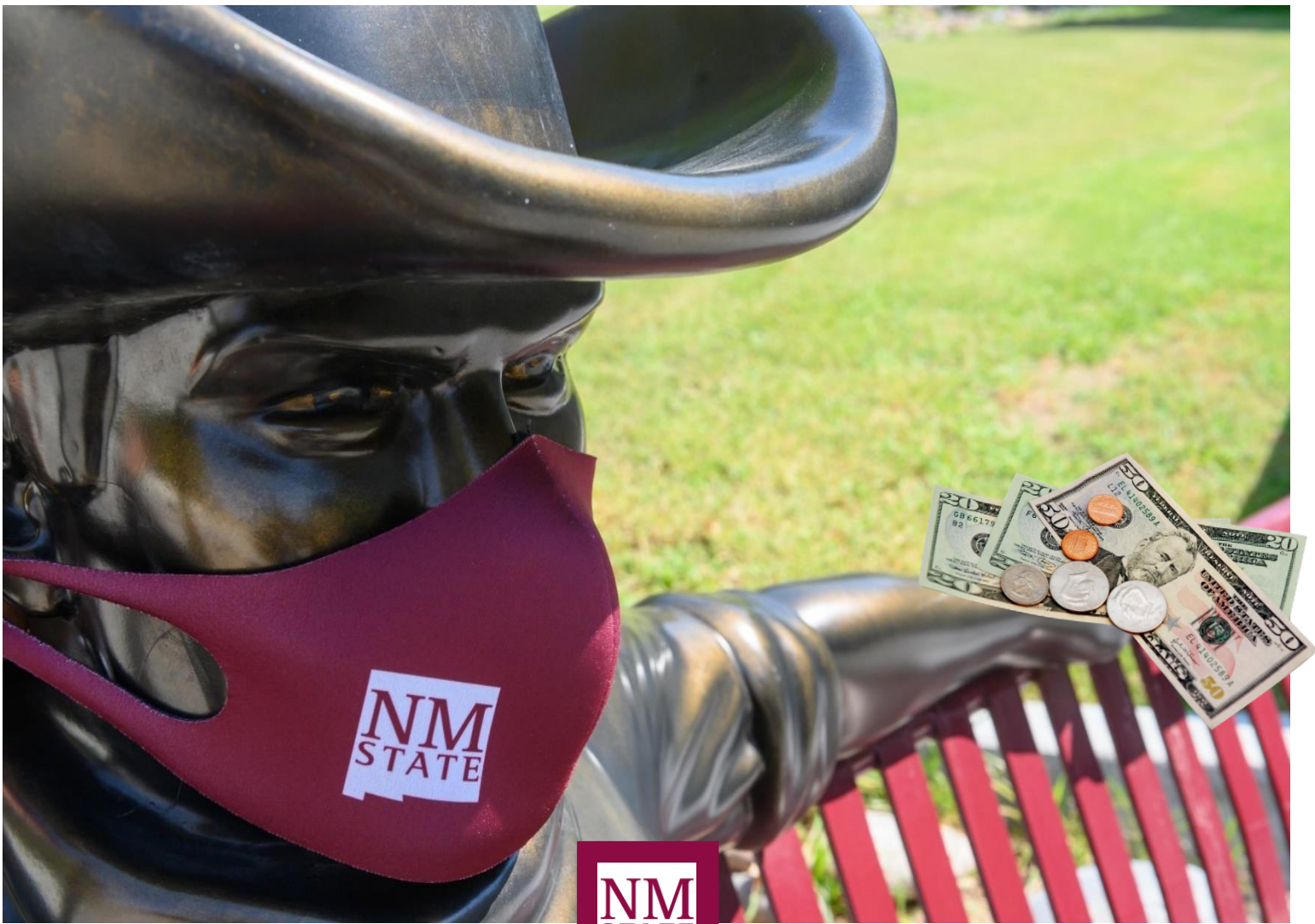


Climate Survey ACTION Team

Pay and Benefits



BE BOLD. Shape the Future.

New Mexico State University
nmsu.edu

Table of Contents

Sub-Team Members	2
Introduction	3
Executive Summary	3
Purpose	3
Goals	3
Objectives	4
Key Audiences	4
Defining Pay, Benefits	5
Concerns, Actions, Collaborations	5
Alignment to NMSU Leads 2025 Strategic Goals	8
Resources	10
Appendix	11

Pay and Benefits Sub-Team Members

- Rosa De La Torre-Burmeister, Director, TRIO Upward Bound GISD/LCPS Program
- Laura Madson, Professor, Psychology, College of Arts & Sciences
- Ryan Armendariz, Security Officer, DACC Facilities Support
- Julie Benard Cadena, Manager, ICT Technology Support Center
- Keith Mandabach, Professor, HRTM, College of ACES

Introduction

The Pay and Benefits Sub-Team explored ways to:

- Improve compensation policy for faculty and staff
- Better communicate benefits, incentives, and rewards to NMSU employees
- Develop meaningful benefits, incentives and rewards for employees via vendor and community partnerships

Executive Summary

NMSU is the land-grant institution of New Mexico, a state with historical and contemporary relationships with communities of color and a nationally recognized leader in access to higher education and social mobility. As such, the success of the NMSU system relies heavily on being able to attract and retain talented employees from diverse backgrounds. This objective is consistent with LEADS 2025 Goal 4 Build a Robust University System.

In order to do so, NMSU must offer a competitive compensation and benefits package. Given that the 2019 Climate Survey concluded that compensation and benefits were two of the three areas of concern for the institution, it is clear that NMSU must make significant improvements in compensation and benefits in order to make progress toward Goal 4. Acknowledging that improving employee compensation is a long-term issue which Provost Parker and Dr. Jones are already addressing, NMSU must have exceptional benefits in order to recruit and retain the best employees.

Purpose

Examine NMSU's compensation policies and compare NMSU's benefits packages to those of our peer institutions in order to provide an informed action plan to NMSU's Executive Leadership that will contribute to the retention and recruitment of excellent, diverse employees.

Goals

Provide creative approaches for NMSU Executive Leadership to enhance its current and future compensation and benefit plans including:

- Reiterating the need for NMSU Executive Leadership to articulate a realistic plan to improve employee compensation over time
- Providing various methods to improve internal communication with current and future employees regarding existing benefits
- Developing partnerships with community organizations, private businesses, and existing vendors to provide low- or no-cost opportunities to expand and enhance current employees' benefits
- Creating platforms for open dialogue between employees, supervisors, and Human Resources regarding current policies and practices
- Providing straightforward and accessible procedures for modifying employee compensation as employees take on new tasks, skills, or roles

- Rewarding top performers based on transparent and consistent criteria of merit and standardized procedures for determining the type and amount of reward
- Articulating consistent and transparent policies regarding employee classification, compensation, and benefits that remain flexible as a tool to incentivize and reward excellent work and hire/retain excellent personnel

Objectives

- Review current compensation policies
- Review existing NMSU employee benefits
- Compare benefits packages offered by NMSU's peer institutions to obtain ideas
- Identify ways to improve employee satisfaction with existing benefits

Key Audiences

NMSU's compensation and benefits is one of the main components in recruitment and retention of current and future faculty, staff, and undergraduate/graduate/professional students.

Defining Pay, Benefits

- Pay refers to wages paid by employers to employees in exchange for work.
- Benefits are the non-financial compensation provided to an employee as part of the employment contract.



Concerns, Actions, Collaborations

CONCERN 1: IMPROVE EMPLOYEE COMPENSATION

EXECUTIVE ACTION REQUIRED 1.1: ARTICULATE A CLEAR PLAN FOR MAKING STRATEGIC, INCREMENTAL IMPROVEMENTS IN STAFF COMPENSATION.

- **CSAT ACTION TAKEN**
No action taken.
- **COLLABORATION**
Collaboration needs to include Human Resources, Executive Leadership, Vice Presidents, College Deans, Department Heads, Employee Union, and Employee Council.

EXECUTIVE ACTION REQUIRED 1.2: USE EXTERNAL MARKET DATA TO ARTICULATE CLEAR GUIDELINES FOR SETTING COMPETITIVE AND EQUITABLE FACULTY STARTING SALARIES ACROSS COLLEGES.

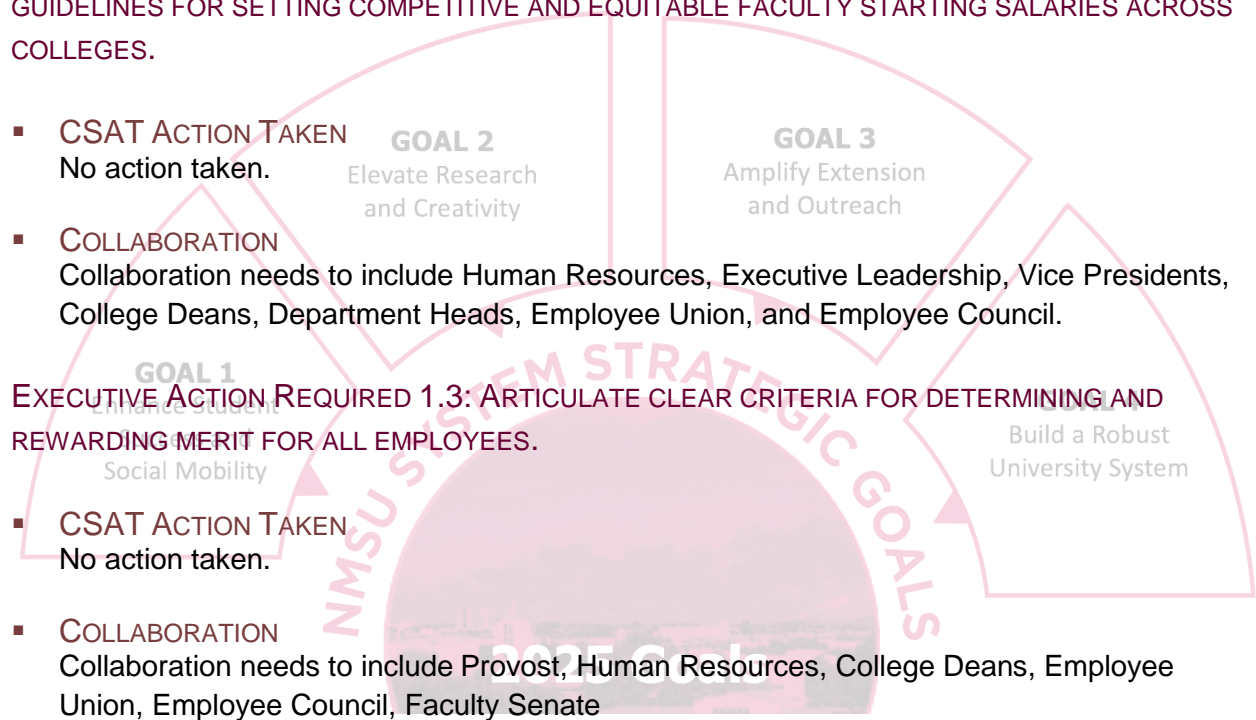
- **CSAT ACTION TAKEN**
No action taken.
- **COLLABORATION**
Collaboration needs to include Human Resources, Executive Leadership, Vice Presidents, College Deans, Department Heads, Employee Union, and Employee Council.

EXECUTIVE ACTION REQUIRED 1.3: ARTICULATE CLEAR CRITERIA FOR DETERMINING AND REWARDING MERIT FOR ALL EMPLOYEES.

- **CSAT ACTION TAKEN**
No action taken.
- **COLLABORATION**
Collaboration needs to include Provost, Human Resources, College Deans, Employee Union, Employee Council, Faculty Senate

EXECUTIVE ACTION REQUIRED 1.4: ARTICULATE AND PUBLICIZE STRAIGHTFORWARD PROCEDURES TO ADJUST EMPLOYEE CLASSIFICATION AND COMPENSATION AS EMPLOYEES ACQUIRE NEW SKILLS, TAKE ON NEW TASKS, OR NEW ROLES.

- **CSAT ACTION TAKEN**
No action taken.
- **COLLABORATION**
Collaboration needs to include Provost, Human Resources, College Deans, Employee Union, Employee Council, and Faculty Senate.



EXECUTIVE ACTION REQUIRED 1.5: PROVIDE ALL EMPLOYEES REGULAR, AUTOMATIC COST OF LIVING ADJUSTMENTS.

- **CSAT ACTION TAKEN**
No action taken.
- **COLLABORATION**
Collaboration needs to include Provost, Human Resources, College Deans, Employee Union, Employee Council, and Faculty Senate.

CONCERN 2: IMPROVE EMPLOYEE BENEFITS FOR FACULTY AND STAFF.

EXECUTIVE ACTION REQUIRED 2.1: ANNUAL LEAVE RAISED WITH CONTINUATION OF EMPLOYMENT WITH NMSU.

To promote longevity with the university, allow the Annual leave to accumulate in higher amounts and carryover amount to increase as employment continues at NMSU. See examples from peer institutions, and UTEP/Texas Tech.

- **CSAT ACTION TAKEN**
No action taken.
- **COLLABORATION**
Collaboration needs to include Human Resources Benefits and Executive Leadership.

EXECUTIVE ACTION REQUIRED 2.2: INCREASE DAYS FOR COMPASSIONATE LEAVE FROM THREE TO FIVE.

Currently, NMSU only allows for 3 days of Compassionate leave. Increase the compassionate days to five.

- **CSAT ACTION TAKEN**
No action taken.
- **COLLABORATION**
Collaboration needs to include Executive Leadership, Human Resources, and Employee Council.

EXECUTIVE ACTION REQUIRED 2.3: PERMIT EMPLOYEES TO PARTICIPATE IN COMMUNITY SERVICE OPPORTUNITIES DURING WORK HOURS.

Allowing community service opportunities for those who want to participate in life giving practices or assist organizations that support NMSU's mission. Examples: Volunteer in K-12 schools, give blood four times a year (two hours maximum); organ or bone marrow donation (not to exceed five days).

- **CSAT ACTION TAKEN**
No action taken.
- **COLLABORATION**
Collaboration needs to include Executive Leadership, Human Resources, Employee Council, community organizations.

CONCERN 3: EXPLORE PARTNERSHIPS WITH COMMUNITY ORGANIZATIONS AND EXISTING VENDORS TO MAXIMIZE THE QUANTITY AND QUALITY OF EMPLOYEE BENEFITS

EXECUTIVE ACTION REQUIRED 3.1: PARTNER WITH FINANCIAL ENTITY(S) TO OFFER WEBINARS/TRAININGS ON FINANCIAL PLANNING

Prepare NMSU employees with options for their future planning and retirement choices (e.g., tax-sheltered annuities, investment 101, planning for retirement, financial planning and development).

- **CSAT ACTION TAKEN**
No action taken.
- **COLLABORATION**
Collaboration needs to include NMSU HR Benefits, local financial planning consultants to offer monthly online sessions to all NMSU employees.

EXECUTIVE ACTION REQUIRED 3.2: PARTNER WITH MEDICAL ENTITY(S) TO OFFER WEBINARS/TRAININGS ON MENTAL AND PHYSICAL HEALTH ISSUES THAT MAY BE PRESENT TODAY.

Topics to be covered would include but not be limited to Overall health, wellness, and current health matters such as COVID-19. Educate NMSU employees with options for both mental and physical health challenges/preventions.

- **CSAT ACTION TAKEN**
No action taken.
- **COLLABORATION**
Collaboration needs to include Human Resources Benefits, Aggie Health and Wellness Center, local medical consultants to offer monthly online sessions to NMSU employees.

EXECUTIVE ACTION REQUIRED 3.3: ENHANCE OUR CURRENT TRAINING PROGRAM TO OFFER WEBINARS/TRAININGS ON PROFESSIONAL DEVELOPMENT.

Offer multi-hour certificate programs on management development, communication development, supervisory training, dean training, Crucial conversations as well as Service Excellence Workshops. Prepare NMSU employees for opportunities to enhance their current work situation/position.

- **CSAT ACTION TAKEN**
No action taken.
- **COLLABORATION**
Collaboration needs to include NMSU HR Benefits, Center for Learning & Professional Development, local training consultants to offer monthly online sessions to NMSU employees.

EXECUTIVE ACTION REQUIRED 3.4: COMPARE EXISTING NMSU BENEFITS TO EXISTING OPPORTUNITIES IN THE COMMUNITY TO ELIMINATE DUPLICATION AND MAXIMIZE THE AVAILABILITY OF COMPETITIVE NMSU RESOURCES.

NMSU offers competitive benefits that are superior to or not readily available in the community (e.g., the pool) and duplicates other resources that are equal to or superior in the community (e.g., weight training and cardio machines in the Activity Center). Where possible, make NMSU's superior resources more available to employees and work collaboratively with community partners to allow employees to make better use of community resources (e.g., allow employees access to the pool independent of paying for AggieFit and create an arrangement

with local gyms where employees can use their facilities for equal or reduced cost). Seek and use input from local supervisors and managers prior to making decisions about fees, hours, availability.

- **CSAT ACTION TAKEN**
No action taken.
- **COLLABORATION**
Collaboration needs to include NMSU Benefits, AggieFit, Activity Center, and community organizations.

CHALLENGE 4: IMPROVE COMMUNICATION ABOUT EXISTING BENEFITS

EXECUTIVE ACTION REQUIRED 4.1: MAKE ALL EDUCATIONAL MATERIAL/TRAININGS AVAILABLE IN SPANISH.

- **CSAT ACTION TAKEN**
No action taken.
- **COLLABORATION**
Collaboration needs to include Human Resources, Center for Learning & Professional Development, and Marketing and Communications.

EXECUTIVE ACTION REQUIRED 4.2: PROVIDE INCREASED AND TARGETED COMMUNICATIONS REGARDING EXISTING EMPLOYEE BENEFITS

New employees are flooded with information in their initial orientation and would benefit from follow-up communications about benefits they may not have processed during that orientation. Additionally, existing benefits become more or less important to employees over time. For example, information about maternal health benefits or retirement planning would ideally be redistributed to employees when that information is immediately relevant to their lives.

- **CSAT ACTION TAKEN**
No action taken.
- **COLLABORATION**
Collaboration needs to include Human Resources, Center for Learning & Professional Development, and Marketing and Communications.

Alignment to NMSU Leads 2025 Strategic Goals

STRATEGIC GOAL 4: BUILD A ROBUST UNIVERSITY SYSTEM

Objective 4.1: Be a recognized leader in valuing the inclusion of diverse participants and in recognizing diversity as an asset among minority serving, land grant, and space grant institutions.

Objective 4.2: Cultivate faculty and staff excellence.

Support faculty and staff through professional development and programs that support their financial, mental, and physical well-being

KPI: Personnel Assets (satisfaction, compensation, productivity, excellence)

which includes Employee Productivity and Excellence. Providing opportunities

to enhance employee's talents and skills work to the benefit of the university and the overall Leads 2025 plan.

Objective 4.3: Establish operational excellence through a metric-driven, service-oriented approach.

Develop and align human resource policies to support recruitment and retention of faculty and staff

KPI: Personnel Assets (satisfaction, compensation, productivity, excellence) which includes Employee Satisfaction. Employee satisfaction aligns with retention of excellent employees both Faculty and Staff.

Objective 4.4: Identify grand challenges and mobilize the University system to executive effective solutions.



Resources

LINKS

- <https://president.nmsu.edu/employee-climate-survey-communication-from-chancellor-and-president/>
- <https://president.nmsu.edu/files/2020/01/06b-2019-Climate-Survey-Summary.pdf>
- <https://oia.nmsu.edu/files/2015/02/Results-Data-v1.pdf>
- <https://oia.nmsu.edu/data-reports/peer-institutions/>
- <https://hr.nmsu.edu/>

DEPARTMENTS

- Human Resources
 - Employment and Compensation Services
 - Benefit Services

KEY STAFF

Dr. Gena Jones, DM, SPHR, SHRM-SCP
Assistant Vice President/Chief HR Officer
Human Resource Services

Abigail L. Denham
Director, Employment and Compensation Services
Human Resource Services

Celeste Martinez
Director, Benefit Services
Human Resource Services



Appendix A: Charge from President Floros and Chancellor Arvizu



Office of the Chancellor

MSC 3Z
New Mexico State University
P. O. Box 30001
Las Cruces, NM 88003-8001
575-646-2035, fax: 575-646-6334
chancellor.arvizu@nmsu.edu

DATE: February 21, 2020

TO: Climate Survey Action Team
Becky Corran, co-chair
Ryan Armendariz
Julie Benard Cadena
Becki Graham
Supapid Khantee
Laura Madson
Robert Moreno
Jalal Rastegary
Patti Wojahn

Gena Jones, co-chair
Julia Barello
Rosa De La Torre-Burmeister
Manal Hamzeh Al Smadi
Jack Kirby
Keith Mandabach
Sheri Pettit
Sonia White

FROM: Chancellor Arvizu and President Floros

SUBJECT: Charge – Climate Survey Action Team

Thank you for your willingness to serve on the Climate Survey Action Team, which will be co-chaired by Becky Corran, Faculty Senate outgoing chair and DACC Humanities and Social Sciences Department Chair, and Gena Jones, Assistant Vice President, Human Resource Services. In partnership with the Institute for Organizational Excellence at the University of Texas at Austin, NMSU administered the survey to our faculty and staff last year. Our intent is to establish a baseline and a method for measuring faculty and staff engagement and satisfaction. We want to identify aspects of the university that are functioning well and those in need of improvement, which are key elements to achieving NMSU LEADS 2025 goals.

We are both committed to acting on the findings from the survey and will use them to improve how we work together. This team will be charged with the following:

- Identify NMSU systemwide activities to address the most pressing issues;
- Connect with groups across the University system to learn what they are doing to address such issues;
- Share these ideas so others can consider them in their areas; and
- Track improvement.

All unit leaders have been asked to discuss this survey in their areas, provide opportunities to suggest improvements where needed, and create action plans.

We will reach out to you regarding the first meeting. Again, thank you for your participation in this important endeavor.

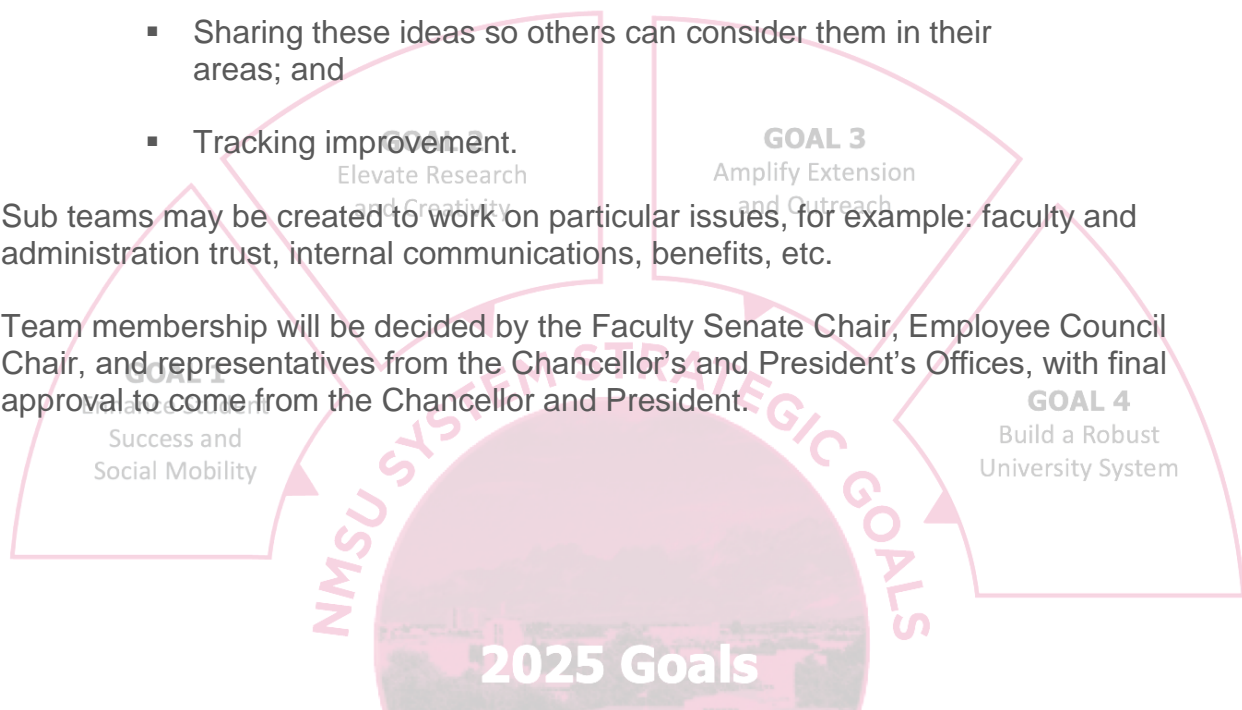
Appendix B: Climate Study Action Team Charter

As a follow up to the Climate Survey and aligned with LEADS 2025, Building the Robust University, improvement opportunities identified across the NMSU system, as noted in our email of January 9. Volunteers on the Climate Survey Action Team will include representatives from departments across the system, representing faculty and staff from NMSU Colleges, Community Colleges, Administrative Units and groups including Faculty Senate, Employee Council and Diversity Council. The group is charged with the following:

- Identifying NMSU system-wide activities to address the most pressing issues;
- Connecting with groups across the University system to learn what they are doing to address such issues;
- Sharing these ideas so others can consider them in their areas; and
- Tracking improvement.

Sub teams may be created to work on particular issues, for example: faculty and administration trust, internal communications, benefits, etc.

Team membership will be decided by the Faculty Senate Chair, Employee Council Chair, and representatives from the Chancellor's and President's Offices, with final approval to come from the Chancellor and President.



Executive Summary Table of Contents

Introduction	1
The Survey	2
Employee Engagement	3
People	4
Constructs	5
Areas of Strength and Concern	6
Improving Employee Retention	7
Climate	8
Focus Forward	9
Appendix A: Demographic Items	A1
Appendix B: Primary Items	B1
Appendix C: Additional Items	C1
Appendix D: Engagement Items	D1
Appendix E: Constructs and Related Items	E1
Appendix F: Survey Customization Sheet	F1

Institute for Organizational Excellence
The University of Texas at Austin
1925 San Jacinto Blvd., D3500
Austin, Texas 78712

www.survey.utexas.edu
orgexcel@utexas.edu
Phone (512) 471-9831
Fax (512) 471-9600

Climate Survey Summary

Climate Constructs

<p>410 Cybersecurity (CS)</p> <p>392 Supervision (SV)</p> <p>383 Workplace (WP)</p> <p>383 Employee Engagement (EE)</p> <p>378 Strategic (S)</p>	<p>374 Workgroup (WG)</p> <p>368 Community (C)</p> <p>366 Information systems (IS)</p> <p>366 Employee development (ED)</p> <p>365 Job Satisfaction (JS)</p> <p>355 Climate (CL)</p>	<p>348 Internal communication (IC)</p> <p>333 Benefits (B)</p> <p>242 Pay (P)</p> <p>(NMSU) indicates question was included for NMSU only</p>
---	--	--

Item Scores >3.75 “Positive Perceptions”

- **4.33 I have a clear understanding about my work responsibilities (S, EE)**
- **4.30 I understand how to keep my computer and the institution’s information safe from threats (NMSU)**
- **4.10 I feel safe working on my campus (NMSU)**
- **4.12 my institution does a good job at keeping us up-to-date on cyber security policies and procedures (CS)**
- **4.07 We receive regular & useful updates on how to keep our computer & sensitive information secure from cyber attack (CS)**
- **4.04 Research is valued in the promotion & tenure process (NMSU)**
- **4.04 My work group cooperates to get job done (WG)**
- **4.04 I know my work impacts others in the institution (S, EE)**
- **4.01 I understand how my position contributes to NMSU’s vision, mission, and goals (NMSU)**
- 3.99 Harassment is not tolerated (CL)
- 3.98 Given the type of work I do, my physical space meets my needs (WP)
- 3.98 I feel comfortable reporting issues of suspected or actual violations of law or university policy (NMSU)
- 3.98 I am proud to tell people that I work for this institution (JS)
- 3.97 There are sufficient procedures to ensure the safety of employees in the workplace (WP)
- 3.93 My supervisor evaluates my work fairly (S, EE)
- 3.93 I have a good understanding of our mission, vision & strategic plan (S)
- 3.91 We develop services to match the needs of those we serve (S)
- 3.90 in my workgroup, my opinions and ideas count (WG, EE)
- 3.89 I’m given the opportunity to do my best work (S)
- 3.87 NMSU is well respected in community
- 3.81 The people I work with treat each other with respect (C)
- 3.81 Employees are ethical in my workplace (CL) be
- 3.80 The people I work with care about my personal well-being (C, EE)
- 3.79 My supervisor recognizes outstanding work (S, EE)

Crimson items scored >3.75 and are associated with “Positive Perceptions,”; Black items are neutral (scored 3.25 to 3.75); Blue items scored <3.25 and are associated with “General Dissatisfaction”. (NMSU) indicates question was included for NMSU only.

Item Scores 3.74 to 3.25

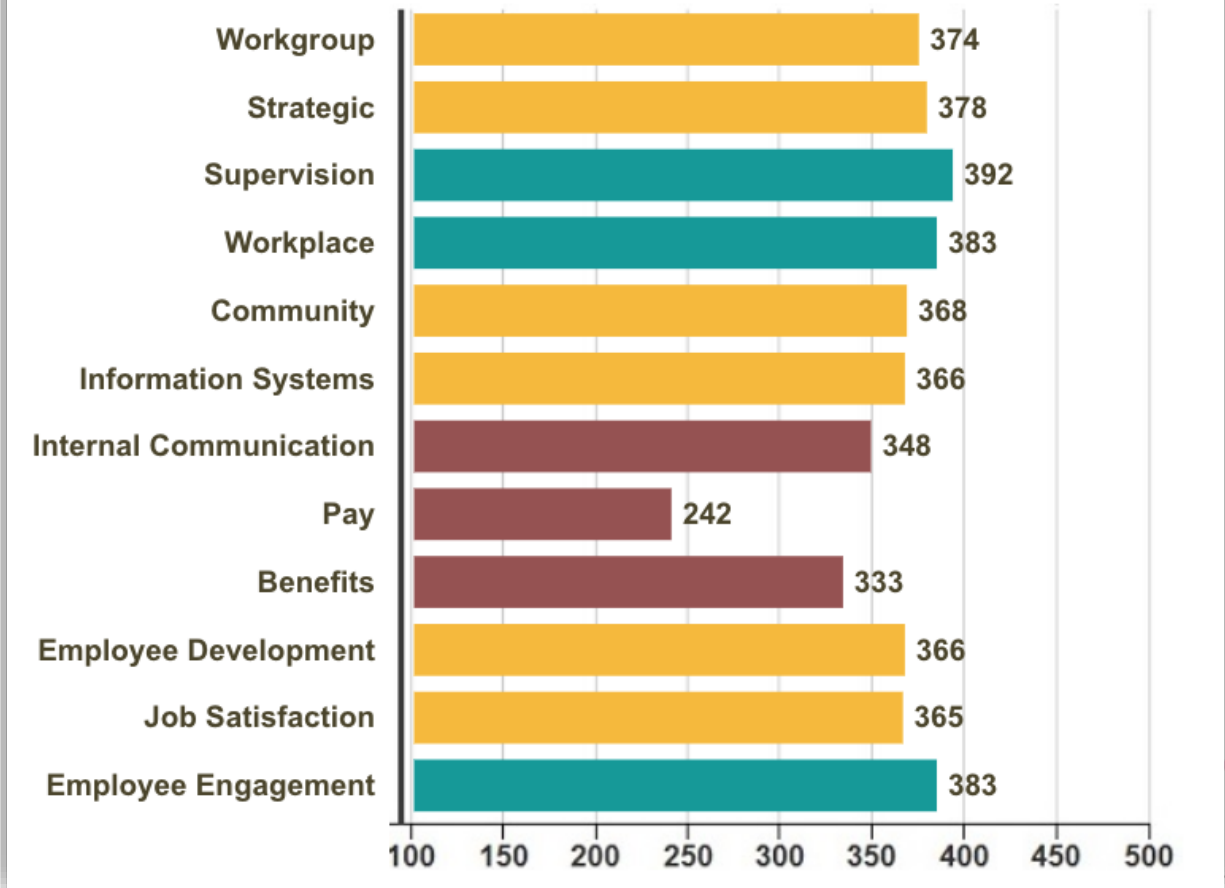
- 3.74 Support is available for the technologies we use (IS)
- 3.73 I am treated fairly in my workplace (NMSU)
- 3.73 I am treated fairly in my workplace (CL)
- 3.72 Our computer systems provide reliable information (IS)
- 3.72 Faculty and staff in my department generally display a positive attitude (NMSU)
- 3.71 My workplace is well maintained (WP)
- 3.68 My supervisor is consistent when administering policies concerning employees (S)
- 3.68 I believe I have a career with this institution (ED)
- 3.67 Our institution is known for the quality of work we provide (S, EE)
- 3.67 Learning opportunities/training are made available to me so that I can do my job better (ED, EE)
- 3.65 I have adequate resources to do my job (WP, EE)
- 3.65 I feel free to be myself at work (JS)
- 3.64 Our computer systems enable me to quickly find the information I need (IS)
- 3.63 I trust the people in my workplace (C, EE)
- 3.62 Learning opportunities/training are made available to me for professional growth/skills development (ED, EE)
- 3.61 In my workgroup, there is a real feeling of teamwork (WG)
- 3.57 Teaching is well supported on my campus (NMSU)
- 3.54 I feel appreciated and valued at work (NMSU)
- 3.53 My workgroup uses the latest technology to communicate and interact (IS)
- 3.50 The communications I receive at work are timely and informative (IC)
- 3.50 Teaching is valued in the Promotion and Tenure process (NMSU)
- 3.50 My work environment supports the balance between work and personal life (JS)
- 3.48 The communication channels I must go through at work are reasonable (IC)
- 3.48 My institution works to attract, develop and retain people with diverse backgrounds (C)

- 3.45 The amount of work I am asked to do is reasonable (JS)
- 3.45 My work atmosphere encourages open and honest communication (IC)
- 3.45 Faculty and staff treat each other with dignity and respect (NMSU)
- 3.39 My workgroup regularly uses performance data to improve the quality of our work (WG)
- 3.38 Benefits can be selected to meet individual needs (B)
- 3.36 Retirement benefits are competitive with similar jobs in the community (B)
- 3.35 Our institution communicates effectively with the public (S)
- 3.33 Our administration effectively communicates important information (CL)
- 3.29 Service, outreach and extension are well supported on my campus (NMSU)
- 3.25 There is a spirit of teamwork and cooperation in NMSU (NMSU)

Item Scores <3.25 "General Dissatisfaction"

- 3.24 I am satisfied with the opportunities I have to give feedback on my supervisor's performance (CL)
- 3.24 Health insurance benefits are competitive with similar jobs in the community (B)
- 3.22 Service/outreach/extension/leadership is valued and rewarded in the P&T process (NMSU)
- 3.20 I believe we will use this information to improve our workplace (CL)
- 3.12 Research is well supported on my campus (NMSU)
- 2.89 Leadership has realistic expectations of faculty (NMSU)
- 2.86 There is a basic trust among administration & faculty (NMSU)
- 2.60 I'm paid fairly for the work I do (P)
- 2.34 Salaries are competitive with similar jobs in the community or comparable institutions (P)
- 2.32 My pay keeps pace with cost of living (P)

Construct Scores



Appendix D: NMSU Compensation Philosophy

- 1) NMSU is committed to providing a fair and competitive compensation program that will attract, retain, develop, and reward staff. The University's goal is to provide a competitive total compensation package tied to the application of knowledge and skills and the achievement of organizational goals. In addition, the compensation program will comply with all applicable laws.
- 2) The compensation philosophy for NMSU is based on a commitment to hire and retain qualified, motivated employees at all levels within the organization while meeting the needs of the University. This philosophy is the foundation of NMSU's compensation system and is designed to support the successful attainment of the university's vision, mission, values, and institutional objectives.
- 3) NMSU aspires to support our values through a compensation program that provides:
 - Competitive salary ranges to enable the recruitment and retention of qualified employees.
 - A performance planning and common review process that works to develop the abilities of each employee and provide the feedback necessary to ensure their success.
 - Administrative systems that are designed to systematically and equitably manage pay on a University-wide basis, yet allow the flexibility needed to be effective in a dynamic and ever-changing environment.
 - Communications that will support a general understanding of compensation programs throughout the University.
- 4) It is the objective of the University to ensure that the compensation plan is fair, internally equitable, externally competitive, links pay to performance, and is widely understood and accepted by those it affects. The objectives are as follows:
 - To be Fair - A plan that is fair to both the individual and the University.
 - To be Internally Equitable - A fairness criterion that directs an employer to establish wage rates that correspond to each position's relative value to the organization, which may include consideration of experience, education, and skills.
 - To be Externally Competitive - Specific to a particular classification, and the "market" for the skills needed. Pay ranges that are comparable to those offered by local and regional (typically southwestern United States) employers for similar positions.
 - To Link Pay and Performance - Individual performance, organizational performance, and the needs of the University will all be considered when determining pay.
 - To be Understood and Accepted - A commitment by the University to communicate and maintain a compensation program based on transparency.
- 5) The guidelines on the following pages are meant to help managers and employees understand in general terms the parameters and processes involved in salary administration as it relates to regular, exempt NMSU staff. If after studying these guidelines you have specific questions or concerns on particular topics, you may contact your HR Liaison or your Human Resource Services (HRS) Business Partner.
- 6) NMSU does not discriminate on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex (including pregnancy), sexual orientation, spousal affiliation, or protected veteran status in its programs and activities as required by equal opportunity/affirmative action regulations and laws and university policy and rules.

Appendix E: NMSU Employee Benefits

New Mexico State University Employee Benefits

Welcome to New Mexico State University!

When you join the NMSU family, you gain access to a variety of benefits that make your life a little better. We take pride in ensuring you work in a positive, responsive environment that prioritizes your needs. Benefit eligible employees are employees in regular and non-term positions hired at .75 FTE or greater.

If you have any questions about the benefits listed below, please contact the Human Resource Services for more information.

<https://benefits.nmsu.edu/>

YOUR HEALTH

Health Insurance – You can select from several medical insurance plans, including dental and vision. Coverage begins on the first pay period after 30 days of employment. Pre-tax premium option available

Flexible Spending Account (FSA) – You may select pre-tax payroll deductions for qualified health expenses for you and your dependents. Dependent care FSA for qualified dependents is also available.

YOUR BENEFITS & DISCOUNTS

Workers Compensation – You are covered at any location at which you are working for the university.

Long-term Disability – Covers a portion of an employee's income (60%) when employee has become injured or seriously ill.

Critical Illness - A lump sum benefit payable upon diagnosis of a covered critical illness.

Employee Assistance Program (EAP) – You have access to a variety of resources to help you and your family members through life events.

Employee Discounts – Various employee discounts include Aggie sport/ athletics, Aggie Fit memberships, Barnes & Noble Bookstore, GM Discounts, Golf Season Passes, Verizon and AT&T.

YOUR TIME

Vacation Leave – You will accrue 21 days of annual leave per fiscal year.

Sick Leave - You will accrue 12 days of sick leave per fiscal year.

Holidays – You receive paid holidays

Special Leave – Other leave options are available for qualified events, including funeral leave, and Medical Leave (FMLA) entitlements.

YOUR EDUCATION

Employee & Spouse tuition assistance – The University provides tuition assistance for up to six credit hours during fall, spring semester and up to 8 credit hours in summer semester.

Dependent tuition assistance – This benefit provides a 50% discount on the in-state tuition rate.

YOUR FUTURE

NM Educational Retirement Board – In this mandatory retirement program, you contribute 10.7% of your pretax pay. Coverage begins at date of hire

Voluntary 403(B) Plans – Choose from multiple providers and make employee- only contributions through a pretax and or after-tax payroll deduction.

Deferred Compensation (457) – You may make contributions on a pretax basis through payroll deductions.

Group Basic life insurance – The University pays a portion based on salary. Coverage amount up to maximum of \$75,000.

Voluntary Life insurance – You are eligible for a guaranteed issue of \$200,000 if enrolled within 30 days of hire. Coverage up to \$600,000 is available, subject to underwriting approval. Coverage for dependents is also available.



Appendix F: NMSU Employee Benefits Comparison DRAFT

DRAFT

SAMPLE SHEET - NMSU Employee Benefit Comparison (FY19-20)

Areas highlighted in yellow signifies that an in-depth analysis may reveal more concrete differences in the plans.

Program	Benefits	Who Pays?	Assessment	Competitive Benefit
	NMSU	NMSU		
Vacation Leave	Vacation Leave – Regular employees accrue 21 days of annual leave per fiscal year. Accrual begins immediately and can be used as soon as it is available. 240 max. per year carry over.	University	NMSU – Immediate accrual up to 21 days, max is 240. Attractive to the recruitment of experienced employees.	
Sick Leave	Regular employees accrue 12 days of sick leave per fiscal year, prorated for less than 1.0 FTE. Accrual begins immediately and can be used as soon as it is available. Maximum accrual of 100 days (800 hrs)	University	NMSU – 12 days, max. 800 hours	
Family Leave			NMSU does not provide this benefit.	
Military Leave	NMSU provides paid training leave for employees who are members of organized units of the Army or Air National Guard or Army, Air Force, Navy or Marine Reserves, in amount not to exceed 15 days annually when they are ordered to active duty training with such organized units. The leave is in addition to other leave or vacation time.	University	NMSU – 15 paid leave	
Holidays	Regular full-time and part-time employees on a prorated basis are eligible for holiday pay. The university recognizes the following holidays: Martin Luther King, Jr. Holiday, Spring Holiday, Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), Winter Break (Christmas Eve Day through New Year's Day)	University	NMSU provides 10 payed holidays. Offices close during the Christmas holiday, which generally allows employees to be off from Christmas Eve through News Years Day. Total of 14 holiday.	

Page 1 of 8



Appendix G: NMSU 2016 Benefits Survey

Default Question Block



Thank you for participating in the 2016 Benefits Survey for Medical, Dental, and Vision Plans. As part of our ongoing efforts to review and provide the best benefit package possible for our employees, New Mexico State University (NMSU) employees are being asked to participate in a survey regarding the medical, dental, and vision benefits plans. Your input is vital to helping the institution make the best decisions for our future.

The survey is open to all regular employees who are benefit eligible. All answers are confidential and will be handled by the NMSU Office of Institutional Analysis. A summary of the responses will be provided to NMSU administrators and Human Resource Services.

Questions about the NMSU benefits plan process should be directed to Human Resource Services at benefits@nmsu.edu. Questions about the survey should be directed to the Office of Institutional Analysis at jbosland@nmsu.edu. Thank you for your continued contributions to NMSU.

There is no foreseeable risk in completing this survey. If you have questions about your rights as a research participant, please contact the NMSU Office of Research Compliance at 575-646-7177 or ovpr@nmsu.edu

New Mexico State University Benefits:

How satisfied are you with the ability of NMSU's benefit offerings to meet the needs of you and/or your family?

- Very Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very Dissatisfied
- Do not have or use

How satisfied are you with the affordability of the benefits offered by NMSU?

- Very Satisfied
- Satisfied
- Neutral
- Dissatisfied
- Very Dissatisfied
- Do not have or use

NMSU Medical Coverage:

For a list of terms used in this survey, click here: [Glossary of Terms-Benefits](#) (opens new window)

You can also hover over terms (highlighted in blue) to view definition.

Do you currently participate in NMSU's medical plan?

- Yes
- No
- Not sure

If not, who do you currently have medical insurance coverage through?

Appendix H: Annual leave schedules for Peer Institutions

UTEP's Vacation/AL chart

State Service Months	Hours Accrued Per Month	Allowable Accrued Hours to Carry Over
0 to 23	8	180
24 to 59	9	244
60 to 119	10	268
120 to 179	11	292
180 to 239	13	340
240 to 299	15	388
300 to 359	17	436
360 to 419	19	484
420	21	532

GOAL 3
Amplify Extension and Outreach

Texas Tech's Vacation/AL Chart

TOTAL STATE EMPLOYMENT OF	HOURS ACCRUED PER MONTH	MAX HOURS TO CARRY FORWARD TO NEXT FISCAL YEAR
0 but less than 2 years	8	180
At least 2 but less than 5 years	9	244
At least 5 but less than 10 years	10	268
At least 10 but less than 15 years	11	292
At least 15 but less than 20 years	13	340
At least 20 but less than 25 years	15	388
At least 25 but less than 30 years	17	436
At least 30 but less than 35 years	19	484
35 years or more	21	532

GOAL 4
Build a Robust University System