

# UNM at Work

Your Monthly Human Resource



## Be a UNM Wellness Ambassador!



**REMEMBER!**

Open Enrollment ENDS  
on Friday, May 13, 2016

[Visit the HR website  
for more information](#)

Employee Health Promotion (EHP) is excited to introduce the UNM Wellness Ambassadors Program for 2016-2017.

UNM Wellness Ambassadors are advocates for healthy living, no matter where they are in their personal health journeys. They serve as liaisons between EHP and employees at their work location, promoting health and wellness among coworkers, and engaging them to participate in wellness activities in the workplace. Your involvement as a Wellness Ambassador will help EHP take UNM's employee wellness to the next level!

Visit the HR website for [more information on the program](#). If you're interested in becoming a Wellness Ambassador, please complete this quick [online application](#) by end of business on Friday, May 13, 2016.

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## Benefits Tip Corner – May 2016

### The Persistent Value of Generics

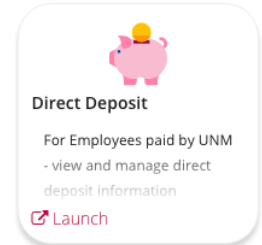
The use of brand name medications when clinically-equivalent generics are available results in billions of dollars in pharmacy waste each year in the U.S.

The average price of brand name drugs [increased 16.2% in 2015](#) and 98.2% since 2011. And yet, more than half of the prescription drugs available today have a generic option for consumers.

A generic drug is a chemically equivalent, lower cost version of a brand name drug. To learn more, read the full article on the [Express Scripts website](#).

## Payroll Update – May 2016

**Effective May 1, 2016**, the Payroll Department will no longer accept paper direct deposit forms.



All direct deposit enrollments, updates, and changes will now take place online using Payroll's secure, multi-factor authentication system.

For instructions on how to enroll or make changes to your direct deposit, please visit [Payroll's Direct Deposit page](#).

## EOD Monthly Tips – May 2016

### Solutions When Facing Turbulance

As a leader, turbulent times call for clarity. Your attitude, words, behaviors and plans will have a definite impact on your staff.

1. Don't pretend things are easy when they're tough; you'll look out of touch.
2. Focus on direction, goals, and solutions. Most teams spend too much time circling problems. Don't beat dead horses.
3. Move the conversation forward without cutting people off. Get to "What's next?"
4. Keep the big picture in mind, even when digging into details. *More important, keep the big picture in front of everyone around the table.* Remind everyone about purpose, mission, and vision.
5. People who feel respected are less likely to disrespect you.
6. Clearly state what you want early on. Don't make people wonder what you're after.
7. Provide time to consider options. Don't feel pressure to make hasty decisions.
8. Sit on the side of the table, not at the head.
9. Explore suggestions, even if at first you disagree. Make people feel heard.
10. Invite input from quiet members. Don't allow talkers to dominate meetings.
11. Have one-on-ones with influential members.
12. Be honest and transparent about the situation and expectations. Stay forward facing. The past can't be changed. Ask: "Where does that suggestion take us as an organization?"
13. Don't make reluctant decisions.
14. Humble leaders remain open. Visionary leaders press into the future. Lead with humility *and* vision.
15. Stay grateful for your opportunity to serve, even when you feel under-appreciated.

**MAY 2016 TRAINING CALENDAR**

**Employee & Organizational Development**

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

TRAINING

**May 2016**

Monday	Tuesday	Wednesday	Thursday	Friday
Lobo U - New Employee Orientation 8:00 - 1:00 <b>2</b>	Banner Workshop for Advisors 9:30 - 11:30 LoboAchieve for Staff 11:30 - 1:30 <b>3</b>	Department Time Entry 8:30 - 12:00 Customer Care: A Service YOU Provide 9:00 - 12:00 Preventing Sexual Harassment in Your Workplace 1:30 - 3:30 <b>4</b>	Discover your DISC Behavioral Style 9:00 - 12:00 Basics of Social Security 12:00 - 1:00 <b>5</b>	<b>6</b>
Lobo U - New Employee Orientation 8:00 - 1:00 <b>9</b>	MyReports Finance Guided Ad Hoc Training 1:00 - 3:00 <b>10</b>	American with Disabilities Act: An Overview 2:30 - 4:30 <b>11</b>	Purchasing & A/P Policies & Procedures 8:30 - 11:00 <b>12</b>	<b>13</b>
Lobo U - New Employee Orientation 8:00 - 1:00 <b>16</b>	Direct Pay Training Lab 1:00 - 5:00 <b>17</b>	ABC's of ERB - Your Educational Retirement Board Benefits 9:00 - 10:30 <b>18</b>	<b>19</b>	<b>20</b>
Lobo U - New Employee Orientation 8:00 - 1:00 <b>23</b>	LoboTime Time Manager/Supervisor Training 9:00 - 11:30 Driving Change 12:30 - 4:30 <b>24</b>	I want to retire - NOW 12:00 - 1:30 <b>25</b>	<b>26</b>	Banner General Person Certification 9:00 - 5:00 <b>27</b>
Memorial Day UNM Closed <b>30</b>	Lobo U - New Employee Orientation 8:00 - 1:00 <b>31</b>	Go to <a href="#">Learning Central</a> 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, visit <a href="#">our website</a> .		

Register via the [Learning Central website](#)

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

## Feeling Overwhelmed? CARS is Here to Help!

Did you know that as an employee of the University you can get free services through [Counseling Assistance & Referral Services \(CARS\)](#)? All regular full-time or part-time employees (as described in [Policy 3200, UAPPM](#)) are eligible to use CARS services. UNM spouses, domestic partners, and retirees are also eligible to receive services through CARS.

CARS clinicians can help you by providing up to eight sessions of individual or couples counseling, as well as supervisory consultations, referrals to other resources for assistance, Faculty/Staff training, workshops, presentations, critical incident debriefing, and crisis intervention. All of us, regardless of our positions within the University, face a variety of issues in our daily lives. Usually we can work them out on our own, but sometimes professional help can greatly assist with identifying and resolving personal or work-related concerns. CARS provides a confidential and accessible setting where clients can freely discuss their concerns. Per [UAPPM 3750](#), CARS services can be utilized during your normal working hours as paid time off (restrictions apply, review policy details).

If you have questions regarding CARS services, or want to schedule an initial appointment to meet with a CARS clinical staff member, call (505) 272-6868. You can also find more information on [the CARS website](#). The CARS hours of operation are Monday through Friday 8:00 am - Noon and 1:00 pm - 5:00 pm.

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## Wellness Events – May 2016

Glucose, Hemoglobin A1C, and Cholesterol Testing  
Recreational Services Fitness Classes

### Exercise Physiology Lab Blood Testing

Blood testing is now by appointment only. Monthly open testing has been discontinued. 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).

**Instructions:** No appointment necessary. 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

Be on the lookout for the Summer WOW and Works passes! Visit the [Recreational Services website](#) for the upcoming fitness schedules.



## University Stadium Stair Climbing Classes and Challenge

Albuquerque has numerous races coming up this spring and summer! Are you looking to train for something unique? Employee Health Promotion (EHP) is hosting the first *University Stadium Stair Climbing Challenge* this July!



EHP is offering a five-week course every Wednesday in June to help you reach your max fitness potential. During the first class, EHP's Reed Vawter, RD and NASM-CPT, will instruct you on how to *Fuel For Your Fitness*. This nutrition session will offer hydration tips and guide you in making mindful food choices that will give you energy, improve recovery time, and maximize exercise performance. For the next four sessions, EHP's Lauren Lewis, NASM-CPT, will train you on how to properly climb the stairs, offer tips on preventing injury, and provide a program for you to follow during the week to help motivate you to preform your best!

Put your skills to the test! On Saturday, July 9, 2016 come walk/jog/run the University Stadium stairs! [Register on the UNM website prior to June 15, 2016](#) to receive a dri-fit t-shirt and a water bottle for race day! This is a timed event, and there are prizes for different categories. Tuition remission is available for eligible UNM staff and faculty employees.

**Who:** Open to all who are looking for a new challenge, at every fitness level!

**Where:** University Stadium

**When:** July 9, 2016

**Time:** Timed Race will start at 8:00 am

**Cost:** Classes and Stair Climbing Challenge – \$55 (tuition remission eligible)  
Stair Climbing Challenge – \$35 (NOT tuition remission eligible)

### 9-Minute Lower Body Sculpt

Tone your entire lower body without any equipment with this fun and effective toning workout created by [Coach Nicole](#).



If you're interested in 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 \$15.

## NM Educational Retirement Board: Online Newsletter

The New Mexico Educational Retirement Board (NMERB) is charged with providing secure retirement benefits for the active and retired employees of New Mexico public schools, institutions of higher learning, and others working in educational programs.

The NMERB Connection, NMERB's online newsletter, provides important information regarding Defined Benefit Retirement Pension Plans, tips for retirement planning, and information about its staff. Visit the [NMERB website](#) for the latest issue.

## FY 2017 Non-UNM Student Hire Program

The Division of Human Resources is pleased to offer the Youth Summer Worker (YSW) and Academic Internship (AI) Programs again in FY 2017. 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. Find out more [on the HR website](#).

Questions or Comments about the HR Newsletter?  
Email [hrinfo@unm.edu](mailto:hrinfo@unm.edu)

## Compensation Guidelines Study Findings and Recommendations

After extensive research, thorough review, and thoughtful collaboration, Aon Hewitt is excited to present their findings and recommendations from the UNM Compensation Guidelines Review Committee to Senior Leadership for their review and approval.

The recommendations incorporate best practices, as well as internal and external data acquired specifically for this initiative that was developed in close collaboration with key university stakeholders representing Main Campus, HSC, Branch Campuses, and Staff Council. Upon approval of the recommendations, the next steps of the compensation guidelines review process include policy review, development of procedures, training, and implementation of the revised guidelines.

For questions regarding this initiative please contact the HR Compensation Department at [comp@unm.edu](mailto:comp@unm.edu).

## Catastrophic Leave Opt-Out for 2016 (FY 2017)

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.

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

### Who can be a Program Participant?

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

- Be regular staff working half-time or more
- Complete a full year of continuous employment
- Not be on probation on the date the annual leave contribution is taken
- Donate the minimum amount of annual leave
- Meet the program requirements identified in the University Policies and Procedures Manual: [UAP 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?

If you would like to opt-out of participating entirely, you must opt-out in LoboWeb. An email was sent to you on April 25, 2016, signifying that you may opt-out. *The deadline to opt-out is midnight on May 1, 2016.* If you

If you would like to opt-out but do not recall receiving the email, you should still opt-out via LoboWeb no later than May 1, 2016. Otherwise, if you are eligible for the annual leave deduction it will be taken.

**How much annual leave will be deducted?** The participant contribution will be deducted from your account on the May 20, 2016 paystub for biweekly employees and the May 31, 2016 paystub for monthly employees. Your eligible leave will be determined based on your balance of annual leave as of these dates. **For employees who donated to the program last year, the contribution will be zero hours. For employees who did not donate to the program last year but are eligible to donate this year, the minimum donation is equivalent to 15% of an individual's weekly work schedule, based on appointment percentage.** This also applies to individuals who were eligible last year but opted out. For example:

- Six hours for a full-time employee
- Three hours for a part-time employee working 20 hours per week

### What if I am planning to leave the University after June 30, 2016?

If you have planned to leave the University after June 30, 2016, and do not want to have the annual leave deducted from your leave bank, then you must opt-out of the program.

### What if I will be Out of the Office during the Opt-Out Period and want to opt-out?

If you will be out of the office during the opt-out period, then please ensure you access LoboWeb no later than May 1, 2016 to opt-out.

For additional details, visit the [Catastrophic Leave](#) webpage.