



WESTERN
NEW MEXICO UNIVERSITY

WESTERN NEW MEXICO UNIVERSITY
STAFF HANDBOOK

APPROVED BY: WNMU BOARD OF REGENTS

Updated January 29, 2026

Table of Contents

INTRODUCTION	5
Mission Statement	6
WNMU Vision	6
WNMU Core Values.....	7
Shared Governance	7
Procedures for Amendment of Staff Handbook	9
Timing for Staff Handbook Changes	9
Staff Handbook Formatting Standards	10
Equal Opportunity / Affirmative Action.....	10
WNMU Policies.....	11
EMPLOYEE CLASSIFICATIONS.....	12
Definition of Personnel Status	13
Classification of Staff Employees	13
Non-Exempt and Exempt Overview	13
Non-exempt Staff	13
Exempt	13
Benefits Eligible Classifications	13
Regular Full-time	13
Regular Part-time	14
Limited Term	14
Retirement Plan Eligible Part-Time	14
Non-Benefits Eligible Classifications	14
Temporary	14
Part-time Employee.....	14
Temporary Position – General Information.....	15
Grant (Soft) Money Personnel.....	15
EEO Category Descriptions	15
The Executive/Managerial	15
Professional/Technical.....	15
Support Staff	16

Service/Maintenance.....	16
Classification of Employee – Types.....	16
Administrative Staff.....	16
Support Staff.....	16
EMPLOYMENT PRACTICES.....	17
Employment Practices.....	18
Recruitment and Hiring.....	18
General.....	18
Objectives.....	19
Confidentiality of Employment Applications.....	19
Recruitment and Hiring Procedures.....	19
WNMU Assignments, Involuntary Transfers, and Re-Assignments.....	20
Employment Periods.....	20
Non-Exempt Employees.....	20
Exempt Employees.....	21
Meal and Rest Break Periods.....	21
Overtime for Non-Exempt Employees.....	21
Compensatory Time Off for Non-Exempt Employees.....	22
Emergency Closures of Individual Offices.....	22
Reporting for Work under Normal and Severe Weather Conditions.....	22
Closing Procedures.....	23
Late Opening or Early Closing Procedures.....	23
Staff Considerations.....	23
Tardiness, Absenteeism and Job Abandonment.....	24
Tardiness Non-Exempt.....	24
Tardiness Exempt.....	24
Excessive Tardiness.....	24
Absenteeism.....	24
Excessive Absenteeism.....	24
Job Abandonment.....	25
Resignation.....	25
Restructuring/Reduction in Force.....	25
Probationary Period.....	25

PAY ADMINISTRATION AND PROCEDURES.....	27
Payroll Policy.....	28
Exempt Employees	28
Non-Exempt Employees	28
Time Reporting and Leave Requests.....	28
Exempt Employees:	28
Non-Exempt Employees:.....	28
Pay Periods	29
Employee Salaries and Personal Information.....	29
Change in Employee Information.....	29
Public Information	29
Direct Deposit of Paychecks.....	29
Payroll Deductions.....	30
Federal and State Withholding	30
Social Security and ERB.....	30
EMPLOYEE BENEFITS	31
Family Eligibility Requirements.....	32
Flexible Benefit Plan	33
Cafeteria Plan (Internal Revenue Code Section 125).....	33
Group Insurance	33
Educational Assistance Program	33
Tuition Reduction Program.....	33
Earned Leave.....	33
Annual Leave (Vacation).....	34
Definition of Earned Annual Leave	34
Accrual Rate.....	34
Sick Leave	35
Definition of Earned Sick Leave	35
Accrual Rate.....	36
Holidays.....	37
EMPLOYEE PERFORMANCE, PROMOTION, AND TRANSFER	38
Employee Performance Evaluation.....	39
Promotion and Transfers.....	39

LEAVES OF ABSENCE.....	40
Bereavement Leave.....	41
Personal Leave of Absence Without Pay	41
Leave for Jury/Witness Duty or Mandatory Court Appearances	41
Administrative Leave	42
Leave for Voting in an Election	42
Family Medical Leave Act (FMLA).....	42
SAFETY AND WORKER’S COMPENSATION.....	43
Safety Overview	44
Safety Tips.....	44
Safety Equipment.....	45
Accident Prevention and Employee Responsibility.....	45
Worker’s Compensation.....	45
Use of WNMU Vehicles and Personal Vehicles for University Business	46
Reporting Involvement in a Vehicle Accident.....	46
Weapons	46
CAMPUS SERVICES	47
Bookstore	48
Campus Food Services	48
Campus Speed Limits.....	48
Soliciting	48
Staff Identification Cards	48
Telephones	49
DISCIPLINARY ISSUES.....	50
Corrective Action and Performance Improvement Plans	51
Grievance Policy and Procedures.....	51
APPENDIX	52
Acknowledgment.....	53
Western New Mexico University Staff.....	53

INTRODUCTION

Western New Mexico University (WNMU) was founded in the Territory of New Mexico on February 11, 1893 as the New Mexico Normal School. Classes began on September 3, 1894 in a rented Presbyterian church. On June 2, 1893, the Board of Regents accepted 20 acres of Town of Silver City Land situated on a hillside-overlooking town donated by Regent, and the Mayor of the Town was dedicated and within twenty years enrollment had reached nearly 500 students. Today WNMU serves more than 3,600 students at locations in Silver City, Deming, and online. WNMU serves the southwestern region of New Mexico and students worldwide. We offer courses at our main campus in Silver City and various extended locations; through face-to-face, virtual synchronous learning, hybrid, and online formats.

WNMU is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Further information about the rich history of WNMU is available in many departments, including the WNMU Museum in Fleming Hall, WNMU Foundation, and Alumni Offices located in Hunter Hall.



Mission Statement

An open-access Hispanic-Serving Institution (HSI) and New Mexico's Applied Liberal Arts and Sciences University, Western New Mexico University combines a foundation of liberal arts education with quality professional programs and career and technical preparation in a diverse, inclusive, creative, and caring community of learners empowered with the essential skills and knowledge for lifelong success in work and life.

Al ser una Institución al Servicio de Hispanos (HSI) y de inscripción abierta, así como la Universidad de Artes Liberales y Ciencias Aplicadas de Nuevo México, Western New Mexico University combina una base de educación en artes liberales con programas profesionales de calidad y preparación técnica en una comunidad diversa, inclusiva, creativa y solidaria de estudiantes capacitados con habilidades y conocimientos esenciales para el éxito permanente en la vida y el trabajo.

WNMU Vision

Western New Mexico University is a premier and innovative Applied Liberal Arts and Sciences University in combination with internationally recognized professional programs and career and technical preparation. Its students achieve career goals, become conscientious citizens, practice social and environmental responsibility, and impact their communities and their future as independent thinkers who know themselves within the changing context of global, digital world. Embracing its identity as a Hispanic Serving Institution, WNMU is the central contributor in its region for public service, economic development, and cultural enrichment.

Western New Mexico University es una Universidad de Artes Liberales y Ciencias Aplicadas superior e innovadora en combinación con programas profesionales reconocidos internacionalmente y preparación profesional técnica. Sus estudiantes alcanzan metas profesionales, formándolos en ciudadanos comprometidos, que practican la responsabilidad social y ambiental, que tienen impacto en sus comunidades y en su future como pensadores críticos independientes que se conocen a sí mismos dentro del context cambiante de un mundo global y digital. Adoptando su identidad como una institución de servicio a hispanos, WNMU es el contribuyente central en su region para el servicio público, el desarrollo económico y el enriquecimiento cultural.

WNMU Core Values

- 1. Innovation/creativity:** In every obstacle, we see opportunities to provide practical solutions to problems, addressing and redefining them to match our institutional strengths. We embrace continuous improvement, encourage invention, and continually seek better, more efficient ways to achieve our goals. We reward creativity and support actions toward positive changes for society.
- 2. Integrity:** We operate ethically, and hold ourselves accountable to our students, the community, and all who serve WNMU's mission. We uphold standards of honesty, confidentiality, trust, and transparency. We recognize that we are individually accountable and collectively responsible for living and encouraging the highest of ethical standards.
- 3. Intellectual Curiosity:** We seek the advancement of knowledge, critical thinking, inquiry, and discovery through our teaching, service, and research. We encourage our students and colleagues to challenge each other in the support of academic freedom: inquiry, pursuit of ideas, and creative activity.
- 4. Personal Responsibility:** we recognize our responsibilities to the students, to each other, and to the community. Individually and collectively we strive to exceed our students' and our colleagues' expectations achieving teaching and service excellence and creating a welcoming positive learning environment.
- 5. Service to University and Community:** We are good neighbors and a positive force for change. We foster communities of caring, respect, and civility. We engage with our communities, serve society, and build capacity for relating to one another.
- 6. Student Success:** We provide our students with the tools essential to build their futures and succeed in life as productive, educated citizens.

Shared Governance

The administration and the Faculty, Staff, and Student governments, will share responsibility for specific functions. Shared governance requires that all levels (administration and the Faculty, Staff, and Student governments) work together towards a mutual goal by sharing ideas and receiving feedback.

Shared governance is dependent on this working model of shared responsibility. Without collaboration, there is no shared governance. Shared governance does not imply full decision making from all levels for all actions. Instead, it provides for transparency and communication throughout processes and the ability to provide feedback.

The WNMU Staff Senate, along with the Faculty Senate and Student Senate, contributes to the

shared governance of WNMU. As stated in Article V of the WNMU Staff Constitution, all eligible staff members may serve, unless prohibited by the WNMU President or Vice President. Supervisors should allow employees reasonable time away from their duties, or the use of flex time, to perform Staff Senate and/or Committee work.

REF: BOR113_Shared Governance Policy at <https://policy.wnmu.edu>.

Procedures for Amendment of Staff Handbook

- Amendments may be proposed by the WNMU President, Staff Handbook Committee, or by any benefits-eligible WNMU employee through Staff Senator and/or officer.
- The WNMU Staff Senate Handbook Committee will review the proposed amendment(s) and forward to the Staff Senate.
- The Staff Senate will evaluate the proposed amendment(s), Will make a 'do pass' or 'do not pass' recommendation.
- If the Staff Senate votes "Do Not Pass", the proposed amendment(s) will be returned to the Staff Senate Handbook Committee.
- If the Staff Senate votes "Do Pass" the approved amendment(s) to the handbook will be forwarded the Elections Committee
- The Elections Committee, in conjunction with Human Resources and IT, shall prepare online voting. The amendments must pass by a simple majority of the staff general assembly.
- Staff approved amendment(s) shall be forwarded to the WNMU President for approval
- Amendment(s) approved by the WNMU President will be forwarded to the WNMU Board of Regents for approval
- WNMU Board of Regents approved amendment(s) to the staff handbook will require notification to all WNMU staff by the Director of Human Resources within 5 working days of Board approval.
- Any amendment(s) approved by the Board of Regents will become effective on the day they are approved or on such date as specified, with the exception of changes in benefit accrual rates which will become effective for the next fiscal ear
- The WNMU Board of Regents Manual supersedes all handbooks.
- The full version of the documented procedures, for amending the Staff Handbook, can be found on the Staff Senate Data Management System (DMS) SharePoint and includes samples of the email and correspondence that is to be sent out for review and approval. The document may be requested of any current Staff Senator or Staff President at any time.

Timing for Staff Handbook Changes

The document outlining timing for handbook changes can be found on the Staff Senate Data Management System (DMS) SharePoint. The document may be requested of any current Staff Senator or Staff Senate President at any time. This document provides timing deadlines for successful submission of handbook changes in a fiscal year.

Staff Handbook Formatting Standards

- All current and future versions of the handbook should be created in the latest version of Microsoft Word per the University's platform. They will be available in Work and PDF versions when requested.
- Cover Page to include a document revision date
- Template includes border around the body of the document
- No document headers; footers will include page number only
- Heading sizes
 - Heading 1 - 18 bolded and upper case
 - Heading 2 - 16 bolded and capitalize each word
 - Heading 3 - 14 bolded and capitalize each word and indented .175"
- Body font color/sizes – Black - 12
- Font type – Calibri
- Justification - Left
- Paragraph formatting
 - Line spacing – 1.15
 - Paragraph spacing - 12 pt. before/after - DO NOT CHECK box for removing additional spacing
 - Indentation - .25" indent for bulleted/numbered lists; .5" for sub-bulleted/numbered list
- Photo formatting
 - NOTE: Only photographs provided by University Photographer or Office of Marketing and Communications are appropriate
 - Layout – Tight, in line with text wrapping
 - Centered on page with bottom margin (aligned with text)
 - Centered shadow rectangle

Equal Opportunity / Affirmative Action

Western New Mexico University is committed to providing equal employment opportunity and forbids unlawful discrimination and harassment based on race, color, religion, sex, pregnancy, national origin, age, ancestry, disability, spousal affiliation, sexual orientation, gender identity, genetic information, veteran status or any other basis prohibited by federal and state law,, except where a bona fide occupational qualification exists, in regard to any position for which the employee or applicant is qualified.

Employment practices include, but are not limited to, the following: recruitment, hiring, promotion, demotion, transfer, rates of pay or other forms of compensation, job assignments, training, leaves of absence, fringe benefits, layoffs, and/or termination of employment.

Accommodation requests may be addressed to:

Employee and Labor Relations

PO Box 680

Silver City, NM 88062

Telephone: (575) 538-6201

Email: elrelations@wnmu.edu

These policies are implemented through WNMU's Affirmative Action Plan. The plan meets the requirements of the federal and state governments with respect to procedures, goal setting and record keeping. Any questions regarding the Affirmative Action Plan and programs at WNMU should be directed to the Office of Civil Rights and Title IX. A copy of the Affirmative Action Plan is available for inspection in the Civil Rights and Title IX Office, the President's Office, and the Department of Human Resources.

WNMU Policies

WNMU Policies can be found at: <https://policy.wnmu.edu/>.

EMPLOYEE CLASSIFICATIONS

WNMU has established a position classification system to provide a basis for administering its personnel programs. The classification system is based on job categories designed to group positions that have similar duties, levels of complexity and responsibility, and require similar training and experience. Note: Employees who participate in a bargaining unit should refer to their union contract for specific information that affects their position classification and compensation.



Definition of Personnel Status

WNMU has three broad groups of employees: Faculty members, staff members, and student employees. This handbook is for staff members and for the purpose of the Staff Handbook, the term “Employee” will reference Staff. Faculty members and student employees should refer to their separate handbooks. Staff members who also hold teaching positions should refer to this handbook or the Faculty Handbook, as appropriate. The classifications of staff employees are made in accordance with the provisions of the Fair Labor Standards Act, as amended. Employees may request a copy of their job description through the Department of Human Resources.

Classification of Staff Employees

Non-Exempt and Exempt Overview

Following are definitions of the employee categories within each of the employee groups. Whether a position is covered by the overtime provisions of the Fair Labor Standards Act (“FLSA”) (non-exempt) or is not covered by the overtime provisions of the FLSA (exempt), is determined by the responsibilities, duties, and pay structure (hourly or salary).

Non-exempt Staff

Non-exempt Staff are paid by the hour and hold positions which are covered by the overtime provisions of the FLSA. If a position is in this classification, the employee is eligible for overtime and must be paid or compensated with the time off for work in excess of 40 hours in a workweek.

Exempt

Exempt staff are normally salaried and hold positions including supervisory, administrative, and professional positions which are not covered by the overtime provisions of the FLSA. If a position is in this classification, the employee is not eligible for overtime pay.

Benefits Eligible Classifications

Regular Full-time

An employee hired for an indefinite period of time and scheduled to work at least 40 hours per week is classified as regular full-time. Regular full-time employees receive full benefits.

Regular Part-time

An employee hired for an indefinite period of time and scheduled to work less than 40 hours per week is classified as regular part-time. Regular part-time employees receive pro-rated benefits for paid leave time. Health insurance benefits are provided on the same basis as regular full-time employees.

Limited Term

An employee hired for a specified period of time (usually one fiscal/academic year) is classified as Limited Term. Full-time limited term employees receive full benefits; part-time limited term employees receive pro-rated benefits for paid leave time. Health insurance benefits are provided on the same basis as full-time benefits eligible employees.

Retirement Plan Eligible Part-Time

Retirement eligible part-time employees are those employees who meet the Educational Retirement Board (ERB) .25 FTE requirement based on hour per week times weeks per term of contract. Retirement Plan eligible part-time employees contribute to the New Mexico ERB Retirement Plan and receive a contribution from WNMU. Retirement Plan eligible employees do not receive any other benefits or paid leave time.

Non-Benefits Eligible Classifications

Temporary

An employee in this classification is hired to work for up to 40 hours per week for a limited period of time with designated beginning and ending dates and actual number of hours worked per week. Temporary employees may not exceed 1,300 hours worked per fiscal year. Temporary positions may be benefit eligible depending on the position and funding source.

Part-time Employee

An employee in this classification is hired to work less than 30 hours per week for an indefinite period of time. Part-time employees are not eligible for benefits; however, they may be eligible for retirement plan participation depending on the number of hours they work.

Temporary Position – General Information

Temporary positions may be filled without a formal search process. Hiring Supervisors must coordinate with Human Resources and fill out the appropriate new employee paperwork. The filling of the position by a temporary employee does not guarantee regular employment to the temporary employee, nor does it imply that the temporary employee may automatically be placed in the position. Temporary employees are eligible to apply for regular benefits-eligible positions, including those that are posted internally only. Temporary employees should not exceed 1300 hours worked per fiscal year.

Grant (Soft) Money Personnel

Employees in this classification are employed under the terms of a grant. Benefits eligible employees whose positions are funded with soft money are eligible for the same benefits as regular benefits-eligible employees, however, annual leave may not be carried over from one fiscal year to another. (Employees, hired prior to January 1, 2001 are grand-fathered.)

For classification of specific positions, contact the Department of Human Resources.

EEO Category Descriptions

For the purposes of proper Staff Senate representation and voting, EEO reporting categories pertaining to staff positions are organized as follows:

The Executive/Managerial

The Executive/Managerial category includes persons whose assignments primarily include responsibility for management of the institution. Assignments in this category customarily require the incumbent to exercise discretion and independent judgement, and to direct the work of others. This includes EEO categories of Executive/Senior Officials & Managers as well as First/Mid-level Officials and Managers.

Note: Supervisors of professional employees (technical, craft, service/maintenance, etc.) are reported within the specific categories of the personnel they supervise.

Professional/Technical

The Professional /Technical category includes persons whose primary roles require professional degrees, certifications, or vocational training and a relative amount of experience to perform their job duties. This includes EEO categories of Professionals as well as Technicians.

Support Staff

The Support Staff category includes persons whose assignments typically are associated with clerical, secretarial, sales, or other support activities. This includes EEO categories of Sales Workers and Administrative Support Workers.

Service/Maintenance

The Skilled Craft/Service/Maintenance category includes persons often prepared through apprenticeship or other formal training programs whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work. This includes EEO categories of Craft Workers, Operatives, Laborers, and Helpers, as well as Service Workers.

For specific information regarding EEO categories, contact the Department of Human Resources.

Classification of Employee – Types

The classification of an employee's position is determined by the types of responsibilities possessed and the duties performed, as well as salary structure and number of hours they are required to work.

Staff members are divided into two categories: "administrative staff" and "support staff," depending on their classification under the Federal Fair Labor Standards Act (FLSA), as amended.

Administrative Staff

Administrative staff employees are exempt from the maximum hour provisions of the FLSA under one or more of the available exemptions (categories) for executive, administrative, or professional employees. Most WNMU directors, managers, supervisors, coordinators, accountants, systems analysts, counselors, and other technical and professional personnel are classified as administrative employees.

Support Staff

Support staff employees are not exempt from the maximum hour provisions of the FLSA and for time worked in excess of 40 hours in a single workweek are entitled to either compensatory time off or overtime compensation.

EMPLOYMENT PRACTICES

The practices described in this section detail recruitment, hiring, and related activities at WNMU. If you have any questions, contact the Department of Human Resources.



Employment Practices

In compliance with WNMU's Affirmative Action Plan, all benefits eligible positions are advertised and filled competitively. All new positions and vacancy announcements, either exempt or non-exempt, are circulated within the campus community and generally posted to external recruiting sites.

Employees who accept a lateral transfer will not receive an increase in their current rate of pay. Employees who voluntarily transfer to either a lower or higher-level position will do so at the rate of pay of that position.

Employees may apply for a new position at any time, however, promotion or transfer during an employee's initial probationary period is discouraged. Any employee who is promoted or transferred during that period will be required to serve a new probationary period in the new position.

Offers of employment are made only after the Department of Human Resources has approved the hire.

The Department of Human Resources will coordinate the hiring of all positions and ensures that all appropriate recruiting steps are followed.

Recruitment and Hiring

General

WNMU is committed to ensuring equal employment opportunity, which means that all persons will be required to compete for positions on the basis of job-related criteria and qualifications. The recruitment and hiring policy is outlined and managed by the Department of Human Resources and is designed to assist in hiring the best qualified individuals for available positions and to support WNMU's mission of excellence. The process is detailed in the Business Affairs Canvas Shell under Department of Human Resources. Adherence to this process ensures sufficient effort has been made to include members from diverse gender, cultural, racial, and ethnic groups in the pool of applicants considered for interview for available positions.

REF: BA438_ Recruitment & Hiring Policy at <https://policy.wnmu.edu>

Objectives

The goal of WNMU's recruitment and hiring process is to achieve an excellent and balanced workforce with representation and participation from the diverse sectors of our society. The primary objectives of the process are:

- To attract and hire the best qualified candidates, matching the qualifications of the candidate to the needs and expectations of the hiring unit.
- To assure an expeditious placement of qualified candidates into vacant positions.
- To ensure fair and equitable treatment of all candidates in the recruitment and hiring process.

Confidentiality of Employment Applications

All persons involved in the personnel recruitment process at WNMU shall keep confidential the identity of candidates for employment and the deliberations of those responsible for screening candidates, except as provided below. This applies not only to those with a designated role in the screening process but also to any other employee of WNMU who may become aware of the identity of an applicant or nominee or any other details of the deliberations.

All candidates who are invited for interviews shall be advised that their identity/resume/vitae may be made public upon accepting the invitation to interview. The names and resumes/vitae of candidates who choose to withdraw shall be kept confidential, when possible. In cases where an open forum is scheduled, a brief biography of the candidates will be prepared by the screening committee chair and distributed to the campus community.

All requests for the names of candidates for WNMU employment shall be referred to the Department of Human Resources. Letters of reference, the deliberations of the screening committee, and other similar evaluative materials shall be kept confidential with respect to all candidates and shall be returned to the Department of Human Resources upon selection and acceptance of the position by the candidate.

Recruitment and Hiring Procedures

REF: [Business Affairs Canvas Shell, under Department of Human Resources](#)

WNMU Assignments, Involuntary Transfers, and Re-Assignments

The President of WNMU has been delegated by the Board of Regents the authority to create a personnel system serving the needs and best interests of WNMU.

The President (in consultation with the appropriate Vice President and the Director of Human Resources) has authority to assign personnel, within the employee's or prospective employee's scope of expertise, education, and training.

The President further has the authority to effect involuntary transfers of staff members for the following reasons:

1. The need to comply with federal or state requirements.
2. The need to reduce or reorganize staff due to enrollment declines, loss of revenues, dissolution or reorganization of WNMU programs, or other reasons deemed by the President and the Board of Regents to be in the best interests of WNMU.
3. Changes in the required job-related skills.
4. The emergency needs of WNMU.
5. In carrying out disciplinary action taken by the President or designated administrators.
6. The implementation of WNMU's policies.

The President possesses final authority on employee assignments and reassignments, and uses such criteria to best serve the needs and interests of WNMU.

Employment Periods

For wage hour purposes, the standard workweek is defined as the period extending from 12:01 a.m. Sunday until midnight Saturday. The standard work schedule is comprised of 40 hours per week. All WNMU offices must be available to provide services during WNMU's published business hours.

Non-Exempt Employees

It is the responsibility of each individual employee to adhere to the 40-hour workweek (for full-time, regular employees). Work schedules may vary or differ as best suits the needs of WNMU (flex schedule). All non-exempt employees are required to submit payroll timesheets.

Exempt Employees

It is the responsibility of each individual employee to adhere to the 40-hour workweek as a minimum, but the needs of WNMU prevail and may require additional work time in the 7-day flex work schedule. Work schedules may vary or differ as best suits the needs of WNMU (flex schedule). Exempt employees are required to submit leave requests in lieu of payroll time sheets.

Meal and Rest Break Periods

Meal Breaks: All non-exempt employees scheduled to work 6 or more consecutive hours are to be allowed a 30-minute meal break.

WNMU encourages employees to take their meal periods. Meal periods should not be extended, nor can they be accumulated or omitted to shorten the workday.

Rest Breaks: All non-exempt employees are allowed an optional 15-minute rest break every 4 hours worked when duties permit. Rest breaks should not be extended, nor can they be accumulated or omitted to shorten the workday.

REF: BA433_Meal & Rest Break Policy at <https://policy.wnmu.edu/>

Overtime for Non-Exempt Employees

Subject to the limitations and exceptions below, overtime at the rate of time and one-half will be earned by any non-exempt employee (as defined under the Federal Fair Labor Standards Act) who is required to work more than forty (40) hours during the work week. Any employee whose regular workweek is less than 40 hours per week and is assigned additional work up to 40 hours will be paid at straight time; hours over 40 are then calculated as overtime compensation at the rate of time and one-half. The supervisor must approve all overtime before time is worked. In the event of an emergency situation, the employee is required to obtain approval from the supervisor as soon as is feasibly possible after the overtime work has been performed.

A non-exempt employee and their supervisor may agree prior to overtime being worked that the employee will receive compensatory (“comp”) time off instead of overtime pay. The agreement must be mutual and must be made before the overtime is initiated, or the employee will receive overtime pay as described above. Note for Exempt Employees: overtime does not apply to exempt employees as referenced in overtime requirements of the Federal Fair Labor Standards Act.

Compensatory Time Off for Non-Exempt Employees

With the approval of the supervisor and agreement of the employee, compensatory time off may be granted in lieu of compensation for overtime. Compensatory time is accrued at the rate of one and one-half hours for each hour of overtime worked. WNMU encourages employees to use their accrued compensatory time within 30 days. Employees may accrue up to 240 hours compensatory time.

The supervisor is responsible for providing Payroll with notification of compensatory time taken or accrued. This is to be reported on the employee's payroll timesheet and attendance report. Payroll tracks the compensatory time balances of all non-exempt employees.

Exempt Employees: This Overtime Compensation Plan does not apply to exempt employees as referenced in the overtime requirements of the Federal Fair Labor Standards Act.

Emergency Closures of Individual Offices

All emergency closures of individual offices should be reported to the appropriate supervisor and the appropriate Vice President. If the Vice President is unavailable, report to the Department of Human Resources and the President's Office. Dependent upon circumstances, employees may be dispatched to work in other areas, or leave time may be utilized at the discretion of the appropriate Vice President.

Reporting for Work under Normal and Severe Weather Conditions

The decision about whether to close WNMU will be based on the condition of the campus streets and parking lots and the surrounding main arteries. It will also take into consideration when Law Enforcement closes roads in and out of Silver City or Deming. The WNMU inclement weather procedures will be communicated to the entire university, as deemed necessary.

Weather closing/delay information will be made available in the following ways:

1. WNMU Webpage
2. WNMU Mustang Express
3. Radio Stations
4. TV Stations
5. WNMU Social Media Channels
6. WNMU email to employees and students

Closing Procedures

1. The President or the President's designee will make any decisions regarding WNMU closing. The Office of Marketing and Communications or designee will communicate this decision to TV stations, the university website, and social media.
2. During the weekends, any decision to close the library, museum, or computer labs due to inclement weather will be communicated to the Office of Marketing and Communications or designee. The Office of Marketing and Communications or designee will communicate the closure(s) to TV stations, the university website, and social media.
3. Every attempt will be made to have closure announcements made by 6 am.

REF: PRES212_WNMU Inclement Weather Policy at <https://policy.wnmu.edu/>.

Late Opening or Early Closing Procedures

1. The President or President's designee will make any decisions regarding WNMU opening late or closing early. The Office of Marketing and Communications or designee will communicate this decision to TV stations, the university website, and social media.
2. Every attempt will be made to have delayed opening announcements made by 6 am.
3. During the day, the announcement to shorten the workday with an early closing or cancellations of evening classes will normally be made by 3 pm.

REF: PRES212_WNMU Inclement Weather Policy at <https://policy.wnmu.edu/>.

Staff Considerations

1. Announced closures shall be reported as administrative leave and shall not be considered as time worked for overtime compensation purposes.
2. "Essential employees" are those employees required to work during emergency closing because their positions have been designated as essential to specific operations. "Essential employees" include Maintenance Department employees as assigned by the AVP of Facilities & Operations, Campus Police employees as assigned by the Chief of Campus Police, and Food Services employees as assigned by their supervisors. "Essential non-exempt employees" required to work during WNMU closing will receive overtime pay or compensatory time off as designated in the Staff Handbook or applicable agreements.
3. Temporary employees will be paid for actual hours worked only and are not entitled to inclement weather leave or administrative leave.

REF: PRES212_WNMU Inclement Weather Policy at <https://policy.wnmu.edu/>.

Tardiness, Absenteeism and Job Abandonment

Tardiness and absenteeism place additional burdens on other employees and are often disruptive to work schedules and the ability of departments and offices to meet time schedules and deadlines. Therefore, all employees are expected to be at work on time and excessive absenteeism or tardiness will be considered during performance evaluations.

Tardiness Non-Exempt

An employee is considered tardy anytime they arrive late to work and do not begin at the scheduled time.

Tardiness Exempt

Although tardiness is primarily documented for non-exempt employees, exempt personnel, who by the nature of their FSLA status are expected to spend time required to accomplish responsibilities, should ensure they are present when practical during normal working hours.

Excessive Tardiness

Tardiness is considered excessive if the employee has been tardy more than three times within 30 working days.

Absenteeism

Absence from work can include not only full days of absence but also partial days for illness, medical, or personal reasons. To be absent from work for any reason other than illness or medical reasons, prior arrangements must be made with the employee's supervisor (refer to Sick Leave and FMLA.)

Excessive Absenteeism

Excessive absence is defined as three occurrences in thirty (30) working days. An occurrence is defined as each absence period; for example, an absence from work for three consecutive days is considered one "occurrence." The supervisor may require the employee to bring a physician's statement or a physician's release before returning to work for absences of 3 or more days. A supervisor may request an employee to bring a physician's statement or physician's release for shorter absences with prior approval from the Department of Human Resources.

Job Abandonment

If an employee fails to report to work for three (3) consecutive workdays without notifying their supervisor with the reason, such action will be interpreted as a voluntary resignation from employment or job abandonment. Any employee who abandons their job will be notified that WNMU believes this to be the case and all final monies due will be processed by WNMU on or before the next payday.

Resignation

Resignation notice is requested as far in advance as possible to facilitate the processing of final paychecks, expedite the return of keys, etc. University protocol is to provide at least 2 weeks' notice so that departments can begin that search process for a replacement in a timely fashion. A final paycheck will be ready no later than the next payday for the pay period in which the employee last worked. This final paycheck will include all money due for hours worked. The employee's annual leave balance will be paid after the employee clearance process is complete. The university is authorized to deduct payment for any employee debt or equipment that is not returned.

Restructuring/Reduction in Force

The President of WNMU is charged by the Board of Regents with the development and maintenance of an appropriate administrative organization and governance structure to facilitate the most efficient and effective utilization of institutional resources in order to achieve the institution's missions and goals while ensuring institutional, operational and physical viability. Therefore, it is within the discretion of the President of the University to restructure staff organization or conduct a reduction in force in order to achieve these institutional goals.

Before any employee is laid off pursuant to this section, a reasonable effort to place that individual in another position if there is a vacancy and if the employee qualifies for that position within WNMU will be made. Any layoff or transfer that is due to a reduction in force will be made in a fair and consistent manner.

Probationary Period

All employees are hired on a probationary basis for the first 90 days, during which time both parties evaluate their satisfaction with the employment arrangement. During the probationary period, staff employees are ineligible to take any annual leave, sick leave, or use a tuition waiver. Probationary employees may be terminated for any reason at any time prior to completion of the probationary period without recourse.

Any employee taking an internal transfer to another department prior to the completion of their probationary period will automatically begin a new probationary period. Upon completion of a probationary period within one department, that employee is not required to serve an additional probationary period.

PAY ADMINISTRATION AND PROCEDURES



Payroll Policy

Exempt Employees

Exempt staff are paid twice a month on the 15th day and the last working day of each month.

Non-Exempt Employees

Non-Exempt staff are paid according to the current Non-Exempt Employees Payroll Schedule available on the Business Affairs website under Payroll Information – Payroll Calendar. Timesheets are to be submitted on the due date listed on the Payroll Schedule.

If a timesheet is submitted to Payroll after the due date, the employee will be paid on the Wednesday following the previous payday. No overtime will be paid until a timesheet is submitted with proper approval. Non-exempt overtime compensation is paid according to each work week which starts on Sunday and ends on Saturday for a complete 7 day work week. Overtime is based on actual work over 40 hours per week.

REF: BA472_Payroll Policy at <https://policy.wnmu.edu/>.

Time Reporting and Leave Requests

Exempt Employees:

Planned exempt employee absences must be approved by the supervisor and reported to the Payroll Office at least five days prior to the next payday. Supervisors are responsible for verifying that the employees have adequate leave balances to cover the requested period of time off.

Exempt staff hired on or after **July 1, 2025** will be paid according to the **University Payroll Schedule** available on the Business Affairs website under Payroll Information – Payroll Calendar.

All exempt employee absences must be reported to the Payroll Office via the Leave Request process, whether the absence was planned or unplanned.

Non-Exempt Employees:

Attendance for non-exempt employees must be recorded, approved by the supervisor, and reported to the Payroll Office via Webtime through Mustang Express. Employees and supervisors should familiarize themselves with the payroll schedule to ensure timely submission. Failure to report non-exempt employee timekeeping in a timely fashion will

generally result in a delayed paycheck for that employee. Supervisors are responsible for verifying that employees have adequate leave balances to cover any requested period of time off.

REF: BA471_Time Reporting & Leave Request Policy at <https://policy.enmu.edu/>.

Pay Periods

Payroll schedules for non-exempt employees can be obtained from the Payroll Office and at <https://businessaffairs.wnmu.edu/payroll/>. Exempt employee pay periods are the 15th of every month and the last day of the month.

Employee Salaries and Personal Information

It is the policy of WNMU not to disclose personal employee information unless disclosure is required by a court order or bona fide public information request under New Mexico or federal law. Employees who wish to have personal information disclosed to a particular person or agency must provide written permission to the Department of Human Resources on each occasion that the information is to be provided.

Change in Employee Information

In order to keep insurance plans, other benefit plans, tax withholdings, and personnel records up to date, the employee must notify the Department of Human Resources of any changes of name, mailing address, telephone number, marital status, dependents and/or other pertinent information which is required either by law or in reference to a benefit. Changes of address and telephone number can be made online however, employees must visit or contact the Department of Human Resources and provide appropriate documentation when submitting a change of name, marital status, and/or dependent/beneficiary information.

Public Information

Certain information regarding salaries is considered public information. This information is available for review in the Miller Library.

Direct Deposit of Paychecks

In initiating direct deposit, the signed Authorization for Direct Deposit Form, authorizes WNMU to initiate credit entries and pay funds into the employee's accounts. The employee agrees to

allow Western New Mexico University to stop payment or posting of, reverse or adjust any entry erroneously credited to their account.

Direct deposit can be changed at any time with written notification submitted to the human resources department using the direct deposit form. Please note: employees are responsible for notifying the human resources department of any bank changes that would affect their direct deposit (i.e.: closed account, new account, new bank name, new routing/account number).

Upon authorization of direct deposit, the first pay period following is pre-noted for confirmation with the bank and the employee will receive a paper paycheck. The next payroll will be direct deposit.

REF: BA472_Payroll Policy at <https://policy.wnmu.edu/>.

Payroll Deductions

Federal and State Withholding

Federal and State tax laws require withholding from salaries and wages commensurate with the amount paid. Changes to the W-4 forms should be filled out and returned to the Department of Human Resources at the earliest possible date. Failure to do this will, by law, result in the withholding of the maximum amount according to IRS rules (single status and no dependents).

Social Security and ERB

The State law requires a deduction be made for a contributory retirement system for all eligible employees. Also deducted is the contribution to Social Security and the Medicare Insurance Plan as set by Federal law. Both the rate and base are subject to change by Congress.

WNMU provides matching funds to meet the premiums and contributions in the following benefit programs:

1. FICA (Social Security)
2. ERB (Educational Retirement Board)
3. Alternative Retirement Plan
4. Retiree Health Insurance Plan

EMPLOYEE BENEFITS

Employees who are hired into benefits eligible positions may participate in the programs listed in this section.



Family Eligibility Requirements

(As defined by the New Mexico Public Schools Insurance Authority NMPSIA)

The NMPSIA provides health insurance coverage to WNMU. The NMPSIA requires that each enrolled employee and each dependent meet the definition of an eligible employee and eligible dependent. An ineligible dependent is one who meets the following criteria:

- Common law relationships (same or opposite sex) which are not recognized by New Mexico State Law
- Dependents while in active military service
- Grandchildren without evidence of legal guardianship
- Parents, aunts, uncles, brothers, sisters, or any other person not defined as eligible under NMPSIA rules.

The purpose of this criteria is to keep premium costs down, to maintain consistency in applying the NMPSIA Rules and Regulations, to comply with Federal as well as State fraud laws and anti-donation laws, and for accountability to the New Mexico State Auditor's Office and other governmental/legislative agencies that oversee public school/educational entity/NMPSIA funding.

For these reasons, various pieces of supportive documentation **are required** when an eligible employee makes application to cover dependents as follows:

- Original state publicly filed birth certificates and marriage certificates
- Court decrees
- Adoption documents
- Guardianship documents, etc.

For specific information and definitions, please refer to the Employee Benefits Rules and Regulations Summary provided to employees during enrollment and is available online at <https://hr.wnmu.edu/benefits/#benefits>.

Flexible Benefit Plan

Cafeteria Plan (Internal Revenue Code Section 125)

Benefits eligible employees have the option to pay for health insurance premiums, dental and vision insurance, health care, and/or dependent care expenses through pre-tax payroll deductions. Since the pre-tax deductions are not subject to income or social security taxes, the result is an increase in net pay. Benefits eligible employees also have the option to pay for life insurance and disability which are post-tax payroll deductions.

Group Insurance

WNMU provides its benefits-eligible employees with a variety of group insurance policies and contributes (on a sliding scale basis) to the payment of the premiums when an employee elects health insurance coverage. WNMU also pays 100% of the premium for a \$50,000 Basic Life insurance policy for benefits-eligible employees. WNMU does not contribute to the premiums for supplemental voluntary insurance plans.

For specific information about group insurance plans please contact the Department of Human Resources.

Educational Assistance Program

This program is provided to encourage current and retired employees to take advantage of the educational opportunities available at WNMU.

Tuition Reduction Program

All regular full-time, regular part-time, and Limited Term benefits-eligible employees are eligible to participate in the Tuition Reduction Program once they have completed their 90-day probationary period. Part-time benefits-eligible employees' tuition waivers are prorated according to their hours of employment.

Retirement-Eligible Employees who work more than 9 hours per week, but less than 30 hours per week, and who are eligible to contribute to the university's 401(a) retirement plan, but not eligible to participate in other employee benefit programs, are eligible to participate in the tuition reduction program.

REF: BA434_Tuition Reduction Program Policy at <https://policy.wnmu.edu/>.

Earned Leave

The Payroll Office will maintain proper record keeping of earned leave for all employees. Supervisors are responsible for providing accurate leave information to the Payroll Office in a timely manner. Any employee absence during the first 90 days will be charged to leave without pay (LWOP). Accrued leave will not be paid if the employee terminates before the end of their probationary period.

Upon completion of the probationary period, accrued annual and sick leave will be retroactively applied to the employee's date of hire and will become available for use at the end of the pay period following the conclusion of probation. The Payroll Office will maintain accurate records of all leave balances and make this information available to employees upon request.

Annual Leave (Vacation)

WNMU provides annual leave for benefits eligible employees as defined below:

Definition of Earned Annual Leave

1. Annual leave is earned during actual time worked and during paid sick leave, annual leave time taken, holidays and paid leaves of absence.
2. Annual leave is not earned during unpaid leave of absence.

Accrual Rate

Regular, full-time employees hired prior to August 1, 1992:

Employees hired prior to August 1, 1992 will accumulate annual leave at the rate of 12 hours (1 1/2 days) per month, effective on their date of hire.

Employees may accrue up to a maximum of 168 hours annual leave. Management is encouraged to enable employees to use annual leave prior to reaching maximum accrual allowed. Upon termination of employment, unused leave balance will be paid to the employee up to a maximum amount of 160 hours. Terminating employees still within their probationary period will not be reimbursed for any accrued annual leave balance.

Regular, full-time employees hired on or after August 1, 1992 will accrue hours as follows:

Bi-Weekly

- **0 up to 5** years of service: **3.7 hours per pay**
- **5 up to 10** years of service: **4.62 hours per pay**
- **10 or more** years of service: **5.54 hours per pay**

Semi-Monthly

- **0 up to 5** years of service: **4 hours per pay**
- **5 up to 10** years of service: **5 hours per pay**
- **10 or more** years of service: **6 hours per pay**

Monthly

- **0 up to 5** years of service: **8 hours per pay**
- **5 up to 10** years of service: **10 hours per pay**
- **10 or more** years of service: **12 hours per pay**

Sick Leave

Paid sick leave is a privilege provided by WNMU so that employees will not be penalized for a temporary state of ill health. Sick leave is not to be considered as earned annual leave. During initial probationary periods, sick leave taken is charged to leave without pay. Paid sick leave is not “paid out” when staff leave WNMU.

For each day sick leave is used, the employee is expected to notify their supervisor as soon as possible (before the scheduled working time or immediately thereafter) that they will be absent. If the employee is unable to speak with the supervisor personally then they are expected to leave a message with a person who will ensure that the supervisor will receive the message. Abuse of sick leave is grounds for dismissal. The supervisor may require the employee to bring a physician’s statement or a physician’s release before returning to work for any absences of three days or more. Supervisors that have concerns about the abuse of sick leave may require the employee to bring a physician’s statement or a physician’s release for absences less than 3 days with the Department of Human Resources approval.

Definition of Earned Sick Leave

An employee may elect to charge an illness or injury to annual leave and, unless specified by the employee, sick leave will automatically be charged to accrued annual leave after sick leave accruals are exhausted. If sick and annual leave accruals are exhausted WNMU may elect to allow the employee take leave without pay (see Personal Leave Without Pay information in the Leaves of Absence section). An illness occurring during an employee’s annual leave may be charged to sick leave. In this case, a physician’s statement verifying the period of illness may be required. Illness of an immediate family member (refer to definition of Immediate Family below) may be charged to sick leave and is defined as family illness.

Immediate Family is an individual with any of the following relationships to the employee:

1. Spouse, and parents
2. Sons and daughters, and spouses
3. Parents, and spouses
4. Brothers and sisters, and spouses
5. Grandparents and grandchildren, and spouses
6. Domestic partner, and parents, including domestic partners of any individual in 1 through 5 of this definition
7. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Accrual Rate

Regular, full-time employees will earn sick leave at the rate of 12 hours per month, to a maximum of 1,040 working hours (26 weeks). Regular, part-time employees will earn sick leave pro-rated according to the number of hours worked, (e.g. 20 hours/week, 6 hours/month). No hours will be accrued beyond 1,040. No sick leave is earned while on Personal Leave Without Pay (LWOP).

Regular, full-time employees will accumulate hours as follows:

Sick Leave

- **Bi-Weekly: 5.54 hours per pay**
- **Semi-Monthly: 6 hours per pay**
- **Monthly: 12 hours per pay**

Sick leave is to be used only for the following:

1. Personal illness or injury (includes temporary disability due to pregnancy, childbirth, and other related medical conditions).
2. Reasonable time off for personal medical attention.
3. Transporting member of immediate family for medical services (see definition for Immediate Family).
4. Caring for a member of immediate family who becomes ill or injured and requires personal attention.
5. Partial days not worked when an employee who has been on sick leave returns to work on part-time basis while recovering from the illness or injury.

REF: BA439_Staff Sick Leave Donation Policy at <https://policy.wnmu.edu/>.

Holidays

WNMU provides paid holidays for all benefits-eligible employees. Part-time benefits-eligible employees receive this benefit on a pro-rated basis. The following holidays shall be declared and scheduled by the President of the University, in conjunction with the Department of Human Resources, at the WNMU President's discretion, in order to best align with the campus academic schedule:

- Independence Day
- Labor Day
- Thanksgiving Break
- Winter Holiday
- Martin Luther King Day
- Spring Break
- Spring Holiday
- Memorial Day

The President has the authority to designate additional holidays at their discretion.

EMPLOYEE PERFORMANCE, PROMOTION, AND TRANSFER



Employee Performance Evaluation

Performance evaluations will be presented to new employees by their Supervisor before the end of their 90-day probationary period. All other performance evaluations will be completed on an annual basis.

REF: BA435_Staff Performance Evaluation Policy at <https://policy.wnmu.edu/>.

Promotion and Transfers

In accordance with the WNMU Affirmative Action Plan, staff promotions are generally the result of an internal candidate's selection for a posted vacancy that is at a higher pay level than the employee's previous position. All internal candidates, who feel their qualifications meet the requirements for a vacant position, are encouraged to apply by submitting an application when the position is posted via the official WNMU job application process.

As a matter of courtesy, employees are encouraged to discuss their interest in another position with their supervisor prior to applying for the other position.

LEAVES OF ABSENCE



Bereavement Leave

WNMU will allow up to five (5) workdays of paid excused absence for benefits eligible employees to make arrangements and/or attend the funeral service of a member of the employee's, or spouses, immediate family. The employee will have up to two weeks to take the leave (exceptions may be granted beyond two weeks with Divisional VP written approval).

Pay will be computed at the straight time rate of pay. In the event more than five days for travel to attend funeral services are needed, the supervisor shall grant additional days of unpaid absence for this purpose, unless a request is made for annual leave. If an employee is on a paid leave at the time of an immediate family member's death, additional time off may be charged as bereavement leave.

Personal Leave of Absence Without Pay

Personal leave of absence without pay (LWOP) may be granted on a case-by-case basis, depending on the nature and length of the absence and the employee's length of service, performance, and work record. All personnel are required to exhaust their paid leave balances before applying for LWOP.

A letter requesting leave without pay must state the reasons for the request and the anticipated date of return. Such request must be submitted in writing to the department supervisor for review with their Divisional VP. The request should not be considered as approved until the employee receives written approval from their Divisional VP and the WNMU President through a letter from the Department of Human Resources with the conditions, length, and terms of the leave.

Leave for Jury/Witness Duty or Mandatory Court Appearances

Benefits eligible employees who are summoned for jury duty or for duty as a witness (other than as a plaintiff or defendant) are granted time off with pay.

Employees summoned as specified above are required to return to their work location while temporarily excused from attendance at court unless it is not practical because of the short period remaining between the time the employee is excused from court and the end of the scheduled working time.

Employees summoned to serve on jury duty need to provide the supervisor and the Department of Human Resources with a copy of the notice to serve. If subpoenaed to appear in court as a witness, an employee will be granted time off with pay provided the employee is not

a party to the suit. A copy of the subpoena must be provided to the supervisor and then submitted to the Department of Human Resources.

Administrative Leave

Benefits eligible employees may be granted Administrative Leave at the discretion of the President.

Leave for Voting in an Election

Any employee whose work day begins less than two hours after the opening of the polls, or whose work day ends less than three hours prior to the closing of the polls, will be allowed to take up to two paid hours off on an election day for purpose of voting. Time taken for voting must be recorded as paid university leave and approved by the employee's supervisor.

Family Medical Leave Act (FMLA)

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

- Twelve work weeks of leave in a 12-month period for:
 - The birth of a child or placement of a child with the employee for adoption or foster care;
 - The care for a child, spouse, or parent who has a serious health condition;
 - A serious health condition that makes the employee unable to work, and;
 - Reasons related to a family member's service in the military, including:
 - Qualifying Exigency Leave - Leave for certain reasons related to a family member's foreign deployment, and;
 - Military Caregiver Leave – leave when a family member is a current servicemember or recent veteran with a serious injury or illness

For information and forms regarding FMLA employees should contact the Department of Human Resources.

REF: BA436_Family Medical Leave Act (FMLA) Policy at <https://policy.wnmu.edu/>.

SAFETY AND WORKER'S COMPENSATION

This section contains information pertaining to safety and security as well as Worker's Compensation in the event of an on-the-job or work-related injury.



Safety Overview

WNMU strives to provide a safe and healthy working environment. Safety is the responsibility of the employer and every employee. If an employee observes an unsafe condition, faulty equipment, or other hazards, they must report it immediately to their supervisor. If safety equipment is required in an employee's duties, the employee must ensure that it is provided to them and that the safety equipment is provided in WNMU vehicles.

Forethought and caution can prevent many accidents. For all medical and fire emergencies, call **"911"**, which simultaneously notifies local community emergency services and the WNMU Campus Police Department. For non-emergencies contact the WNMU Campus Police Department directly at **575-538-6231**. Employees are asked to promptly report unsafe conditions to their immediate supervisor, Department of Human Resources, or Facilities Maintenance. Never assume that someone else has already reported an unsafe condition.

Staff members are invited to participate in the further development of safety policies and procedures by making safety suggestions and recommendations.

Safety Tips

Listed below are a number of ways that all staff can maintain a safe working environment:

- Report to work rested and physically fit to perform work.
- Keep offices and work places orderly and free of clutter.
- Do not block or obstruct access to hallways, aisles, traffic lanes, fire exits or doorways.
- Never allow unauthorized or unqualified individuals to operate office equipment or vehicles.
- Report any unsafe conditions, damaged or malfunctioning of office equipment to the appropriate authorities.
- Always turn electrical equipment off during severe electrical storms.
- Know the fire exits for your office and building and also plan an alternate route.
- Know the location and use of fire extinguishing equipment and know how to use the fire alarm.
- Report any injuries, regardless of how minor, to supervisors and the Department of Human Resources immediately.
- Avoid "horseplay" and practical jokes to prevent injury.
- Keep your mind on the job, and temper under control, at all times.
- Support safety activities; prevention depends on everyone.
- Never perform a job which you feel is unsafe. Report the situation to the supervisor and/or Human Resources immediately.

Safety Equipment

Certain jobs at WNMU require standard safety apparel and equipment for the protection of the employee and others. Supervisors must be aware of any requirements and must furnish employees with the approved protective apparel and equipment necessary for the job. These items shall be worn/used and effectively maintained as a condition of continued employment and a mutual obligation to comply with the standards set for the use or operation of the equipment. Any lost or damaged equipment should be reported to the appropriate supervisor and Campus Police.

WNMU will provide protective equipment to those positions requiring the use of safety and protective equipment. Safety and protective equipment is to be used and worn as it was originally intended. Employees who are issued safety gear must read all appropriate instructions and user's/operating manuals prior to use of safety and protective equipment.

Accident Prevention and Employee Responsibility

Each employee has a personal responsibility in accident prevention and in observing safety practice rules. The following is a list (not inclusive) of employee responsibilities:

- Know and obey safety practice and rules.
- Know the disciplinary action for violation of safety rules.
- Report all injuries immediately, no matter how slight.
- Ask questions when there is a doubt concerning safety.
- Refrain from tampering with equipment not authorized or trained to use.
- Report all unsafe conditions or equipment to immediate supervisor.

Worker's Compensation

WNMU employees are covered under Worker's Compensation for work related injuries or illnesses. All employees who suffer a work-related injury need to report their injury to their supervisors as soon as possible. In cases where immediate medical attention is needed, reporting the injury should be done as soon as practicable. Supervisors can report the accident or injury without completing the form should immediate medical attention be needed. For more information please contact the Department of Human Resources.

REF: BA441_Workers Compensation Policy at <https://policy.wnmu.edu/>.

Use of WNMU Vehicles and Personal Vehicles for University Business

Only authorized WNMU employees, who have successfully completed a Defensive Driving Course may operate WNMU owned vehicles. All employees driving a WNMU vehicle on university business must possess a current New Mexico Driver's license and comply with all Fleet Vehicle Use Policy requirements for the operation of that type of vehicle. The vehicle must be properly licensed and insured according to applicable laws.

Employees operating a WNMU vehicle are responsible for reporting any needed maintenance, including, but not limited to checking oil, fuel levels, tire inflation levels, tire wear, fluid levels (brake, transmission, etc.), and lights. WNMU vehicles shall be kept clean and orderly at all times. WNMU vehicles may not be used for personal business.

Only WNMU employees and individuals contracted to provide a service to the University may ride as a passenger in a university owned or university rented vehicle.

Employees of WNMU, who use a privately-owned automobile for conveyance in the discharge of official duties, must sign a certification of personal insurance with the Travel Request form.

REF: BA424_Fleet Vehicle Use Policy and BA486_Travel Policy at <https://policy.wnmu.edu/>.

Reporting Involvement in a Vehicle Accident

Every accident that occurs on duty must be reported to the appropriate supervisor as soon as reasonably possible; this includes automobile accidents involving WNMU vehicles or your own automobile, when on university business. The employee's supervisor will notify the Department of Human Resources and Purchasing within one hour of the time of occurrence or as soon as possible if injuries or other extenuating circumstances prevent this.

Weapons

It is the intention of Western New Mexico University (WNMU) to provide a safe and harmonious setting where students, faculty, and staff can work and/or be on campus, without fear or threat of bodily harm. REF: Chapter I.19 in the Board of Regents Manual.

WNMU prohibits the possession, manufacture, transfer, sale, or use of any weapon on WNMU property or activities without the written approval from the WNMU President and the Chief of Campus Police.

REF: BOR114_Weapons Policy at <https://policy.wnmu.edu/>.

CAMPUS SERVICES



Bookstore

The WNMU Bookstore is managed by Follett and is located on the first floor of the Student Memorial Building in the center of campus. The bookstore's hours may vary during the academic year and during holidays and are posted on the website at <https://www.bkstr.com/westernnewmexicostore/store-hours>.

WNMU employees receive a 10% discount at the Bookstore with their Mustang ID.

Campus Food Services

Our Campus Food Service Provider prepares and serves meals in the Mustang Dining Hall located on the second floor of the Student Memorial Building, manages Einstein's Bros Bagels located at the east entrance to the Brancheau PE Complex, and provides catering services across the WNMU campus. Employees can enjoy the discounted meal program in the dining hall by loading funds on your Mustang ID through your Mustang Express account. Please check the food service provider website for additional information.

<https://wnmu.campusdish.com/LocationsAndMenus/MustangDiningHall>

Campus Speed Limits

For the protection of all WNMU community and visitors, Campus Police Department will enforce posted speed limits.

Soliciting

WNMU intends to maintain a work environment that is free from solicitation efforts that do not relate to the educational purposes of WNMU. While WNMU encourages employees (adjunct, faculty, and staff) to participate in activities that support our community, the time spent at work should remain uninterrupted by solicitations and distribution of materials by employees.

REF: PRES202_Solicitation & Selling Policy at <https://policy.wnmu.edu/>.

Staff Identification Cards

All WNMU employees are issued a WNMU identification card upon employment. The identification card is the property of WNMU and is to be returned upon termination of employment.

Telephones

WNMU understands that employees must be able to make and receive personal calls. However, these calls must not interfere with the business of the University and should be kept short and to a minimum.

DISCIPLINARY ISSUES



Corrective Action and Performance Improvement Plans

Corrective action is a proactive strategy designed to give employees the chance to improve their work performance, particularly in cases of willful neglect, misconduct, or inappropriate workplace behavior. This is achieved by offering clear and constructive feedback through a series of progressive steps.

The process generally involves one or more of the following stages: verbal counseling, written warnings, final written warnings, and potentially termination of employment. Managers and Supervisors are advised to consult with the Office of Employee and Labor Relations before initiating any corrective action.

REF: CC601_Corrective Action Policy at <https://policy.wnmu.edu/>.

Grievance Policy and Procedures

Staff members must follow the grievance procedures specified in the Staff Grievance Policy.

REF: CC602_Staff Grievance Policy at <https://policy.wnmu.edu/>.

APPENDIX



Acknowledgment

Western New Mexico University Staff

I, _____, acknowledge receipt of Western New Mexico University (WNMU) Staff Handbook. I agree to familiarize myself with the information in this handbook and to observe the guidelines set forth. I understand that this handbook is subject to applicable State and Federal laws; to the statutes and regulations of this institution; and to the Bylaws and Policies of the Board of Regents. I also understand that nothing in this handbook creates a contract or property right to continued employment or changes the employment-at-will relationship between myself and WNMU.

I understand this handbook supersedes all prior Staff Handbooks. WNMU may change, rescind, or add to any procedures, benefits, practices, or requirements described in this handbook from time to time. My signature below indicates that I have read and understand this acknowledgment.

Employee's Signature

Date Signed