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POLICY CITE AND TITLE	POLICY ADMINISTRATOR	PURPOSE/DESCRIPTION OF POLICY REVISION	APPROVAL HISTORY
1.05.20 [Revision] **Board of Regents-Other Policies** [note: companion revisions to Appendix 1-G and to Policy 9.20]	BOR Chair Sr. VP Administration and Finance Chief Audit Executive University General Counsel	Revised to update Section C. relating to regents' committees, clarifying that members may be appointed from within or outside of the NMSU community, and that regent members are appointed by the chair, while other members are appointed by the board.	UAC: 04.09.13 BOR: 05.10.13
1.10 [Revision] Policy Development and Approval	Executive VP and Provost, with concurrence of NMSU President or designee, on behalf of the BOR.	Revised to reformat and to clarify protocols for policy development, review and approval, including: Clarification that *policies* from the undergraduate and graduate catalogs, the student handbook, and the Business Procedures Manual are incorporated by reference into the NMSU Policy Manual; policies contained in those documents are university wide policies and will be subject to the required protocols in Policy 1.10; Deletion of the Police Manual from the list of incorporated documents, because that document is actually an internal departmental operations manual-see #3 below; and Recognition of the authority of the individual NMSU entities to issue operational policies and procedures (those applicable to members within a department or unit only).	UAC: 06.11.13 BOR: 06.20.13
2.05.30 [Revision] **Ticket Sales** (see also companion revision to 7.35)	Athletics Department	Revised to add new subsection D. to admit eligible students (i.e. NMSU-LC students who are assessed tuition and fees) to certain athletic events for no charge. **CONTAINS A SUNSET CLAUSE**: *Section D. will expire June 30, 2015if no renewal action taken.*	UAC: 10.09.12 BOR: 10. 15.12
2.25 [Revision] **Emergency Preparedness and Response** [note: companion revisions to Policy 2.35.1.1.8 (Emergency Notification)]	NMSU President, in consultation with appropriate advisory bodies and officials. (e.g. CART, Emergency Planning Committee, NMSU Police Chief, NMSU Fire Chief)	Revised to update and clarify the delegation(s) of authority, as well as the emergency pre-planning, and consequence/recovery protocols which apply throughout the NMSU system.	UAC: 02.13.13 BOR: 03.11.13
2.35.1.1.8 [Revision] **Emergency Notification**	Associate VP for Information Technology, in consultation with the Emergency Planning Committee, as needed.	Revised for consistency with amendment to Policy 2.25, Emergency Preparedness and Response. Moved the content of former 2.35.1.1.8 D. 1 into new 2.35.1.1.8 C., and deleted the remainder of former D. and E., which was moved into the updated EPC Charter.	UAC: 02.12.13 BOR: 03.11.13
2.35.1.3.5 [Revision] **High Speed Data Connectivity in Employee's Home**	Deans, VPs or equivalent administrators are to assist the Office of ICT with administration of this policy.	Revised to reformat, re-title ("NMSU Sponsorship of Home Internet Service"), and clarify its very limited application, under circumstances that benefit NMSU.	UAC: 06.11.13 BOR: 06.20.13

POLICY CITE AND TITLE	POLICY ADMINISTRATOR	PURPOSE/DESCRIPTION OF POLICY REVISION	APPROVAL HISTORY
2.64 [New] **Security Cameras on University Premises**	NMSU Chief Information Officer, in consultation with the NMSU Police Chief and other University Administrators as needed.	New policy adopted to authorize, and require coordination for, the use of security cameras to be placed on university premises. Initiated by ASNMSU due to vandalism occurring in various parking lots. The task force led by IT discovered that there were approximately 200 security camera systems in use throughout the NMSU system; best management practices suggests having a policy, with separate implementing procedures and forms in place to provide guidance relating to acquisition, operation, maintenance and safekeeping of security cameras and the images captured, as well as to protect individuals' reasonable expectations of privacy.	UAC: 04.09.13 BOR: 05.10.13
2.69.2 [Revision] **International Travel in Countries Subject to U.S. Travel Warnings**	Associate Provost of International and Border Programs	Revised to simplify the process for students to travel to countries under U.S. Travel Warnings, and to give final decision making authority to the EVP/Provost. For more information, see Faculty Senate Proposition No. 28-12/13, posted at the Faculty Senate website.	FS:　05.02.13 UAC: 05.14.13 BOR: 06.20.13
3.07 [New] **Awareness Assessment and Response to Behaviors of Concern**	Jointly administered by the Dean of Students, the NMSU Police Chief, the Assistant Vice President for Human Resource Services, in consultation with the Conduct, Assessment, Response and Education "CARE" Committee and the Behavioral Intervention Team, which are both formally recognized and authorized in the policy.	New policy adopted to facilitate a collective university response to "behaviors of concern" (defined in the policy) by students, employees or visitors to campus, which if not reported and acted upon, might escalate into a critical incident involving personal safety. Even if the reported "behavior of concern" does not rise to a high level of concern/safety risk, a university response to it typically has a beneficial impact by assisting the individual who, more often than not, needed some form of help or direction, which is consistent with best practices for student success and safety in the workplace.	UAC: 04.09.13 BOR: 05.10.13
4.30.10 [Revision] **Hiring Definitions** [note: 8.40 and 8.40.1 into revised 4.30.10]	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through HCR. Substantively revised policy to modify existing NMSU employment categories to allow benefits to be provided to regular faculty/staff and non-regular faculty/staff term employees. New categories include: variable, temp, and term employees. Noncontract visiting faculty and emergency hires will now be processed as term employment as appropriate for either faculty or staff.	UAC: 06.11.13 BOR: 06.20.13

POLICY CITE AND TITLE	POLICY ADMINISTRATOR	PURPOSE/DESCRIPTION OF POLICY REVISION	APPROVAL HISTORY
5.15.40 [1st Revision] **Appointments-Nontenure-Track**	Office of Human Resource Services	Revised to permanently remove prior series of waivers of the restrictions placed on retaining part temporary faculty; and to re-institute the restrictions as revised, changing 0.5 (the percent applicable to NMSU-Las Cruces campus) to 0.67; and changing 0.625 (the percent applicable to the community colleges) also to 0.67. For more information, see Faculty Senate Proposition No. 07-12/13, posted at the Faculty Senate website.	FS: 12.06.12 BOR: 01.28.13
5.15.40 [2nd Revision] **Appointments-Nontenure-Track**	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through federal health care reform. Revisions will modify eligibility for benefits to include both regular employees and non-regular term employees. Deleted the visiting faculty employment classification; instead, these individuals will be hired as faculty term appointments. Relocated appointment details, including benefit eligibility, Policy 4.30.10 Hiring Definitions, or to the Policy Manual Chapter 7 Benefits. Corrected the percentage FTE that is considered full time, to match the federal health care reform definition of fulltime at .75 instead of .9. Changed the delegation of authority from the EVP/Provost to the Dean/VP/Campus President, relative to approvals of exempt employees teaching for pay during the standard work day.	UAC: 06.11.13 BOR: 06.20.13
5.15.50 [Revision] **Appointments-Postdoctoral**	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through federal health care reform. Clarifies that post doctoral appointments must have a minimum .50 FTE to qualify as regular employment, consistent with regular employment as defined in Policy 4.30.10 and with benefit eligibility plan documents.	UAC: 06.11.13 BOR: 06.20.13
7.04 [Revision] **Domestic Partners**	Office of Human Resource Services	Revised to clarify the marital status of the employee/partner and to reflect current practice for submitting documentation to support domestic partnership.	UAC: 06.11.13 BOR: 06.20.13

POLICY CITE AND TITLE	POLICY ADMINISTRATOR	PURPOSE/DESCRIPTION OF POLICY REVISION	APPROVAL HISTORY
7.05 [Revision] **Educational Opportunities for Employees and their Families**	Office of Human Resource Services	Proposed policy revisions support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through HCR. Revised to indicate that eligible employees include both regular employees and non-regular term employees. Revised to clarify summer benefits and the process for retiree submission for dependents.	UAC: 06.11.13 BOR: 06.20.13
7.09 [Revision] **Flexible Spending Account**	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through federal health care reform. Revised to indicate that eligible employees include both regular employees and non-regular term employees. Corrected the effective date of this benefit.	UAC: 06.11.13 BOR: 06.20.13
7.10 [Revision] **Holidays** (NMSU Official)	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through federal health care reform. Revised to indicate that eligible employees include both regular employees and non-regular term employees. Policy is also updated to accurately reflect current practice for compensation on holidays.	UAC: 06.11.13 BOR: 06.20.13
7.11 [Revision] **Identification Cards**	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through federal health care reform. Revised to indicate that eligible employees include both regular employees and non-regular term employees. Updated to reflect current practice.	UAC: 06.11.13 BOR: 06.20.13
7.15.05 [Revision] **Group Medical Insurance**	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through federal health care reform. Revised to indicate that eligible employees include both regular employees and non-regular term employees. Updated to clarify benefits to retirees/dependents and ensure compliance with plan documents and vendor agreements.	UAC: 06.11.13 BOR: 06.20.13

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7.15.10 [Revision] **Group Dental Plan**	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through federal health care reform. Revised to indicate that eligible employees include both regular employees and non-regular term employees. Updated to reflect current practice and to comply with plan documents and vendor agreements.	UAC: 06.11.13 BOR: 06.20.13
7.15.20 [Revision] **Group Term Life Insurance**	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through federal health care reform. Revised to indicate that eligible employees include both regular employees and non-regular term employees. Updated to reflect current practice and to comply with plan documents and vendor agreements.	UAC: 06.11.13 BOR: 06.20.13
7.15.25 [Revision] **Group Long-Term Disability Insurance**	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through federal health care reform. Revised to indicate that eligible employees include both regular employees and non-regular term employees. Updated to reflect current practice and consistent language, and to comply with plan documents and vendor agreements.	UAC: 06.11.13 BOR: 06.20.13
7.15.30 [Revision] **Supplemental Life/Voluntary Life Insurance**	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through federal health care reform. Revised to indicate that eligible employees include both regular employees and non-regular term employees. Updated to reflect consistent language and remove plan details since they are negotiated at the time of renewal and may change annually.	UAC: 06.11.13 BOR: 06.20.13
7.15.35 [Revision] **Voluntary Accidental Death and Dismemberment**	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through federal health care reform. Revised to indicate that eligible employees include both regular employees and non-regular term employees. Updated to reflect consistent benefit language and to reflect current practice. Some plan details were deleted to comply with plan documents and vendor agreements.	UAC: 06.11.13 BOR: 06.20.13

POLICY CITE AND TITLE	POLICY ADMINISTRATOR	PURPOSE/DESCRIPTION OF POLICY REVISION	APPROVAL HISTORY
7.15.40 [Revision] **Vision Insurance**	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through federal health care reform. Revised to indicate that eligible employees include both regular employees and non-regular term employees. Updated to reflect current practice, provide consistent benefit language and to improve flow of information.	UAC: 06.11.13 BOR: 06.20.13
7.20 [Revision] **Leaves-Applicable to Regular Employees Only**	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through federal health care reform. Revised to indicate that eligible employees include both regular employees and non-regular term employees.	UAC: 06.11.13 BOR: 06.20.13
7.20.25 [Revision] **Leaves-Annual**	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through federal health care reform. Revised to indicate that eligible employees include both regular employees and non-regular term employees.	UAC: 06.11.13 BOR: 06.20.13
7.20.30 [Revision] **Leaves-Compassionate**	Office of Human Resource Services	Revised consistent with current practices.	UAC: 06.11.13 BOR: 06.20.13
7.20.45 [Revision] **Leaves-Family and Medical**	Office of Human Resource Services	Revised to update, consistent with changes to the Family Medical Leave Act.	UAC: 06.11.13 BOR: 06.20.13
7.20.50 [Revision] **Leaves-Jury and Witness**	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through federal health care reform. Revised to indicate that eligible employees include both regular employees and non-regular term employees.	UAC: 06.11.13 BOR: 06.20.13
7.20.70 [Revision] **Leaves-Sabbatical**	Office of Human Resource Services	Revised to change delegation of authority for approvals of sabbaticals from the EVP/Provost to Deans/Campus Presidents.	UAC: 06.11.13 BOR: 06.20.13
7.20.75 [Revision] **Leaves-Sick**	Office of Human Resource Services	Revised to indicate that eligible employees include regular employees and does not include non-regular term employees.	UAC: 06.11.13 BOR: 06.20.13
7.20.85 [Revision] **Leaves-Without Pay**	Office of Human Resource Services	Revised for consistency with established practices.	UAC: 06.11.13 BOR: 06.20.13
7.23 [Revision] **New Employee Orientation**	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through federal health care reform. Revised to indicate that eligible employees include both regular employees and non-regular term employees.	UAC: 06.11.13 BOR: 06.20.13

POLICY CITE AND TITLE	POLICY ADMINISTRATOR	PURPOSE/DESCRIPTION OF POLICY REVISION	APPROVAL HISTORY
7.26 [1st Revision] **Retirement, Educational**	Office of Human Resource Services	Revised for consistency with established practices, including names of forms, as well as with changes to regulations governing the Educational Retirement Act.	UAC: 06.11.13 BOR: 06.20.13
7.26 [2nd Revision] **Retirement, Educational**	Office of Human Resource Services	Revised to reformat it jointly with a substantive revision to Policy 7.27 (Re-Employment of Retirees). The revisions clarify the requirements for eligibility and participation the in the State's educational retirement plans, and the eligibility requirements to receive NMSU Retiree benefits.	UAC: 08.13.13 BOR: 08.19.13
7.27 [1st Revision] **Re-Employment of NM ERB Retirees**	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through federal health care reform. Revised to indicate that eligible employees include both regular employees and non-regular term employees. Updated consistent with established practices, and with regulatory changes governing the Educational Retirement Act and for improved flow of policy.	UAC: 06.11.13 BOR: 06.20.13

POLICY CITE AND TITLE	POLICY ADMINISTRATOR	PURPOSE/DESCRIPTION OF POLICY REVISION	APPROVAL HISTORY
7.27 [2nd Revision] **Re-Employment of NM ERB Retirees**	Office of Human Resource Services	Revised for consistency with NM state law and regulations, and to reformat. Substantive revisions include: 1. Re-titled the policy to "Re-Employment of NM ERB Retirees"; 2. Reformatted the policy; definitions now provided in section D. will help clarify with application of policy; 3. Inclusion of hyperlinks to the state websites that maintain the current NMERA law and NMERB regulations; and 4. Updates to comply with law and regulations: ▪ Omission of a provision (at current A.2.) that stated retirees could independently contract with NMSU without it affecting retirement benefits with the NMERB; ▪ Considerable clarification of the distinction between 1. Retiree re-employment under the NMERB Return to Work Program (12 consecutive layout required, and non-refundable contributions will be paid by both return to work retiree and by NMSU), and 2. Retiree re-employment under the NMERB's Return to Work Exception (retiree re-employment is not subject to contributions, but the amount of money to be earned or the amount of FTE that may be worked is limited). ▪ Emphasis on the adverse consequences that will happen if the NM ERB rules and regulations are violated (i.e. See new Sections E. 4. and 5.) and clarification that it is the responsibility of the employee to comply. ▪ Clarification that ARP retirees are NMERB retirees and subject to the same rules and regs as other NMERB retirees for purposes of re-employment.	UAC: 08.13.13 BOR: 08.19.13
7.30 [Revision] **Social Security (FICA)**	Office of Human Resource Services	Updated for consistency with established practices, and for compliance purposes.	UAC: 06.11.13 BOR: 06.20.13
7.34 [Revision] **Tax Sheltered Annuities**	Office of Human Resource Services	Updated for consistency with established practices, and for compliance purposes.	UAC: 06.11.13 BOR: 06.20.13
7.35 [1st Revision] **Tickets (Athletic) for Faculty/Staff**	Office of Human Resource Services	Revised for consistency with the amendment to Policy 2.05.30. Policy 7.35 pre-dated Policy 2.05 (NMSU Athletics) and therefore contained some duplication, which this amendment removed.	UAC: 10.09.12 BOR: 10.15.12

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7.35 [2nd Revision] **Tickets (Athletic) for Faculty/Staff**	Office of Human Resource Services	Revised to support new hiring practices and benefit eligibility to reduce the risk of and liability for not offering full-time employees benefits afforded to them through federal health care reform. Revised to indicate that eligible employees include both regular employees and non-regular term employees.	UAC: 06.11.13 BOR: 06.20.13
7.40 [Revision] **Unemployment Compensation**	Office of Human Resource Services	Revised to reflect current practice and ensure legal compliance.	UAC: 06.11.13 BOR: 06.20.13
9.20 [Revision] **NMSU Real Estate** [note: companion revisions at 1.05.20 C. and Appendix 1-G]	BOR University General Counsel, Office of Real Estate	Relocated provisions relating to the Regents' Real Estate Committee from Section 9.20 A. 4. into Appendix 1-G.	UAC: 04.09.13 BOR: 05.10.13
Appendix 1-G [note: companion revisions at 1.05.20 C. and 9.20]	BOR Chair Sr. VP Administration and Finance Chief Audit Executive University General Counsel	Revised for consistency with the amendment to Policy 1.05.20 C., and to update the charters for the three regents' committees to reflect that the Budget and Audit Regents' Committees are distinct committees that meet separately, and to add the Regents' Real Estate Committee.	UAC: 04.09.13 BOR: 05.10.13
various throughout manual [non-substantive revisions]	Office of General Counsel	Periodically, as reported and as needed, non-substantive revisions are made to on line policy manual to reformat, to maintain consistency, or to make a correction. Examples include edits within tables of contents, updating of position and office title changes, updating of hyperlinks and other minor corrections.	