

### 40-1 General Personnel Policies

40-1-1 Purpose • 40-1-2 Guiding Principles • 40-1-3 Administration • 40-1-4 Underlying Law

1. **Purpose.** The purpose of this policy is to set forth the guiding principles of the Eastern New Mexico University System (the System) personnel policies.
2. **Guiding Principles.** Through the following policies, the System shall reinforce its values and achieve its vision.
  - A. **Staffing.** The System shall follow recruitment and selection practices designed to provide it with the highest quality employees who share its values and are reflective of its diversity goals.
  - B. **Job Design and Structure.** The System shall provide meaningful jobs and an organizational structure that defines the relationship between their specific duties and responsibilities and how those responsibilities relate to the broader goals and programs of the System.
  - C. **Advancement.** The System provides enhanced career opportunities for employees who are committed to their own career development, demonstrate continuous skills improvement, are able, and desire to assume new and greater responsibilities.
  - D. **Compensation.** The System shall provide competitive salary and benefit plans supporting the System campuses in their goal to attract and retain the best people. Compensation shall reflect internal equity and individual performance.
  - E. **Performance Management.** The System shall measure employee performance based on quality of work, ongoing improvement and customer service. Performance management shall be based on realistic expectations; managers shall provide meaningful written feedback regarding job objectives.
  - F. **Training and Development.** The System provides continuing education opportunities for employees to help them build upon their competencies in the changing work environment and develop and enhance their careers within the System.
  - G. **Policies and Procedures.** Policies and procedures shall be fair, equitable, open, and easy to understand and consistently administered.
  - H. **Environment.** The System and all employees shall provide a humane workplace, including:
    - (1) A safe, healthy physical environment and
    - (2) A respectful environment, supportive of human dignity and a diverse workforce.
3. **Administration.** System personnel policies shall be administered by the ENMU System director of Human Resources, with oversight by the ENMU System chief financial officer (CFO).
4. **Underlying Law.** It must be understood that the System is subject to the laws of the United States and the state of New Mexico regarding employment matters. Some of the pertinent laws are:
  - A. **Fair Labor Standards Act of 1938, as Amended [29 U.S.C. 201, et seq].** This is the federal statute mandating standards for many System employees, especially nonexempt employees.

- B. Equal Employment Opportunity and Affirmative Action.** The University is subject to all laws governing affirmative action and equal employment opportunity relating to public higher education including but not limited to the following: Executive Order 11246 and Title IX of the Educational Amendments Act, Title VII of the Civil Rights Act and the Human Rights Act of the state of New Mexico [NMSA 1978, §§ 28-1-2 to 28-1-7 (1953 as amended through 2007) and 28-1-9 to 28-1-14 (1953 as amended through 2005)]. In accordance with established federal, state and System guidelines, the ENMU System is committed to ensuring equal opportunity in employment and to adhering to the practice of affirmative action to recruit, employ, retain and promote women and minorities protected under Title VII of the Civil Rights Act of 1964 and the Human Rights Act of the state of New Mexico. The distinguishing characteristics between equal employment opportunity (EEO) and affirmative action are:
- (1) EEO refers to the rights of all persons to apply and be evaluated for employment opportunities without regard to race, color, religion, national origin, age, marital status, gender, pregnancy, disability or veteran status and
  - (2) Affirmative action refers to assertive, proactive strategies initiated by the System to increase the employment, retention and advancement of women and minorities.
- C. Collective Bargaining Not Implemented.** The Public Employee Bargaining Act of New Mexico allows for collective bargaining for most employees; however, collective bargaining has not been implemented at the System campuses.
- D. Compliance with all applicable laws.** The System is committed to adherence to all applicable federal and state nondiscrimination, affirmative action, employer and employee relation and labor laws not included above.
- E. Other System Policies.** Not all policies and procedures relating to employment are contained in the Administrative and Governance Policies and Procedures (AGP&P), of which these personnel policies are a part. Employees' handbooks, student catalogs and departmental policies and procedures govern those parts of personnel policy not contained in the AGP&P.

Approved by the Board of Regents on December 16, 2005.

Amendments approved by Board of Regents on December 14, 2018.