



HUMAN
RESOURCES

UNM at Work

YOUR MONTHLY HUMAN RESOURCE
March 2024

In This Issue:

- 2024 Employee Engagement Survey [P.2]
- Green Zone Training [P.3]
- Tuition Remission for Rounds of Golf at North Course [P.3]
- Catastrophic Leave Donation Guidelines for FY24-25 [P.4]
- Unsolicited Offers for Retirement, Long-Term Care or Financial Planning? [P.4]
- Using Education Benefits? They May Be Taxable [P.5]
- Five Steps for Successful Weight Loss [P.6]
- EOD Spotlight: Engagement, Recognition, and Relationships [P.7]
- Course of the Month: Working at the Speed of Trust [P.7]
- Hungry Minds Cafe: Psychological Safety in the Workplace [P.8]
- Spring ULead [P.8]
- UNM Unveils Enhanced EthicsPoint for Reporting and Addressing Concerns [P.9]
- Ombuds Services + Courses [P.10]
- UNM Tech Days - Call for Presentations [P.11]

Voice Your Perspective: The 2024 UNM Employee Engagement Survey is Now Open

UNM Faculty and Staff are invited to complete the 2024 Employee Engagement Survey, accessible now through March 8. Confidentiality is assured, and individual responses will not be disclosed. Now in its second year, the survey [provides a platform for employees to share their perspectives on their workplace experience](#) and aligns with UNM's [Goal 4 of UNM 2040](#), aiming for a sustainable and high-quality workforce. Invitations are being sent via email from Gallup, the global analytics and data gathering company. Employee participation is crucial for assessing well-being, efficiency, innovation, and performance at UNM. For more information about the 2023 survey and its results, visit the [UNM Engagement website](#).

Why Take the Survey?

Building on the 2023 survey, where 48% of employees identified as “actively engaged,” UNM Human Resources has launched several key initiatives to act on the 2023 survey results. These include a revamp of required supervisor training and an enhancement of support resources, and partnerships with Staff Council to bolster employee recognition programs, based on the feedback received.

This year's survey is being conducted earlier to integrate results into planning processes for the next academic year.

[Learn more](#) about how UNM departments have used this data to implement change.

What Does Engagement Mean?

Employee engagement is a vital measure of satisfaction, reflecting the involvement and enthusiasm of employees in their work and workplace. Engaged employees contribute to organizational success, driving performance, innovation, maintaining a healthier workplace, and reducing absenteeism and turnover.

How to Take the Survey

- Accessible through your UNM email, the survey takes approximately 10 minutes and is available in both English and Spanish.
- Keep an eye on your UNM email for a direct invitation from Gallup or check your junk or clutter folders if not received by Feb. 26.
- In-person events are scheduled for those without regular computer access, with details in the HR Newsletter or by contacting UNM Employee and Organizational Development at engage@unm.edu.

Need help with the survey? Employee & Organizational Development (EOD) offers in-person events as follows:

SURVEY STOPS

(Drop-in use of computers to complete the survey)

Perovich Business Center- EOD Room 1007

Wednesday, Feb. 28 | 7:30 a.m. to 1:30 p.m.

Wednesday, March 4 | 7:30 a.m. to 1:30 p.m.

Friday, March 8 | 7:30 a.m. to 1:30 p.m.

President Garnett S. Stokes and Veterans and Military Resource Center invite you to attend GREEN ZONE TRAINING



Friday, March 8, 10:30 a.m.-12 p.m.

Student Union Building (SUB), Spirit/Trailblazer Room (3rd Floor)

- In-person or virtual
- Light refreshments provided

Facilitator: Michael Lovato, MA, LMHC, NCC
Student Success Specialist, USMC Dependent, UNM VMRC

[Register HERE](#)

Green Zone trainings prepare university faculty, staff and students to better understand the experience of veterans, service members and their families. Participants will be able to recognize the strengths, challenges and unique needs of our military student population and the services available to them. The training will cover:

- Demographics of active military, veterans, and their family members on campus
- VA education benefits
- Service-connected disabilities
- Services provided by the VMRC

For more information, please contact Terri at tjohnson15@unm.edu

Unlock Your Golfing Experience with Tuition Remission at UNM North Golf Course!

As spring approaches and perfect golfing weather beckons, UNM Golf Courses is offering UNM Benefit-eligible employees the opportunity to once again utilize their tuition remission benefit to experience the scenic UNM North Golf Course.

Dust off your golf clubs and seize the opportunity to enjoy up to 24 rounds of golf at your own pace within four months of purchase. To register, visit recservices.unm.edu.

where you will find application details and additional information about this exclusive benefit.



Whether you're up for a challenge at the Championship Golf Course or just want to start with a single round, discounted rates are also available for UNM employees at both the [UNM Championship Golf Course](#) and the [UNM North Golf Course](#). Present your UNM LoboCard at check-in to take advantage of the UNM Faculty/Staff discounted rates.

Explore UNM Golf Courses! Discover the beauty and challenges of the UNM Championship Golf Course and the UNM North Golf Course. For detailed information about the facilities, course layouts, and amenities, please explore the UNM Golf Courses website at unmgolf.unm.edu. If you have any questions or need further assistance, please feel free to reach out to the UNM Golf Courses team at (505) 277-4546.

YOUR BENEFITS & WELLNESS

Catastrophic Leave Program: Donation Guidelines and Important Dates for Fiscal Year 2024-2025

The Catastrophic Leave Program provides financial assistance to eligible employees through your minimal donation of annual leave hours. These hours are 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 (2024-2025) will take place in May 2024. Those employees who participated in the current fiscal year (2023-2024) 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 FY24-25 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.

To learn more about the annual leave deductions coming in May and other program details, 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 within UNM Human Resources at absence@unm.edu or 505.277.6947.

Unsolicited Offers for Retirement, Long-Term Care 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 or long-term care (LTC) needs? Solicitations like these from third party financial companies have not been reviewed nor are approved by UNM or New Mexico Educational Retirement Board (NMERB).

Before responding to a solicitation for any benefit consultation, here are a couple of tips to validate the outreach:

1. Review our partner organizations on the HR website for [Retirement & Financial Planning](#) services and [Long-Term Care](#) benefits.
2. Is the vendor one of our partner vendors? If not, it's phishing and should be [reported](#).

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](#).

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

If HR agrees to a communication campaign by one of our vendors, we will partner with the vendor and will also broadly communicate through normal channels such as HR Newsletter.

For more information about UNM's financial services partners, contact UNM Benefits & Employee Wellness at 505-277-6947(MyHR) or HRBenefits@unm.edu.

YOUR BENEFITS & WELLNESS

Using Education Benefits? Do you know they may be taxable?

If you are using UNM's Tuition Remission or Dependent Education Scholarship, it is important to understand how taxability of these benefits affects your income and paycheck prior to enrolling in courses or utilizing benefits for yourself and dependents.

The value of Education Benefits received must be included in your taxable income, and subsequently taxed, for the following circumstances:

1. Tuition Remission used for health, fitness, and/or personal enrichment programs requires the full value of tuition waived to be taxable to you.
2. Amounts of tuition and mandatory student fees paid during the calendar year for graduate courses that exceed the published IRS maximum amount of \$5,250 will be added to your wages as taxable income.
3. The value of the Tuition Remission benefit taken by spouses for graduate credit and any courses taken by domestic partners is considered taxable income to you.
4. The value of Dependent Education Scholarship awarded once per semester for:
 - Domestic Partners
 - Dependents who are married
 - Dependents who are age twenty-four (24) or older any time in the tax year that the benefit is received
 - Dependents who are not claimed as a dependent on an income tax return

If the benefit you received is determined to be taxable, the taxable amount will be added to your pay as additional taxable income. The amount of tax that will be withheld depends on your individual tax status (from your W-4).

For more on taxability: [UNM Policy 3700: Education Benefits](#) Sections 3.1.1, 3.9, and 4.4.

Please visit the [Tuition Remission](#) and [Dependent Education](#) webpages for more information on Education Benefits.

Questions? Contact UNM Benefits & Employee Wellness at 505-277-6947(MyHR) or hrbenefits@unm.edu



YOUR BENEFITS & WELLNESS

Five Steps for Successful Weight Loss

There is no magic solution to weight loss – change takes work! But if we focus on the right strategies, we can give ourselves the best chance at success. Here are five steps to help you achieve your weight goals:

Build Awareness

[Food logs](#) are a common approach. They show us what we're doing well and identify impactful changes. But this isn't the only option. You could also focus on [hunger and fullness](#) to help manage portions. Or a [mindful eating](#) practice can help with emotional eating. Find the awareness tool that fits you best and use it to identify your path forward.

Target Small Sustainable Changes

You don't need to overhaul your life. [Small changes](#) that fit within your existing routines can make weight loss realistic and maintainable. This might be having one less soda, choosing a fruit snack instead of candy, making small portion adjustments... the possibilities are endless, but the best are ones you can maintain long-term without feeling restricted.

Move Daily

The benefits of movement extend beyond a calorie burn. [Physical activity](#) also builds self-confidence and motivation. Keep it simple – gentle movement, like walking, for 30 minutes a day is enough to support lasting weight change if you can stay consistent.

Get Enough Sleep

Lack of sleep increases stress hormones that limit weight loss. It can also increase cravings and reduce self-control making it harder to stick to your goals. A [consistent sleep routine](#) is one of the best ways to support weight loss.

Find Support

You are not alone on this journey. Peer groups, friends, family, and co-workers can all offer support. Rely on them to improve your accountability.

UNM Benefits & Employee Wellness can also provide support! UNM faculty and staff have access to no cost nutrition counseling services. [Schedule your meeting today!](#)



HR CALENDAR

February 26-March 8

Employee Engagement Survey

March 8

Green Zone Training

March 13

Hungry Minds Cafe:
Psychological Safety
in the Workplace

March 19

EOD Course of the Month:
Working at the Speed of Trust

March 21-May 2

Spring ULead

April 13

Stadium Stair Challenge

April 16

Crucial Conversations for
Accountability

April 17

Crucial Conversations for
Mastering Dialogue

YOUR PROFESSIONAL DEVELOPMENT

EOD Spotlight: Engagement, Recognition, and Relationships

Theresa L. Sherman, EOD Consultant

This month, EOD looks at building relationships in your workplace.

March 1 is National Employee Appreciation Day and here are EOD we've been thinking a great deal about employee engagement as we begin the second year of the [UNM Employee Engagement Survey](#).

What does engagement mean? In the context of the survey, employee engagement is defined as the involvement and enthusiasm of employees in their workplace and about the work they do. We've found that a big part of that is our workplace relationships. (We've heard and seen quite a bit of discussion about [Q10: I Have a Best Friend at Work](#).)

The fact is most of us have a basic need for positive relationships in our workplace. Research in the book Vital Friends sound that people with three work friends were 96 percent more likely to say they felt "extremely satisfied" with their lives.

So how can we build connections at work? As an employee, make a goal to reach out regularly to one or two colleagues once a month. Start with National Employee Appreciation Day and let them know how much you appreciate their collaboration. If you are a manager or supervisor, develop a recognition program or build in social time during work hours, especially with remote workers, to give chances to talk.

Be fully present when talking to your colleagues. Put away distractions and don't multitask. Give your undivided attention. These are trust-eroding behaviors and few things are more damaging in modern-day relationships than not paying attention to each other.

We have two great workshops this month to help build trust and create a psychologically safe workplace. We invite you attend these and learn more about building strong relationships in your workplace.



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:

Working at the Speed of Trust
Wednesday, March 19
10 a.m. - noon

[Register Here](#)

When trust is low, people become suspicious, guard communication, speculate, and disengage. As a result, productivity grinds to a crawl, and the costs—whether social, emotional, or financial—increase. We call these trust taxes. When trust is high, people become confident and communication, creativity, and engagement improve.

As a result, productivity speeds up and costs decrease. We call these trust dividends. Working at the Speed of Trust® helps you strengthen your trust signals in every relationship to convert trust taxes into trust dividends and propel yourself and your team further, faster.

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.

Psychological Safety in the Workplace
Wednesday, March 13
Noon - 12:45

[Register Here](#)

Why do some teams lack open and honest feedback and communication, while other teams can comfortably have major differences while still sharing their talents and creativity?

Psychological safety in the workplace allows team members to feel heard, valued, and accepted, to candidly address issues for achieve better results.

In this lunchtime session, we'll discuss the best practices for a psychologically safe environment during meetings and interactions where team members can share ideas, leverage their strengths, and learn and grow from their mistakes.

Spring ULead: Registration Now Open

Employee & Organizational Development (EOD) is excited to announce that registration for Spring ULead is now open. Spring ULead will run March 21 through May 2.

ULead is a 7-week course designed to develop your leadership skills to enhance your career path and your personal development. ULead uncovers your innate leadership abilities so you can positively impact the world around you, no matter your job level or function.

This Spring, EOD will offer a new hybrid format for ULead that will consist of both in-person and virtual sessions.

ULead sessions are full days on Thursdays and attendance is mandatory on all days. For details on the complete schedule, visit the ULead website.

To personalize your leadership skills development, ULead also has 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 **March 8** and we will contact you with next steps.

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

If you have questions or if you would like additional information about the program, please contact Kate Williams, Sr. EOD Consultant, at kwill07@unm.edu.



Empowering Transparency: UNM Unveils Enhanced EthicsPoint System for Reporting and Addressing Concerns

Over the years, and again in 2023, the U.S. Department of Justice (DOJ) issued guidance on how institutions can best comply with applicable federal and state law, and promote an ethical and compliant culture both academically and professionally.

One best practice contained in DOJ guidance is that institutions provide ways for individuals to report fraud, misconduct, or abuse (including an ability to report anonymously), and that reports are addressed by the institution and investigated when necessary.

In 2014, UNM began using the EthicsPoint hotline system as its official enterprise report and case management tool. EthicsPoint is a third-party system managed by NAVEX. EthicsPoint is used world-wide by corporations and institutions, including higher education, and allows the UNM community and the public to report concerns. The system employs logic that automatically assigns cases to relevant areas for review, including Compliance Ethics & Equal Opportunity, the Health Sciences Center, as well as Health Systems Compliance, Human Resources, Academic Affairs, Risk and Safety, Patient care and Privacy, IT, and Internal Audit. Issues are tracked, benchmarked, and assigned to the appropriate area for response and review. This process allows UNM to identify and resolve concerns, benchmark and identify trends, and mitigate or remediate concerning practices or behaviors.

In late 2023, UNM and NAVEX began revamping the reporting and case management system to improve use and functionality. The new enhanced system has since been launched.

For the reporter, the new EthicsPoint system is branded for UNM and has been reworked to ensure that users can easily report online and toll-free by phone 24 hours a day. The system is also being translated to Spanish and Vietnamese, and is accessible to speakers of virtually any language by dialing the toll-free phone number. Issue types and UNM locations have also been streamlined for clarity for the reporter.

These changes enhance the information available to those addressing the report, which improves University response and data collection. For example, relevant reporting areas can now share reports within the system to ensure that multi-faceted complaints are holistically addressed (i.e., when a complaint contains human resource, financial, and civil rights issues), and more data points have been added for trend analysis and data reporting.

UNM is excited to launch the newly revamped site. Take a look at unm.ethicspoint.com.

Remember – “If you see something, say something.” It takes all of us to promote and preserve our mission and vision as an R-1 University, and the culture of the University for New Mexico.

Ombuds Services Confidential. Neutral. Informal. Independent.

A SOURCE OF SUPPORT FOR YOU

Ombuds Services supports you to reach your full potential and goals by providing confidential help and assistance if you:

- Have any workplace concerns or goals to explore
- Need a confidential space for information and resources for problem solving
- Experience or witness workplace misconduct that might be bullying or harassment
- Want a private place to vent and discuss a workplace conflict

Ombuds Services help build a culture of engagement and inclusion in the workplace.

OMBUDS SERVICES SUPPORTS UNM EMPLOYEES NAVIGATING CHALLENGES

Ombuds Services provides an informal and private first-stop for staff, faculty supervising staff, and their coworkers who seek information, insight and support from a trusted neutral.

Ombuds Services can help individuals or groups by:

- Listening and reflecting to give you perspective
- Assisting in constructive problem solving and conflict handling
- Analyzing a problem and identifying options towards resolution
- Identifying useful resources, policies, and procedures
- Facilitating conversations between co-workers
- Providing workshops, trainings and presentations on effective communication, constructive conflict management, and collaboration

SCHEDULE A VISIT

We serve staff, faculty and graduate students, and their co-workers by phone, Zoom or in-person visits Monday-Friday from 8 a.m. - 5 p.m. To schedule a confidential visit with an ombuds, please email us at ombuds@unm.edu

For more information, please, visit our website: <https://ombudsservices.unm.edu/>

Ombuds courses for 2024

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. 17, June 13, Sept. 10 & Dec. 12

[Course Details and Registration](#)

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. 16, June 11, Sept. 12 & Dec. 11

[Course Details and Registration](#)



Call for Presentations

Accepting presentations now through 3-15-24

STAFF
FACULTY
STUDENTS

DISCUSSION

INNOVATION

TECH DAYS

EXCLUSIVE

FUTURE

CURRENT

NO-COST
SESSIONS AND LIVE DEMOS

April 25th and 26th, 2024
techdays.unm.edu



UNM at Work

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