replace a portion of the current definition specifying that computers are considered inventoried property. This is a significant change to current policy and would substantially alleviate the process and procedural workload for individual units and UNM Inventory Control.

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## Nominees sought for Sarah Belle Brown awards

Each year, President Stokes recognizes one student, one faculty member, and one staff member as recipients of UNM’s [Sarah Belle Brown Award](#), presented to those in the Lobo community who serve as examples of social responsiveness and who have donated considerable personal time and effort advancing The University of New Mexico’s public service mission. **Nominations are due Sept. 30.** The faculty and staff recipients each receive a cash award of \$1,500 and the student recipient receives a \$1,500 scholarship, all generously endowed by Doug and Sarah Brown.

## Payroll announcement on employment verification requests

UNM Payroll has announced that UConfirm, the service used for external employment verification requests, has rebranded and is now called **Experian Verify**.

Current UNM employees must use Experian Verify when verifications are needed for personal reasons, including Public Service Loan Forgiveness requests. Experian Verify is not used for internal UNM job changes.

Instructions for employment verification requests can be found on the [UNM Payroll website](#).

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## GO Bonds

General Obligation bonds come before the voters in the state of New Mexico every two years. On Nov. 8, voters will have an opportunity to pass GO Bond 3 for Higher Education to help provide New Mexico's colleges, universities and specialty schools with the ability to ensure students have the tools and resources they need to be successful. There are no tax increases associated with these bonds.

This year's GO Bond 3 will provide more than \$215 million in higher education funding statewide, including \$89.2 million for The University of New Mexico and its branch campuses. Supporting GO Bond 3 not only provides funding for more than 25 projects at colleges and universities in New Mexico with access to the latest in training and teaching tools, but will also help attract, retain and recruit new students to colleges and universities statewide through a variety of projects designed with student success in mind. For more detail on GO Bonds and the projects they fund, [click here](#).

## HR CALENDAR

**Sept. 12 - Dec. 2**

LifeSteps Weight Management Program

**Oct. 5 - 6**

Flu Shot Clinic - SHAC Plaza

**Nov. 15 - 17**

Well-Being Expo 2022

**Oct. 13**

Women in Technology - Code & Coffee

**Nov. 8**

Election Day

**Nov. 9**

Women in Technology - Women Owned Businesses

**Nov. 24-25**

Thanksgiving Break

**Dec. 1**

Annual Training Due

**Dec. 23 - Jan. 2**

Winter Break

**Contact us!**

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

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## Mandatory annual training reminder

University of New Mexico employees are required to take specific trainings each year. All regular faculty and staff, temporary faculty and staff, on-call staff, and student employees (including grad students) are required to complete the designated University-wide mandatory training **by Dec. 1**. The three University-wide mandatory trainings for the current year are:

- MT 2022E or MT 2022S: Prevention of Harassment and Discrimination
- BAST 2022: Basic Annual Safety Training - 2022
- ACSH 2022: Active Shooter on Campus: Run, Hide, Fight - 2022

University-wide mandatory training is available through [Learning Central](#). All applicable training plans are now loaded with the three mandatory training modules.

## Free flu shot clinics: Oct. 5 & 6

### It's time to get your flu vaccination!

The central campus [Flu Shot Clinics](#) will be held on Wednesday, Oct. 5 & Thursday, Oct. 6, from 10 a.m. to 2 p.m. at SHAC Plaza. The free clinics will be held for anyone 18 years of age and up.

UNM's Benefits & Employee Wellness encourages all employees, their spouses/domestic partners, dependent children, and students to take advantage of no-cost flu shots. The Centers for Disease Control and Prevention lists the [statistics](#) and many pluses for getting a flu vaccine each year. Be sure to discuss with your doctor before proceeding to ensure that your health status warrants taking the flu vaccine. We ask that you follow COVID-19 safety measures when attending a flu shot clinic.

Remember, the flu vaccine prevents millions of illnesses and flu-related hospitalizations each year. The flu vaccine has been shown to reduce the risk of having to go to the doctor with flu by 40 percent to 60 percent, and flu shots protect you, your family, your co-workers, and your community!

If you are unable to make the flu shot clinics on campus, this [link](#) will help you find other clinics in and around Albuquerque. **Do your part... roll up your sleeve and get your flu shot!**

## Protect The Pack

### Get a Flu Vaccine



Get your free flu shot on central campus!

The UNM community walk-up clinic is available for anyone ages 18 and older.

**Wednesday, Oct. 5 & Thursday, Oct. 6**

**SHAC Plaza (North of Johnson Center)**

**From 10 a.m. - 2 p.m.**

**No appointment needed.**

#TakeOneForRaymond

\*All clinics are only offering the standard flu vaccine dosage. The "senior"/high dose flu vaccine will not be offered at any of the UNM community clinics.



SHAC dedicates their annual flu shot clinics in memory of UNM student Raymond Plotkin, who passed away from the H1N1 virus in 2009. To learn more about Take One for Raymond, click [here](#).

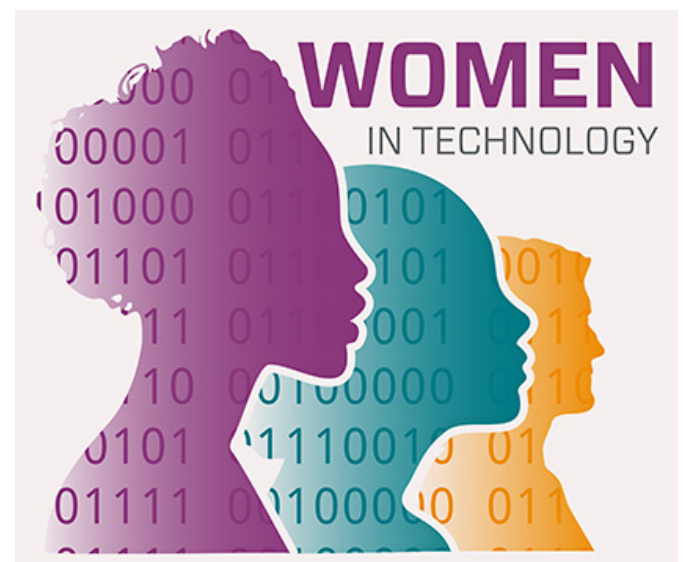


## TECH BYTES

### Join us for the Fall WIT Speaker and Training sessions

- On **October 13**, 3-5 p.m., Jonathan Wheeler will present a training on "Code & Coffee".
- On **November 9**, 3-5 p.m., Tracey Ragan will discuss "Women Owned Business in the Tech Industry."

WIT's Speaker and Training Series is your opportunity to network and learn best practices with your peers, gain insights into what others are doing in the technology field, and much more! [Click here to learn more and register for our upcoming WIT events!](#)



# YOUR PROFESSIONAL DEVELOPMENT

## ULead Online schedule for Oct. 10 - Nov. 16

The UNM Human Resources EOD team is pleased to extend an invitation to the campus community to join our new, online version of the ULead program. If you, or members of your team, are interested in developing leadership skills to enhance your career path, ULead Online is for you!

ULead Online will help 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 from **Oct. 10 to Nov. 16** and is free to all UNM employees. We will meet virtually **every Tuesday and Wednesday** over the 6-week period. There will be two sessions each day; the first session will be 10 a.m. to noon and the second session will be 1 p.m. to 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: Move People Forward.
- **Change Management** - Leading yourself and others through change, focusing on understanding and navigating change using brain and behavioral science.

If you are ready to join ULead Online, please fill out the [Application Form](#) by Oct. 5 and we will contact you with next steps.

Applications received after the deadline will be accommodated based on capacity.

ULead Online will be conducted via Zoom with no face-to-face classes. Participants will receive additional details following their application.

If you have questions or if you would like additional information about the program, please contact Kate Williams at [kwill07@unm.edu](mailto:kwill07@unm.edu).



# YOUR BENEFITS & WELLNESS

## Change how you eat by changing how you shop

Most healthy eating advice focuses on balancing the food on your plate (like [MyPlate](#) or the [Healthy Eating Plate](#)). But in some ways, this is a bit too late in the eating process. That's because your plate is really determined by the foods you choose on your grocery trip.

This can be explained by two simple nutrition truths:

1. You will eat what you purchase.
2. If you buy it now, you will be tempted by it later.

Follow these strategies to change your grocery cart and reshape how you eat:

- **Remember the basics:** Make a list and stick to it. Skip the candy, chip, soda, and alcohol aisles. Avoid shopping while you are hungry. Shop the perimeter of the store.
- **Switch grocery stores:** Habit drives a lot of shopping choices. Changing stores creates an opportunity to re-learn your grocery routine, potentially making it easier to choose healthier items.
- **Shop with a friend:** A second person can help boost your willpower, making it easier to avoid bringing home hard-to-resist foods.
- **Take inventory:** Make a list of all the food in your house. Does the list reflect the kind of eater you want to be? If not, your inventory will identify where to adjust.
- **Reconsider snacks:** A lot of processed foods are purchased for snacking. But if your hunger is triggered because of stress or emotions, then these snacks are truly empty calories. Try taking the snack foods out of your cart altogether. Then, swap snack time for taking a walk, meditation, or any other stress relief techniques.



I know it's easy to list these strategies, but a lot harder to make them happen regularly. If you need some coaching to help you get this right, take advantage of our [free nutrition counseling services](#)!

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## Unsolicited offers for retirement or financial planning?

Have you received emails from an unknown source stating you are eligible for a phone call, teleconference, or other meeting with a licensed representative to discuss your state, federal, and individual retirement benefit questions? Solicitations like these from third-party financial companies have not been reviewed or approved by UNM or New Mexico Educational Retirement Board (NMERB). This should be treated as SPAM. Visit [goto.unm.edu/security-awareness](https://goto.unm.edu/security-awareness) or [What is Spam Email](#) at FastInfo 7929 for instructions.



UNM currently partners with five financial companies that have agreed to provide complimentary financial planning, including retirement projections and recommendations, to UNM employees, retirees, and their families. Local representatives from the five companies, all licensed in New Mexico, can be reached here: [Complimentary Financial & Retirement Planning](#). These companies also provide educational workshops through the Benefits & Employee Wellness [Financial Wellness Program](#).

New Mexico Educational Retirement Board (NMERB) offers pre-retirement planning consultations and rollover/ refund services at [NMERB Online Appointments](#).

For more information about UNM's financial services partners, contact [HRBenefits@unm.edu](mailto:HRBenefits@unm.edu).

# YOUR BENEFITS & WELLNESS

## UNM WELL-BEING EXPO 2022



**Wellness is more than just working out or eating clean.  
There are many dimensions to a balanced, healthy life.**

**Coming this November!** The 2022 UNM Well-Being Expo will feature 18 educational workshops to support and enhance your physical, mental, emotional, and financial growth.

Well-being sessions will be available live via Zoom on **Tuesday, Nov. 15 and Wednesday Nov. 16, from 10 a.m. to 2 p.m.**, and exclusive UNM QPR Gatekeeper Training on **Thursday, Nov. 17, from 10 a.m. to 11:30 a.m. and/or noon to 1:30 p.m.** QPR Gatekeeper Training has a maximum of 25 seats available.

**Here are just a few of the topics that will be offered:**

- Learn about our newest wellness platform, Burnalong.
- Spend time with mindfulness practices.
- Hone your emotional intelligence with education from Employee and Organizational Development Consultants.
- Gain information on Medical Student Loan for Service.
- Discover the many campus wellness resources for faculty and staff.
- Realize the importance of health care for the LGBTQAI Community.
- Identify ways to reframe conflict in interpersonal relationships.
- Understand more about your financial situation with the help of our UNM financial partners and more...

All sessions will run between 10 a.m. to 2 p.m. in 45-minute blocks.

The Expo, sponsored by UNM's Benefits & Employee Wellness and HSC Wellness, is virtual and open to UNM faculty, staff, retirees, alumni, and students.

Check back to the Well-Being Expo [website](#) for updates and to register for the virtual sessions!

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## Put your best foot forward this fall



Now that the heat is leaving and cool and crisp air is approaching, fall might be a great time to change up or begin an exercise routine. Outdoor walks, runs, hikes, or hitting the gym all require athletic shoes, and finding the right shoe can be difficult. There are so many types, brands, arch support, etc. Finding the right athletic shoe can prevent injuries and can enhance performance.

**Here are some tips for finding the right athletic shoe:**

**First**, wear the same type of sock you would normally wear while you're exercising.

**Next**, try on shoes after a workout or at the end of the day; this is when your feet are the largest and prevents you from purchasing too narrow of a shoe.

**Lastly**, check the fit- you should be able to wiggle your toes and walk around comfortably without the shoe slipping. Remember, some athletic shoes are sport specific. Double-check the shoe you are looking at to see if it was made for a particular sport.

Having comfortable exercise shoes will lead to an even greater workout. For more tips on purchasing athletic shoes, [click here](#).

# YOUR BENEFITS & WELLNESS

## Know your mental health resources

Staying mentally healthy depends on leaning into the many strategies and [resources](#) that assist us in coping with life's ups and downs. Let's dive into some ways you can increase your vitality by taking advantage of the many benefits you have at UNM to help improve your state of mind.

While making healthy changes can sometimes feel expensive, protecting your mental well-being doesn't have to be. Below are a few simple ways you can support your mental wellness. These tips will ultimately help keep your well-being rich and not leave you depleting your savings to do it.

### Smart Activity

Regular movement can help you sharpen your mind and improve your memory. Whether you try a [WOW fitness class](#), join [Burnalong](#) to take a class online, or walk along one of the [Lobo Trails](#), physical activity releases chemicals from the brain that make us feel good. So exercise your tuition remission benefit by signing up for a [WOW pass](#) or use your Lobo ID to get free passage into the renovated [Johnson Center](#) so you can increase "your happy" by working out.

### Smart Care

Being a UNM benefits-eligible employee carries numerous advantages and resources for mental well-being. UNM has reduced the behavioral health copay ([LoboHEALTH](#) or [Presbyterian](#)) to the primary care copay amount to help with the cost of seeking behavioral health assistance for medical plan participants. Make time to attend the [UNM Mental Health Awareness Day](#) on Monday, Oct. 10, from 6-8 p.m. in the SUB Ballrooms to learn more about your resources.

### Smart Fuel

Staying hydrated and eating balanced meals allows your body to function more efficiently. Drink water regularly and add some color to your plate with seasonal fruit like fresh berries, kiwis, and mangos. This allows you to gain essential vitamins and minerals, which can help keep you in a [good mood](#). Schedule a complimentary consultation with the Employee Wellness team's Registered Nutritionist if you want further assistance.

### Smart Breaks

Whether you are in the workplace or at home, it is important to keep your mind calm. Try setting up [WorkRave](#) on your computer to encourage regular stretch breaks or following a [Guided Meditation](#). This allows you to step away from your desk and decrease stress levels in your body.

### Smart Talk

Get in touch with a close friend or family member and help support each other. Talking about your feelings can prevent a build-up of tension. Also, take advantage of UNM's [Counseling, Assistance & Referral Services \(CARS\)](#) for more structured advice and guidance with your Employee Assistance Program Licensed Counselors. [Schedule an appointment](#) to meet with a licensed counselor; services are always complimentary.

Including a few of these strategies into your daily routine will help you to enjoy the feeling of improved mental health and wellness. Above all, be sure you acknowledge and seek care for what you are experiencing when you need assistance, and don't hesitate to call the [988 Suicide & Crisis Lifeline](#) or [UNM AGORA](#).





# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

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## Questions? Contact Us!

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