



1700

# HUMAN RESOURCES

**HR Forum**  
**Feb. 11 & 13, 2020**

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

**THE UNIVERSITY OF NEW MEXICO**

# AGENDA

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- Welcome and Updates
  - Farewell | SHRM New Mexico Conference
- Special Presentation: Supportive Listening, Ombuds
- Client Services Updates
  - Criminal Conviction Certification
  - Affirmative Action Self-Identification
  - Employment of People with Disabilities
- Update to Minimum Wage
- Employee & Organizational Development (EOD) News
  - Learning Central Upgrade
  - PEP 2019
  - HSC Staff Mentorship Program
- April Forum Dates have Changed!

# FAREWELL

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- **Angel Porras**
  - Sr. HR Consultant, Client Services
  - End Date: Jan. 17

# SHRM NEW MEXICO 2020

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Magdalena Vigil-Tullar

Retiree! 😊

# SHRM NEW MEXICO 2020

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April 20-21

Isleta Resort & Casino

For more information and to register:

<http://bit.ly/HRPowerUp>



# PRESENTATIONS



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# SUPPORTIVE LISTENING

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JoEllen Ransom, Staff Ombudsperson

Anne Lightsey, Associate Ombuds

Ombuds Services for Staff





# QUESTIONS?

Ombuds Services for Staff

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# CLIENT SERVICES UPDATES

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Kathy Agnew

Executive Director, Client Services

# CRIMINAL CONVICTION CERTIFICATION

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- UAP 3280: Background Checks
  - *In order to minimize risks to University safety and security, applicants selected for and employees occupying certain staff and student positions designated as "safety or security sensitive" must undergo background checks.*
  - *All background checks will be conducted by trained individuals in accordance with all applicable laws and regulations including, but not limited to, the New Mexico Criminal Offender Employment Act, New Mexico Caregivers Criminal History Screening Act, Federal Fair Credit Reporting Act (FCRA), and Occupational Safety and Health Administration (OSHA) regulations.*
  - *The information obtained in a background check and the final status of the check are confidential, and the **use of such information in making a hiring decision is limited by law.** To ensure compliance with state and federal laws, consistency in application, and confidentiality, background checks will be administered by HR.*

# CRIMINAL CONVICTION CERTIFICATION

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## What Has Changed?

- The Criminal Conviction Certification form will be collected from the selected candidate as part of the on-boarding process and reviewed by central HR.
- For those “safety or security sensitive” positions where a background check is required, the offer letter will include a conditional language.





# AFFIRMATIVE ACTION SELF-IDENTIFICATION

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- Laws Enforced by the Office of Federal Contract Compliance Programs (OFCCP) include Executive Order 11246, which prohibits employment discrimination and requires contractors (UNM) to take affirmative action to ensure equal employment opportunity in their employment processes.
- The Educational Institutions Technical Assistance Guide (TAG) outlines the compliance evaluations that Education Institutions are subject to and can be found at:  
<https://www.dol.gov/ofccp/CAGuides/files/OFCCP-EI-TAG.pdf>

# AFFIRMATIVE ACTION SELF-IDENTIFICATION

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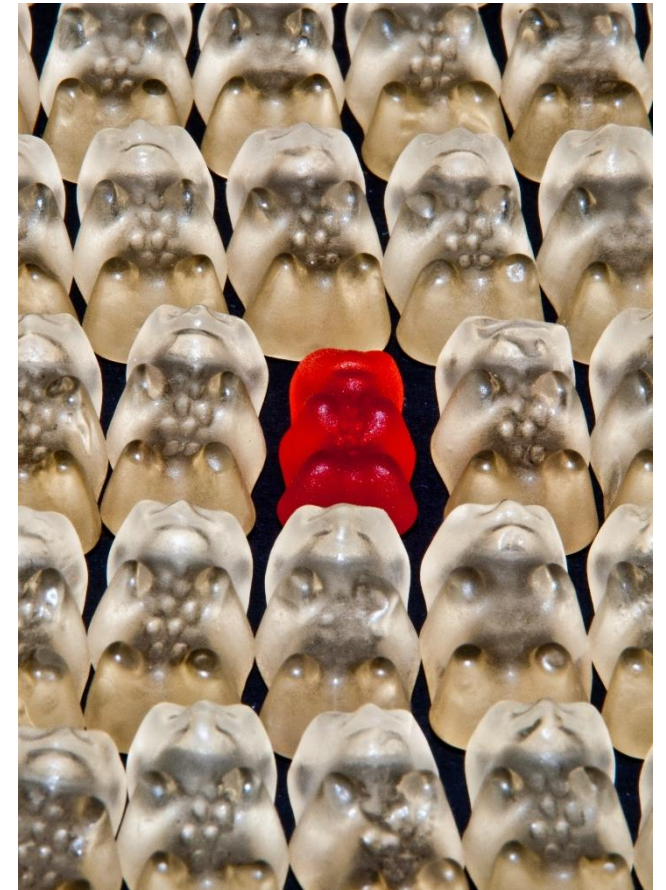
The Educational Institutions TAG indicates that UNM must invite applicants to identify their sex, race, and ethnicity, as well as whether they are a protected veteran or an individual with a disability. Under TAG, UNM is required to:

- Make these invitations completely voluntary
- Protect the confidentiality of the information provided by the applicant
- Keep all information on self-identification confidential
- Not utilize for employment decisions

# AFFIRMATIVE ACTION SELF-IDENTIFICATION


## What Has Changed?

- Applicants self-identification of a protected veteran or an individual with a disability, will not be visible to the hiring manager, hiring coordinators and search committee members.
- A report providing aggregate details of the applicant pool will be implemented to replace view of the applicant self-identification. This information can be utilized by the hiring department to determine if the pool is sufficiently diverse.





# AFFIRMATIVE ACTION SELF-IDENTIFICATION



# HR Reports

Help | sgonzales3

- Home
- UNMJobs 2.0
- UNMJobs Legacy Re...

Parameters

Enter Requisition ID (e.g. req1234)  Submit

Job Title: **Visiting Scholar**      Display Title: **Visiting Scholar**

Org: **412D**

Search:  Go Actions

Question

Question : GENDER	
Selection	Responses
Female	20
Decline to specify	2
Male	9

Question : HISPANIC	
Selection	Responses
Decline to Specify	3
No	17
Yes	11

Question : RACE	
Selection	Responses

# EMPLOYMENT OF PEOPLE WITH DISABILITIES

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- The University of New Mexico Staff Council adopted Resolution #3, **Employment of People with Disabilities** on May 21, 2019.
- One of the tasks was to Create a more welcoming culture for people with disabilities.
- Therefore, effective immediately, HR will establish and communicate the following:
  - A process for applicants to request accommodations.
  - A process for applicant grievances/appeals.
  - Availability of training for supervisors and others related to compliance, sensitivity, protocols and resources.
  - Compliance in posting announcement language and job descriptions related to requirements of the job.





# QUESTIONS?

Kathy Agnew, Executive Director, Client Services  
505-277-6575 | [agnewk@unm.edu](mailto:agnewk@unm.edu)





# UPDATE TO MINIMUM WAGE

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Stacie Jackson  
Mgr, HR Compensation

# UPDATE TO MINIMUM WAGE

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In 2019, the NM legislature amended the NM Minimum Wage Act, enforcing annual increases to the state minimum wage, as follows:

Effective Date	Minimum Wage Requirement
January 1, 2020	\$9.00 per hour
January 1, 2021	\$10.50 per hour
January 1, 2022	\$11.50 per hour
January 1, 2023	\$12.00 per hour

While the Division of Human Resources evaluates the overarching impact to UNM, departments are encouraged to look proactively at their pay practices.

# UPDATE TO MINIMUM WAGE

Grade	MINIMUM			1st QUARTILE			MIDPOINT			3rd QUARTILE			MAXIMUM		
	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual	Hourly	Monthly	Annual
3	9.00	1,560.00	18,720.00	10.53	1,824.33	21,892.00	12.05	2,088.67	25,064.00	14.46	2,506.40	30,076.80	16.87	2,924.13	35,089.60
4	9.04	1,566.52	18,798.29	10.84	1,879.60	22,555.15	12.65	2,192.67	26,312.00	15.18	2,631.20	31,574.40	17.71	3,069.73	36,836.80
5	9.49	1,644.85	19,738.21	11.39	1,974.23	23,690.70	13.29	2,303.60	27,643.20	15.95	2,763.80	33,165.60	18.60	3,224.00	38,688.00
6	9.96	1,727.14	20,725.71	11.96	2,072.57	24,870.86	13.95	2,418.00	29,016.00	16.74	2,901.60	34,819.20	19.53	3,385.20	40,622.40
7	10.23	1,773.78	21,285.33	12.79	2,217.22	26,606.67	15.35	2,660.67	31,928.00	17.91	3,104.11	37,249.33	20.47	3,547.56	42,570.67
8	11.25	1,950.58	23,406.93	14.07	2,438.22	29,258.67	16.88	2,925.87	35,110.40	19.69	3,413.51	40,962.13	22.51	3,901.16	46,813.87
9	12.38	2,145.87	25,750.40	15.48	2,682.33	32,188.00	18.57	3,218.80	38,625.60	21.67	3,755.27	45,063.20	24.76	4,291.73	51,500.80
10	13.62	2,360.80	28,329.60	17.03	2,951.00	35,412.00	20.43	3,541.20	42,494.40	23.84	4,131.40	49,576.80	27.24	4,721.60	56,659.20
11	17.10	2,964.00	35,568.00	18.73	3,245.67	38,948.00	22.47	3,894.80	46,737.60	26.22	4,543.93	54,527.20	29.96	5,193.07	62,316.80
12	18.46	3,199.73	38,396.80	21.53	3,732.62	44,791.42	25.84	4,478.93	53,747.20	30.15	5,225.42	62,705.07	34.45	5,971.91	71,662.93
13	19.81	3,434.31	41,211.73	24.77	4,292.89	51,514.67	29.72	5,151.47	61,817.60	34.67	6,010.04	72,120.53	39.63	6,868.62	82,423.47
14	22.83	3,956.33	47,476.00	28.50	4,940.43	59,285.20	34.18	5,924.53	71,094.40	39.88	6,911.96	82,943.47	45.57	7,899.38	94,792.53
15	27.34	4,738.93	56,867.20	34.18	5,923.67	71,084.00	41.01	7,108.40	85,300.80	47.85	8,293.13	99,517.60	54.68	9,477.87	113,734.40
16	32.81	5,687.64	68,251.73	41.02	7,109.56	85,314.67	49.22	8,531.47	102,377.60	57.42	9,953.38	119,440.53	65.63	11,375.29	136,503.47
17	39.37	6,824.71	81,896.53	49.22	8,530.89	102,370.67	59.06	10,237.07	122,844.80	68.90	11,943.24	143,318.93	78.75	13,649.42	163,793.07
18	47.25	8,189.42	98,273.07	59.06	10,236.78	122,841.33	70.87	12,284.13	147,409.60	82.68	14,331.49	171,977.87	94.49	16,378.84	196,546.13
19	56.69	9,826.84	117,922.13	70.87	12,283.56	147,402.67	85.04	14,740.27	176,883.20	99.21	17,196.98	206,363.73	113.39	19,653.69	235,844.27
20	68.03	11,792.44	141,509.33	85.04	14,740.56	176,886.67	102.05	17,688.67	212,264.00	119.06	20,636.78	247,641.33	136.07	23,584.89	283,018.67

Status updates and helpful information published at <https://hr.unm.edu/minimum-wage-changes>





# QUESTIONS?

HR Compensation

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# LEARNING CENTRAL UPGRADE

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John Rodriguez

Manager, Employee & Organizational Development



# 2020 MANDATORY TRAINING

- Learning Central is currently being upgraded to the cloud, once this is complete we hope to open 2020 Mandatory training some time in March
- New employees will have 30 days from the day we open the training to complete the courses
- Be on the look out for communications from EOD in the upcoming weeks





# PEP 2019

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Bonnie Minkus-Holmes PhD

EOD Consultant

Employee & Organizational Development



# PEP WORKING SESSIONS

**Performance Evaluation Deadline: March 1<sup>st</sup>! Need help?  
Working sessions available for all staff and supervisors.**

February			
Feb. 4	9 to 11 a.m.	Lobo Lab	Working Session
Feb. 11	2 to 4 p.m.	Lobo Lab	Working Session
Feb. 18	9 to 11 a.m.	Lobo Lab	Working Session
Feb. 25	9 to 11 a.m.	Lobo Lab	Working Session
Feb. 28	2 to 4 p.m.	HSLIC 226	Working Session
Branch PEP 101			
	Feb. 13	UNM-Taos	
	Feb. 21	UNM-Gallup	

**EOD is available for Department PEP 101- Contact us! [eod@unm.edu](mailto:eod@unm.edu)**

<https://hr.unm.edu/pep-working-sessions>





# QUESTIONS?

**EOD**

**505-277-1555**

**[pep@unm.edu](mailto:pep@unm.edu)**



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# HSC MENTORSHIP PROGRAM

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Bonnie Minkus-Holmes

EOD Consultant, Employee & Organizational Development

# HSC STAFF MENTORSHIP PROGRAM

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## Staff Mentorship Program



UNM Health Sciences Center employees open to exploring a mentee/mentor relationship can apply to take part in the UNM HSC Mentorship Program.

### Mission Statement

The mission for the HSC Staff Mentoring Program is to provide HSC staff with experiences and resources to explore the many opportunities for growth at the university.

<https://hsc.unm.edu/programs/mentorship/>



# QUESTIONS?

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I welcome Change  
as long as nothing  
is altered or  
different than  
before.

**APRIL FORUM  
DATE  
CHANGE!**

**APRIL 7 & 9**



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1700

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**NEXT HR FORUMS**

**April 7 & 9**

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

THE UNIVERSITY OF NEW MEXICO