



## Human Resource Services

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**To: Faculty and Staff**  
**From: Gena W. Jones, Assistant Vice President, Human Resource Services**  
**Date: October 2, 2020**  
**Re: Employee Benefit Enhancements**

Good morning, as an initiative of the Climate Study *Action Team* and approval from the Executive Leadership Team, I am pleased to announce the following benefit enhancements, effective immediately.

### **Employee Access to Medical care at the Aggie Health and Wellness Center**

The Aggie Health & Wellness Center (AHWC) provides services to employees (faculty and staff) for acute medical care, workers comp injury, employee assistance/counseling, health education and prevention programs. Effective immediately, employees are able to utilize the AHWC services during work hours, with supervisor approval without having to use annual or sick leave. Flex time may be considered due to customer service needs or deadlines that need to be met in the department. Sharing of medical information to supervisors is not necessary and should not be requested. Procedures are in place for employees to obtain documentation from the AHWC to provide to their supervisor verifying the appointment. For more information on the services provided, click [here](#).

### **Utilization of the Aggie Cupboard Mobile Food Pantry**

Employees utilizing the monthly Aggie Cupboard Mobile Food Pantry, with supervisor approval may participate without having to use annual leave if the time exceeds their lunch period (one hour). Flex time may be considered due to customer service needs or deadlines that need to be met in the department. Procedures are in place for employees to obtain documentation from Aggie Cupboard to provide to their supervisor verifying participation in the Mobile Food Pantry program.

For more information on the program, click [here](#). To donate to the pantry, click [here](#) and if you are interested in volunteering for the program, visit the website at <https://aggiecupboard.nmsu.edu/volunteer/>

For questions, contact Benefit Services at 575.646.8000 or [Benefits@nmsu.edu](mailto:Benefits@nmsu.edu).