



1700

# HUMAN RESOURCES

## HR Forum

August 10, 2021

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

# AGENDA

---

- Welcome and Updates
- Update to Faculty Hiring Job Aid
- Fall ULead Program
- Vaccination Mandate Policy

# WELCOME & FAREWELL

---

**WELCOME!**



**Maria Reyna-** HR Analyst, Benefits & Employee Wellness  
Start Date: July 26

**Katy Moyers-** HR Analyst, Benefits & Employee Wellness  
Start Date: July 26

**Jorge Carreon-** Training & Development Specialist, EOD  
Start Date: July 26

# WELCOME & FAREWELL

---

**FAREWELL!**



**CJ Grove**— HR Consultant, Client Services

End Date: July 2

**Keri Baca**- Sr. Comp. Specialist, Compensation

End Date: July 2

**Tiffany Heineman**- Sr. Comp. Specialist, Compensation

End Date: July 22

**Gabe Rivera**- IT Services Specialist, HR IT

End Date: July 23

# WELCOME & FAREWELL

---

## FAREWELL! (But still kind of with us!)

Emily Luhman

End Date: July 16

Emily is now the  
Director of Faculty Relations,  
Office for Academic Personnel



# WELCOME & FAREWELL

---

## **FAREWELL DOROTHY ANDERSON!**

Vice President of Human Resources

End Date: Aug. 25

Dorothy has been with HR for 7 years but has worked in NM Education for 30 years!

She will be the new Vice President and Chief Human Resources Officer for University of Oklahoma



# PRESENTATIONS



HUMAN  
RESOURCES

# **UPDATE TO FACULTY HIRING JOB AID**

---

Emily Luhman, Director Faculty Relations  
Office for Academic Personnel



# UPDATE TO FACULTY HIRING JOB AID

---

- Minor Change to [Hiring Request: Regular, Research, Visiting, Post Docs](#) job aid
- Applicable to Main/Branch Campus Faculty Hiring Requests Only
- Enter actual annual base salary when submitting hiring request through UNMJobs
  - For Example
    - Appointment Percent = 50%
    - Full-Time Equivalent Base Salary = \$50,000
    - Enter \$25,000 in the “Salary” field of the Offer Letter Details
- While this change is minor, it will help us reduce transactional errors when process hiring actions for Regular, Research, Visiting, and Post Docs faculty positions.
- Job Aid in Employment Knowledge Base has been updated.



# QUESTIONS?

Emily Luhman

505.277.3703 | [eluhman@unm.edu](mailto:eluhman@unm.edu)



HUMAN  
RESOURCES

# FALL ULEAD PROGRAM

---

Kate Williams, M.A.

Employee and Organizational Development  
Consultant

# FALL ULEAD PROGRAM

---

- **6-week** leadership program that is offered for free to all UNM employees.
- One fall cohort: Sept. 14 to Oct. 20
- Classes meet virtually every Tuesday and Wednesday, 10 a.m. to Noon, 1 to 3 p.m.

Three learning paths to choose from:

- **Project Management** - From ideas to solutions, lead, execute and monitor your projects.
- **Managing Relationships in the Workplace** - Communication, engagement, conflict resolution, change management, Coaching: Move People forward.
- **Diversity and Inclusion in the Workplace** – Diversity and inclusion in the workplace, and addressing unconscious bias.

Application Now Available! Applicants can visit [hr.unm.edu/ulead](https://hr.unm.edu/ulead) to apply by **Aug. 26**.



**QUESTIONS?**

Kate Williams | [kwill07@unm.edu](mailto:kwill07@unm.edu)



HUMAN  
RESOURCES

# VACCINATION MANDATE POLICY

---

Kathy Agnew, Executive Director  
Client Services

# VACCINE MANDATE

---

- 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.
- Applies to all UNM personnel and students who access UNM facilities, housing, programs, services and activities located on the Main Campus in Albuquerque, the Academic Health Sciences Campus in Albuquerque, Gallup Campus, Los Alamos Campus, Taos Campus and the Valencia Campus.
  - Includes adjunct faculty
- This mandate does not apply to:
  - Employees of UNM Hospitals, UNM Medical Group and the Sandoval Regional Medical Center
  - Visitors, volunteers and vendors/contractors

# VACCINE MANDATE - CONTINUED

---

- Campus facilities include, but are not limited to office buildings, libraries, classrooms, dormitories, research laboratories, dining facilities, student centers, athletics facilities, entertainment venues, gymnasiums and university buses and shuttles.





# VACCINE VERIFICATION

---

- All employees MUST submit a status in the Vaccine Verification site, complete all required fields and provide the appropriate documentation prior to September 30. The status options are:
  - Fully vaccinated documentation of full vaccination using a vaccine authorized by FDA License or under an FDA Emergency Use Authorization (EUA)
  - Partially vaccinated with date of final vaccination
  - Not vaccinated – have made an appointment to be vaccinated
  - Have a completed Religious Accommodation Request Form to upload
  - Have a completed Disability/Medical Condition/Pregnancy/Lactation Status Accommodation Request Form to upload
  - Have a completed Faculty and Staff Remote Work Exemption Request Form to upload
  - Not vaccinated – request a temporary exception and agree to submit to regular COVID testing
- All documentation to verify vaccination or exemptions must be [uploaded at goto.unm.edu/vaccineverification](https://goto.unm.edu/vaccineverification).

# VACCINE ACCOMMODATION

---

- Accommodation:
  - Disability/Serious Medical Condition/Medical Contraindications: If a covered individual cannot receive the COVID-19 vaccine due to a qualifying disability/serious medical condition or medical contraindications or precautions recognized by the US Food and Drug Administration (FDA) or CDC.
  - Religious: A reasonable accommodation to the COVID-19 vaccine mandate may be granted based on a person's sincerely held religious belief, practice, or observance.
  - A person who is granted a reasonable accommodation may be required to adhere to additional safety measures to ensure the health and safety of the individual and the University community, including but not limited to asymptomatic surveillance testing and symptomatic testing.
- The request for accommodation must be fully completed, signed by the employee and if required, the medical provider, and uploaded to the Vaccine Verification site at [goto.unm.edu/vaccineverification](https://goto.unm.edu/vaccineverification)
- Visit Vaccine Requirement Exemption Forms for more information at [bringbackthepack.unm.edu/vaccine/vaccine-requirement-exemption-forms.html](https://bringbackthepack.unm.edu/vaccine/vaccine-requirement-exemption-forms.html)

# TEMPORARY EUA EXEMPTION

---

- Temporary EUA Exemption
  - While available vaccines are under EUA, UNM employees and students may request a temporary exemption to this vaccination mandate.
  - Such employees and students will be subject to regular COVID-19 testing, requiring that upon demand they produce documentation of a negative COVID-19 test within 7 days of such request, with the sample having been collected within 7 days of submission of said documentation.
- Visit Vaccine Requirement Exemption Forms for more information at [bringbackthepack.unm.edu/vaccine/vaccine-requirement-exemption-forms.html](https://bringbackthepack.unm.edu/vaccine/vaccine-requirement-exemption-forms.html)

# LIMITED REMOTE WORK EXEMPTION

---

- Limited Remote Work Exemption
  - Employees working entirely remotely can request a Limited Remote Work Exemption on that basis.
  - This request must attest that the employee will not access any university site or facility at any of our campus locations for any purpose, and must be endorsed by the employee's supervisor.
  - The exemption form must be fully completed and must be signed by the employee and supervisor, and then uploaded by the employee at the vaccination verification site.
  - NOTE: faculty requests must also be signed by the Dean. This applies to adjunct faculty teaching remote.
- Visit Vaccine Requirement Exemption Forms for more information at [bringbackthepack.unm.edu/vaccine/vaccine-requirement-exemption-forms.html](https://bringbackthepack.unm.edu/vaccine/vaccine-requirement-exemption-forms.html)
- Supervisor should evaluate these requests in accordance with operational and business needs. Staff must also have a Remote Work and Telecommuting Agreement.

# REQUIRED COVID-19 TESTING

---

- As outlined in the Vaccine Mandate, employees who have approved exemptions (medical, religious, EUA, etc.) may be subject to regular COVID-19 testing.
- The process and website for reporting test results is under development, and more information will be available shortly.
- The process for collecting and validating test results will be managed centrally, similar to the upload of vaccine verifications.
- The requesting and verification of test results is not the responsibility or purview of departments, instructors or supervisors.
- Reports will be made available to departments which include the status of their employees' compliance with these requirements.

# VACCINATION CLINIC

---

## UNM Main Campus on-site Vaccination Clinics

- **Aug. 2 – 27:** UNM Main Campus offering on-site clinics in the Student Union Building (SUB) Atrium.
- Available 10 a.m. to 2 p.m., Monday – Friday
- Saturdays, Aug. 14 and 21, 10 a.m. to 2 p.m.
- Lobo Village will host additional Vaccination Clinics on Aug. 20 and Aug. 23
- Vaccine is free and no appointment is necessary.

COVID-19 Vaccination at a variety of locations may also be scheduled through the [New Mexico Department of Health COVID-19 Vaccination site](#).

# VACCINE MANDATE – NEW/RETURNING EMPLOYEES

---

- UNMJobs Postings – updated language in all postings “The University of New Mexico has implemented a mandatory COVID-19 vaccine requirement for UNM students and employees. For detailed information, visit <https://bringbackthepack.unm.edu/vaccine/vaccine-requirement.html>”
- Onboarding –
  - A link was added to the Policy Acknowledgement onboarding task list.
  - A new Vaccine Verification reminder was added to the onboarding task list.
  - The email communication sent from HRTC was updated to include information about the Vaccine Mandate (main and branch campus faculty and all staff)
- New Employee Experience – a slide has been added with information about the Vaccine Mandate
- Department Responsibility – there will be some employees, such as TNs, Adjunct Faculty, etc., who may not receive the information. Departments are responsible for ensuring these employees are notified of the requirements (mask, vaccine, etc.)

# VACCINE MANDATE – COMPLIANCE

---

- **Academic Affairs and Human Resources** will administer the process for validation of vaccination and exemptions, and the process for requiring COVID-19 tests for those for whom it is required.
- **Verification is not the responsibility or purview of instructors or supervisors.**
- AA/HR will inform supervisors or other appropriate officials when it is necessary to start progressive disciplinary action related to failure to follow the [UNM Administrative Mandate on Required Vaccinations](#).
- Reports are being developed for departments to review compliance for this purpose.
- These reports will be shared with HR Agents and other administrators who have the appropriate BAR role.
- These reports will provide information as to the status of compliance with the Vaccine Mandate, but will not include supporting documentation.
- Departments will be responsible for noncompliance follow up.



# NONCOMPLIANCE WITH COVID-SAFE PRACTICES

---

- If employees fail to meet the expectations of The University of New Mexico's (UNM) The Pack is Back: A Safe Return to Campus or other standards and policies, managers and supervisors must address appropriately.
- The Guide to Managing Staff Noncompliance with COVID-19 Safe Practices is specific to staff employees and is currently undergoing revision.
  - If you have a staff member who fails to meet compliance requirements, please consult with your HR Consultant.
  - Disciplinary action up to and including discharge may be considered.
- Main and Branch Campus faculty concerns should be addressed with the Office for Academic Personnel.

# RESOURCES

---

- Vaccine Information - [bringbackthepack.unm.edu/vaccine/index.html](https://bringbackthepack.unm.edu/vaccine/index.html)
  - COVID-19 Vaccine Information for the UNM Community
  - Vaccine Requirement
  - Vaccine Requirement Exemption Forms
- On-Campus Worksite Protocols - [bringbackthepack.unm.edu/worksite-protocols/index.html](https://bringbackthepack.unm.edu/worksite-protocols/index.html)
  - COVID-19 Symptoms/Positive Case Reporting
  - Building/Area Closures for COVID-Related Cleaning
  - Optional Safety Supplies to Stock
  - Department Housekeeping Plan
  - Failure to Comply with COVID-Safe Practices (under review)
  - Accommodation Requests (see Vaccine Information)
- COVID Safe Practices - [bringbackthepack.unm.edu/worksite-protocols/additional-details.html](https://bringbackthepack.unm.edu/worksite-protocols/additional-details.html)
  - Masks and Face Coverings
  - Self-Reporting of COVID-19 Diagnosis
  - Training
  - Quarantine/Isolation
  - Physical Distancing
  - Transportation

# RESOURCES - CONTINUED

---

- Visitors- [bringbackthepack.unm.edu/worksite-protocols/visitors.html](https://bringbackthepack.unm.edu/worksite-protocols/visitors.html)
  - Visitor Protocol
  - Types of Visitors
  - Visitors to UNM Clinical Facilities



# QUESTIONS?

Client Services

[clientsv@unm.edu](mailto:clientsv@unm.edu)



HUMAN  
RESOURCES

# **GENERAL QUESTIONS & DISCUSSION**



**HUMAN  
RESOURCES**

# **NEXT FORUM**

Tuesday, Oct. 12, 10:30 a.m. via Zoom

FIND FUTURE FORUM DATES AT

[hr.unm.edu/hr-forums](https://hr.unm.edu/hr-forums)



HUMAN  
RESOURCES



1700

# HUMAN RESOURCES

**THANK YOU!**

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