



HUMAN  
RESOURCES

1700

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

NOVEMBER 2019

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## UNM's Approach to FLSA Changes

On Sept. 24, the U.S. Department of Labor ruled to raise the **salary threshold** for exemption status under the Fair Labor Standards Act (FLSA) from \$23,660 per year to \$35,568, effective **Jan. 1, 2020**.

To ensure compliance with the new regulation, the University will move all positions in **Grades 8-10**, which do not qualify for a special exemption under the law, to **non-exempt**, becoming eligible for overtime pay, effective **Nov. 23**.

Additionally, individuals who are part-time status and exempt, but fall below the revised FLSA threshold, will move to **non-exempt** on **Nov. 23**. Departments with part-time, exempt personnel are encouraged to contact their [HR Consultant](#) to discuss.

Effective **Nov. 1**, the University will revise the Salary Structure to ensure all exempt positions in Grades 11 and higher meet the new FLSA salary threshold. (See article below.)

Per [University Administrative Policy 3500: Wage and Salary Administration](#), employees must be paid at least the minimum of their respective salary grade. Therefore, all individuals who fall below the grade minimums for Grades 11 and 12 will receive salary increases to meet the revised minimums, effective Nov. 1.

Stay up-to-date on FLSA Changes [here](#).



## Revised Salary Structures

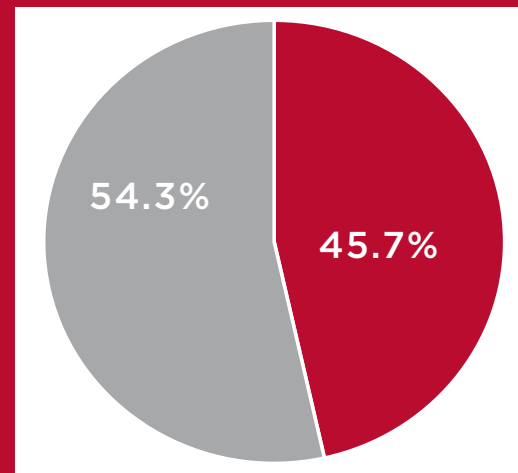
As a result of the FLSA changes explained above, the University is implementing slightly revised Salary Structures. Employees falling below the new grade minimums, including those not impacted by FLSA, will receive salary increases to meet the revised minimums, effective Nov. 1.

The new salary structures reflect changes to the grade minimums for Grades 11 and 12, including Grades 11 and 12 through each Clinical Structure. The revised structures can be found [here](#).

As outlined in [University Administrative Policy 3500: Wage and Salary Structure Administration](#), employees must be paid at least the minimum of their respective salary grades.

Notifications will be sent to impacted employees and their supervisors in the upcoming weeks. Questions? Contact HR Compensation at [comp@unm.edu](mailto:comp@unm.edu).

## MANDATORY TRAINING COMPLETION 2019



● Complete ● Incomplete

**54.3% of UNM Employees have completed their 2019 Mandatory Training! Have you?**

**Complete your Mandatory Training by *December 1*.**

**All regular faculty and staff, temporary faculty and staff, on-call staff and student employees (including graduate students) are required to complete three trainings:**

- EOD 1019- Intersections: Preventing Discrimination and Harassment 2019
- SRS 0119- Basic Annual Safety Training/ Entrenamiento Basico de Seguridad Annual 2019
- EOD 481-19- Active Shooter on Campus: Run, Hide, Fight 2019

**Visit [Learning Central](#) to complete your training.**

\*ALL UNM DEPARTMENTS AS OF 10.28.19

## Retiring Soon? Join the UNM Retiree Association

The UNM Retiree Association (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,



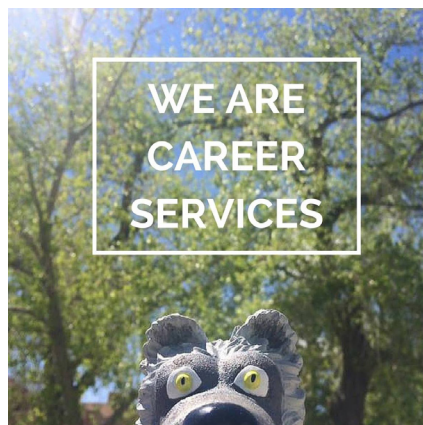
visit [retiree.unm.edu](http://retiree.unm.edu) or contact the association at [retiree@unm.edu](mailto:retiree@unm.edu) or 505.277.3187.

## What's Next after Retirement from UNM?

When planning for retirement, most of us focus on our financial well-being. Few of us think about the kind of life we want to live in retirement beyond that dream vacation we're planning as our reward for working all those years! In addition to a paycheck, our work

often provides a sense of purpose, a reason to get up in the morning.

What will your purpose be after you collect that last paycheck? If you're wondering what's next, join Certified Career Counselor Heather Ver Brugge for an introductory workshop to



explore - and enjoy - your life after retirement.

- See what the latest research says about the factors of a long healthy life
- Discover activities and areas of interest
- Learn about the services offered at Career Services for faculty and staff - free and confidential!

**WHEN:** Friday, Nov. 1, noon - 1 p.m.

**WHERE:** UNM Office of Career Services, [University Advisement & Enrichment Center \(UAEC\)](#), Room 220 (Building #85 on main campus map)

Email Heather at [hverbr11@unm.edu](mailto:hverbr11@unm.edu) for more information and to RSVP. Can't make the workshop? Call 505.277.2531 to schedule a one-on-one appointment with Heather to discuss your retirement ideas.

## Inclement Weather Notifications

As we approach the winter season, remember there are several ways to stay informed on UNM **delays and closures**. UNM uses several methods to notify the UNM community with specific information regarding weather-related closures and delays.

- **LoboAlerts:** Faculty and staff are automatically opted into the LoboAlerts system to receive announcements. You may also opt in to receive a text messages. Confirm your enrollment information [here](#).
- **Snow Hotline:** Available Monday through Saturday at 505.277.7669
- **UNM Homepage**

Questions about the UNM inclement weather policy? Review it [here](#).

## Happy Thanksgiving!

The University of New Mexico will observe the Thanksgiving Break Nov. 28-29. For more information on approved holidays, view the [HR Holiday Schedule](#). Learn more about the University's approved holidays policy [here](#).

Have a safe and enjoyable holiday break!

# Your Benefits

## UNM Flexible Spending Accounts Open Enrollment

**UNM FLEXIBLE SPENDING ACCOUNTS  
OPEN ENROLLMENT  
NOV. 6 - 22, 2019**



**Open Enrollment** for Flexible Spending Accounts (FSA) begins Wednesday, Nov. 6. Enroll in an FSA for the Shortened FSA Plan Year (Jan. 1 – June 30, 2020) and save by maximizing your **pre-tax dollars!**

Enrollments must be completed online starting Nov. 6 at 8 a.m. and by 11:59 p.m. on Nov. 22.

### How to Enroll

Enrollment online via your LoboWeb. After logging into LoboWeb via [MyUNM](#), just click on “Benefits and Deductions,” and login through Duo using your UNM credentials. Open Enrollment is available 24 hours a day, 7 days a week, during the Open Enrollment period.

### Why Enroll in an FSA?

If you are a benefits-eligible UNM employee, consider taking advantage of the two Flexible Spending Accounts for 2020.

FSAs are a savings opportunity, allowing you to set aside

your pay to **reimburse yourself** for IRS qualified out-of-pocket health care and dependent day care expenses on a pre-tax basis.

### Already Participating?

If you are currently enrolled in an FSA plan and would like to **participate** in the 2020 Shortened Plan Year, you **MUST** re-enroll during Open Enrollment.

### Full Plan Year 2020-2021

FSA Open Enrollment will be offered again during the annual Open Enrollment in **spring 2020** for the full, 12-month Plan Year, July 1, 2020 through June 30, 2021.

For details on both the Shortened Plan Year 2020 and Full Plan Year 2020-2021, visit the [FSA website](#).

For details on Open Enrollment, visit the [FSA Open Enrollment website](#). Questions? Contact our HR Service Center at 505.277.MyHR (6947).

## FSA Maximum Elections

### Short Plan Year 2020 (Jan. 1- June 30, 2020)

\$1,350	Health Care FSA Election Limit (subject to IRS change)
\$2,500*	Dependent Care FSA Election Limit
Up to \$500	Health Care FSA carry-over to Plan Year 2020-2021
July 1- Sept. 15, 2020	Dependant Grace Period to incur FSA claims
<b>Nov. 30, 2020</b>	Deadline to file claims for the shortened Plan Year for both Health Care and Dependent Care FSAs

### Full Plan Year 2020 (July 1, 2020 - June 30, 2021)

\$2,700	Health Care FSA Election Limit (subject to IRS change)
\$5,000*	Dependent Care FSA Election Limit
Up to \$500	Health Care FSA carry-over to Plan Year 2021-2022
July 1- Sept. 15, 2021	Dependant Grace Period to incur FSA claims
<b>Nov. 30, 2021</b>	Deadline to file claims for the full 2020-2021 Plan Year for both Health Care and Dependent Care FSAs

\*See website for limits based on tax return filing status.

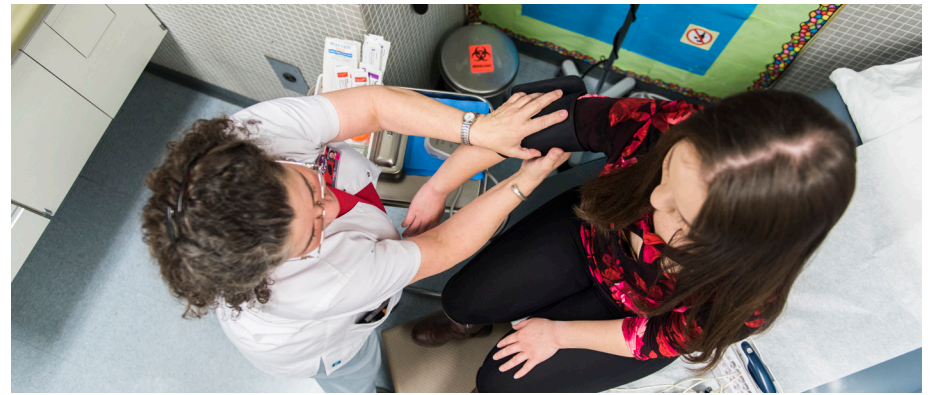
## Preventive Health Checkup Premium Credit Coming Soon

Did you participate in the [Employee Wellness](#) Preventive Health Checkups? Your **premium credit** will be coming soon!

Eligible participants will receive a premium credit of \$200 and \$100 for eligible spouse/domestic partners. The credit will begin to **appear** in your paycheck(s) in late November, early December. You may see the full medical premium credit spread across multiple pay periods, depending on your pay period premium amount.

Make sure you are **eligible** for the premium credit:

- You must have completed your checkup or submitted your Primary Care Provider Form to Catapult Health by **Oct. 18**.
- You must continue to be enrolled in your UNM medical plan **at the time** of payment to receive the medical premium credit.



Don't see your premium credit in your paycheck?

If you meet the eligibility criteria above, and do not receive a November or December premium deduction, notify Employee Wellness [wellness@unm.edu](mailto:wellness@unm.edu) as soon as possible before Jan. 15, 2020. Employee Wellness will review your eligibility and participation to ensure that any necessary corrections for credit are implemented.

## HSC Wellness Turkey Trot FitBit Challenge

Isn't Turkey Day the **BEST** day to start a step challenge? UNM HSC Wellness Program is hosting a new Fitbit Challenge, Nov. 25 - Dec. 15.

Count your steps with your Fitbit Tracker or Fitbit app on your smart phone beginning the week of Thanksgiving.

All HSC, UNM, SRMC, UNMH, and UNMMG faculty, staff, and students are invited to join this team-based challenge. You will automatically be assigned to a team based on your self-selected step level and will compete against other teams across all campuses.

To participate in the challenge, [SIGN UP HERE](#).  
Deadline to enroll in the challenge is Monday, Nov.

11 by 5 p.m. Instructions will be given once you are enrolled in order to enter your Fitbit information. \*

Questions? Contact Employee Wellness at [wellness@unm.edu](mailto:wellness@unm.edu) or at 505.272.4460.



\*By accepting the invitation, you are giving permission for this program to have access to your Fitbit aggregate information, including but not limited to stairs, sleep, steps, distance, and gender. Your information will only be used to assign you to a challenge team. You will be able to opt-out of the current challenge or any future challenges at any time.

## Operation Gratitude: Halloween Candy/Toiletry Collection

Are you haunted by all of that Halloween candy still in the house? Employee Wellness invites you to donate your candy and honor our U.S. **service men and women** by supporting Operation Gratitude, now through Nov. 7.

Each year Employee Wellness and the Blue Star Mothers of Valencia County join forces to collect items and send care packages containing donated items to individual soldiers, sailors, airmen, and marines who are deployed to remote regions around the world.

This is great way to **give** the gift of excess candy, newly purchased wrapped candy, food items such as granola bars, beef jerky, trail mix, and toiletries. Find a [donation location](#) near you!



# Your Professional Development

## EOD November Course Spotlight

Did you know EOD offers over 30 online and in-person professional development courses? Here is a sample of a couple of great classes offered this month.

### Customer Care: A Service YOU Provide (72314)

Nov. 14 | 8:30 - 11:30 a.m.

Every one of us serves and cares for customers, directly or indirectly. Handling a difficult customer may seem like a thankless job. Fortunately, you can **develop** skills to adapt to the challenges. This class will look at cultivating a **positive attitude**, identify your customer and their needs, understand the diverse challenges posed by customers, providing **outstanding** customer care in person and through multimedia and methods of handling difficult customers.

### Hire Right (75824)

Nov. 1 | 1 - 5 p.m.

Hire Right is an in-classroom course, designed for UNM hiring officials, department approvers, and screening/search committee members. This course has been prepared by **Staff Recruitment Services**, an office within the Division of Human Resources. Hire Right focuses on best practices to **embrace** throughout the hiring process, with a goal of improving hiring outcomes at UNM. Learning objectives include planning for a successful candidate search; identifying job criteria and department culture; recognizing our own **biases**; screening applications appropriately; conducting a successful interview; and make an informed hiring decision. **Who Should Take This Course:** Hiring Officials, department originators, and screening/search committee members. For these classes and more, visit and register at [Learning Central](#).

## EOD Spotlight: Lead with G.R.A.C.E.



Purpose is what gives people, as well as organizations, the get-up-and-go they need to move ahead- the “**why**” as we push forward. Likewise, values reflecting respect and dignity are those that emerge from grace. Grace, then, becomes our **how**, just as purpose is our why.

This month, [Chief Learning Officer](#) reveals what it means to lead with G.R.A.C.E. Remember, you don't have to be a supervisor or a manager to be a leader. Anyone can lead with G.R.A.C.E.!

**Generosity**- the spirit of openness and sharing. When leaders give of themselves, others feel it. Generosity is generative. The more you give, the more others are given the opportunity to respond in kind.

**Respect**- the ability to assume the best intentions in others. Invite divergent views. Be inclusive. It is the willingness to show trust and expect it in return.

**Action**- the power to mobilize. A leader's job is to pull people together for a common cause and to make things happen.

**Compassion**- the ability to care and to love. Care about how people are doing at work and outside of it.

**Energy**- the drive that teams need to have to succeed. It falls to the leader to pull as well as push people forward in order to get the job done.

Read the full article [here](#).

EOD has resources to support you and your department, ranging from Open Enrollment courses, department facilitations, one-on-one consulting and retreat activities as well as interactive, high-quality web-based training courses. [Visit EOD](#) for more on our services and course offerings.



# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

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## Questions? Contact Us!

### UNM HR is located at:

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Albuquerque, NM 87131

### UNM HR Mailing Address:

MSC01 1220  
1 University of New Mexico  
Albuquerque, NM 87131-0001

[hr.unm.edu](http://hr.unm.edu)  
**505-277-MyHR (6947)**

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