

AGENDA

- Welcome
- Client Services Announcements
- HR Announcements
 - Welcomes | Farewells | Staffing Changes
- Presentations
 - Complimentary Financial & Retirement Planning
 - PEP
 - Processing Times for Transaction Center/Comp Actions
 - Vaccine Mandates and Testing



CLIENT SERVICES ANNOUNCEMENTS

Policy Changes

Proposed policy changes in the UAP Manual:

UAP 3225 ("Separation of Employment")

UAP 3415 ("Leave with Pay")

UAP 3435 ("Inclement Weather")

Proposed revisions to the three existing policies have been posted for a 30-day, all-campus review and comment period from **February 4 through March 6, 2022**.

To comment on the policy drafts, click on the links for the individual policies below or email policy@unm.edu.



HR ANNOUNCEMENTS

WELCOME!



Oceana Black Elk – Operations Specialist, Employee & Organizational Development Start Date: Dec. 20

Leah Adent – Health Education Consultant, Benefits & Employee Wellness Start Date: Feb. 7

HR ANNOUNCEMENTS

FAREWELL!



Roxanne Farfan - Business Services

End Date: Feb. 4

Diana Goenaga – Service Center

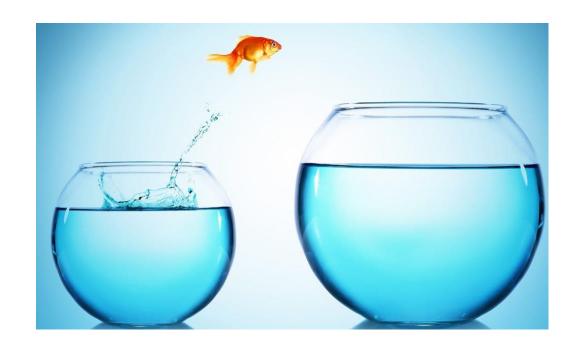
End Date: Jan. 11

STAFF CHANGES

Katherine Sullivan

Promoted from HR Consultant to Sr. Compensation Specialist

Congratulations Katherine!



HR ANNOUNCEMENTS

- New EPAF SEP10 Non-Discipline Separation
- Currently used only for Vaccine Mandate Non-Compliance separations
- More to come

PRESENTATIONS



COMPLIMENTARY FINANCIAL & RETIREMENT PLANNING

Cherie Knight, MA, ChFC, Projects Specialist HR Benefits & Employee Wellness



COMPLIMENTARY FINANCIAL & RETIREMENT PLANNING



ARE YOUR FACULTY & STAFF RECEIVING UNSOLICITED OFFERS FOR THIS TYPE OF PLANNING?

This is SPAM! See FastInfo 3708, What do I do if I receive spam? for instructions.

UNM partners with <u>five</u> companies whose local advisors have agreed to provide complimentary financial planning, including retirement projections, by appointment:

- Licensed representatives from AIG, Fidelity, Nusenda, TIAA, and Voya are available by appointment
- Employees can visit https://hr.unm.edu/retirement/financial-services-representatives

New Mexico Educational Retirement Board (NMERB) offers pre-retirement planning consultations at https://www.nmerb.org/online-appointments/



QUESTIONS?

Cherie Knight, MA, ChFC, Projects Specialist cheriejean56@unm.edu



PEP REMINDERS

Bonnie Minkus-Holmes, PhD, Manager Kate Williams, MA, Sr. EOD Consultant Employee & Organizational Development



PERFORMANCE EVALUATION PROCESS

- PEP will be due on March 31
- We will now be using the Supervisor field instead of the Manager/"Reports-To" field for the routing of reviews. If someone is not assigned to the correct Supervisor, departments just need to submit an EPAF to change the Supervisor



Working sessions on website at hr.unm.edu/performance-evaluation



PERFORMANCE EVALUATION PROCESS

- Employees should be completing their self-evaluations
- If you do not see an Employee in your queue for the Manager Review- make sure they clicked on SUBMIT
- Encourage people to attend a working session and we can help them with any issues







QUESTIONS?

EOD eod@unm.edu



CLIENT SERVICES UPDATES

Mike Brown, HR Manager

PROCESSING PERSONNEL ACTIONS

- Significant Increases in UNMJobs Requisitions and Hiring
- Delays as a result of staffing absences in Dec/Jan
- Priorities when HRTC staffing levels not optimal
 - Actions associated with a person (EPAFs, Comp Action, Hiring Actions)
 - Payroll deadlines



VACCINE MANDATE - BOOSTER COMPLIANCE

- Fully Vaccinated includes booster when eligible
- January 17, 2022 Compliance Date those that received full dose of Pfizer, Moderna on or before June 15, 2021 and Johnson & Johnson on or before Oct 15, 2021.
- HR Consultants working with departments
- Reports:
 - Access granted to HR Agents Only
 - Reports are up to date
- Non-Compliance steps remain the same:
 - https://bringbackthepack.unm.edu/employees/non-compliance-with-cspsstaff.html
- https://bringbackthepack.unm.edu/vaccine/vaccine-requirement.html



MANAGING SYMPTOMS, EXPOSURE AND POSITIVE CASES

- Changes to Self-Report Positive COVID-19 Diagnosis
 - No PCR test required if a positive at-home rapid test
 - No longer required to receive a release to return to work from Call Center
- Changes to Experiencing Symptoms of COVID-19
 - Report symptoms through the <u>online symptom survey</u>
 - No longer required to receive a release to return to work from Call Center
- Changes to Close Contact Exposure to COVID-19
 - Guidelines differ depending on vaccination status
 - Vaccinated not required to quarantine
 - Unvaccinated stay home for 5 days
- https://bringbackthepack.unm.edu/employees/managing-exposureand-positive-cases.html





QUESTIONS?

Client Services clientsv@unm.edu



GENERAL QUESTIONS & DISCUSSION



