AGENDA

- Veteran Preference Program
- Volunteer Program Project Team
- Revised Temp-to-Regular/Term Process
- New Compensation Guidelines
- Advisement Study
- Employee Wellness Opportunities
- Financial Wellness Seminars
- EOD Initiatives
  - Lobo U update, Mandatory Training, ULead
- HSC Mentorship Program
HR STAFFING UPDATES

WELCOME!
- John Rodriguez, EOD Manager – 7/16
- Parveen Nagji, IT Services Specialist – 8/7

FAREWELL!
- Ryan Baltunis, EOD Technical Consultant – 7/13
- Evan Sandoval, Transaction Center Rep – 8/3
- Julie Healey, HR Analyst – 8/10
- Jim Shrum, HR Consultant – 8/17
- Jillian Gonzales, Sr. EOD Consultant – 8/17
HR STAFFING UPDATES

STAFFING UPDATES 😊

- Rita Gutierrez appointed Supervisor, HR Transaction Center – 8/1/18
- Debi Garcia appointed Interim HR Consultant – 8/1/18
DIVISION UPDATES

• Banner 9 Check-in on HR forms
  • Are you using them?
  • What are your thoughts?
PRESENTATIONS
VETERAN PREFERENCE PROGRAM

Mike Brown, Director
HR Client Services
One of UNM’s initiatives is to create a veteran-friendly campus. The Veteran Preference Program is being created to recognize the value and experience military veterans can bring to the University.
VETERAN PREFERENCE PROGRAM

- The most common form of Veteran Preference Programs is to use a scoring matrix system
  - We chose not to use scoring matrix due to concerns of unfairness to other protected groups
- Reviewed past 12 month applicant history
- Approximately 800 applicants self-identified as veterans
- During that same time period had around 600 postings
  - Competitive
  - Non-contract
  - Regular/Term Full-Time and Part-Time
WHAT THE VETERAN PREFERENCE PROGRAM DOES

- Grants veteran applicants further consideration in the hiring process
- Qualified veteran applicants will be granted an interview for positions that are posted competitively
HOW DOES A VETERAN QUALIFY?

- Received an honorable discharge as documented on their DD214
- Meet the minimum qualifications of the position
- Apply prior to the ‘For Best Consideration Date’
- Follow all application instructions on the posting
WHAT DOES THIS MEAN FOR THE HIRING DEPARTMENT?

- All regular/term competitive, non-contract positions will qualify for veteran preference

- Will hard code language that would appear in the postings that qualify for veteran preference
WHAT DOES THIS MEAN FOR THE HIRING DEPARTMENT?

- Complete the Staff Justification Memo of Hire
  - List number of applicants who indicated they want to participate in the program
  - List number of applicants interviewed
  - Give specific details why other veteran preference applicants were not interviewed
HOW DO I KNOW WHO IS PARTICIPATING IN THE PROGRAM?

- HR Reports
  - UNMJobs Application

- Viewing the columns on the Job Details page in UNMJobs
  - This is the page where you see your applicant names and status
CHANGING COLUMN SETTINGS

Define Page Layout
How would you like to edit the layout of this page?
- Customize the layout for this requisition only
- Edit the Default layout template
- Select from existing layout templates

Available Columns
- Applicant Preferred Language
- Applicant (User) Flags
- Application Flags
- Ideal Matching Criteria
- Pre-Screening: Are you legally authorized to
- Pre-Screening: Are you a resident of the State
- Pre-Screening: What is your UNM employ
- Pre-Screening: If you have a UNM ID, please
- Pre-Screening: Have you been laid off from
- Pre-Screening: Have you ever worked for U
- Pre-Screening: Do you have a relative, spou
- Pre-Screening: If yes, then list their name a
- Pre-Screening: At the present time, are you

Selected Columns
- Applicants (Default Sort) *
- Applicant Location
- Submission Date
- Type
- Current Status
- Status Change Date
- Source
- Forms Assigned
- Interview Status: Video Interview
- Interview Status: In Person Interview Round 2
- Interview Status: Telephone Interview
- Interview Status: In Person Interview Round 1

* Denotes columns that cannot be removed
QUESTIONS?
Mike Brown, SHRM-SCP, SPHR
Director HR Client Services
505-277-2854 | mikebrown@unm.edu
VOLUNTEER PROGRAM
PROJECT TEAM

Martin Gallegos, HR Consultant
Client Services

Angel Porras, HR Consultant
Client Services
Due to a high volume of inquiries about volunteer guidelines and policy, HR has assigned a project team to create volunteer guidelines and best practices for departments.

Currently, the University does not have formal policies, guidelines, or processes for establishing and maintaining volunteer programs within departments.
What will this look like?

- The team will conduct research on current utilization of unpaid volunteers throughout campus
- Benchmark with peer institutions along with review of regulatory and legal requirements, and liability of volunteer programs
- Develop program guidelines, supporting materials, tools and resources for establishing and maintaining volunteer programs across campus
How can you help?

- We would appreciate your feedback or examples of volunteer programs/processes currently utilized in your department(s).
- We are seeking your guidance and input on what has worked, things to consider, etc.
- Please send your feedback to the project team listed on the next slide.
SUBMIT FEEDBACK TO:
Martin Gallegos – mgalle09@unm.edu
Angel Porras – angelporras@unm.edu
Alisha Lujan – agalle08@unm.edu
REVISED TEMP-TO-
REGULAR/TERM PROCESS

Matt Ormita, UNMTemps & Recruitment Services Manager
Staffing Services
REVISED TEMP-TO REGULAR/TERM PROCESS UPDATED

It is no longer in UNMJobs

• Departments still need to work with UNMTemps to ensure that the employee is eligible to be converted and has been on assignment for 60 days. However…

• Departments no longer need to create a new UNMJobs requisition and have the temporary employee apply again to the position that he/she is already working in. Instead, the department will need to complete a Temporary to Regular/Term admin doc, obtain and attach required approvals (EVP, Provost, Dean/Director), and send to UNMTemps@unm.edu.

• Upon receipt of the required documentation, UNMTemps will send an updated offer letter to the employee outlining details of regular/term position and work with the HRTC to update the employee status in Banner.
QUESTIONS?
Matt Ormita, UNMTemps & Recruitment Services Mgr
505-277-2013
UNMTemps@unm.edu
NEW COMPENSATION GUIDELINES

Stacie Jackson, Senior Compensation Specialist
Compensation

Gene Bermudez, Senior Compensation Specialist
Compensation
COMPENSATION GUIDELINES

- Compensation Guidelines establish consistent standards when applying changes to an employee’s compensation or classification.
- The guidelines support UNM’s employment strategies and goals.
- Major multi-year project to evaluate our guidelines is underway.
- The first change is available now!
# CHANGES TO COUNTER OFFERS

<table>
<thead>
<tr>
<th>Current</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>External offers only</td>
<td>External <strong>and</strong> internal offers eligible</td>
</tr>
<tr>
<td>Salary offered based solely on department’s budget</td>
<td>HR Compensation will assess and recommend a range based on several critical factors</td>
</tr>
<tr>
<td>No limit on the number of offers that an employee can receive</td>
<td>24-month waiting period before an employee can receive another offer</td>
</tr>
</tbody>
</table>
RETENTION OFFERS

- Do you have to wait for your great performer to start looking elsewhere? Not anymore!

- Retention offers are a new guideline designed to help keep employees around before they start searching for other jobs.

- Same process as counter offers; however, departments do not have to provide a copy of an offer of employment.
Available now!

Access the guidelines and forms on the HR Website at

https://hr.unm.edu/compensation-guidelines-staff-employees
ADVISEMENT STUDY

Stacie Jackson, Senior Compensation Specialist
Compensation

Gene Bermudez, Senior Compensation Specialist
Compensation
ADVISEMENT STUDY

- Initiated by Provost Office in 2016 to support the Higher Learning Commission accreditation
- Delays due to leadership changes
- Review reinitiated under Associate Provost, Pamela Cheek
- More information to come soon!
QUESTIONS?
HR Compensation
505-277-6947
comp@unm.edu
EMPLOYEE WELLNESS OPPORTUNITIES

Vanessa Roybal, Health Educator
UNM Employee Wellness
ONSITE PREVENTIVE HEALTH CHECKUPS

- Clinic Dates: NOW through October 19
- Appointments with Catapult Health filling quickly
- Must be on the UNM Medical Plan during screenings and through credit period in late fall 2018
- Premium credit: $200 Eligible Employee/ $100 Eligible Spouse/Domestic Partner
- Primary Care Provider Form will be available for use for visits between October 7, 2017 and October 19, 2018
- Register TODAY
WOW PASS

- Passes for sale online NOW
- Cost $100 – Tuition Remission eligible
- Fall Semester Aug. 20 – Dec. 7
- Classes at the Johnson Center, Business Center, and North Campus
- Johnson Center is open during renovations
- For updates visit the Recreational Services website
WELCOME BACK DAYS

- UNM Wellness Day
- Tuesday, Aug. 21, 2018
- 10 a.m. – 2 p.m.
- Near the Duck Pond
- Enjoy demos, recreational activities, and healthy lifestyle information at booths hosted by Health, Wellness, and Recreation departments.
LOBO PERKS

- Updated Lobo Perks website
- Added opportunities for fitness during Johnson Center construction and renovation project
  - Anytime Fitness
  - Planet Fitness
- Check out ALL UNM employee discounts at Lobo Perks [website](#)
LIFESTEPS

- Weight Management Class
- NOT a diet but emphasizing on behavior changes
- NEW ONLINE CLASS
  - Through Yammer
  - August 27 – December 7
- Main Campus Class
  - Every Wednesday
  - August 29 – December 5
- All classes include
  - Support from a Registered Dietitian
  - Fitbit Flex 2
  - Exercise Physiology Lab testing
  - Stress Management topics
  - MUCH MORE!

REGISTER HERE
HEALTHYWAGE STEP CHALLENGE

- Tuesday, Sep. 11 through Friday, Nov. 9
- Cost - $60 per participant or $20 x 3 months, payable by credit card
- Increase your individual step goal by 25% to win a portion of the pot
- Create teams with co-workers, family, and friends
- In 2017, the pot grew to over $6,000!
- NEW OFFERING
  - 9 Fitness Classes to support success led by Lauren Lewis
  - Thursdays at 12:00 p.m.
  - $60 - Tuition Remission eligible
QUESTIONS?

Employee Wellness
505-277-4460
wellness@unm.edu
UPCOMING FINANCIAL WELLNESS SEMINARS

Cherie Knight, MA, CHFC
Benefits & Retirement Services
FINANCIAL WELLNESS WORKSHOP – AUGUST 2018

• Topic: Income Tax Planning
• Leader: Edwin Fernandez, CPA/PFS and Voya Financial Advisor
• Key Concepts:
  • Review key Federal and State tax law changes for 2018
  • Better understand tax breaks that may apply to your situation
  • Take away resources to help you determine if you need to make changes now
• Main Campus: Thursday, Aug. 30, 12-1 p.m., Business Center 1016
• North Campus: Friday, Aug. 31, 12-1 p.m., Domenici HSLIC Library 428

Registration and virtual access available at hr.unm.edu/financial-wellness-program
FINANCIAL WELLNESS WORKSHOP – SEPTEMBER 2018

• Topic: Retirement Plan Check-up

• Leader: Julie Flores, Financial Consultant and Kevin Collins, Associate Financial Consultant, TIAA

• Key Concepts:
  • Evaluate your current savings and investments
  • Formulate a plan to pursue your retirement goals
  • Manage competing financial priorities

• North Campus: Thursday, Sep. 27, 12-1 p.m., Nursing & Pharmacy 257

• Main Campus: Friday, Sep. 28, 12-1 p.m., Business Center 1016/1018

Registration and virtual access available at hr.unm.edu/financial-wellness-program
LOBO U – UPDATE ON NEW EMPLOYEE ORIENTATION

John Rodriguez, EOD Manager
Employee & Organizational Development
LOBO U – UPDATE ON NEO

- Lobo U is on Mondays 8:30 a.m. to 12:10 p.m.
- The last 10 minutes are an optional opportunity for Q&A with HR reps
- If Monday is a holiday then Lobo U occurs on Tuesday

Supervisor Reminders:

- Orientation start time is 8:30 a.m., not 8 a.m.
- Instruct new employee where to report after orientation
  - Provide supervisor name and office location
  - New employee is allowed a one hour lunch following orientation
MANDATORY TRAINING

Jillian Gonzales, Sr. EOD Consultant
Employee & Organizational Development
MANDATORY TRAINING

Four Months and Counting!

In 2018 all regular faculty and staff; temporary faculty and staff; on-call staff; and student employees (including Grad Students) are required to complete the designated University-wide mandatory training.

The three University-Wide mandatory trainings are:

- SRS 0118 Basic Annual Safety Training - 2018
- EOD 1018 Intersections: Preventing Discrimination and Harassment - 2018
- EOD 481-18 Active Shooter on Campus: Run, Hide, Fight - 2018

The deadline for completing the Mandatory Training is December 1
MANDATORY TRAINING REMINDERS

• HR Agents and others with the Security Role (HR Reports Viewer) have access to view their organization’s Mandatory Training Report at any time.

• Individual completion can also be accessed by direct supervisors.

• For troubleshooting, please see your department’s desktop support or appropriate help desk. (Main, HSC or UH).
MANDATORY TRAINING IMPROVEMENTS

• Accommodation process is being communicated through various channels.
• Have consolidated the troubleshooting escalation process through EOD, HRIT and Main IT.
• HR Reports accuracy is being monitored more closely.
• Folks have had time to acclimate to the new Intersections module.
• The Active Shooter module is now fully supported on the appropriate platform.

And many more improvements have been made behind the scenes so you will have a better experience.
MANDATORY TRAINING REASONABLE ACCOMMODATION

• Any staff or faculty member that requests an alternative to taking Intersections should contact the Office of Equal Opportunity (OEO).

• Any staff or faculty member that requests an alternative to taking Active Shooter should contact Deborah Kuidis in the Provost Office.

• Human Resources (including EOD) is not the office to make a decision regarding reasonable accommodation.
MANDATORY TRAINING REASONABLE ACCOMMODATION

The Process

• If you are contacted by a staff or faculty person regarding a need, direct them to the appropriate office.

• The appropriate office will work with that person directly.

• Then that office will communicate to EOD regarding completion.

• HR (including EOD) does not make a decision regarding accommodations.
QUESTIONS?
Employee & Organizational Development
505-277-1555
eod@unm.edu
ULEAD FALL 2018

Mary Farias, Sr. EOD Consultant
ULead Program Lead for EOD
DATES: Every Thursday, Sep. 13 - Nov. 1, 2018
LOCATION: John and June Perovich Business Center
TOPIC: PEOPLE, PROJECTS & POSITIVE PERSUASION
REGISTRATION DEADLINE: Jul. 30 – Aug. 17, 2018
QUESTIONS?
Mary Farias, ULead Program Lead
505-277-2946
mfarias@unm.edu
HSC MENTORSHIP PROGRAM

Mike Brown, Director
Client Services
Staff Mentorship Program

• Application deadline extended to August 10, 2018
• Develop a helping relationship
• Exchange knowledge, experience and goodwill
• Encourage confidence, purpose, insight and wisdom
• Polish our skills and abilities
• Help career development
• Mentor to mentee and visa versa

Questions, email: hsc-Mentorship-Program@salud.unm.edu
To apply, visit http://hsc.unm.edu/programs/mentorship/
NEXT HR FORUMS

October 9 & 10, 2018