



HUMAN
RESOURCES

1700

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

MAY 2019

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2019 OPEN ENROLLMENT STARTS TODAY!



UNM Benefits Open Enrollment for the 2019-2020 Plan Year (July 1—June 30) is here! 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.

Questions about Open Enrollment? Attend a Vendor Fair or Town Hall Meeting or visit [Open Enrollment](#).

Legislative Changes to the ERA

On April 4, Governor Lujan Grisham signed House Bill 360, making **significant** changes to the Educational Retirement Act (ERA). Details of the changes are available on the New Mexico Educational Retirement Board's (NMERB) [website](#). While the changes to the ERA mostly affect future employees, there are a few provisions that will affect **current** employees.

PERA Retiree Required Contributions

Current UNM employees who are retired from a Public Employees Retirement Association (PERA) employer in New Mexico and working for an ERA-covered employer, such as UNM, will be required to make ERA contributions beginning July 1, 2019.

These **contributions** are non-refundable and the PERA retiree does not accrue ERA service credit. Police officers hired by UNM prior to July 1, 2019 are not required to contribute as long as they remain **employed** as police officers.

Anti-spiking Provision

The Anti-spiking provision of the bill applies to any employee eligible for ERA pension benefits who retires after July 1, 2019. Beginning July 1, the Final Average Salary (FAS) calculation used for ERA pension benefits will exclude year-over-year salary increases in excess of 30% for employees earning more than \$60,000 per year. The portion of the salary increase that is greater than 30% will not be included in the FAS calculation.

ERA Return to Work (RTW) Retiree Required Contributions

Currently, ERA retirees who return to work for an ERA-covered employer at more than .25 FTE are required to contribute to the ERA; however, those working at .25 FTE or less are not required to contribute. Beginning July 1, 2020, all RTW retirees, irrespective of FTE, will be required to make non-refundable contributions to the ERA, and will not earn additional service credit.

Beginning July 1, 2019, this **provision** also requires all RTW retirees working for an ERA-covered employer to complete a RTW application, including the following:

- Retirees who do not work for an ERA employer for 12 consecutive months after retirement, and
- Retirees who work at .25 FTE or less for an ERA employer during the first 12 months of retirement

Employee Contribution Threshold Change

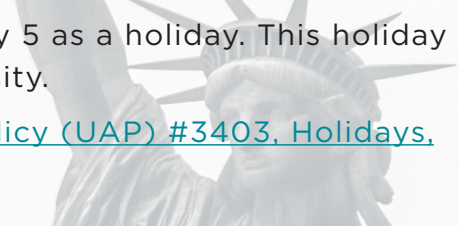
Beginning July 1, 2019, employees earning less than \$24,000 (currently \$20,000) per year will contribute 7.9% of their salary to the ERA. Employees earning \$24,000 per year or more will continue to contribute 10.7% of their salary to the ERA.

Other provisions of House Bill 360 including tiered multipliers and reduced pension benefits for those retiring before age 58 only **affect** employees hired July 1, 2019 and after. These provisions will be communicated to new ERA-eligible employees.

Extended July Fourth Holiday

In appreciation of the efforts of UNM employees, President Stokes has approved Friday, July 5 as a holiday. This holiday will be in addition to Thursday, July 4, the designated Fourth of July holiday for the University.

To learn more about your eligibility for holiday pay, review the [University Administrative Policy \(UAP\) #3403, Holidays](#), for more information or contact Client Services at 505-277-2013.



Advisement Structure Study

In the early part of 2018, the Provost's Office re-initiated a request to the Office of Advising Strategies and the Division of Human Resources to conduct an extensive study of advisement functions across the University.

A thorough analysis was completed and a new classification structure developed for all staff positions providing academic advisement and/or student support services. The study is now in its final stages and the Project Team anticipates implementing the new job classification structure within the next few weeks.

Individual notifications to supervisors and employees are underway. Additionally, Q&A Sessions will be held for those with questions regarding the rationale, process, or impact of the study. Additional information can be found on the [project website](#).

Retiring Soon? Join the UNM Retiree Association

Retiring soon? Consider joining the UNM Retiree Association (UNMRA). UNMRA is your voice as a retiree to UNM's administration, the Board of Regents, and the New Mexico State Legislature. UNMRA ensures retirees receive updates on new policies, or changes to policies affecting them.

Any currently employed UNM faculty or staff member eligible for retirement or within one year of eligibility may become a member of the UNMRA.

All retired employees, including branch campuses, foundations, and affiliated organizations of the University are eligible to apply.

Dues are \$15 per year. For more information or to join, visit retiree.unm.edu. Contact the association at retiree@unm.edu or 505-277-3187.

Participating in Catastrophic Leave Program

On April 22, all employees eligible for the **Catastrophic Leave Program** benefit were sent an email on how to participate in or opt out of the program.

To participate in the program for FY20, you do not need to do anything.



If you would like to **opt out** of the program for FY20, you must do so through LoboWeb before midnight on April 30.

Why consider participating in the program?

The Catastrophic Leave Program provides financial **assistance** through your minimal donation of annual leave hours to be used by eligible employees when they (or an immediate family member) **experience** an approved catastrophic illness or injury.

For the coming fiscal year, those employees who participated last year will only donate one hour from their annual leave bank.

For those who are first time participants in the program, the **donation** is a percentage of the total hours of your normal workweek. For example, if you work full-time at 40 hours, your donation for FY20 will be six hours for the entire year.

Read about the program on the [Catastrophic Leave webpage](#) and [University Administrative Policy 3430](#).

Can Eating Healthy Help Your Budget?

The first step to reaching your financial **goals** is setting a budget. Whether you're looking to pay off debt, save for college, or to afford that dream vacation, budgeting can **help** you get there. You'll have many parts to your budget, but one of the largest is likely to be **food**. Taking control of your budget can be a big part of achieving your financial goals.

Follow these steps to get started on improving your budget:

1. **Decide** what you can afford to spend. Review the [Step-by-Step Guide to Make a Personal Budget](#). Start with your take-home pay. Subtract regular expenses (mortgage/rent, utilities, phone, transportation, prescriptions). Now you have a budget for adjustable expenses like food, clothing, and entertainment. At first, you might need to estimate the adjustable numbers, but soon you will have a better handle on what your needs are versus your wants in each category.
2. **Track** how much you currently spend. Try using one of these [Best Budget Apps and Personal Finance Tools for 2019](#).
3. **Change** your food habits. Ultimately you'll get to decide what goes in your grocery cart, but these tips will help you stay on track, week after week:
 - **Cook** at home and bring your own lunch: Leftovers are usually less expensive than purchasing food at work. Planning ahead to bring your lunch most days will save you money in the long run.
 - **Choose** more plant-based foods: Animal proteins



(like meat, fish, and dairy) are likely the most expensive items in your shopping cart. Choose beans, lentils, tofu and other soy products more often to lower your food bill.

- **Buy** frozen vegetables: Fresh is great, but frozen veggies are just as nutritious, last longer, and are available year round. Pick some up and you will eat better, save money, and reduce waste.
- When you do **eat out**, get the most for your money: Fast food is cheap, but it does not have to be unhealthy. Employee Wellness has gathered some ideas to help you find better-for-you options at [SUB restaurants](#) and [campus vending machines](#).

And if you are looking for more guidance to eat healthy on a budget, check out [ChooseMyPlate.gov](#) or sign up for [individual nutrition counseling](#).

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 and Rose Ronquillo, Fidelity Retirement Planners, 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.



Feeling a Little Overwhelmed? CARS Can Help

The end of the spring semester can be a little overwhelming. But did you know that as an employee of the University you can get **FREE** services through Counseling Assistance & Referral Services (CARS)?

CARS clinicians can **help** you by providing short-term individual counseling, couples counseling, assessments, supervisory consultations, and referrals.



CARS provides a **confidential** and **accessible** setting, strategically located on campus, where clients can freely discuss concerns that are affecting their personal lives or job performance.

All regular full-time or part-time employees (as described in [University Administrative Policy \(UAP\) Policy #3200, Employee Classification](#)), are eligible to use CARS services. In addition, their spouses/domestic partners and retirees are eligible to receive services through CARS.

Per [UAP #3750](#), CARS services can be utilized during your normal working hours as paid time off (certain restrictions apply. Please review the policy for the specific details).

For questions regarding the services CARS provides, or if you would like to schedule an initial appointment to meet with one of their clinical staff, contact them at 505-272-6868, or visit the [CARS website](#).



Traveling this summer? SHAC's International Travel Clinic is available to faculty and staff to help you determine appropriate immunizations and medications for your trip. Contact them to schedule a consultation at 505-277-3136 or via email at shac@unm.edu.

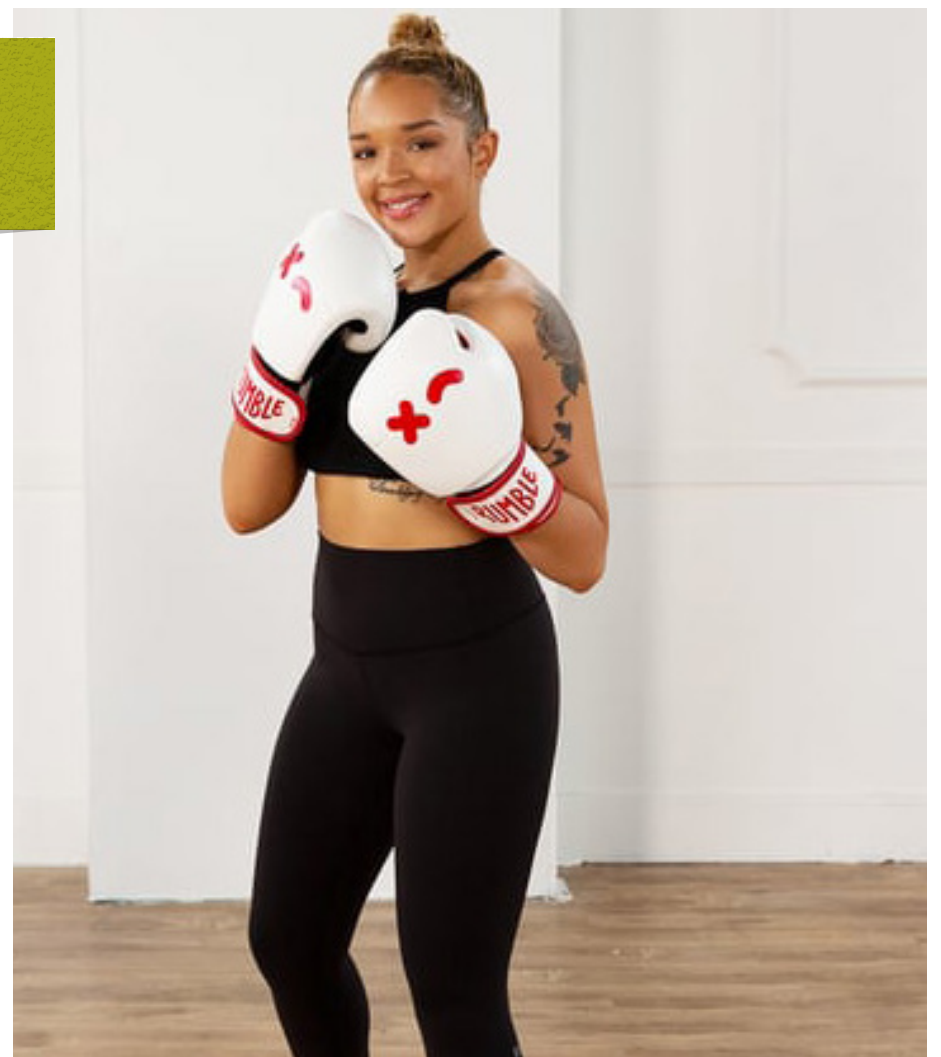
Get Moving

Get Ready to Rumble with At-Home Cardio-Kickboxing

Are you ready to rumble? This at-home boxing workout is 25 minutes of throwing punches and bodyweight exercises to keep your heart rate up. Trainers Dani Burrell and Leila Leilani will lead you through six **music-fueled** rounds of boxing mixed with conditioning exercises. You don't need any equipment, either!

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.

"25-Minute Rumble No-Equipment Cardio-Boxing Workout" YouTube, uploaded by Employee Wellness 19 April, 2019, <https://youtu.be/sgwtp9mF8tl>



Your Professional Development



EMPLOYEE &
ORGANIZATIONAL
DEVELOPMENT

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Division of Human Resources
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MAY 2019

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Register via the Learning Central website. For more information, including cancellation policy, parking and other EOD events visit the EOD website. Questions? Contact eod@unm.edu or call 505-277-1555.</p>				
		1	2	3 Banner Workshop for Advisors 9:30 - 12:00 LoboAchieve for Staff 1:00 - 3:00
6 Lobo U - New Employee Orientation 8:30 - 12:20 Facilitator: Bryan O'Neill	7 The UNM Retirement Process: An Overview 10:00 - 12:30	8 I want to retire - NOW 12:00 - 1:30	9 Discover your DISC Behavioral Style Workshop 8:30 - 11:30	10
13 Lobo U - New Employee Orientation 8:30 - 12:20 Facilitator: Bonnie Minkus-Holmes	14	15 LoboTime Time Manager/Supervisor 9:00 - 11:30 Strategies for Influencing Others 9:00 - 12:00	16 Mastering the Art of Communication 8:30 - 11:30	17
20 Lobo U - New Employee Orientation 8:30 - 12:20 Facilitator: Cynthia Pérez-Chávez	21 Creative Problem Solving 8:30 - 11:30 The UNM Retirement Process: An Overview 10:00 - 12:30	22 Retirement 101 with NMERB 10:30 - 12:00 I want to retire - NOW 12:00 - 1:30	23	24
27 Memorial Day UNM Closed	28 Lobo U - New Employee Orientation 8:30 - 12:20 Facilitator: Bonnie Minkus-Holmes Purchasing Process for Departments Lab 8:30 - 12:30	29	30 Purchasing & A/P Policies & Procedures 2:00 - 4:30	31 Banner General Person Certification 8:30 - 5:00

TRAINING

Your Professional Development

EOD Spotlight: Tips for Office Spring Cleaning



When the spring season rolls around, most of us think about doing some major **cleaning** at home. But what about at work?

Keeping a tidy workspace, like many areas of our lives, helps to **create** a happier and less stressful environment.

But cleaning your desk doesn't have to be a huge, dreaded undertaking. Check out the [Lazy Person's Guide to Cleaning Your Desk](#) from *The Muse* for six easy steps to getting your desk in tip-top shape in no time.

Spring Cleaning Your Inbox

When was the last time your inbox reached **zero**? Your first day on the job? If lingering notifications in your inbox **stress** you out like Alyse Kalish, editor at *The Muse*, and author of [Your Step-by-Step Guide to Reaching Inbox Zero](#), set aside some time this spring to get your email under control.

Employee Life Cycle Management Workshop Redesign

In collaboration with HR Client Services, EOD has redesigned the Employee Life Cycle Management Workshop to reflect a more accurate employee experience.

Employee Life Cycle is a required workshop for newly hired/newly promoted leaders in the University system. The workshop identifies stages in an employee's career and helps leaders make an impact on those stages to enhance professional growth.

From first impressions to recruitment and filling of vacancies to on-boarding and performance improvement. The goal is to focus on the behaviors and policies necessary for managers to be successful.

Employee Life Cycle Management Workshop is currently a full day course. However, in early fall EOD anticipates offering a hybrid course with modules to be completed ahead of time prior to half-day in-class training, deep diving into the behaviors that inform the policies. The in-person time offers crucial practice with the essential skills and networking opportunities with fellow managers.

For more information on the Employee Life Cycle Workshop, log into [Learning Central](#).

This Month's EOD In-Person Professional Development and Leadership Courses

May 9 | 8:30-11:30 a.m.

Discover your DISC Behavioral Style

May 15 | 9 a.m.-noon

Strategies for Influencing Others

May 16 | 8:30-11:30 a.m.

Mastering the Art of Communication

May 20 | 8:30-11:30 a.m.

Creative Problem Solving

Online and Other Available Courses

We offer 11 web-based courses from Development Dimensions International (DDI,) including Coaching for Peak Performance, Driving Change, and Resolving Workplace Conflict for Leaders.

Go to [Learning Central](#) to register for in-person and online courses.

Several course topics can be presented live to your department on request. View course descriptions in Learning Central or visit our [website](#) for more information!

Questions about **Professional Development** through **EOD**? Contact us at 505-277-1555 or eod@unm.edu.



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