HUMAN RESOURCES

HR Forum
October 12, 2021

AGENDA

- Welcome and Updates
- Division Updates
  - ODS Upgrade
- Payroll Information
- Program Series Titles
- Client Services Updates
  - Vaccine Mandate:
    - New Hire and Rehire Compliance
    - Applicant Screening
    - On-Calls and TNs cleanup
    - Reporting Updates
  - Winter Break Deadlines, Holidays & Inclement Weather
- EOD Updates
  - Mandatory Training
  - PEP

WELCOME & FAREWELL

WELCOME! 😄

Jaye Chissoe- HR Consultant, Client Services
Start Date: Aug. 23

Katherine Sullivan- HR Consultant, Client Services
Start Date: Sept. 1

Maria Lopez- LER Specialist, Labor & Employee Relations
Start Date: Sept. 7

Amy Atiano- HR Analyst, Client Services
Start Date: Sept. 7

WELCOME & FAREWELL

WELCOME! 😄

Christyna Garcia- HR Analyst, Client Services
Start Date: Sept. 27

Taylor Hursa-Webster- HR Analyst, Labor & Employee Relations
Start Date: Sept. 27

Rajkumar Pandi- Programmer Analyst 3, HR IT
Start Date: Sept. 27

Sridevi Pandari-Cosgrove- HR Analyst, Client Services
Start Date: Sept. 27

WELCOME & FAREWELL

FAREWELL! 😔

Matt Ormita- Staffing Services
End Date: Sept. 1

Kate Davis- Client Services
End Date: Sept. 17

Lauren Lewis- Benefits & Employee Wellness
End Date: Sept. 30

Cristina Serrano-Johnson- EOD
End Date: Oct. 8

John Rodriguez- EOD
End Date: Oct. 11

DIVISION UPDATES

DIVISION UPDATES

**Kevin Stevenson,
Interim AVP for Human Resources**

- ODS Upgrade Next Weekend!
  - System unavailable Oct. 16 from 6 a.m. to Oct. 19 at 6 a.m. (Sat. – Tue.)
  - Banner will be unavailable on Oct. 16 from 6 a.m. to 3 p.m. (Sat.)
  - The ODS, including HR Reports will be unavailable from Oct. 16-18
  - **This means NO HR REPORTS Access on Monday, Oct. 18!!!**

PRESENTATIONS

PAYROLL UPDATES

Patty McLaughlin
Supervisor, Payroll Department

TIME ENTRY DEADLINE FOR 2R24

- Deadline is 4 p.m. on Nov. 19
- Estimate Nov. 19
- Pay date is Nov. 26

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TIME ENTRY DEADLINE FOR 2R26

- Deadline is 4 p.m. on Dec. 17
- Estimate Dec. 17
- Pay date is Dec. 24
- Direct Deposit – by Dec. 20
- All paper checks will be mailed as of Dec. 22

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EXCEPTION TIME DEADLINE FOR 5R12

- Deadline is 4 p.m. on Dec. 13
- The exception time is November leave

W-2

- Update addresses
- Terminated, retired, deceased, etc.
- Do not inactivate current mailing address without new address
- Deadline for receiving address changes is Jan. 14, 2022
- Electronic consent

QUESTIONS?

Patty McLaughlin
505-277-9317 | **patty@unm.edu**

PROGRAM SERIES TITLES

Stacie Jackson

Manager, HR Compensation

PROGRAM SERIES TITLES

- Job Classifications serve to…
  - Group, categorize and describe work performed across a variety of different settings
  - Support UNM's ability to administer pay fairly and equitably to individuals performing comparable work

- Some classifications require additional review by HR Compensation prior to use, including the Program Series

Position Classification Description Listing

Search: Program

Position Title	Salary Grade	Position Class Code	FLSA
Program Specialist	12	A0037	Exempt
Program Coordinator	10	A5004	Non-Exempt
Program Manager	13	A6002	Exempt
Program Planning Manager	13	A6010	Exempt
Sr Program Manager	14	A7002	Exempt
Program Planning Officer	14	A7043	Exempt

Access official job descriptions for staff classifications at
jobdescriptions.unm.edu

PROGRAM SERIES TITLES

Guidance on Program Series Titles

UNM utilizes a staff classification system designed to be descriptive of the work performed across many different jobs at the institution. Official job classifications help categorize, describe, and group similar positions used in a variety of different settings.

Some classifications, such as titles in the Program series, **require additional review by HR Compensation prior to use** in order to ensure effective and consistent classification assignments. The Program Series is widely used across the University and, for this reason, the following guidance is provided to aid departments in effectively understanding and navigating different positions within the series.

Program Series titles include:

- **Program Coordinator / A5004 / Grade 10 / Non-Exempt**
- **Program Specialist / A0037 / Grade 12 / Exempt**
- **Program Manager / A6002 / Grade 13 / Exempt**
- **Program Planning Manager / A6010 / Grade 13 / Exempt**
- **Program Planning Officer / A7043 / Grade 14 / Exempt**
- **Sr Program Manager / A7002 / Grade 14 / Exempt**
- **Program Operations Director / A7069 / Grade 15 / Exempt**

Employees hired into program series titles are typically subject to a term appointment due to the fluctuation in funding from the respective contracts and grants.

Program Series Purpose

Many entities utilize the term, "program," to refer to different things. For instance, "program" is used when talking about computer programs, student recruitment and retention programs, performing arts programs, employee assistance programs and so on. The "program" referenced in Program series titles refers to the programs funded by contracts and grants. The University receives funds from many funding agencies in the form of contracts and grants in exchange for achieving set goals, fulfilling certain objectives, and delivering various outcomes.

In order to support the University's ability to achieve these commitments, three (3) types of positions are utilized, including:

- Support positions, such as Program Coordinator and Program Specialist, which help coordinate and administer various contract/grant-funded activities.
- Advisory roles, such as Program Planning Manager and Program Planning Officer, which provide strategic advice and

To aid departments in navigating this job series, a new webpage has been published in the Compensation Guidelines.

Available at this link: hr.unm.edu/guidance-on-program-series-titles

PROGRAM SERIES TITLES

The webpage outlines helpful information, such as:

- The definition of "program" for the purposes of this job family

- Criteria typically used to differentiate one level in the job family from another

- A sample organizational chart to illustrate how roles typically relate to one another within the series

Sample Organizational Chart for Program Series Positions
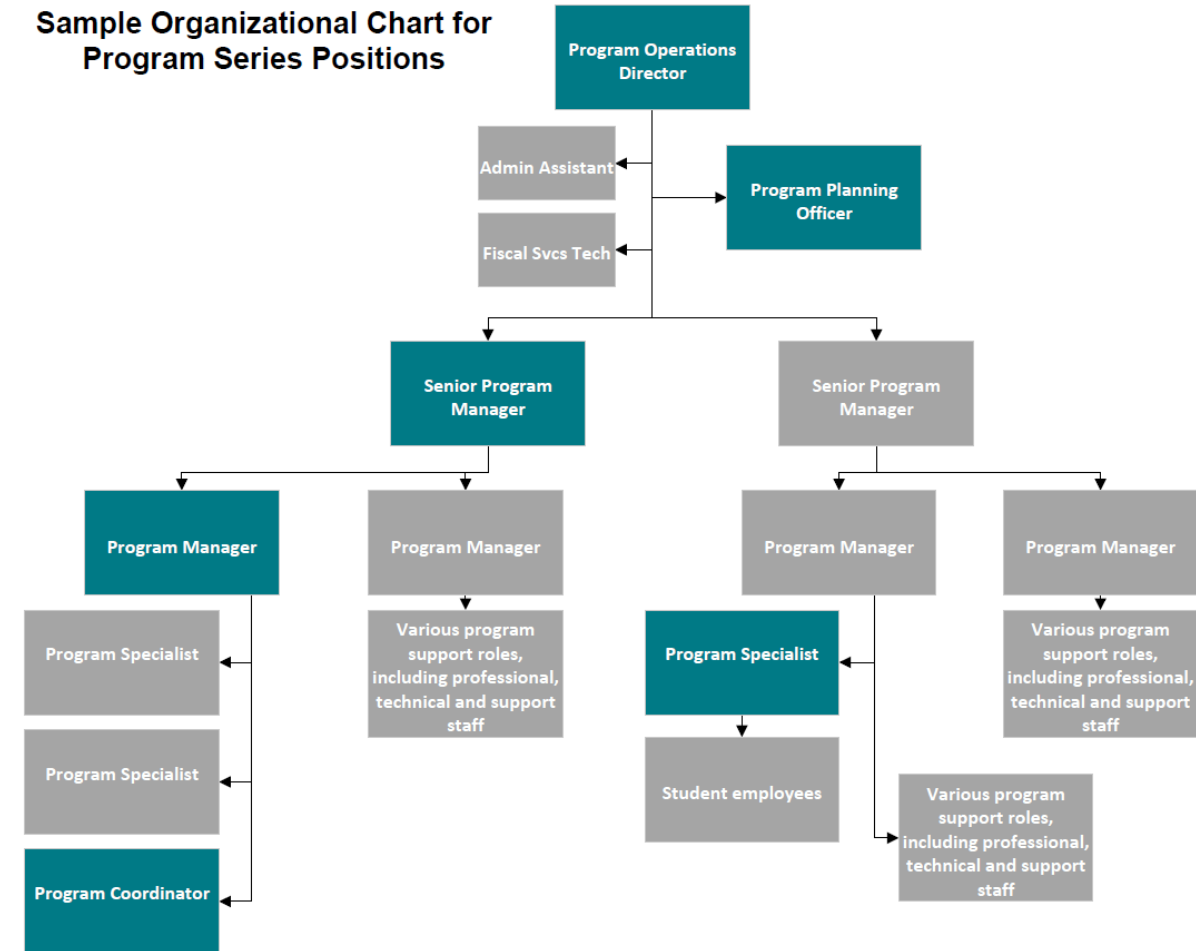
UPDATE ON COMP INITIATIVES

Minimum Wage increasing to $11.50/hour in January 2022, which will entail additional changes to the Staff Salary Structure

Salary Placement and Equity Tool pilot still underway, with campus-wide implementation planned in early 2022

Fundamentals of Compensation training coming soon to Learning Central

HUMAN RESOURCES

QUESTIONS?

HR Compensation
505-277-6947 | comp@unm.edu

CLIENT SERVICES UPDATES

Mike Brown, HR Manager

Human Resources

CLIENT SERVICES UPDATES

- Annual Leave Increase Extended (Temporary Policy)
- Vaccine Mandate:
  - New Hire and Rehire Compliance
  - Applicant Screening
  - On-Calls and TNs cleanup
  - Testing Compliance

ANNUAL LEAVE INCREASE EXTENDED

- On 9/29/21 HR announced that UNM leadership approved the extension of the temporary increase in maximum Annual Leave accrual hours from 252 to 308.

- The policy was set to expire 12/31/21, but has now been extended to 6/30/22.

- On 6/30/22, all hours in excess of 252 will be eliminated bringing balances back to the normal 252 cap.

- Employees with high leave balances are encouraged to plan time off accordingly over the next nine months. They can view their leave balance through myUNM.

- Policy: hr.unm.edu/docs/hr/annual-leave-temporary-policy-allowance.pdf

VACCINE MANDATE – NEW HIRE & REHIRE

- Compliance with the Administrative Mandate on Required COVID-19 Vaccination remains a University priority.

- In order to continue efforts to maintain compliance, effective immediately, new and rehired employees in all classifications (regular, term, on-call, temporary, and non-credit earning teachers) will be required to demonstrate compliance with the vaccine mandate **on or before the start date of employment**.

- New and rehired employees will be required to provide either (1) documentation of full vaccination using a vaccine authorized by FDA License or under an FDA Emergency Use Authorization (EUA); or (2) provide appropriate documentation seeking an available exemption.

- If exemptions are requested, they must be fully approved on or before the start date of employment.

- Revisions and updates:
  - Update to BBTP website
  - Update UNMJobs Onboarding
  - Update to UNMJobs Offer Letter Templates
  - Update NEE

- Hire dates will need to allow for time to process new hires & rehires, allowing time for full compliance.

VACCINE MANDATE – APPLICANT SCREENING

- During the applicant screening process:
  - Make interviewed applicants aware of the vaccine mandate and requirement to be compliant by start date
  - Ask interviewed applicants
    - "Are you aware that UNM has a vaccine mandate?"
    - "Are you able to comply with the vaccine mandate with or without accommodation?"
  - **Do not** ask if the applicant has been vaccinated.
  - Provide interviewed applicants with the link to BBTP
  - Available exemptions

VACCINE MANDATE - ON-CALLS AND TN

- Vaccine Mandate included all employment classifications
  - On-call Staff – 68 remain non-compliant
  - TN – 29 remain non-compliant
- Options
  - Demonstrate compliance
  - End the job assignment

VACCINE MANDATE – REPORTS

- Additional fields added to the Vaccine Mandate and Vaccine Non-Compliance Reports:
  - Partially vaccinated individuals with the reported dates of their second dose

- New Testing Compliance Report available to HR Agents:
  - Test date: This is the reported date that the test was taken.
  - Result date: This is the reported date that the employee received their results
  - Upload date: This is the date the employee submitted their test results to the upload site
  - Upload Status: This is the "status" of the submitted test:
    - VALID: The test result uploaded was confirmed to be correct and meet UNM criteria
    - INVALID: The test result is missing information, and a follow-up request has been made to the employee
    - DISAPPROVED: The test result uploaded did not meet UNM requirements and was disapproved.
  - Remember, test results must be submitted no later than Friday of each week, and the test must be taken within 7 days of submission.
    - Fully compliant employees should have a VALID upload date on or before Friday of each week, and the Test Date and Upload Date should be within 7 days of each other.
  - Clicking the "Detail" field will show the full upload history of an employee.

VACCINE MANDATE – REPORTS

VACCINE MANDATE – REPORTS

WINTER BREAK DEADLINES

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

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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

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. 25-26
  - Winter Break: Dec. 23, 2021-Jan. 3, 2022
- Weather
  - LoboAlerts at loboalerts.unm.edu
  - Snow Hotline: 505-277-SNOW (7669)
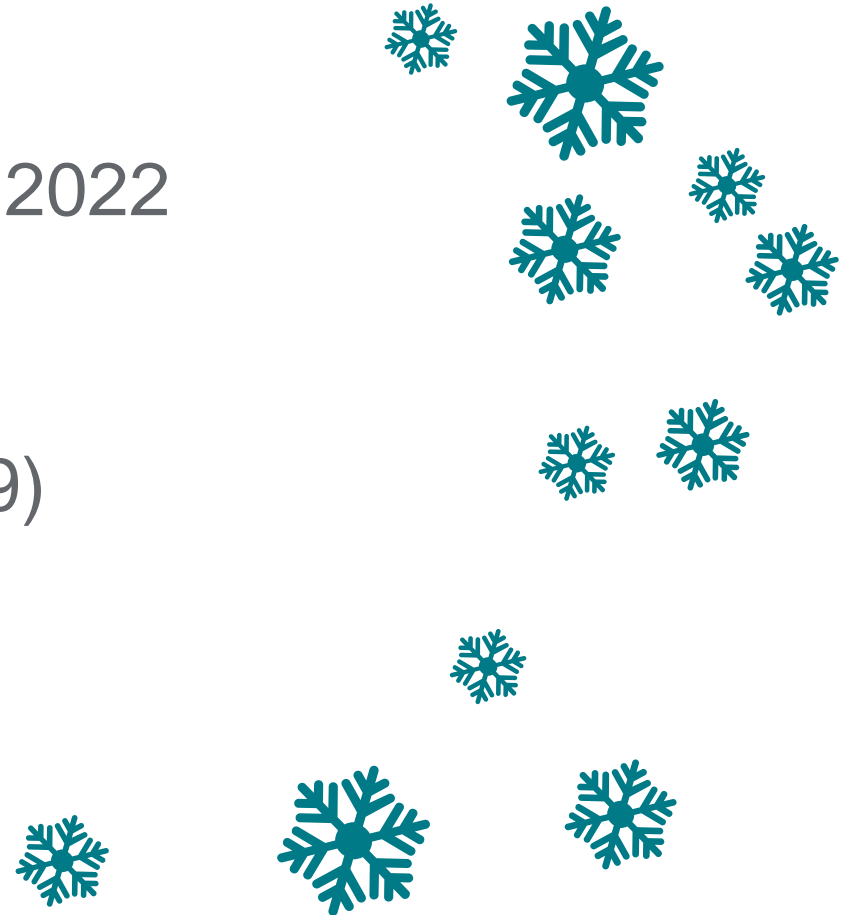
QUESTIONS?

Client Services

clientsv@unm.edu

EOD UPDATES

Bonnie Minkus-Holmes, PhD, Sr. Consultant

Bryan O'Neill, Technical Training Consultant

Employee & Organizational Development

MANDATORY TRAINING

MANDATORY TRAINING NOW THROUGH DEC. 1

UNM EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

The **four** University-wide mandatory trainings for the current year are:

- MT 2021E or MT 2021S: Prevention of Harassment and Discrimination
- BAST 2021: Basic Annual Safety Training - 2021
- ACSH 2021: Active Shooter on Campus: Run, Hide, Fight - 2021
- STH 202-2021: Information Privacy and Security Awareness Training

University-wide mandatory training is available through Learning Central.

UNM Main IT HELP Desk (505-277-5757) is the first point of contact for Mandatory Training technical issues.

If you have any questions, please contact Employee & Organizational Development at 505-277-1555 or via email at eod@unm.edu

UNM HUMAN RESOURCES

PERFORMANCE EVALUATION PROCESS

The 2021 Performance Evaluation and Planning process begins on Dec.1, when self-evaluations are assigned in UNMJobs. All evaluations are due by March 1, 2022.

Due to COVID-19 and limited operations in 2021, we encourage employees to review 2021 goals and make changes as needed prior to starting your PEP process. Goals can be modified at any time.

Staff performance evaluations are an important part of employment at The University of New Mexico. The process is not just about completing a form, it's about managers and employees making the most of an opportunity to engage in high quality discussions about performance, development, and goals.

PEP 101 Virtual Sessions will be scheduled soon and distributed. Additionally, departments can request a virtual and individual PEP session by reaching out to EOD at eod@unm.edu.

For more information please visit: hr.unm.edu/performance-evaluation

GENERAL QUESTIONS
&
DISCUSSION

NEXT FORUM
Tuesday, Dec. 7, 10:30 a.m. via Zoom

FIND FUTURE FORUM DATES AT
hr.unm.edu/hr-forums

UNM

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THANK YOU!

1700