



HUMAN  
RESOURCES

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE  
November 2023

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## Mandatory Training deadline is just around the corner!

Don't forget! 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 University-wide mandatory trainings are:

- **Active Shooter on Campus: Run, Hide, Fight - 2023**
- **Basic Annual Safety Training - 2023**
- **Prevention of Sexual Harassment and Discrimination Gateway 2023**

University-wide mandatory training is available through [Learning Central](#). The three modules can be found under your required learning assignments under the "My Learning" tab.

UNM Main IT HELP Desk, 505-277-5757, is the first point of contact for Mandatory Training technical issues.

For more information on annual mandatory training, including FAQs and to review the UNM Mandatory Training policy, visit the [Mandatory Training website](#).

If you have any questions, please contact Employee & Organizational Development at [eod@unm.edu](mailto:eod@unm.edu).



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## Winter window hours for the HR Service Center

The Human Resources (HR) Service Center, located within the UNM John and June Perovich Business Center at 1700 Lomas Blvd NE, will be implementing winter hours for walk-ins beginning November 1.

**The new hours will be 8 a.m. to 4:30 p.m. Monday - Friday and will remain in place until the spring.**

For specific contact information, visit <https://hr.unm.edu/contact-unm-human-resources>.

Phone: 505.277.MyHR (6947) | Email: [HRfiles@unm.edu](mailto:HRfiles@unm.edu)

**Please note, this change impacts ONLY the HR Service Center walk-up window and does not affect services or operating hours of other UNM departments or functions also housed in the Business Center.**



# CAMPUS NEWS



## Operation Gratitude - Halloween Candy and Food/Toiletry Collection

**Tracey Briggs, MA**  
**Health Ed. Consultant**

*Is that extra Halloween candy haunting you?* To honor our United States uniformed service members, UNM Benefits & Employee Wellness and HSC Wellness would like to invite you to support [Operation Gratitude](#). Operation Gratitude sends care packages, containing donated items, to individual Army, Navy, Air Force, Space Force, Coast Guard and Marines who are deployed in remote regions around the world.

Encourage your coworkers to give the gift of wrapped candy, food items such as granola bars, beef jerky, trail mix, and [other items](#). [Find a donation box location near you!](#)

Operation Gratitude provides a way to express your respect and appreciation to the service members of the U.S. military. Thank you for supporting our troops!

**Donations accepted from Wednesday, November 1 through Friday, November 10.**

## HR CALENDAR

**October 1 - November 30**

**UNM Gives United Way Campaign**

**November 2**

**Flu Shot Clinic- SHAC Plaza  
8 a.m. - 3 p.m.**

**November 3**

**QPR Gatekeeper Training**

**November 8**

**EOD Hungry Minds Cafe:  
Developing Yourself Professionally**

**November 16**

**EOD Course of the Month:  
Achieving Work-Life Balance  
- Through the Holidays and Beyond**

**November 23 - 24**

**Thanksgiving Break**

**December 1**

**Mandatory Training Due**

**December 22- January 1**

**Winter Break**

## On-campus flu shot clinic - ONE DAY ONLY!

**MARK YOUR CALENDARS for November 2.**

[Get your free flu shot on central campus!](#) The UNM community walk-up clinic is available for anyone ages 18 and older. The one-day event is at the SHAC Plaza (North of Johnson Center) on Thursday, November 2 from 8 a.m. - 3 p.m. No appointment needed, only offering the standard flu vaccine dosage\*.

\*If you are 65+, and want the [“senior”/high-dose flu vaccine](#), please get in touch with the SHAC pharmacy to [schedule an appointment](#). The high-dose flu vaccines are available starting October 1.

If you need a COVID Booster, Shingrix or other health protecting vaccines, visit any in-network retail pharmacy under your CVS plan or [schedule an appointment](#) with the SHAC pharmacy to obtain all of your immunizations.

## Provost Committee for Staff: Fall Kindness Awards



Nominate staff members  
by November 13

### About the Awards

Each semester of the academic year, the Provost/Vice President for Academic Affairs presents an annual award to a staff member of the University of New Mexico who have demonstrated extraordinary kindness through service.

[View the previous recipients!](#)

### Eligibility

Regular & current non-faculty staff person or workgroup who has displayed extraordinary kindness to the Provost's units. Previously nominated staff may be nominated again, provided the nominee(s) are not a past recipient of the Kindness award. Beginning Fall 2023 past recipients of the award may be eligible again 5 years from the time they received the award. Current Provost's Committee for Staff members are not eligible for the award.

### Nominations

Staff, faculty and students in the Provost's units may nominate any **permanent, non-faculty staff member**. Workgroups may also be nominated and include a workgroup that can be comprised of an office, department, division, or section. Self-nominations will not be accepted. Collaborative nominations for a single person/workgroup are highly encouraged. Please include the names of all nominators in the space provided.

### Selection Criteria

Nominees or workgroups should demonstrate extraordinary achievement in one or more of the following areas:

- Demonstrate exceptional kindness and compassion
- Exemplify University values (Excellence; Access with Support to Succeed; Integrity; Diversity, Respectful Relationships; Freedom; and Sustainability) See more information about values [here](#).

### Screening Process

Members of the Provost's Committee for Staff will screen all nominees. The list of individuals and the workgroup is then forwarded to the Provost/Vice President of Academic Affairs for approval.

### Award

An award plaque and monetary award will be presented to the individual staff selected. The Provost's Committee for Staff and the Provost & Executive Vice President for Academic Affairs will present the awards during the Annual Outstanding Staff, Workgroup and Kindness Award Presentation Ceremony.



# YOUR BENEFITS & WELLNESS

## How to save going into the ‘spending season’

**Tracey Briggs, MA**  
**Health Ed. Consultant**

Need strategies to get through the “holiday spending season” with less debt and a more manageable outlook on finances for 2024? Below are some recommendations I found through Nusenda Credit Union’s BalancePro.org resource. You may find it easier to “save here for spending over there” or better yet, create savings for future goals. Here are a few suggestions to consider:

### Smart Shopping

Consider every purchase – Do you need it? Do you need it now? Can you get it for less somewhere else? Asking yourself these questions will help you become a savvy shopper in both feast and famine times.

1. Buy in bulk – but only if you can afford it. It doesn’t make sense to buy a 50-pound bag of cat food, even if it is a great deal, if you only have enough for a box that will last the week.
2. If there is a local market in your area, you can take advantage of the freshest product for less than the cost in a grocery store.
3. Use coupons to save on food costs. But beware – you may be lured into buying something you would never otherwise purchase simply because it seems like such a bargain. Do you really need four packs of triple A batteries, or orange-confetti cake frosting?
4. Cut entertainment costs by renting videos rather than going to the movies. Or take advantage of the movies available on the cable or satellite you already pay for.
5. Eat at home rather than going to restaurants – even fast food is often more expensive than a home cooked meal. If you do go out, try eating at cheaper restaurants or take food out rather than eating in the restaurant to save on tips and drinks.
6. Save on supplies – use sponges rather than paper towels, a multi-purpose cleaner instead of several specialized ones, and recycle newspapers, bottles and cans. You will help save the earth while saving money!

### Credit Control

1. If you find you can’t pay your bills, contact your creditors and explain your predicament – you may be able to avoid a late payment fee, particularly if your payment history has been consistent. A phone call is good, but a letter is better, as you will have tangible evidence of your efforts. Keep copies of all correspondence and maintain a log of telephone communications, complete with a representative’s name and time of call.
2. If you have credit card debt, pull out your most recent statements and check your present annual percentage rates. Are they higher than you remembered? Or simply too high for you to be comfortable with? If so, it may be time to make some changes.
3. Give your current creditors a chance. If you have been a good customer, remind them of it, and ask for an interest rate reduction. A five-minute phone call can make for huge savings.
4. Consider transferring your balances to low interest cards or those with extremely low “teaser” rates. Be sure to evaluate the transfer offers carefully though – How long does the offer last? Is the APR 5.9% or 5.9% plus the prime rate of interest? How long is the grace period – you may not want to go from a 30 day grace to a 20 day grace. What is the punitive interest rate for late payments? They can be as high as 36% – quite a jump from the original offer.
5. Credit card debt is expensive. And frustrating. If you feel you have been treading water or watching the balance grow rather than plunge, go back to your budget and consider making changes. A \$2,000 balance with a 19% interest rate will take 30 years to repay if you just make the minimum payment – and that’s if you never make another purchase on it!
6. Debt consolidation may be an option. A Debt Management Plan is designed to help consumers repay their debt in three to five years by offering interest rate reductions (depending on the creditor), one monthly payment, and a commitment from you to not get into further debt.

Finally, remember that planning ahead is key to being prepared for tomorrow. We have a group of financial advisors who are here to support you. Make a [consultation appointment](#) to seek guidance and knowledge for your overall financial wellbeing.



# YOUR BENEFITS & WELLNESS

## Four things you can do at work to get a better night's sleep

**Reed Vawter, MS, RDN, CSOWM, LD**  
**Health Ed. Consultant**

[Daylight Saving Time](#) is quickly coming to an end, making now a good time to think about sleep. Normally, talk of improved sleep focuses on what we do at bedtime. But would you believe that what you do at work can also help? Here are four things you can do during the workday to get a better night's sleep.

### Step Outside on Your Break

Don't lock yourself in a dark office. Sunlight helps regulate our sleep/wake cycles – so be sure to spend some time outside during the day. Your 15-minute breaks are a great time to get out of the office. Take a regular stroll on a [Lobo Trail](#) and you'll likely see sleep improvements.

### Limit Caffeine to the Morning

Caffeine is a stimulant that can help you wake up and focus. But it also impairs sleep if consumed too late in the day. Do yourself a favor – stick to decaf after noon. Or if you really need a pick-me-up, try lower caffeine options like green tea.

### Use Your Health Plan

You can find helpful wellness tools on both the UNM LoboHealth and Presbyterian member websites. And both include self-directed sleep improvement courses and trackers. Sign into [your plan](#) and take control of your sleep.



### Take a Nap

Normally, we wouldn't recommend napping at work – but did you know that [HSLIC has nap pods available](#)? If you didn't get the sleep you needed last night, head over on your lunch break for some quick Zzz's and feel refreshed in the afternoon.

The key point is that you don't have to wait until bedtime to think about sleep. Everything you do during the day can impact your sleep quality. Be thoughtful about how you structure your day and how work fits into your schedule and you'll find better rest in no time.

## QPR Gatekeeper training offered monthly

**Employee Wellness offers QPR Gatekeeper training on the first Friday of every month from 2:30 – 3:30 p.m. 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 PROFESSIONAL DEVELOPMENT

## EOD Spotlight: Work Wellness



### Theresa L. Sherman, EOD Consultant

This month, EOD looks at wellness in the workplace.

Finding and maintaining good work-life balance doesn't just happen by accident. We must set aside time to ensure we are prioritizing the things that affect our productivity, health, and personal accomplishment. As much as we try to separate work from personal, work-life balance is the integration of our professional development and personal well-being. A career promotion, for instance, will impact your feelings of personal accomplishment in the workplace through leadership, decision-making, and strategic support opportunities, but may also positively impact the financial security of your family.

But what does work-life balance even mean? Work-life balance feels like a vague and undefined buzzword. When defining work-life balance, we must first consider that we are mostly knowledge workers. Many of us (but not all of us) are dependent on the use of our brains, rather than brawn, to complete the work. Challenges to this "knowledge work" include distractions, constant connectedness, and burnout, creating a feeling of imbalance in our lives.

A Gallup study found that organizations with a strong emphasis on employee well-being see a 46% reduction in safety accidents and a 41% reduction in absenteeism. When we can recharge away from work through travel, conversations, career exploration, hobbies, and family, our well-being at both work and home improves.

Work-life balance should not be confused with convenience though. Many of us probably felt the convenience of working from home during the pandemic through taking the dog for a walk or throwing in a load of laundry. But our work was not necessarily less stressful, and in fact, for many was probably more stressful.

EOD encourages teams to work together to define what work-life balance means to them. It may mean more or better resources to increase productivity. It may mean taking more time off or having a pizza party with team members to decompress after a big project. It may also mean having a clear succession plan for your department with opportunities for advancement and growth opportunities for team members in the form of career ladders and promotions.

EOD has two offerings this month to address work-life integration. Check out our Hungry Minds Café and Open Enrollment Course of the Month and join us in exploring this topic.

Questions? Contact EOD at [eod@unm.edu](mailto:eod@unm.edu).

**UNM GIVES**

**TOGETHER**

**STRONGER THAN EVER**

**2022 UNM GIVES**

**October 1 - November 30**

Visit [unmgives.unm.edu](https://unmgives.unm.edu) for details.

**LIVE UNITED.**



# YOUR PROFESSIONAL DEVELOPMENT



Grab your lunch and settle in for some quick bites of professional development at EOD's Hungry Minds Café, where we'll give you tools to make work and life productive with exciting topics each month. EOD trainings are free as part of your UNM benefits.

**Developing Yourself Professionally**  
**Wednesday, Nov. 8**  
**Noon - 12:45 (Via Zoom)**

[Register Here](#)

Professional development and career growth are key drivers of employee engagement and retention. People want to be challenged and keep pace with industry changes and trends by enhancing their knowledge and skills. When development opportunities aren't available to employees, they walk.

In this lunchtime session we'll talk about what it means to have a professional development plan in your own career and how managers and employees can work together to ensure that professional development brings value to the person, team, and organization.



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. This month's course:

**Achieving Work-Life Balance Through the Holidays and Beyond**  
**Thursday, Nov. 16**  
**10 a.m. - Noon (Via Zoom)**

[Register Here](#)

This month, EOD is teaming up with Benefits & Employee Wellness to help you thrive during the holidays and beyond! Holiday preparations, mid-semester demands, changes in the weather, and shorter days can make us feel like we are not accomplishing anything and a general feeling of yuck.

We'll study tips from Franklin Covey to organize and prioritize and wellness, nutrition, and mindfulness tips and techniques from our experts in employee wellness to help you find the right balance.





# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

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## Questions? Contact Us!

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