

UNM at Work

YOUR MONTHLY HUMAN RESOURCE



One-Time Pay for Regular Faculty and Staff

During the UNM Budget Summit this spring, Regents voiced concern that reduced revenue and increased costs negated the University’s ability to fund salary increases for FY17. Therefore, a one-time payment of \$550.00 will be given in August 2016, to regular faculty and staff employees earning less than \$100,000 per year. The payment will be merit-based, and employees must have been hired prior to January 1, 2016, and not on probation after June 30, 2016. Visit the [UNM Newsroom to learn more.](#)



Dependent Education Application Deadline

The deadline to apply for the Dependent Education program for the Fall 2016 semester is Thursday, June 30, 2016. If you currently have a dependent in the program, you do not need to re-apply.

If you are a new enrollee or need to re-apply, please fill out the [Dependent Education Program Application](#) and return it to the HR Service Center by

Thursday, June 30, 2016. The HR Service Center is located in the John & June Perovich Business Center at:

1700 Lomas Blvd. NE, Suite 1400, MSC01 1220, Albuquerque, NM 87131

Please refer to [University Administrative Policy 3700](#) for eligibility requirements. For more information [visit the HR website](#) or contact HR Benefits at 505-277-MyHR (6947).

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HR Service Center Renovation

Effective Tuesday, May 31 through (approximately) Tuesday, July 12, 2016, the Human Resources (HR) Service Center will be undergoing renovations.

During this period, the HR Service Center will be located on the third floor of the John & June Perovich Business Center – 1700 Lomas Blvd, Suite 3700.

The HR Service Center office hours will remain the same: Monday – Friday, 8:00 am – 5:00 pm, and all services will continue to be provided. If you have questions regarding this temporary move, please call 505-277-MyHR (6947).

Comp Guidelines Study Updates Available on the HR Website

The University of New Mexico is nearing completion of a comprehensive review of compensation practices and guidelines for staff positions throughout the University system. The review is designed to ensure that our practices are consistent, fair, competitive, and align with industry best practices.

This project does not include review of pay levels for individual roles or changing job classifications, and it is intended to have a neutral effect on pay. According to Dorothy Anderson, Vice President of Human Resources, *“The overall goal of the project is to put in place guidelines that help the University attract, retain, and develop the staff we need in order to serve our faculty, students, patients, and our entire campus community.”*

Upon approval of the project recommendations, the next steps of the Compensation Guidelines review process include policy review, development of procedures, training and implementation of the revised guidelines. Target implementation is set for January 1, 2017.

Updates on the project will be provided throughout the next several months [on the HR website](#).

FLSA Overtime Regulation DOL Releases Rule Change



On Wednesday, May 18, 2016, the Department of Labor (DOL) released the [final rule](#) on increasing the salary threshold for white-collar exemptions to the federal overtime pay requirements under the Fair Labor Standards Act (FLSA).

Effective December 1, 2016, the new annual salary threshold will increase to \$47,476 from \$23,660. With the new threshold amount finalized, the Division of Human Resources has begun conducting a University-wide analysis to identify the overall impact, as well as strategies that can be implemented for compliance by the deadline. These strategies will be routed through University Leadership, and once a plan is finalized, the employees impacted by the change will be notified.

As more information is available, we will update the [HR website](#).

JUNE 2016 TRAINING CALENDAR

Employee & Organizational Development

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

TRAINING

June 2016

Monday	Tuesday	Wednesday	Thursday	Friday
<p>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 https://hr.unm.edu/eod/</p>		<p>7 Habits of Highly Effective People (Pilot 2-Part Course) 8:30 - 4:30 UNMJobs Department Originator Training Staff 1:15 - 3:30</p>	2	3
<p>Lobo U - New Employee Orientation 8:00 - 1:00</p>	<p>Banner Workshop for Advisors 9:30 - 12:00 FISH! for Leaders from The Leadership Bite Series 12:00 - 1:00 FISH! for Leaders 1: Who Are You Being? 12:00 - 1:00 LoboAchieve for Staff 1:30 - 3:30</p>	<p>Purchasing Process for Departments Lab 8:30 - 12:00</p>	<p>Purchasing & A/P Policies & Procedures 8:30 - 11:00</p>	10
<p>Lobo U - New Employee Orientation 8:00 - 1:00</p>	<p>Mindfulness: Embracing the Present in Daily Life 8:30 - 11:30 Direct Pay Training Lab 1:00 - 5:00</p>	<p>I Want to Retire - NOW 12:00 - 1:30</p>	<p>Are You "Well" Aware?... Tips to keep you on track to a healthier you! 8:30 - 11:30 Department Time Entry 10:00 - 1:30</p>	17
<p>Lobo U - New Employee Orientation 8:00 - 1:00</p>	<p>Changing Perspectives of Time Management 9:00 - 12:00 LoboTime Time Manager/Supervisor Training 9:00 - 11:30 Get Savvy about Social Security 12:00 - 1:30</p>	22	<p>UNMJobs Department Originator Training Student 8:30 - 11:30 FISH! for Leaders 2: Be There 12:00 - 1:00 Communicating Effectively with Your Supervisor 1:30 - 4:30</p>	<p>Civil Rights at Work at UNM 8:30 - 12:30 Banner General Person Certification 9:00 - 5:00</p>
<p>Lobo U - New Employee Orientation 8:00 - 1:00</p>	28	<p>I Want to Retire - NOW 12:00 - 1:30</p>	30	

Register via the [Learning Central website](#)

For more information, contact eod@unm.edu or call 505-277-1555.

Multitask with the Leadership Bite Series

Lunch, Leadership Discussions, and Fun!

This summer, EOD is launching an informal leadership series called The Leadership Bite. The theme is “FiSH! for Leaders,” based on content from the famous Seattle Fish Company philosophy on customer service.

Bring your lunch and an open mind; this series doesn’t have lectures or workbooks. We’ll watch a video, have a conversation, get creative, share ideas, and have fun. All this in under an hour, so you can get there and back during your regular lunch break.

The series includes six sessions. Which ones you attend will be up to you - come to one or all! There aren’t any rules, but if you’re unfamiliar with the FiSH Philosophy, you’ll want to be at the first session. Session takeaways include: personal and attitude awareness, being present and ‘being’ the change, everyday affirmations, and balancing work and play. Self and team assessments are available to help you decide where to focus your time and energy.

Pre-register in [Learning Central](#) or just show up! All sessions will be held from 12:10 - 12:50 pm in EOD Classroom 1016. Feel free to BYOL and eat during any session.

Course #	Session Topic*	Date
LBS002	Who Are You Being?	Tuesday, June 7, 2016
LBS003	Be There	Thursday, June 23, 2016
LBS004	Make Their Day	Wednesday, July 6, 2016
LBS005	Play	Thursday, July 21, 2016
LBS006	Choose Your Attitude	Tuesday, August 2, 2016
LBS007	It Starts With Me	Thursday, August 11, 2016



*Visit EOD’s [Leadership Development Courses page](#) or [Learning Central](#) for general series objectives and specific session topic summaries. Receive individual credit for sessions attended and/or attending the whole series (LBS001).

Questions or Comments about the HR Newsletter?
 Email hrinfo@unm.edu

New: Introduction to Business Writing Class

EOD is offering a **new** Introduction to Business Writing Class. This course is relevant for professionals who wish to gain a foundation in business writing genres. Beginning business writers, established administrators, and support staff who would like to increase their business writing versatility will benefit from this primer course on professional business writing, as well as the hands-on practice composing in unfamiliar genres that are central to this class.

CLASS DESCRIPTION

In a professional setting, administrators and support staff are often responsible for writing within a variety of genres, from email messages to meeting agendas and reports. Some genres will necessarily be more familiar to an individual than others. The purpose of this course is to introduce participants to principles that will help them navigate a variety of professional writing situations. Through discussion and hands-on activities, participants will gain a foundation in writing across professional contexts, and increase their confidence in navigating unfamiliar business writing genres.

CLASS OUTCOMES

Through the Introduction to Business Writing class, participants will:

- Understand the communication principles that underlie professional writing
- Gain a foundation in genre-based approaches to writing
- Learn to apply the principles of rhetorical analysis to navigate unfamiliar business writing genres and to refine writing within familiar genres
- Practice the drafting process as it relates to business writing genres

SCHEDULE & REGISTRATION

To register, visit [Learning Central](#). Introduction to Business Writing classes are offered:

- June 20, 2016, 2:00 - 4:00 pm
- October 20, 2016, 2:00 - 4:00 pm

ULead Open Enrollment: Fall 2016 Session

Congratulations to the inaugural [ULead Program Alumni!](#)



Mark your calendars...the next session of ULead is around the corner! Enrollment opens in [Learning Central](#) on Monday, July 18, 2016 and closes Friday, August 5, 2016. Program enrollment is determined on a first-come, first-signed-up basis, so be sure to register early!

ULead is an eight-week cohort immersion program that puts you in control of your professional development. The Fall 2016 Program Session's theme is *Adapting to Differences and Moving Forward*. Session dates are every Wednesday from September 7, 2016 through October 26, 2016. For more information about ULead, Employee & Organizational Development's leadership development program, please visit the [ULead website](#).

Want to learn more? Attend an upcoming ULead Information Session:

- *July 7, 2016, 3:30 - 4:30 pm*
Domenici West Room 3010
- *July 11, 2016, 9:00 - 10:00 am*
Domenici West Room 3010
- *July 13, 2016, 2:30 - 3:30 pm*
Zimmerman (Waters Room)
- *July 15, 2016, 9:30 - 10:30 am*
Zimmerman (Waters Room)
- *Session content is also [available online](#). 5*

Onsite Preventive Health Checkups Sign Up Now!



Want to learn more about your health and earn a \$200 discount on your UNM medical plan premium? Employee Health Promotion (EHP) is coordinating comprehensive onsite preventive health checkups, which are conveniently located near your workplace.

Catapult Health will provide checkups and consultations for all active employees enrolled in a UNM medical plan. There is no out-of-pocket co-pay or co-insurance charge. Voluntary participation in a checkup enables you to learn more about your health and earn a \$200 discount on your UNM medical plan premium. Up to one hour of uncharged leave will be allowed for travel time and appointment. Choose a time that works best for you [and sign up](#).

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.

New appointments are made available every month. Check the [Catapult Registration Site](#) for new availability.

August appointment dates are currently open!

Bodyweight Workout to Tone Your Entire Body

Here's the [at-home workout](#) you've been waiting for. In only 20 minutes, you can work your entire body with no equipment needed. And if you're new to working out, there are modifications for beginners, so everyone can follow along.



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.

Stadium Stair Challenge & Training Course



Be one of the inaugural runners to participate in the first ever Employee Health Promotion (EHP) *Stadium Stair Challenge*! On Saturday, July 9, 2016 come walk, jog, or run the University Stadium stairs! [Register](#) to receive a Dri-fit t-shirt and water bottle!

Want to train to your best ability? EHP is offering a [five-week course](#) with classes held every Wednesday in June. EHP's Reed Vawter (MS, RDN, LD, NASM-CPT) will instruct you on how to *Fuel For Your Fitness*. EHP's Lauren Lewis (NASM-CPT) will provide

fitness training, including a program you can implement throughout the week. These classes will assist you in running with your best foot forward.

For more information, visit the [EHP website](#). To cover the cost of the five-week course (which includes a pass for the *Stadium Stair Challenge*), [tuition remission](#) is available for eligible UNM faculty and staff.

Wellness Events - June 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. Summer classes start June 6. Visit the [Recreational Services website](#) for the fitness schedules.