

HR PRESENTS

Providing employees support, engagement, and notification through service.

Updates

Employee & Management Services renamed to Employee & Labor Relations

Effective July 1, 2014 the office formerly known as Employee & Management Services was renamed to Employee & Labor Relations (ELR) to better relate with the functions of the department. ELR continues to provide counsel and advice to supervisors and employees regarding employment related inquires and assist in the interpretation of University policy and procedures. ELR also continues to serve as the University's liaison to union representatives for all eligible bargaining employees. ELR can be reached via telephone at 575-646-2449, by visiting Hadley Hall, Room 14 or via their new email address of elr@nmsu.edu, which has replaced hr-ems@nmsu.edu and erlr@nmsu.edu.

I-9 Training & Fall Heavy Hire

With the Fall heavy hire season around the corner we are reminding all hiring processors of the federal requirement that Section 1 of the I-9 must be signed by the employee no later than their 1st day of employment and that Section 2 must be completed by the department no later than 3 business days after the employee's start date. We are also working with CLPD to develop an I-9 training to be released later this year.

NMSU Faculty & Staff Job Postings on Inside Higher Ed Online

The Provost Office recently purchased a recruitment package from Inside Higher Ed. With this package, NMSU has one year (July 2014 – June 2015) of unlimited recruitment/advertising and a free Diversity Profile. The advertising is available for faculty and staff position. Our link to advertise job postings (after all required approvals has been obtained) is <http://careers.insidehighered.com/new-mexico-state-university>. Instructions to utilize this service, at no cost to college/divisions or departments can be downloaded here (create a link to open a pdf document How to Post a Job on Inside Higher Ed 2014).

Leave Policies Training and Presentation

Leave Management was a presentation topic requested by several forum members so we included it on our October 2013 agenda. Following the forum, we received feedback asking for more information on the subject. Benefit Services offers a quarterly training on Leave Policies. Employees interested in this topic are encouraged to register for a session at <http://training.nmsu.edu/policies/>. An Adobe Connect recording of the presentation will be available on the benefit services website soon. A notice will be sent to HR Liaisons when it is available for viewing.



Remaining Meeting Dates for 2014

- October 22nd

All meetings held on NMSU Las Cruces Campus at Milton Hall, Room 85

Reserve your seat by registering at: trainingcentral.nmsu.edu/hrpresents

Contact HR Services

Email: hrhelp@nmsu.edu
 Phone: 575-646-8000
 Fax: 575-646-2806
 Hadley Hall, Room 17

MSC 3HRS
 New Mexico State University
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 Las Cruces, NM 88003-8001

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Updates continued...

ERB Changes (Distributed via email on May 29, 2014)

This is a reminder that NM Senate Bill 115 changed the contribution rates for Fiscal Years 2014 and 2015. The employee and employer contribution rates have increased for both the ERB and ARP plans. The bill also states new eligibility criteria for new members and a temporary reduction in the Cost of Living Adjustment formula for certain retirees. For details, please refer to the email sent from Benefits on May 29, 2014 or <http://hr.nmsu.edu/blog/2014/05/nmerb-information-update-july-2014/>.

Medical Plan Rate Change July 1, 2014 (Distributed via email May 30, 2014)

The State of New Mexico Risk Management Division made substantial changes to the medical plans in 2013/2014. Effective January 1, 2014, the state moved to calendar plan year. This means that all plan design changes and vendor changes, if made, would go into effect each January. This also means all deductibles start over each January.

Separately, the state runs on a fiscal year budget cycle (July-June) which means rate/premium changes will occur in July. As was shared with employees in October 2013 during the state annual enrollment meetings, the rates for the medical plans increased as of July 1, 2014 by 10%.

See new rates at: http://hr.nmsu.edu/benefits/wp-content/uploads/sites/15/2013/04/B_I_Insurance_Premium_Rates_Summary.pdf.

HRS Staffing Updates

Joe Burris, HR Specialist Intermediate for Employment & Compensation Svcs

Joe joined the HRS team on July 1st. He comes to us from Oklahoma and brings 30 years of experience in HR and Organizational Development. We are excited to have gained him as a new Aggie at NMSU. Welcome, Joe!

Jenifer Kovar, Admin Assistant Intermediate for CLPD

In January 2014 Jenifer returned to help us out by temporarily filling the position that Janis Hallem retired from. Her last day assisting us was on 7/11/14. We are grateful for her assistance and wish her well back in her home town in Missouri.

John Bilderbeck, University Training Specialist for CLPD

We would like to thank John for his service to CLPD as John's last day was June 27, 2014. John helped us to roll out New Employee Orientation, WordPress training, and he played an important role in enriching the course design standards used by our department.

Don't Forget!

You can find or do the following on our website:

- Meeting Agendas
- Meeting Registration
- Request Presentation Topics

<http://hrpresents.nmsu.edu>

HRS webpages being refreshed

HR Services was the first department to launch a website on the latest NMSU WordPress Theme made available just over a year ago. Since launching the site, we have been able to analyze the usability and navigation patterns and decided it was time for a refreshed layout and improved navigation. The homepage, the Job Search page, and various other pages within the site have been refreshed or are being refreshed throughout the summer.

Our goal is to make the site more user and mobile friendly. Keep an eye out for new layouts, navigational menu items, and table of contents pages!

