



1700

HUMAN RESOURCES

HR Forum June 8, 2021

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

AGENDA

- Welcome and Updates
- Annual Leave Temp Policy
- Remote/Telecommute Pilot Program
- Comp Updates & Union MSU
- NMERB Return to Work Process Reminder
- Staff Success Week
- Veteran Hiring Preference Program

WELCOME & FAREWELL

WELCOME!



Claudia Velasquez – Sr. HR Tech, Benefits & Employee
Wellness

Start Date: April 26

WELCOME & FAREWELL

FAREWELL!



Erica Olson - HR Analyst, Labor & Employee
Relations

End Date: May 21

PRESENTATIONS



HUMAN
RESOURCES

ANNUAL LEAVE TEMP POLICY

**Kathy Agnew, Executive Director
Client Services**

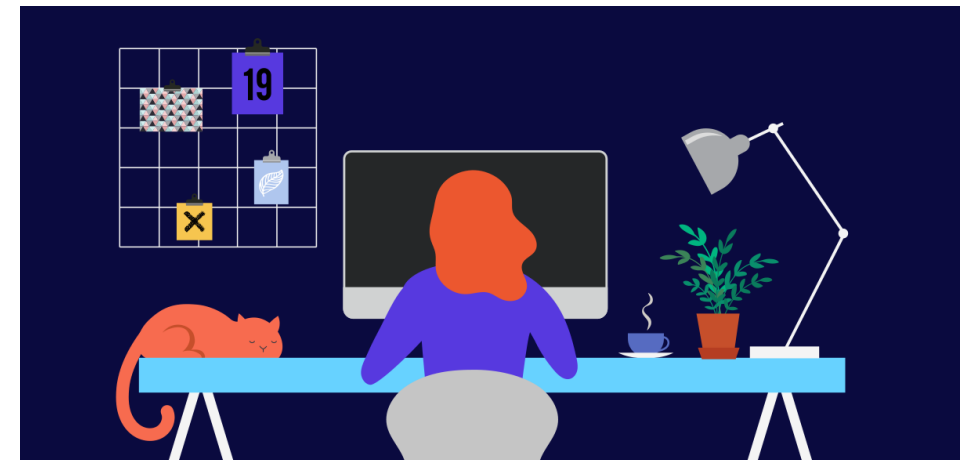
ANNUAL LEAVE TEMP POLICY

- Effective July 1, 2020, the maximum allowable accrued annual leave balance was increased from 252 hours to 308 hours.
- Increase is in effect until December 31, 2021.
 - At which time, any balances over 252 will be reduced to 252 with no payout.
- Employees should begin working with their supervisors to start planning leave usage before hours are reduced at the end of the year.
- Time off should be coordinated among employees to allow for continuity of department services.
- Read the full policy:
hr.unm.edu/docs/hr/annual-leave-temporary-policy-allowance.pdf



REMOTE/TELECOMMUTE PILOT PROGRAM

- Pilot has been well received
- Feedback received:
 - Updates to security sensitive data and equipment usage by IT
 - Distance to campus (emergency, etc.)
- Implementation University wide July 1





QUESTIONS?

HR Client Services
clientsv@unm.edu



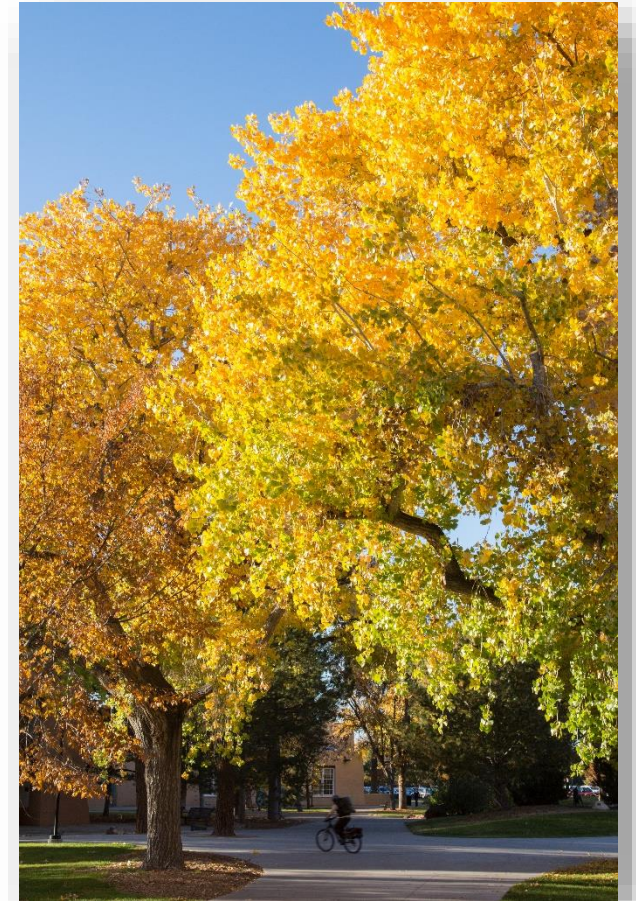
**HUMAN
RESOURCES**

COMPENSATION UPDATES

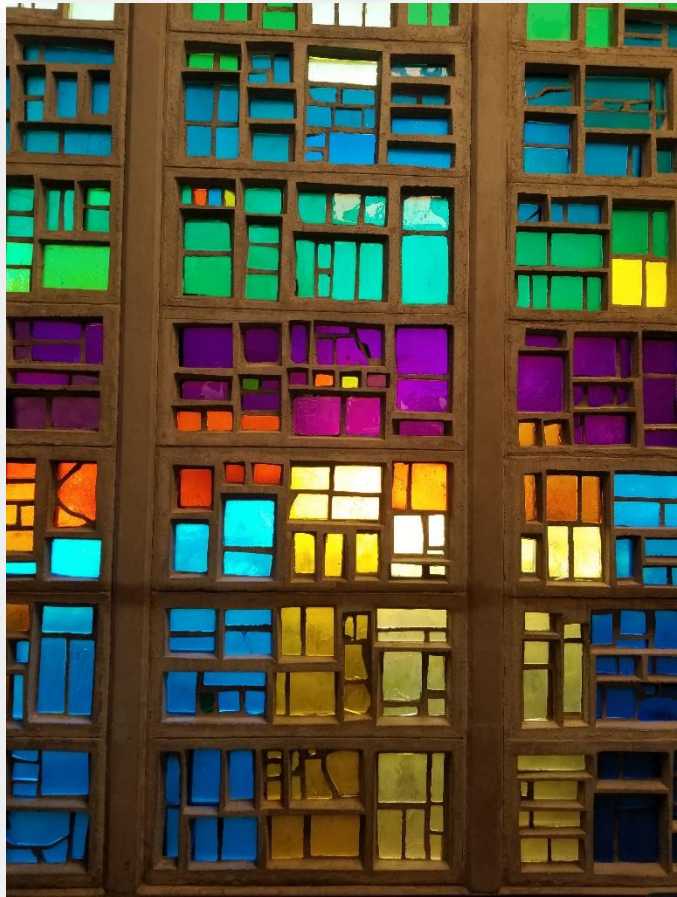
Stacie Jackson
HR Compensation Manager

UPDATE ON COMP INITIATIVES

- **Salary Placement and Equity Tool (SPET)** pilot initiative briefly paused for design improvements, but will begin again in June with anticipated campus-wide roll-out in the fall
- Discussions regarding the 2022 increase to the New Mexico **Minimum Wage** will begin soon, including discussion on the Executive Order impacting employees funded through federal contracts
- **Clinical Structure** will be sunset at the end of July, with all clinical jobs cross-walking into the regular Staff Salary Structure
 - For Updates on HR Initiatives and Project visit: <https://hr.unm.edu/hr-initiatives-projects>



MSU INCREASE FOR UNION STAFF



Supervisors overseeing employees in unionized positions have a critical responsibility to ensure they manage employees in alignment with the University's collective bargaining agreements.

We rely on you to help supervisors:

- Identify represented positions
- Access and understand obligations under contract
- Recognize important areas of bargaining
- Partner with HR to navigate different situations

MSU INCREASE FOR UNION STAFF

Wages are an important component of employment and, thereby, are a major topic of bargaining. Compensation guidelines may differ for unionized employees, so ensure your department's leaders are familiar with the stipulations in the contracts.

For the FY22 Mass Salary Update (MSU), UNM entered into the following agreements with the respective unions:

- Both CWA and US-UNM –
 - 1.5% for non-probationary employees with successful performance ratings
 - Employees with “not successful” will have the opportunity to increase ratings by 9/10/21 to receive MSU increase effective 10/9/21; must have PEPs to HR by 9/24/21
- US-UNM Only
 - Department discretion to pursue additional increases of 1.5%-3%, or >3%-5% for exceptional circumstances with EVP approval



QUESTIONS?

HR Compensation Team

comp@unm.edu



**HUMAN
RESOURCES**

NMERB RETIREE RETURN TO WORK PROCESS

**Cherie Knight, MA, ChFC, Projects Specialist
UNM Benefits & Employee Wellness**

REMINDER - NMERB RETIREE RETURN TO WORK PROCESS

- We recommend retirees submit their [Return To Work Application](#) to New Mexico Educational Retirement Board (NMERB) the last week of the month prior to retirement
- NMERB begins processing *after the retiree has been retired for at least one day* and requires 5 to 7 business days to process and approve the application
- Allow for US Mail time before the approved application is returned from NMERB to the retiree

REMINDER - NMERB RETIREE RETURN TO WORK PROCESS

- Retirees must provide a copy of NMERB's approval to UNM Payroll before returning to work
- Allow 2 to 3 weeks after the retirement date before planning to return to work, to allow for NMERB processing, mail time, and submitting the approval to Payroll
- Retirees can no longer expect to return to work on the business day following retirement



QUESTIONS?

Cherie Knight, MA, ChFC, HR Projects Specialist

505-277-2373

cheriejean56@unm.edu



**HUMAN
RESOURCES**

STAFF SUCCESS DAYS

Kate Williams, EOD Consultant

Employee & Organizational Development

STAFF SUCCESS DAYS

- June 21-25
- A virtual professional development opportunity for all UNM staff
- Developed with Staff Council Success Committee
- Represents a cross-campus effort to bring relevant topics to the campus community
- Multiple sessions per day



STAFF SUCCESS DAYS



Virtual sessions include presentations from:

**Teresa Costantinidis, Senior Vice President for
Finance & Administration**

**Dr. James Holloway, Provost & Executive Vice
President for Academic Affairs**

HR Compensation

Ombuds for Staff

Career Services

And more!

Visit: goto.unm.edu/staffsuccessdays



QUESTIONS?

Employee & Organizational Development

eod@unm.edu



HUMAN
RESOURCES

VETERAN HIRING PREFERENCE

Shirley Alexander, Sr. HR Consultant

Mike Brown, Manager

HR Client Services

Matt Ormita, UNM Temps & Recruitment Services Mgr

HR Staffing Services

UNMJOBS POSTING INFORMATION

The University of New Mexico is committed to hiring and retaining a diverse workforce. We are an Equal Opportunity Employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other protected class.



UNMJOBS POSTING INFORMATION



Positions posted with a **Staff Type of Regular or Term** are eligible for the Veteran Preference Program.

See the [Veteran Preference Program](#) webpage for additional details.

HOW TO APPLY

Applicants will need to select “yes” to the following question:

I elect participation in UNM's Veteran Preference Program. If you are not a veteran, select 'Not Applicable'.

- Yes
- No
- Not Applicable

HOW TO APPLY

- Applicants should apply to an eligible position via UNMJobs for which they meet the minimum requirements.
- Tip! Use the Veterans Job Matcher (sponsored by the U.S. DOL) to find civilian job titles that applicants may use as a guide in seeking out positions listed on the UNMJobs portal.
- Applications should be thoroughly completed and include any additional documentation or comments as requested per the application instructions.
- Submit application prior to or no later than the “For Best Consideration Date” stated in the job posting.
- Elect participation in the Veteran Preference program when asked via the questionnaire step during the application process. Applicants will to select “yes” to the question that looks like this.

HOW TO APPLY

- To confirm honorable discharge status, applicants must attach their DD214 form to the Resume and Application section of the online application. The Character of Service field must list HONORABLE for the most recent separation from the military.
- Tip! Applicants can go to Request military service records from the U.S. Department of Veterans Affairs to obtain their DD214 form.
- When applying to multiple jobs, applicants must elect participation in the Veteran Preference program and attach their DD214 to the application each time.



HIRING DEPARTMENTS



- For instructions on managing your applicant pool that includes Veterans, see step [3.2 Veteran Hiring Preference Program](#) in the Hiring Guides section of the Employment Knowledge Base.
- Use the [Civilian-to-Military Occupation Translator](#) (sponsored by the U.S. DOL) to identify relevant military experience by matching key words from your job opening to military careers that use similar skills.
- Check out the [Veterans Resource Center](#) for programs other than employment

HIRING DEPARTMENTS

All regular and term staff positions are eligible for the Veteran Hiring Preference Program.

To determine eligibility, the Staff Type field within the job posting must state:

- Regular - Full-Time
- Regular - Part-Time
- Term - Full-Time
- Term - Part-Time



UNM CAREER SERVICES



Career Services provides assistance with:

- Resume & CV writing
- Cover letter
- Interview preparation
- Follow up & thank you notes

COMMUNITY OUTREACH COLLABORATION

- Governor's Office: New Mexico Department of Veterans Services
- Regional State Veterans Coordinator for Veterans Program with New Mexico Department of Workforce Solutions
- UNM Staffing Services
 - Career Fairs: KAFB



MARKETING & COMMUNICATIONS

Theresa Sherman, HR Communications & Projects Specialist

- Update of Veterans Hiring Preference Webpage
- Regular and Transparent Updates on Veteran Hiring
- Newsletter Articles
- Testimonials:
 - Video testimonials
 - Written testimonials



QUESTIONS?

Contact:

Shirley Alexander, HR Client Services: shalex@unm.edu

Mike Brown, HR Client Services: mikebrown@unm.edu

Matt Ormita, HR Staffing Services: mormita@unm.edu

Theresa L. Sherman, HR Vice President's Office: tacker@unm.edu



HUMAN
RESOURCES

NEXT FORUM

Tuesday, Aug. 10, 10:30 A.M. via Zoom

FIND FUTURE FORUM DATES AT

hr.unm.edu/hr-forums



**HUMAN
RESOURCES**

GENERAL QUESTIONS & DISCUSSION



HUMAN
RESOURCES



1700

HUMAN RESOURCES

THANK YOU!

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