



HUMAN
RESOURCES

1700

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

SEPTEMBER 2019

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UNM FLEXIBLE SPENDING ACCOUNT
OPEN ENROLLMENT COMING SOON!
Nov. 6 - 22, 2019 | hr.unm.edu/benefits/fsa



FSA Changing to Fiscal Year Plan

If you are a current participant in UNM’s Flexible Spending Account (FSA), a big change is coming that will help you better coordinate your benefits.

Changes for 2020 FSA

The FSA plan year is currently based on the calendar year, Jan. 1 to Dec. 31. Beginning in 2020, UNM Benefits will change the FSA plan to a fiscal year cycle. This change will align FSA with the Plan Year for UNM’s health plans, creating a more streamlined enrollment process each year.

To accomplish this, the FSA Open Enrollment (coming this fall) will consist of a shortened FSA Plan Year, Jan. 1 through June 30. We will then include FSA again during annual Open Enrollment in the spring of 2020 for the July 1, 2020 through June 30, 2021 Plan Year.

Remember, you must enroll each year during the Open Enrollment period for your FSA.

Not Enrolled 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. Save tax dollars on costs you already pay!

FSAs are offered on a yearly basis and require enrollment each plan year.

Look for ongoing FSA communications from HR Benefits throughout Fall 2019. Visit the [FSA website](#) to find out more about eligible expenses, dependent coverage, and other program details.

FSA Maximum Elections

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

\$1,350	Health Care FSA Election Limit (subject to IRS change)
Varies*	Dependent Care FSA Election Limit
\$500	Health Care FSA carry-over to Plan Year 20/21
Nov. 30, 2020	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)
Varies*	Dependent Care FSA Election Limit
\$500	Health Care FSA carry-over to Plan Year 21/22
Nov. 30, 2021	Deadline to file claims for the full 20/21 Plan Year for both Health Care and Dependent Care FSAs

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



Demographic Self-Service

The UNM Demographic Self-Service (DSS) tool is an easy way to keep your UNM contact information up-to-date, specifically your data displayed in the UNM Directory.

Visit [DSS](#) to view and update your personal address and phone number, general directory information, preferred job title, your physical work location, campus phone number, and preferred email address. Visit [Fastinfo](#) for more information.

OMBUDS OFFERINGS

Crucial Conversations® - Tools for Talking When the Stakes are High

Ombuds Services for Staff is offering three-day workshops focusing on skills that foster open dialogue around high stakes, emotional, or risky topics at all levels.

Based on the best-selling book *Crucial Conversations*®, this workshop will help you learn how to speak persuasively, foster teamwork, and make better decisions.

Conversations from a Place of Curiosity

Crucial Conversations will give you the tools to hold a conversation from a place of curiosity, not lecturing or blaming. You'll learn how to say, "Here's what I'm seeing. Here's why that's concerning or important. Can you help me better understand things from your perspective?"

It's estimated that every crucial conversation we avoid holding, or don't do well, costs the organization \$7,500. Crucial conversations have a disproportionate impact on how people remember us and the results we achieve.

Ombuds is offering five session options throughout 2019-2020. You must attend all three days of a session, 9 a.m. to 4 p.m. Workshops are held at the UNM [Main Campus Ortega Hall](#) Reading Room, Room 335.

- Tuesdays, Oct. 8 | 15 | 22
- Tuesdays, Dec. 3 | 10 | 17
- Thursdays, April 16 | 23 | 30
- Wednesdays, June 10 | 17 | 24
- Wednesdays, July 15 | 22 | 29



Cost and Registration

While the three-day training is free, there is a materials fee of \$265 (required by VitalSmarts, developer of the *Crucial Conversations*® material). You have two options for payment:

1. Your department may pay the \$265 materials fee via an index number transfer, processed through Ombuds Services. To register, contact Anne Lightsey, Ombuds Services, at alight01@unm.edu.
2. You may register through UNM Continuing Education and use your tuition remission. Total cost through UNM Continuing Education, including administration fee, is \$400. To register visit [UNM Continuing Education](#).

Questions? Contact Ann Lightsey, Associate Ombuds for UNM Staff at alight01@unm.edu or 505-277-2993.

What is Ombuds?

Ombuds Services for Staff is a valuable workplace initiative that supports employees' effort to reduce the human and organizational costs of conflict, through services including individual visits, facilitated conversations, trainings and referrals. Their mission is to promote a culture of constructive conflict management on campus. [Learn more](#) about Ombuds Services.

Feedback on the HR Newsletter?

Send it to hrinfo@unm.edu

Take Advantage of LoboPerks

The UNM LoboPerks Program is a partnership between the LoboCard Office and outside vendors designed to bring dozens of discounted goods and services to the UNM community. [Learn about](#) all the "perks" you get just for being a Lobo.



Your Benefits

MARK WELLNESS ON YOUR CALENDAR!

UNM WELL-BEING EXPO 2019



Main Campus

Sept. 17
10 a.m. - 2 p.m.
UNM SUB

North Campus

Sept. 18
10 a.m. - 2 p.m.
College of Pharmacy &
Nursing, 3rd Floor

Do you want to live your happiest, healthiest, and most productive life? Attend the UNM Well-Being Expo for educational workshops to support your personal and financial growth. The Expo will feature vendor exhibits from UNM Benefits, Employee Wellness, CARS, OMBUDS, Fidelity, TIAA, VOYA, AIG Retirement Services, and State of New Mexico's The Education Plan. Workshop sessions include:

Brought to you by:



Pet Therapy
Healthy Eating on a Budget
Managing Your Money
Ensuring a Comfortable Retirement
Find harmony in Work + Life

Visit
goto.unm.edu/wellbeingexpo
for complete
schedule.

Open to all faculty, staff, retirees and students

Preventive Health Checkups End Oct. 18

Time is running out to schedule your Preventive Health Checkup appointment! Learn more about your health status and get a premium credit through the Preventive Health Checkups. The checkups are convenient, quick, and best of all, right here on campus. Your health screening includes a review of your results with a Nurse Practitioner.

All active, benefit eligible faculty and staff enrolled in a UNM medical plan who participate in the checkups are eligible to earn a \$200 premium credit and spouses/domestic partners enrolled in the UNM medical plan are also eligible to earn a \$100 premium credit.

New dates and locations have been added to the online scheduler but appointments are limited.

Sign up soon! Visit the [health checkup website](#) for full details on premium credits and to schedule your appointment.



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](#).



FALL WOW PASS NOW AVAILABLE! The World of Wellness passes are now available for the fall. Passes are \$75 for UNM Faculty and Staff and are tuition remission eligible. [View the WOW class schedule.](#)

Get Moving

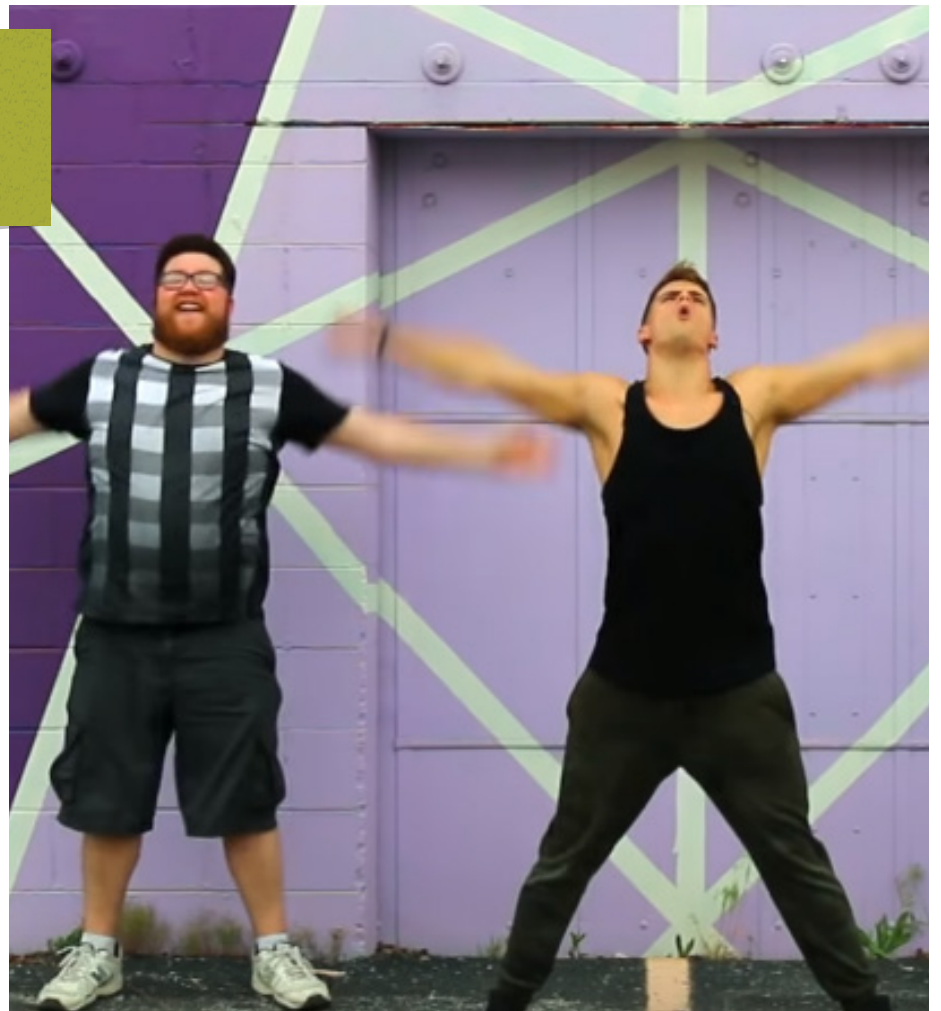
Fitness Marshall “Can’t Stop the Feeling”

Let’s make a promise to only do exercise that we enjoy, okay? Here’s the plan. Move happy. Feel good. Have fun.

Start with [this video](#) from The Fitness Marshall who gets you dancing to “Can’t Stop the Feeling” by Justin Timberlake.

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.

“Can’t Stop the Feeling - Justin Timberlake | The Fitness Marshall | Dance Workout,” YouTube, uploaded by Employee Wellness 12 August, 2019, <https://youtu.be/M5ffOxDlcwc>



Exercise Physiology Laboratory Blood Testing



Employee Wellness encourages you to take advantage of UNM Exercise Physiology Lab to get a full picture of your health. The Exercise Physiology Lab offers a variety of testing services for the UNM Community.

Located in Johnson Center, the labs are equipped to test

all aspects of physical fitness including cardiovascular endurance, pulmonary function, muscular strength and endurance, body composition, flexibility, and blood hormone, lipid and enzyme profiles.

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

Cost: Employee Wellness recommends the Cholesterol testing- \$20 (full lipid panel), glucose testing- \$12, and HbA1C- \$22

Cash or check accepted only.

Instructions: For cholesterol and glucose testing, eat nothing and drink only water for 12 hours before testing. If only getting HbA1C, fasting is not necessary.

Call 505-277-2658 for more information or to schedule an appointment. For more information visit the Exercise Physiology Lab [website](#).

Homecoming 5K Team Challenge

Traditions run deep at UNM. On Oct. 26, be a part of a new tradition by participating in the UNM Homecoming 5K Team Challenge. Teams of two will race to complete challenges during this timed event held on the UNM's North Campus Golf Course.

Lauren Lewis, Employee Wellness Health Education Consultant, will hold a six-week training class to get you prepped and pumped up for race day. Training classes will be held from noon to 1 p.m. on either Johnson Field or North Campus Golf Course, so be sure to wear appropriate workout clothes and shoes.

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.



Your Professional Development

EOD Spotlight: Managing Mutual Acceptance in Your Team



Do you welcome the differences of others? No two people think or act in exactly the same way. For this reason, when bringing any group together for the first time, you have the potential for misunderstanding and conflict. However, these differences can – when well managed – lead to better performance by individuals, teams and organizations.

This month, [Mind Tools](#) explains that it's not diversity alone that creates an inclusive environment. In order to excel, people need to accept and welcome an array of viewpoints, ideas, traits, and backgrounds, and encourage colleagues to do the same.

Researchers have found that encouraging acceptance in the workplace can reap a number of rewards including:

- Better team decision making
- Greater respect and trust
- More effective and productive teamwork
- Fewer stress-related conditions, such as anxiety or depression
- Staying on the right side of anti-discrimination laws

[Read more](#) about unaccepting behaviors and what you can do as a colleague and manager to foster acceptance.

EOD Spotlight Takeaways:

Words matter- Coach your people to think about who they're speaking to. Are they saying, or implying, anything that might offend someone?

Understand Cultural Differences- Every culture has different values and world views, which can be challenging. Learn more about the different cultures you may work with, including preferences and values.

**MANDATORY TRAINING
NOW THROUGH DEC. 1
@ LEARNING CENTRAL**



EOD June Course Spotlight

EOD offers over 30 online and in-person professional development courses. Here is one offered this month.

Introduction to Professional Writing

Sept. 12, 2 - 4 p.m.

Course EOD 156, Scheduled Offering 72027

Writing skills are a key component of most work environments. What you say and how you say it can leave a lasting impression on colleagues, supervisors, and potential business partners. This course will give you a refresher on basic writing tools (such as spelling, grammar, and punctuation), and tips for composing the most common business documents.

Participants in this workshop will develop and hone fundamental grammar skills; sharpen their understanding of when and how to use business versus personal language; and learn tips and tools for improving the writing process.

For these classes, and more about our online course offerings, visit and register at [Learning Central](#).



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Questions? Contact Us!

UNM HR is located at:

Perovich Business Center
1700 Lomas Boulevard N.E.
Albuquerque, NM 87131

UNM HR Mailing Address:

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

hr.unm.edu
505-277-MyHR (6947)

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Employee Wellness

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