



HUMAN
RESOURCES

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UNM at Work

YOUR MONTHLY HUMAN RESOURCE

AUGUST 2019

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PAID PARENTAL LEAVE POLICY APPROVED

New parents now eligible for up to four weeks of paid leave



Human Resources is proud to announce that President Stokes has approved a new Paid Parental Leave benefit for full-time and part-time regular staff.

Effective **July 1, 2019**, UNM staff who are new parents will be eligible to receive up to four weeks of paid leave.

We are excited to extend this benefit to our **devoted** staff as an investment in their work-life balance and the well-being of their families. We offer our sincere appreciation to the [UNM Staff Council](#) for spearheading this effort and seeing it through to completion.

UNM's Paid Parental Leave program allows for up to 160 hours of **paid** maternity/paternity leave that can be used during the six months immediately following the birth or adoption of a child.

The staff member must be a regular full-time or part-time staff employee who works 20 hours or more per week. The leave will run concurrently with the University's family medical leave policy, in compliance

with the Family Medical Leave Act (FMLA).

For employees working **less than full-time**, paid parental leave will be prorated at current salary and appointment percentage (FTE). Any unused leave at the end of the six-month period will be forfeited.

Paid Parental Leave will have no cash value and will not result in a payout benefit. The pay for the hours used from Paid Parental Leave will be based on the employee's regular base rate of pay.

For Parental Leave for **faculty** employees at UNM, see [Policy C215](#) of the UNM Faculty Handbook or contact the Office of Faculty Affairs and Services at 505-277-4528 or faculty@unm.edu.

Specific details of the Paid Parental Leave program will be outlined in [UAP 3415: Leave with Pay](#). If you have any questions about this new benefit, please visit the [Paid Parental Leave site](#) or contact HR Client Services at 505-277-2013 or hrpr@unm.edu.

Union News: Updated Contracts Now Available

Updated union contracts for the **Communication Workers of America (CWA)** and for **United Staff-UNM (US-UNM)** are now available on the [HR website](#).

Anyone who supervises staff who are covered under at least one of these collective bargaining agreements should **review** the updated contract(s) and be familiar with them.

If you would like to schedule a training or presentation

for your supervisors/managers relating to the contracts, or for general questions, contact your [Human Resources Consultant](#).



Benefit Tip Corner: Pharmacy Services on Campus

Did you know there is a pharmacy on main campus? Student Health and Counseling (SHAC) provides low cost prescription drugs and over-the-counter medications to individuals affiliated with UNM, including staff, faculty, and retirees, as well as to UNM students.



Why access the SHAC Pharmacy?

- Convenient, on-campus location
- Friendly, **full-service** pharmacy
- Open during **lunch** hour
- Auto-fill, text reminders, and a **mobile app**
- Variety of **insurance plans** accepted
- Next day pick-up for over the counter **special orders**
- **No tax** on over-the-counter medications and snacks

The UNM SHAC Pharmacy discount helps save you money on generic medications. Co-pays are typically the same as you pay at your current pharmacy and offers a wide variety of over-the-counter products.

Call or come by the pharmacy to consult with the pharmacist or to transfer your prescription at 505-277-6306. The SHAC Pharmacy is located in room 206 on the second floor of [SHAC](#).

Feedback on the HR Newsletter?

Send it to hrinfo@unm.edu

Medical Plan and Prescription Drug Benefit Booklets Now Available

The 2019-2020 medical plan and prescription drug benefit booklets are now available to you on the [UNM Benefits website](#).

Important information about your chosen medical plan through UNM LoboHealth or Presbyterian Medical Plan and prescription drug coverage through Express Scripts are included in your Participant Benefit Booklets (PBB).

The PBBs contain important details about each plan including covered services, contact information, and other information to ensure you get the most out of your medical plan.

You will also receive a hard copy at your home address. We recommend you carefully review the information in these booklets. Please visit the [UNM Benefits website](#) to review your benefit plan booklets.



If you have additional questions, contact UNM Benefits at 505-277-MyHR (6947), or email HRBenefits@unm.edu.

Your Wellness

Preventive Health Checkups



Preventive Health Checkups are going on [now](#) through Oct. 18.

All active, benefits-eligible faculty and staff enrolled in a UNM medical plan are eligible to earn a \$200 premium credit and spouses/domestic partners enrolled in the UNM medical plan are also eligible to earn a \$100 premium credit.

Appointments are going fast – sign up now! Continue to check the Catapult Online Scheduler regularly for newly added UNM dates and locations.

If you received a **health checkup** from your doctor or primary health care provider after Oct. 20, 2018 or will receive one prior to Oct. 18, 2019, you may also have your provider fill out a [Primary Care Provider Form](#) and submit your results to receive the premium credit.

For more information and to sign up, visit the [Preventive Health Checkups webpage](#).

Individual Wellness Consultation: Part of your UNM Benefits

Did you know individual wellness consultations are a part of your UNM benefits?

If you want to make positive and lasting changes to your health, take advantage of the individual consultation services offered by Employee Wellness. Whether you have questions about nutrition, fitness, or personal wellness goals, Employee Wellness is here to help and it's free for UNM benefits-eligible faculty and staff! For more information and how to sign up, visit our [Consultation website](#).

Save the Date! Well-being Expo

UNM Benefits Department is hosting the 2019 Well-being Expo Sept. 17 and 18. The events are **free** and open to the UNM community, including faculty, staff, retirees, students, and alumni.

Educational seminars on financial and personal **well-being** along with a vendor fair from numerous UNM departments and affiliates will also be highlights.

Main Campus

Date: Tuesday, Sept. 17

Time: 10 a.m. to 2 p.m.

Location: SUB Lobo A & B

North Campus

Date: Wednesday, Sept. 18

Time: 10 a.m. to 2 p.m.

Location: College of Nursing/
College of Pharmacy Building, 3rd floor

The Well-being Expo is to help promote a healthier present and future lifestyle for everyone in the UNM community. Watch for updates coming soon.

Are You “Well” Aware?

Employee Wellness is offering three, one-hour courses, all in one convenient class. Topics include:

- **Eating Outside the Box** – how to eat healthier, increase energy, and lose weight, while ignoring most everything you’ve ever learned about food.
- **Squash those ANTS!** (Automatic Negative Thoughts) – Change your habits of thought to reduce your stress! Explore ways to convert your negative imagery into positive ones. In this class you will determine the species of your ANTS and how to reprogram them for a more stress-free outlook on both work and life!
- **Building Self-Confidence at Work and in Daily Life** – Gain a better understanding of your current confidence level, explore physical movements that help build confidence, learn how feeling confident can have a direct impact on your wellbeing.

When: August 6

Where: UNM Business Center, Room 1018

Time: 1 - 4 p.m.

Cost: Free!

Space is limited so sign up now at [Learning Central](#).

LifeSteps® Weight Management Course Returns Fall 2019



Are you in a constant battle with weight loss? Are you frustrated with diets that promise miracles but fail to deliver?

Slay the diet dragons with LifeSteps Weight Management Course. Employee Wellness will give you the **tools**, **motivation**, and **accountability** to reach your goals through this three-month program, offering a safe and supportive environment to take charge of your health.

Each week, we work on **small changes** that add up to big results. But this is not a “one size fits all” program and there is no “diet” to follow. Instead, LifeSteps recognizes that everyone is **unique**, with different needs, weight goals, and daily schedules.

With the guidance of a registered dietitian, the class addresses healthy eating, physical activity, and stress management. We even cover difficult situations like

dining out and emotional eating. Participants then make their own **action plan** to maximize success and achieve a healthy weight.

For fall 2019, we are offering two class options:

- **In-person:** weekly group class meetings provide the most accountability for your healthy eating goals.
- **Online:** Can't make it to a weekly class? Join LifeSteps entirely online! The online class covers the same topics and fits your schedule.

UNM benefits-eligible employees may use Health and Fitness tuition remission.

Take the first steps for a healthier you! Visit our [website](#) for full program details, including how to sign up.

If you have questions, contact Employee Wellness at wellness@unm.edu or 505-272-4460.

Get Moving

30-Minute Feel-Good Strength and Cardio Workout

Get ready for a workout that feels like a **celebration**! This special episode of [Class FitSugar](#) includes equipment-free exercises to honor and empower your body and **acknowledge** your strength. Anna Renderer has curated moves that help her the most in her life as a mom. This workout is designed to get your heart rate up!

Interested in **customized** wellness activities for your work group? Contact [Employee Wellness](#) for 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 Feel-Good Strength and Cardio Workout” YouTube, uploaded by Employee Wellness 10 July, 2019, <https://youtu.be/UnTLiViVzTk>

Your Professional Development

EOD Spotlight: Gratitude at Work

You might not believe this, but there's nowhere better than your workplace to feel motivated, improve your well-being, and reduce stress. All it takes is an effort to show gratitude.

This month, [Thrive Global](#) offers five ways to show gratitude at work to encourage a continuous cycle of recognition that spreads positivity and improves growth.

Change in workplace culture doesn't happen overnight. Here are some ways you can show gratitude:

Always Make It Specific: Saying thank you is important, but what matters most is expressing the reason WHY. Messages of thanks can come across as generic or uninspired without specifics. Try using the [STAR Method](#).

Keep It Consistent: To prevent your team members from feeling expendable, make it a habit to show your gratitude. Celebrate staff birthdays by providing a cake every month. Recognize an employee once per quarter with a traveling trophy they can display in their office.

Send Thank You Notes: Who doesn't like a well-timed and carefully crafted thank you note! HR Compensation has a great list of other [no cost recognition examples](#).

Understand What Employees Really Want: Saying thank you is not the only way to show gratitude. Managers and bosses can work with their team members on an



individual basis to find out what really drives them.

Foster a Culture of Recognition: Managers can set the tone for the work environment by making gratitude a priority as well as demonstrating it. Develop a recognition and incentive program in your department (see below) or take the time to nominate high-achieving employees for one of the many [award programs](#) offered campus-wide at UNM.

For more information on customized coaching, facilitation, and effective management techniques, visit the [EOD website](#).

Did you know UNM has a Staff Recognition and Incentive Program?

[UNM Policy 3235](#) provides guidelines and suggestions for implementing a monetary or non-monetary recognition program in your workplace. Recognition programs may be informal or formal, and may include awards that are granted for significant non-recurring tasks or accomplishments. These awards are aside from the performance review process and allow for recognition of exceptional individual or group performance throughout the year.

Show gratitude in your workplace! HR Compensation has many great tips and resources for developing [monetary](#) and [non-monetary](#) recognition programs. Visit the [HR Compensation Website](#) or speak to your [HR Consultant](#) for guidelines on creating your recognition program.

Join ULead, Coming Fall 2019

Are you interested in developing your leadership skills? We encourage you to join ULead!

ULead is an eight-week leadership program, Sept. 11 to Oct. 30 where you will engage in a leadership journey to discover, unlock and develop your leadership skills.

Fall 2019 ULead

Dates: Sept. 11 to Oct. 30 (every Wednesday)

Cost: Free to all UNM employees

Register: Complete the [application form](#). For more information, visit the [ULead website](#).

EOD July Course Spotlight

EOD offers over 30 online and in-person professional development courses. Here is one great class offered this month.

Coaching for Peak Performance- LSC117*

Effective coaching is one of the most important drivers of team member performance. Participants will discover how to enhance the confidence and competence of their staff on an ongoing basis.

For this class, and more about our online course offerings, visit and register at [Learning Central](#).



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