



1700

HUMAN RESOURCES

HR Forum June 7, 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
 - Transaction Center Updates
 - Client Services Website Changes
 - NMERB Return to Work Program
 - Absence Management – New FMLA Updates
 - HR Compensation – Reclassification Guidelines and SPET Updates
 - Office for Academic Personnel – Main & Branch Campus Faculty Updates

CLIENT SERVICES ANNOUNCEMENTS

Policy Changes – APPROVED!

Policy changes in the UAP Manual:

UAP 3225 (“Separation of Employment”)

UAP 3415 (“Leave with Pay”)

UAP 3435 (“Inclement Weather”) _

The proposed revisions to the three existing policies have been approved as of **June 1, 2022**

The policy drafts were disseminated to constituent group representatives, posted for a 30-day, all-campus review and comment period from February 4, 2022 through March 6, 2022, and then, as appropriate, revised based on the comments received on the drafts.

HR ANNOUNCEMENTS

WELCOME!



Melanie Lopez – HR Compensation Manager, April 11

Steve Howe – Communications & Outreach Specialist, April 11

Teri Segura – HR Project Specialist, April 25

Samantha Linney – HR Project Specialist, May 2

Stephanie Dominquez – HR Benefits & Employee Wellness, May 9

HR ANNOUNCEMENTS

FAREWELL! 🙄

Amy Atiano – HR Analyst, April 15

Andrea Salas – Transaction Center Rep, April 29

Brandy Gonzalez – Sr. Transaction Center Rep, April 29

Regina Alvarado-Nau – Benefits Specialist, April 30

Heather Bouschet – Sr. Transaction Center Rep, May 6

Ariana Castillo-Munguia – HR Transaction Center Representative, March 8

Cherie Knight – HR Project Specialist, June 6

STAFF CHANGES

Mike Brown

Promoted from HR Client Services
Manager to Client Services
Director

Congratulations Mike!



HR ANNOUNCEMENTS

REMINDERS

- COVID-19 Paid Leave program (expansion of sick leave) expired May 31
- Temporary Annual Leave expansion expires on August 31
 - All leave balances over 252 will be reduced back down to 252.
 - Excess hours will be forfeited; therefore, employees will not be compensated or paid out for excess leave hours.

PRESENTATIONS



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TRANSACTION CENTER UPDATES

Mike Brown, Director, HR Client Services

TRANSACTION CENTER

- Will transition to processing all transactions such as EPAFs, EPANs, Non-Standard Payments, etc.
- Will handle the Banner data entry part of the hiring process.
- Ensure documents are placed in employee's electronic personnel file.
- Error reports

HR ANALYST

- Process postings and hires
 - Compliance to policy
 - Background checks
 - Recruitment
- Main point of contact with departments

TRANSACTION CENTER CHANGES

- Transition of duties has started
- In the process of hiring replacement staff
- Changes will streamline processes and set clear division of responsibilities
- Goal is to provide a higher level of customer service
- Develop experts in personnel actions, posting, hiring, etc.



QUESTIONS?

Mike Brown, Director, HR Client Services

mikebrown@unm.edu



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CLIENT SERVICES WEBSITE CHANGE

Kathy Agnew, Assistant Vice President, Human Resources

CLIENT SERVICES WEB SITE

- Develop webpage for Client Services
- Page will highlight Recruitment and Staffing Services
- Developed a web based form used to request:
 - Recruitment and Staffing Services
 - Advertising Services
 - Background check
- [UNM HR Recruitment and Staffing Services Services Request Form \(smartsheet.com\)](#)



QUESTIONS?

Kathy Agnew, Assistant Vice President, Human Resources
agnwk@unm.edu



2022 NMERB RETURN TO WORK PROGRAM WITH CONTINUED PENSION BENEFITS

Stephanie Dominguez

Sr. Benefits Specialist, Benefits & Employee
Wellness

2022 NMERB RETURN TO WORK PROGRAM WITH CONTINUED PENSION BENEFITS

- Reminder: Retirees returning to work must submit an RTW application to the NMERB and be approved before returning to work
- New RTW provision: 90-day layout and can return to any FTE, but restricted to working for 36 consecutive or non-consecutive months
 - Non-refundable contributions are required, no additional service credit is earned
- Other Provisions Remain
 - RTW .25 FTE or less
 - 12-month layout (sunsets 12/31/2023)
 - Non-refundable contributions are required, no additional service credit is earned
 - 90-day layout and restricted to \$15k annual earnings
- Resources
 - [NMERB RTW Comparison Table](#)



QUESTIONS?

Benefits & Employee Wellness

hrbenefits@unm.edu



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ABSENCE MANAGEMENT

Maria “Josy” Reyna
HR Analyst

Katy Moyers
HR Analyst

NEW FMLA UPDATES

- Online Employee FMLA Inquiry Form is available on the FMLA webpage.
- Secure Document Submission Upload is available for FMLA and CAT leave Requests, along with required medical documentation.
 - Link: <https://hr.unm.edu/upload>
- Updated FMLA forms and related information are posted on the FMLA webpage to reflect these changes.

UPCOMING CHANGES

- Implementation of FMLA tracking within Banner is expected early fall.
- Resource materials for supervisors and employees anticipated to be available in August.
 - (Ex. FMLA training guides and videos in both English & Spanish)
- FMLA training/workshops for departments anticipated to be available in August as well.



QUESTIONS?

Absence Management

505-277-6947 | absence@unm.edu



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HR COMPENSATION UPDATES

Melanie Lopez

Manager, HR Compensation

HR COMPENSATION UPDATES

- Reclassification Guidelines
- Salary Placement Equity Tool (SPET)



QUESTIONS?

Melanie Lopez, Manager, HR Compensation

melanielopez08@unm.edu



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OFFICE FOR ACADEMIC PERSONNEL – MAIN & BRANCH CAMPUS FACULTY UPDATES

Emily Luman

Director, Office for Academic Personnel

OFFICE FOR ACADEMIC PERSONNEL

Main and Branch Campus Faculty Updates



TERM TEACHING FACULTY

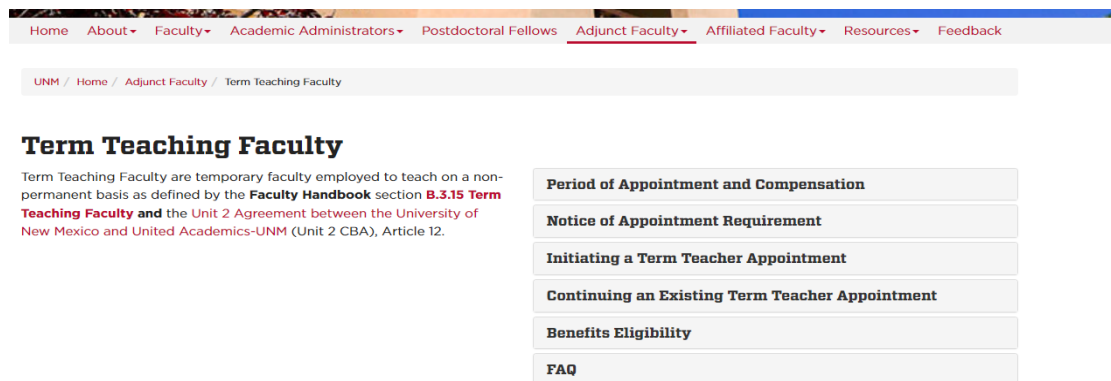
- Encourage departments to identify Temporary Part-Time Faculty who are eligible for Term Teaching contracts
 - Eligibility: Temporary Part-Time Faculty who have taught 2 or more courses in each of the past 3 Academic Years
- The **Unit 2 CBA, Article 12.B** defines the .50 FTE to teaching 4, 3-credit hour classes during the two terms of the academic year.
- To initiate a new Term Teacher appointment for an additional Academic Year, the department must submit the following documents to OAP by **July 24, 2022**:
 - Extend Non-Continuing Faculty Appointment Request Form, and
 - Term Teacher Appointment Letter
 - Pay Installment Election Form

EXTENDING TERM TEACHING CONTRACT

- To continue or extend an existing Term Teacher appointment for an additional Academic Year, the department must submit the following documents to OAP:
 - Extend Non-Continuing Faculty Appointment Request Form, and
 - Term Teacher Appointment Letter
- Requests to extend Term Teacher appointments for the AY22/23 must be submitted to OAP via faculty@unm.edu no later than **July 24, 2022**.

Term Teaching Faculty Website has been updated

<https://ofas.unm.edu/adjuncts/term-teaching-faculty.html>



The screenshot shows the website's navigation menu with options: Home, About, Faculty, Academic Administrators, Postdoctoral Fellows, Adjunct Faculty, Affiliated Faculty, Resources, and Feedback. The breadcrumb trail reads: UNM / Home / Adjunct Faculty / Term Teaching Faculty. The main heading is "Term Teaching Faculty". Below it, a paragraph states: "Term Teaching Faculty are temporary faculty employed to teach on a non-permanent basis as defined by the Faculty Handbook section B.3.15 Term Teaching Faculty and the Unit 2 Agreement between the University of New Mexico and United Academics-UNM (Unit 2 CBA), Article 12." To the right, a vertical list of links includes: Period of Appointment and Compensation, Notice of Appointment Requirement, Initiating a Term Teacher Appointment, Continuing an Existing Term Teacher Appointment, Benefits Eligibility, and FAQ.

VISITING FACULTY EXTENSION

- Extension of Visiting Faculty Extensions require a new offer letter every time they are extended
- A Visiting faculty appointment may not be renewed after three years
- To Extend a Visiting Faculty you must submit the following documents to **faculty@unm.edu**
 - [Visiting Appointment Letter Template \(Wet Signature\)](#)
 - [Extending Non Continuing Faculty Form](#)

TEMPORARY PART-TIME FACULTY UPDATE

- TPT Rehires must be hired through UNMjobs after a **2 year** absence from service
 - This is a change from the previous requirement for TPT Faculty to be hired through UNMjobs if they had a 1 year absence from service
- Non-exempt staff cannot hold a TPT assignment
- Academic/Fiscal Year Faculty cannot hold a TPT assignment

TPT Faculty Website has been updated

- <https://ofas.unm.edu/adjuncts/index.html>

Temporary Part-Time Faculty

Temporary Part-Time (TPT) faculty are temporary faculty hired to teach on a per-course basis as defined by the **Faculty Handbook** section **B2.3.10 Adjunct Titles**.

TPT terms and conditions of employment are governed by the **Unit 2 Agreement Between the University of New Mexico and United Academics-UNM (Unit 2 CBA)**.

TPT teaching assignments are subject to cancellation of classes due to under enrollments, significant mid-year budget rescissions (as determined by UNM administration) or other necessary changes in the work schedule of the department.

Period of Appointment and Compensation

Notice of Appointment Requirement

Benefits Eligibility

Resources For Departments

FAQ

JULY 1, 2022 – 4% MSU

- July 1 4% MSU will be automatically entered for Regular Faculty
- For TPT teaching a class during summer session that spans 7/1, on the Letter of Understanding list the pay rate effective at the start of the class (June, 2022) and include a note indicating that the TPT will receive a 4% increase effective 7/1/22.
- Research Faculty and Post Docs require a Compensation Change form using the MSU option for Type of Increase.
 - Submit the Compensation Change form to faculty@unm.edu
 - Deadline to submit these requests is June 20, 2022
- The current 07/01 record in Banner is incorrect, do not use the record when working on any action for faculty.





QUESTIONS?

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GENERAL QUESTIONS & DISCUSSION



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HUMAN RESOURCES

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

Next Forum: August 9, 10:30 a.m.