HUMAN RESOURCES
HR Forum
April 9 & 11, 2019
THE UNIVERSITY OF NEW MEXICO
AGENDA

- Welcome and Updates
- Division Updates
  - Catastrophic Leave
  - Compensation: Advisement Study & Mass Salary Update
- Staff Exit Survey
- Benefits Events
- Financial Wellness: May Workshops
- Veteran Preference Program
- Lay-Off Policy Update
- Non-UNM Student Hiring
WELCOME & FAREWELL

WELCOME! 😊
Jordan Wheatley, HR Tech, Service Center – 2/1/19
Kathy Agnew, Executive Director, Client Services - 3/11/19

FAREWELL! 😞
Justin Ruiz, Staffing Services – 3/15/19
Gene Bermudez, Compensation – 4/10/19
DIVISION UPDATES
CATASTROPHIC LEAVE FY20

Mike Brown, Manager
HR Client Services

- Participant contributions deducted from employee accounts:
  - May 17, 2019 (nonexempt biweekly employees)
  - May 31, 2019 (exempt monthly employees)

More information on eligibility and details can be found at:
https://hr.unm.edu/benefits/catastrophic-leave
QUESTIONS?
Michael Brown, Manager HR Client Services
505-277-2854
mikebrown@unm.edu
ADVISEMENT STRUCTURE STUDY

Stacie Jackson, Senior Compensation Specialist
HR Compensation
Classification Structure Study capturing positions providing academic advisement and student support services is near completion.

Anticipate implementing new classification structure within the next month.

Official notifications will be sent to supervisors and employees.

Stay up-to-date with the Advisement Structure Study webpage.
MASS SALARY UPDATE

Stacie Jackson
Sr. Compensation Specialist
Mass Salary Update (MSU) notice sent to Vice Presidents, Deans, Directors, and Fiscal Agents on March 28.

Departments should plan for a 2% increase for regular eligible staff.
  - Hired prior to January 1, 2019 and completed their probationary period
  - Successful rating on job responsibilities and goals on PEP

All increases are contingent on funding approval by BOR at the Budget Summit.

If necessary, updates to these guidelines will be released following the Budget Summit this week.
PRELIMINARY MSU

MSU Exception/Out-of-Guidelines (OOG) Requests

- Exception Request form must be submitted by April 12 to:
  - Academic Affairs – provost@unm.edu
  - Finance and Administration – nallen@unm.edu
  - Health Sciences Center – abeytac@salud.unm.edu
  - President’s Administration – presidentstokes@unm.edu

- Exceptions above 5% require further justification and an additional approval from the President.

- Details can be found on the MSU Guidelines page (https://hr.unm.edu/mass-salary-update)
QUESTIONS?
Stacie Jackson, Sr. Compensation Splst
505-277-6947
comp@unm.edu
PRESENTATIONS
Magdalena Vigil-Tullar, Officer
Labor & Employee Relations

Mei-Lee Palmer, Specialist
Labor & Employee Relations
STAFF EXIT SURVEY

- July 1, 2018 New Online Exit Survey in use
- April 2019 real time aggregated results posted online
- 252 responses since July 1, 2018
- Information provided allows for breakdown to Main Campus, HSC, and Branch Campuses
Importance of Anonymity

- Org levels 2 and 3
- Labor & Employee Relations access and role
- As more surveys are submitted, findings will be analyzed to determine other uses of the results
Responses have been positive for the most part. 85.26% felt that their overall experience at UNM was positive.

A few areas for improvement stood out:
- 68.6% of employees felt their opinion counted
- 64.7% say they had a mentor
- 61.11% said complaints were resolved fairly and promptly
- 69.2% said they were comfortable speaking with upper management in the department

https://hr.unm.edu/exit-survey-info
QUESTIONS?
Magdalena Vigil-Tullar, Labor/Employee Relations Officer
505-277-4993
msvigil@unm.edu
FY20 OVERVIEW

- FY20 (July 1, 2019 - June 30, 2020) Changes
- Combine current UNM Team Health (UNMTH) and BlueCross BlueShield (BCBS) plans into one plan called UNM LoboHealth
- Change to The Hartford for Life, AD&D and Disability Insurance plans
- No change to Delta Dental plans or premiums
- No change to VSP plans or premiums
- VEBA Opt-Out
- VEBA Opt-In

More details at goto.unm.edu/openenrollment
FY20 MEDICAL PLAN CHOICES

Network accessed at time of service determines out-of-pocket costs

- Tier 1: LoboHealth Network

- Tier 2: BCBS contracted providers including national network

- Tier 3: Out-Of-Network

  No approval required to access care outside of Tier 1

  UNM LoboHealth (BCBS and UNMTH)

  Tier 2: Presbyterian Health Plan

  Tier 3: Out-Of-Network

  Tier 1: Current LoboCare Network

  Tier 2: Presbyterian contracted providers (includes MultiPlan outside NM)

  Network accessed at time of service determines out-of-pocket costs

  Plan design will remain the same as current
FY20 NEW PLAN: UNM LOBOHEALTH

NETWORK STRUCTURE

- Current UNMTH network will be Tier 1 for combined population
  - Includes UNM Health System, Davita, First Choice Community Health and various additional BCBS providers
  - Additional BCBS providers primarily include Lab and X-ray, Medical Supplies, Mental Health, Rehab/PT, Fertility

- LoboHealth Network plan design enhancements to encourage increased Tier 1 access
  - Increased utilization of LoboHealth Network helps to control overall plan costs

NETWORK COMMITMENTS

- UNM LoboHealth network to provide priority scheduling and clinic navigation for Tier 1
  - Commitment to access standards to meet national standards
  - Increase marketing and accessibility of LoboCare Clinic
  - Publish network access metrics on predetermined frequency including length to appointment, number of patients referred outside Tier 1 and other metrics

- Escalation process with BCBS, UNMTH and UNM Benefits to resolve access/service complaints
Current BCBS Participants:

- Currently using a Tier 1 provider will have an enhanced experience of prioritized scheduling and lower out-of-pocket costs

- Currently using a Tier 2 provider, can do so without approval and will pay the same out-of-pocket costs you pay today

- Access to an expanded Tier 1 Network
Current UNM Team Health Participants:

- Lower and more predictable flat dollar out-of-pocket costs when accessing Tier 1 providers
- Enhanced prioritized scheduling
- Access Tier 2 providers, no approval required
## FY20 MAJOR COST CATEGORY COMPARISON

<table>
<thead>
<tr>
<th>Plan Design Major Categories</th>
<th>FY 2019 UNM Team Health</th>
<th>FY 2019 BCBS</th>
<th>FY 2020 Combined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Deductible - Individual/Family (Only Applicable to Coinsurance)</td>
<td>$600/$1,200</td>
<td>$600/$1,200</td>
<td>$600/$1,200</td>
</tr>
<tr>
<td>Annual OOP Max-Individual/Family (Includes Tier I and Tier II cost share and combined with Rx cost share)</td>
<td>$3,000/$6,000</td>
<td>$3,000/$6,000</td>
<td>$3,000/$6,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plan Cost Share</th>
<th>Tier I Cost Share</th>
<th>Tier II Cost Share</th>
<th>Tier I Cost Share</th>
<th>Tier II Cost Share</th>
<th>Tier I Cost Share</th>
<th>Tier II Cost Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCP Visit</td>
<td>$25 Copay</td>
<td>$30 Copay</td>
<td>$25 Copay</td>
<td>$30 Copay</td>
<td>$10 Copay</td>
<td>$30 Copay</td>
</tr>
<tr>
<td>Specialist Visit</td>
<td>$35 Copay</td>
<td>$45 Copay</td>
<td>$35 Copay</td>
<td>$45 Copay</td>
<td>$20 Copay</td>
<td>$45 Copay</td>
</tr>
<tr>
<td>Complex Diagnostic (MRI, CT, PET, Nuclear Med)</td>
<td>Deductible + 10%</td>
<td>Deductible + 30%</td>
<td>Deductible + 15%</td>
<td>Deductible + 25%</td>
<td>$150 Copay</td>
<td>Deductible + 25%</td>
</tr>
<tr>
<td>Outpatient Procedures</td>
<td>Deductible + 10%</td>
<td>Deductible + 30%</td>
<td>Deductible + 15%</td>
<td>Deductible + 25%</td>
<td>$250 Copay</td>
<td>Deductible + 25%</td>
</tr>
<tr>
<td>Inpatient</td>
<td>Deductible + 10%</td>
<td>Deductible + 30%</td>
<td>Deductible + 15%</td>
<td>Deductible + 25%</td>
<td>$500 Copay</td>
<td>Deductible + 25%</td>
</tr>
</tbody>
</table>

Tier 1 lower out-of-pocket costs do not affect the overall plan because money saved by employees at the time of service is offset by favorable pricing arrangements with Tier 1 providers.
### FY20 UNM LOBOHEALTH PLAN DESIGN EXAMPLES

<table>
<thead>
<tr>
<th>Health Care Service</th>
<th>FY 2019 UNM Team Health Network Out-Of-Pocket Costs</th>
<th>FY 2020 UNM LoboHealth Network Out-Of-Pocket Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospitalization for Delivery of a baby</td>
<td>$600 Deductible + $640 coinsurance = approximately $1,240 assuming delivery total cost of $7,000</td>
<td>$500 Copay Out-Of-Pocket savings of approximately $740</td>
</tr>
<tr>
<td>MRI</td>
<td>$600 Deductible + $40 coinsurance = $640 assuming total cost of $1,000</td>
<td>$150 Copay Out-Of-Pocket savings of approximately $490</td>
</tr>
<tr>
<td>Outpatient Knee Surgery</td>
<td>$600 Deductible + $340 coinsurance = $940 assuming total costs of $4,000</td>
<td>$250 Copay Out-Of-Pocket savings of approximately $690</td>
</tr>
<tr>
<td>Four PCP Visits</td>
<td>$25 Copay X 4 = $100</td>
<td>$10 Copay X 4 = $40 Out-Of-Pocket savings of approximately $60</td>
</tr>
<tr>
<td>Two Specialist Visits</td>
<td>$35 Copay X 2 = $70</td>
<td>$20 Copay X 2 = $40 Out-Of-Pocket savings of approximately $30</td>
</tr>
</tbody>
</table>

By accessing Tier 1, employees may experience significant savings for most utilized care at the time of service.
Know Your Health Status!

- Onsite Screenings: Sign-ups start June 3
- Screenings run from July 8-Oct. 18
- PCP forms between Oct. 20, 2018-Oct. 18, 2019
- Premium Credit: $200/Employee and $100/Spouse/DP
  - Must be enrolled in a UNM Medical Plan at time of screening AND at time credit is applied in order to receive the credit
  - Will be applied beginning in November/December
# TOWN HALL & VENDOR FAIRS

## Questions? Attend a Vendor Fair

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Valencia Campus</strong></td>
<td>LRC 101 A, B, &amp; C 280 La Entrada Rd, Los Lunas, NM 87031</td>
<td>Thursday April 25, 11:30 a.m. - 1:30 p.m.</td>
<td></td>
</tr>
<tr>
<td><strong>Main Campus</strong></td>
<td>John &amp; June Perovich Business Center Room 1016/1018 1700 Lomas Blvd NE, Albuquerque, NM 87131 Friday, April 26, 2 p.m. - 5 p.m. and Thursday, May 2, 2 p.m. - 5 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Gallup Campus</strong></td>
<td>Student Services Technology Center, Rm. 200 705 Gurley Ave, Gallup, NM 87301  Monday, April 29, 11:30 a.m. - 1:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>North Campus</strong></td>
<td>Domenici Center NW Main Lobby 1001 Stanford NE, Albuquerque, NM 87131 Tuesday, April 30, 1 p.m. - 5 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Taos Klauer Campus</strong></td>
<td>Padre Martinez Hall - Student Success Center, Room D 1157 County Road 110, Ranchos de Taos, NM 87557 Wednesday, May 1, 11:30 a.m. - 1:30 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>UNMMG Bradbury Location</strong></td>
<td>Diamond and Ruby Rooms 933 Bradbury SE, Albuquerque, NM 87106 Friday, May 3, 11:30am - 1:30p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Los Alamos Campus</strong></td>
<td>Lecture Hall, Building 2, Room 230 4000 University Dr, Los Alamos, NM 87544 Monday, May 6, 11:30 a.m. - 1:30 p.m.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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## Town Hall Meetings

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Campus</strong></td>
<td>Wednesday, April 24</td>
<td>Noon to 1 p.m.</td>
</tr>
<tr>
<td><strong>North Campus</strong></td>
<td>Tuesday, April 30</td>
<td>Noon to 1 p.m.</td>
</tr>
</tbody>
</table>

UNM SUB Theatre

Domenici Auditorium
INTRODUCING THE HARTFORD FOR LIFE AND DISABILITY COVERAGE

- Replacing The Standard
- Open Enrollment opportunity to enroll up to guarantee issue amounts
- Same plan design but change to The Hartford will result in employee and UNM savings
## INTRODUCING THE HARTFORD FOR LIFE AND DISABILITY COVERAGE

<table>
<thead>
<tr>
<th>Monthly Premium Example ($50,000 annual salary)</th>
<th>The Standard (Current)</th>
<th>The Hartford</th>
<th>Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Life</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td>$2.26</td>
<td>$1.78</td>
<td>($0.48)</td>
</tr>
<tr>
<td>Employer</td>
<td>$3.39</td>
<td>$2.67</td>
<td>($0.72)</td>
</tr>
<tr>
<td>Total</td>
<td>$5.65</td>
<td>$4.45</td>
<td>($1.20)</td>
</tr>
<tr>
<td><strong>Voluntary Life</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 X Salary</td>
<td>$5.00</td>
<td>$3.95</td>
<td>($1.05)</td>
</tr>
<tr>
<td><strong>LTD</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td>$2.85</td>
<td>$2.50</td>
<td>($0.35)</td>
</tr>
<tr>
<td>Employer</td>
<td>$4.28</td>
<td>$3.75</td>
<td>($0.53)</td>
</tr>
<tr>
<td>Total</td>
<td>$7.13</td>
<td>$6.25</td>
<td>($0.88)</td>
</tr>
<tr>
<td><strong>STD</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td>$12.50</td>
<td>$6.88</td>
<td>($5.62)</td>
</tr>
</tbody>
</table>

**Employee Total Monthly Savings**

($7.50)
FY20 VEBA OPT-OUT/OPT-IN

**VEBA Opt-Out**
- Follow process through LoboWeb
- Opt-out effective July 1, 2019
- Grandfathered: Forfeit Grandfathered VEBA Service Credit
- All who opt out: One-time opportunity the OE after 5 years from the opt-out effective date

**VEBA Opt-In**
- Opt-out effective dates 7/1/2013-5/1/2014
- Those eligible to opt in will be contacted directly through home mailer and email
- Opt in through paper form provided by HR
  - If opted out and do not opt in, permanently forfeit access to post-retirement medical and dental coverage
QUESTIONS?
HR Benefits
505-277-6947
hrbenefits@unm.edu
FINANCIAL WELLNESS WORKSHOPS

Cherie Knight, MA, CHFC
Projects Specialist
HR Benefits
BUILD A BUDGET, DITCH YOUR DEBT, & SAVE FOR YOUR GOALS

Main Campus: Thursday, May 16, Noon to 1 p.m.
UNM Business Center Room 1016

North Campus: Friday, May 17, Noon to 1 p.m.
HSLIC Library Room 428

Presenters: Nick Maly and Rose Ronquillo, Fidelity Retirement Planners

- Cover Your Essential Living Expenses
- Be Ready for Unexpected Expenses
- Make The Most of Good Debt
- Learn Four Steps to Reduce Bad Debt
- Pay Off Debt While Saving for Goals
- Monitor Your Credit Reports & Scores

Register and virtual access: hr.unm.edu/financial-wellness-program
QUESTIONS?
Cherie Knight, MA, ChFC, HR Projects Specialist
505-277-2373
cheriejean56@unm.edu
VETERAN PREFERENCE PROGRAM

Mike Brown
Director, Client Services
NEW UNMJOBS REPORT

- Report located in HR Reports
  - UNMJobs 2.0
  - Veterans Questions Responses

- Enter requisition number with the REQ
- All your applicants will be listed
- Applicants who answered the veteran question with a YES will be highlighted GREEN
REVIEW APPLICANTS

- Still need to review application material
  - Meets minimum requirements
  - Attached DD214
  - Followed all other application instructions
    - Cover letter
    - Writing sample
    - Etc.
QUESTIONS?
Michael Brown, Director, Client Services
505-277-2854
mikebrown@unm.edu
LAY-OFF POLICY UPDATES

Mike Brown
Director, Client Services

Alisha Lujan
HR Consultant, Client Services

Emily Arzate
HR Consultant, Client Services
WHAT’S NEW?

On February 20, 2019, President Stokes approved a change to UAP 3225: Separation of Employment

- Change to the process for requesting and approving layoff or reduction in force.

- Inclusion of involuntary FTE reduction as an event which the impacted employee receives priority hiring status.
WHAT HAS CHANGED?

- Involuntary reduction in appointment percentage (FTE) for staff positions when the reduction results in changes to the employee’s benefits is now considered part of the lay-off process.

**Example:** Susie is a full-time, regular employee working as a Programmer Analyst 1. The department had some budget cuts and no longer needs a full-time programmer, resulting in an involuntary reduction in her FTE from 1.0 to .50. Susie will be entitled to reemployment rights through the lay-off process.
How does UAP 3225, Section 5 apply to those whose FTE is involuntary reduced?

- Follows lay-off process similar to eliminated positions:
  - Department must obtain appropriate approvals
  - Seniority must be considered when determining involuntary reduction in FTE
  - Must follow layoff notification requirements and timeline (30 Days)
  - Employee meets with HR to go over re-employment rights
  - HR places employee on lay-off roster effective the date they are notified by their department for:
    - Title for Title match at any higher FTE
    - Position of same grade, similar classification at any higher FTE
    - Position of lower grade, similar classification at any higher FTE
INVOLUNTARY REDUCTION = REEMPLOYMENT RIGHTS

Example:

- Susie’s FTE is now .50.
- Department A submits a requisition to post for a .75 FTE Programmer Analyst 1 (title for title match – with higher FTE).
- Prior to the position being posted in UNMJobs, Susie is contacted by her HR Consultant to see if she is interested in meeting with the department.
- If so, the department must meet with the employee.
WHAT ABOUT TERM POSITIONS?

- Term positions are subject to the involuntary reduction in FTE provision of the layoff policy.
  - If involuntary reduction of FTE occurs during the employee’s stated term, the employee is eligible for priority hiring status and the layoff process must be followed.
  - If the involuntary reduction of FTE occurs upon the initiation of a term extension, the employee is not eligible for priority hiring status and the layoff process is not required.
- Term Appointment Memo of Understanding has been updated to include option to change position’s FTE upon with a term extension.
### APPROVAL ROUTING CHANGES

<table>
<thead>
<tr>
<th>Past</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>The department administrator must submit an explanation of the reasons for the restructuring to the provost, executive vice president or vice president responsible for the organization</td>
<td>The administrator must submit a written explanation of the reasons for restructuring to the <strong>applicable HR Consultant</strong> for review</td>
</tr>
<tr>
<td></td>
<td>Should notify HR Consultant at the earliest possible time but no less than <strong>sixty (60) days</strong> prior to the effective date of the elimination or reduction.</td>
</tr>
<tr>
<td>HR Department review and assist department and affected employee through the process</td>
<td>HR Consultant will review and <strong>send recommendation</strong> to the executive vice president for the unit or the University president for approval</td>
</tr>
<tr>
<td></td>
<td>HR Department to assist department and affected employee through the process</td>
</tr>
</tbody>
</table>
Revisions to Change in Appointment Percent Form to include:

- Title change – Voluntary only
- Note that if it is an involuntary reduction to the employee’s FTE, to contact HR Consultant to follow lay-off process
- Is this a temporary or on-going change?
- Written request from employee will be required
- Form is now published and ready for use on the HR Website - Forms
WHAT IS IN PROCESS?

- Creation of new ePAFs
  - Involuntary Reductions in FTEs
  - Term Extension and FTE Change
- Will involve testing prior to go-live
- Continued communication on ePAF progress
<table>
<thead>
<tr>
<th>Health Sciences Center (HSC) Contacts</th>
<th>Main Campus Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily Arzate - <a href="mailto:ejoslyna@unm.edu">ejoslyna@unm.edu</a> 7-5836</td>
<td>Debi Garcia <a href="mailto:garciad@unm.edu">garciad@unm.edu</a> 7-1703</td>
</tr>
<tr>
<td>Mike Brown <a href="mailto:-mikebrown@unm.edu">-mikebrown@unm.edu</a> 7-2854</td>
<td>CJ Grove - <a href="mailto:cjgrove@unm.edu">cjgrove@unm.edu</a> 7-2894</td>
</tr>
<tr>
<td>Tiffany Cordova – <a href="mailto:ticordova@unm.edu">ticordova@unm.edu</a> 7-0662</td>
<td>Emily Luhman - <a href="mailto:eluhman@unm.edu">eluhman@unm.edu</a> 7-5387</td>
</tr>
<tr>
<td></td>
<td>Alisha Lujan - <a href="mailto:agalle08@unm.edu">agalle08@unm.edu</a> 7-2173</td>
</tr>
<tr>
<td></td>
<td>Angel Porras - <a href="mailto:angelporras@unm.edu">angelporras@unm.edu</a> 7-2764</td>
</tr>
</tbody>
</table>
NON-UNM STUDENT HIRE PROGRAM & STUDENT-TO-TEMP OPTION

Matt Ormita
Manager, UNM Staffing Services
NON-UNM STUDENT HIRE PROGRAM

• Provides UNM departments with -

• Ability to engage high school and non-UNM college students in mutually beneficial paid internship opportunities.

• Student recruitment opportunities by highlighting UNM as an employer and higher education institution of choice.

All Non-UNM Student Hire positions may be requested through a competitive or non-competitive process, depending on each department’s unique business needs.
NON-UNM STUDENT HIRE PROGRAM

- **UNM Youth Summer Worker Program:**
  - *Youth Summer Worker 1*
    - Job Type: General office / clerical
    - Hourly rate: $8.00
    - Dates: May 27th – August 2nd
  - *Youth Summer Worker 2*
    - Job Type: General office / clerical
    - Hourly rate: $8.50
    - Start date: May 13th – August 9th

- **UNM Academic Internship Program:**
  - *Academic Intern*
    - Job Type: Professional: typically in an Academic, Lab, Research and/or Technical capacity
    - Hourly rate: $9.96 min – $13.95 mid
    - Year-round
MINORS ON CAMPUS
NON-UNM STUDENT HIRE PROGRAM

• Per Policy 2205: Minors on Campus – “Authorized adults who will have one-on-one contact with minors or participate in overnight activities with minors, must clear criminal background checks prior to participation in these University programs.”

• Authorized adults = Any individuals that will be working in a supervisory / one-on-one capacity with minors in University programs.
UNM STUDENT EMPLOYEE TO TEMPORARY STAFF OPTION

• To provide departments the ability to quickly transition UNM student employees into staff positions during semester breaks or upon graduation, Staffing Services offers the Student-to-Temporary Staff option.

• For departments that would like to continue employment for any of their current student employees (that are either graduating or not enrolled in at least 6 credits for Summer of Fall 2019)
## STUDENT EMPLOYEE-TO-TEMPORARY STAFF OPTION

<table>
<thead>
<tr>
<th></th>
<th>Student Employees on Semester Break</th>
<th>Graduating UNM Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Age Requirement</strong></td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td><strong>School Status</strong></td>
<td>Current UNM Student</td>
<td>Graduating UNM Student</td>
</tr>
<tr>
<td><strong>Job Type(s)</strong></td>
<td>Any position for which the student employee meets the minimum qualifications</td>
<td>Any position for which the student employee meets the minimum qualifications</td>
</tr>
<tr>
<td><strong>Hourly Rate</strong></td>
<td>Based on salary grade and candidates’ experience and education in relation to minimum qualifications</td>
<td>Based on salary grade and candidates’ experience and education in relation to minimum qualifications</td>
</tr>
<tr>
<td><strong>Required Documents</strong></td>
<td>Staff New Hire Onboarding Tasks and Paperwork (I-9 &amp; NMERB Employee Data Form)</td>
<td>Staff New Hire Onboarding Tasks and Paperwork (I-9 &amp; NMERB Employee Data Form)</td>
</tr>
</tbody>
</table>
SUBMITTING REQUESTS

- Step-by-step directions located within the Employment Knowledge Base: Submitting a UNMTemps Request

- Additional information:
  - https://hr.unm.edu/staffingservices
  - https://hr.unm.edu/non-unm-student-hire-programs
QUESTIONS?
UNM Staffing Services
505-277-2013
UNMTemps@unm.edu
HUMAN RESOURCES

NEXT HR FORUMS

June 11 & 13, 2019

THE UNIVERSITY OF NEW MEXICO