



HUMAN
RESOURCES

UNM at Work

YOUR MONTHLY HUMAN RESOURCE
March 2023

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CAT Leave Program FY 2024

The Catastrophic Leave Program provides financial assistance through your minimal donation of annual leave hours to be used by eligible employees when they (or an immediate family member) experience an approved catastrophic illness or injury.

Annual leave deductions for the coming fiscal year (2023 - 2024) will take place in May 2023. Those employees who participated in the current fiscal year (2022 - 2023) will only donate one (1) hour from their annual leave bank.

For first-time participants or those who previously opted out and want to rejoin the program, the donation is a percentage of the total hours of your normal workweek. For example, if you work full-time at 40 hours, your donation for FY24 will be six (6) hours for the entire year.

All employees eligible for the Catastrophic Leave Program will receive emails in April with instructions on how to participate in or opt out of the program.

Learn more about the annual leave deductions coming in May and other details about the program, including what qualifies as a catastrophic illness or injury, on the [Catastrophic Leave webpage](#) and [University Administrative Policy 3430](#).

Questions? Contact the Absence Management team in Benefits & Employees Wellness at absence@unm.edu or 505.277.6947.

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 nor are approved by UNM or New Mexico Educational Retirement Board (NMERB).

These offers should be treated as SPAM.

Visit [What do I do if I receive spam?](#) at FastInfo 7929 for instructions.

UNM currently partners with five financial companies who 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](#).

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.



Prepare for Open Enrollment

UNM Benefits Open Enrollment for the 2023-2024 Plan Year (July 1—June 30) is coming soon! As a benefits-eligible employee, Open Enrollment (OE) is your annual opportunity to enroll in or make **changes** to your UNM medical, dental, vision, life, disability, and accidental death and dismemberment (AD&D) insurance plans. OE is also your opportunity to enroll or re-enroll in a Flexible Spending Account (FSA) for health care, dependent care, or both.

Open Enrollment is tentatively scheduled for **April 19 through May 5**. Benefit changes made during Open Enrollment are effective July 1.

Prior to Open Enrollment, take the time to review your current benefits and dependent information:

1. Go to [myUNM](#)
2. Log In with your UNM NetID and password
3. Click “Enter LoboWeb” (center of the screen)
4. Click “Benefits and Deductions”
5. Click “Benefit Statement”
6. Keep the “Current” selection to view the summary as of today’s date, or enter another date then click “select”

Stay tuned for additional details leading up to and during Open Enrollment.

If you have questions, contact Benefits & Employee Wellness at HRBenefits@unm.edu or call 505-277-6947 and ask to speak with an HR Technician.

See page 4 for information on Health and Dependent Care FSA deadlines



FACILITIES MANAGEMENT

Nominations open for FM Outstanding Manager Award

Nominations are open for the 2022 Facilities Management (FM) annual Outstanding Manager Award. This award was developed to appreciate and recognize the qualities of excellence, leadership, and customer service in FM departmental managers.

Nominations will be accepted until March 31. Anyone at The University of New Mexico can nominate an FM manager for this award [via the online form](#).

To be eligible for this recognition and award, an FM manager must provide excellent customer service, be an asset to their unit, have made a significant contribution to the success of their workgroup, and/or have promoted a positive work environment for their staff. The winner will be announced in April, and their name will be added to the permanent plaque that resides in the Service Building. They will also receive a smaller plaque to keep in recognition of their outstanding leadership at FM.

Last year’s recipient was Sustainability Manager [Mary Clark](#).

Health and Dependent Care FSA

If you are enrolled in FSA for FY23 Plan Year (July 1, 2022 – June 30, 2023), please note the below important deadlines:

Health Care FSA

- Deadline to file claims for unused funds is **Nov. 30, 2023** for claims incurred during the Plan Year FY23
- Health Care Carry-Over Allowance is \$570 that may be used in Plan Year FY24 (July 1, 2023 – June 30, 2024)

Dependent Care FSA

- Deadline to incur claims is **Sept. 15, 2023**
- Deadline to file claims is **Nov. 30, 2023**

As a reminder, the Health Care FSA is now more flexible. In addition to the traditional items that your FSA money can be used to buy – like eyeglasses, contact lenses, therapy, acupuncture, first aid kits, smoking cessation programs – your FSA funds can be used for:

- Over-the-counter medications, including allergy and cold medicines
- Feminine hygiene products
- Ordering online and shipping to your door via:
 - [FSA Store](#)
 - [My Health Shopper](#)
 - [Walgreens](#) and [CVS](#)

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

Don't wait! There are many things you can use your remaining FSA money for!

Visit the [FSA website](#) for more information.

UNM Benefits Open Enrollment for the FY24 Plan Year (July 1, 2023—June 30, 2024) is coming soon! **Please keep in mind enrollment in Flexible Spending Account (FSA) and Dependent Care FSA is not automatic and you must re-enroll during Open Enrollment each plan year.**

For questions, contact Benefits & Employee Wellness at 505.277.6947 or hrbenefits@unm.edu.

Ombuds courses for spring 2023

CRUCIAL CONVERSATIONS FOR ACCOUNTABILITY

The course teaches nine powerful skills for resolving performance problems, strengthening trust and reliability, and eliminating inconsistency. Learn a process and skills to help people get back on track when performance falters.

Course kick-off dates: Apr. 19 & June 15

[Course Details and Registration](#)

CRUCIAL CONVERSATIONS FOR MASTERING DIALOGUE

This course focuses on skills that foster open dialogue around high-stakes, emotional, or risky topics. Learn how to speak persuasively, foster teamwork, and make better decisions. Based on the best-selling book *Crucial Conversations*®.

Course kick-off dates: Apr. 20, June 14 & July 18

[Course Details and Registration](#)

Calling all presenters for Tech Days 2023

- Tech Days offers an exclusive opportunity to participate in no-cost sessions, discussions, and hands-on demos of current and future technological innovations at the University
- Returning in-person to the Student Union Building
- Submit your presentation(s) on technology related topics, [Tech Days 2023](#)
- For prior year topic examples, see [2019 Presentations](#)
- Questions? Please contact: itevents@unm.edu

NM OFFICE OF THE CHIEF INFORMATION OFFICER

Call for Presentations

Accepting presentations now through 3-20-23

TECH DAYS

live demos sessions no-cost

TechDays.UNM.EDU

Plan to attend on 4-20-23



HR CALENDAR

Jan. 23 - May 17

Spring Lunchtime Zoom Fitness Classes

Mar. 3

QPR Training

Mar. 7

**Financial Wellness Workshop
Managing Income and Debt**

Mar. 9

**EOD Course of the Month
Creating an Inclusive Environment**

Mar. 15

**EOD Lunchtime Learning
5 Languages of Appreciation**

Mar. 28 - May 4

ULead Online Course

Mar. 28 - 30

HSC Wellness Days

Apr. 1 & 2

Lobo Triathlon

Apr. 12

W2W Educational Series

Apr. 19

**Crucial Conversations
Accountability**

Apr. 19 - May 5

Open Enrollment

Apr. 20

**Crucial Conversations
Mastering Dialogue**

Apr. 20

Tech Days

Apr. 29

Stadium Stair Challenge

YOUR PROFESSIONAL DEVELOPMENT

Workplace thank yous: The power tool in your productivity toolkit



Theresa L. Sherman, EOD Consultant

*March 3 is Employee Appreciation Day. In recognition, EOD is focusing on gratitude in the workplace. Read our tips below, attend our Lunchtime Learning Series, or attend our EOD Course of the Month to active your best appreciation at work! **See page 7 to register.***

Even though we know a simple thank you can be a big motivator, it is something we don't do enough in the workplace. Though saying thank you shouldn't be a task on your to-do list, or with ulterior motives, giving genuine, meaningful expressions of gratitude that fit your leadership style will go a long way in creating a positive and productive workplace culture. Here are a few tools to help you show more appreciation at work.

When to Do It

When someone truly impresses you with their performance. A job well done is a powerful reason to say thank you.

When someone delivers tough news or redirecting feedback. Instead of getting angry or frustrated, thank the person for sharing difficult news, or for taking the time to let you know.

When you want to diffuse conflict. If you don't see eye-to-eye, find something meaningful and say thank you for it.

When your manager or mentor benefits you. Bosses don't often receive thanks because people are worried about being "suck ups." If they've helped you in a meaningful way, be sure to thank them.

What to Do

Delivering a meaningful thank you doesn't have to be grandiose. Send an email with a clear explanation of why you are thankful. Example: "Thank you, Rita, for taking the time to meet with the employee while I was busy."

Select the right time, space, and approach. Celebrations are a great way to start off a team meeting on a positive note. For some employees or some situations, however, a thank you is best done quickly on the spot. Don't lump a thank you with a negative. Save those for another time.

Create a Staff Recognition Program. Did you know [UNM has a policy](#) for establishing a Staff Recognition Program? Encourage your leadership to set up a formalized non-monetary or low-cost staff recognition program with [guidance from this policy](#).

Check out [TinyPulse](#) for more small forms of gratitude!

EOD's mission is to be a partner in designing and delivering customized professional development solutions. Contact us for training, coaching, and facilitation services for your organizational and personal growth at eod@unm.edu.

YOUR PROFESSIONAL DEVELOPMENT



Creating an Inclusive Environment

Date: Thursday | March 9 |

9 - 11 a.m. (Via Zoom)

[Register Here](#)

Imagine a workplace that respects and values the diverse talents and abilities of all individuals, no matter their differences—a place where people feel a sense of belonging and, therefore, give it their all.

Creating an Inclusive Environment opens up these possibilities and gives learners specific actions and skills they can personalize and use with others to create an environment of inclusion. You'll explore unconscious bias and negative stereotypes and what you can do to mitigate them as well as develop an "all in" plan for being inclusive.

Each month, EOD offers an interactive, instructor-led training course to help further your professional development. These courses are available to you as part of your UNM benefits!



The 5 Languages of Appreciation at Work

Wednesday | March 15 |

Noon - 12:45 p.m. (Via Zoom)

[Register Here](#)

Have you heard of the 5 Love Languages? EOD is bringing you the 5 Appreciation Languages!

Join us for a lively discussion of the bestselling book, *The 5 Languages of Appreciation in the Workplace* by Gary Chapman and Paul White to help you effectively communicate appreciation and encouragement, yield higher levels of job satisfaction, develop healthier relationships among staff, and decrease cases of burnout.

Grab your lunch and settle in for some quick bites of professional development. EOD's Lunchtime Learning Series offers new and exciting topics each month and gives employees tools to make work and life more productive. EOD trainings are free as part of your UNM Benefits!



Are you ready to lead? Whether you are currently in a leadership position or plan to be in the future, EOD's ULead Online program is for you! This program is a 6-week series that offers you a challenging and supportive environment where you can uncover your identity as a leader and positively impact the world around you.

Choose from three learning paths, Project Management, Managing Relationships in the Workplace, and Change Management, to develop your leadership skills for your career path.

ULead requires a dedicated time commitment where you will be expected to attend two days per week virtually during the following dates and times:

March 28 - May 4 | Tuesdays and Thursdays | 10 a.m. to noon | 1 to 3 p.m.

Because of the extensive time commitment, approval from your supervisor is required. ULead is conducted virtually via Zoom. Participants will receive additional details following their application.

Ready to get started? Visit hr.unm.edu/ulead to complete the application form and to learn more about ULead.

Questions? Contact EOD at edo@unm.edu.

YOUR BENEFITS & WELLNESS

Mental health awareness at UNM



Our mental health is as important as our physical health. According to the Anxiety and Depression Association of America (ADAA), two thirds of nearly 450 million people worldwide who are currently living with a mental illness do not seek treatment.

To increase your awareness, you can educate yourself and the people around you to counteract the stigma. You can make a difference in acknowledging that mental illness is not anyone's fault and it does not define the person. By realizing that the power to change individual perceptions is through education and awareness about mental illness, you become a part of the positive shift in how mental health is acknowledged and addressed.

Some mental health conditions, such as depression and anxiety, can increase vulnerability to chronic health conditions like hypertension and respiratory

illnesses. Lack of resources or not knowing where to find assistance could be a reason for not obtaining treatment. The University of New Mexico has several resources for staff, faculty, students, and community members to utilize that are located both on and off campus.

For centralized resources, visit the [Mental Health Resources](#) page to easily find the professional service that is best for you. To highlight a few of the services available to you as a benefit eligible employee, UNM Student Health and Counseling offers [TAO](#) to the entire UNM population. It is a self-paced Therapy Assistance Online that you can interact with to learn skills and gain feedback. Our Employee Assistance Program is [Counseling Assistance & Referral Services \(CARS\)](#). CARS assists UNM faculty and staff members with professional and personal concerns, relationship difficulties, anxiety, stress and job burnout, depression, eldercare, coworker conflicts, alcohol or other drug misuse, change management, grief and loss issues and preparing for retirement.

To further help support our community, UNM Benefits & Employee Wellness offers monthly QPR Gatekeeper training. QPR (Question, Persuade, Refer) is education centered on teaching how to **question** someone you feel may be suicidal, **persuading** them to seek help and **referring** to resources to access that help. These are three simple, but powerful steps. Learn how to use them properly and you can save a life from suicide. QPR will be offered the first Friday of each month. Register for an upcoming class [HERE](#).

QPR Gatekeeper Training now offered monthly in 2023

Employee Wellness is now offering QPR Gatekeeper training on the first Friday of every month from 2:30 pm – 3:30 pm. QPR stands for Question, Persuade, Refer. Like CPR, QPR is an emergency response protocol to help someone in crisis and considering taking their own life. QPR is the most widely taught suicide prevention training in the world and is proven effective.

Learn how you can save a life from suicide. Visit the [Employee Wellness website](#) to learn more about the trainings and [register](#) for a class.

YOUR BENEFITS & WELLNESS



Eating strategies for improved sleep

Are you looking for a [better night's sleep](#)? With [Daylight Saving Time](#) approaching, it's normal to think about our sleep patterns. But it's not just the time change that can affect the quality of your slumber, your food choices matter, too. Here are 5 nutrition tips to help improve your sleep quality.

- Limit large meals [2-3 hours before bedtime](#). Sleep will be less restful if you are still digesting dinner. Plus, late, large meals can exacerbate conditions like reflux. Consider making lunch the largest meal of your day and choosing a lighter dinner.
- Cut back on alcohol (if you choose to drink). While it may help you initially fall asleep, alcohol [interferes with REM sleep](#), leading to more restless nights and a less recharged feeling in the morning.
- Choose a small evening snack that includes complex carbohydrates, like whole grain breads, crackers, or popcorn. This can boost [serotonin](#) which helps you sleep.
- Conversely, limit simple sugars, such as candy and pastries, before bed. Studies show that these foods lead to [less restful sleep](#) and waking up more during the night.
- Skip the afternoon coffee or energy drink. Caffeine consumed after noon will likely [disrupt your sleep](#). Instead, take a brisk walk which can boost energy and alertness.

Try out some of these strategies and observe the effect they have on your body and sleep. We all respond slightly differently; choose the habits that provide the biggest benefit. Build them into a habit and you'll be feeling more rested in no time.

If you need help restructuring your eating to better promote sleep, [try our nutrition counseling sessions](#), free for all benefit eligible faculty and staff!

Register for the summer Working With Positivity course



Summer is about sun, iced tea, longer days, and in April, Benefits & Employee Wellness will offer the Working With Positivity program that facilitates the workbook: "Move from Surviving to Thriving: A Positive Psychology Workbook for Challenging Times," authored by UNM Professor, Bruce W. Smith, PhD.

The Working With Positivity course is an interactive learning experience. Positive psychology helps you to be your finest in many situations. There is no predetermined outcome; instead, you chart the course and implement skills to help you live your best life.

The course offers you the opportunity to utilize a research-based, self-development workbook to overcome obstacles and thrive! The 12-week class is scheduled to meet on Zoom every Friday at 12:05-1 p.m. from April 14 through June 30.

[Sign Up Today!](#)

Sign up for the Lobo Triathlon slated for April 1 & 2, 2023!

Lobo Triathlon returns with a Kid's Race on Saturday, April 1 and Adults Race on Sunday, April 2. The reverse, sprint distance race has been held on campus since 2014 (with the exception of Covid). More information available at lobotri.unm.edu.

Public registration available at <https://runsignup.com/Race/NM/Albuquerque/LoboTriathlon>, but staff and faculty can register for training and race via tuition remission.

Contact lobotri@unm.edu for additional information.

YOUR BENEFITS & WELLNESS

Benefits of physical activity

Switching up your exercise routine to include stairs can be refreshing! Walking or running stairs increases leg power, helps build and maintain healthy bones, joints, and muscles. The [benefits of including step work](#) can be exponential when done correctly.

Not only does being physically active improve brain health, reduce the risk of disease, and help manage weight, it also helps improve your ability to do everyday activities. Immediate [benefits of physical activity](#) are short term mitigation of anxiety, increased focus, and better sleep. Long term benefits include lowering the risk of heart disease, falls, stroke, type 2 diabetes, and so much more.

If you are looking for a fitness goal in 2023, the Stadium Stair Challenge is a unique event for folks of all fitness levels. Located at University Stadium, the atmosphere is really one of a kind. There will be music, vendors, cheering squads, and prizes! Whether you walk, jog, or run; the race is a memorable UNM experience. The Stadium Stair Challenge is also a family friendly event with a Kids 1K Fun Run around the football field.

You can also sign up for the Benefits & Employee Wellness [six-week training course](#) to help you reach your personal fitness potential. Classes will be held from March 21 through April 27. The classes will teach you how to properly climb the stairs, offer tips on preventing injury, and provide a program for you to follow throughout each week to push you to peak performance on race day!

The Stadium Stair Challenge is a fun and unique event that you do not want to miss. The training classes and entry into the Challenge are tuition remission eligible.

[REGISTER TODAY!](#)



Health Sciences' Wellness Days in March

HSC Wellness has joined with [Burnalong](#) to offer sessions that focus on employee self-care. On March 28, 29, and 30, you will have the opportunity to engage and learn about various aspects of wellness from Burnalong experts. The lineup of sessions are as follows:

Tuesday, March 28: Self Care and Preventing Burnout for Healthcare workers

- [Register](#) for Session #1 at noon - 12:30 p.m.
- [Register](#) for Session #2 at 12:30 - 1 p.m.

Wednesday, March 29: [UNM Wellness Day](#)

- 10 - 10:30 a.m.: Kickoff Party - This 30-minute session will offer an overview of the day. You will also get an opportunity to [register for the Burnalong platform](#).
- 11 - 11:30 a.m.: Meditation
- Noon - 12:30 p.m.: Burnout/Resiliency Topic
- 1 - 1:30 p.m.: Diabetes Chat
- 1:30 - 2 p.m.: Mental Health and Self Care
- 2:30 - 3 p.m.: Ergonomics
- 3 - 3:30 p.m.: Conclusion

Thursday, March 30: Self Care and Preventing Burnout for Healthcare workers

- [Register](#) for Session #1 at 4 - 4:30 p.m.
- [Register](#) for Session #2 at 4:30 - 5 p.m.

****Be sure to express your desire to attend any of these sessions with your supervisor. Discuss utilizing a flex schedule or annual leave to attend if the business cycle allows.**





UNM at Work

YOUR MONTHLY HUMAN RESOURCE

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