HUMAN RESOURCES
HR Forum
June 8, 2021
THE UNIVERSITY OF NEW MEXICO
AGENDA

- Welcome and Updates
- Annual Leave Temp Policy
- Remote/Telecommute Pilot Program
- Comp Updates & Union MSU
- NMERB Return to Work Process Reminder
- Staff Success Week
- Veteran Hiring Preference Program
WELCOME & FAREWELL

WELCOME!

Claudia Velasquez – Sr. HR Tech, Benefits & Employee Wellness
Start Date: April 26
FAREWELL! 😔
Erica Olson - HR Analyst, Labor & Employee Relations
End Date: May 21
PRESENTATIONS
ANNUAL LEAVE TEMP POLICY

Kathy Agnew, Executive Director
Client Services
ANNUAL LEAVE TEMP POLICY

- Effective July 1, 2020, the maximum allowable accrued annual leave balance was increased from 252 hours to 308 hours.

- Increase is in effect until December 31, 2021.
  - At which time, any balances over 252 will be reduced to 252 with no payout.

- Employees should begin working with their supervisors to start planning leave usage before hours are reduced at the end of the year.

- Time off should be coordinated among employees to allow for continuity of department services.

- Read the full policy: hr.unm.edu/docs/hr/annual-leave-temporary-policy-allowance.pdf
REMOTE/TELECOMMUTE PILOT PROGRAM

- Pilot has been well received
- Feedback received:
  - Updates to security sensitive data and equipment usage by IT
  - Distance to campus (emergency, etc.)
- Implementation University wide July 1
COMPENSATION UPDATES

Stacie Jackson
HR Compensation Manager
UPDATE ON COMP INITIATIVES

- **Salary Placement and Equity Tool (SPET)** pilot initiative briefly paused for design improvements, but will begin again in June with anticipated campus-wide roll-out in the fall.

- Discussions regarding the 2022 increase to the New Mexico **Minimum Wage** will begin soon, including discussion on the Executive Order impacting employees funded through federal contracts.

- **Clinical Structure** will be sunset at the end of July, with all clinical jobs cross-walking into the regular Staff Salary Structure.

For Updates on HR Initiatives and Project visit: [https://hr.unm.edu/hr-initiatives-projects](https://hr.unm.edu/hr-initiatives-projects)
MSU INCREASE FOR UNION STAFF

Supervisors overseeing employees in unionized positions have a critical responsibility to ensure they manage employees in alignment with the University’s collective bargaining agreements.

We rely on you to help supervisors:
- Identify represented positions
- Access and understand obligations under contract
- Recognize important areas of bargaining
- Partner with HR to navigate different situations
MSU INCREASE FOR UNION STAFF

Wages are an important component of employment and, thereby, are a major topic of bargaining. Compensation guidelines may differ for unionized employees, so ensure your department’s leaders are familiar with the stipulations in the contracts.

For the FY22 Mass Salary Update (MSU), UNM entered into the following agreements with the respective unions:

- Both CWA and US-UNM –
  - 1.5% for non-probationary employees with successful performance ratings
  - Employees with “not successful” will have the opportunity to increase ratings by 9/10/21 to receive MSU increase effective 10/9/21; must have PEPs to HR by 9/24/21

- US-UNM Only
  - Department discretion to pursue additional increases of 1.5%-3%, or >3%-5% for exceptional circumstances with EVP approval
NMERB RETIREE RETURN TO WORK PROCESS

Cherie Knight, MA, ChFC, Projects Specialist
UNM Benefits & Employee Wellness
REMINDER – NMERB RETIREE RETURN TO WORK PROCESS

- We recommend retirees submit their Return To Work Application to New Mexico Educational Retirement Board (NMERB) the last week of the month prior to retirement
- NMERB begins processing after the retiree has been retired for at least one day and requires 5 to 7 business days to process and approve the application
- Allow for US Mail time before the approved application is returned from NMERB to the retiree
REMINDER –
NMERB RETIREE RETURN TO WORK PROCESS

- Retirees must provide a copy of NMERB’s approval to UNM Payroll before returning to work
- Allow 2 to 3 weeks after the retirement date before planning to return to work, to allow for NMERB processing, mail time, and submitting the approval to Payroll
- Retirees can no longer expect to return to work on the business day following retirement
QUESTIONS?
Cherie Knight, MA, ChFC, HR Projects Specialist
505-277-2373
cheriejean56@unm.edu
STAFF SUCCESS DAYS

Kate Williams, EOD Consultant
Employee & Organizational Development
STAFF SUCCESS DAYS

- June 21-25
- A virtual professional development opportunity for all UNM staff
- Developed with Staff Council Success Committee
- Represents a cross-campus effort to bring relevant topics to the campus community
- Multiple sessions per day
Virtual sessions include presentations from:

Teresa Constantinidis, Senior Vice President for Finance & Administration
Dr. James Holloway, Provost & Executive Vice President for Academic Affairs
HR Compensation
Ombuds for Staff
Career Services
And more!

Visit: goto.unm.edu/staffsuccessdays
QUESTIONS?

Employee & Organizational Development
eod@unm.edu
VETERAN HIRING PREFERENCE

Shirley Alexander, Sr. HR Consultant
Mike Brown, Manager
HR Client Services

Matt Ormita, UNMTemps & Recruitment Services Mgr
HR Staffing Services
The University of New Mexico is committed to hiring and retaining a diverse workforce. We are an Equal Opportunity Employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other protected class.
Positions posted with a **Staff Type of Regular or Term** are eligible for the Veteran Preference Program.

See the [Veteran Preference Program](#) webpage for additional details.
HOW TO APPLY

Applicants will need to select “yes” to the following question:

I elect participation in UNM's Veteran Preference Program. If you are not a veteran, select 'Not Applicable'.

☐ Yes
☐ No
☐ Not Applicable
HOW TO APPLY

- Applicants should apply to an eligible position via UNMJobs for which they meet the minimum requirements.
- Tip! Use the Veterans Job Matcher (sponsored by the U.S. DOL) to find civilian job titles that applicants may use as a guide in seeking out positions listed on the UNMJobs portal.
- Applications should be thoroughly completed and include any additional documentation or comments as requested per the application instructions.
- Submit application prior to or no later than the “For Best Consideration Date” stated in the job posting.
- Elect participation in the Veteran Preference program when asked via the questionnaire step during the application process. Applicants will to select “yes” to the question that looks like this.
HOW TO APPLY

- To confirm honorable discharge status, applicants must attach their DD214 form to the Resume and Application section of the online application. The Character of Service field must list HONORABLE for the most recent separation from the military.

- Tip! Applicants can go to Request military service records from the U.S. Department of Veterans Affairs to obtain their DD214 form.

- When applying to multiple jobs, applicants must elect participation in the Veteran Preference program and attach their DD214 to the application each time.
Hiring Departments

- For instructions on managing your applicant pool that includes Veterans, see step 3.2 Veteran Hiring Preference Program in the Hiring Guides section of the Employment Knowledge Base.
- Use the Civilian-to-Military Occupation Translator (sponsored by the U.S. DOL) to identify relevant military experience by matching key words from your job opening to military careers that use similar skills.
- Check out the Veterans Resource Center for programs other than employment.
All regular and term staff positions are eligible for the Veteran Hiring Preference Program.

To determine eligibility, the Staff Type field within the job posting must state:

- Regular – Full-Time
- Regular – Part-Time
- Term – Full-Time
- Term – Part-Time
Career Services provides assistance with:

- Resume & CV writing
- Cover letter
- Interview preparation
- Follow up & thank you notes
COMMUNITY OUTREACH COLLABORATION

- Governor’s Office: New Mexico Department of Veterans Services
- Regional State Veterans Coordinator for Veterans Program with New Mexico Department of Workforce Solutions
- UNM Staffing Services
  - Career Fairs: KAFB
MARKETING & COMMUNICATIONS

Theresa Sherman, HR Communications & Projects Specialist

• Update of Veterans Hiring Preference Webpage
• Regular and Transparent Updates on Veteran Hiring
• Newsletter Articles
• Testimonials:
  • Video testimonials
  • Written testimonials
QUESTIONS?

Contact:
Shirley Alexander, HR Client Services: shalex@unm.edu
Mike Brown, HR Client Services: mikebrown@unm.edu
Matt Ormita, HR Staffing Services: mormita@unm.edu
Theresa L. Sherman, HR Vice President’s Office: tacker@unm.edu
NEXT FORUM
Tuesday, Aug. 10, 10:30 A.M. via Zoom

FIND FUTURE FORUM DATES AT
hr.unm.edu/hr-forums
GENERAL QUESTIONS & DISCUSSION