



1700

HUMAN RESOURCES

HR Forum

October 11, 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
 - Client Services – Holiday and Inclement Weather Announcements
 - Compensation - UAP 3500 Updates

HR ANNOUNCEMENTS

WELCOME!



Andrea Poncho – Transaction Center Rep, September 20

HR ANNOUNCEMENTS

FAREWELL! 🙄

Karen Rudys – Manager, September 23

Steven Gonzales – Programmer Analyst 3, September 30

Teri Segura – HR Project Specialist, September 30

STAFF CHANGES

Carol Bernhard promoted to Sr,
Benefits Specialist

Alisha Lujan promoted to Manager,
Staffing Services & Transaction
Center



PRESENTATIONS

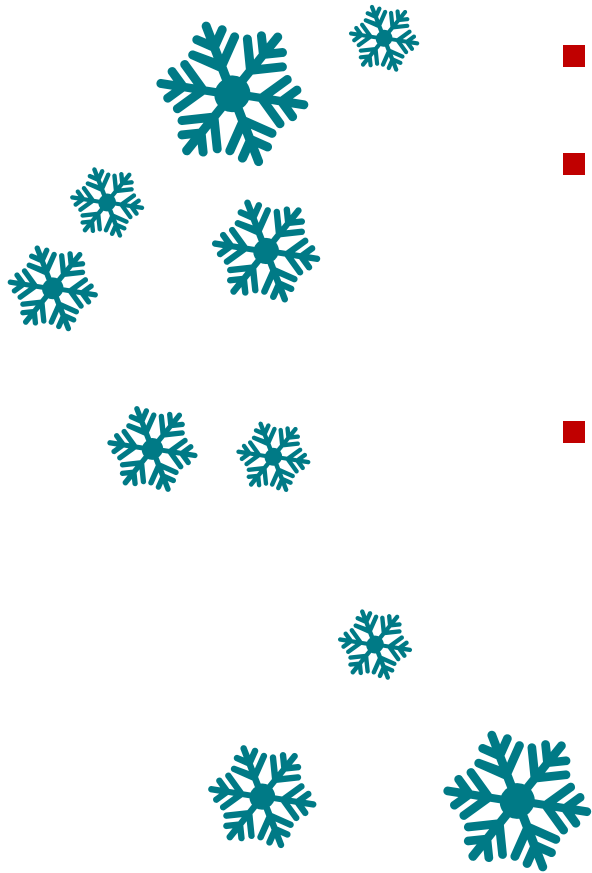


HUMAN
RESOURCES

HOLIDAY AND WEATHER ANNOUNCEMENTS

Mike Brown, Director, HR Client Services

WINTER BREAK DEADLINES



- Holiday periods are fast approaching
- HR Transaction Center will be updating the Holiday and Winter Break Deadlines in the next couple of weeks
- Visit the [Confluence Employment Knowledge Base](#) Holiday and Winter Break Deadlines

UAP 3405: HOLIDAYS

UAP 3405: HOLIDAYS

Nonexempt

- All eligible regular hourly paid employees who are required to work on a holiday will be paid time and a half for the hours worked. Additionally, for the total number of holiday hours worked, they will equally be given the same number of hours to use as paid time off outside the university holiday closure period.
- These extra hours off must be used within 90 days of them being earned. If the hourly employee is unable to use their extra time off within the 90-day period they will receive pay at their regular rate for the hours worked during the holiday.

UAP 3405: HOLIDAYS

UAP 3405: HOLIDAYS

Exempt

- Eligible salaried employees who are required to work on a holiday will be paid their regular salary and provided with another paid day off.
- Supervisors may allow exempt employees paid time off for the time they are required to be “on-call” during a holiday.

Prior Notice

- An employee may be required to work a holiday without notice and approval in order to meet operational needs. But in these situations, supervisors should give employees as much notice as possible, working with employees in a fair and reasonable manner.

INCLEMENT WEATHER

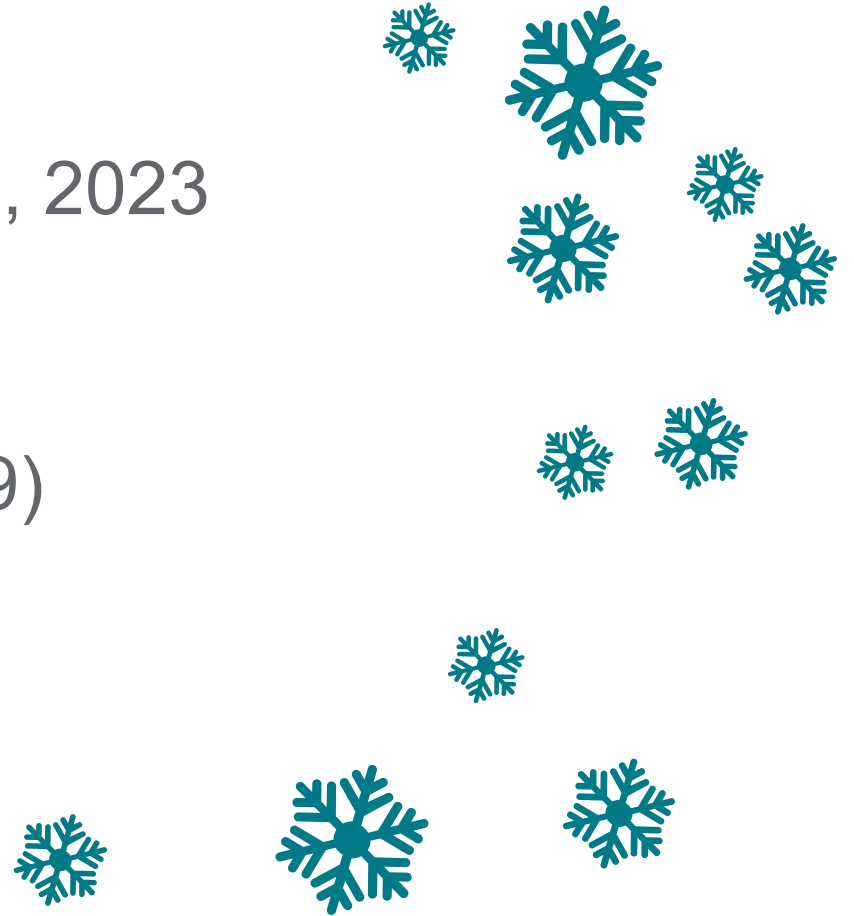
[UAP 3435 Policy: Inclement Weather](#)

- The University will not close during periods of inclement weather unless conditions are so severe as to endanger the University community.
- The President will determine if the Albuquerque campus will delay opening or close for the day; and the Branch Campus Chancellors will make these same decisions for their locations.
- Critical services will be determined by cognizant vice presidents and those areas will need to remain operational.
- A delay or full day closure is for all employees, even those able to perform work remotely.
- Entered as “paid administrative leave” in timekeeping records.



HOLIDAY & WEATHER INFO

- Observed holidays
 - Thanksgiving: Nov. 24 & 25
 - Winter Break: Dec. 23, 2022 - Jan. 2, 2023
- Weather
 - LoboAlerts at loboalerts.unm.edu
 - Snow Hotline: 505-277-SNOW (7669)





QUESTIONS?

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



UAP 3500 PROPOSED CHANGES

Katherine Sullivan, Senior Compensation Specialist, HR Compensation

GOALS BEHIND UAP 3500 PROPOSED CHANGES

- Offer greater flexibility in staff pay practices and compensation actions;
- Offer more competitive salaries for current and future staff employees; and
- Work to address compression and pay inequities within Level 3 departments and organizations.

HIGHLIGHTS OF PROPOSED CHANGES TO UAP 3500

- Expanded opportunities to adjust for internal equity for qualifying personnel actions such as career ladders and reclassifications
- In-range adjustments
- Salary Placement Reviews

TOOLS TO HELP IMPLEMENT CHANGES

- [Education and Experience Calculator](#)
- Salary Placement and Equity Tool (SPET)
- The proposed changes to UAP 3500 may be modified as a result of public comment, and these tools are designed to help implement whatever changes are ultimately approved.

NEXT STEPS

- UAP 3500 is available for review and public comment through Oct. 23
- HR Comp is working on developing training plan to review both the tools (Edu/Exp Calc and SPET) as well as policy, once finalized.

SPET EXAMPLE

Salary Placement Request

Employee Information

Level 3 Orgs ABK - School of Engineering SOE X	
First Name Test	Last Name Tester
Position Class Accountant 2 (4) - B2001	
Edu Years Above Min 2	Exp Years Above Min 4
Appointment Percent 100	
Requested Rate (Annual) \$54,000.00	

Position Information

Grade	12
Position Class	B2001
Position Desc	Accountant 2
Min Mid Max	40,643.20 - 57,054.40 - 73,486.40
Min Education	4
Min Experience	1

Recommendation

Calculated Range
49,069.28 - 55,637.92

Go >

SPET EXAMPLE

<input type="checkbox"/>	☰	Org Code	Org Desc	Banner Id	Full Name ↑±2	Edu Years Above Min	Exp Years Above Min	Current Annualized Salary	Current Comparatio	Adj Needed to Current Sala	Notes	Calculated Range	Dept Requested Salary	Requested Comparatio	Justification Required
<input type="checkbox"/>	☰	-	-	0	Tester, Test	2	4	0.00	0	No Action	-	49,069.28 - 55,637.92	54,000.00	0.95	-
<input type="checkbox"/>	☰	023A	Mechanical Engineering	123456789	Presley, Elms	0	8	53,559.96	0.94	Required	-	52,334.88 - 58,903.52	-	-	-
<input type="checkbox"/>	☰	650A	Computer Science	456457789	Carey, Mariah		-	55,702.40	0.98	Unknown	-	40,643.20 - 43,927.52	-	-	-
<input type="checkbox"/>	☰	456A	Civil Construction & Env Engr	577814229	Timberlake, Justin	0	12	62,000.21	1.09	No Action	-	57,054.40 - 62,759.84	-	-	-
<input type="checkbox"/>	☰	326A	Chemical and Biological Engineering	101614229	Knowles, Beyonce	0	27	58,407.06	1.02	Recommended	-	57,054.40 - 62,759.84	-	-	-

Total 5



QUESTIONS?

Katherine Sullivan, Sr. Comp Specialist, HR Compensation
sullkath2@unm.edu





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Next Forum: December 6, 10:30 a.m.