Applicant/Recruitment Information Booklet
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**Introduction**
This booklet contains a variety of information concerning employment and benefits with NMSU. To keep the document as concise as possible, hyperlinks have been included wherever possible. It is best viewed online at https://hr.nmsu.edu/wp-content/uploads/2019/08/Applicant-Recruitment-Info-Booklet-8-30-19.pdf

**Organizational Structure**
As the state's land grant institution, New Mexico State University provides teaching, research, and service to enhance the quality of life for the citizens of New Mexico. The Board of Regents, a group of five members, one of whom is a student, are appointed by the Governor of New Mexico, hold five regular meetings each year and provide oversight of the university. The Chancellor of New Mexico State University, along with the President and Provost, run the day-to-day business operations.

The NMSU Organizational Structure can be found at http://af.nmsu.edu/official-org/.

NMSU also has four community colleges throughout the state of New Mexico (see Campuses under Quick Links drop down at http://www.nmsu.edu/, as well as county extension offices (http://aces.nmsu.edu/county/).

**Official NMSU E-mail Address**
All NMSU employees are assigned an official NMSU e-mail address to ensure that e-mail is a viable communication medium. All official NMSU communication will be sent to this e-mail address, however employees may choose to forward e-mails from this address to another of their choosing; however some attachments may not forward. For more details, please see Administrative rules and procedures 2.35.1.1.6 located at http://manual.nmsu.edu/policies-and-procedures/.

**HR Service Center**
The HR Service Center, available at 575-646-8000 or hrhelp@nmsu.edu, is the first point of contact for Human Resource questions pertaining to:

- Benefit Services
- Employment and Compensation Services
- Other HR related questions

The HR Service Center is located in Hadley Hall, Room 17, and is open Monday through Friday from 8:00 am to 5:00 pm, including the lunch hour.

**Employment & Compensation Services**
*Webpage: http://hr.nmsu.edu/employment/
*Human Resource Services provides position management services regarding compensation and classification of staff employees in compliance with applicable laws and policies. The process used to determine classifications, pay levels, and exemption from overtime may not be straightforward. A list of FAQs (http://hr.nmsu.edu/employment/position-mgmt/faqs/) has been developed to help employees, supervisors and managers understand the terms and processes.

Faculty - please see NMSU administrative rules and procedures Chapter 5 (http://manual.nmsu.edu/policies-and-procedures/).
Employees are hired into two major types of employment: Regular and Non-Regular. Details regarding hiring definitions can be found in section 4.30.10 of our Administrative Rules and Procedures.

**Benefit Services**

The Benefit Services Team is available to assist employees and retirees with questions related to the benefit programs. Newly eligible employees have a 31-day window of opportunity to enroll in benefits without restrictions. Please visit our website at [http://benefits.nmsu.edu/](http://benefits.nmsu.edu/). Our team is available for questions or concerns at benefits@nmsu.edu or 575-646-8000.

**Domestic Partners**

*webpage: [http://benefits.nmsu.edu/other/domestic-partner/](http://benefits.nmsu.edu/other/domestic-partner/)*

Domestic partners and their dependent children are granted the same benefits as those provided to married spouses and their dependents, except where expressly prohibited by law. Domestic Partnership must be established with Benefit Services prior to receiving benefits, through an Affidavit. The value of tuition and insurance benefits provided to the domestic partner is considered taxable income to the employee by the Internal Revenue Service and is subject to social security and federal and state income tax withholding.

**Insurances**

Insurances are available to regular employees working 30 hours per week (.75 FTE) or more and term appointment employees working 30 hours per week (.75 FTE) or more. Eligible dependents for medical/prescription/dental/vision plans include spouse or qualified domestic partner, children to age 26, and disabled children over age 26. Eligibility for dependents on life insurance policies varies by administrative rules and procedures. Proof of eligibility is required for each dependent covered. A list of acceptable documents that must be attached to the enrollment form is located at [http://benefits.nmsu.edu/enrollment/eligibility/](http://benefits.nmsu.edu/enrollment/eligibility/).

Premium Contributions for Medical, Group Life, and Long Term Disability are shared between NMSU and employees based on the following salary schedule:

<table>
<thead>
<tr>
<th>Annual Salary</th>
<th>NMSU %</th>
<th>Employee %</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 - $29,999</td>
<td>80</td>
<td>20</td>
</tr>
<tr>
<td>$30,000 - $39,999</td>
<td>70</td>
<td>30</td>
</tr>
<tr>
<td>$40,000+</td>
<td>60</td>
<td>40</td>
</tr>
</tbody>
</table>

9-month employees pay premiums for the fiscal year (July 1-June 30) over the academic year (August through May). Except for unemployment compensation, 9-month employees will receive full benefits during the off employment period (summer), provided they return to work the following fall semester and all premiums have been paid as scheduled. For 9-month employees who do not return in the fall, benefits will end June 30th in most cases. 12-month employees pay premiums over the entire 12-month period. All premiums are deducted each pay period from the employee’s paycheck, except for long-term care premiums.

Benefit Services provides a benefit calculator ([http://hr.nmsu.edu/managers/hrcalc/bene.html](http://hr.nmsu.edu/managers/hrcalc/bene.html)) to assist new employees with determining the estimated effective dates of benefits, enrollment due date and premium payments on the Benefit Services website.
State of New Mexico/Risk Management Division
Medical, prescription and dental insurance are offered to eligible NMSU employees through the State of New Mexico’s benefit program (http://www.generalservices.state.nm.us/riskmanagement/Overview_1.aspx). The Employee Benefits Bureau administers the insurance plans through a third party administrator, ERISA, and negotiates plan design and premiums on behalf of participants.

**Medical**
Webpage: http://benefits.nmsu.edu/insurance/medical/
Eligible employees may choose between Presbyterian HMO and Blue Cross Blue Shield of New Mexico PPO or HMO. Plan comparisons are located on the website. Premiums are shared by the employee and NMSU.

**Prescription**
Webpage: http://benefits.nmsu.edu/insurance/prescription/
Prescription coverage provided by Express Scripts is included with medical benefits.

**Dental**
Webpage: http://benefits.nmsu.edu/insurance/dental/
Dental insurance is available to eligible employees through Delta Dental. Premiums are shared by the employee and NMSU.

The following benefits are administered by NMSU through the contracted vendor.

**Vision**
Webpage: http://benefits.nmsu.edu/insurance/vision/
Vision services are available to eligible employees through the Vision Service Plan (VSP). Premiums are paid by the employee.

**Group Life**
Webpage: http://benefits.nmsu.edu/insurance/group-life/
Group Basic Life & AD&D Insurance is available to eligible employees through Dearborn National. Premiums are shared by the employee and NMSU.

**Voluntary Life and Accidental Death & Dismemberment**
Webpage: http://benefits.nmsu.edu/insurance/vol-life-add/
Voluntary Life and Accidental Death & Dismemberment Insurances are available to eligible employees and their eligible dependents through Dearborn National. Premiums are paid by the employee.

**Long Term Disability**
Webpage: http://benefits.nmsu.edu/insurance/ltd/
Long Term Disability Insurance is available to eligible employees through Dearborn National. Premiums are shared by the employee and NMSU.
Critical Illness
Webpage: http://benefits.nmsu.edu/insurance/critical-illness/
Critical Illness Insurance is available to eligible employees through AFLAC. Premiums are paid by
the employee.

Leave
Annual Leave
Webpage: http://benefits.nmsu.edu/leave-holidays/annual-leave/
Eligible employees receive up to 21 days of annual leave each fiscal year. Benefits accrue from the
first day of employment and are available for use as it is earned, with appropriate departmental
approval. Term appointment employees have restrictions on annual leave payouts.

9-month faculty does not accrue annual leave. See NMSU administrative rules and procedures 8.41
for more information.

Sick Leave
Eligible employees receive up to 12 days of sick leave per fiscal year. Leave is available for use as it
is earned. Term appointment employees do not accrue sick leave. 9-month faculty do not accrue sick
leave. See NMSU administrative rules and procedures 8.43 for more information.

Sick Leave Bank
Webpage: http://benefits.nmsu.edu/leave-holidays/bank/
Membership in the Sick Leave Bank is optional and requires enrollment in the long-term disability
program. A member who experiences a catastrophic medical emergency is eligible to apply for
withdrawal of sick leave from the bank if the member does not have sufficient sick and/or annual
leave balances to cover the length of time the employee will be away from work. Specific
requirements and restrictions apply.

Faculty Care Leave
Webpage: http://hr.nmsu.edu/academicpersonnel/sabbatical-and-other-leaves/faculty-leave-
types/#faccare
NMSU provides regular nine-month faculty with a paid leave benefit that can be used for any
qualifying event under the federal Family and Medical Leave Act (FMLA). See NMSU
administrative rules and procedures 8.42 for more details.

Family and Medical Leave
Webpage: http://benefits.nmsu.edu/leave-holidays/fmla/
When a leave of absence is approved under Family Medical Leave Act (FMLA), the employee may
be away from work for up to 12 work weeks (84 calendar days) or 480 hours (60 work days) during
a rolling twelve month period (26 work weeks for military exigency). Per FMLA guidelines, the
approved leave is unpaid, however NMSU requires employees who accrue leave to use available
leave balances during the leave of absence based on administrative rules and procedure
requirements. Details regarding the type of leave to be used for specific situations can be found in
the NMSU administrative rules and procedures manual 8.45.
Observed Holidays
Webpage: http://benefits.nmsu.edu/leave-holidays/holidays/
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)

Tuition Assistance
Employee and Spouse or Domestic Partner
Webpage: http://benefits.nmsu.edu/other/employee-tuition/
With appropriate approvals, eligible employees are entitled to take up to 6 credit hours per semester and 8 total credit hours during the summer sessions without in-state tuition charge. Only tuition and required fees included in the tuition rate will be covered by this benefit. Courses are available to spouse/domestic partner if the employee does not use all the credit hours. Spouse/Domestic Partner benefits are considered taxable by the Internal Revenue Service. Other situations may be considered taxable as well. Tuition waiver is available for undergraduate and graduate courses. Students holding a Graduate Assistantship or NM Legislative Lottery Scholarship are excluded from eligibility.

Child(ren)
Webpage: http://benefits.nmsu.edu/other/child-tuition/
Qualified children of benefit eligible employees may receive a special tuition rate, which is 50% of the normal tuition rates (see http://uar.nmsu.edu/tuition-rates/) for in-state tuition for part time and full time enrollment. Children must be under the age of 25 and unmarried to participate in this benefit. Waiver amounts may be considered taxable. Tuition waiver is available for undergraduate and graduate courses. Students holding a Graduate Assistantship are excluded from eligibility.

Retirement
New Mexico Educational Retirement Board
Webpage: http://benefits.nmsu.edu/retire/nmerb/
All employees (excluding graduate assistants and student employees) working 11 hours per week (.26 FTE) or more automatically become a member of the Educational Retirement Board plan when they begin employment with NMSU. Membership in the ERB is a condition of employment and the following forms are required:

- Beneficiary Designation form
- NMERB Employee Data form

Contributions toward retirement are deducted on a pre-tax basis from the employee's earnings each pay period, based on gross annual salary (see http://www.nmerb.org/Contributions.html). Employee and employer contributions to the retirement plan are designated through state statute and can change every legislative session. A list of current contribution levels can be found on the NMSU benefits website.
The ERB is a defined benefit plan. Benefits are calculated based on the following formula:
Final Average Salary \times Service Credit \times .0235 = \text{Gross Annual Benefit}
(see http://www.nmerb.org/calculating_retirement.html)

See Tiered Multipliers for employees hired on or after July 1, 2019.

The final average salary is the higher of:
1. Average annual earnings for the last 20 calendar quarters (60 mos.) prior to retirement, or
2. Highest average annual earnings for any 20 consecutive calendar quarters.

If an employee terminates employment prior to retirement eligibility, the following options are available:
- Do nothing. Contributions will remain with the NMERB.
  - Additional service credit will be added if the employee resumes eligible employment with an ERB employer.
  - Retire from the ERB when the employee meets retirement eligibility requirements. (Minimum 5 years of service required)
- Refund/rollover the employee contributions. Employer contributions are not part of the member’s account and are not refundable to a member.
  - Once employee contributions are refunded, employee service credit is zeroed out.
  - If the employee is re-hired with an NMERB employer, service credit begins at zero and membership is established under the rules at the time of re-employment.

Eligibility for retirement is based on established rules and can be found on the NMSU website at http://benefits.nmsu.edu/retire/nmerb/ or on the NMERB website at http://www.nmerb.org/whentoretire_hand.html.

New Mexico Alternative Retirement Plan
Webpage: http://benefits.nmsu.edu/retire/alternative/
Faculty and certain non-faculty employees who have never contributed to the New Mexico Educational Retirement Plan previously may participate in the Alternative Retirement Plan (ARP). Based on specific criteria, Benefit Services identifies ARP eligible employees upon hire. Once eligibility is confirmed with the NMERB, eligible employees are sent information regarding this program via the official NMSU email account. Eligible employees must elect the ARP option within the first 90 days of employment or remain on the ERB plan for the length of employment with any ERB employer.

ARP participants contribute the same amount as participants in the NMERB defined benefit plan, on a pre-tax basis. The university contributes 3% less than the amount for the defined benefit plan, per state statute. The ARP is a defined contribution plan, which allows employees to direct contributions into investment funds through either the TIAA-CREF or Fidelity investment companies. Employees have more control (and risk) over the investment of their retirement contributions.

Upon termination, employees may:
- Retire: take a distribution based on IRS rules and regulations for the 401a plan. Contact the carrier for information regarding available options.
- Refund/Rollover the employee contributions plus NMSU’s contributions. Contact the carrier for information regarding rollover and distribution requirements.
Voluntary Retirement Plans
Webpage: http://benefits.nmsu.edu/retire/voluntary/
403(b) (see http://www.irs.gov/publications/p571/ch01.html) and
457(b) (see https://www.irs.gov/Retirement-Plans/IRC-457b-Deferred-Compensation-Plans) plans
are available to all employees. These plans allow employees to contribute additional funds for
retirement savings on a pre-tax basis. There is an option for a ROTH 457(b) (after tax contributions)
through TIAA CREF only. Contributions are made by the employee; no contributions are made by
the university to these plans. The minimum contribution is $7.50 per paycheck. The maximum
contribution is set by the Internal Revenue Service (https://www.irs.gov/Retirement-

Participants must set up an account with an authorized vendor and submit a Salary Reduction form
to HR Services to initiate contributions.

NMSU Retiree Benefits
Webpage: http://benefits.nmsu.edu/retire/retiree-benefits/
An employee will be considered an NMSU retiree and eligible for NMSU retiree benefits if the
following criteria are met:

- An employee has at least 10 years in a regular continuous employment status without a break
  in service prior to the date of retirement; and
- Immediately upon termination of employment:
  - Collects a retirement benefit from NMERB; or
  - Begins drawing an ARP retirement or
  - Receives federal retirement (Cooperative Extension Service employees)

Note: Retiree health insurance coverage will no longer be provided for employees hired on or after
July 1, 2016.

NMSU Retirees have access to additional, non-monetary, benefits through NMSU upon retirement.
Details can be found at http://benefits.nmsu.edu/retire/retiree-benefits/.

Other Benefits
An employee will have access to other benefits, such as:

- Membership into the AggieFit program (http://recrecre.com/aggiefit/) provides access to
  the Activity Center, Aquatic Center, fitness classes provided in both, and participation in our
  Intramural programs.
- The Employee Assistance Program (http://benefits.nmsu.edu/other/eap/) provides confidential
  counseling for faculty and staff experiencing personal and work related issues affecting their job
  performance.
- NMSU Discount Programs (http://benefits.nmsu.edu/other/discounts/) offer opportunities to
  purchase products and services at discounted rates, including NMSU athletic events, NMSU
  Barnes & Noble Bookstore and other vendors.

Payroll
Webpage: https://payroll.nmsu.edu/
Exempt employees are paid on a current pay cycle and submit a monthly leave report to indicate leave
used. Non-exempt employees are paid on a one pay cycle lag and submit a time sheet every pay cycle

This is a summary of information. This document does not set a contractual commitment.
indicating both worked time and leave time. Paychecks are issued twice a month on the 15th and last day of each month. If the payday falls on the weekend, the paycheck will be issued the Friday before.

Employees are encouraged to participate in direct deposit for payroll checks. Subscribers are sent a payroll advice each pay period, through the official NMSU e-mail account, with the details pertaining to their paycheck. **Access to the payroll advice requires a password.** If the employee auto forwards their NMSU e-mail to another e-mail account, the employee will not be able to access the payroll advice. The payroll advice is auto generated and cannot be reproduced. Payroll information is also available to employees through their MyNMSU account under the Employee tab.

To safeguard direct deposit information NMSU masks account information once it is entered into MyNMSU. An employee must be able to input the last 4 digits of at least one account number listed in the direct deposit fields to be able modify account information.

Faculty – 9-month faculty have the option of receiving salary on a deferred schedule. This provides 24 payments over a 12-month period in lieu of the normal 18 payments over a 9-month period. **Deferred pay must be requested at the time of hire and can be changed annually in July, with the appropriate form.**

Employees and supervisors who have payroll related concerns are encouraged to contact Payroll Services via telephone at (575) 646-2000, via email at asc@nmsu.edu, or by visiting Milton Hall, Room 14.

**Administrative rules and procedures Manual**
The NMSU administrative rules and procedures manual provides extensive information regarding employment and operating policies for all employees. This manual includes important information such as:

- **3.25 Discrimination, Harassment and Sexual Misconduct on Campus**
- **4.05.11 Appeals/Grievances - Non-Discrimination-Based Staff, Applicable to all Regular Non-Probation Employees**
- **7.20.45 Leaves - Family and Medical**
- **8.50 Performance Evaluation/Probationary Period**

**Collective Bargaining Agreement**
Webpage: [http://hr.nmsu.edu/elr/labor/](http://hr.nmsu.edu/elr/labor/)
The Collective Bargaining Agreement between New Mexico State University and the American Federation of State County and Municipal Employees (AFSCME) Local 2393 provides information on the terms and conditions of employment and is applicable to all eligible non-exempt employees in the collective bargaining unit. For additional questions regarding the Collective Bargaining Agreement, please contact HR Employee & Labor Relations at (575) 646-2449 or via e-mail at elr@nmsu.edu.

**Office of HR Employee & Labor Relations**
Webpage: [https://hr.nmsu.edu/](https://hr.nmsu.edu/)
HR Employee & Labor Relations (ELR) provides counsel and advice to supervisors and employees regarding personnel matters including conflict resolution, internal grievance process, and corrective action. ELR also assists with the interpretation of university administrative rules and procedures and
procedures as it relates to both faculty and staff. ELR also serves as the university’s liaison to union representatives for all eligible bargaining unit employees. ELR also administers the annual Conflict of Interest (COI) employee submissions in addition to the management of the annual employee evaluation process. Employees and supervisors who have personnel related concerns are encouraged to contact ELR to discuss concerns and viable options. ELR can be reached via telephone at (575) 646-2449, via email at elr@nmsu.edu, or by visiting Hadley Hall, Room 14.

**Office of Institutional Equity**
*Webpage: [http://eeo.nmsu.edu/](http://eeo.nmsu.edu/)*
NMSU is dedicated to non-discrimination and equal opportunity in education and employment in compliance with state and federal laws, which prohibits discrimination on the basis of age, race, color, religion, national origin, gender, gender identity, sexual orientation, spousal affiliation, physical or mental disability, serious medical condition, genetic information or veteran status. Additionally, NMSU is committed to uphold provisions of Title IX, which covers sexual misconduct. Concerns regarding discrimination, harassment or accessibility should be directed to the Office of Institutional Equity. Please visit their website for additional information.

**Diversity**
Each time we recruit for a position at New Mexico State University, we have an opportunity to achieve a diverse workforce. NMSU recognizes that it has a responsibility to extend equal employment opportunity to all qualified individuals. Through its Affirmative Action Plan, the University commits to the principles and obligations established under Executive Order #11246, the Rehabilitation Act of 1973, and other regulations and laws. The good faith effort to recruit qualified women and underrepresented groups is paramount to our search endeavors, regardless of whether or not the position is underutilized. In the end, our efforts should reflect that we value diversity not only because of compliance requirements, but because it is the right thing to do. That is the true testament of our commitment to diversity.

**Environmental Health & Safety**
*Webpage: [https://emergencyplanning.nmsu.edu/](https://emergencyplanning.nmsu.edu/)*
EH&S provides information and instruction for the NMSU community on issues related to safety, health and environment. Please visit their website for a complete list of available classes.

**Center for Learning & Professional Development**
*Webpage: [http://training.nmsu.edu/](http://training.nmsu.edu/)*
The Center for Learning & Professional Development offers orientation, training and development opportunities to employees. Employees are required to complete mandatory training upon hire, as well as annually, to comply with state and federal regulations. Please visit their website for a complete list of classes.

**Recognition & Awards**
NMSU recognizes that the most important and valuable asset any organization has is its employees. In appreciation for the dedication and accomplishments of staff members, the Employee Recognition Program (ERP) is established to reward and recognize those who demonstrate the professionalism and behaviors consistent with the mission of NMSU and to celebrate achievements that have an exceptional impact on the organization. Departments, colleges and divisions may also have their own programs to complement established university-level programs.
New to the University
Employees new to the university will be required to complete many forms. Questions about necessary forms should be directed to the hiring department, however much of the information is available on the New Employee webpage at http://hr.nmsu.edu/employment/new/.

Local Resources
If relocating to the Las Cruces or general New Mexico area, employees can find helpful information regarding local resources at http://hr.nmsu.edu/employment/new/about/.

University Resources
- Calendar - http://academiccalendar.nmsu.edu/
- Campus Dining- http://dining.nmsu.edu/
- Fire Department- http://fire.nmsu.edu/
- ICT Help Desk- http://help.nmsu.edu/
- ID Card Services- http://idcard.nmsu.edu/
- Phonebook- https://myaccount.nmsu.edu/phonebook/
- Police Department- http://www.nmsupolice.com/
- Transportation & Parking- http://park.nmsu.edu/

Maps
- Alamogordo Campus- http://nmsua.edu/facilities/maps/
- Albuquerque Center- http://abq.nmsu.edu/
- Dona Ana Campus- https://dacc.nmsu.edu/aboutus/campuses-facilities-2/
- Extension Offices- http://aces.nmsu.edu/county/
- Grants Campus- http://grants.nmsu.edu/about/maps/
- Las Cruces Campus- http://maps.nmsu.edu/
- Science Centers- http://aces.nmsu.edu/aes/offcampus.html

Other Resources
- Prospective and New Employees- http://hr.nmsu.edu/employment/new/
- Current Employees (faculty & staff)- http://hr.nmsu.edu/employment/current/