

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.

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 <https://inside.nmsu.edu/fbs/official-org/>.

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

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: <https://hr.nmsu.edu/employment/index.html>

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 (<https://hr.nmsu.edu/employment/faqs.html>) has been developed to help employees, supervisors and managers understand the terms and processes.

Faculty - please see NMSU administrative rules and procedures Chapter 6 (<https://arp.nmsu.edu/>).

Employees are hired into two major types of employment: Regular and Non-Regular. Details regarding hiring definitions can be found in section [6.03](#) 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 <https://benefits.nmsu.edu/>. Our team is available for questions or concerns at benefits@nmsu.edu or 575-646-8000.

Domestic Partners

webpage: <https://benefits.nmsu.edu/other/domestic-partner.html>

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 <https://benefits.nmsu.edu/enrollment/eligibility.html>.

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

| Annual Salary | NMSU % | Employee % |
|---------------------|--------|------------|
| \$0 - \$35,999 | 80 | 20 |
| \$36,000 - \$44,000 | 70 | 30 |
| \$44,001+ | 60 | 40 |

9-month employees pay premiums for the fiscal year (July1-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 (<https://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 (<https://www.generalservices.state.nm.us/risk->

[management/overview_1/](#)). 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: <https://benefits.nmsu.edu/insurance/medical.html>

Eligible employees may choose between Presbyterian HMO, Blue Cross Blue Shield of New Mexico PPO or HMO, Cigna OAP (PPO), or Cigna OAPIN (HMO). Plan comparisons are located on the website. Premiums are shared by the employee and NMSU.

Prescription

Webpage: <https://benefits.nmsu.edu/insurance/prescription.html>

Prescription coverage provided by Express Scripts is included with medical benefits.

Dental

Webpage: <https://benefits.nmsu.edu/insurance/dental.html>

Dental insurance is available to eligible employees through Delta Dental. Premiums are shared by the employee and NMSU.

NMSU Administered Benefits

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

Vision

Webpage: <https://benefits.nmsu.edu/insurance/vision.html>

Vision services are available to eligible employees through the Vision Service Plan (VSP). Premiums are paid by the employee.

Group Life

Webpage: <https://benefits.nmsu.edu/insurance/group-life.html>

Group Basic Life & AD&D Insurance is available to eligible employees through Dearborn National. Premiums are shared by the employee and NMSU. Coverage is equal to 2 times annual salary, with a maximum of \$75,000.

Voluntary Life and Accidental Death & Dismemberment

Webpage: <https://benefits.nmsu.edu/insurance/voluntary-life.html>

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: <https://benefits.nmsu.edu/insurance/ltd.html>

Long Term Disability Insurance is available to eligible employees through Dearborn National. Premiums are shared by the employee and NMSU.

Critical Illness

Webpage: <https://benefits.nmsu.edu/insurance/critical-illness.html>

Critical Illness Insurance is available to eligible employees through Unum. Premiums are paid by the employee.

Accident

Webpage: <https://benefits.nmsu.edu/insurance/accident.html>

Hospital Indemnity

Webpage: <https://benefits.nmsu.edu/insurance/hospital.html>

Leave

Annual Leave

Webpage: <https://benefits.nmsu.edu/leave/annual.html>

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

Webpage: <https://benefits.nmsu.edu/leave/sick-leave.html>

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: <https://benefits.nmsu.edu/leave/sick-leave-bank.html> 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: <https://benefits.nmsu.edu/leave/sabbatical-other.html>

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: <https://benefits.nmsu.edu/leave/fmla/index.html>

When a leave of absence is approved under Family Medical Leave Act (FMLA), the employee may be away from work for up to 12 workweeks (84 calendar days) or 480 hours (60 work days) during a rolling twelve month period (26 workweeks to care for the servicemember with a serious injury or illness). 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: <https://benefits.nmsu.edu/leave/holidays.html> 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: <https://benefits.nmsu.edu/other/employee-tuition.html>

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: <https://benefits.nmsu.edu/other/child-tuition.html>

Qualified children of benefit eligible employees may receive a special tuition rate, which is 50% of the normal tuition rates (see <https://uar.nmsu.edu/tuition-fees/index.html>) 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: <https://benefits.nmsu.edu/retire/nmerb.html>

Online Member Handbook: https://www.erb.nm.gov/wp-content/uploads/2022/10/NMERB-Online-Member-Handbook_October2022.pdf

All employees (excluding graduate assistants and student employees) working more than 10 hours per week (.25 FTE) 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 ([DocuSign version](#)) ([PDF version](#))

- NMERB Employee Data form ([PDF](#))

Contributions toward retirement are deducted on a pre-tax basis from the employee's earnings each pay period, based on gross annual salary (see <https://www.erb.nm.gov/employers/reference-tables/>). Employee and employer contributions to the retirement plan are designated through state statute and can change every legislative session.

The ERB is a defined benefit plan. Benefits are calculated based on the following formula:
 Final Average Salary x Service Credit x .0235 = Gross Annual Benefit
 (see <https://www.erb.nm.gov/calculators/>).

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.
 - You will retain your service credit and tier status. 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.
 - Within 90 days of termination, submit request through NMSU Benefit Services:
 - [DocuSign](#) Authorized Employer Signer: Celeste Uzueta, Email: benefits@nmsu.edu
 - [PDF](#) mail to Benefit Services, PO Box 30001, MSC 3HRS, Las Cruces, NM 88003
 - After 90 days of termination, submit request directly to NMERB <https://www.erb.nm.gov/forms/>.
 - 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 tier in effect at the time of re-employment.

New Mexico Alternative Retirement Plan

Webpage: <https://benefits.nmsu.edu/retire/alternative.html>

ARP Operations Manual: <https://www.erb.nm.gov/wp-content/uploads/2022/07/ARP-Operations-Manual-rev.-07-01-2022.pdf>

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. Options include:
 - A monthly annuity based on the retiree's estimated life span,
 - Payments received over a fixed term of years, or
 - A lump-sum payout.
- Refund/Rollover the employee contributions plus NMSU's contributions. Contact the carrier for information regarding rollover and distribution requirements. Spousal consent is required.

Voluntary Retirement Plans

Webpage: <https://benefits.nmsu.edu/retire/voluntary.html>

403(b) (see <https://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-Plans/Retirement-Plans-FAQs-regarding-403b-Tax-Sheltered-Annuity-Plans>).

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

NMSU Retirees have access to additional, non-monetary, benefits through NMSU upon retirement. An employee will be considered a 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.

Other Benefits

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

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

Payroll

Webpage: <https://inside.nmsu.edu/payroll>

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 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) 646-3729, via email at payroll.services@nmsu.edu, or by visiting Milton Hall, Room 14.

Administrative rules and procedures Manual

Webpage: <https://arp.nmsu.edu/>

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 Prohibition of All Forms of Unlawful Discrimination
- 7.20.45 Leaves - Family and Medical
- 9.01 Staff Probationary Period

This is a summary of information. This document does not set a contractual commitment.

- 9.05 Staff Performance Evaluation
- 10.20 Staff Grievances/Disciplinary Appeals

Collective Bargaining Agreement

Webpage: <https://hr.nmsu.edu/general-resources/labor.html>

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/general-resources/elr1/mission-statement-elr.html>

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: <https://equity.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 under-represented 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://safety.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: <https://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 <https://hr.nmsu.edu/new/index.html>.

Local Resources

If relocating to the Las Cruces or general New Mexico area, employees can find helpful information regarding local resources at <https://talent.nmsu.edu/explore-new-mexico/index.html>.

University Resources

Calendar - <https://records.nmsu.edu/faculty-and-staff/academic-calendar.html>

Campus Dining- <https://dining.nmsu.edu/>

ICT Help Desk- <https://ict.nmsu.edu/>

Phonebook- <https://myaccount.nmsu.edu/phonebook>

ID Card Services- <https://idcard.nmsu.edu/>

Parking- <https://park.nmsu.edu/>

Fire Department- <https://fire.nmsu.edu/>

Police Department- <https://www.nmsupolice.com/>

Maps

<https://nmsu.edu/about/locations.html>

New Mexico is our campus. NMSU provides learning opportunities to a diverse population of students and community members at four campuses, [Cooperative Extension](#) offices located in each of New Mexico's 33 counties, 12 research and science centers, and through distance education.

Other Resources

- Prospective and New Employees- <https://talent.nmsu.edu/>
- Current Employees (faculty & staff)- <https://hr.nmsu.edu/>