

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE



## FLSA is On the Way

### FAIR LABOR STANDARDS ACT



In our [May 2016 Newsletter](#) we informed you that the Department of Labor released their final rule on increasing the salary threshold for white-collar exemptions from \$455 to \$913 for a 40-hour workweek. UNM must be in compliance with the new rule effective December 1, 2016.

In the Fall of 2015, HR began monitoring the proposed legislation, considering our options, and communicating updates on a regular basis. Since

receiving the final rule, a team of individuals from HR Client Services, Compensation, Employee & Organizational Development, HR IT, Central IT, and Payroll have been working together to identify the impact of this change for UNM and its employees. Human Resources continues to analyze positions, both exempt and non-exempt, seated at or around the new threshold. The proposed approach, to include all identified position changes (position exemption status, classification changes, or salary adjustment), will be presented to UNM Senior Leadership for review. Upon approval and prior to finalizing any changes, Department Level 3 Administrators will be invited to meet with HR representatives to review proposed changes on an individual basis, and discuss possible alternate solutions for compliance. Employees affected by the rule change will be directly notified in October, via a memo from Human Resources, of the changes taking effect in November 2016.

Training sessions will be available for employees newly assigned to a non-exempt status (from an exempt status) that cover topics such as time tracking and entry, overtime work, and how to manage work time under the new regulation. Additionally, training sessions will be available for managers and supervisors of newly classified non-exempt employees regarding similar topics, and how to help employees be successful in managing their time appropriately.

Please check the Human Resources [website](#) frequently. More details will be posted as they become available.

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## Policy Changes Summer 2016

Minor changes to five University Administrative Policies (UAP) have been made. Please see below:

### **UAP 2010 - “Contracts Signature Authority and Review”**

In response to concerns raised by the Global Education Office, a sentence in Section 2, which limits the form of inter-departmental agreements, has been deleted. Section 2 addresses inter-departmental agreements only briefly because these agreements are non-binding agreements outside the scope of the policy; as a legal principle, UNM cannot contract with itself. Nonetheless, in this brief mention, Section 2 limits the form of inter-departmental agreements to “a memorandum signed by one or more cognizant vice presidents or executive vice presidents, as appropriate.” Deletion of this limitation allows units to determine for themselves how best to memorialize and execute inter-departmental agreements, whether by journal voucher, formal agreement, email, or other appropriate means.

### **UAP 2620 - “Distribution of Pay”**

Section 2.1 was revised to reflect a new system for direct deposits.

### **UAP 3200 - “Employee Classification”**

Section 6 of the policy was revised to specify that temporary employees are hired for a period of up to 12 consecutive months, and that short-term extensions may be granted with proper approvals.

### **UAP 3300 - “Paid Time”**

At the request of Staff Council, Section 7.11 was revised to authorize employees to take up to one hour of paid time for the preparation of a response to their annual written performance review.

### **UAP 3405 - “Holidays”**

In Section 3, the language was revised to clarify which employees are ineligible to be paid for holiday time off.

Learn more on the [Policy website](#).

## Benefits Tip Corner 24/7 Nurse Advice

As a benefits-eligible employee enrolled in a health plan with UNM Health, BlueCross BlueShield of NM or Presbyterian, you and your covered family members have free access to your medical carrier’s telephonic nurse advice 24 hours a day, 365 days a year.

If you are not feeling well and do not know what to do, call the experienced registered nurses (RN) of the medical carrier in which you are enrolled for answers to your questions and health concerns. Have your medical ID card on hand, you may be asked to verify your identity or that you are covered under the plan.

**UNM Health - “Nurse Advice New Mexico”**  
877-725-2552

**BlueCross BlueShield of NM**  
800-973-6329

**Presbyterian Health - “PresRN”**  
505-923-5570 or toll-free 866-221-9679

AUGUST 2016 TRAINING CALENDAR

Employee & Organizational Development

Division of Human Resources  
 1700 Lomas Blvd NE, Suite 1200  
 MSC01 1222 277.1555

TRAINING

August 2016

Monday	Tuesday	Wednesday	Thursday	Friday
Lobo U - New Employee Orientation 8:00 - 1:00 <b>1</b>	<b>2</b>	Department Time Entry 8:30 - 12:00 UNMJobs Department Originator Training Staff 1:15 - 3:30 <b>3</b>	<b>4</b>	<b>5</b>
Lobo U - New Employee Orientation 8:00 - 1:00 <b>8</b>	LoboAchieve for Staff 12:30 - 2:30 Coaching for Peak Performance 12:30 - 4:30 <b>9</b>	Purchasing & A/P Policies & Procedures 8:30 - 11:00 I Want to Retire - NOW 12:00 - 1:30 <b>10</b>	Preventing Sexual Harassment in Your Workplace 8:30 - 10:30 Strategic Planning: Setting the Direction 8:30 - 12:00 <b>11</b>	<b>12</b>
Lobo U - New Employee Orientation 8:00 - 1:00 <b>15</b>	Transformative Negotiation 8:30 - 11:30 Banner Workshop for Advisors 9:30 - 12:00 Get Savvy about Social Security 12:00 - 1:30 <b>16</b>	ABC's of ERB - Your Educational Retirement Board Benefits 9:00 - 10:30 <b>17</b>	Civil Rights at Work at UNM 8:30 - 12:30 Constructive Conflict Management 8:00 - 12:00 Purchasing Process for Departments Lab 8:30 - 12:00 <b>18</b>	<b>19</b>
Lobo U - New Employee Orientation 8:00 - 1:00 <b>22</b>	LoboTime Time Manager/Supervisor Training 9:00 - 11:30 Direct Pay Training Lab 1:00 - 5:00 <b>23</b>	Your Leadership Journey Workshop 8:30 - 12:30 <b>24</b>	<b>25</b>	Banner General Person Certification 9:00 - 5:00 <b>26</b>
Lobo U - New Employee Orientation 8:00 - 1:00 <b>29</b>	LoboTime Time Manager/Supervisor Training 9:00 - 11:30 <b>30</b>	<b>31</b>	Go to Learning Central to REGISTER, WITHDRAW, or ADD/REMOVE items from your Learning Plan. EOD Cancellation Policy: please withdraw 48-hours prior to the class to avoid a \$25 administrative fee. For parking details, upcoming workshops, and other current events at EOD, please visit our website at <a href="https://hr.unm.edu/eod/">https://hr.unm.edu/eod/</a>	

Register via the [Learning Central website](#)

For more information, contact [eod@unm.edu](mailto:eod@unm.edu) or call 505-277-1555.

## Your Future Virtual-Reality Office

See the full article on [Fast Company](#) by [Stephane Kasriel](#)

The scene: An empty conference room, five years from now. You sit down at the table with your tablet and put on a pair of lightweight glasses. Suddenly the room comes to life. To your left, you see your colleague Jessica, who's joining from New York. To the right, the company CEO, Beth, who's currently in Atlanta. Across the table from you is Hassan, who's joining from his home office in London.



Thanks to an array of virtual reality (VR) and augmented reality (AR) technologies in development right now, this scenario isn't that far away. And while VR might be in the news lately because some events in the Rio Olympics will be broadcast in VR this August, the technology's biggest impact is likely to be in the workplace.

VR is in its early, awkward adolescence, but these are four of the ways we can probably expect it to transform how we work with one another in the years ahead.

### Farewell To The Videoconference

When you add cameras to VR or AR displays or headsets, you start to discover the interactive, person-to-person potential of the technology. This "virtual presence" will make videoconferencing and Skype calls look primitive by contrast. For instance, the HTC Vive is a fully immersive VR headset that has a front-facing camera and an array of sensors, capturing the scene in front of you and placing you accurately within a room. Microsoft's planned Holoport puts 3D cameras in the room with you, which can capture you and your gestures as well as other people and things in the room.

### Head To The Virtual Whiteboard . . .

Imagine that in your virtual conference room there's a whiteboard on the wall. Your VR/AR glasses can show you the scribbles everyone in this meeting contributed, all combined into one shared whiteboard. This will prove an unexpectedly powerful feature. For brainstorming and generating new ideas, it really helps to be face to face. And simple as it is, the (analog) whiteboard is ubiquitous because it already lets you do that; people love to draw and write on the wall, and talk about whatever's taking shape there.

### . . . Or Scrap It Altogether And Draw In 3D

But why stop at two dimensions? It'll soon be possible to draw three-dimensional sketches right in the middle of the conference room, creating colorful shapes that others can rotate, expand, look inside, and add to.

You'll know VR collaboration has truly arrived when people start using it to work with one another even when they're in the same room, much the way people today IM and Slack each other even when they're sitting side by side. When that happens, the experience will be completely identical whether we're actually in the same place or not—and for the first time ever, location will no longer be a barrier to collaborating.

## Don't Wait! Take the 2016 University-Wide Mandatory Training

The 2016 University-wide Mandatory training is available now for all staff, faculty, and student employees through [Learning Central](#), located under "My Learning Assignments." Some employees may have additional required training assigned by their department. The following are the 2016 University-wide mandatory trainings for all UNM employees:

- Intersections: Preventing Discrimination and Harassment
- Basic Annual Safety Training 2016

Don't wait! Join the over 2500+ employees who have already completed their 2016 University-wide mandatory training.

Why do we need to take the training annually? The State of New Mexico's Risk Management Division requires safety loss prevention and control (Basic Annual Safety Training), and employment-related civil rights (Preventing Discrimination and Harassment) training to be provided to employees on at least an annual basis (Loss Prevention and Control Training, 1.6.4.13).

Furthermore, the United States Occupational Safety and Health Administration (OSHA) states, "The employer shall provide the education required . . . upon initial employment and at least annually thereafter." (OSHA 1910.157 and OSHA 1910.1200). These regulations are why Preventing Discrimination and Harassment and Basic Annual Safety Training (BAST) are required annually. The University Governance audit (2005-15) gave specific directions to the Division of Human Resources, in conjunction with the Internal Audit Department, to develop and maintain these University-wide, mandatory trainings. Questions? Contact EOD at 505-277-1555.

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## Salary Range Structure to be Updated

As shared in the [April Newsletter](#), Human Resources has been working with Aon, a third-party consulting agency, to review and update our Staff Compensation Guidelines. As part of this exercise, Aon conducted a review of our current salary structure, which has a pay range spread that varies from 79% to 156% across the grades. Aon recommended modifying UNM's salary structure to align with a consistent pay range spread of 100%. This approach aligns with best practices for managing salary ranges relative to market changes.



The structure will be updated in August 2016, and there will be no impact on individual salaries for employees whose current pay rates are within the revised ranges. However, in cases where staff salaries fall below the minimum of the newly adjusted range, salaries will be raised to the new minimum of the respective grade. Human Resources will communicate directly with the individual employees and their supervisors if a change will occur in their salary.

Additional information is forthcoming and will be made available on the [HR website](#). 5

## Lifesteps® Weight Management Program Is Here! Fall 2016 Session

Are you ready to make a change in your health? If eating better and being more physically active are on your list, then Lifesteps® might be for you. This three-month weight management program provides motivation and accountability to help you reach your goals. With the support of a small group, participants take charge of their health by working on simple, sustainable changes every week. Each person is responsible for developing their own personal action plan – this is not a “one size fits all” program and there is no “diet” to follow.

This fall, we’ve made a few changes to our program levels to offer you even more:

- All levels now include a Fitbit Flex activity tracker!
- Silver and Gold levels include a weekly group fitness class just for Lifesteps participants. EHP’s Lauren Lewis, NASM-CPT, USA Weightlifting Sports Performance Coach will lead a Friday evening class to boost your success and accountability. This class is appropriate for all fitness levels.

We have three levels you can choose from to truly customize your experience:

- Bronze – Provides everything you need to succeed.
- Silver – Includes the weekly group fitness class and additional fitness or metabolic testing.
- Gold – You get everything: the Fitbit, weekly group fitness class, extra testing, and a three-session personal training starter package (our most popular option!)

UNM benefits-eligible employees may use Health and Fitness tuition remission for all levels. Visit our [Lifesteps website](#) for a full description of the program, class locations, and details on how to sign up. Remember, class space is limited, so sign up early to guarantee your spot. Questions? Contact EHP at [ehp@unm.edu](mailto:ehp@unm.edu), 505-272-4460, [or visit our website](#).



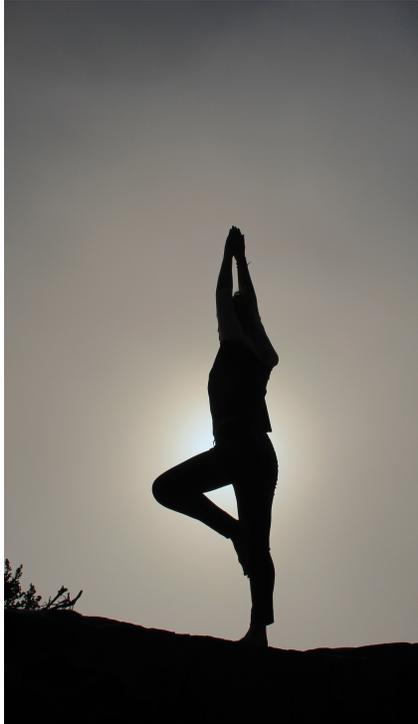
What are you waiting for? Are you ready to make a change? Are you ready for Lifesteps?



Get a quick [workout session](#) done — without ever having to leave the water! This five-move pool circuit will bring the heart rate up and also tone your lower body, thanks in large part to the resistance the water adds to each exercise.

If you are interested in more ideas customized for your work group, contact [EHP](#). 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.

## Onsite Preventive Health Checkups



Employee Health Promotion (EHP) is coordinating comprehensive onsite preventive health checkups, which are conveniently located near your workplace. Voluntary participation in the checkups allows you to earn a \$200 discount on your UNM medical plan premium while learning more about your health.

Catapult Health is providing checkups and consultations for all active employees enrolled in a UNM medical plan. There are no out-of-pocket copays or co-insurance charges. Up to one hour of uncharged leave will be allowed for travel time and appointment. Sign up and choose a time that works best for you!

To participate, UNM benefits-eligible employees must be actively enrolled in a UNM medical plan. For more detailed information visit EHP's [Onsite Preventive Health Checkup](#) website.

## EHP Calendar of Events - August 2016

### Exercise Physiology Lab Blood Testing

Call 505-277-2658 to schedule your appointment.

- Where: Exercise Physiology Laboratory, Johnson Center, B-143
- Cost: Cholesterol test is \$20 (full lipid panel), glucose test is \$12, and HbA1C test is \$22 (cash or check only).
- Details: Call for an appointment. Eat nothing and drink only water for 12 hours before Cholesterol and Glucose testing. If only getting HbA1C, no fasting is necessary. Call 505-277-2658 for more information.

### Recreational Services Fitness Classes

Summer WOW and Works passes are on sale now! Purchase yours online, at Johnson Center, or at the Business Center. Visit the [Recreational Services website](#) for the fitness schedules.

