



1700

HUMAN RESOURCES

**HR Forum
Feb. 9, 2020**

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

AGENDA

- Welcome and Updates
- HR Staff Changes
- Client Services Updates
 - Catastrophic Leave
 - COVID-19 Resources
 - Mass Salary Update
- Update on Compensation Initiatives
- EOD Updates
 - PEP- Performance Discussion Guidelines
 - Professional Development
- Work Comp 101

WELCOME & FAREWELL

WELCOME!



Karen Rudys - Mgr, Transaction Ctr, Client Services

Start Date: Feb. 1

Teresa Natera – HR Analyst, Client Services

Start Date: Jan. 16

Yvonne Otts - Accountant 3, Business Services

Start Date: Jan. 11

WELCOME & FAREWELL

FAREWELL!



Jane Sakiewicz – Labor & Employee Relations Officer
End Date: Feb. 5

PRESENTATIONS



HUMAN
RESOURCES

CLIENT SERVICES UPDATES

Kathy Agnew, Executive Director

Mike Brown, Manager

CATASTROPHIC LEAVE FY22

Mike Brown, HR Client Services

- Participant contributions deducted from employee accounts:
 - May 28, 2021 (nonexempt biweekly employees)
 - May 31, 2021 (exempt monthly employees)

More information on eligibility and details can be found at:

<https://hr.unm.edu/benefits/catastrophic-leave>

COVID – BRINGING BACK THE PACK

Kathy Agnew, HR Client Services

- Questions relating to returning to campus
 - No decisions made
 - Err on the side of caution
 - New Mexico counties still in the red
 - Work through chain of command

COVID – BRINGING BACK THE PACK

- Bringing Back the Pack – Return to Campus: Department Guide
<https://hr.unm.edu/docs/hr/return-to-campus-department-guide.pdf>
 - Page 5 Preparing to Return your Employees to Campus
 - No discussion of revisions at this time

MASS SALARY UPDATE (MSU)

Kathy Agnew, HR Client Services

- Mass Salary Updates – Communication March/April
- Hold on Staff Personnel Action Processing



QUESTIONS?

HR Client Services
clientsv@unm.edu



UPDATE ON COMP INITIATIVES

Stacie Jackson, Manager
HR Compensation

MAJOR COMPENSATION INITIATIVES

Overarching goal: To enhance the University's structures for effectively classifying and compensating staff across the institution

Recently Completed	Underway	Coming Soon
<ul style="list-style-type: none">✓ 2021 Minimum Wage Compliance✓ Physician move to broadband grades	<ul style="list-style-type: none">❑ Elimination of the Clinical Staff Salary Structures❑ HSC and Main Campus Classification Study❑ Salary Placement and Equity Tool Pilot Program	<ul style="list-style-type: none">❑ 2022 Minimum Wage Compliance❑ University-wide rollout of new Salary Placement and Equity methodology

RESOURCES ON COMP INITIATIVES

UNM Staff Salary Structure



New 2021 Staff Salary Structure

Reviews of UNM's staff salary range structure to address observed market changes and UNM Vision Statement for Compensating Staff Employees. As stated, there is no impact on individual salaries for employees whose current pay rates are above the minimum of the adjusted range, but for the cases where staff employee salaries fall below the minimum of the adjusted range, salaries will be adjusted to the minimum of the respective grades, in accordance with UAP 3500: Wage and Salary Administration.

UNM Staff Salary Structures, effective January 1, 2021

Current UNM Staff Salary Structure

UNM Staff Clinical Salary Structures

The Division of Human Resources is currently evaluating the UNM Clinical Salary Structures. Classifications in the Clinical Structures will move to an appropriate range in the regular Staff Salary Structure. Once all clinical classifications move, the Clinical Structures will be eliminated. It is anticipated that the Clinical Staff Salary Structures will be eliminated by March 2021.

Broadband Positions

Most staff positions at the University are classified within the UNM Staff Salary Structure based on market data. However, some positions vary so significantly in the market that a broadband salary range is used to respond quickly and effectively to market fluctuations and pressures. Broadband grades include a range of positions to allow for greater flexibility in assigning competitive salaries.

Positions in broadband grades typically include executive-level roles, athletic coaches, and physicians. Given the number of physicians employed at the University and the various specialties among physicians, target salary groups are used to help guide effective salary levels. Refer to the **Physician Target Groups** for more information.

Info regarding Physician Target Groups

For information regarding the new Staff Salary Structure implemented with the 2021 Minimum Wage rate change, go to <https://hr.unm.edu/unm-staff-salary-structure>.

Additionally, this webpage provides an explanation regarding broadband grades and links to the new Physician Target Groups, also accessible here: <https://hr.unm.edu/physician-salary-groups>

RESOURCES ON COMP INITIATIVES

HR Initiatives and Projects

Human Resources is central to a... Whether part of development, roll... success through a variety of crucia... The items below are underway or... become adopted as regular proced...

University process improvements. Supporting the University's... Informational use. As they may

Initiatives and Projects Underway	Started
Salary Placement and Equity Administration – Pilot Program	FY21
Voluntary Retirement Incentive Option	FY21
Coronavirus Guidance for Employees	0
Minimum Wage Changes Affecting UNM	0
UNM Staff Pay Practice Study	0

Info regarding Salary Placement and Equity changes

Updates to 2022 Minimum Wage

Info on Clinical Structure changes and HSC/Main Classification Study

To learn more about the many major initiatives underway, go to <https://hr.unm.edu/hr-initiatives-projects>.

This webpage provides a summary of the many projects underway across the Division, including links to pages outlining the specifics for each effort.



QUESTIONS?

HR Compensation
comp@unm.edu



EOD UPDATES

Bonnie Minkus Holmes, Ph.D.

Employee & Organizational Development Consultant

Kate Williams, M.A.

Employee & Organizational Development Consultant

GUIDELINES FOR THE PERFORMANCE DISCUSSION

- Now that the performance evaluation has been submitted, the next step, the Performance Discussion is scheduled.
- The Performance Discussion is a meaningful conversation between the manager and employee that will encourage growth and learning.
- It makes mutual expectations clear and sets goals for both parties.
- It maintains open lines of communication.



PRINT A COPY OF THE REVIEW

2020 Annual Performance Evaluation

Options ▾

Add Co-Planners
Attachments
Print Review
Print Reviewee Version

Louie Lobo
1/1/2020 - 12/31/2020

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

This is a good time to print a copy of the review! Remember employee will not see supervisor comments until supervisor has signed and submitted the review.

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

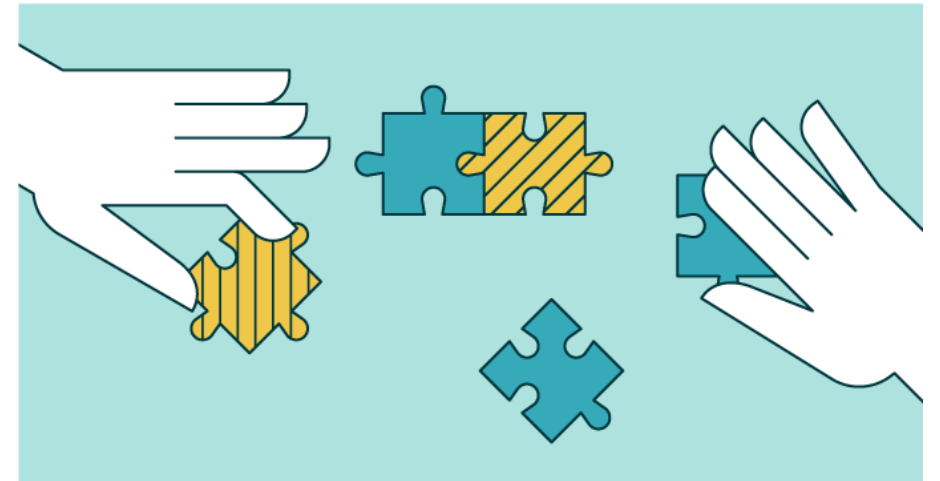
THE PERFORMANCE DISCUSSION

- Shift your mindset from evaluator to coach.
- “Regular” one-on-ones should be occurring with direct reports.
- Listen with curiosity instead of certainty.
- Ask a lot of questions:
 - Clarifying to deepen understanding– “tell me more about _____”
 - Open ended to explore options- “What have you done so far about _____?”
 - Insightful to generate creative thinking- “Think about a time when _____ was working, how can we get back to that?”



WHAT IS EFFECTIVE FEEDBACK?

- Spirit of improvement
- Moves an individual or team forward
- Non judgmental
- Continuous and in the moment
- Honest and conversational
- Inquisitive
- Specific
- Descriptive not critical
- Mainly focused on building strengths



TIPS AND SUGGESTIONS

Sample wording for job responsibility and goal evaluation:

<https://hr.unm.edu/pep-goals-cv19>

- Remember that if this was not an ongoing problem before COVID to be mindful that performance might have been affected by factors that were out of your direct report's control.

Most common issues we have received:

- Logging in with salud.unm.edu – remember use net id; password reset call IT at 505-277-5757.
- Reopening steps – do not click submit until all goals have been entered.
- Duplicate probation- Let us know and we will delete the duplicate – direct reports do not have to complete 2 probation reviews.

PROFESSIONAL DEVELOPMENT

Key Distinctions: ULead Online and Career Pathways

ULead Online	Career Pathways
Live, synchronous virtual classes	Live, synchronous virtual classes with some options for asynchronous virtual classes
6 week program with a cohort	12 months duration, self-paced, no cohort
3 Learning Paths	4 Learning Paths
Includes a final group project	Includes final reflection “capstone” project
Attend 4 core courses and 2 Learning Path sessions, plus Wellness content and online content	Choice of 3 core classes and 2 electives
Offered in 2 cohorts in spring and fall	Offered year round, rolling start



QUESTIONS?

EOD | eod@unm.edu

PEP | pep@unm.edu



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UNM “WORK COMP 101”

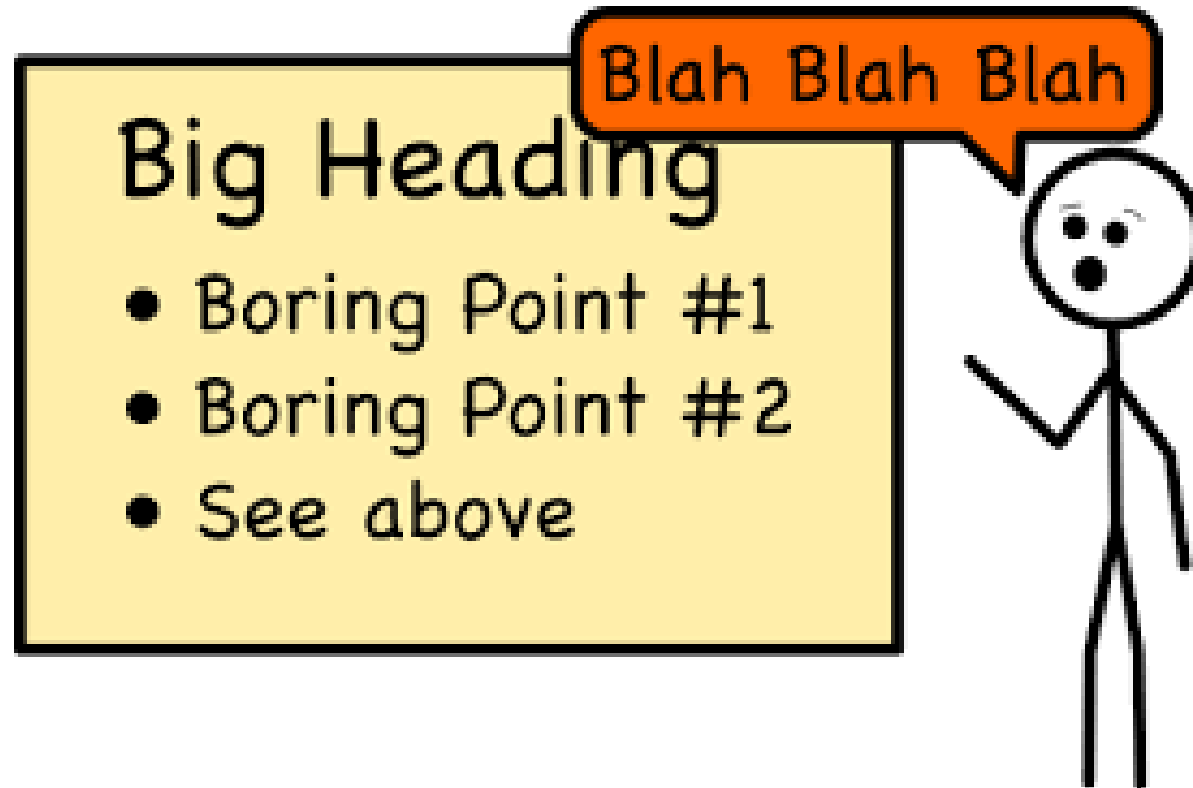
Ammie Corbett

Risk Services Claims Specialist

UNM DEPARTMENT OF RISK SERVICES

- Formerly a part of Safety and Risk Services
- Now operating under the Department of the Controller
- Our team:
 - Joseph Malouff – Manager
 - Ammie Corbett – Claims Specialist
 - Mike Tuttle – Consultant
 - Kathy Jacques – Financial Analyst

WORK COMP 101



WHAT IS “WORK COMP?”

Workers' compensation is a system of insurance that protects workers and employers from some of the losses caused by on-the-job accidents and job-related illnesses.*

*State of New Mexico Workers Compensation Administration

WHY IS IT CALLED A 'WORK COMP CLAIM?'



Think about what we do when our vehicles are damaged.

Employers must follow similar steps when an employee is injured.



COVERAGE

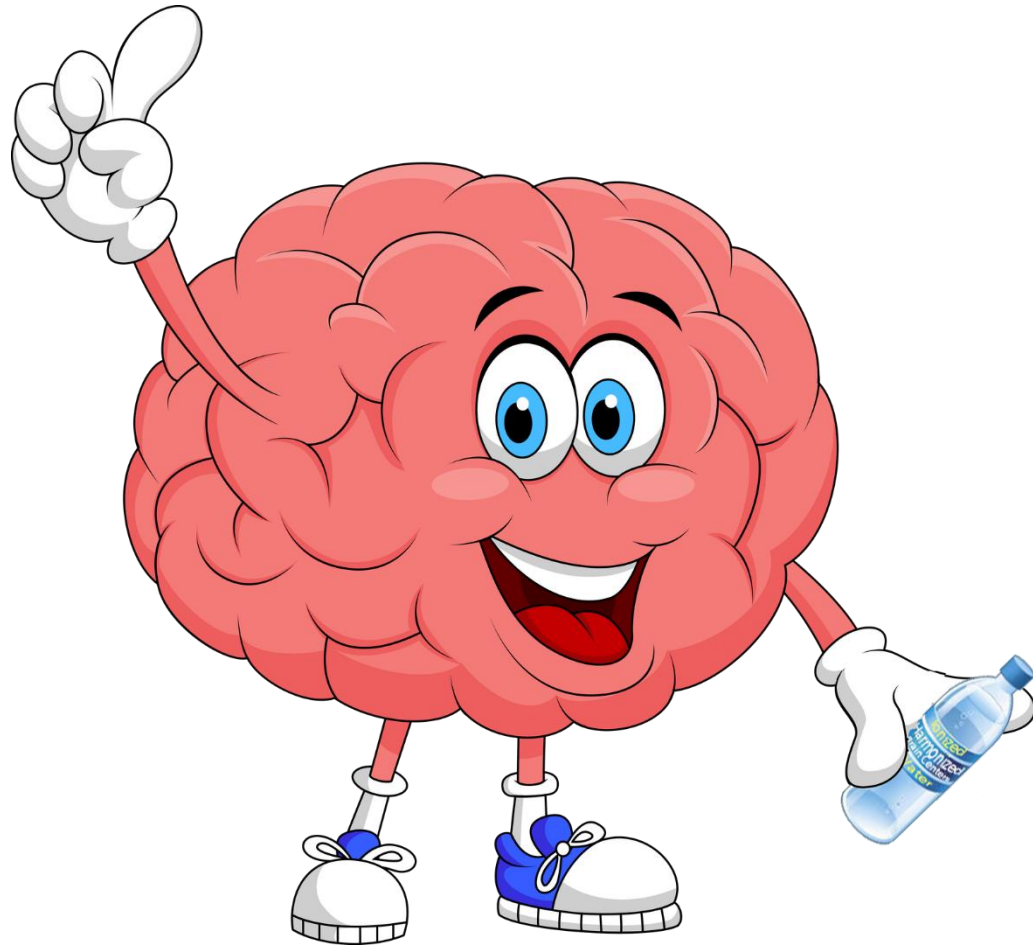


- Injuries occurring while working or at work
- Injuries while traveling for work
- Illnesses contracted due to work related exposure

WHO PLAYS A PART IN THE CLAIM?



'BRAIN BREAK' - QUESTIONS

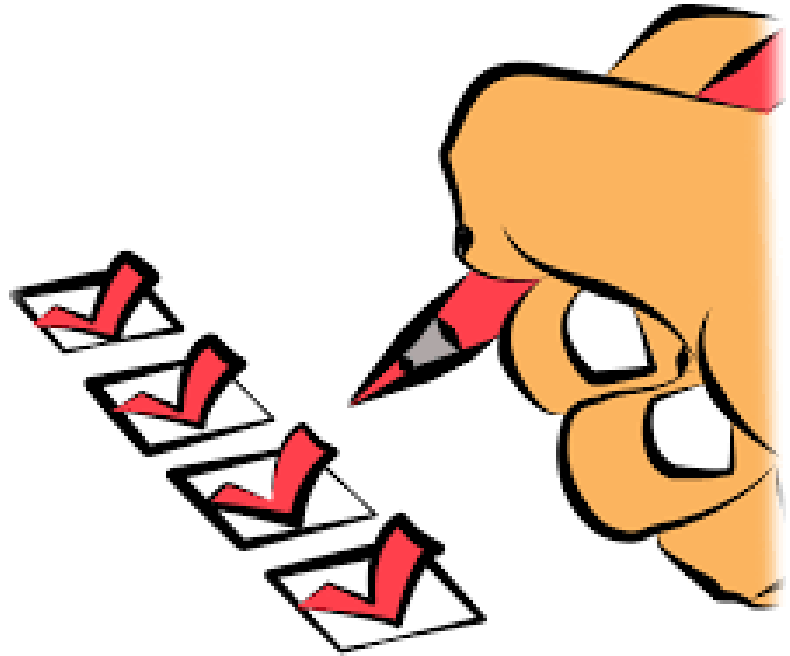


THE SUPERVISOR

- Provide formwork
- Send for medical treatment ASAP
- Cannot refuse any injuries claimed
- Allow time for appointments
- Accept provider restrictions



RISK SERVICES



- Provide formwork
- Submit all injuries claimed
- Provide support
- Ensure timely and effective management of claims

THE ADJUSTER

- Investigate the claim
- Review medical records and referrals
- Approve or deny providers' requests
- Ensure payment for evaluation, treatment, and wage reimbursement



THE EMPLOYEE



- Notify supervisor within 15 days
- Complete formwork immediately
- Attend all scheduled appointments
- Provide any Return to Work forms to supervisor following appointments

WHILE THE CLAIM IS OPEN

- Attends provider visits as scheduled.
- Follows through with treatment plan.
- Provides “return to work” forms to supervisor/risk services/HR

Employee

Supervisor

- Provides “return to work” forms to HR and Risk Services
- Reviews work restrictions after each appointment
- Requests assistance from HR and Risk Services whenever necessary

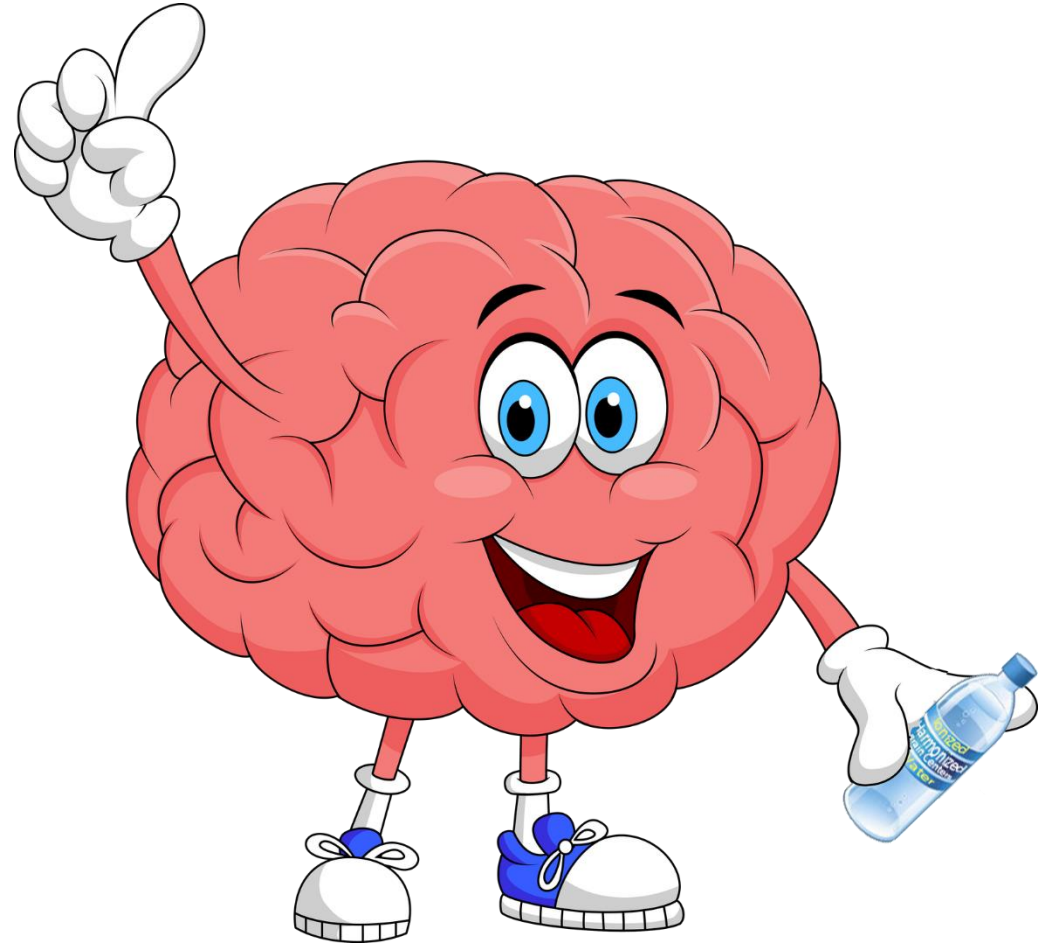
- Responsible for all payments
- Reviews all medical records – approval/denial
- Remains in contact with Risk Services and Employee
- “Custodian of Record”

Adjuster

Risk Services

- Remains in contact with all parties
- Reviews “return to work” form and assists supervisor and department with accommodations
- Ensures timely claim management

'BRAIN BREAK' - QUESTIONS



RETURNING TO WORK

- Often there will be no work restrictions
 - Restrictions will vary based on multiple factors
 - *We want* our employees to remain working but are not legally required to accommodate them
 - Communication, teamwork, and planning are key!
-
- The 'return to work' form.....

FIN # 326106093

UNM COLLEGE OF ENGINEERING 12/18/2020 10:05:35 AM
AGENCY DEPARTMENT DATE TIME

Employee & Injury Info

LAST NAME FIRST NAME MI UNM ID / UH MRN 259-1818
JOB TITLE WORK PHONE F
SUPERVISOR NAME SUPERVISOR PHONE CHART Location
 Work Related P/U 5-12-20 NEW REPORT
 NOT Work Related INCIDENT DATE INCIDENT LOCATION TIME

Released for REGULAR ACTIVITY: NO RESTRICTIONS as of date: _____
 NOT released for work until next evaluation as scheduled below
 RETURN TO WORK with the following RESTRICTIONS on 12/18/2020

Released to Work or Not

Supervisor please call clinic or worker's compensation specialist if unable to accommodate restrictions

Restriction Details

LIMIT WORK SHIFTS TO _____ HOURS
 NO LIFT/CARRY MORE THAN 10 POUNDS
 NO REPETITIVE BEND/TWIST AT THE WAIST
 LIMIT STANDING/WALKING TO _____ HOURS
 NO PUSHING/PULLING more 10 lbs
 NO CLIMBING STAIRS/LADDERS/STEPSTOOLS
 CHANGE POSITION FREQUENTLY
 NO OVERHEAD REACH: Right / Left ARM
 NO USE OF Right / Left : ARM / HAND
 NO SQUAT / KNEEL
 KEEP Right / Left FOOT ELEVATED
 OTHER
No driving & bright lights
No use of heavy machinery, no use of tools

Restrictions Expire NEXT VISIT: 01/15/2020 AT 10:00 A.M./P.M. Return as needed

Other Appointments: Psychiatrist referral, P.T., E-p Doctor
(PT/OT should be scheduled before other work starts, when possible)
PROVIDER SIGNATURE / DATE

Follow Up Info

MMI: NO YES, Date _____ with _____ SPPD

EMPLOYEE VERBALIZES UNDERSTANDING OF DISCHARGE INSTRUCTIONS:
EMPLOYEE SIGNATURE

IMPORTANT RULES

- Employee's *right* to file – we cannot deny them
- There can be no penalization for filing
- Cannot file without **all** completed formwork
- When litigated, no discussion permitted
- Abq- we direct care – EOHS
- Branch campuses – employees choose care
- Wage reimbursement
 - Eligible after 7 days out of work
 - 2/3 wages



KEY POINTS TO TAKE AWAY

- Employer must allow employee to file and cannot penalize employee for doing so
- Formwork, formwork, formwork
- We support and speak for the employee
- Returning to work is in everyone's best interest
- **ALL** questions are welcome and encouraged



HR CONSULTANT ROLE

Your HR Consultant will guide supervisors on:

- Employee leave types (Annual, Sick, FMLA) in conjunction with Workers' Compensation
- Employee's return to work process
- Employee ADA matters

HR Consultants do not advise or guide on Workers' Compensation processes or procedures.

QUESTIONS?



We are here to serve UNM!

risksvcs@unm.edu
risk.unm.edu



MORE QUESTIONS?

Ammie Corbett

505-273-1573 | ammiecorbett@unm.edu



HUMAN
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GENERAL QUESTIONS & DISCUSSION



**HUMAN
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NEXT FORUM

Tuesday, April 6, 10:30 A.M. via Zoom

FIND FUTURE FORUM DATES AT

hr.unm.edu/hr-forums



**HUMAN
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1700

HUMAN RESOURCES

THANK YOU!

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

THE UNIVERSITY OF NEW MEXICO