

# HR PRESENTS

*Providing employees support, engagement, and notification through service.*

## Updates & Reminders

### **2016 / 2017 Compliance Training**

In order to meet state and federal requirements as well as University policy, beginning **October 15, 2016**, current NMSU employees will have **60 days** to complete the yearly mandated online compliance training. Newly hired employees will not need to complete the 2015/2016 compliance training, but instead, will be automatically enrolled in the 2016/17 training cycle. Employees hired after the mandatory 60 day training window will have 60 days (from the date they are placed into the Training Central system) to complete their training. For more information about compliance training, please visit:

<http://training.nmsu.edu/compliance> or call the CLPD at 646-7444.

### **ARP - Temporary Summer Faculty Hires**

As previously sent to HR Liaisons on June 22, 2016, the NMERB has issued an updated version of the NMARP Operations Manual. One specific item that has changed that will impact your hiring practices. Previously, eligible employees (usually faculty) who were hired as temporary in the summer before starting their regular appointment were deemed ineligible for the NMARP, due to the temporary hire. This is no longer the case. The new stipulation is as follows (page 9):

*(4) Temporary Employees - An otherwise eligible Participant with a predetermined termination date of less than one year is not eligible for participation in the ARP. However, temporary employees who subsequently become permanent employees during their temporary tenure or immediately following their temporary tenure shall be eligible to be participants beginning on the start date of their permanent employment status.*

We would also like to remind you that when members of the NMARP “retire” they are bound by the same restrictions as NMERB retirees when re-hired. They must either lay out 12 months to apply for the Return to Work Program, or they are subject to the RTW exception rules (.25 FTE or \$15,000). These exception rules are under consideration for change by the NMERB and if they do change in 2017, we will let you know. The return to work rules are also attached for your convenience.

The NMARP Manual can be found on the NMERB website at [http://www.nmerb.org/Alternative\\_retirementplan.html](http://www.nmerb.org/Alternative_retirementplan.html).



## Save the Date

HR Presents  
October 26, 2016  
10:30am – 12:00pm  
Milton Hall, Room 85

## Contact HR Services

Email: [hrhelp@nmsu.edu](mailto:hrhelp@nmsu.edu)  
Phone: 575-646-8000  
Fax: 575-646-2806  
Hadley Hall, Room 17

MSC 3HRS  
New Mexico State University  
P.O. Box 30001  
Las Cruces, NM 88003-8001

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## Updates & Reminders Continued

### **Benefits – Faculty not returning for fall semester**

Please remember that 9-month faculty (both regular and term appointment) who resign during the summer and do not report for the regular fall semester will lose benefit coverage retro-actively. Details for each benefit are found in the Administrative Rules and Procedures in Chapter 7; however generally speaking medical/prescription and dental end June 30<sup>th</sup> and all other benefit end May 15<sup>th</sup>. The only option for continuation is through COBRA for certain benefits. In these situations, the 9-month position terminates May 15th regardless of when they turn in their resignation letter or what date they put on the resignation letter. Summer jobs, hired as temporary, have no impact on their contracted 9-month position or insurance benefits. It is highly recommended that you remind all faculty at the end of the spring semester that if they do not plan to return in the fall they need to contact Benefit Services to understand their options for benefits and retirement.

Questions regarding benefits should be directed to [benefits@nmsu.edu](mailto:benefits@nmsu.edu).

## Don't Forget!

You can find or do the following on our website:

- Meeting Agendas
- Meeting Registration
- Request Presentation Topics

<http://hrpresents.nmsu.edu>

## Training

Remember to keep up-to-date on training whether it is for yourself or for notifying your staff.

Training programs and descriptions can be found at

<http://training.nmsu.edu/>

Registration for training should be done through Training Central at

<https://trainingcentral.nmsu.edu>