HR Forums

APRIL 10 & 12, 2018
Agenda

- Welcome and General Updates
- Benefits Plan Year 2018-2019
  - Open Enrollment/VEBA Opt-Out
  - Long-Term Care Rates
  - Preventive Health Checkups
  - Stadium Stair Challenge
- Non-UNM Student Hire Program
- SHRM and CUPA-HR
- HR Policy Updates
- Disciplinary Web Resources
- ePAF Improvements
HR Staff Updates

MIKE BROWN & EMILY LUHMAN
HR CLIENT SERVICES
HR Staffing Updates

Farewell

- Patrick Lopez – Benefits
  • Last day: February 23, 2018
- Krista Savoca – Administration
  • Last day: March 9, 2018

Congratulations!

- Joey Evans – Appointed Director of Benefits
  • March 21, 2018
Division Updates
Division Updates – Mike Brown

- HR Forms Updated
- UNM Transcript Retrieval for Hires
Division Updates – Cherie Knight

April Financial Wellness: Long Term Care Insurance

From Homepage https://hr.unm.edu/, click on Wellness

In menu on right, click Financial Wellness
Presentation Items
Benefits Updates
Plan Year 2018-2019

JOEY EVANS
BENEFITS
Open Enrollment/VEBA Opt-Out for FY2019

Wednesday, April 25 – Friday, May 11

Annual period to make enrollment changes to:

- Medical, Dental and Vision coverage
- Life and Disability insurance coverage
- Opportunity to opt-out of VEBA

All Election changes are effective July 1, 2018
FY2019 Open Enrollment

FY 2019 Rates And Plan Changes

- Pilot online web based form available through Loboweb
- Medical: Rate Increase/No Plan Changes
  - 1.75% Increase rate for Active Employees across all Plans
  - 1.75% Average Increase for Pre-65 Retirees
- Dental: No Rate Change/No Plan Changes
- Vision: Renewal rate increase:
  - On a per month basis, up by $.86, $1.68, and $2.72 (Single, Employee+1, and Family)
- Standard Life
  - Basic and Additional Life: No Rate Change
  - Short-Term Disability: No Rate Change
  - Long-Term Disability and AD&D: No Rate Change
FY2019 VEBA Opt-Out

VEBA Opt-Out

- Opt-Out using LoboWeb
- Employee/UNM contribution capped at ¾%
- Opt-Out During Open Enrollment-Effective July 1, 2018
- Opting-Out relinquishes access to UNM’s post-retirement benefits and applicable grandfathered service credits will be forfeited
- Ability to opt-in during the first Open Enrollment following the fifth year after opt-out effective date
- First available opt-in opportunity is Open Enrollment in 2019 for those who opted out effective July 1, 2013
FY2019 Open Enrollment and VEBA Opt-Out Resources

- HR Benefits Website at [https://hr.unm.edu/benefits](https://hr.unm.edu/benefits)
  - Go to **Open Enrollment**
    - FY19 Rates
    - How to make changes
    - Summaries and Booklets
    - Printable Open Enrollment Materials
    - How to opt out of VEBA
- Contact the HR Service Center at 505-277-myHR (6947)
FY2019 Open Enrollment and VEBA Opt-Out – How to Make Changes

- Make changes to Medical, Dental and Vision coverage in LoboWeb
- VEBA Opt out in LoboWeb
- Make changes to Life and Disability insurance coverage at https://standard.benselect.com/Enroll/Login.aspx?Path=unm

All election changes are effective July 1, 2018
FY2019 Open Enrollment and VEBA Opt-Out

- Plan Ahead
- Inform those who are on vacation, sabbatical, or LWOP
- Have them contact the Benefits Office 505-277-myHR (6947)
- Per IRS regulations, late enrollment changes are not allowed
FY2019 LTC Rate Changes

LTC Rate Changes

- Average of 5% increase
- Unum online premium calculator available in May
- Unum will mail rate confirmations directly to participants in May
- Ability to cancel coverage before July 1
Employee Wellness Updates

JOEY EVANS
BENEFITS
Onsite Preventive Health Checkups and Medical Premium Incentive Program

- Clinic Dates: July 9, 2018 - October 19, 2018
- Eligibility: Active Employees and spouses/domestic partners enrolled in a UNM medical plan
- Premium credit: $200 Eligible Employee / $100 Eligible Spouse/Domestic Partner
- Online Registration Dates: Anticipated June 1, 2018
- Requires participation in a UNM Medical plan during the screening period and at the time of premium credit
- Primary Care Provider (PCP) Form will be accepted for visits in 2018
- Visit hr.unm.edu/checkups for details
Stadium Stair Challenge
Run/Jog/Walk the Dreamstyle Stadium

- April 28
- 9 am
- Signup early for a discount
- 6-week training $80 (Tuition Remission eligible)
- Private Facebook Support Page
  - Weekly Sports Nutrition Info
  - Social Support
  - Live Updates
- Vendors
- Prizes
- DJ

Register Here!
Questions?

HR Benefits
hrbenefits@unm.edu
505.277.MyHR (6947)

Employee Wellness
wellness@unm.edu
505.277.4460
UNMTemps — Non-UNM Student Hire Program and Student-to-Temp Option

MATT ORMITA
UNM STAFFING SERVICES
Non-UNM Student Hire Program

- Developed to provide UNM departments with the ability to engage high school and non-UNM college students in mutually beneficial paid internship opportunities.

- Provides 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
    - Start date: 5/28/2018
  - *Youth Summer Worker 2*
    - Job Type: General office / clerical
    - Hourly rate: $8.50
    - Start date: 5/14/2018

• **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 – “All authorized adults in University programs must clear criminal background checks prior to participation in these University programs. Program leaders may require other authorized adults to clear background checks prior to participation in University programs. Background checks are valid for three years.”

• “Authorized adults” means individuals who are responsible for the care and custody of, or who might have unsupervised interactions with, minors in University programs.
UNM Student to Temporary Staff Option

• In an effort to provide departments the ability to transition UNM student employees into staff positions during semester breaks or upon graduation, UNMTemps 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 or Fall 2018)
# UNM Student to Temporary Staff Option

<table>
<thead>
<tr>
<th></th>
<th>Student Employees on Semester Break</th>
<th>Graduating UNM Students</th>
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<tbody>
<tr>
<td><strong>Min. 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>All salaries and grades based on minimum qualifications</td>
<td>All salaries and grades based on minimum qualifications</td>
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<tr>
<td><strong>Required Documents</strong></td>
<td>Staff New Hire Packet</td>
<td>Staff New Hire Packet</td>
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UNMTemps 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
2018 New Mexico Conferences

Magdalena Vigil-Tullar
Labor/Employee Relations
2018 SHRM NM Conference

Solving the People Puzzle - HR Connects the Pieces

• When: April 23 - 25, 2018 (M-W)

• Where: Hyatt Regency, 330 Tijeras Ave. NW

• [http://shrmnm.org/events.aspx?calEventId=56e4387bfebc464b881c2a3b687941ab#CalendarContent](http://shrmnm.org/events.aspx?calEventId=56e4387bfebc464b881c2a3b687941ab#CalendarContent)

• This conferences is pending up to 17 SHRM PDCs/HRCI credits
2018 SHRM NM Conference

• Nancy Lyons, Founder/CEO Clockwork
• Jim Link, CHRO, Ranstad North America
• Margaret Lynch, CHRO, Fort Defiance Indian Hospital
• Celina Bussey, Cabinet Secretary, NM DWS
• Kristin Hadeed, CEO of MaidSuite & Founder of Student Maid
• Dr. Richard Pimentel, Sr. Partner, Milt Wright and Associates
• Todd Nordstrom, Director, Content OC Tanner Institute and author
• Jerome Wade, CSP CEO, The Epic Advantage and author
in addition to many, many others!
2018 CUPA-HR

Rio Grande Chapter

- When: May 3, 2018
- Where: Sheraton Albuquerque Airport Hotel
- [http://chapters.cupahr.org/riogrande/](http://chapters.cupahr.org/riogrande/)
- Early Registration Deadline: April 15
- Contact:
  - Shirley Rey Lovato, Rio Grande Chapter President
    srlovato@unm.edu
HR Policy Updates

Magdalena Vigil-Tullar

Labor/Employee Relations
Policy Updates

30-Day, All-Campus Review and Comment period
March 20 – April 20

• http://policy.unm.edu/under-review/index.html
Policy Updates

UAP 3215, Performance Improvement

- Four step process
- Suspension will remain
- Demotion will remain voluntary
- Letter for Improvement
- Petitioning of written warnings changed from 3 positive evaluations to 2 positive evaluations
Policy Updates Cont.

UAP 3430, Catastrophic Leave

- Third Party Administration
- Intermittent absences = 4 hour or 8 hour increments and maximum leave = 520 hours (pro-rated based on FTE)
- Recertification period changed from 1 month to 3 months or 6 months for terminal cases

*2000 Series Update: UAP 2240, Respectful Campus
Disciplinary Web Resources

Magdalena Vigil-Tullar
Labor/Employee Relations
Performance Improvement & Disciplinary Action Website

https://hr.unm.edu/performance-and-discipline
Pre-discipline Documents
Getting Started

- Roles and Considerations
- Pre-discipline Checklist (Required)
  - [https://hr.unm.edu/docs/employment/pre-discipline-checklist.pdf](https://hr.unm.edu/docs/employment/pre-discipline-checklist.pdf)
- Employee Log
Disciplinary Considerations: Matrix and Guidelines

• Matrix (https://hr.unm.edu/disciplinary-matrix)
  • Provides consistency of treatment
  • Provides notice to an employee of possible consequences

• Guidelines (https://hr.unm.edu/docs/employment/disciplinary-considerations-and-guidelines.pdf)
  • Mitigating factors
  • Escalating factors
Disciplinary Considerations: Timing Guidelines

https://hr.unm.edu/docs/employment/discipline-timing-guidelines.pdf
Additional Documents

- Fact-Finding Tools
- Post Disciplinary Action Plan
Questions

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Labor/Employee Relations Officer
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ePAF Update

EMILY LUHMAN
CLIENT SERVICES
March 2018 Update

- Fixed “Bugs” in Extension ePAFs (Temporary and Term Staff)
- Updated Approval Routing Queue
  - Replaced HR Consultant Approval with Transaction Center Rep
  - Removed some required approval levels within routing queue
  - Replaced Dept Approver 1 with College/School/Division Approver for ePAF with budgetary impact.
ePAF Approval Queues

- Reduced required approval levels within certain ePAFs
  - Increased flexibility of ePAF routing queues so Divisions and/or Departments can determine what approval routing is required
  - Improved processing time for ePAF transactions

- HR Transaction Center ePAF Approvers
  - List of Employment Area Approvers can be found on the [HR Transaction Center webpage](#)
  - Sandy Reyes and Coleen Cox are primary ePAF approvers
ePAF Approval Queue

- Updated ePAF Approval Queue Job Aids
  - Creating a custom routing queue
    (https://confluence.unm.edu:8443/display/EKB/Creating+a+Custom+Routing+Queue)
  - Creating a default routing queue
    (https://confluence.unm.edu:8443/display/EKB/EPAS+Default+Routing+Queue+Setup)

- Approve vs FYI
  - Requires user approval before moving to the next level
  - Requires acknowledgement by user, does not prevent ePAF from moving on in approval queue or applying

- ePAF Reports
Future ePAF Updates

- Creation of new ePAFs to replace ePAN based transactions
- Looking into alternative solutions to add logic and validation to employment transaction processing
- Improving ePAF documentation on the Employee Knowledge Base (https://confluence.unm.edu:8443/display/EKB/Employment+Knowledge+Base)
- Addition of notification email for “FYI” status in ePAF approval queue.
- Improvement to ePAF reports
Questions

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Next HR Forums

North Campus – Fitz Hall, Room 303
- Tuesday, June 12
- 10:30 – 11:30 am

Main Campus – Perovich (EOD) 1016/1018
- Thursday, June 14
- 10:30 – 11:30 am