



1700

HUMAN RESOURCES

HR Forum

August 30, 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
- Presentations
 - Background Checks
 - SPET (if time allows)
 - ERB (if time allows)

HR ANNOUNCEMENTS

WELCOME!



Lindsey Padilla – HR Analyst, June 13

Tyra Jaclyn Crespin – Transaction Center Rep, June 20

Elena Mata – HR Tech, June 28

Judith Perea – HR Analyst, August 1

Natasha Jiron – HR Analyst, August 8

Abigail Roll – HR Analyst, August 29

Brianna Sena – HR Analyst, August 29

Nichole Zamora – HR Analyst, August 29

Emily Wolf – Sr. Benefits Specialist, August 29

HR ANNOUNCEMENTS

FAREWELL! 🙄

Debi Garcia – HR Analyst, August 5

Sridevi Pandari-Cosgrove – HR Analyst, August 5

STAFF CHANGES

Nancy Heimbigner and Tyra
Crespin promoted to HR Analyst



UAP 3215: PERFORMANCE IMPROVEMENT

- Posted on the University Policy Office website <https://policy.unm.edu/under-review/university/d3215-2022.html>
- 30 day comment period expires on Sept. 18
- The following documents make up UAP 3215
 - UAP 3215
 - Preamble to 3215
 - Disciplinary Process Discrimination
 - Disciplinary Process Non-Discrimination
 - Model Hearing Process

PRESENTATIONS



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BACKGROUND CHECK PROCESS CHANGE

Mike Brown, Director, HR Client Services

BACKGROUND CHECKS

HR will be implementing new processes beginning September 6, 2022. This will include:

- Increased number of staff requiring background checks
- Changes to the Criminal Conviction Form
- Integration with UNMJobs
- Effective for all applicants who are issued initial offer letters ON or AFTER September 6, 2022

Already in place is the Background Check request process

BACKGROUND CHECKS

- HR will implement a process to require background checks as part of all competitive and non-competitive hiring actions for regular staff employees.
- This includes all newly hired or rehired regular staff employees, as well as existing employees who are selected for a promotion through a recruitment process.
- Current employees who change positions for non-competitive reasons such as reclassification, career ladder, or transfer will not be subject to this requirement.

INCREASED NUMBER OF STAFF REQUIRING BACKGROUND CHECKS

All regular staff will require a background check

- Includes term and contract staff
- Does not include temporary or on-call
 - Departments have the option to have a background check conducted based on criteria listed in UAP 3280: Background Checks
 - New question in the UNMJobs Requisition Request for temp and on-call postings
- Payment for background checks will come from a centralized University fund
 - Departments will be charged for the following background checks:
 - Temp and on-call hires
 - Periodic background checks to be compliant with federal or state requirements
 - Minors on campus requirements

INCREASED NUMBER OF STAFF REQUIRING BACKGROUND CHECKS

- The standard background check package will be Package A
 - DOJ sex offender, OIG/GSA, federal and county criminal search
- For positions that require a NM Driver's License, then we will fund Package B
 - Package A + MVD check
- For those who routinely use Package D – please indicate this in the requisition (restricted to research labs)
 - Package A + MVD, education and employment verification

IMPACT

- The existence of a conviction does not automatically disqualify an individual from employment. Adverse information triggers a process, not a result.
- Negative findings may trigger the “adjudication” process to determine whether the candidate’s background renders him or her from employment.
- Each case will be judged on its own merit; however, the individual must have made a truthful and comprehensive disclosure of the conviction for employment consideration.

IMPACT

- Prior to any exclusion, HR will work with OUC to facilitate the Adjudication Process and will notify the applicant/employee of the preliminary finding and give them an opportunity to respond before a final decision is made.
- Results from the vendor are returned in 24-48 hours, so this change is not expected to elongate or delay the current staff hiring process.

IMPACT

- This change will not slow down the hiring process
- HR will issue the offer letter while the background check is pending
- Offer letters have changed to state

This offer of employment is contingent upon the following and The University of New Mexico reserves the right to delay your start date or rescind this offer of employment if the following conditions are not met.

- *Passing a pre-employment background check. Your pre-employment background check may include, but is not limited to, a criminal history background check, New Mexico Department of Health fingerprint screening, New Mexico Children, Youth, and Families Department fingerprint screening, verification of education credentials, and/or verification of prior employment.*

CHANGES TO THE CRIMINAL CONVICTION FORM

- Will no longer be completed at the department level
- Will be sent to the applicant as part of the on-boarding documents
- HR will notify the department if the Criminal Conviction Form and/or Background Check information results in an applicant being denied
- The Criminal Conviction form will be removed from the HR Forms web page

INTEGRATION WITH UNMJOBS

- HRIT is working with Sterling Backcheck
- Departments will no longer be required to attach confirmation of background check in UNMJobs
 - If a temp or on-call hire, HR will still own the process and departments will not be required to attach any documentation
- Departments will only be notified if HR starts the pre-adverse action process
 - Applicants will not be hired if pre-adverse action is started

BACKGROUND CHECK REQUEST PROCESS

- New “form” is found on the HR Client Services web page
 - Recruitment and Hiring Services
- [UNM HR Recruitment and Hiring Services Request Form \(smartsheet.com\)](https://smartsheet.com)
- Select Background Check Reason
 - Compliance with Minors on Campus Policy
 - Other Legal Requirement
- Background checks for the above will be charged to the department

BACKGROUND CHECK REQUEST PROCESS

- Will no longer utilize the Department Specific Background Check process
- The following will be removed from the webpage
 - Department specific request form
 - Webpage language and spreadsheet of approved positions

BACKGROUND CHECK REQUEST PROCESS

This process does not impact the background check process for the HSC Credentialing Office or for Student Employment. You will continue to follow the processes established by those areas.



QUESTIONS?

Mike Brown, Director, HR Client Services
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INTRODUCTION TO SALARY PLACEMENT & EQUITY TOOL (SPET) IMPLEMENTATION UNIVERSITY WIDE

Katherine Sullivan, Senior Compensation Specialist, HR Compensation

SPET IMPLEMENTATION

- UAP 3500 - Wage and Salary Administration Updates
- Communication Plan – Weekly Emails
- Working to Develop Training Dates/Events



QUESTIONS?

Katherine Sullivan, Senior Comp Specialist, HR Compensation
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BENEFITS & WELLNESS – ERB RTW REQUIREMENTS

Joey Evans, Executive Director, Benefits &
Employee Wellness

ERB RTW REQUIREMENTS

- Four methods to return to work and not suspend pension
 - .25 FTE or less
 - 90-day layout/\$15k
 - 90-day layout and 36 months
 - 12-month layout RTW (sunsets 12/31/2023)
- All require ERB approval before beginning to work
 - Retiree's risk of having pension suspended
- .25 FTE ERB administrative process
- ERB Comparison Table: <https://www.nmerb.org/rtw-comparison-table/>



QUESTIONS?

Joey Evans, Executive Director, Benefits & Employee Wellness

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Next Forum: October 11, 10:30 a.m.