

Eastern New Mexico University-Roswell

Staff Handbook



This handbook supersedes any previous handbooks.

Revised April 2022

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Employee Handbook

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Notice of Nondiscrimination

Eastern New Mexico University - Roswell is an affirmative action and equal opportunity employer. The University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or veteran status in its education programs, activities, employment, Eastern New Mexico University-Roswell subscribes to the of the Education Amendments of 1972 that prohibits discrimination on the basis of sex in any education program or activity receiving federal funds.

ENMU-Roswell adheres to Title IV of the Civil Rights Act of 1964 that prohibits discrimination based on race, color or national origin in any program or activity receiving federal funds. Grievance procedures for each employee group are outlined in the handbooks of the constituency. Persons seeking additional information about the University’s nondiscrimination policy or the grievance procedures should contact:

Affirmative Action Officer

Jessica Small
Internal Auditor/Affirmative Action Officer ENMU
1500 S. Ave. K
Portales, NM 88130
Phone: 575.562.2218
Email: Jessica.small@enmu.edu

Title IX Coordinator

Dr. Linda Neel
ENMU System Title IX Coordinator

Roswell Office
Arts and Science Center (ASC), Room 129
Roswell, NM 88202
(575) 624 7142

Portales Office
1500 South Avenue K
Portales, NM 88130
(575) 562 2235

Email: linda.neel@enmu.edu

Section 504 Coordinator:

Kim Childress
Director, Distance Learning Disability Services Officer
P.O. Box 6000
Roswell, NM 88202-6000
Phone: 800-243-6687 or 575-624-7219
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TITLE IX POLICY AND RESOLUTION PROCESS

“No person in the United States, shall, on the basis of sex, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.” (20 U.S.C. § 1681 & 34 C.F.R. Part 106 (1972))

The Eastern New Mexico University System (the System/System) affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. The System prohibits any and all discrimination on the basis of sex. The System adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education. This policy and procedure specifically govern the System's sex-based discrimination policies and procedures. The System does not discriminate on the basis of sex in its educational programs, activities, employment, and admission decisions, and the University is required by Title IX and 34 C.F.R. Part 106 not to discriminate in such a manner.

When brought to the attention of the System, any sex-based discrimination will be appropriately addressed and remedied by the System according to the ENMU system [Policy 80-12 Title IX Policy](#), and the ENMU System [Resolution Process and Procedures Manual for Alleged Violation of the Title IX Policy](#). Links to these documents can be found at <https://www.roswell.enmu.edu/title-ix/>.

Jurisdiction: This policy applies to behaviors that take place in the United States, and on property owned, operated or controlled by the System; at System events, or off-campus as appropriate where such conduct has the purpose or effect of discriminating against any person on the basis of sex with respect to any education program or activity of the System. This also includes any building owned or controlled by any student organization officially recognized by the System.

The campus community includes prospective students, students, student organizations, faculty, administrators, staff, prospective employees, guests, and visitors who are currently participating in an education program or activity at the University. Non-members of the campus community who engage in the System's programs or on System property are not under the jurisdiction of this policy but can be subject to actions that limit their access and/or involvement with System programs, events or property as a result of their misconduct or violations of this policy. All vendors serving the System through third party contracts are subject to these policies and procedures.

ENMU System Title IX coordinator: Inquiries concerning the application of Title IX and 34 C.F.R. Part 106 may be referred to the ENMU System Title IX Coordinator or to the Assistant Secretary for the Office for Civil Rights of United States Department of Education.

ENMU System Title IX Coordinator

Dr. Linda Neel

System Title IX Coordinator

ENMU Station 2

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Roswell Office:

Instructional Technology Center 113-114

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For inquiries to the Assistant Secretary for the Office for Civil Rights of United States Department of Education:

U.S. Department of Education
Office for Civil Rights
400 Maryland Ave. SW
Washington, DC 20202-1100
Customer Service: 800-421-3481
Fax: 202-453-6012
TDD: 877-521-2172
E-mail: OCR@ed.gov
Web: <https://www.ed.gov/ocr>

Reporting an Incident: Report incidences of Sex-Based Discrimination using any of the following options. There is no time limit for filing a report of sex-based discrimination, however, if the respondent is no longer subject to ENMU-R's jurisdiction, the ability to investigate, respond and provide remedies may be more limited.

If you need emergency services, call the ENMU-Roswell Campus Security Office, or 911 immediately; then

1. Report directly to the Title IX Coordinator or the Deputy Title IX Coordinator;
2. Report to an Official with Authority – President, Vice President, Assistant Vice President, or Director of the University;
3. Report to any trusted, responsible member of the ENMU-R campus community who can refer you to one of the above campus representatives.
4. Report an incident through the link provided on the ENMU-R Title IX webpage at <https://www.roswell.enmu.edu/title-ix/>.

All incidences of actual, suspected or implied Sex-Based Discrimination must be reported to, and reviewed by the Title IX Coordinator, regardless of the role of the reporter or the respondent in the campus community (students, faculty, staff or third-party participants), and even if an incident was initially reported to another party. The University has actual knowledge of sexual harassment, or an allegation of such, when reported to the Title IX Coordinator, the Deputy Title IX Coordinator, or an Official with Authority. All ENMU System employees (students, faculty, staff, and administrators) are required to report actual or suspected Sex-Based Discrimination to appropriate officials immediately, unless the employee is acting in an official, licensed capacity as a counselor, health provider or member of the clergy. All other staff involved in the reporting, investigation or hearing processes of a Title IX complaint will maintain the confidentiality of parties involved to the extent possible, based on FERPA regulations, and the need to protect the campus community. All parties involved must understand that the university may not be able to honor confidentiality in all cases.

The ENMU System encourages the reporting of sex-based discrimination by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to University officials or participate in resolution processes out of the fear of self-accusation of policy violations. It is in the best interest of the campus community for responsible parties to report to University officials, and that witnesses come forward to share what they know. To encourage reporting, the ENMU System pursues a policy that will protect the educational opportunities of parties who willingly participate in an investigation, but might otherwise be subject to sanctions for violations of policy because of their involvement in the activity.

Title IX Resolution Process:

The ENMU System will act on any formal or informal notice/complaint of violation of the Title IX policy that is received by the Title IX Coordinator or trained designee or any other Official with Authority (OWA) by applying the procedures as documented in the ENMU System Resolution Process and Procedures Manual for Alleged Violations of the Title IX Policy. This document can be found at:

https://my.enmu.edu/c/document_library/get_file?uuid=63b029c9-e85b-44ba-a736-11420e2945d6&groupId=2502172.

Retaliation. The ENMU System takes reports of sex-based discrimination very seriously. The University will not tolerate retaliation against those who make such reports or participate in the investigatory or adjudicatory process. Retaliation includes, but is not limited to, any adverse employment or educational action taken for making a report of sex-based discrimination, or otherwise participating under this Policy. The University considers any actual or threatened retaliation or any act of intimidation to prevent or otherwise obstruct the reporting of sex-based discrimination or the participation in the Title IX Process a separate violation of this Policy and may result in disciplinary sanctions. Any person who believes that they have been subject to retaliation should immediately report this concern to the Title IX Coordinator.

Subsequent Prevention. The ENMU System is committed to preventing the recurrence of any sex-based discrimination including without limitation, harassment, or other sexual misconduct. The ENMU System administration will document and take such steps as are deemed appropriate to facilitate change for the purpose of the correction of discriminatory effects on the reporting party and others, as appropriate, and for the ENMU system.

Training. The ENMU system administration highly recommends that each member of the campus community, as defined above, completes annual training as provided; and becomes familiar with the full language in the ENMU System Policy 80-12 Title IX Policy, and the Resolution Process and Procedures Manual for Alleged Violations of the Title IX Policy for the safety and protection of all members of the campus community.

Management Rights

Eastern New Mexico University – Roswell (ENMU-Roswell) shall retain the right, in accordance with applicable Federal and State laws and the ENMU System Board of Regents policies, to determine the mission of the System, campuses and its constituent colleges, schools and departments; to set standards; to exercise control and discretion over the System organization and its operations; to direct employees of the System; to hire, promote, transfer, assign and retain employees in, or relieve employees from, positions within the System and to suspend, demote, discharge or take other disciplinary action against employees; to maintain the efficiency of the operations entrusted to the administration; to determine the methods, means and personnel by which such operations are to be conducted; and to take whatever actions may be necessary to carry out the functions and mission of the System and campuses and maintain uninterrupted service to its students and faculty in situations of emergency.

Employee Information Disclosure

ENMU-Roswell understands that as a public institution, it has an obligation to the citizens of the State to disclose upon request the salary paid to any employee of ENMU-Roswell.

All personnel records are considered confidential and the property of ENMU-Roswell and we understand our obligation not to disclose personal and private information in those records. Employees may have access to all the information in their own personnel file with the exception of confidential letters of recommendation as those are considered matters of opinion. **(See policy 65-2, Inspection of System Records, 65-1, Confidential Information Security, and 65-7, Confidentiality of Records.)**

Handbook and Policy

System and campus policies, procedures, and regulations, as well as benefits and services, are constantly under review and may change. All System and campus policies approved by the Community College Board (CCB) and/or the ENMU System Board of Regents (BOR) which postdate this handbook supersedes this handbook.

This handbook covers personnel and campus policy very briefly. The administration encourages all new employees to read through all the policies on the website. If you have any questions regarding the policies please contact the Human Resources office.

Employees are encouraged to review all System and campus policies that are posted on the ENMU-Roswell website on a regular basis. (<https://my.enmu.edu/web/governance/policy-manual>)

Employees are encouraged to participate in the policy and governance procedures. This is explained in, 15-2 Statement on Governance. <https://www.roswell.enmu.edu/wp-content/uploads/downloads/2019/02/15-2-Statement-on-Governance-REV.pdf>. Amendments approved by the Board of Regents become effective the day they are approved by the Board of Regents, except changes to benefit accrual rates. Changes to benefit accrual rates become effective the next contract year.

General Personnel Policies (AGP&P 40-1)

Staffing. The System shall follow recruitment and selection practices designed to provide it with the highest quality employees who share its values and are reflective of its diversity goals.

Job Design and Structure. The System shall provide meaningful jobs and an organizational structure that defines the relationship between their specific duties and responsibilities and how those responsibilities relate to the broader goals and programs of the System.

Advancement. The System provides enhanced career opportunities for employees who are committed to their own career development, demonstrate continuous skills improvement, are able, and desire to assume new and greater responsibilities.

Compensation. The System shall provide competitive salary and benefit plans supporting the System campuses in their goal to attract and retain the best people. Compensation shall reflect internal equity and individual performance.

Performance Management. The System shall measure employee performance based on quality of work, ongoing improvement and customer service. Performance management shall be based on realistic expectations; managers shall provide meaningful written feedback regarding job objectives.

Training and Development. The System provides continuing education opportunities for employees to help them build upon their competencies in the changing work environment and develop and enhance their careers within the System.

Code of Conduct

In accepting a position with ENMU- Roswell, employees accept the obligation to be acquainted fully with the mission, philosophy, purposes and objectives of the institution. Employees shall agree without reservation to work to meet goals and carry out effectively all other assigned duties. Employees must conduct themselves in a manner, which will maintain the respect, trust, and confidence of the ENMU- Roswell community and the citizens of New Mexico.

Business Ethics

Employees of ENMU-Roswell shall maintain the highest standards of business ethics in transactions with the institution and the public. ENMU-Roswell employees will not act on ENMU System matters on the basis of personal interest nor will they divulge confidential information to unauthorized persons. **(See policy 65-7, Confidentiality of Records.)**

General Ethics. Employees shall maintain the highest standards of professional ethics in transactions with the System and with the public, and perform their duties faithfully and efficiently and not give rise to suspicion of improper conflict with interests of the System or any agency of the state of New Mexico.

Acceptance of Gifts. No employee shall directly or indirectly accept any gift which would influence the manner in which the duties of such person will be performed, and in particular, no employee may accept gratuities in connection with any business dealings of the System, nor shall any employee be reimbursed for expenses related to business dealings of the System except such expenses as would be reimbursed pursuant to the New Mexico Mileage and Per Diem Act. [See NMSA 1978, § 10-16- 4.1(1993).]

Conflict of Interest

Conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the System's business or professional dealings.

Any Eastern New Mexico University System employee or employee's spouse who has a financial interest in a business must publicly disclose this interest before the System can purchase goods or services from this business. The public disclosure must be made in writing annually and will be maintained by the University. (AGP&P 20-2)

Outside Employment. An employee shall not engage in outside employment when that outside employment is incompatible or in conflict with the discharge of that person's duties with the System or when that outside employment may tend to impair that employee's independence of judgment or action in the performance of that employee's duties with the System.

Employee Classifications (AGP&P 40-2)

The classification of a position determines how employees may be paid, among other things, for hours worked in excess of forty (40) hours per week and whether or not he or she is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. The Office of Human Resources determines whether positions shall be exempt or nonexempt.

Exempt Employees. Exempt employees are salaried employees and are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees include such positions as directors, managers and some professional staff.

Nonexempt Employees. Nonexempt employees are employees who normally are paid on an hourly basis and are subject to the minimum wage and overtime provisions of the FLSA. Nonexempt staff employees are paid based on hours worked as reported on a time sheet. They are entitled to premium compensation for overtime work. Nonexempt employee positions include such positions as secretarial, clerical, maintenance, and professional non-exempt staff.

Note: Non-exempt employees ordinarily will be paid on an hourly basis. However, the method of compensation (hourly vs. salaried) is not necessarily determinative of a particular employee's status as exempt or non-exempt. Under applicable federal regulations, an employee's job duties and the weekly rate of compensation determine the employee's status as exempt or non-exempt.

Employee Appointment Status Distinction.

Regular Full-Time Employees. A regular full-time employee is hired for an indefinite period and is normally scheduled to work forty (40) hours per week. Appointment is continuous, subject to satisfactory performance and availability of funding.

Regular Part-Time Employees. A regular part-time employee is hired for an indefinite period and is scheduled to work fewer than forty (40) hours per week. Employees in this category are classified either as three-quarter (3/4) time, normally scheduled to work thirty to thirty-nine (30–39) hours per week; half (1/2) time, normally scheduled to work twenty to twenty-nine (20–29) hours per week or less than half (1/2) time, normally scheduled to work one to nineteen (1–19) hours per week. Appointment is continuous, subject to satisfactory performance and availability of funding.

Externally Funded Employees. An externally funded employee is hired (full-time or part-time) into a position that is designated to run for a specified period. This may happen for various reasons, such as, the position is funded from non-recurring sources (e.g. contracts and grants) or the position is needed to complete a special project. Externally funded employees are normally hired for periods exceeding nine (9) months and lapsing prior to the date of discontinuance of the external funding.

Term Appointment Employees. Term appointment employees are normally separated from the System as of a specified date unless the Human Resources office notifies the employee that the appointment shall be extended. For the specified period of appointment, term employees are entitled to the same rights and privileges as regular status employees except the right to grieve separation at the end of the appointment. Term appointment employees are not placed on layoff status at the end of the appointment.

At-will Employees. At-will employees are hired into certain senior and other positions designated by the president of the branch community college or the System chancellor. Employment is at-will and either party can terminate the employment relationship at any time with or without cause and with or without notice.

Temporary Employees. Temporary employees are hired to work reasonably predictable schedules, full-time or part-time, that ordinarily will not exceed nine (9) months. Temporary positions are normally nonrenewable; however, extensions may be granted with approval of the employee's dean, director or department head and the Director of Human Resources. Temporary employees are also subject to the employment at-will status in which either party can terminate the employment relationship at any time with or without cause and with or without notice. In the event that the duration of a temporary employee's employment exceeds nine months, his or her status as a temporary, at-will employee will not change.

Occasional Employees. Individuals employed to work special events on an intermittent, sporadic basis, to work during peak work periods, to fill in for absent employees and in other similar circumstances shall be classified as "occasional" employees. Occasional employee positions may be renewed by submitting a Personnel Action Notice (PAN) to the appropriate Office of Human Resources for approval. Occasional employees are also subject to the employment at-will status in which either party can terminate the employment relationship at any time with or without cause and with or without notice.

Employees with Multiple Positions

An employee working two (2) regular part-time positions totaling 40 hours or more per week will be considered a regular full-time employee. If the total hours regularly worked are fewer than 40, the employee will be considered regular part-time.

An employee working two (2) temporary part-time positions totaling 40 hours or more per week will be considered a temporary full-time employee. If the total hours regularly worked are fewer than 40, the employee will be considered temporary part-time.

An employee working a regular part-time position and a temporary part-time position will be considered a regular part-time employee.

All additional ENMU-Roswell employment exclusive of the employee's primary duties must have prior approval of the executive administrator and the Director of Human Resources. **(AGP&P 40-2, Employee Classifications).**

Annual Evaluation Process

Each year, every regular full-time and regular part-time employee is evaluated on his or her performance. Performance evaluations shall be conducted through the use of evaluation criteria, forms and procedures established by the administration and overseen by the Office of Human Resources.

The purpose of this evaluation is to define and communicate employment expectations, to set priorities for each evaluation period, to assess performance and to determine the employee's eligibility for non-recurring performance awards, should the administration and the Board of Regents determine such awards can be given. **(AGP&P 40-10, Evaluation and Performance Pay)**

Probation, Promotion, Transfer

Probationary Period. All employees hired into a regular position are hired on a probationary basis. Exempt (professional) employees and all police officers have a probationary period of the first twelve (12) calendar months of their employment. Evaluations will be conducted at four (4) and eight (8) months of their first year.

Nonexempt (support) employees have a probationary period of six (6) months, with a required evaluation at the three (3) month point of their employment.

An employee may be released from employment during the probationary period with or without cause. **(AGP&P 40-3, Recruitment and Hiring)**

Promotion and Transfer. New positions and job vacancies advertised by the System can be filled from within the System by promotion or transfer of qualified and interested persons (of any classification) who are regular employees. All regular positions or vacancies (full-time and part-time) are covered by this practice. In cases of promotions or transfers, decisions are based on the needs of the System, as well as training, experience, and past performance without regard to race, color, creed, national origin, religion, age, sex, or disability.

All regular employees, including regular full-time, regular part-time, and full- or part-time externally funded employees are eligible for promotion and transfer.

Promotion or transfer during the employee's probationary period is not permitted.

Any employee who is promoted or transferred will be required to serve a probationary period in the new position. **(AGP&P 40-3, Recruitment and Hiring)**

Types of Termination (AGP&P 40-11)

The System recognizes seven categories of termination or separation from employment: resignation, retirement, release, relieved, layoff, discharge or death.

Resignation. In the event an employee decides to resign, a written resignation must be submitted to the employer as soon as possible and no less than two (2) weeks prior to the effective date of proposed separation. An employee who has walked off the job or who is absent for two (2) consecutive work days without permission except when an emergency situation precludes giving notice is considered to have resigned. An employee who fails to return to work within the prescribed time limit following a leave for extended illness, injury or personal reasons is considered to have resigned.

Retirement. Employees may elect to retire after meeting eligibility requirements for retirement and should give two (2) weeks' notice.

Release. Employees are terminated at the end of temporary employment.

Relieved. Employees may be terminated during their probationary period (six [6] months for support employees, twelve [12] months for professional employees) without cause or recourse.

Layoff. Employees may be terminated because of reduction in force due to lack of funds, work or other compelling reasons. For an employee in good standing, every effort is made to place that employee in another position within the System prior to layoff. The order of layoff shall be based on performance, ability, training, seniority and other qualification as determined by the System. When performance, ability, etc., are equal, seniority shall be the determining factor. Probationary, temporary and occasional employees are normally laid off before regular employees in the same classification and department.

Discharge. An employee may be terminated after corrective discipline has failed or the seriousness of the misconduct or situation so warrants.

Death. Upon the death of an employee, the supervisor shall notify Human Resources. That office will assist the next of kin in completing termination forms, filing insurance claims, etc.

Grievance and Complaint Procedure (AGP&P 40-12)

A "complaint" is a charge of improper or unfair treatment by another member of the System community. A complaint is a less formal process that does not involve a hearing.

A "grievance" is any of the following:

An allegation by a faculty or staff member that there has been a violation, misinterpretation or improper application of the terms and conditions of any University handbook or other regulation, policy or procedure applicable to the member.

An allegation by a faculty or staff member regarding improper, arbitrary or discriminatory application of ENMU policies and practices relating to terms and conditions of the grievant's employment.

An allegation that a member of the University faculty or staff has engaged in improper conduct in violation of a state or federal statute or regulation.

An allegation of a dispute between or among University faculty and/or staff that relates to their employment, the resolution of which would benefit the University and further the University's mission. This is not intended to include petty personality conflicts.

Complaints and grievances in full detail are addressed through the procedures and processes outlined below and in AGP&P 40-12, Complaints and Grievances.

Benefits (AGP&P 40-8)

Annual (or Vacation) Leave

The System recognizes the value to the System and to its employees of providing paid vacations of reasonable duration. Vacations provide the employee an opportunity to relax for an extended period and return to the job with renewed interest and vitality.

Employees are expected to request leave, in advance, from their supervisors to assure that duties can be reassigned and operations continued in the employee's absence. While annual leaves are normally scheduled in accordance with the employee's wishes, the campus reserves the right to schedule an employee's vacation in accordance with the needs of the campus.

Annual leave is earned during actual time worked and during paid sick leave, vacation time, holidays and leaves of absence with pay. For annual (or vacation) accrual rates and other details, see AGP&P 40-7, Leave.

Holidays. This section describes which holidays are observed, which staff employees are eligible for holiday pay, calculation of holiday pay and compensation to staff employees who must work on a holiday. Although the System does not grant holiday pay for religious holidays other than Christmas, the administration will attempt to accommodate those employees who request time off to observe a religious holiday. In such cases, employees normally will be required to take annual leave or leave without pay.

Employee Eligibility for Holiday Pay. Unless otherwise stated in a particular employee's appointment letter or contract of employment, the following employees are eligible to receive paid holidays: (i) support employees working 30 or more hours per week, when the holiday falls on a regularly scheduled workday; (ii) professional employees, (iii) at-will employees, unless classified as support (non-exempt) working less than 30 hours per week; and (iv) faculty on regular or summer contracts. Occasional and temporary employees and adjunct/resource faculty are not eligible for holiday pay.

Holidays Observed. The following holidays are observed by employees of the System: the workday preceding New Year's Day, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day preceding and the day following Thanksgiving Day, Christmas Eve Day and Christmas Day. The specific days observed as the holiday period are announced each year by the chancellor and/or branch community college president. The System reserves the right to adjust the actual observance of all holidays.

Non-exempt employees who are required to work on a holiday shall be paid for the hours worked at a premium rate of two (2) times their regular rate.

Exempt employees, including faculty, professional staff and other employees paid on a salary basis, are not entitled to receive any special pay, other than the employee's usual salary, for work on a holiday.

Sick Leave (AGP&P 40-7)

Paid Sick Leave. Accrued sick leave shall only be used for the specific purposes defined herein and shall not be used the same as accrued annual leave. Eligible employees shall accrue, use and be paid for paid sick leave only according to the provisions of this section. The provisions of this section can apply to sick leave taken under the Family Medical Leave Act, which runs concurrent with FMLA.

Family and Medical Leave Act. In compliance with the federal Family and Medical Leave Act (FMLA), the System shall provide eligible employees up to twelve (12) weeks of job-protected leave (FMLA leave) within a twelve (12) month period for certain family, medical and military-related reasons. FMLA for military reasons may be extended beyond twelve (12) weeks if certain criteria are met. For purposes of this policy, the "leave" year is a "rolling calendar year." That is, the "leave" year is determined by the date that the employee takes FMLA leave for the first time as an ENMU employee. Subsequent leave years begin when that employee takes FMLA leave following completion of any previous 12-month leave year (See 29 CFR 825.200(b)(3) of the Family Medical Leave Act.)

Sick Bank (ENMU-Roswell 40.15, Sick Bank Program)

Definitions.

A serious health/non-industrial injury or illness is one that requires either inpatient care or continuing treatment by a health care provider for a serious health/non-industrial injury or illness. Health care provider is defined in the policy statement. The Sick Bank is not intended to cover a short-term illness for which treatment and recovery are very brief. The Sick Bank is not intended to cover normal pregnancies, including natural and cesarean birth methods; elective surgeries; routine medical and surgical procedures; or any other medical condition that does not meet the definition of a serious health/non-industrial injury or illness as defined above.

Health care provider is defined in the Family and Medical Leave Act of 1993, (P.L. 103-3 February 5, 1993). A health care provider is (1) a doctor of medicine or osteopathy authorized to practice medicine or surgery (as appropriate) by the state in which the doctor practices; or (2) any person determined by the state to be capable of providing health care services.

Immediate family means a parent, grandparent, spouse, child or sibling as prescribed under the institution's Leave with Pay Policy.

The Sick Bank Administrator is the Director of Human Resources. The Director of Human Resources will review all requests for Sick Bank time for approval or disapproval.

Eligibility. Any ENMU-Roswell employee in an eligible employee category in which medical or sick leave is accrued and may apply to use sick leave from the Sick Bank, subject to the provisions in the program.

The employee must have exhausted all accrued leave time.

The employee who requests withdrawal from the Sick Bank must be in good standing with ENMU-Roswell which is determined by their continuation employment letter or contract of appointment. If you have any question regarding the Sick Bank please contact the Human Resources Office.

Military Leave. The System shall grant a military leave of absence to any regular employee while on active duty in the Armed Forces of the United States, defined to include the Army, Navy, Air Force, Marine Corps, Coast Guard and their reserve components; the National Guard and State Guard or the U.S. Public Health Service; and their reserve components.

Leave without Pay. In certain circumstances, a leave of absence without pay may be granted to or imposed upon staff employees. Voluntary leave without pay may be granted only after leave accruals have been exhausted.

Tuition Waivers. The ENMU System provides a nine (9) credit hour tuition waiver to all employees working at least .50 FTE and all retirees. System employees attending classes shall be subject to the limitations set forth in this section. With the permission of the employee's immediate supervisor, the

employee may use the tuition waiver (course fees are paid by the employee). Semesters are fall, spring and summer (defined as the period between spring commencement and the first day of the fall semester).

If a course is offered during the employee's regular working hours as well as outside the employee's regular work hours, the employee must enroll for the course outside regular working hours. Time off during the workday to attend classes cannot be granted unless the employee's course leads to a degree or enhances the employee's professional development, as determined by the supervisor, and can be accomplished without compromising office operations.

At the discretion of the employee's immediate supervisor, an employee may be allowed to make up the hours missed to attend one class during work hours, so long as the time away from work does not compromise office operations. Otherwise these hours are unpaid or vacation leave.

Exceptions to the limitations stated above may not be made except by written approval of the employee's area supervisor and the branch community college president or chancellor.

This benefit is transferable to the employee's spouse and/or dependent(s) any semester in which the employee does not use the waiver. If the spouse and/or dependent(s) is also an employee, the employee shall use his or her own waiver and cannot add that of the spouse and/or parent to the tuition waiver benefit.

Unemployment Compensation. Unemployment compensation coverage is designed to provide benefit payments for a short period to workers who, through no fault of their own, are unable to obtain gainful employment. The System pays the full cost of the coverage for its employees.

Eligibility. The New Mexico Department of Workforce Solutions (DWFS) determines which individuals are eligible for unemployment compensation insurance benefits based on the circumstances of the separation and the provisions of the Unemployment Compensation Act (NMSA 1978, § 51-1-1 to-59(1936 as amended through 2013).

Workers' Compensation. The following are System policies and procedures for applying for workers' compensation for injuries sustained during job-related activities as an employee of the System. The campus insurer administers these compensation payments and covers any person receiving a salary or wage from and acting in the service of the System. HR is the contact for workers' compensation matters.

Other Benefits

Flexible Spending Accounts Program. The Flexible Spending Accounts (FSA) Program, which is administered by a third party, is a fringe benefit authorized by the Internal Revenue Code and regulated by the Internal Revenue Service (IRS). IRS regulations define expenses that qualify for reimbursement under this plan. Nothing in this policy shall impose or limit requirements otherwise imposed by law. Exceptions to the regulations governing this program cannot be granted by the System or any campus within the System.

Retirement. The New Mexico Educational Retirement Plan is a qualified benefit plan, most employees are required to contribute to this plan. Employees may contact HR with questions or for information not covered in AGP&P 40-8, Benefits

Insurance Benefits. The System makes most insurance benefits available through the campus insurance carrier to be received by eligible individuals.

Tax-Deferred Annuities. Employees may enter into contracts for tax-deferred annuities, covered by Section 403(b) of the Internal Revenue Code, and have the annuity payments made by bi-weekly payroll deduction. The employee may thus postpone paying income tax on that portion of earnings until retirement, at which time the employee's income and tax rate may be lower. However, there are penalties for early withdrawal. Different vendors offer such tax-deferred annuities and a list of participating companies and payroll deduction forms may be obtained from HR. The System shall act only as a collector of the premiums without endorsing any of the participating companies.

For additional details about employee benefits, see AGP&P 40-8, Benefits.

Corrective Discipline

As a method of dealing with unsatisfactory performance or misconduct of employees, corrective discipline is designed to provide the employee with an opportunity to become aware of and to correct the deficiency. The goal is to correct the misconduct or substandard performance and restore the employee as a productive member of the work force.

Selection of Appropriate Disciplinary Type

Each case of inadequate work performance or act of misconduct is judged individually and the type of corrective discipline to use depends on the severity of the misconduct, the employee's previous record and any other pertinent factors. It is not necessary that the types of corrective discipline (i.e., verbal warning, documented warning, suspension, termination) be applied sequentially. The type of corrective discipline should be based on the circumstances of the case.

Work Schedules

Traditional Work Schedules. The traditional work schedule is forty (40) hours per week and consists of five (5) traditional work days within a seven (7) calendar day period, normally Monday through Friday. Nontraditional schedules may be adopted by each campus in order to fit the needs and the mission of the campus. Some examples of where nontraditional work schedules exist in but are not limited to, law enforcement, athletics, plant maintenance, libraries and other seven (7) day per week operations.

Traditional Workday. The traditional workday consists of nine (9) hours Monday through Friday with one (1) unpaid hour off for a meal following the first four (4)-hour increment. The traditional Friday workday is four (4) hours with one unpaid thirty (30) minute break usually after two (2) hours of work.

Traditional Working Hours. The traditional daily working hours are from 7:30 a.m. to 5:30 p.m., Monday through Thursday with one (1) unpaid hour off for lunch and Friday from 8:00 a.m. to noon.

Work Week. The work week begins at 12:00 a.m. (midnight) Saturday and ends at 11:59 p.m. Friday for payroll and time reporting purposes. For employees on shifts beginning fewer than eight (8) hours before midnight on Friday and extending into Saturday, the work week begins with the start of the shift and extends to the same hour on the following Friday.

Attendance and Tardiness

Consistent attendance and punctuality are considered imperative to Eastern New Mexico University System operations and are therefore mandatory for each employee. Poor, uncertain or irregular attendance, excessive absenteeism and tardiness that renders an employee insufficiently available for work will be evaluated on a case-by-case basis to determine the merits of retention or termination.

Rest Periods

The System provides a rest period, not to exceed fifteen (15) minutes for every four hours worked. Rest periods can be scheduled by the supervisor and employee, usually on a staggered basis to ensure that no office or department goes unstaffed. Rest periods cannot accumulate for the purpose of taking extended lunch periods, quitting early, or taking other times off, with the supervisor's permission.

Lunch Periods

Lunch periods are one (1) hour in duration and can be scheduled by the supervisor and employee on a staggered basis depending on the needs and requirements of the work unit.

Conclusion

The System and its employees are subject to additional policies and guidelines that are not detailed in this employee handbook, as well as policies and practices based on federal and state laws. System and campus specific policies and procedures are located online in the Portal.

<https://my.enmu.edu/web/governance/policy-manual>. The primary policies referenced in this handbook are in section 40 Personnel. Please read all these for greater detail of the above-mentioned information.

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