

40-9 Employee Management, General Policies

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1. **Purpose.** The purpose of this policy and procedures is to set forth those responsibilities not set forth in other policies of supervisors and employees regarding employment requirements and assisting employees in improving performance within Eastern New Mexico University System (the System).

2. **Policy.** Employee management practices within the System are subject to the following policy:
 - A. New employees are entitled to employment orientation, which shall allow them to understand their basic, general rights and responsibilities as System employees and which shall familiarize them with the campus and the general operation of the System and/or campus; and such orientation must occur within the first three (3) months of employment.

 - B. Pursuant to the Drug-Free Work Place Act of 1988, Public Law 100-690, 102 Statute 4304 (1988), and the regulations promulgated pursuant thereto, 54 Federal Register 4945 (1989), and the Drug-Free School and Communities Act Amendments of 1989 (Public Law 101-226) and the regulations promulgated pursuant thereto, 55 Federal Register 17384-17402 (April 24, 1990), the System shall not tolerate impairment during employment due to use of drugs or alcohol and shall adopt and implement a program to prevent the abuse and/or illicit use of drugs and the abuse and/or illicit use of alcohol by students and employees.

 - C. The System shall reward outstanding employee performance with appropriate recognition.

 - D. The System shall provide employees with opportunities for professional development.

 - E. The System shall encourage employees to take advantage of the educational opportunities within the System for personal and professional development through the tuition waiver program, as permitted by the employee's work assignment. Additional information about the tuition waiver can be found in AGP&P 40-8-10.

 - F. When an employee separates from the System, the employee's supervisor shall account for all System property which has been in possession of the separating employee; shall assure that any debt owed by the separating employee to the System is cleared by payment or satisfactory written arrangements; and assure that a reasonable opportunity has been afforded for sufficient interaction between the System and the separating employee to ensure that the reasonable needs of the separating employee are met and that the System's missions will suffer as little interruption as possible.

The foregoing purposes and policies are implemented by the following.

Procedures

3. **Administration.** These policies and procedures shall be administered and enforced by the System director of Human Resource (SDHR), System chief financial officer (CFO) or his or her designee (collectively referred to as Business Affairs).

- 4. New Employee Orientation.** The New Employee Orientation program provides new employees with the information they need to quickly become productive members of the campus community. This information includes information about policies and procedures; payroll information; employee benefits, including health insurance, annual and sick leave and educational assistance; evaluation and appraisal practices; employee participation in shared governance and specific information about the employee's unit and position.
- A. Human Resources Office Responsibilities. All regular full-time and part-time staff who are new to the System and/or campus must attend a New Employee Orientation session offered by the Office of Human Resources of their campus.
 - B. Hiring Department's Orientation Responsibilities. Supervisors are responsible for introducing all new employees, including those who are not new to the System and/or campus, to their job, department, and coworkers. Departmental orientations should also address any additional issues that are specific to the department such as training, safety, and security.
 - C. New Managers and Supervisors. In addition to the orientation requirements listed above, all new managers shall work with Human Resources and their direct supervisor to understand key policies, the supervisor's role and responsibilities, management functions, communication skills, and performance appraisal processes.

5. Suspected Impairment at Work

- A. Proscribed Behaviors. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (including alcohol) is prohibited on the premises of any of the System campuses, including but not limited to its, grounds, facilities, vehicles, or at any activity held on System premises. If any student or employee of the System violates this policy, that individual will be immediately referred to the vice president for Student Affairs or the director of Human Resources or their authorized representatives. This person shall take action for sanctions and treatment as set out in this policy.
- B. Sanctions. If an employee is convicted of a violation of any criminal, alcohol or drug law occurring on System premises, or is found to use or possess alcohol or drugs in violation of System policy, such conviction or violation shall constitute good cause for disciplinary action. Pursuant to the System's Drug-Free Workplace Policy, the System will impose appropriate disciplinary action up to and including dismissal. If a student is convicted of violating any criminal, alcohol or drug law on any of the campuses premises, or is found to use or possess alcohol or drugs in violation of System policy, he or she shall be referred to the vice president for Student Affairs for disciplinary action
- C. **Drug Prevention Program.** The System shall implement a program to assure the safety of students, employees, and others on an alcohol and drug-free campus and work environment.
 - (1) This program shall include the distribution to each employee and student regardless of the length of employment or the length of the student's study program of:
 - a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees of its activities.

- b. A clear statement that the institution will impose disciplinary sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

- (2) This program may also undergo a review by the institution when necessary to determine its effectiveness and implement changes to the program if they are needed.

6. Staff Recognition and Awards. System employees may receive special recognition at their campus for superior service.

A. Portales

- (1) Spirit of Eastern – Portales Campus Employees found to have performed in the most superior manner relative to the award’s program criteria shall receive a compensation bonus. Employees who received the award one year are ineligible to receive the award again for two years.
- (2) Faculty Recognition Awards (Presidential Awards for Excellence). In a process that parallels the Spirit of Eastern Awards on the Portales Campus, each year, students, staff or faculty may nominate faculty in four award categories: advising, research/scholarship/creative activity, service, and teaching. Nominees are reviewed by the Academic Affairs Staff (an advisory group to the vice president for Academic Affairs). Finalists are selected and given the opportunity to submit supporting materials for their nomination before the final review and award determinations are made. Faculty must have served or be completing at least five years’ employment in the System to be eligible for nomination. Faculty are eligible to receive the same award again after an additional five-year period

B. Roswell

- (1) ENMU-Roswell Foundation Staff Merit Award for Excellence—This award is presented at the Foundation’s annual banquet to one outstanding full-time Support Staff employee and one outstanding Professional Staff employee. The recipient receives a plaque and a check for \$300 from the ENMU-Roswell Foundation. Prior 'Spirit of Eastern' recipients are eligible. One person may nominate as many employees as desired. Nomination forms must be submitted to the ENMU-Roswell Foundation Coordinator for consideration. The ENMU-Roswell’s President's Core Staff will review all nominations and make the final selections.
- (2) The Foundation also recognizes two faculty members on an annual basis with Kosa Merit Award. The award recipients are selected by the faculty and presented to one academic and one vocational instructor. Chosen by their peers, the honorees receive a \$300 check from the Foundation and a plaque purchased by the Faculty Senate.

C. Ruidoso

EMNU-Ruidoso annually recognizes exemplary employees with the President’s Awards in Service and Teaching. Recipients receive a cash award.

7. Professional Development Opportunities. The System provides employees with multiple opportunities for professional development. In addition to the tuition waiver for employees (see

below 40-9-8), various offices offer workshops, speakers, briefings, consultant assistance and other training opportunities throughout the year to encourage employees to improve performance in a current assignment or to prepare for future assignments.

8. Separation from the System.

A. Definitions.

- (1) "Separation" shall refer to the determination that an employee will be concluding employment to a degree necessary to sever the employer/employee relationship; and
- (2) "Separation date" shall refer to the last date worked.

B. Employee Separation Checklist. As part of his or her job requirement the separating employee shall submit a completed Personnel Clearance Checklist (the Checklist) to Human Resources. The Checklist shall be published and made available in the Office of Human Resources. (on the Portales portal this is called employee separation checklist)

C. Deadline. The Checklist must be completed and submitted on or before the separation date.

D. System Property. All System property in the possession or control of the separating employee shall be returned to the possession of the System on or before the separation date.

E. Debt Clearance. One item on the Checklist will be "Accounts Receivable." That item shall not be cleared by Business Affairs until all of the separating employee's debts to the System have either been paid, or satisfactory written arrangements for payment have been made and signed by the separating employee and Business Affairs.

F. Accrued Vacation. An employee who has announced an intention to terminate may not take vacation leave, which would have the effect of extending the termination date beyond the last day actually worked.

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