



HUMAN
RESOURCES

1700

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

OCTOBER 2019

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FLSA Change Underway



The Department of Labor has announced plans to update the overtime provisions under the Fair Labor Standards Act (FLSA).

The FLSA is a federal law outlining a range of protections for employees, including the provision of overtime pay for hours worked in excess of 40 in a workweek. Under the FLSA, employers may designate positions as exempt from overtime pay if an employee performs certain duties and is paid above a specified salary threshold.

Currently, the salary threshold for exemption status is \$23,660 per year. On September 24, 2019 the [Department of Labor published a final rule](#) to increase the salary threshold to \$35,568 per year.

The new threshold will take effect in January 2020. The Division of Human Resources is carefully assessing the financial and operational impact of the change and will be reaching out to affected employees and their supervisors over the next couple of months.

Feedback on the HR Newsletter?
Send it to hrinfo@unm.edu

Building a Veteran-Friendly Campus: Veteran Hiring Preference Program

On Aug. 15, HR celebrated the one-year anniversary of the veteran hiring preference program. This program started as an initiative by President Stokes to build a more veteran-friendly campus.

The first year of the program has proved successful, with 556 unique applicants applying for 553 job postings. A total of 36 veteran applicants were hired.

The veteran hiring preference program grants qualified veterans an additional consideration for vacant staff positions posted in [UNMJobs](#). Qualified veterans who elect to participate in the program are granted an initial interview for regular staff positions, excluding contract staff classifications, for which they have applied.

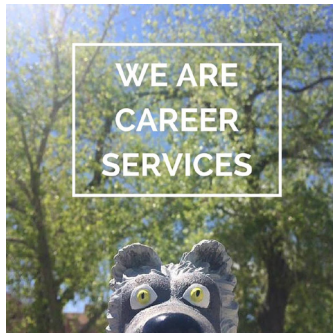
To qualify for the program the applicant must meet the criteria as defined on the veteran hiring preference

program [information page](#). Hiring officials can also find additional information about the program, the applicant's responsibilities and the hiring departments responsibilities in the [Employee Knowledge Base](#).

HR recently surveyed hiring officials and Department HR Representatives to obtain feedback on the veteran hiring preference program. We received 100 responses to the survey and the overwhelming message was that the program is valuable and should be continued. In addition, we received some very helpful comments on ways to improve the program.

HR will review these comments for incorporation into our current process and let hiring departments know if any changes occur.

Career Services for Faculty, Staff



Did you know UNM Career Services is not just for students? Career Services offers many resources for the UNM Community, including active faculty and staff, alumni, and retirees!

Thinking of Retiring? Wondering What's Next?

Join Heather Ver Brugge, Certified Career Counselor from UNM Career Services, Friday, Nov. 1 at noon, for

an engaging **workshop** to help you define your new priorities. From a new resume to turning your hobby into a second career, UNM Career Services can help get you started on your journey to what's next! The workshop will be held in the Career Services Conference Room, UAEC Room 220. For more information, email Heather at hverbr11@unm.edu.

Can't make the workshop? Call 505-277-2531 to schedule a one-on-one appointment with Heather to discuss your retirement ideas.

OMBUDS OPEN HOUSE

WEDNESDAY, OCTOBER 9 | 10:30AM - 1PM

1800 LAS LOMAS RD. NE, BUILDING #29

OMBUDSFORSTAFF.UNM.EDU



- 10:30-11:30
JOIN US AS WE WELCOME OUR SPECIAL GUEST PRESIDENT STOKES FOR THE PRESIDENT'S TRAVELING OFFICE HOURS
- BUTTON MAKING!
- LEARN ABOUT OMBUDS SERVICES IN OUR "OMBUDS 101" PRESENTATION



Revised Forms for Counter/Retention Offer Requests

In order to retain quality employees, HR offers departments the opportunity to increase the salary of high performing staff members with critical skills whom they anticipate may be at risk of leaving and who have not received an offer from an internal or external employer.

Additionally, counter offers may be considered on an exceptional basis when a written employment offer has been received.

However, it is critical that departments obtain approval prior to making a counter or retention offer to an employee.

To help improve this process, we have updated the Retention Offer Justification Form. They can be found at [HR Forms](#) or at the following links:

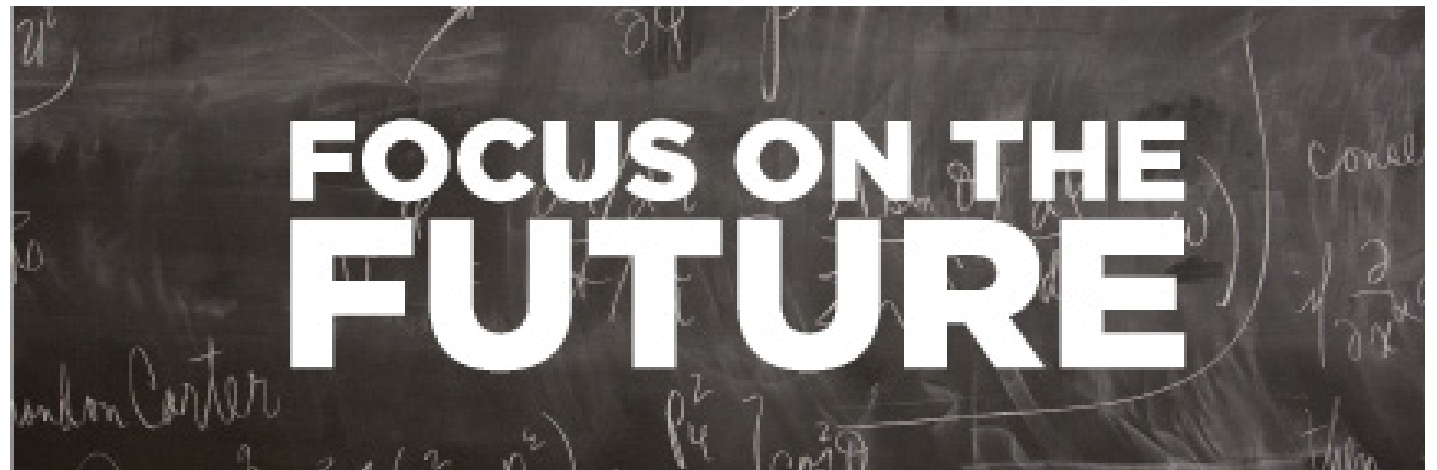
[Counter/Retention Offer Justification Form](#)

[Counter/Retention Offer Justification Form \(School of Medicine\)](#)

Learn more about the [Counter Offer](#) and [Retention Offer](#) processes.



UNM Gives Campaign Kicks Off Oct. 1



The annual UNM Gives Campaign will run Oct. 1 through Oct. 31, providing faculty and staff an opportunity to give back to the community through monetary donations or volunteering. **UNM Gives** allows you the ability to give to any organization you prefer to support both locally and nationally through the United Way, or to give back right here on campus through the UNM Foundation.

United Way

UNM has partnered with United Way for over 25 years, helping those in need in the Albuquerque-area community. Donations can be made directly to a United Way program, or to one of the many organizations you're passionate about. Last year, UNM raised over \$540,000 for United Way! Participation is voluntary and every gift makes a difference. Learn more about United Way donations [here](#).

UNM Foundation

We encourage you to also support UNM with the many gift opportunities through the foundation. Gifts can help support students with scholarships, offer the essentials for students and faculty to conduct research, or improve the physical common space throughout our campus grounds. There are over 3,000 funds to choose from and 100 percent of your donation goes to the intended UNM designation! Learn more about the UNM Foundation [here](#).

Volunteerism

UNM Gives recognizes that "giving"

can come in many forms, including academic service-learning, volunteerism, and advocacy. We know many of our staff, students, and faculty commit to service as a central tenet of our campus culture, and numerous members of the UNM community donate time to local organizations. UNM wants to hear from you! Tell us how you volunteer and **log your volunteer hours** by completing the [online form](#), and be sure to use the hashtags **#UNMGives2019** and **#EngageUNM** to share your experience on social media. Learn more about volunteerism [here](#).

Giving is Easy

There are several convenient ways to give including payroll deduction, one-time gifting or recurring donations. Visit the [UNM Gives website](#) for more information and to give. Oh, did we mention [prizes](#)?



UNM GIVES

Salsa Showdown

Show off your best salsa or guacamole

FREE FOR ALL LOBOS!

UNM GIVES Salsa Showdown
Monday, October 7
11:30 am - 12:30 pm
SUB Atrium

Grand Prize is one year of free UNM parking
equal to current UNM parking permit,
courtesy of PATS.

ENTRANTS MUST REGISTER BY OCTOBER 1 - LIMITED TO 20 ENTRANTS

For more details or to register, visit president.unm.edu

UNM Flexible Spending Account Open Enrollment

The annual Open Enrollment period for UNM's 2019 Health Care and Dependent Care Flexible Spending Accounts (FSA), available to all benefits-eligible employees, is tentatively set for Nov. 6 - 22.

What is an FSA?

FSA plans are a savings opportunity, allowing you to set aside money from your paycheck to reimburse yourself for IRS qualified out-of-pocket expenses before taxes are withheld, including health care and dependent day care expenses. Save tax dollars on costs you already pay!

Why Enroll in an FSA?

- Save an average of 30 percent on eligible health care and dependent care expenses
- Reduce your overall tax burden – funds are withdrawn from your paycheck for deposit into your account before taxes are deducted
- Carry over up to \$500 of unused funds from year to year when you re-enroll in the Health Care FSA – there's virtually no risk of losing your hard-earned money

How does an FSA work?

You decide how much to contribute to your FSA on a plan year basis up to the [maximum allowable amounts](#).

Health Care FSA Eligible Expense Examples

Medical expenses: co-pays | co-insurance | deductibles | prescription drugs | insulin | prescribed over-the-counter medicine

Dental expenses: exams | cleanings | X-rays | braces

Vision expenses: contact lenses | eyeglasses | laser eye surgery

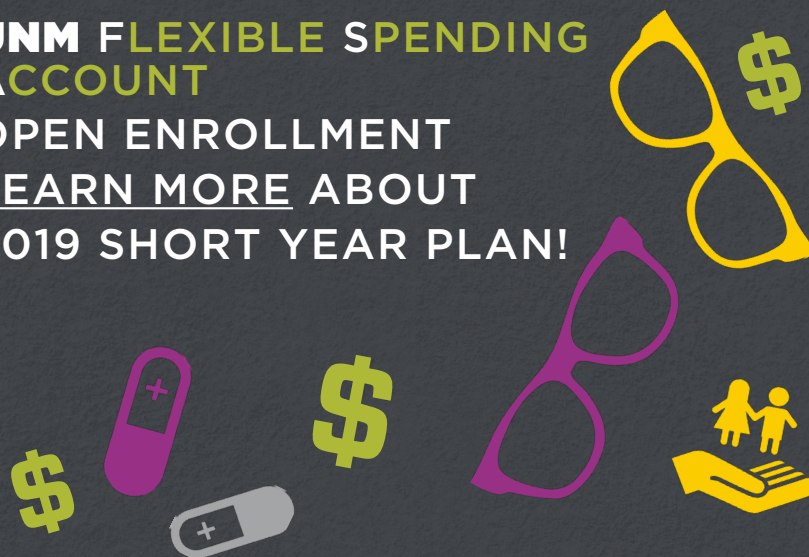
Professional services: physical therapy | chiropractor | acupuncture

Over-the-counter health care items: bandages | pregnancy test kits | blood pressure monitors

Dependent Care FSA Eligible Expenses

Care for your child who is under age 13 | Before and after school care | Babysitting and nanny expenses | Daycare, nursery school, and preschool | Summer day camp | Care for your child over 13, your spouse or a relative who is physically or mentally incapable of self-care and lives in your home

UNM FLEXIBLE SPENDING ACCOUNT
OPEN ENROLLMENT
LEARN MORE ABOUT
2019 SHORT YEAR PLAN!



Your annual election will be divided by the number of pay periods and deducted evenly on a pre-tax basis from each paycheck throughout the year.

You can elect to receive a debit card from McGriff, which can be used to pay for eligible health care expenses at the point of service. If you do not use your debit card or if you have dependent care expenses to be reimbursed, you can submit a claim form and a bill or itemized receipt from the provider to McGriff.

Things to consider before contributing

For the Health Care FSA, at the end of the Plan Year, you can roll over up to \$500 from your Health Care FSA to use in future years. Any amount in excess of \$500 will be forfeited.

- Dependent Care FSA dollars are “use it or lose it.” You will forfeit any money left in your account at the end of the Plan Year grace period.
- You cannot stop or change your FSA contribution(s) during the plan year unless you experience a qualifying life event.

McGriff Flexible Benefit Services

Visit the [McGriff website](#) to:

- View your account balances
- Estimate your eligible expenses
- Request a Health Care FSA debit card
- Submit claims and view claims status

For more information on eligible expenses and maximum contributions, visit the [FSA website](#).

Benefit Tip: Flu Vaccination Resources



Did you know 49 million people were sick from the flu during the 2017-2018 flu season? Flu vaccinations can reduce the risk of going to the doctor with the flu by 40 to 60 percent.

Ideally, people should begin getting vaccinated soon after the flu vaccine becomes available, ideally by the end of October, according to the New Mexico Department of Health. There are many resources available to receive the flu vaccination for free.

SHAC

UNM Student Health & Counseling (SHAC) will offer free flu shots for anyone 18 years or older, including faculty and staff, on Tuesday, Oct. 1 and Wednesday, Oct. 2 from 10 a.m. to 2 p.m. in the UNM SUB Atrium (while supplies last).

SHAC dedicates their annual flu shot clinics in memory of UNM student Raymond Plotkin, who passed away from the H1N1 virus in 2009. For more information or questions about SHAC Flu Shots, call SHAC at 505-277-3136.

Benefit-Eligible

All benefit-eligible employees enrolled in a UNM Medical and Prescription Plan have access to no cost flu shots through their PCP. Be sure to discuss with your doctor.

NM Department of Health

Get the facts on the flu and the vaccine, including who is most at risk and the symptoms of the flu, at the [New Mexico Department of Health website](#).

Feeling Overwhelmed? CARS Can Help

Did you know as an employee of the University you have access to **free** services through Counseling Assistance & Referral Services (CARS)?

All regular full-time or part-time employees (as described in [Policy 3200: Employee Classification](#)), employee spouses/domestic partners, and retirees are all **eligible** to use services offered by 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, and crisis intervention.

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.

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

If you have any questions regarding the services CARS provides, or would like to **schedule** an appointment to meet with one of the clinical staff, call 505-272-6868, or find more information on the [CARS](#) website.

Last Chance for Preventive Health Checkup

Don't miss out on earning a premium credit on your UNM medical plan. Preventive Health checkup appointments are limited and will conclude Oct. 18 so [sign up now!](#)

Already had a checkup from your doctor? Submit your PCP form completed by your doctor if your visit was between Oct. 20, 2018 and Oct. 18, 2019. For more details visit the [Preventive Health Checkup webpage](#).



Wellness Ambassador Spotlight: Glenda Johnson

Glenda Johnson has been a UNM employee for 17 years and currently works in the Enrollment Management Registrar's Office located in the Student Support and Services Center (SSSC) on South Campus. As a Wellness Ambassador, Johnson partners with Employee Wellness to promote and organize workplace wellness activities for SSSC staff.

"I was very excited to hear about the Wellness Ambassador Program and couldn't wait to join," said Johnson. "I wanted to personally maintain my health, but also help others in the office achieve their wellness goals."

Johnson recently organized a summer celebration for staff that included a potluck, therapy dogs, crafts and information on wellness resources at UNM. In addition to planning group activities, Johnson created a specific listserv to send out emails which encourage participation in weekly health challenges and communicate wellness information.

Offering such activities is important to Johnson who

believes that for employees to be productive at work it is critical to make staff feel they are being supported in all areas of their lives – physical, mental and social.

"The listserv is my effort to open communication between the different areas of our division and provide a platform for staff to give feedback and share ideas," said Johnson. "I believe that bringing the staff here at the SSSC together through the listserv and group activities helps to promote emotional and social well-being which benefits everyone."

Employee Wellness is accepting new Wellness Ambassadors for 2019-2020. If you are interested and would like more information visit our [website](#).



Add a Nutrition Boost to Your Inbox

Boost your wellness and subscribe to the **Eat Well Listserv**. Our new weekly email focuses on healthy eating to help you stay on track with your healthy eating goals. Every Thursday, Employee Wellness registered dietitian, Reed Vawter, MS, RDN, LD, will deliver tasty recipes, wellness tips, and inspiration straight to your inbox. To subscribe:

- Send an email to listserv@list.unm.edu with a blank subject line and "subscribe EAT-WELL-L firstname lastname" in the message body (no quotes, and replace firstname and lastname with your actual name) or,
- Add yourself to EAT-WELL-L following UNM IT's summary of how to join a listserv.

Here's a sample of the kind of content you'll receive.

Am I destined for a sad desk lunch on busy days?

So here it is – lunch time and you don't have anything to eat. I know, I know... you woke up late, had to rush in, then meetings, and that budget report is also due today. I understand. We've all been there. But you're still hungry and need to eat. So, what do you do?

The solution doesn't have to be perfect and you aren't destined for a sad desk lunch. If we take a GOOD, BETTER, BEST approach we can find a way to get through the day without derailing your healthy eating.

GOOD

You planned ahead and stashed some oatmeal packets and dried fruit at your desk. Yeah, it might be boring, but it sure beats dining on French fries and candy. All that matters are that it's quick and will hold you over for a few more hours.

BETTER

Do you have enough time to rush to the SUB? Choices can be difficult there with many high calorie options. Employee Wellness is here to help! Check out our [UNM Healthy Eats](#) for healthy suggestions at each of the SUB restaurants.

BEST

Enlist the help of a trusted friend. Ask them if they can run out and get you something good. Maybe a grilled chicken salad or a turkey sandwich and an apple. Then pay them back when it's their turn to have a busy day.

Remember, healthy eating isn't about being perfect. We just have to do pretty well most of the time. Try out this GOOD, BETTER, BEST approach to help find options and stay on track even on your busiest days.

Homecoming 5K Team Challenge



Traditions run deep at UNM. Be a part of starting a new tradition on Oct. 26 by participating in the UNM Homecoming 5K Team Challenge. Teams of two will race to complete challenges during this timed event!

Who:	Challenge is open to the public
Where:	UNM's North Golf Course
When:	Oct. 26
Start Time:	8 a.m.
Cost:	5K Team Challenge + Training - \$65 (Tuition Remission eligible) 5K Team Challenge ONLY - \$25 (NOT Tuition Remission eligible)

Visit the [Homecoming Race website](#) for more details.

Workplace Chronic Disease Self-Management Workshop

The Chronic Disease Self-Management Program is an evidence-based, self-management workshop that provides individuals with the tools needed to manage their chronic condition and improve overall quality of life. The class will be held for one hour, two times a week for six weeks and is designed to accommodate working individuals.

Workshop subjects include healthy eating, dealing with difficult emotions, balancing home and work, relaxation tools, and other related topics. Each participant will receive a copy of *Living a Healthy Life with Chronic Conditions* workbook.

Where:	North Campus, College of Nursing Third Floor, Room 364
When:	Oct. 15 – Nov. 21 Every Tuesday and Thursday
Time:	Noon – 1 p.m.
Cost:	\$80 (Tuition Remission is available)

To sign up, visit [Learning Central](#), search “The Workplace Chronic Disease Self-Management Workshop” and register to reserve your spot. Seats are limited! Questions? Contact [Employee Wellness](#).

Get Moving

Baby Shark Abs Challenge

Did you finally get the Baby Shark song out of your head? Well, we are bringing it back, along with the Baby Shark Abs Challenge! This challenge has been around for about a year now, so you might have already tried it. If not, it's time to give it a go. But don't mistake this challenge for child's play just because it's based on a kid's song. It's HARD! Do you have what it takes to keep up? Doo doo doo doo doo doo.

If you want to improve your performance, take advantage of our individual fitness counseling services. Lauren Lewis, MS, NASM-CPT will help you create a fitness plan to take your game to the next level!

“Baby Shark Abs Challenge,” YouTube, uploaded by Employee Wellness 19 August, 2019, <https://youtu.be/LurCQ9XGkt0>



Your Professional Development

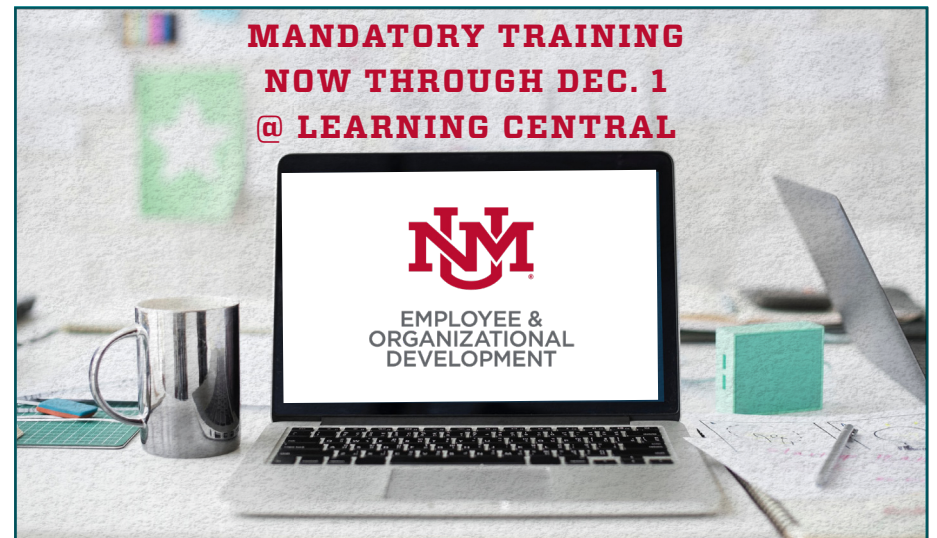
University-Wide Mandatory Training Deadline: Dec. 1

December is coming up quickly! Don't forget that all regular faculty and staff, temporary faculty and staff, on-call staff, and student employees (including graduate students) are required to complete the designated university-wide mandatory training by Dec. 1. The three university-wide mandatory trainings are:

- 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

Encountering technical issues with any of the training? Contact the [IT Help Desk](#) at 505-277-5757.

If you need to request an accommodation for EOD 1018 or EOD 481-18 please contact the appropriate office for help.



EOD 1019: Intersections- Office of Equal Opportunity, 505-277-5251

EOD 481-19: Active Shooter- Industrial Security Officer, Provost Office, 505-277-2058

EOD Spotlight: The Effective One-on-One



Believe it or not, it is almost time to think about performance evaluations! One-on-one meetings are a required part of the evaluation process. But as a supervisor, this should not be the only time you meet with your team members. This month, we tap into [The Muse](#) for tips on making good use of your one-on-one time.

Having regular one-on-ones on a consistent schedule will ensure that you are keeping your team members engaged and providing an open line of communication and accountability. One-on-ones are not just to catch up on projects. Use this time to:

- Gauge how team members are responding to change
- Recognize the level of engagement on the team
- Discuss the employee's interests and concerns in a dedicated space and time

If there are concerns, one-on-ones are the best time to discuss these because your employee can prepare and feel comfortable and they will be open to coaching.

During the coaching, offer resources, training, and other means to help the team members be successful and to build a level of trust. Follow up on these concerns during your next one-on-one.

Also, make sure you are both prepared by having a planner for the meeting. Download HR's [handy planner](#) to keep track of your topics and progress.

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 our [webpage](#) for our services and course offerings.



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PUBLISHED BY THE UNM DIVISION OF HUMAN RESOURCES

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