

UNM at Work

YOUR MONTHLY HUMAN RESOURCE



HUMAN
RESOURCES

Staff Salary Increase Approved for Fiscal Year 2019

Due to an increase in Instruction & General funding by the state legislature, the UNM Board of Regents has approved a 1% salary increase for eligible staff employees. The increase will be effective July 1, 2018. Bi-weekly paid staff will see the increase take effect in their paycheck on July 13 (pay period 6/23 – 7/6) and monthly paid staff will see the increase on their July 31 paycheck (pay period 7/1 – 7/31).

Eligible employees include those who: 1) were hired prior to January 1, 2018, and have completed their probationary period; and 2) those with a complete 2017 performance review who did not receive an overall rating of “not successful” on either the Job Responsibilities or Goal sections.

In addition to the allocated 1%, the Board of Regents will allow departments to request an extra increase for merit, up to 2%, contingent upon the availability of recurring departmental funds. Merit increase requests should be entered into Salary Planner by April 12 and must include a statement of justification in the comments section. Additionally for merit increases, departments must retain supporting documentation verifying the employee's exceptional performance in their departmental file.



Further, University executive leadership has determined that departments have the option to submit an Out-of-Guidelines Exception Request for no more than an extra 2% on a very limited basis. These requests must be submitted to and exclusively approved by the Executive Vice President for the respective area no later than April 19. Interested departments should work through their HR consultant and division leader in regard to completing the applicable paperwork.

See the [Mass Salary Update Guidelines webpage](#) for more information regarding staff.

Union Staff: Salary increases for bargaining unit employees are subject to the applicable [collective bargaining unit agreement](#) found online.

Faculty: For information regarding faculty increases, please see the links titled “Guidelines” for Academic Affairs and the Health Sciences Center under the section Budget Guidelines on the [Budget office website](#).

Benefits	EOD	Policy & Hiring	Wellness
p2 Catastrophic Leave	p4 EOD Calendar	p5 Policy Review	p7 Financial Seminars
p3 Open Enrollment	p5 Professional Development	p6 Non-UNM Student Hire Program	p7 Tabata Time! p8 Wellness Events

Catastrophic Leave Program - FY2019

The Catastrophic Leave Program provides financial assistance to eligible employees when they (or an immediate family member) experience an approved catastrophic illness or injury. A catastrophic illness or injury is an acute or prolonged illness or injury that is considered life-threatening, or has the threat of serious residual disability, which results in the employee's inability to work. Each request to receive benefits is evaluated under the program guidelines and includes a medical review and determination.

Who can be a program participant?

The Catastrophic Leave Program is participant funded. To be eligible, you must:

- Be regular staff working half-time or more
- Complete a full year of continuous employment
- Donate the required amount of annual leave
- Meet the program requirements identified in the [University Administrative Policy 3430, Catastrophic Leave Program](#).

What do I need to do to participate?

If you would like to participate in the program, no action is required.

How do I opt-out of the program?

To opt-out entirely, you must do so through LoboWeb. An email will be sent on April 23, signifying that you may opt-out no later than the deadline of midnight on May 1. If you do not opt-out by the deadline and are eligible for the deduction, the deduction will be made.

How much annual leave will be deducted?

For employees who donated to the program last fiscal year, the contribution will be one (1) hour.

For employees who did not donate to the program last fiscal year but are eligible to donate this year, the donation will be six (6) hours (equivalent to 15% of your weekly work schedule). Donations are based on appointment percentage.

Participant contributions will be deducted from employee accounts on the following dates:

- May 18, 2018, paycheck for nonexempt biweekly employees
- May 31, 2018, paycheck for exempt monthly employees

Visit the [Catastrophic Leave webpage](#) for additional details.

If you are interested in additional insurance coverage for illness/injuries that might not meet Catastrophic Leave requirements, see information on [short-term disability](#).

Benefits Open Enrollment for Plan Year 2018-2019 Coming Soon

Open Enrollment for the 2018-2019 Plan Year is tentatively scheduled for **Wednesday, April 25** through **Friday, May 11, 2018**.

As a benefits-eligible employee, Open Enrollment is your annual opportunity to make changes to your UNM medical, dental, vision, life, short-term and long-term disability, and accidental death and dismemberment (AD&D) insurance plans. Changes you make to these benefits during Open Enrollment are effective July 1, 2018.

Information to help you make decisions about your benefits for the coming year and “How To” instructions will be communicated primarily on the Benefits Open Enrollment webpage* and via email from Human Resources. During Open Enrollment be sure to check the [HR website](#) for up-to-date information.

**Printed Open Enrollment materials will be available upon request only.*

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

1. Log in to [myUNM](#) with your UNM NetID and Password
2. Click on “Enter LoboWeb”
3. Click on “Benefits and Deductions”
4. Click on “Benefits Statement”
5. Verify your identity through Duo 2-factor authentication (Duo protects your sensitive information in LoboWeb)



Department of Labor required **Mandatory Notices** will still be sent to you via a home mailing. To be sure you receive these and other important or time-sensitive UNM communications, you are highly encouraged to verify that your mailing address with UNM is current.

To view or update your address with UNM, please use LoboWeb:

1. Log in to [myUNM](#) with your UNM NetID and Password
2. Click on “Enter LoboWeb”
3. Click on “Personal Information”
4. “View/Update My Address & Directory Info”

PLAN AHEAD! If you know you will be on vacation, sabbatical, or on leave with or without pay during the upcoming Open Enrollment period, please call the Benefits office in advance to find out what you need to do to submit your changes before Open Enrollment ends. Late enrollment changes are not permitted per IRS regulations.

You will not be able to make changes to your plans after Open Enrollment unless you experience a [Qualifying Change of Status Event](#).

If you have additional questions, contact the Benefits Office at 505.277.MyHR (6947).

Employee & Organizational Development

Division of Human Resources
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TRAINING

April 2018

Monday	Tuesday	Wednesday	Thursday	Friday
Lobo U - New Employee Orientation 8:30 - 12:10	Communicate Effectively with Your Supervisor 9:00 - 12:00 Mindfulness: Embracing the Present in Daily Life 9:00 - 12:00	Retirement 101 with NMERB 10:30 - 12:00	Building Bridges Across Generations at Work 8:30 - 12:00	Banner Workshop for Advisors 9:30 - 12:30 LoboAchieve for Staff 1:00 - 3:30
Lobo U - New Employee Orientation 8:30 - 12:10		Department Time Entry 8:30 - 12:00	Collaborative Conversations: How to Engage Others and Decrease Stress 8:30 - 12:00 E-Mail Correspondence 2:00 - 4:00	
Lobo U - New Employee Orientation 8:30 - 12:10	Emotional Intelligence in the Workplace 8:30 - 12:00 Purchasing Process for Departments Lab 8:30 - 12:00 Get Savvy about Social Security 12:30 - 2:00	LoboTime Time Manager/Supervisor Training 9:00 - 11:30	Changing Perspectives of Time Management 8:30 - 11:30	
Lobo U - New Employee Orientation 8:30 - 12:10	Employee Life Cycle Management Workshop 8:30 - 3:30		Purchasing & A/P Policies & Procedures 2:00 - 4:30	Banner General Person Certification 8:30 - 5:00
Lobo U - New Employee Orientation 8:30 - 12:10	<p>Go to Learning Central to REGISTER, WITHDRAW, or ADD/REMOVE items from your Learning Plan.</p> <p>EOD Cancellation Policy: A \$25 administrative fee will be applied to all cancellations occurring within 48 hours of the session. Please cancel 48 hours or more in advance to avoid this fee. For parking details, upcoming workshops, and other current events at EOD, visit our website.</p>			

Register via the [Learning Central](#) website
For more information, contact eod@unm.edu or call 505.277.1555.

Professional Development

The Untapped Advantage of Employee and Organizational Development

Why is professional development important? You can probably come up with a few reasons pretty easily, but here are some of our favorites:

1. **UNM is a learning institution.** Our Mission statement says we will engage in comprehensive educational programs. Check it out for yourself [here](#).
2. **Data backs it up.** For decades, Gallup has been the premiere source of analytical information on many topics, including workplace engagement. Download your copy of their latest & greatest survey data in The State of the American Workplace for 2017, linked [here](#).
3. **The value is tangible.** For example, just google 'FranklinCovey public workshop costs'...\$2,095! Ouch. In case you're wondering, EOD courses are free to UNM staff, faculty and student employees.
4. **The impact is exponential.** Consider this scenario: you're the leader in your office and you find office coverage to send one person to an EOD course. When they get back to the office, you meet with them to discover implementable learning for yourself and/or your team. Next, you have them share nuggets they took away from the class at your next staff meeting. You and the team commit to implementing something new. You'll see a ripple effect for you and your team...just from sending one person to a class!
5. **UNM Policy says so.** Our most valuable resource is our people. As an institution, we recognize the importance of providing professional development opportunities to all employees. We consider it our responsibility, both for supervisors and for individual employees. More details about this approach can be found [here](#).

Did you know? In addition to in-person course offerings, EOD also currently offers 11 titles of interactive, high-quality web-based training courses. Visit our [webpage](#) for all of our services and course offerings.

Don't forget - other resources on campus offer professional development opportunities for free or by using tuition remission benefits: Ombuds, CARS, Anderson School of Management, and Continuing Education.

Need more convincing? Check out page 4 of this archived article: [UNM at Work](#).

Policy Review and Comment Period March 20 - April 20

Your feedback is important. Visit the [Policy Office website](#) for an opportunity to review and provide feedback on two new policies and revisions to five existing policies for the University of New Mexico. The policies include the following and are available for review and comment from March 20 through April 20, 2018.

- UAP 5250, Use of University Facilities (New)
- UAP 6020, Records Management, Retention, and Disposition (New)
- UAP 2240, Respectful Campus (Revision)
- UAP 2560, Information Technologies Governance (Revision)
- UAP 3215, Performance Improvement (Revision and new title)

Non-UNM Student Hire Program

Fiscal Year 2018

Human Resources is pleased to offer the Youth Summer Worker (YSW) and Academic Internship (AI) Programs in FY18. These Programs were developed to provide UNM departments with the ability to engage high school and non-UNM college students through internship opportunities. Both the YSW Program and the AI Program provide student recruitment opportunities by highlighting UNM as an employer and higher education institution of choice.

The chart below outlines qualifications for each job title within the Non-UNM Student Hire Program. All non-UNM student hire positions may be requested through a competitive or non-competitive process, depending on each department's unique business needs.

	Youth Summer Program Worker 1	Youth Summer Program Worker 2	Academic Intern
Minimum Age Requirement	15	N/A	16
School Status	Currently enrolled in high school	High school diploma obtained no greater than 24 months prior to date of hire	Currently enrolled in high school or high school diploma obtained no greater than 24 months prior to date of hire
Students NOT Eligible	<ul style="list-style-type: none"> • UNM Students • Students related to the Hiring Official or Supervisor of the position 		
Job Type(s)	General office/clerical	General office/clerical	Professional, typically in an Academic, Lab, Research and/or Technical capacity
Hourly Rate	\$8.00	\$8.50	Grade 06 \$9.96 min - \$19.53 max
2018 Program Dates	5/28/18 - 8/3/18	5/14/18 - 8/10/18	Year Round

Non-UNM Student positions are subject to normal UNMTemps administrative fees. UNMTemps facilitates the Non-UNM Student Hire Process for all UNM departments, reducing the amount of time UNM departments spend on the hiring process and ensuring compliance with all Child Labor Laws.

Minors on Campus: Per [Section 4.2 of UAP 2205: Minors on Campus](#) - "All authorized adults in University programs must clear criminal background checks prior to participation in these University programs. Program leaders may require other authorized adults to clear background checks prior to participation in University programs. Background checks are valid for three years."

Requests for Non-UNM Student positions should be submitted via the UNMTemps request process in UNMJobs. A step-by-step guide can be found in the [Employment Knowledge Base](#). Email UNMTemps@unm.edu for a step-by-step guide or direct assistance with the process.

Please refer to the program information and requirements available on the [Non-UNM Student Hire Program website](#). You can also contact the UNMTemps department for more information at 505.277.2013 or UNMTemps@unm.edu.

FINANCIAL WELLNESS SEMINARS - April 2018

Long Term Care - Plan Ahead For Yourself And Loved Ones!



Join Financial Advisors Angelo Burns and Karen Schotter, who will help you better understand long term care, and the challenges, including financial ones, which it can create for you and your family. Current costs and ways to pay for them will be presented. Learn how your UNM Long Term Care group insurance benefits and other solutions can help to fund this expense for the 7 out of 10 people who will need long term care.

See the [April 2018 flyer](#) for more details on this free session occurring at **noon on April 26 and 27, 2018**. A complementary lunch will be provided for those who register and attend in person!

Registration and virtual access are available on the [Monthly Financial Wellness Seminars webpage](#). The Financial Wellness program is an initiative brought to you by the Division of Human Resources.

It's Tabata Time! 10-Minute Ab Workout

Tone your abs with [this Tabata workout](#) from Equinox trainer Raneir Pollard. He plays around with the length of the intervals to truly push your core. And be forewarned: he's also a comedian, so laughing is part of this workout, too.

This workout is brought to you by Employee Wellness, whose goal is to help UNM faculty and staff achieve and maintain their health goals.

If you are interested in more ideas customized for your work group, contact [Employee Wellness](#). They offer a variety of stretching and strength building classes, including Stretch Away Stress and Ergonomic Stretch Breaks. You may also purchase resistance bands for only \$15.



"It's Tabata Time! This 10-Minute Workout Is All About Your Abs." YouTube, uploaded by Employee Wellness, 22 March 2018, <https://www.popsugar.com/fitness/Tabata-Workout-Abs-44554377>

Lace Up on National Walking Day

National Walking Day is Wednesday, April 4, 2018. Employee Wellness would like you to Walk Out of Work! We are encouraging staff and faculty to incorporate exercise into their workday and walking is one of the easiest ways to start becoming more physically active. Each person who participates in a scheduled walk will receive an “I Walked Out on Work Today” sticker. A complete list of walks in your area is posted on the [Employee Wellness website](#).

So lace up and join President Stokes on Main Campus, Chancellor Roth on North Campus, or any of the numerous other walking leaders who will Walk Out on Work Wednesday. Be sure to share selfies of your walking experience, on our Employee Wellness [Facebook page](#)!



Stadium Stair Challenge - April 28, 2018

A unique contest is on the horizon! Want to challenge yourself beyond the normal road race? Employee Wellness has a competition for you at the 3rd Annual Stadium Stair Challenge on April 28, 2018!

Employee Wellness would like to help you get ready, physically and mentally, for the challenge. It's not too late to sign up for the training classes!

Put your skills to the test! You can walk/jog/run the University Stadium stairs! Register prior to April 11, 2018 to receive a dry fit t-shirt and a tote bag for race day. Prizes for different categories. If you just want to participate in the challenge, [sign up here](#)! Early bird discount rates apply. This is a timed event and prizes will be given for different categories. Tuition remission is available for eligible UNM staff and faculty employees.



Who: Open to all who are looking for a race for every fitness level!

Where: Dreamstyle (University) Stadium

When: April 28, 2018

Time: Timed Race begins at 9:00AM

Cost: Training and Challenge - \$80
(tuition remission eligible)

Challenge Only - \$30 Until the end of March
(not tuition remission eligible)

[Register for the challenge!](#)

Visit the [Stadium Stair Challenge website](#) for more information.