



**HUMAN  
RESOURCES**

**1700**

# **UNM at Work**

**YOUR MONTHLY HUMAN RESOURCE**

**APRIL 2019**

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## Open Enrollment Coming Soon



UNM Benefits **Open Enrollment** for the 2019-2020 Plan Year (July 1—June 30) is coming soon! As a benefits-eligible employee, Open Enrollment (OE) is your annual opportunity to make **changes** to your UNM medical, dental, vision, life, disability, and accidental death and dismemberment (AD&D) insurance plans.

Watch for a pre-open enrollment **benefit letter** that will summarize your current health, life, and disability benefit elections coming to your home address prior to **April 24**.

Information and enrollment will be available on the [OE website](#) beginning April 1, including a schedule of vendor fairs and presentations.

### UNM LoboHealth Plan

On July 1, employees and dependents enrolled in UNM **Blue Cross Blue Shield** (BCBS) and **UNM Team Health** (UNMTH) will be automatically enrolled in a combined UNM Medical Plan called UNM LoboHealth.

The plan offers more predictable lower **out-of-pocket** costs when accessing Tier 1 services, as well as access to Tier 2 (BCBS national network) providers without the need for approval, at slightly higher out-of-pocket costs.

Out-of-pocket costs paid at the time of service are based on the network tier accessed at the time of service.

**UNM LoboHealth** will continue to provide valuable health care benefits for all enrolled employees and their dependents, **preserve** your health care provider choices, and support health care cost management with sustainable benefits into the future.

Employees enrolled in UNM LoboHealth will be issued a new member ID card by **July 1**. Visit the [OE website](#) beginning April 1 for more information.

### What this means for current BCBS participants:

1. If you are currently using a Tier 1 provider, you can continue to do so with an enhanced experience of prioritized scheduling and lower out-of-pocket costs.
2. If you are currently using a Tier 2 provider, you can continue to do so without approval and still pay the same out-of-pocket costs you currently pay.
3. An expanded Tier 1 network.

### What this means for current UNM Team Health participants:

1. You will pay lower out-of-pocket costs when you visit Tier 1 providers.
2. Enhanced priority scheduling.
3. You can choose to access Tier 2 providers without approval.

### There are no anticipated plan design changes for Presbyterian members.

Stay tuned for additional details during Open Enrollment. If you have questions, contact the Benefits Office at 505-277-MyHR (6947).

### Prep for Open Enrollment



Review Your Benefits



Consider Changes



Enroll April 24-May 10

## FY 2019 Non-UNM Student Hire Program

The Division of Human Resources is pleased to offer the Youth Summer Worker (YSW) and Academic Internship (AI) Programs in FY 2019. 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 Youth Summer Worker Program and the Academic Internship 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.

Non-UNM Student positions are subject to normal UNM Staffing Services administrative fees. UNM Staffing Services 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 [UAPPM - Policy 2205](#), authorized adults who will have one-on-one contact with minors or participate in overnight activities with minors, must clear

	Youth Summer Program Worker 1	Youth Summer Program Worker 2	Academic Intern
Min. 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"> <li>UNM Students</li> <li>Students who are related to the Hiring Official or Supervisor of the position</li> </ul>		
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
2019 Program Dates	May 27 - Aug. 2, 2019	May 13 - Aug. 9, 2019	Year Round

criminal background checks prior to participation in these University programs.

Please refer to the program information and requirements available on the [Non-UNM Student Hire Program Website](#). You can also contact the UNM Temps department for more information by calling 505-277-2013 or emailing [UNM Temps@unm.edu](mailto:UNM Temps@unm.edu).

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

**Feedback on the HR Newsletter?**  
Send it to [hrinfo@unm.edu](mailto:hrinfo@unm.edu)

## Walk Out On Work, April 3



In celebration of the American Heart Association's **Move More Month** of April, Employee Wellness is promoting National Walking Day.

On Wednesday, **April 3** join us while we Walk Out on 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" sticker. A complete list of walks in your area is posted on the [Employee Wellness website](#). The list is always being updated!

So move more, live more on **April 3** and join us. Find a walk near YOU!



## UNM WORK + LIFE FINANCIAL WELLNESS MAY WORKSHOPS

### CREATE A BUDGET, DITCH YOUR DEBT & START BUILDING FOR THE FUTURE

**Thursday, May 16 | Noon-1 p.m. | UNM Business Center 1016 (Main Campus)**  
**Friday, May 17 | Noon-1 p.m. | HSLIC 428 (North Campus)**

Nick Maly, retirement planner for Fidelity Investments, will give you the **tools** to start building for the future. In this workshop we will learn how to:

- Cover Your Essential Living Expenses
- Be Ready For Unexpected Expenses
- Make The Most Of Good Debt
- Learn Four Steps To Reduce Bad Debt
- Pay Off Debt While Saving For Goals
- Monitor Your Credit Reports & Scores

To register or attend virtually, visit the [Monthly Financial Wellness Seminars](#) webpage.

UNM Financial Wellness Workshops are a part of your UNM benefits and are offered to help you improve your overall **financial wellness** and **retirement security**. For more information contact us at [wellness@unm.edu](mailto:wellness@unm.edu).



Scan Me to Register

## Exercise Physiology Laboratory Blood Testing

Did you know UNM Exercise Physiology Labs offers a variety of **testing** services for the UNM Community?

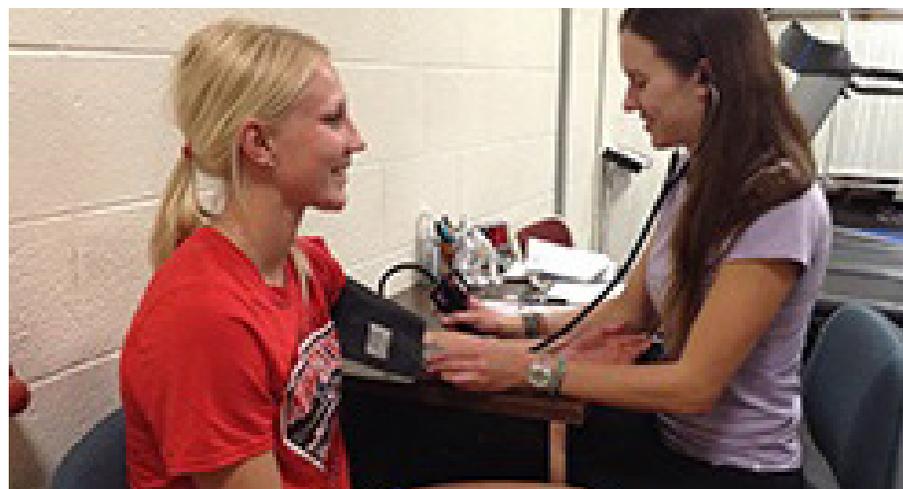
Located in Johnson Center, the labs are equipped to test all aspects of physical **fitness** including cardiovascular endurance, pulmonary function, muscular strength and endurance, body composition, flexibility, and blood hormone, lipid and enzyme profiles.

Employee Wellness encourages you to take advantage of the cholesterol, glucose and HbA1C testing to get a full picture of your health.

The **Exercise Physiology Labs** are located in **Johnson Center**, B-143. Cholesterol testing costs \$20 (full lipid panel), glucose testing is \$12, and HbA1C costs \$22 (cash or check only).

To sign up, call for an appointment at 505-277-2658. Eat nothing and drink only water for 12 hours before

Cholesterol and Glucose testing. If only getting HbA1C, fasting is not necessary. Check out the Exercise Science Community Testing [website](#) for details on these recommended tests and other total fitness assessment packages.



## Stadium Stair Challenge Is Almost Here: April 27, Dreamstyle Stadium

Employee Wellness has a competition for you at the 4th Annual Stadium Stair Challenge on **April 27, 2019!**

**Employee Wellness** would like to help you get ready for the Stadium Stair 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 5 to receive a dry fit t-shirt and a tote bag for race day.

Just want to participate in the challenge? Sign up here.

This is a timed event and prizes will be given for different categories. Tuition remission is available for eligible UNM staff and faculty employees.

**Questions?** Visit the [Stadium Stair Challenge website](#).

**REGISTER HERE**

### Training Sessions

**Who:** UNM Community  
**Where:** Johnson Center and Dreamstyle Stadium  
**When:** [Wednesdays \(March 6 - April 24\)](#)  
**Time:** 12:15 - 1:15 p.m.



### Stair Challenge Costs

<b>Training Sessions + Entry Fee</b>	\$120
Includes training classes	Tuition
(Choose "8 WK Training/SSC entry-\$120 TR" in the registration form)	Remission
	Eligible
<b>Stair Challenge Entry Fee Only</b>	\$35 - until 2/28
NOT Tuition Remission Eligible	\$45 - until 4/26
	\$55 - Day of event
<b>Kids Race</b>	\$10 - until 4/26
	\$20 - Day of event

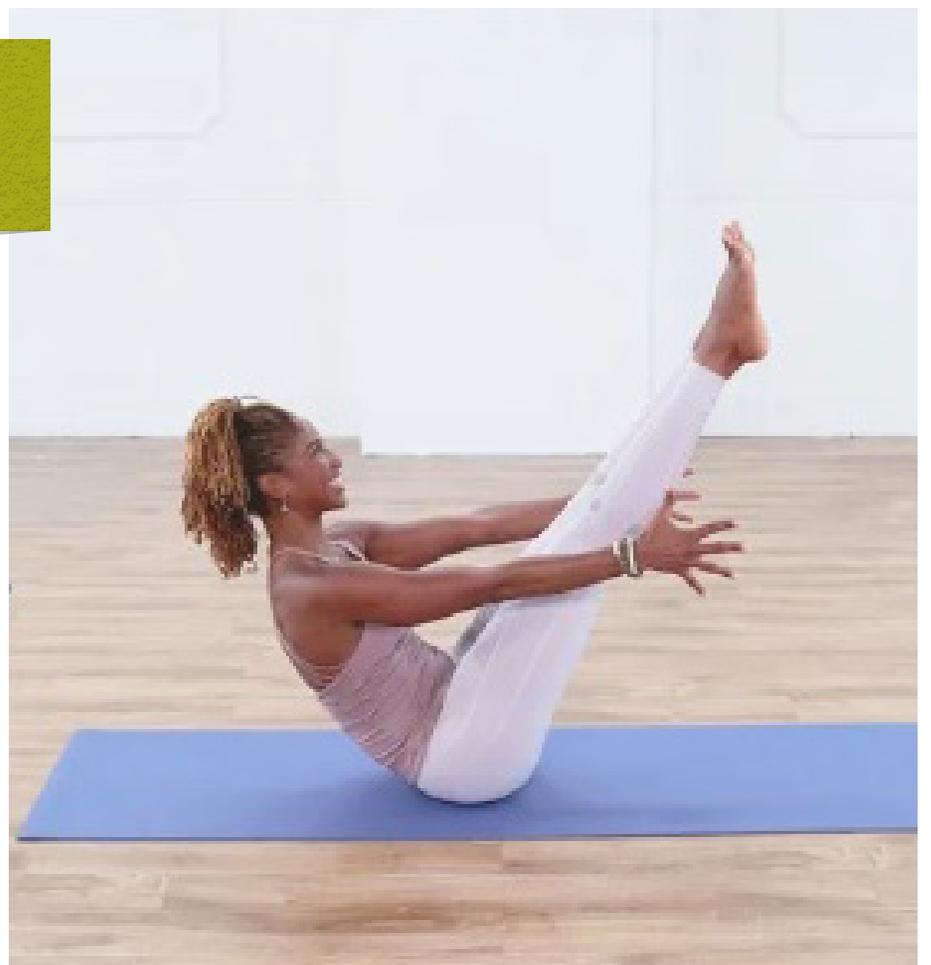
## Get Moving

### 30 Minute Power Yoga

Get into your flow with this **power yoga** class from Koya Webb, founder of Get Loved Up. This series is designed to tone your **core** while strengthening and lengthening your entire body. If you've been feeling tired or out of balance, this workout will leave you feeling recharged.

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

"30-Minute Power Yoga Flow For a Sculpted Core." YouTube, uploaded by Employee Wellness 11 March, 2019, <https://www.popsugar.com/fitness/30-Minute--Home-Yoga-Flow-Workout-Video-45798949>



# Your Professional Development



EMPLOYEE &  
ORGANIZATIONAL  
DEVELOPMENT

**Employee & Organizational Development  
Division of Human Resources  
1700 Lomas Blvd NE, Suite 1200  
MSC01 1222 505.277.1555**

## APRIL 2019

Monday	Tuesday	Wednesday	Thursday	Friday
Lobo U - New Employee Orientation 8:30 - 12:20 Facilitator: Bonnie Minkus-Holmes <b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	7 Habits of Highly Effective People (3-Part Course) 8:30 - 4:30 Banner Workshop for Advisors 9:30 - 12:00 LoboAchieve for Staff 1:00 - 3:00 <b>5</b>
Lobo U - New Employee Orientation 8:30 - 12:20 Facilitator: Bryan O'Neill <b>8</b>	Changing Perspectives of Time Management 8:30 - 11:30 The UNM Retirement Process: An Overview 10:00 - 12:30 <b>9</b>	I want to retire - NOW 12:00 - 1:30 <b>10</b>	<b>11</b>	<b>12</b>
Lobo U - New Employee Orientation 8:30 - 12:20 Facilitator: Bonnie Minkus-Holmes <b>15</b>	Your Leadership Journey Workshop 8:30 - 12:30 <b>16</b>	LoboTime Time Manager/Supervisor Training 9:00 - 11:30 Understanding Medicare 1:30 - 3:00 <b>17</b>	<b>18</b>	<b>19</b>
Lobo U - New Employee Orientation 8:30 - 12:20 Facilitator: Bryan O'Neill <b>22</b>	Purchasing Process for Departments Lab 8:30 - 12:30 Employee Life Cycle Management Workshop 8:30 - 3:30 The UNM Retirement Process: An Overview 10:00 - 12:30 <b>23</b>	I want to retire - NOW 12:00 - 1:30 <b>24</b>	Purchasing & A/P Policies & Procedures 2:00 - 4:30 <b>25</b>	Banner General Person Certification 8:30 - 5:00 <b>26</b>
Lobo U - New Employee Orientation 8:30 - 12:20 Facilitator: Cynthia Pérez-Chávez <b>29</b>	Building Bridges Across Generations at Work 8:30 - 12:00 Retirement 101 with NMERB 10:30 - 12:00 <b>30</b>	<p><b>Register via the <a href="#">Learning Central</a> website. For more information, including cancellation policy, parking and other EOD events visit the <a href="#">EOD website</a>. Questions? Contact <a href="mailto:eod@unm.edu">eod@unm.edu</a> or call 505-277-1555.</b></p>		

TRAINING



# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

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## Questions? Contact Us!

### UNM HR is located at:

Perovich Business Center  
1700 Lomas Boulevard N.E.  
Albuquerque, NM 87131

### UNM HR Mailing Address

MSC01 1220  
1 University of New Mexico  
Albuquerque, NM 87131-0001

[hr.unm.edu](http://hr.unm.edu)

505-277-MyHR (6947)

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## GET SOCIAL

UNMJobs

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Employee Wellness

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