

UNM at Work

YOUR MONTHLY HUMAN RESOURCE



HUMAN RESOURCES

Change: the Only Constant in Life Two New Classes from EOD

Mastering the Change Curve: Change is the only constant in any organization and there are many systems to utilize when managing change. There are also specific skills that individuals can practice to ensure that they gain mastery of the personal side of managing change. This course will provide an assessment and introduce participants to the Change Curve Model that will aid in developing change management skills that will benefit individuals and groups.



Driving Change: In many cases change initiatives fail not because leaders don't know what to do to implement workplace change, but rather because they aren't skilled in how to implement change. Driving Change provides the learner with the skills and resources they need to accelerate the process of implementing change with their team members, and to create an agile work environment where people are more open to change.

Registration is available through [Learning Central](#).

Labor Day 2016

UNM closed in observation

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EOD course offerings for the month of September

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Wellness

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CWA Contract Changes

The CWA Contract has been updated effective July 1, 2016.

Please visit the [HR website](#) for a summary of the changes.

Labor Day 2016

UNM will observe Labor Day on Monday, September 5, 2016. Here is a [complete list](#) of holidays observed throughout the year. For more information, see [Policy 3405: Holidays](#).

Financial Wellness Seminars

Make progress on your Financial Wellness! How? Attend the Thrive Thursday / Financial Friday lunch hour seminars in place of your usual lunch routine. See the [latest schedule](#) for locations and topics.

The seminar offerings will be expanded based on feedback and demand from UNM faculty and staff. For the most up-to-date information, visit the new [Financial Wellness Program](#) website. Financial hints, tips, tools, resources, webinars and more are coming soon! For more information, call 505-277-MyHR (6947).

Retirement Plan Comparison

Wondering how to reduce your tax bite and increase your chances for a more secure retirement? Not sure which plan to choose? UNM's 403(b) and 457(b) retirement plans are compared in a new resource: [Comparison of 403\(b\) and 457\(b\) Tax-deferred Annuities](#).

If you are new to UNM in an ARP-eligible position and have questions about whether to choose the ARP or ERB retirement program, the new [Comparison of ARP vs. ERB Retirement Plans](#) may help with your decision. For more information, call HR at 505-277-MyHR (6947), or visit the [New Mexico ERB website](#).

Benefits Tip Corner

TruHearing Program through your Vision Plan with VSP

UNM's vision plan, Vision Service Plan (VSP), offers discounted eyewear or contact lenses, and also includes significant savings on hearing aids through the VSP TruHearing program.

If you are enrolled in UNM's VSP plan, you, your dependents, and extended family members can take advantage of discounts the TruHearing program offers.

The program includes three visits for fitting, adjustments, and cleanings, 48 free batteries per hearing aid, access to a national network of licensed hearing aid professionals, and more.

To initiate a visit or ask questions, call 877-396-7194. Be sure to mention that you are enrolled with VSP. Visit their website to learn more about the [TruHearing Program](#).

SEPTEMBER 2016 TRAINING CALENDAR

Employee & Organizational Development

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

September 2016

TRAINING

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, visit our website.</p>			1	2
<p>Labor Day UNM Closed</p> <p>5</p>	<p>Lobo U - New Employee Orientation 8:00 - 1:00</p> <p>6</p>	<p>Purchasing Process for Departments Lab 8:30 - 12:00</p> <p>7</p>	<p>Purchasing & A/P Policies & Procedures 8:30 - 11:00 Customer Care: A Service YOU Provide 9:00 - 12:00 Basics of Social Security 12:00 - 1:00</p> <p>8</p>	<p>Building Bridges Across Generations at Work 8:30 - 11:30 Banner Workshop for Advisors 9:30 - 11:30 LoboAchieve for Staff 12:30 - 2:30</p> <p>9</p>
<p>Lobo U - New Employee Orientation 8:00 - 1:00</p> <p>12</p>	<p>Direct Pay Training Lab 1:00 - 5:00</p> <p>13</p>	<p>Department Time Entry 8:30 - 12:00 I Want to Retire - NOW 12:00 - 1:30</p> <p>14</p>	<p>Changing Perspectives of Time Management 9:00 - 12:00</p> <p>15</p>	16
<p>Lobo U - New Employee Orientation 8:00 - 1:00</p> <p>19</p>	<p>Driving Change 8:30 - 12:30 LoboTime Time Manager/Supervisor Training 9:00 - 11:30 Get Savvy about Social Security 12:00 - 1:30</p> <p>20</p>	<p>FLSA Update for Managers/Supervisors 8:30 - 10:00 ABC's of ERB - Your Educational Retirement Board Benefits 9:00 - 10:30 FLSA Update for Employees 10:30 - 12:00</p> <p>22</p>	<p>FLSA Update for Managers/Supervisors 1:00 - 2:30 Mastering the Change Curve 1:00 - 5:00 FLSA Update for Employees 3:00 - 4:30</p> <p>23</p>	<p>FLSA Update for Managers/Supervisors 12:30 - 2:00 FLSA Update for Employees 2:30 - 4:00</p> <p>23</p>
<p>Lobo U - New Employee Orientation 8:00 - 1:00 FLSA Update for Managers/Supervisors 8:30 - 10:00 FLSA Update for Employees 10:30 - 12:00</p> <p>26</p>	<p>UNMJobs Department Originator Training Student 8:30 - 11:30</p> <p>27</p>	28	<p>American with Disabilities Act: An Overview 2:30 - 4:30</p> <p>29</p>	<p>Banner General Person Certification 9:00 - 5:00</p> <p>30</p>

Register via the [Learning Central website](#)

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

Have a Healthy Relationship with Food

Do you have a healthy relationship with food? Food is an important part of everyone's life. Most people have desires for how they want to eat, and having negative views can make it difficult to fulfill your food goals. Taking steps to develop a positive, healthy relationship to food can help you change your eating habits for the better. There is plenty of negative food advice: fad diets, avoiding carbs/fat, labeling certain foods as "bad" or "good." Here is some positive advice:

- *Have realistic expectations.* There are many guides about food which can make it easier to decide what to eat: the [USDA's My Plate](#) and the [Harvard Healthy Eating Plate](#) are two examples. Most people's diets are different than what is recommended in these guides. It's alright to use the information as a template for what to eat, but do not expect to change your diet overnight. Instead, think of the guidelines as long-term goals to aim for.
- *Focus on small, lifelong changes.* Instead of changing your diet too much, focus on making one improvement at a time. Changing too quickly - getting rid of most or all of the foods you like, focusing on foods you dislike, etc. - can leave a bad taste in your mouth.
- *Develop a positive spin on solutions.* Instead of focusing on cutting out foods, concentrate on adding more foods. For example, change your goal from "I want to stop eating white breads" to "I want to eat more whole grain breads." The goal is to develop a good relationship with food, and focusing on positive changes will help.
- *See food as fuel.* It's okay to want to cut out certain foods from your diet. But variety is key, and all the nutrients - carbs, fat, and protein - are vital for your health.

It takes time to develop a healthy relationship to food and to accomplish your goals. By focusing on developing healthy habits, you can avoid backsliding and live a healthy life for years to come! If you would like more information on the nutrition services offered by EHP, please visit [our website](#).

COUCH WORKOUT



Curling up on the couch for some Fall TV is perfect on a chilly night, but that doesn't mean it's couch-potato time. We designed [this 10-minute workout](#) specifically for your living room. To turn your couch and throw pillows into gym equipment, all you need to do is press play and get your sweat session started!

If you're 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.

EHP Offers Individual Nutrition Consulting



Are you looking to improve how you eat? EHP can help you achieve your nutrition goals!

Whether you want to lose weight, control diabetes, or just add healthier foods to your life, our individual consulting services can get you there. You'll meet with our registered dietitians who will help you develop your own personal eating plan. Appointments are \$15 for a one-hour session, or \$30 for three sessions.

Want an even greater discount? Purchasing a WOW Pass or any service from the Exercise Physiology Lab entitles you to a complementary one-hour nutrition consultation session. Take advantage of this great benefit and start eating healthier today! To set up your appointment, contact EHP at 505-272-4460 or ehp@unm.edu.

EHP Calendar of Events - September 2016

Exercise Physiology Lab Blood Testing

Where: Exercise Physiology Laboratory, Johnson Center, B-143

Cost: Cholesterol testing costs \$20 (full lipid panel), glucose testing is \$12, and HbA1C costs \$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, fasting is not necessary. Call 505-277-2658 for more information.



Recreational Services Fitness Classes

Fall WOW and Works passes are on sale now! The WOW Pass has increased to \$135. WOW Pass now includes the Excel Pass and a dri-fit t-shirt! Purchase yours online or at Johnson Center. Visit the [Recreational Services website](#) for fitness schedules.