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HUMAN RESOURCES

HR Forum

April 5, 2022

Accounting Offices
P-Card Department
Employee Training
Payroll
Purchasing
EOD and Client Services
Bursar Office

AGENDA

- Welcome
- Client Services Announcements
- HR Announcements
 - Welcomes | Farewells | Staffing Changes
- Presentations
 - FY23 Regular Staff Salary Increase Guidelines
 - Vaccine Booster and Testing
 - Drug Free Campus
 - Office for Academic Personnel Updates
 - EOD Updated- PEP, Mandatory Training, HSC Mentorship

FINAL LEAVE POLICY REMINDER

- There are close to two months remaining to coordinate time off.
- Annual leave balances in excess of 252 will be reduced to 252 hours on June 30, 2022.
- Employees will not be compensated for hours forfeited.
- Check your balance in [myUNM](#) today!

HR ANNOUNCEMENTS

WELCOME!



Andrea Salas – Transaction Center Rep., Client Services
Start Date: Feb. 25

Ariana Castillo-Munguia – Transaction Center Rep., Client Services
Start Date: March 8

Gloria Dominguez – Service Center
Start Date: March 21

HR ANNOUNCEMENTS

FAREWELL! 

Theresa Sherman- Administration
End Date: Feb. 18

Frank Romero – Client Services
End Date: Feb. 28

Sarah Giese - Benefits
End Date: April 1

Jordan Wheatley – Service Center
End Date: April 1

STAFF CHANGES

Katherine Sullivan

Promoted from HR Consultant to
Sr. Compensation Specialist

Congratulations Katherine!



PRESENTATIONS



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FY23 REGULAR STAFF SALARY INCREASE GUIDELINES

Mike Brown, Manager Human Resources

April 5, 2022

LEGISLATIVE SUMMARY

- House Bill 2, the state budget bill, included three distinct compensation increases for state employees, including higher education:
 - A 3% salary increase effective April 1, 2022
 - An additional *average* 4% salary increase effective July 1, 2022
 - Note that when compounded, the 3% and additional *average* 4% result in total *average* increase of 7.12%
 - After those increases are applied, a further increase for any staff employees earning less than \$15 per hour
- This appropriation served as the basis for the budget planning assumptions and compensation plan that were approved by the BOR on March 22.

SALARY INCREASE GUIDELINES

- The FY23 *Regular Staff* Salary Increase Guidelines provide for the following:
 - Effective April 1, 3% base salary increases to all regular staff employees who were hired prior to January 1, 2022.
(Completed)
 - Effective July 1, an additional, average 4% base salary increase for eligible regular staff employees.
 - Effective July 1, the implementation of a \$15 minimum wage for all staff positions.

JULY 1 AVG 4% INCREASE

- All eligible employees must receive a minimum of a 2% increase.
- Increases above 2%, but not to exceed 4%, may be provided at department discretion.
- Increases above 4% may be given on a limited basis to address equity, performance, retention, or salary compression, or to address the impact to employees whose salary increase results in a change in contribution percentage for health benefits.
 - These increases are subject to EVP/SrVP approval and contingent on sufficient internal funding.
- Deans and Vice Presidents should endeavor to provide an overall average increase of 4% across their level 3 organization. EVP/SrVP areas will work with colleges and divisions to ensure appropriate overall increase levels university wide.
- All July 1 salary increases should be entered into Salary Planner prior to published deadlines.

JULY 1 AVG 4% INCREASE

- Requests for increases above 4% should follow the specific request process for each EVP/SrVP area:
 - For units within the Academic Affairs: <https://hr.unm.edu/aa-msu>
 - For units within Finance and Administration: <https://hr.unm.edu/svpfa-msu>
 - For units within the Health Sciences Center: TBA, please see HSC Budget Guidelines
 - For units within the President's Administration: <https://hr.unm.edu/pres-msu>
- Requests for increases above 4% are due no later than April 15, 2022.
- Because all increases above 4% require EVP approval, there will not be an exceptions/out of guidelines process for FY23.
- Departments should not inform employees of salary increases until approval has been received from the appropriate EVP/SrVP. These approvals will be communicated no later than May 31, 2022.

\$15 MINIMUM WAGE

- As part of the salary increase process, the minimum hourly wage for **all staff employees** is increasing to \$15 on July 1st.
 - The \$15 minimum wage requirement is applied after any salary increases outlined above (i.e., staff whose hourly rate is less than \$15 after their July 1 salary increase will be further increased to \$15 per hour).
 - The \$15 minimum wage does not apply to student employees, who remain subject to the statewide minimum wage (\$11.50/hr, increasing to \$12/hr on January 1, 2023).
- To accommodate this change, HR anticipates adjusting the staff salary structure effective July 1, 2022.
 - As part of the salary increase process, departments should provide the necessary increases to ensure employees are paid at least the new minimum wage and the new minimum rate for their grade as reflected in the staff salary structure.
 - The proposed July 1, 2022 salary structure is published on HR's website at <https://hr.unm.edu/unm-staff-salary-structure>.



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VACCINE BOOSTER AND TESTING

Mike Brown, Manager Human Resources

April 5, 2022

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VACCINE BOOSTER

- All employees are required to receive a booster dose of the COVID-19 vaccine when eligible.
- Employees need to upload proof of their vaccine and booster to the Vaccine Verification Program Site [LoboCheckIn - Home Page \(unm.edu\)](https://unm.edu/lobocheckin)
- All newly hired staff are required, prior to their start date, to provide documentation of full vaccination, and if eligible, proof of a booster dose of the vaccine.
- If an employee cannot receive the vaccine or booster due to a qualifying medical condition or sincerely held religious belief, then they may submit a request for exemption.

TESTING

- Employees who have a pending or approved Religious or Disability/Medical Condition/Pregnancy/Lactation Status exemption or accommodation from receiving the vaccine are required to submit to weekly COVID testing.
- Additional information on the testing requirements can be found at [Vaccination, Testing & Masking Requirements :: Bringing Back the Pack | The University of New Mexico \(unm.edu\)](#)

REPORTS

- Departments are responsible to review the Vaccine Mandate and Testing reports found in HR Reports.
- Access to the reports requires the BAR role Department Performance Administrator.
- This BAR Role provides other accesses so this role is restricted to HR Liaisons.



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DRUG-FREE CAMPUS

Mike Brown, Manager Human Resources

April 5, 2022

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UNM REMAINS A DRUG-FREE CAMPUS

- The sale of recreational cannabis across the state of New Mexico began April 1
- The University of New Mexico campus, including branch campuses, remain drug-free environments, including the use of marijuana.
- Despite the state's legalization, [UNM's Policy on Illegal Drugs and Alcohol](#) remains in effect.
 - Students, employees and visitors can't possess or use marijuana or its derivatives, for recreational or medical reasons, on The University of New Mexico's campuses and in UNM facilities.
 - UNM does not allow the use or possession of marijuana in any form, including but not limited to edibles, oils, wax, vape cartridges on campus.
- The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances (including marijuana), or alcohol, on University property or as part of any University activities by any member of the University community is strictly prohibited.
- Cannabis continues to be listed as a Schedule I drug by the federal government, its presence in any form on UNM campus would also be a violation of the [Drug-Free Schools and Communities Act](#), which bans

OFFICE FOR ACADEMIC PERSONNEL

Updates



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THE UNIVERSITY OF
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UPDATED LAT REQUEST FORM

- The LAT request form has been updated to include the option to add a LAT recipient as an Instructor of Record
- This option will allow LAT recipients to be added to scheduling
- You must provide an explanation as to why this nominee needs to be added as the instructor of record
- Must submit teaching validation form along with official transcript for LAT's with approved instructor of record status.

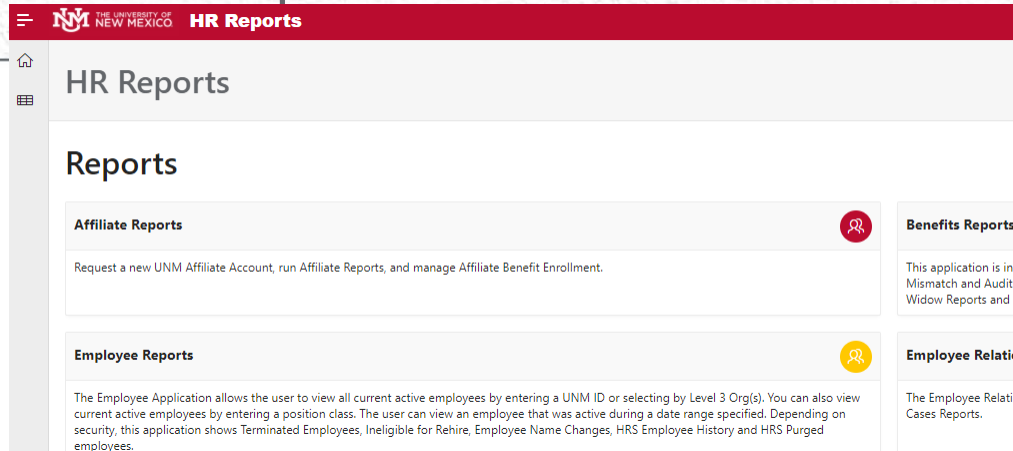
<https://oap.unm.edu/faculty/compensation/documents/lat-request-form.pdf>

NEW LAT AND AFFILIATED FACULTY PROCESS

- The LAT and Affiliate Request process is now under Affiliated Faculty at the top of the OAP Website.

The screenshot shows the top navigation bar of the Office for Academic Personnel website. The navigation bar is dark red with white text. On the left is the UNM logo and the text "THE UNIVERSITY OF NEW MEXICO". On the right are links for "UNM A-Z", "myUNM", "Directory", "Help", "more", and a search box. Below the navigation bar is the title "Office for Academic Personnel". A secondary navigation bar is light gray with links for "Home", "About", "Faculty", "Academic Administrators", "Postdoctoral Fellows", "Adjunct Faculty", "Affiliated Faculty", "Resources", and "Feedback". A dropdown menu is open under "Affiliated Faculty", showing "Letter of Academic Title" and "Other Faculty Affiliate Requests". Below the navigation bars is a red banner with white text: "Notification Regarding COVID-19 and Vaccination Mandate". Below the banner is a paragraph of text: "To protect and preserve the health, safety and welfare of the UNM community, the University of New Mexico will require that all faculty, staff and students accessing University facilities and programs be fully vaccinated for COVID-19 as soon as possible, but no later than September 30, 2021."

- LAT and Affiliate requests will be submitted through the Affiliate Reports on HR Reports.



- The LAT request form and CV are still required and must be attached through the Affiliate Reports Process
- Demographic Forms are no longer required and should not be attached when submitting your request
- Instructions for using the Affiliate Report can be found on the OAP website under Affiliated Faculty
- <https://oap.unm.edu/affiliated-faculty/lat-request-process.pdf>

OAP FORM UPDATES

- The following forms on the OAP [website](#) have been updated:
 - Teaching Overload Form
 - Faculty members who hold a FY or F9 position must use the Teaching Overload form to add additional class assignments for Fall and Spring Semesters. Do not use TPT LOUs for FY or F9 faculty
 - Compensation Change Request Form
 - Updated to calculate Increase Amount and Annual Increase
 - Includes drop down for Type of Increase including MSU and Eclass type
 - Leave Forms
 - Extended Sick Leave – Requires FMLA paperwork
 - Leave Without Pay
 - Parental Leave
 - [Sabbatical Leave](#)
 - Departmental Review Requirement
 - Previous Sabbatical Leave Report
 - Previous Five-Year workload option
 - [Academic Leave for Senior and Principal Lecturers](#)
 - Departmental Review Requirement
 - Previous Sabbatical Leave Report

2022 SUMMER RESEARCH GUIDELINES

- 2022 Summer Research Guidelines have been finalized
 - Maximum payment 3/9ths of institutional base salary
 - Period of work defined in Summer Research Memo from SVP/VRP
- Updates to Office for Academic Personnel Website
 - Summer Research Guidelines:
<https://oap.unm.edu/resources/summer-research-guidelines/index.html>
 - 2022 Summer Research Form:
<https://oap.unm.edu/resources/forms/index.html>



INSTITUTIONAL BASE SALARY

Institutional base salary (IBS) is the annual compensation paid by the University of New Mexico for an individual faculty member's appointment, whether that individual's time is spent on research, teaching, service, or other activities defined by workload. The IBS is set in the faculty member's offer letter and faculty contract summary.

IBS is used as the basis to determine summer research payments.

This information can be accessed online via Loboweb -->Employee tab --> pay information --> faculty contract summary.

INSTITUTIONAL BASE SALARY

- Excludes
 - Special Administrative Components (SACs)
 - Extra Compensation defined by FHB C140
 - Income from outside employment (consulting, honoraria)
 - Plus component of the base plus salary arrangement
- Definition Published on OAP website:
<https://oap.unm.edu/faculty/compensation/institutional-base-salary/index.html>



REMINDERS ON SUMMER RESEARCH PROCESSING



- Should be submitted via ePAF
 - EPAF instructions: <https://oap.unm.edu/resources/epaf-guides/summer-research-epaf.pdf>
- First time payments can be submitted for manual entry.
 - For payments on restricted funds, completed forms must include Contracts & Grants (C&G) for review and approval.
- Limit on summer research payments cannot exceed 3/9ths of IBS
 - If faculty member also performing summer administration or summer instruction, total FTE cannot exceed 1.25 FTE

CONTACT US

Office for Academic Personnel

- Scholes Hall, Suite 231
- Phone: (505) 277-4528
- Email: faculty@unm.edu

Emily Luhman, Director
Email: eluhman@unm.edu
Phone: (505) 277-9703



EOD UPDATE

Kate Williams, MA, Sr. EOD Consultant
Employee & Organizational Development

PRINTING A PEP AND ACCESSING A PEP

2020 Annual Performance Evaluation

Options ▾

- Add Co-Planners
- Attachments
- Print Review
- Print Reviewee Version

Overview

Welcome to UNM's annual Performance Evaluation and Planning process!
Click the "Get Started" button below to begin. You can also use the links on the left hand side of the page to navigate to later sections in the evaluation.
Managers, if needed you can use the "Reopen Step" button below to send the self-evaluation back to your employee for editing. Visit the PEP website for detailed instructions on reopening steps.
Job aids, FAQs, and additional materials to help you navigate this process are available by clicking here.

Review Step Progression

- Self Evaluation
- Manager Evaluation
- Performance Discussion and Submission
Due: 2/28/2021
- Employee Acknowledgement

Reopen Step Get Started

From the Overview Page,
click on the "Options"
dropdown and then select
"Print Review."
You can either print it or
save as a PDF.

ACCESSING PEP AFTER THEY ARE SUBMITTED



A screenshot of the UNM HR system interface. At the top is a red navigation bar with links for Home, Performance, UNMJobs, Reports, Admin, and Recruiting Resources. Below this is a 'Performance' dropdown menu with options for Goals, Performance Reviews, and PEP Resources. A teal arrow points to 'Performance Reviews'. The main content area includes sections for 'Applications and Offer Letters' with a link to sign offer letters or check application status, and 'Onboarding Tasks' showing 'No Pending Actions'. A 'Launch Review' button is visible. At the bottom, there are two tabs: 'My Assigned Reviews' and 'My Personal Reviews', with teal arrows pointing to each. A search bar with a 'Search' button and a checkbox for 'Show completed and expired tasks' is also present.

My Assigned Review:

- You can find all of your direct reports' reviews that will open as a PDF that can be emailed, printed and saved

My Personal Reviews:

- You can access all of your previous reviews and download them as a PDF that can be saved, emailed or printed

MANDATORY TRAINING

- 2022 Mandatory training has been assigned

Any questions please contact us at EOD@unm.edu

HSC STAFF MENTORSHIP PROGRAM

- The mission for the HSC Staff Mentoring Program is to provide HSC staff with experiences and resources to explore the many opportunities for growth within the University, and now through a virtual medium. Thanks to the partnership with UNM Human Resources, we are able to provide an updated framework which has more structure with set virtual workshops and/or online videos. Additional resources and tools have also been developed to enhance the mentor-mentee relationship.
- The program will last for six months, commencing in June 2022. Applications will be accepted from March 16 to April 15.
- [Check out the website for additional information](#). Send your questions to: HSC-Mentorship-Program@salud.unm.edu. We look forward to sharing this excellent opportunity!



QUESTIONS?

EOD

eod@unm.edu



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GENERAL QUESTIONS & DISCUSSION



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Next Forum: June 7th, 10:30 a.m.