

**New Mexico
Public Schools Insurance Authority**



**Board Meeting
December 2, 2021**



New Mexico Public Schools Insurance Authority

Board of Directors Meeting

Board of Directors

Al Park, President, Governor Appointee
Chris Parrino, Vice President, NM Association of School Business Officials
Pauline Jaramillo, Secretary, NM School Boards Association
Denise Balderas, Governor Appointee
Sammy J. Quintana, Governor Appointee
Bethany Jarrell, National Education Association NM
David Martinez, Jr., National Education Association NM
Tim Crone, American Federation of Teachers NM
Daniel Benavidez, NM Superintendents Association
K. T. Manis, Public Education Commission
Trish Ruiz, Educational Entities at Large

In Person:

CCMSI
5700 Pasadena Ave.
Suite 102
Albuquerque, NM 87113

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Thursday, December 2, 2021
9:00 A.M.

Draft

Agenda

- 1. Call to Order**
- 2. Roll Call**

A. Park
P. Vigil

3. Introduction of Guests	R. Valerio
4. Citizens to Address the Board (Five-Minute Limit)	A. Park
5. Approval of Agenda (Action Item)	A. Park
6. Approval of November 4, 2021 Minutes (Action Item)	A. Park
7. Administrative Matters	
A. COVID-19 Update	R. Valerio
B. SPO Policy 160.0 Non-Mandatory Telework Policy	R. Valerio
C. SPO Policy 170.0 COVID-19 Mitigation, Self-Screening, and Reporting Policy and Procedure	R. Valerio
D. Legislative Update	R. Valerio
E. 2022 Financial Disclosure Reminder	R. Valerio
F. NEA Annual Delegate Council Update	R. Valerio
8. Financial Matters	
A. FY2021 Audit Report (Action Item)	D. Trujillo
B. Financial Reports for October 2021 (Action Item)	P. Sandoval
C. Meeting Expense Cost Review	M. Quintana
D. Long-Term Funds Investment Policy Review (Action Item)	P. Sandoval
E. Investment Performance Review for the Quarter ended September 30, 2021	E. Clark/ P. Woo
9. Risk Matters	
A. TPA Reports	
1. Property & Liability Monthly Claims Report	S. Vanetsky
2. Property & Liability Large Losses	S. Vanetsky
3. Workers' Compensation Monthly Claims Report	J. Mayo
4. Workers' Compensation Large Losses	J. Mayo
B. Vector Solutions Training Engagement Update	J. Garcia
C. Loss Prevention Update	J. Garcia/ L. Vigil
10. Benefits Matters	
A. Open/Switch Enrollment Update	K. Payanes
B. 2022 Stop-Loss Renewal (Action Item)	M. Krumholz

C. Amendment to Professional Services Agreement for Benefits and Actuarial Consulting Services (Action Item)	P. Sandoval
D. Presbyterian Health Plan Annual Report	S. Valdez
E. The Standard Annual Report	J. Oswald
F. Consumer Medical Presentation	G. Kalinowska
G. Interagency Benefits Advisory Committee Update	P. Sandoval
H. Wellness Update	K. Chavez
11. General Discussion	A. Park
12. Next Meeting Date and Location	A. Park
November Meeting – Thursday, February 3, 2022	
Location: TBD	
13. Adjournment (Action Item)	A. Park

**NEW MEXICO PUBLIC SCHOOLS INSURANCE AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES**

**In Person:
Cooperative Educational Services
10601 Research Rd. SE
Albuquerque, NM 87123**

**Virtual:
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Thursday, November 4, 2021

1. Call to Order

DRAFT

Mr. Al Park, NMPSIA Board President, called the NMPSIA Board Meeting to order at 9:14 a.m. on Thursday, November 4, 2021.

2. Roll Call

Ms. Pamela Vigil called roll.

Board Members Present In-Person/Virtual:

Al Park, President – In-person
Chris Parrino, Vice-President – In-person
Pauline Jaramillo, Secretary– In-person
Sammy Quintana – In-person
Bethany Jarrell – In-person
Daniel Benavidez – In-person
K.T. Manis (arrived after roll call) – In-person
Trish Ruiz – In-person
David Martinez Jr. – Virtual
Tim Crone - Virtual

Board Members Absent:

Denise Balderas

NMPSIA Staff Members Present In-Person/Virtual:

Richard Valerio, Executive Director – In-person
Patrick Sandoval, Deputy Director – In-person
Martha Quintana, Chief Financial Officer – In-person
Katherine Chavez, Benefits Wellness Operations Manager – In-person
Pamela Vigil, Risk Program Coordinator – In-person
J. Andrew Arellano, Benefits Management Analyst – In-person
Natasha Ortiz, Financial Specialist – Virtual

Dion Romero, Accountant Auditor – Virtual

Audience Present In-Person/Virtual:

Martin Esquivel, Esquivel & Howington – In-person

David Poms, Poms & Associates – In-person

Grant Banash, Poms & Associates – In-person

Tamie Pargas, Poms & Associates – In-person

Steve Valdez, Presbyterian – In-person

Kathy Payanes, Erisa – In-person

Dave Willden, Coha Health – In-person

Julie Garcia, Poms & Associates – Virtual

Rika Martinez, Poms & Associates – Virtual

Richard Cangioli, CCMSI – Virtual

Louise Carpenter, CCMSI – Virtual

Kevin Sovereign, CCMSI – Virtual

Steve Vanetsky, CCMSI – Virtual

Jerry Mayo, CCMSI – Virtual

Dr. Nura Patani, Segal – Virtual

Melissa Krumholz, Segal – Virtual

Marlene Mier, BCBS – Virtual

Maureen Sergel, BCBS - Virtual

Lia Gainey, BCBS – Virtual

Lisa Guevara, BCBS – Virtual

Christopher Baker, BCBSNM – Virtual

Sam Garcia, Davis Vision – Virtual

Cathy Fenner, Davis Vision – Virtual

Chih Shing Hwa, Erisa – Virtual

Michelle Alarid, Erisa – Virtual

Mike Barrios, Erisa – Virtual

Genia Chambellan, Delta Dental – Virtual

Stephanie Anthony, United Concordia – Virtual

Jon Molberg, Express Scripts – Virtual

Daniel Warner, Cigna – Virtual

3. Introduction of Guests

Mr. Richard Valerio, Executive Director, NMPSIA, introduced Mr. Grant Banash, Poms & Associates.

Mr. Park congratulated Ms. Pauline Jaramillo on her re-election to the NM School Boards Association and wished her a happy birthday.

4. Citizens to Address the Board (five- minute time limit)

There were no citizens to address the Board.

5. Approval of the Agenda (Action Item)

A motion was made to approve the agenda as presented.

MOTION: T. Ruiz

SECONDED: D. Benavidez

A roll call vote was taken.

Ms. Vigil called roll.

Al Park, President – Yes
Chris Parrino, Vice-President – Yes
Pauline Jaramillo, Secretary – Yes
Daniel Benavidez – Yes
Tim Crone – Yes
Bethany Jarrell – Yes
Sammy Quintana – Yes
David Martinez Jr. – Yes
Trish Ruiz – Yes

Vote: Vote carried unanimously.

6. Approval of October 7, 2021, Board Minutes (Action Item)

A motion was made to approve the October 7, 2021, NMPSIA Board Minutes as presented.

MOTION: T. Ruiz

SECONDED: C. Parrino

A roll call vote was taken.

Ms. Vigil called roll.

Al Park, President – Abstained
Chris Parrino, Vice-President – Yes
Pauline Jaramillo, Secretary – Yes
Daniel Benavidez – Yes
Tim Crone – Abstained
Bethany Jarrell – Yes
Sammy Quintana – Yes
David Martinez Jr. – Yes
Trish Ruiz – Yes

Vote: Vote carried unanimously.

7. Administrative Matters

7. A Staff Update

Mr. Valerio reported Ms. Jessica Brand, Benefits Coordinator has left NMPSIA for personal reasons. He stated the position will be advertised in the coming weeks.

7. B COVID-19 Update

Mr. Valerio provided the COVID-19 update. He stated the total spend is up to \$20.5 million dollars through September 2021 which is right in line with projections. He stated staff is working with FEMA and DFA to recoup funds.

Mr. Park asked if the money is going to be recovered through the Federal American Rescue Plan.

Mr. Valerio stated staff has submitted an initial request for funds through the American Rescue Plan and will provide numbers with respect to testing/treatment related to COVID-19 and vaccinations.

7. C NMASBO Bootcamp Update

Mr. Valerio reported Mr. Sandoval, Ms. Quintana, Ms. Chavez and Erisa participated in NMASBO Fall Bootcamp. He stated staff reported on programs that are offered and eligibility and enrollment information.

8. A Financial Reports for September 2021 (Action Item)

Mr. Patrick Sandoval, Deputy Director, NMPSIA, reviewed the statement of revenues and expenditures for the Employee Benefits Fund for the period 9/1/2021 through 9/30/2021. The Benefits Fund had revenues in the amount of \$25,538,421.88 and expenditures in the amount of \$32,769,087.84 which resulted in a loss of \$7,230,665.96.

Mr. Sandoval reviewed the statement of revenues and expenditures for the Risk Fund for the period 9/1/2021 through 9/30/2021. The Risk Fund had revenues in the amount of \$6,948,543.52 and expenditures in the amount of \$6,408,300.07 which resulted in a gain of \$540,243.45.

Mr. Sandoval reviewed the statement of revenues and expenditures for the Program Support Fund for the period 9/1/2021 through 9/30/2021. The Program Support Fund had revenues in the amount of \$118,324 and expenditures in the amount of \$146,492.93 which resulted in a loss of \$28,168.93

Mr. Sandoval reviewed the balance sheet for the period 9/1/2021 through 9/30/2021. Program Support had total assets of \$954,350.15 and total liabilities of \$240,078.37 which resulted in total fund equity of \$714,271.78. Employee Benefits had total assets of \$50,240,057.82 and total liabilities of \$28,367,969.94 which resulted in total fund equity of

\$21,872,087.88. Risk had total assets of \$163,301,635.01 and liabilities of \$152,682,850.51 which resulted in total fund equity of \$10,618,784.50. Total assets for the agency were \$214,496,042.98 and total liabilities of \$181,290,898.82. Combined fund equity for the agency was \$33,205,144.16.

A motion was made to approve the Financial Reports for September 2021 as presented.

MOTION: D. Benavidez

SECONDED: C. Parrino

A roll call vote was taken.

Ms. Vigil called roll.

Al Park, President – Yes
Chris Parrino, Vice-President – Yes
Pauline Jaramillo, Secretary – Yes
Daniel Benavidez – Yes
Tim Crone – Yes
Bethany Jarrell – Yes
Sammy Quintana – Yes
David Martinez Jr. – Yes
Trish Ruiz – Yes

Vote: Vote carried unanimously.

8. B FY2021 Audit Update

Mr. Sandoval reported the FY2021 Audit has been completed and was submitted to the NM State Auditor on October 18, 2021. He stated the audit and supplemental documentation was submitted to DFA on November 1, 2021. Ms. Sandoval stated staff is currently waiting for the NM Office of the State Auditor to release the report. After the report is released we have to wait 5 calendar days before the report can be made public.

9. Benefits Matters

9. A Estancia Municipal School District Petition for Domestic Partner Coverage (Action Item)

Mr. Valerio reported staff received a request from the Governing Board of Estancia Municipal School District to add Domestic Partner Coverage.

He stated it is the recommendation of the Benefits Advisory Committee to approve this item.

A motion was made to approve the request from Estancia Municipal School District to add Domestic Partner Coverage.

MOTION: C. Parrino

SECONDED: P. Jaramillo

A roll call vote was taken.
Ms. Vigil called roll.

Al Park, President – Yes
Chris Parrino, Vice-President – Yes
Pauline Jaramillo, Secretary – Yes
Daniel Benavidez – Yes
Tim Crone – Yes
Bethany Jarrell – Yes
Sammy Quintana – Yes
David Martinez Jr. – Yes
Trish Ruiz – Yes

Vote: Vote carried unanimously.

9. B Open/Switch Enrollment Update

Mr. Valerio reported NMPSIA is in the middle of Open/Switch Enrollment. He stated this is an opportunity for members to add, drop or change coverages with any of the carriers. Mr. Valerio reviewed the website where information on this is available. He stated there is one more virtual meeting on November 10, 2021, where carriers will be able to answer questions. Mr. Valerio reported the Program Guide is available on the website and will be going out late November due to a paper shortage.

9. C Interagency Benefits Advisory Committee Update

Mr. Valerio reported last month there was a presentation from Segal and True Health NM. In addition, the IBAC continues to work on the PBM RFP which has been posted on the NMPSIA website.

9. D BCBSNM Annual Review

Ms. Maureen Sergal, BCBSNM presented the BCBSNM Annual Review. She reported on plan performance through July 1, 2020, through June 30, 2021. Ms. Sergal reported during this time the medical paid per member per month increased 9.3%. She reported BCBSNM experienced a high increase in telehealth utilization specifically regarding behavior health. Ms. Sergal reviewed the top diagnostic categories in detail. Urgent care utilization increased significantly primarily due to COVID-19 testing and treatment.

The full report was available in the monthly Board packet.

9. E Davis Vision Annual Review

Mr. Sam Garcia, Davis Vision, reported on the Davis Vision Annual Review. He reported on the year-end review, the provider network, innovations for NMPSIA and partnership opportunity. Mr. Garcia stated the regional office is in Albuquerque and is supported by Cathy Fenner, Account Representative, Mariana Sandoval, Senior Customer Service

Representative, and himself. Mr. Garcia stated Davis Vision has provided nearly twenty years of community services to school children which includes free exams and eyeglasses. Mr. Garcia reported Davis Vision has over 36 million members and continually has a satisfaction level of 97% to 99%.

9. F Wellness Update

Ms. Katherine Chavez, Benefits and Wellness Operations Manager, NMPSIA, provided a wellness update to the NMPSIA Board. She reviewed Behavioral Health Programs and resources, Health Coaching, Incentive and Rewards Programs, Livongo.

Ms. Chavez reported staff is seeing members engaged and improving their overall health and wellness.

10. Risk Matters

10. A TPA Reports

10. A.1 Property & Liability Monthly Claims Report

Mr. Steve Vanetsky, CCMSI, reported on the Property & Liability Monthly Claims Report. He stated for the month of September 2021 there were 329 open claims, 51 new claims and 51 claims were closed. Mr. Vanetsky reported reserves were at \$40,886,046.38 and payments were \$25,489,986.82 for a total of \$66,376,033.20.

10. A.2 Property & Liability Large Losses

Mr. Vanetsky reported there is a hazing claim coming out of Hot Springs High School in Truth or Consequences. He stated upper class members of the football team are accused of hazing several freshman students. Mr. Vanetsky reported the incident was apparently recorded. He stated the head football coach has resigned and the district has identified five perpetrators and three potential victims. Mr. Vanetsky stated staff is actively pursuing video tape of these incidents to develop claims going forward. Lawsuits are anticipated.

10. A.3 Workers' Compensation Monthly Claims Report

Mr. Jerry Mayo, CCMSI, provided the Workers' Compensation Monthly Claims Report for Districts as of September 30, 2021. He reported during the month of September there were 905 open claims, 242 new claims, 16 claims were re-opened, and 201 claims were closed. Mr. Mayo reported reserves were at \$13,900,518.15 and payments were \$49,187,872.17 for a total of \$63,088,390.32.

Mr. Mayo reported on the Workers' Compensation Monthly Claims Report for Charter Schools as of September 30, 2021. Mr. Mayo reported during the month of September, there were 38 open claims, 7 new claims, and 3 claims were closed. Mr. Mayo reported reserves were at \$575,216.83 and payments were \$1,567,093.53 for a total of \$2,142,310.36.

10. A.4 Workers' Compensation Large Losses

Mr. Mayo reported there was one claim over \$50,000. He reported this claim was from Hobbs Schools involving a person with a rotator cuff tear.

10. B Loss Prevention Update

Ms. Julie Garcia, Poms & Associates, reported OSHA is publishing their emergency rule in the Federal Register tomorrow. This rule will mandate employers with 100 or more employees to mandate vaccines.

Ms. Garcia reported Poms & Associates has a suicide prevention training that will be provided to schools for free and help them get through the PED requirement for the Suicide Prevention Program.

Ms. Garcia introduced Mr. Grant Banash, Poms & Associates. Mr. Banash will work with schools on technology. Mr. Banash provided some brief background info and updated the Board on some of the projects he will be working on.

Mr. Benavidez asked Ms. Garcia to expand on the rule with respect to the vaccination mandate.

Ms. Garcia reported President Biden requested OSHA write a rule under their general duty clause and the emergency rule provision that mandates all employers with 100 or more employees mandate vaccines or weekly testing. It will be effective January 2022. She stated as soon as the rule comes out, she will review and put out a bulletin for schools. There was a lengthy discussion on the OSHA Rule.

Ms. Ruiz asked Ms. Garcia extended an invitation to join a meeting with The Eastern New Mexico Board of Regents on a Zoom Meeting on November 19, 2021.

11. General Discussion

Ms. Ruiz congratulated Ms. Jaramillo on her election.

Ms. Ruiz thanked Mr. Valerio for consistently providing a high level of customer service and assisting with a member issue on the weekend at the request of the Lt Governor. She stated Mr. Valerio was on it immediately and provided all the necessary information with respect to this matter.

Ms. Ruiz commented on the interview Mr. Esquivel provided to a news station.

Mr. Park stated a few months ago three subcommittees were created. He stated there will not be a meeting in January, but he would like the three chairs of the committee to reach out to Mr. Valerio and work to provide an update at the February Board Meeting.

12. Next Meeting Date and Location

The RAC will be held at Poms & Associates, 201 3rd St. NW #1400, Albuquerque, NM 87102 on December 1, 2021.

Mr. Parrino and Mr. Park asked staff to find a new location for the meetings as the CES location was inconvenient due to the location and traffic volume in the area. Mr. Valerio will work to find a suitable venue for the next meeting. Mr. Martinez Jr. advised that the meetings continue to offer a virtual option.

13. Adjournment (Action Item)

A motion was made to adjourn the meeting at 10:31 a.m.

MOTION: S. Quintana

SECONDED: T. Ruiz

All members present voted in the affirmative.

Vote: Vote carried unanimously.

APPROVED:

Mr. Alfred Park, President



Non-Mandatory Telework Policy

Policy Number: 160.0	Issued Date: 07/29/2021 Effective Date: 07/29/2021 Revised Date: Next Review Due Date:	
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1. PURPOSE

- 1.1 The purpose of this policy is to establish a process for non-mandatory telework, providing employees and New Mexico Public Schools Insurance Authority (NMPSIA) alternatives in employee work locations, while adhering to Federal and State statutes and regulations. Telework is a work alternative that may be appropriate for some employees and some jobs. It is not a right, it is not an entitlement, and it is not a State benefit.
- 1.2 This policy is only for employees who desire to telework and request a change to their worksite location. It changes no other terms and conditions of employment with NMPSIA.
- 1.3 This policy shall not govern telework arrangements under emergency conditions. During any period of time the Governor has declared an emergency, telework requests shall be made pursuant to NMPSIA's Telework During Emergencies Policy.
- 1.4 This policy shall not govern telework arrangements for future employees, if any, who may be hired directly into telework positions with no other worksite designated, whose positions may be converted to permanent telework status, or for whom telework is mandatory.
- 1.5 If any provision of this policy conflicts with a provision of an applicable Collective Bargaining Agreement (CBA), the CBA shall control.

2. REFERENCES

The Fair Labor Standards Act, 29 U.S.C. § 201, *et seq.*, as amended.

3. DEFINITIONS

- 3.1 **"HR" or "Human Resources"** means NMPSIA's Human Resources Division.
- 3.2 **"Personally Identifiable Information" (or "PII")** means information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc. alone, or when combined with other personal or

identifying information which is linked or linkable to a specific individual such as date and place of birth, mother's maiden name, etc.

- 3.3 **“Sensitive Agency Information”** means any confidential information, information system resources, data, records, PII, proprietary information, and other sensitive information handled by NMPSIA and protected by applicable laws, regulations or policies.
- 3.4 **“Telework”** means a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position from an approved worksite other than the location from which the employee's assigned position location, during any part of regular, paid hours, including from an employee's residence.

4. **POLICY**

- 4.1 Either an employee, a supervisor, or a manager may suggest telework as a possible work arrangement. Employees cannot be mandated to telework under this policy.
- 4.2 Unless otherwise authorized, telework employees shall maintain a normal 40-hour work schedule (8:00 a.m. to 5:00 p.m. Monday-Friday). NMPSIA retains the right to approve or deny any alternative telework schedule requests.
- 4.3 Unless otherwise agreed to, telework employees shall telework from home. NMPSIA retains the right to approve or deny any alternative telework location requests. No employee's telework location shall be outside of New Mexico, unless the employee would regularly commute across the New Mexico border to travel to and from the normal worksite daily, in which case the employee may telework from his or her home outside of New Mexico with NMPSIA approval, provided that such approval must be specifically given by the Executive Director.
- 4.4 Telework employees shall perform all duties and responsibilities of their position and maintain an “Achieves” performance rating or better on all evaluation criteria in any performance appraisal permitted by State Personnel Board Rule 1.7.9 NMAC. Failure to do so may result in revocation of the telework arrangement and/or discipline, up to and including dismissal.
- 4.5 Telework employees shall be accessible by phone, text, and email during their scheduled work hours and must report to their normal worksite no later than three (3) hours after receiving the request to report in person. Failure to be accessible and/or to report to their normal worksite may result in revocation of the telework arrangement and/or discipline, up to and including dismissal.
- 4.6 Telework employees shall communicate with their supervisors and managers as needed to fulfill their job responsibilities successfully and shall maintain contact with their supervisor as directed. Failure to do so may result in revocation of the telework arrangement and/or discipline, up to and including dismissal.

- 4.7 Telework employees shall adhere to all NMPSIA policies and procedures, including but not limited to: accurately recording their actual work time and attendance in the Employee timesheet and SHARE system, requesting leave in advance, not working overtime or extra hours for which additional compensation or compensatory time might be due without prior authorization, and submitting to all required drug and alcohol testing, including testing based on reasonable suspicion. Failure to do so may result in revocation of the telework arrangement and/or discipline, up to and including dismissal.
- 4.8 NMPSIA will determine the appropriate equipment needs (including, but not limited to, hardware, software, modems, phone and data lines, facsimile equipment or software, and photocopiers) for each telework arrangement on a case-by-case basis. The telework employee's supervisor, HR and information technology divisions will serve as resources in this matter. Equipment supplied by NMPSIA will be maintained by NMPSIA and remain the sole and exclusive property of NMPSIA. Equipment supplied by the telework employee, if deemed appropriate by NMPSIA, will be maintained by the employee. NMPSIA accepts no responsibility for damage or repairs to employee-owned equipment. NMPSIA reserves the right to determine whether any equipment is appropriate, subject to change at any time. Equipment supplied by NMPSIA shall be used for business purposes only. The telework employee shall sign an inventory acknowledging receipt of all NMPSIA equipment and agrees to take all NMPSIA-directed and otherwise appropriate action to protect NMPSIA equipment from damage, loss or theft. Neither family members nor other non-State employed individuals are authorized to access, handle or use any NMPSIA equipment. The telework employee shall immediately notify employee's supervisor of any damage, loss or theft of NMPSIA equipment. Supervisors are responsible for immediately notifying the Agency Head and/or Agency CFO of any damage, loss or theft of NMPSIA equipment. Damage, loss or theft of NMPSIA equipment may result in revocation of the telework arrangement and/or discipline, up to and including dismissal, as permitted by NMPSIA policy. Upon termination of employment all NMPSIA equipment shall be returned to NMPSIA.
- 4.9 NMPSIA equipment and remote access to NMPSIA's networks shall be provided in accordance with Department of Information Technology regulations. All sessions performed remotely are subject to periodic and random monitoring by NMPSIA.
- 4.10 Telework employees shall ensure the protection of all Sensitive Agency Information as required by privacy and confidentiality laws and regulations and by NMPSIA policy, procedures and practice regarding information security for employees working at the normal worksite. Steps include following all agency information and data security policies, guidelines and protocols; use of encryption; use of locked cabinets and desks; regular password maintenance and

any other steps directed by NMPSIA or appropriate for the job and the environment. Neither family members nor other non-State employed individuals are authorized to handle or view any Sensitive Agency Information. Telework employees shall immediately notify employee's supervisor of any potential or confirmed breach in security or disclosure of Sensitive Agency Information in violation of privacy or confidentiality laws or regulations or NMPSIA policy, procedure or practice. Supervisors are responsible for immediately notifying the Agency Head and/or Agency CFO of any potential or confirmed breach in security or disclosure of Sensitive Agency Information. Telework employees shall be liable for disclosure of any Sensitive Agency Information protected by state or federal privacy or confidentiality laws, regulations, rules, policies, or procedures to the same extent as employees working at the normal worksite. Improper, unlawful, unauthorized, or negligent disclosure of Sensitive Agency Information may result in revocation of the telework arrangement and/or discipline, up to and including dismissal.

- 4.11 NMPSIA will supply the employee with appropriate office supplies (pens, paper, etc.) for successful completion of job responsibilities. NMPSIA is not responsible for any operating costs associated with an employee's use of his or her personal residence as an alternative worksite, including but not limited to home maintenance, insurance and/or home utilities, including phone and data lines and service.
- 4.12 Mileage reimbursement will not be available for an employee's travel between a telework location and a normal worksite/duty location. Mileage reimbursement for the employee's other pre-approved business travel, if any, will be based on the employee's telework location.
- 4.13 In the event that more than one employee requests telework, and NMPSIA determines that granting all the telework requests is not in the best interest of NMPSIA, the Executive Director may in his or her sole discretion deny all requests, deny some requests, modify requests, implement alternative telework schedules, or take other action. If two bargaining unit employees request telework, and NMPSIA determines that telework would be suitable for both employees (as determined in Section 5.3 below) but also determines it is in the best interest of NMPSIA to approve only one of the bargaining unit employee's telework requests, then Agency Seniority, as defined in the applicable collective bargaining agreement, shall be used to determine which bargaining unit employee's telework request shall be approved.
- 4.14 Requests for leave under the Family and Medical Leave Act (FMLA) or reasonable accommodations under the Americans with Disabilities Act, as amended, (ADA) are not governed by this policy. Such requests are governed by NMPSIA's FMLA policy and ADA policy, respectively.
- 4.15 Telework employees shall be responsible for ensuring they have a clean, professional, and safe workspace at their telework location. It is the responsibility

of the employee to ensure that a proper work environment is maintained.

- 4.16 Telework employees shall report any job-related injuries that occur in the course and scope of employment while teleworking at the earliest reasonable opportunity, pursuant to NMPSIA policy.
- 4.17 It is solely the employee's responsibility to comply with any personal tax or other personal legal obligations arising from a telework arrangement pursuant to this policy.

5. PROCEDURES

- 5.1 To perform telework under this policy, employees shall utilize the NMPSIA's attached Telework Arrangement form.
- 5.2 Employees requesting to telework must present a draft Telework Arrangement to their immediate supervisor for review. Employees must complete the employee information, telework schedule and location, and equipment sections of the Telework Arrangement. If the requested location is outside of New Mexico as specified by Subsection 4.3 herein, the employee must secure the approval of the Executive Director as required by that provision.
- 5.3 Supervisors will evaluate the suitability of the proposed telework arrangement, paying particular attention to the following areas:
 - 5.3.1 Job responsibilities. The supervisor will assess the employee's job responsibilities and determine if the position is appropriate for a telework arrangement, including, but not limited to, any scheduling issues particular to the employee's position and the importance of having the employee present at the normal worksite to interface with supervisors, colleagues, and the public. Some positions are not generally suitable for telework, including, but not limited to: positions that require the employee to have daily, in-person contact with co-workers, supervisory officials, customers, or the general public in order to be effective; positions where operational requirements dictate the employee's presence at a specific location; positions that require routine access to protected information which cannot be accessed remotely or NMPSIA is unable or unwilling to allow to be accessed remotely
 - 5.3.2 Employee performance and suitability. The supervisor will assess the needs and work habits of the employee, including, but not limited to, the employee's demonstrated ability to work independently and fulfill the responsibilities of the job without direct, in-person supervision. NMPSIA may refuse to grant telework for any employee with less than an "Achieves" performance rating on all evaluation criteria in any performance appraisal permitted by State Personnel Board Rule 1.7.9 NMAC or any employee

currently on a performance development plan (PDP).

- 5.3.3 Ability to monitor. The supervisor will assess the ability to monitor the employee's productivity and quality of work under the telework arrangement.
 - 5.3.4 Equipment and service needs. The supervisor will assess NMPSIA's ability to meet the employee's equipment needs under the telework arrangement and employee's access to phone and data lines or other necessary services.
 - 5.3.5 Best interest. The supervisor will assess the business and operational needs of NMPSIA and consider any other factors in the best interest of NMPSIA.
- 5.4 The supervisor may approve, amend, or deny the telework request if it is in the best interest of NMPSIA. All denied requests shall state the reason for the denial on the Telework Arrangement and be discussed with the employee. If the supervisor approves the proposed telework arrangement or a modified version of the proposed telework arrangement, and HR concurs, then the supervisor will modify the Telework Arrangement as needed, complete the job duties and telework review sections of the Telework Arrangement, and present a finalized Telework Arrangement to the employee for discussion.
 - 5.5 After the employee and the supervisor have signed the Telework Arrangement, the supervisor will send the Telework Arrangement to the Executive Director or designee, with the supervisor's recommendation whether to approve the telework request.
 - 5.6 The Executive Director or designee shall review the Telework Arrangement and approve, amend, or deny the telework request. All denied requests shall state a reason for the denial on the Telework Arrangement and be explained to the employee by the employee's supervisor.
 - 5.7 Once approved, amended, or denied by the Executive Director or designee and discussed with the employee, the employee's supervisor shall forward the Telework Arrangement to HR to be placed in the employee's personnel file. Any additional changes to the employee's work schedule requiring approvals must be completed on the required forms and forwarded to HR to be placed in the employee's personnel file.
 - 5.8 HR shall maintain the original request and Telework Arrangement whether approved, amended, or denied. HR will provide the employee with a copy of the signed Telework Arrangement. The employee shall use the TELWK timecode in SHARE to code any time spent teleworking under an approved Telework Arrangement. HR will provide a copy of any approved Telework Arrangement to the supervisor, who is responsible for employee compliance with this Telework Policy and the Telework Arrangement and for ensuring that a forty (40) hour work week is completed.

- 5.9 In the event that an employee is unable to perform telework at his or her telework site due to circumstances beyond his or her control (e.g., power failure or loss of internet connectivity), administrative leave may be provided on a case-by-case basis pursuant to State Personnel Board Rule 1.7.7.14 NMAC. If administrative leave is not granted to an employee, he or she may request to use accrued annual leave or other appropriate paid time off (i.e., earned compensatory time).
- 5.10 During inclement weather, telework employees shall be governed by the current version of SPO General Memorandum 2011-006 (Revised).
- 5.11 Cancellation

Supervisors, with the approval of the Executive Director or designee, may permanently or temporarily cancel, suspend, or modify telework arrangements for any reason if it is in the best interest of the agency, including but not limited to: workload issues; special projects; special assignments; training; failure to safeguard NMPSIA equipment from damage, loss or theft; failure to safeguard NMPSIA Sensitive Agency Information from improper, unlawful, or negligent disclosure; any violation of this policy or the Telework Arrangement; or employee discipline. Employees shall be given as much advance notice as possible, and, where appropriate, NMPSIA shall make every effort to give no less than two (2) weeks' notice when canceling, suspending, or modifying telework arrangements. Employees shall have the right to cancel their telework arrangements for any reason and will give their supervisor as much advance notice as possible, and no less than two (2) weeks' notice.

6. ACKNOWLEDGMENTS

All employees shall receive a copy of this Policy and Procedure in paper or electronic form and acknowledge its receipt.

7. ATTACHMENT

- NMPSIA Non-Mandatory Telework Policy Acknowledgment Form
- NMPSIA Non-Mandatory Telework Arrangement Form

8. APPROVAL

Approved by:

NMPSIA Board President

Date: _____

New Mexico Public Schools Insurance

NON-MANDATORY TELEWORK POLICY **ACKNOWLEDGMENT**

I, _____, acknowledge that I have received, reviewed, and understand NMPSIA's Non-Mandatory Telework Policy.

I further acknowledge that it is my responsibility to understand and adhere to the terms of the Non-Mandatory Telework Policy and that if I violate any of its provisions or requirements I may be subject to disciplinary action, up to and including dismissal.

Employee Signature: _____

Date: _____

New Mexico Public Schools Insurance

Non-Mandatory Telework Arrangement Form

1. The purpose of this document is for both the supervisor and the employee to have a clear, shared understanding of the employee's telework arrangement. Each telework arrangement is unique depending on the needs of the Agency, supervisor, employee, and employee's position.
2. This telework arrangement is not a contract of employment and does not provide any contractual rights to continued employment or in any other regard. It does not alter or supersede the terms of the existing employment relationship. The employee remains obligated to comply with all NMPSIA rules, policies, practices, and instructions that would apply if the employee were working at the normal worksite.
3. If any provision of this arrangement is in conflict with a provision of an applicable Collective Bargaining Agreement (CBA), the CBA shall control.

Employee Telework Information

Employee Name:	
Job Title:	
Position Number:	
Division:	
Division Director:	
Supervisor:	
Location where telework will be performed within State of New Mexico:	
Telework arrangement effective dates:	—

Job Duties

1. The general expectation for a telework arrangement is that employees will efficiently and effectively accomplish their regular job duties, regardless of work location. In addition, teleworking employees will:
 - a. remain accessible during the telework schedule by phone, text, email, and other forms of communication regularly used by NMPSIA;
 - b. check in with their supervisor as directed to ask questions, gather information, discuss status of work tasks, and identify open issues;
 - c. be available for meetings, teleconferences, and trainings, on an as-needed basis;
 - d. be available to report to the normal worksite no later than three (3) hours after receiving the request to report in person;
 - e. request supervisor approval in advance of working any overtime hours;
 - f. request supervisor approval in advance to use annual, sick, or other leave in the same manner as when working at employee's normal worksite; and
 - g. make themselves available for any required drug or alcohol testing, including testing on the basis of reasonable suspicion.

2. Employee's duties, obligations, responsibilities, and conditions of employment with NMPSIA remain unchanged except those obligations and responsibilities specifically addressed in this Non-Mandatory Telework Arrangement Form. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the normal worksite.
3. The parties acknowledge that this arrangement may be evaluated on an ongoing basis to ensure that employee's work quality, efficiency, productivity, and NMPSIA's best interest are not compromised by the telework arrangement described herein.

Employee Telework Location and Schedule

1. Telework employees are expected to telework from home. NMPSIA retains the right to approve or deny any alternative telework location requests. No employee's telework location shall be outside of New Mexico, unless the employee would regularly commute across the New Mexico border to travel to and from the normal worksite daily, in which case the employee may telework from his or her home outside of New Mexico with NMPSIA approval. Such approval to telework from a location outside of New Mexico must be specifically given by Executive Director.
2. Unless otherwise authorized, telework employees are expected to maintain a normal 40-hour work schedule (8:00 a.m. to 5:00 p.m. Monday-Friday). NMPSIA retains the right to approve, amend, or deny any alternative telework schedule requests.

Day of Week	Telework Hours	Telework Location
Example	8:00 a.m. – 5:00 p.m. (1 hr. lunch)	home
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Telework Arrangement Modification

1. Unless a CBA states otherwise, NMPSIA may cancel, suspend, or modify an employee's telework arrangement. This does not apply to telework arrangements made through the Americans with Disabilities Act accommodation process. Employees shall be given as much advance notice as possible when canceling, suspending, or modifying a telework arrangement.
2. Employees may cancel their telework arrangement for any reason and will give their supervisor no less than two weeks' notice of such cancellation.
3. Ad-hoc modifications to this arrangement shall be documented in writing between the employee and supervisor. Long-term or substantive modifications must be documented by revising this Non-Mandatory Telework Arrangement.

Telework Review

Specify a date to meet and discuss the effectiveness of the telework arrangement, or enter N/A.

Telework review date:	
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Equipment, Technology, and Records -- Access and Protection

1. NMPSIA will determine appropriate and suitable equipment for employee. Internet access at the employee's telework location must be via DSL, Cable Modem, or an equivalent bandwidth network, with a secure password-protected router. In the spaces below, specify any additional equipment or technology access the employee will need to telework, whether it will be provided by NMPSIA or employee, and what steps the employee is directed to take to protect the equipment. In the event of equipment failure or service interruption, the employee must notify NMPSIA immediately to discuss potential remedies, alternate assignments, or other options.
2. In keeping with NMPSIA policy, procedures, and practice, and the directions on this Non-Mandatory Telework Arrangement Form, employee shall take all NMPSIA-directed and otherwise appropriate action to protect NMPSIA equipment. Employee shall immediately notify employee's supervisor of any damage, loss or theft of NMPSIA equipment.
3. Telework employees shall ensure the protection of all Sensitive Agency Information as required by privacy and confidentiality laws and regulations and by NMPSIA policy, procedures and practice regarding information security for employees working at the normal worksite.
4. Employee shall immediately notify employee's supervisor of any improper, unlawful, unauthorized, accidental, or negligent access, use, modification, destruction, or disclosure of Sensitive Agency Information.
5. Employee understands and acknowledges that remote access NMPSIA's network shall be provided in accordance with Department of Information Technology regulations, and all sessions performed remotely are subject to periodic and random monitoring by NMPSIA.
6. Employee understands that all equipment, information, and materials provided by NMPSIA shall remain the property of the NMPSIA.

Equipment/Information	Provided by	Protection Required
<i>Ex.: Laptop Computer</i>	<i>NMPSIA</i>	<i>Locked desk, strong password</i>

Taxes

Employee understands that employee is responsible for personal tax and other personal legal consequences, if any, of this telework arrangement.

Attendance, Leave, Testing, and Travel

Telework employees shall adhere to the same policies and procedures as non-telework employees. The telework employee shall record time and attendance accurately in the timesheet and SHARE system. The telework employee shall obtain supervisory approval before taking leave, in accordance with established NMPSIA procedures. The telework employee shall follow established NMPSIA procedures for requesting and obtaining approval of leave. The telework employee shall not work overtime or extra hours for which additional compensation or compensatory time might be due without NMPSIA approval in advance. The telework employee shall make themselves available for any required drug or alcohol testing, including testing

on the basis of reasonable suspicion. Mileage reimbursement will not be available for an employee's travel between a telework location and a normal worksite. Mileage reimbursement for the telework employee's other business travel, if any, will be based on the employee's telework location.

Incident Reports

The employee shall report any job-related injuries that occur in the course and scope of employment while teleworking at the earliest reasonable opportunity, pursuant to NMPSIA policy.

Policies and Procedure Acknowledgements

Initials

I have read and understand NMPSIA's Non-Mandatory Telework Policy.	
I have read and understand NMPSIA's policies regarding telework location and personal use of state computers and equipment.	

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Approved ☐ Denied ☐

If Denied, provide reason(s): _____

Executive Director or designee signature: _____ Date: _____

Approved ☐ Denied ☐

If Denied, provide reason(s): _____

Executive Director or designee signature: _____ Date: _____

Rescinded ☐

If Rescinded, provide reason(s): _____

Distribution:

Original: Personnel File

Copies: Employee, Supervisor, Executive Director



COVID-19 MITIGATION, SELF-SCREENING, AND REPORTING POLICY AND PROCEDURE

Policy Number: 170.0	Issued Date: 07/29/2021 Effective Date: 07/29/2021 Revised Date: 11/12/2021 Next Review Due Date:	
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1. PURPOSE

- 1.1 The New Mexico Public Schools Insurance Authority (NMPISIA)'s goal is to return its employees to their designated workplace in State buildings and facilities safely while minimizing the risk of its employees contracting COVID-19. This Policy and Procedure provides direction and guidance to employees accordingly.
- 1.2 The NMPSIA is requiring its employees to follow a COVID-19 Symptoms and Exposure Self-Screening Procedure and COVID-19 Safe Practices to reduce the possibility of COVID-19 transmission in our buildings and facilities. The COVID-19 Symptoms and Exposure Self-Screening Procedure and COVID-19 Safe Practices are set out below.
- 1.3 If any provision of this Policy and Procedure is in conflict with a provision of an applicable Collective Bargaining Agreement (CBA), the CBA shall control.
- 1.4 If any provision of this Policy and Procedure is in conflict with an Executive Order or Public Health Order, the Executive Order or Public Health Order shall control.

2. REFERENCES

- New Mexico Department of Health (NMDOH), *Policies for the Prevention and Control of COVID-19 in New Mexico* (August 30, 2021): <https://cv.nmhealth.org/wp-content/uploads/2021/08/EPI-COVID19-Containment-Policies-8.30.2021.pdf>
- NMDOH COVID-19 website: <https://cv.nmhealth.org>
- Centers for Disease Control and Prevention (CDC), *Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings*, Interim Guidance (updated February 18, 2021): <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
- CDC, *How to Protect Yourself & Others* (updated March 8, 2021): <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

- CDC, *Interim Public Health Recommendations for Fully Vaccinated People* (updated July 27, 2021): <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>
- CDC, *Cleaning Your Facility* (updated June 15, 2021): https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html#anchor_1617551661760
- Executive Order 2021-046 (July 31, 2021) <https://www.governor.state.nm.us/wp-content/uploads/2021/08/Executive-Order-2021-046.pdf>
- CDC, *Interim Guidance on Management of Coronavirus Disease 2019 (COVID-19) in Correctional and Detention Facilities* (revised June 9, 2021): https://www.cdc.gov/coronavirus/2019-ncov/community/correction-detention/guidance-correctional-detention.html#PPE_table
- U.S. Equal Employment Opportunity Commission (EEOC), *What You Should Know About COVID-19 and the ADA, the Rehabilitation Act, and Other EEO Laws* (updated December 16, 2020): <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>
- EEOC, *Pandemic Preparedness In the Workplace and the Americans With Disabilities Act* (updated March 21, 2020): <https://www.eeoc.gov/laws/guidance/pandemic-preparedness-workplace-and-americans-disabilities-act>

3. DEFINITIONS

- 3.1 **“Close Contact”**: Within six feet for a cumulative total of 15 minutes or more over a 24-hour period. Wearing a mask or cloth face-covering does not affect the definition for Close Contact.
- 3.2 **“Common Areas”**: Any areas in State buildings, facilities, or property generally accessible to all occupants and available for use by more than one person, including but not limited to: entrance areas, hallways, conference rooms, auditoriums, multi-occupant offices, kitchens, bathrooms, and State vehicles. Single-occupant offices and cubicles occupied by a single employee are not Common Areas.
- 3.3 **“COVID-19 Infectious Period”**: For people COVID-19 positive with COVID-19 Symptoms, the Infectious Period starts two days before symptoms begin and extends 10 days after symptoms begin, provided there has been no fever for at least 24 hours without using fever-reducing medicines and symptoms have resolved or improved; for people COVID-19 positive without COVID-19 Symptoms, the Infectious Period starts two days before the date of their test and extends 10 days after the date of their test.
- 3.4 **“COVID-19 Symptoms”**: Fever (temperature of 100.4 degrees Fahrenheit or more), chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose (not related to known seasonal allergies), nausea or vomiting, or diarrhea.
- 3.5 **“Exposure” or “Exposed”**: Close Contact with a person with laboratory-confirmed COVID-19 during their COVID-19 Infectious Period, without the employee wearing Personal Protective Equipment.
- 3.6 **“Fully Vaccinated”**: Two weeks or more have elapsed following the receipt of one dose of a single-dose vaccine or following the receipt of the second dose of a two-dose vaccine.
- 3.7 **“Human Resources”**: NMPSIA Human Resources.

- 3.8 **“Isolation” and “Quarantine”**: Both Isolation and Quarantine are public health terms that refer to someone being physically separated from other people to prevent the spread of COVID-19. “Isolation” separates people who have tested positive for COVID-19 (with or without symptoms) from people who are not sick or COVID-19 positive. “Quarantine” separates and restricts the movement of people who were exposed or had Close Contact with someone who tested positive to COVID-19 to monitor if they become sick.
- 3.9 **“New Diagnosis of COVID-19”**: The first positive COVID-19 test result received during a single COVID-19 infection.
- 3.10 **“Personal Protective Equipment”**: At minimum, a mask, eye protection, gloves, and isolation gown. The NMPSIA has discretion to require employees providing direct care to COVID-19 positive persons to wear additional forms of personal protective equipment. The NMPSIA will provide training in the proper use of Personal Protective Equipment it requires its employees to use.
- 3.11 **“Proof of Vaccination”**: Proof of COVID-19 vaccination in the form of a CDC vaccine card or a vaccine record from the New Mexico Statewide Immunization Information System (https://nmsiis.health.state.nm.us/webiznet_nm_public/Application/PublicPortal), which indicates the name of the vaccine recipient, the date(s) the vaccine was received, and which COVID-19 vaccine was received.
- 3.12 **“Social Distancing”**: Maintaining a distance of at least six feet between individuals to limit the spread of COVID-19. Wearing a mask or cloth face-covering does not affect the definition for Social Distancing.
- 3.13 **“Telework”**: means a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the employee's assigned position location, during any part of regular, paid hours, including from an employee's residence.

4. POLICY

- 4.1 The NMPSIA will take proactive steps to protect its employees and minimize the spread of COVID-19.
- 4.2 Completing the COVID-19 Symptoms and Exposure Self-Screening is mandatory for NMPSIA employees each day they plan to enter a NMPSIA or State building or facility.
- 4.3 Following COVID-19 Safe Practices is mandatory for NMPSIA employees when they are in a NMPSIA or State building or facility.
- 4.4 Any employee who fails to adhere to the COVID-19 Symptoms and Exposure Self-Screening Procedure, the COVID-19 Safe Practices, or any other provision of the Policy or Procedure set forth herein may be subject to disciplinary action, up to and including dismissal.
- 4.5 Any employee who harasses or discriminates against another employee due to the employee's mask-wearing or vaccination status in violation of NMPSIA's ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICIES may be subject to disciplinary action, up to and including dismissal.
- 4.6 NMPSIA shall work toward adopting applicable COVID safe building guidance and procedures as recommended by the New Mexico Environment Department (NMED), Occupational Health and Safety Bureau (NM OSHA) found here: https://www.env.nm.gov/occupational_health_safety/wp-content/uploads/sites/18/2020/03/OSHA-COVID19-publication.pdf.

NMPSIA shall publish measures that ensure air ventilation standards are maintained.

5. PROCEDURES

5.1 Mandatory COVID-19 Symptoms and Exposure Self-Screening.

Prior to entering any State building or facility, all employees shall complete the COVID-19 Symptoms and Exposure Self-Screening (“Self-Screening”). The Self-Screening consists of three questions about an employee’s COVID-19 status, COVID-19 Symptoms, and COVID-19 Exposure, which are based on recommendations from the CDC and the NMDOH with the goal of preventing infection in the workplace and minimizing the spread of COVID-19. Employees are not required to submit their answers to NMPSIA, but are required to be accurate and truthful in their self-assessment.

A. *Self-Screening Questions.*

1. Have you received a New Diagnosis of COVID-19 in the last 10 days?
2. Have you experienced any COVID-19 Symptoms in the past 48 hours?
3. Have you been Exposed to COVID-19 in the last 14 days?

B. *Analysis of Self-Screening Results.*

1. **Employees may not come to the office or enter any State building or facility** if they answer yes to questions 1 or 2 (Section 5.1(A)), i.e.:
 - Yes, New Diagnosis of COVID-19 in the last 10 days, or
 - Yes, COVID-19 Symptoms in the last 48 hours.
2. **Employees may not come to the office or enter any State building or facility** if they answer yes to question 3 (Section 5.1(A)) and are not Fully Vaccinated, i.e.:
 - Yes, COVID-19 Exposure in the last 14 days, and
 - Not Fully Vaccinated.
3. **Employees may come to the office and enter State buildings and facilities** if they answer ‘no’ to questions 1, 2, and 3 (Section 5.1(A)), i.e.:
 - No New Diagnosis of COVID-19 test in the last 10 days,
 - No COVID-19 Symptoms in the past 48 hours, and
 - No COVID-19 Exposure in the last 14 days.
4. **Employees may come to the office and enter State buildings and facilities** if they answer no to question 2 and yes to question 3 (Section 5.1(A)) and are Fully Vaccinated, i.e.:
 - No COVID-19 Symptoms in the last 48 hours,
 - Yes, COVID-19 Exposure in the last 14 days, and
 - Yes, Fully Vaccinated.

C. *When Employee May Not Enter State Building or Facility.*

1. When an employee’s Self-Screening indicates they may not enter a State building or facility:

- The employee shall contact their supervisor immediately to indicate they did not pass their Self-Screening. The employee shall also follow the NMPSIA's established call-in procedure.
- The employee shall follow the *Isolation and Quarantine Instructions* in Section 6 below.
- The employee should request permission to Telework (unless they are too sick to do so). An employee who is unable to Telework or too ill to Telework may contact Human Resources to ask if they are eligible for COVID-19-Related Conditions Leave.
- The employee should contact NMDOH at 1-855-600-3453 or their healthcare provider to discuss their Screening responses and testing for COVID-19. If an employee does not pass their Self-Screening, the NMPSIA strongly recommends they get tested for COVID-19.

Test sites can be found at: <https://cv.nmhealth.org/public-health-screening-and-testing>. The at-home test (through Vault Health) can be ordered at: <https://learn.vaulthealth.com/nm>.

2. Any employee who enters a State building or facility within 10 days of receiving a New Diagnosis of COVID-19 while experiencing COVID-19 Symptoms, or within 48 hours of experiencing COVID-19 Symptoms shall be sent home immediately and may be subject to discipline, up to and including dismissal.
3. Any employee who is not Fully Vaccinated and enters a State building or facility within 14 days of a known COVID-19 Exposure without having completed the Quarantine requirements in Section 6.1 below shall be sent home immediately and may be subject to discipline, up to and including dismissal.

D. *Additional NMPSIA Screening*

1. It is within NMPSIA's discretion to require its employees to record and submit their answers to the COVID-19 Symptoms and Exposure Self-Screening questions. If NMPSIA collects employees' COVID-19 Symptoms and Exposure Screening responses and results, the Americans with Disabilities Act (ADA) requires that NMPSIA treat such Screening responses and results as confidential medical information and maintain them separately from the employees' personnel files.
2. NMPSIA is permitted to administer COVID-19 Symptoms and Exposure Screening to clients, customers, and other members of the public who seek to enter the NMPSIA's buildings. It is recommended that NMPSIA maintain any Screening responses and results from members of the public for contact-tracing purposes for 20 days. During any period of time NMPSIA maintains Screening responses and results from members of the public, it shall treat those responses and results as confidential medical information. NMPSIA should not ask clients, customers, or other members of the public seeking to enter NMPSIA's buildings if they are vaccinated.

5.2 COVID-19 Safe Practices.

All employees shall take the following steps to reduce the transmission of COVID-19 in State buildings and facilities:

- A. *New Diagnosis of COVID-19 or COVID-19 Symptoms.* **DO NOT** report to any State building or facility if you received a New Diagnosis of COVID-19 in the last 10 days, if you are experiencing COVID-19 Symptoms, or if you have experienced COVID-19 Symptoms in the last 48 hours. Reporting to a State building or facility under these circumstances is prohibited, regardless of vaccination status. Call your supervisor and follow the *Isolation and Quarantine Instructions* in Section 6 below.
- B. *COVID-19 Exposure.* **DO NOT** report to any State building or facility if you have been Exposed to COVID-19 and are not Fully Vaccinated. Call your supervisor and follow the *Isolation and Quarantine Instructions* in Section 6.1 below.
- C. *Wearing Masks.* Employees who are not Fully Vaccinated must wear face masks or cloth face-coverings in all Common Areas and when performing field work in indoor settings. Masks must be well-fitted and cover both your mouth and nose. The NMPSIA will provide disposable masks to employees as necessary. Unless prohibited by Executive Order of Public Health Order. Fully Vaccinated employees may choose not to wear face masks or cloth face-coverings while in NMPSIA buildings, including in Common Areas and while sitting with other Fully Vaccinated employees in an enclosed space, provided they have submitted Proof of Vaccination to Human Resources and have received confirmation that Human Resources accepted their Proof of Vaccination. Any employee who fails to wear a face mask or cloth face-covering without first submitting Proof of Vaccination shall be directed to put on a face mask or cloth face-covering immediately and may be subject to discipline, up to and including dismissal. All employees may remove masks when alone inside a single-occupant office or cubicle in a NMPSIA building or facility.
- D. *Social Distancing.* Employees, regardless of vaccination status must maintain 6 feet distance from other employees, clients, and customers at all times in Common Areas and when performing field work in indoor settings, except when less distance is required for an employee to perform documented job duties. Any employee who fails to maintain Social Distancing as required herein shall be directed to follow the Social Distancing requirement immediately and may be subject to discipline, up to and including dismissal.
- E. *Avoid Using Others' Equipment.* Employees must avoid using other employees' phones, desks, offices, keyboards, mice, or other work tools and equipment, whenever possible, except when sharing equipment is required for an employee to perform documented job duties. Clean and disinfect hands and the equipment before and after use. The NMPSIA will supply hand sanitizer, soap, and appropriate cleaning materials to employees as necessary.

5.3 COVID-19 Best Practices.

It is strongly recommended that all employees take the following additional steps to reduce the transmission of COVID-19 in State buildings and facilities:

- A. *Clean Hands.* Employees should wash their hands often with soap and water for at least 20 seconds, especially after they have been in a public place, or after blowing their nose, coughing, or sneezing. If soap and water are not readily available, employees should use a hand sanitizer that contains at least 60% alcohol to cover all surfaces of their hands and rub them together until they feel dry. The NMPSIA will supply hand sanitizer to employees as necessary.
- B. *Cover Mouth and Nose.* Employees should cover their mouth and nose with a tissue when coughing or sneezing or use the inside of their elbow.
- C. *Avoid Touching Face.* Employees should avoid touching their face, nose, mouth, and eyes.

- D. *Clean and Disinfect.* Employees should clean and disinfect frequently touched objects and surfaces in their office or workstation, including phones, keyboards, mice, doorknobs, and handrails. The NMPSIA will supply appropriate cleaning materials to employees as necessary.

6. ISOLATION AND QUARANTINE INSTRUCTIONS

6.1 If Not Fully Vaccinated.

- A. If an employee has not been Fully Vaccinated and does not pass the COVID-19 Symptoms and Exposure Self-Screening, they must follow the Isolation and Quarantine Instructions provided in the chart below.

PLEASE READ EACH QUESTION CAREFULLY. If an employee has not been vaccinated and answers YES , they <i>must</i> follow the instructions in red .	
1. HAVE YOU RECEIVED A NEW DIAGNOSIS OF COVID-19 IN THE LAST 10 DAYS?	<p>If you answered YES to Question #1:</p> <ul style="list-style-type: none"> ○ IF NEW DIAGNOSIS OF COVID-19 AND NO COVID-19 SYMPTOMS, Isolate 10 days from test date; ○ IF NEW DAIGNOSIS OF COVID-19 AND EXPERIENCING COVID-19 SYMPTOMS, Isolate 10 days from symptom onset and until at least one day has passed without a fever and without fever-reducing medications and your symptoms have improved;
<p>2. HAVE YOU EXPERIENCED ANY OF THE FOLLOWING COVID-19 SYMPTOMS IN THE PAST 48 HOURS THAT ARE INCONSISTENT WITH AN EXISTING DIAGNOSIS?</p> <ul style="list-style-type: none"> ✓ Fever (100.4 degrees Fahrenheit or more) ✓ Chills ✓ Cough ✓ Shortness of breath or difficulty breathing ✓ Fatigue ✓ New loss of taste or smell ✓ Congestion or runny nose (not related to your known seasonal allergies) ✓ Muscle or body aches ✓ Headache ✓ Sore Throat ✓ Nausea or vomiting ✓ Diarrhea 	<p>If you answered YES to Question #2:</p> <ul style="list-style-type: none"> • Isolate while awaiting test results, then: <ul style="list-style-type: none"> ○ IF POSITIVE TEST, Isolate for 10 days from symptom onset and until at least one day has passed without a fever and without fever-reducing medications and your symptoms have improved; ○ IF NEGATIVE TEST AND NOT EXPOSED to anyone with COVID-19, continue working as normal or take personal leave if too sick to work; or ○ IF NEGATIVE TEST AND EXPOSED to someone with COVID-19, follow instructions for Question #3 below. • IF YOU CAN TELEWORK, YOU MUST TELEWORK while you Quarantine or Isolate. If you are unable or too ill to Telework, you may be eligible for COVID-19-Related Conditions Leave.

3. HAVE YOU BEEN EXPOSED TO COVID-19 IN THE LAST 14 DAYS?

If you answered YES to Question #3:

- Quarantine while awaiting test results, then:
 - **IF POSITIVE TEST AND NO COVID-19 SYMPTOMS**, Quarantine 10 days from test date;
 - **IF POSITIVE TEST AND EXPERIENCING COVID-19 SYMPTOMS**, Isolate 10 days from symptom onset and until at least one day has passed without a fever and without fever-reducing medications and your symptoms have improved; or
 - **IF NEGATIVE TEST**, Quarantine 10 days from date of your last Close Contact with COVID positive person. If you develop COVID-19 Symptoms, follow instructions for Question #2 above.
- **IF YOU CAN TELEWORK, YOU MUST TELEWORK** while you Quarantine or Isolate. If you are unable or too ill to Telework, you may be eligible for COVID-19-Related Conditions Leave.

B. Any employee who is not Fully Vaccinated and works in a congregate setting, such as a long-term care facility, an assisted living facility, a detention center, or a shelter, or works for the New Mexico Corrections Department must follow the Isolation and Quarantine Instructions above, except that those employees must Quarantine for 14 days following their last Exposure to a person with COVID-19.

6.2 If Fully Vaccinated.

A. Fully Vaccinated employees who are Exposed to COVID-19:

- i. are encouraged to get tested 3-5 days after Exposure - test sites can be found at <https://cv.nmhealth.org/public-health-screening-and-testing>; the Vault Health test can be ordered at <https://learn.vaulthealth.com/nm>; and
- ii. are NOT required to Quarantine, if they have remained asymptomatic since the Exposure.

B. Fully Vaccinated employees who develop COVID-19 Symptoms are encouraged to get tested - test sites can be found at <https://cv.nmhealth.org/public-health-screening-and-testing>; the Vault Health test can be ordered at <https://learn.vaulthealth.com/nm>; and

C. Fully Vaccinated employees who receive a New Diagnosis of COVID-19 or develop COVID-19 Symptoms must follow the Isolation and Quarantine Instructions in the Section 6.1 chart.

7. PROOF OF VACCINATION

7.1 NMPSIA may require an employee to provide Proof of Vaccination if the inquiry is job-related and consistent with business necessity. For example, NMPSIA may require Proof of Vaccination to determine an employee's compliance with an Executive Order or Public Health Order, to determine an employee's appropriate Quarantine practice following a COVID-19 Exposure, to determine whether an employee may travel out-of-State for work, or to determine whether an employee can carpool with other employees in a State vehicle. Unless prohibited by

Executive Order or Public Health Order. NMPSIA may also accept submissions of Proof of Vaccination from Fully Vaccinated employees who choose not to wear masks in NMPSIA buildings as permitted by Sections 5.2(C).

- 7.2 NMPSIA requests for Proof of Vaccination: (1) shall not elicit information about an employee's disability, (2) shall not ask why an employee did not receive a vaccination, and (3) shall warn the employee not to provide any medical information beyond the requested Proof of Vaccination.
- 7.3 An employee's Proof of Vaccination shall be treated as confidential medical information and will be maintained by Human Resources separately from the employee's personnel file. An employee's vaccination status (but not the actual Proof of Vaccination) can be shared with the employee's supervisors to determine compliance with this Policy and Procedure.
- 7.4 Any employee who provides inaccurate information or is untruthful about their vaccination status may be subject to discipline, up to and including dismissal.
- 7.5 Any employee who declines to provide vaccination status or Proof of Vaccination shall be treated as not Fully Vaccinated under this policy, shall not be eligible for COVID-19-Related Conditions Leave, and shall be required to utilize accrued annual or sick leave for any required Quarantine period under Section 6.1.

8. COVID-19 POSITIVE - REPORTING INSTRUCTIONS

- 8.1 If an employee receives a New Diagnosis of COVID-19, they must report the positive test to their supervisor as soon as possible. This includes employees who are Teleworking.
- 8.2 Within 30 minutes of learning of an employee with a New Diagnosis of COVID-19, the supervisor shall notify the Executive Director or designee by email at Richard.Valerio@state.nm.us. This reporting requirement must be met even if the report is made after normal working hours or on a weekend.
- 8.3 The supervisor shall include the following information in the notification to the Executive Director or designee:
 - Name of employee that tested positive.
 - The date the employee took the COVID-19 test.
 - The date the employee tested positive.
 - The last day the employee reported to the office, and what office or building area(s) the employee occupied or spent time in that day.
 - The names of all employees that may have had Close Contact with the COVID-19 positive employee when they last reported to the office.

The information in the notice should be based on conversations with the COVID-19 positive employee.

An employee's COVID-19 positive status is confidential medical information, and the name of any COVID-19 positive employee shall be disclosed to the minimum extent necessary to maintain business operations and comply with reporting requirements.

- 8.4 The Executive Director or designee will report the case to the New Mexico Environment Department (NMED) within four hours of notification as described below.
- 8.5 The Executive Director or designee will notify employees who may have been Exposed.

The notification will include the following:

- A. A report that the employees may have been Exposed to a COVID-19 positive employee. The report shall not include the name of the COVID-19 positive employee.
 - B. A request that employees who occupy exposed office space vacate or remain Teleworking until further notice to allow for cleaning.
 - C. A note encouraging the employees to get a COVID-19 test and instructing the employees not to report to the office if they develop COVID-19 Symptoms or test COVID-19 positive.
- 8.6 NMPSIA will coordinate a thorough cleaning of the exposed space before employees are allowed to return to the office, as per CDC guidelines.
- 8.7 Executive Director will notify employees when they may return to the office.
- 8.8 Required NMED Protocol:
On August 5, 2020, NMED filed an emergency amendment requiring employers to report New Diagnosis of COVID-19 cases in the workplace to the NMED Occupational Health and Safety Bureau within four hours of being notified of the case. The initial notification must be sent to NMENV-OSHA@state.nm.us and shall include:
- Establishment name and address,
 - Employer representative name and contact information (phone and email),
 - Number of people employed at the location,
 - Number of employees who tested COVID-19 positive,
 - Date each COVID-19 positive employee was tested,
 - Date and time employer was notified of the COVID-19 positive test(s),
 - Last date each COVID-19 positive employee was in the establishment, and
 - Date each COVID-19 positive employee began Quarantine.

9. ADA REASONABLE ACCOMMODATION RELATED TO COVID-19

If an employee with a disability or medical condition needs a reasonable accommodation related to COVID-19, including, but not limited to, related to COVID-19 risk, COVID-19 Safe Practices required herein, or COVID-19 long-haul syndrome, the employee shall contact their supervisor or Human Resources to initiate the reasonable accommodation process. An employee may request an accommodation verbally or in writing and should indicate that a workplace barrier removal is needed related to a medical condition. A reasonable accommodation can be requested at any time; however, the employee should initiate the reasonable accommodation process as soon as possible so that barrier removal solutions can be explored in a timely manner. (See also Attachment A, Disability Resources.)

10. FAMILY AND MEDICAL LEAVE ACT LEAVE RELATED TO COVID-19

Pursuant to the federal Family and Medical Leave Act (FMLA) of 1993, 29 U.S.C. Section 2601 *et seq.*, as amended, and State Personnel Board Rule 1.7.7.12 NMAC, eligible State employees are entitled to a total of 12 weeks of unpaid, job-protected leave for serious health conditions that make the employee unable to perform the essential functions of the employee's job, and to care for the employee's spouse, domestic partner, child, or parent who has a serious health condition. COVID-19-related health conditions may qualify as serious health conditions under the FMLA. Employees with COVID-19-related health conditions should contact Human Resources to determine if FMLA leave may be available.

11. UPDATES

This Policy and Procedure may be updated and supplemented by additional guidance as circumstances require. Executive Director will provide up-to-date information as it becomes available and encourage

all supervisors to communicate regularly with their teams so that information is distributed and that questions are elevated, and can be answered, quickly.

12. ACKNOWLEDGMENTS

All employees shall receive a copy of this Policy and Procedure in paper or electronic form and acknowledge its receipt.

13. ATTACHMENTS

- Disability Resources
- NMPSIA Covid-19 Mitigation, Self-Screening, and Reporting Policy and Procedure Acknowledgement Form

14. APPROVAL

Approved by:

Executive Director

Date: _____

Attachments:

Disability Resources

COVID-19 and the pandemic has had a unique impact on people with disabilities. To help employers, employees with disabilities, and Human Resources managers understand their rights and obligations, the following State agencies and organizations are available to provide technical assistance, resources, assistive technology, and information.

In addition, the U.S. Equal Employment Opportunity Commission offers answers to frequently asked questions about the workplace, COVID-19, and the rights of people with disabilities. The EEOC's guidance can be found here - <https://www.eeoc.gov/wysk/what-you-should-know-about-covid-19-and-ada-rehabilitation-act-and-other-eeo-laws>.

Southwest ADA Center

Toll-Free: 1-800-949-4232

Fax: 713-520-5785

Email: swdbtac@ilru.org

www.southwestada.org

*The Center is part of the ADA National Network funded by NIDILRR at the U.S. Department of Health & Human Services

NM Governor's Commission on Disability

491 Old Santa Fe Trail

Santa Fe, NM 87501-2753

Phone: 505-476-0412

Toll-free (in State only): 877-696-1470

Fax: 505-827-6328

Email: gcd@state.nm.us

<http://gcd.state.nm.us/>

*Serves NM with local offices in Albuquerque, Santa Fe

NM Commission for the Deaf and Hard of Hearing

505 Marquette Ave. NW, Suite 1550

Albuquerque, NM 87102

Direct Phone: 505-228-7710

Video Phone: 505-435-9319

Toll-free: 800-489-8536

Fax: 505-383-6533

<https://www.cdhh.state.nm.us/>

*Serves NM with local office in Albuquerque, Las Cruces

NM Commission for the Blind

2200 Yale Blvd. SE

Albuquerque, NM 87106

Phone: 505-841-8844

Toll-Free: 888-513-7958

<https://www.cfb.state.nm.us/>

*Serves NM with local offices in Alamogordo, Albuquerque, Farmington, Las Cruces, Las Vegas, Roswell, Santa Fe

NM Human Rights Bureau

The Bureau investigates claims of discrimination, including those based on disability, and provides mediation and training.

Toll Free (in NM): 1-800-566-9471

Phone: 505-827-6838

<https://www.dws.state.nm.us/Human-Rights-Information>

NM Developmental Disabilities Planning Council

**625 Silver Avenue SW, Suite 100
Albuquerque, New Mexico 87102**

Office: 505-841-4519

DDPC

Fax: 505-841-4590

OOG Fax: 505-841-4455

<https://www.nmddpc.com/>

Job Accommodation Network (JAN)

Toll-Free: 800-526-7234

TTY: 877-781-9403

Text: 304-216-8189

www.askjan.org

U.S. Equal Employment Opportunity Commission

Coronavirus and COVID-19 Information

<https://www.eeoc.gov/coronavirus>

New Mexico Public Schools Insurance

COVID-19 MITIGATION, SELF-SCREENING, AND REPORTING POLICY AND PROCEDURE ACKNOWLEDGMENT

I, _____, acknowledge that I have received, reviewed, and understand NMPSIA's COVID-19 Mitigation, Self-Screening, and Reporting Policy and Procedure.

I further acknowledge that it is my responsibility to understand and adhere to the terms of the COVID-19 Mitigation, Self-Screening, and Reporting Policy and Procedure and that if I violate any of its provisions or requirements I may be subject to disciplinary action, up to and including dismissal.

Employee Signature: _____

Date: _____



New Mexico
Public Schools
Insurance Authority

NEA-NM 2021 Delegate Council

RICHARD VALERIO
EXECUTIVE DIRECTOR

KATHERINE CHAVEZ
BENEFITS OPERATIONS & WELLNESS MANAGER

ABOUT NMPSIA

The New Mexico Public Schools Insurance Authority (NMPSIA) was created by the NM Legislature in 1986 to serve as a purchasing agency for public school districts, post-secondary educational entities and charter schools. Through NMPSIA, member schools are afforded the opportunity to offer quality employee benefit and risk coverages.

Purpose of act. 22-29-2.

The purpose of the Public School Insurance Authority Act is to provide comprehensive core insurance programs, including reimbursement coverage for the costs of providing due process to students with disabilities, for all participating public schools, school board members, school board retirees and public school employees and retirees by expanding the pool of subscribers to maximize cost containment opportunities for required insurance coverage.

Authority created. 22-29-4

There is created the "public school insurance authority", which is established to provide for group health insurance, other risk-related coverage and due process reimbursement with the exception of the mandatory coverage provided by the risk management division on the effective date of the Public School Insurance Authority Act.

NMPSIA Today

• School Districts

- 88 Mandatory (*Excludes APS*)

• Charter Schools

- 98 Mandatory

• 26 Educational Entities

- 26 (*Optional*)

• Monthly Membership

- 58,860 Employees and Dependents
 - (26,191 Employees)



• Staff

- 11 FTE

• Board of Directors

- 11 Board Members
 - Governor Appointees
 - Alfred Park, President
 - Denise Balderas
 - Sammy J. Quintana
 - New Mexico Association of School Business Officials
 - Chris Parrino, Vice President
 - School Boards Association
 - Pauline Jaramillo, Secretary
 - Public Education Commission
 - K.T. Manis
 - NEA-NM
 - Bethany Jarrell
 - David Martinez, Jr.
 - AFT-NM
 - Tim Crone
 - Superintendents' Association
 - Daniel Benavidez
 - Educational Entities at Large
 - Trish Ruiz

NMPSIA offers the following benefits:

Self Insured Medical Options



BlueCross BlueShield
of New Mexico

 **PRESBYTERIAN**



Self-insured Prescription Drug Coverage




Self-insured High & Low Option Dental Plans

UNITED CONCORDIA®



Fully insured Vision Plan



- Includes discounts for Lasik and hearing aids  **DavisVision™**
- Supports student vision program for children enrolled in school – eye exams and eye glasses at no charge <https://nmpsia.com/DV.html>

Fully insured Life & Disability Plan

Customer Service

- Claim Issues
- Benefit Inquires
- Appeals

Robust Wellness & Well-Being Program

- Recently implemented Fitness Pass Program (discounted gym membership)
- Assistance with Wellness & Well-Being Strategic Plan  
- Assistance and support for scheduling health and wellness events and onsite activities

Benefits Administration Training – NMPSIA 101



- Support with enrollment, billing and payment
- COBRA administration

NMPSIA offers a Program Guide & Medical Plan Side-By-Side Comparison to keep all members informed.

Visit <https://nmpsia.com> to access all information

2022 Open/Switch Enrollment

October 1, 2021 – November 12, 2021

- This is your opportunity to enroll in medical, dental or vision benefits, or switch your benefit plans.
- Carrier sessions are scheduled below to answer your benefit questions.
- **When:**

Nov 10, 2021 03:00- 4:30 PM Mountain Time (US and Canada)

- **How:**
Please click the link below to join **ANY** of the scheduled dates:
<https://us02web.zoom.us/j/84473840011?pwd=SDhTZ0g1c2pnVmVoU3BvNmww1TVpIzZ09>
- **Passcode: 786418**



Medical Claims Summary

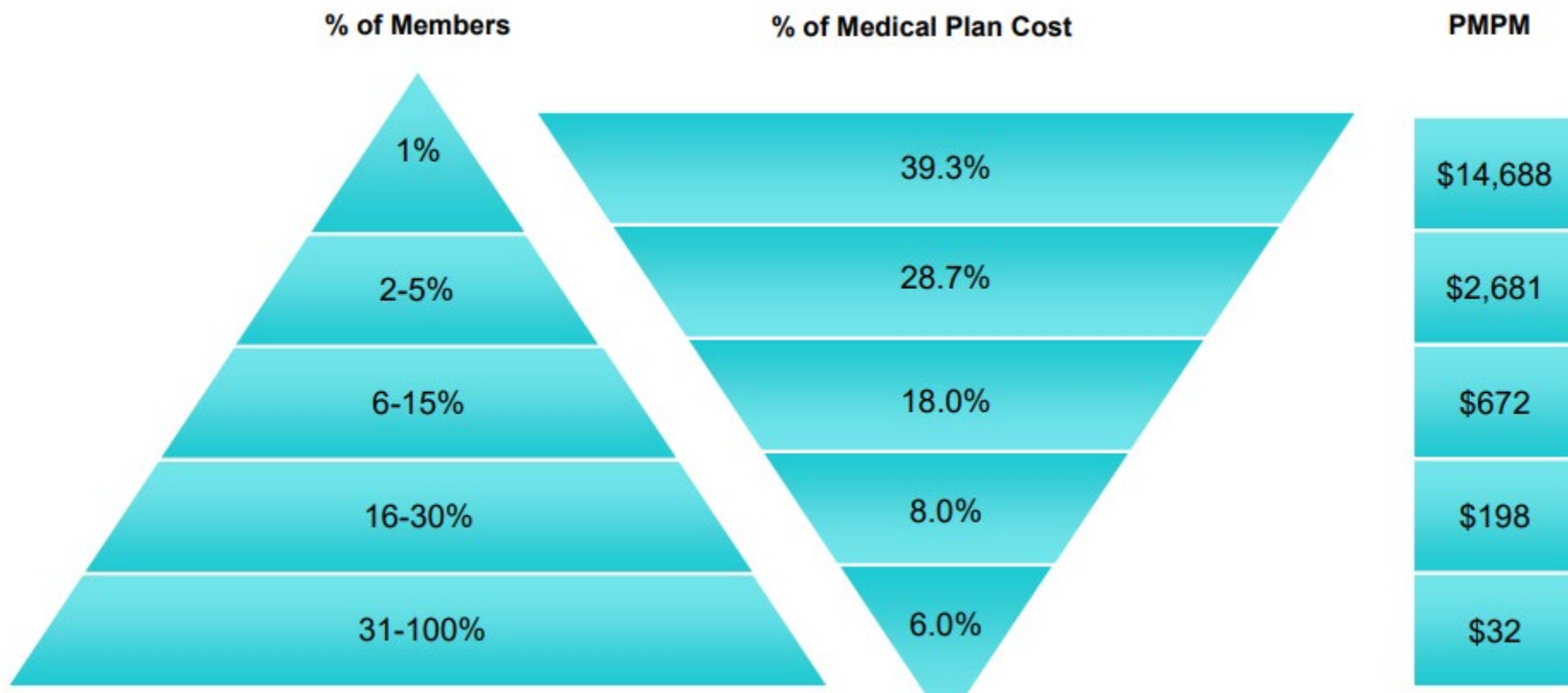
Current: Jan 2020 – Dec 2020

Prior: Jan 2019 – Dec 2019

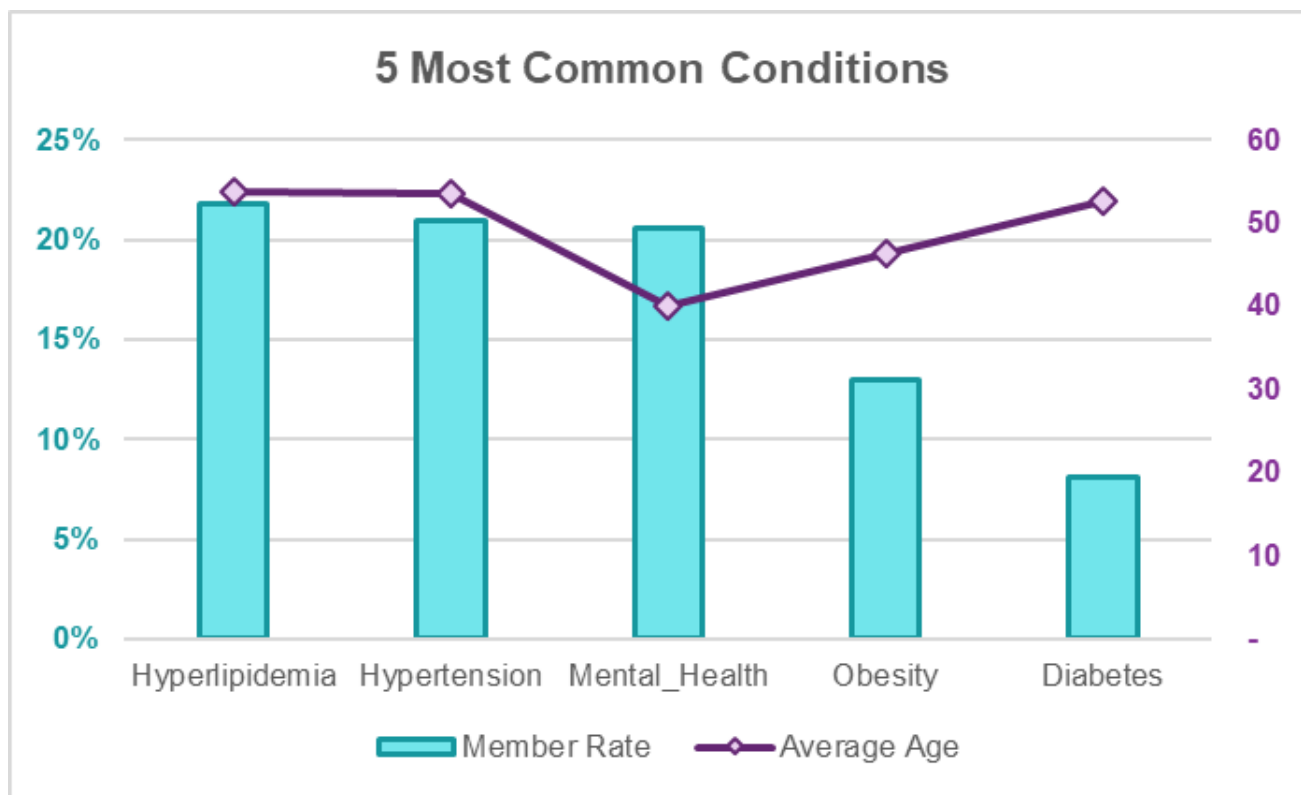
Place of Service	Current Period			Prior Period			% Change in PMPM
	Total Paid Amount	Total Paid PMPM	% of Total	Total Paid Amount	Total Paid PMPM	% of Total	
Outpatient Hospital ¹	\$81,480,776	\$143.78	26.1%	\$87,966,800	\$153.77	26.9%	-6.5%
Inpatient Hospital	\$65,705,260	\$115.94	21.0%	\$71,273,351	\$124.59	21.8%	-6.9%
Professional	\$44,303,425	\$78.18	14.2%	\$45,772,002	\$80.01	14.0%	-2.3%
Emergency Room	\$24,332,294	\$42.94	7.8%	\$28,521,244	\$49.86	8.7%	-13.9%
Urgent Care	\$962,873	\$1.70	0.3%	\$977,346	\$1.71	0.3%	-0.5%
Drugs (Medical Benefit)	\$20,861,479	\$36.81	6.7%	\$22,967,682	\$40.15	7.0%	-8.3%
All Others ²	\$6,282,452	\$11.09	2.0%	\$6,015,121	\$10.51	1.8%	5.4%
Total Medical	\$243,928,559	\$430.43	78.1%	\$263,493,547	\$460.60	80.7%	-6.5%
Total Rx³	\$68,550,634	\$120.96	21.9%	\$62,945,227	\$110.03	19.3%	9.9%
Total Paid	\$312,479,193	\$551.39	100.0%	\$326,438,774	\$570.63	100.0%	-3.4%
Member Paid	\$41,959,801	\$74.04	13.4%	\$47,566,411	\$83.15	14.6%	-11.0%
Plan Paid	\$270,519,392	\$477.35	86.6%	\$278,872,363	\$487.48	85.4%	-2.1%

- Approximately 85% of NMPSIA members reside in rural communities outside of Albuquerque (lesser provider and hospital competition; higher costs to recruit and retain healthcare professionals). Providers attempt to make up for lower Medicare and Medicaid reimbursement rates.
- Total Medical Per Member Per Month (PMPM) decreased 6.5% when comparing calendar year 2019 to 2020 incurred claims.
- Emergency Room claims had the highest decrease at 13.9%, likely driven by COVID-19 reduction in overall utilization.
- Outpatient Hospital claims represent about more than 25% of the total medical allowed and saw a decrease of 6.5% from the prior period.
- Inpatient Hospital claims saw a significant decrease of 6.9% on a PMPM basis. This is driven by a decrease in Inpatient Admissions.
- Increases for ambulance costs drove the trend for All Others.
- Rx costs continue a steady increase; nearly 10% on a PMPM basis and is driven by costs of drugs utilized.

Distribution of Plan Paid Claims



Common Conditions



Cost Saving Measures



- Disease management, care management and behavioral health programs available through all medical carriers at no additional cost to the member.
- Statewide mental wellness initiative through Blue Cross Blue Shield and EVERFI.
 - Access to all New Mexico schools for implementation in middle or high school. Enrollment in a NMPSIA medical plan is not required.
 - Unlimited access to all New Mexico educators & administrators - beginning July 2021
- Diabetes management, blood pressure management and weight management programs recently implemented through Livongo at no cost to the member.
 - Bluetooth and cellular connected blood sugar meters, blood pressure monitors, and connected scales issued to participating members.
 - Unlimited strips and lancets for diabetics.
 - One-on-one coaching, real-time tips, and community support via mobile application.
- Pulmonary remote monitoring program implemented through Express Scripts.
 - Bluetooth connected inhalers prescribed to participating members to track and monitor inhaler usage.
 - Access to private and personalized clinical consultations.
- SafeGuardRX and Clinical savings programs through Express Scripts.
 - Prior authorization, drug quantity management, step therapy, etc. saving over \$12 million annually.

COVID-19

- In response to Governor Michelle Lujan Grisham's March 11 declaration of a public health emergency, Superintendent of Insurance Russell Toal issued an emergency rule prohibiting health insurers from imposing cost sharing, including copays, coinsurance and deductibles, for testing and health care services related to COVID-19. The rule also covers pneumonia, influenza, or any disease or condition that is the subject of a public health emergency.
 - Emergency rule does not apply to self-insured governmental insurance pools.
 - NMPSIA and the Interagency Benefits Advisory Committee (NM Retiree Healthcare Authority, General Services, Albuquerque Public Schools) opted in to cover the cost of testing and treatment for COVID-19 at no cost-sharing to the member.

Direct Costs *Due to Testing, Treating, and Vaccination for COVID-19*

	Paid through 3/31/2021	Estimated Remaining	Total
	Total Plan Paid	Total Plan Paid	Total Plan Paid
Testing	\$3,700,000	\$1,604,000	\$5,304,000
Direct Treatment all DXs	\$9,962,000	\$4,257,000	\$14,219,000
Vaccine Administration ¹	\$413,000	\$858,000	\$1,271,000
Suspected Exposure Costs	\$3,133,000	\$552,000	\$3,685,000
Total	\$17,208,000	\$7,271,000	\$24,479,000

Premium Rate Increases Employee Benefits Fund

Plan Year	Rate Increase
2014-2015	Medical 1.5%
2015-2016	Medical 4.0%
2016-2017	Medical High Option 8.30% Medical Low Option 7.15%
2017-2018	Medical High Option/HMO 3.98% Medical Low Option 1.82%
2018-2019	Medical High Option/EPO 4.0% Medical Low Option -0.7%
2019-2020	Medical High Option/EPO 5.9% Medical Low Option 3.1% Dental 5.0%
2020-2021	Medical High Option/EPO 6.0% Medical Low Option 2.1%
2021-2022	Medical High Option/EPO 6.0% Medical Low Option 3.6%
2022-2023	Medical Blended 9.4% (Anticipated)

FY22 Premium Changes and Impact on Monthly Employee Contributions

- 6.0% increase in monthly payroll deduction for High and EPO Options
- 3.6% increase in monthly payroll deduction for Low Option
- Effective **October 1, 2021** (deductions taken in September)

		Salary less than \$15,000	Salary \$15,000 to \$19,999	Salary \$20,000 to \$24,999	Salary \$25,000 and over
BCBSNM High Option	Single	\$11.49	\$13.78	\$16.08	\$18.38
	Family	\$29.18	\$35.01	\$40.85	\$46.68
BCBSNM Low Option	Single	\$5.09	\$6.11	\$7.13	\$8.14
	Family	\$12.93	\$15.52	\$18.10	\$20.69
BCBSNM EPO Option	Single	\$10.34	\$12.40	\$14.47	\$16.54
	Family	\$26.26	\$31.51	\$36.76	\$42.01
Cigna High Option	Single	\$10.97	\$13.16	\$15.35	\$17.55
	Family	\$28.38	\$34.05	\$39.73	\$45.40
Cigna Low Option	Single	\$4.88	\$5.86	\$6.84	\$7.81
	Family	\$12.63	\$15.16	\$17.69	\$20.21
Presbyterian High Option	Single	\$9.29	\$11.15	\$13.00	\$14.86
	Family	\$26.01	\$31.21	\$36.41	\$41.61
Presbyterian Low Option	Single	\$4.12	\$4.94	\$5.76	\$6.59
	Family	\$11.53	\$13.83	\$16.14	\$18.44

Subject to change after rounding of employee and district contribution rates.

Risk Program

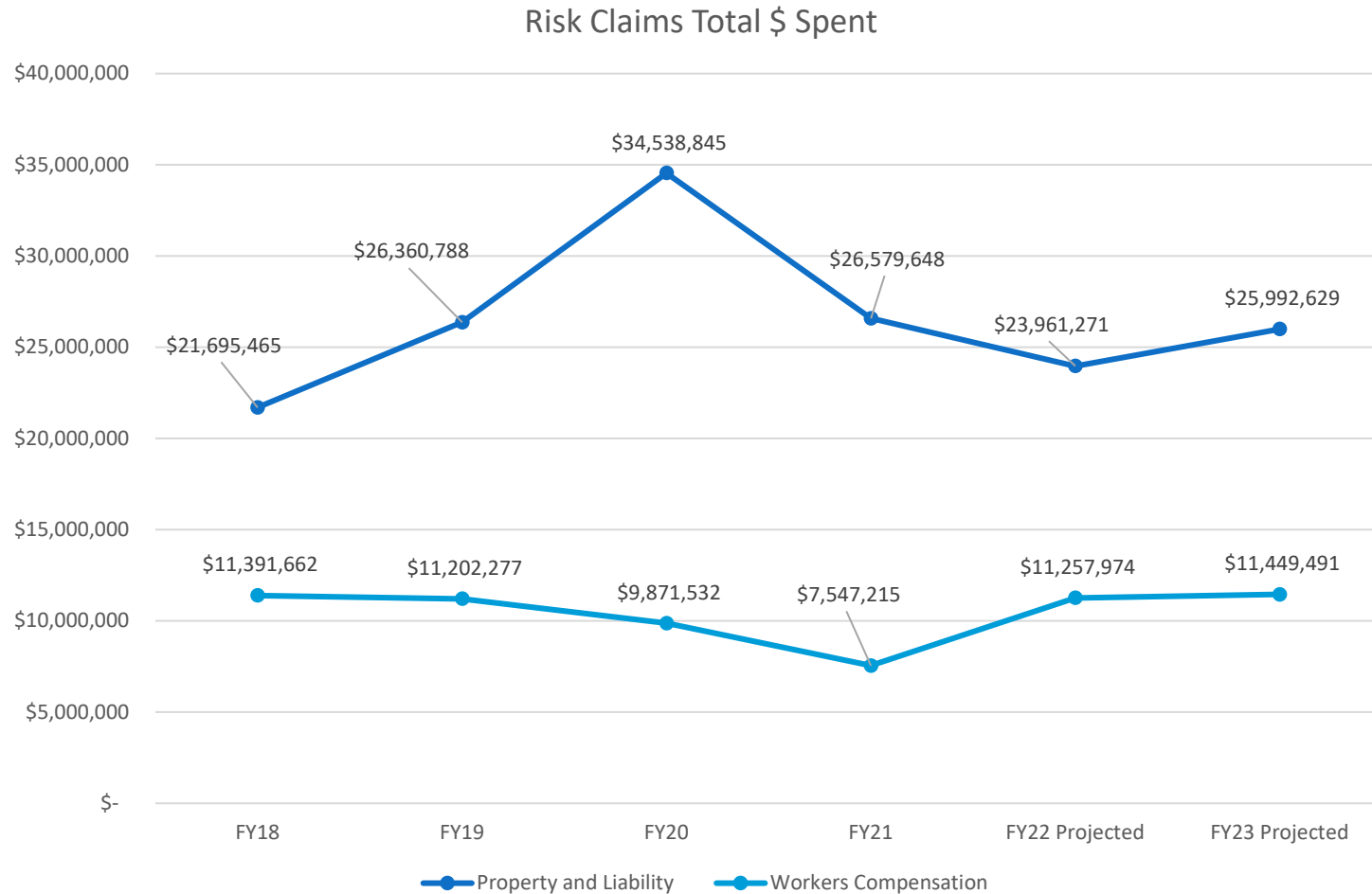
Property:

- Property deductible is \$1.0 million. \$2.5 million for wind and hail; \$750 Million in Insured limits Per Occurrence subject to sub-limits such as Flood and Earthquake: \$100 Million Annual Aggregate; \$800 Million in Terrorism Limits
- Crime Limit is \$2,250,000 Per Occurrence
- Assets insured are approximately \$26 Billion
- \$17 Billion are Frame/Stucco construction, the most flammable type of construction
- 60% of properties are located in Protection Class 9 or 10, 10 being the worst protection class
- 60% of properties are located in 100 Year Flood zones
- The property rate has increased only .021 per \$100 dollars of values since 1991

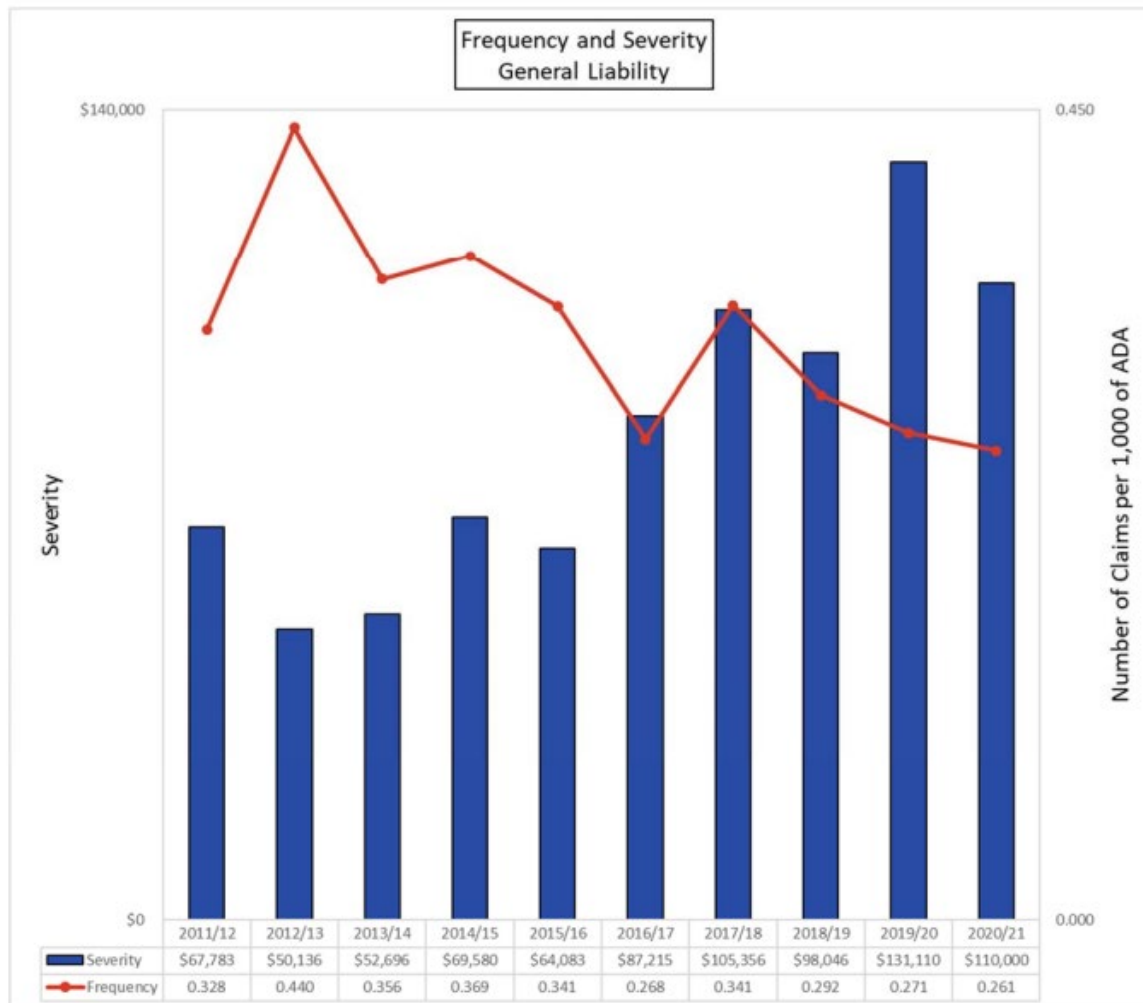
Liability and Workers' Compensation:

- Liability deductible is \$1.0 million each occurrence. \$2.0 million for sexual molestation and abuse claims.
- Workers' Compensation deductible is \$2.5 million.
- There are no Tort Claims Act Limit protections for Independent School Bus Contractors and suits that are filed in federal court
- 44,000 employees
- \$2.0 Billion in payroll
- 325,000 students
- 44,000 school athletic participants
- 9,000 volunteers
- 9,300 vehicles including buses

Risk Claims

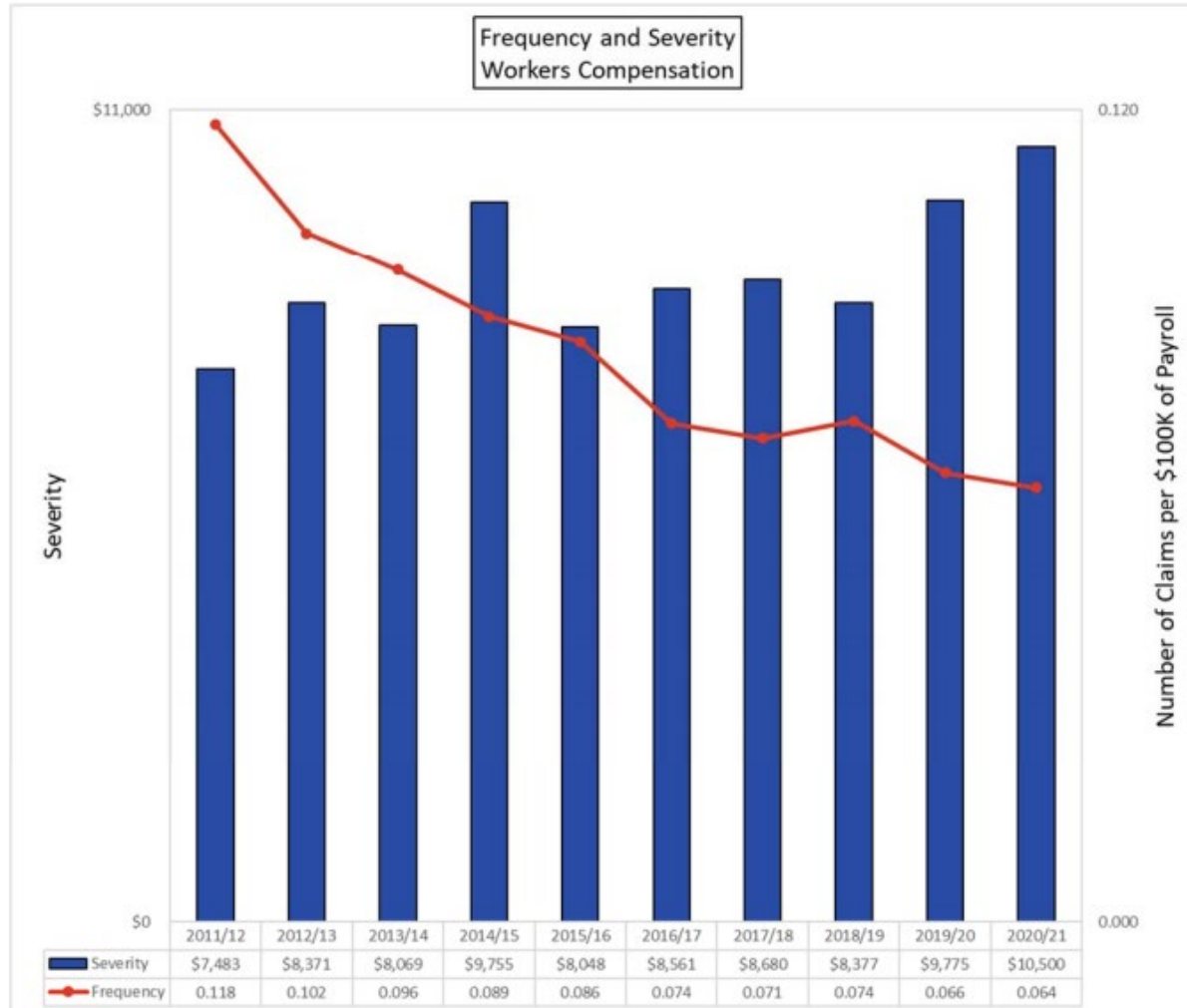


Frequency & Severity Trends



Over the past several years, claim frequency and severity have exhibited volatility, although decreasing frequency and increasing severity trends are apparent in the more recent policy periods.

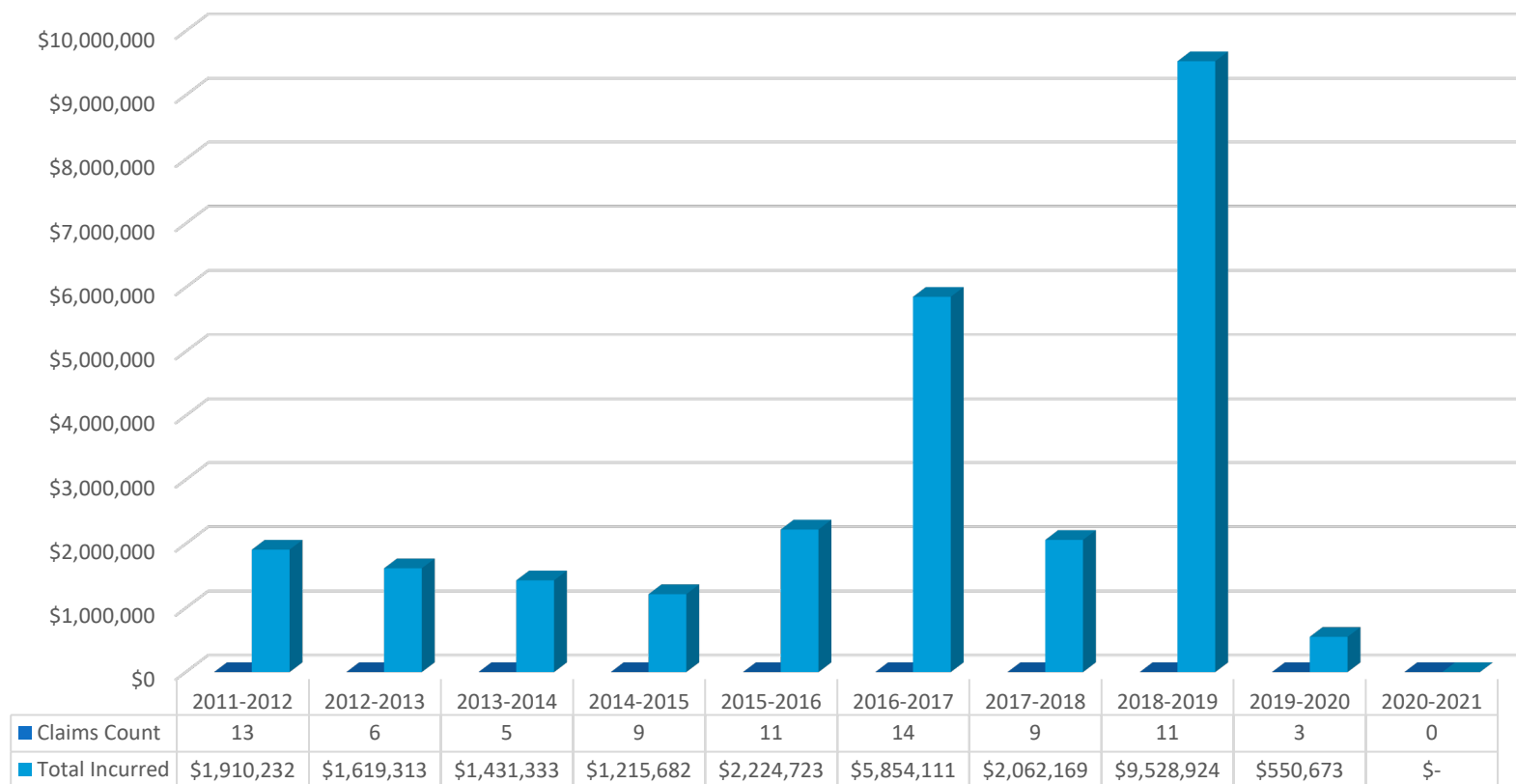
Frequency & Severity Trends



Over the past several years, claim frequency has been steadily decreasing while claim severity had leveled off in the past several years until an increase in the most recent policy periods.

Risk Fund Cost Drivers

Sexual Molestation/Inappropriate Touching Claims

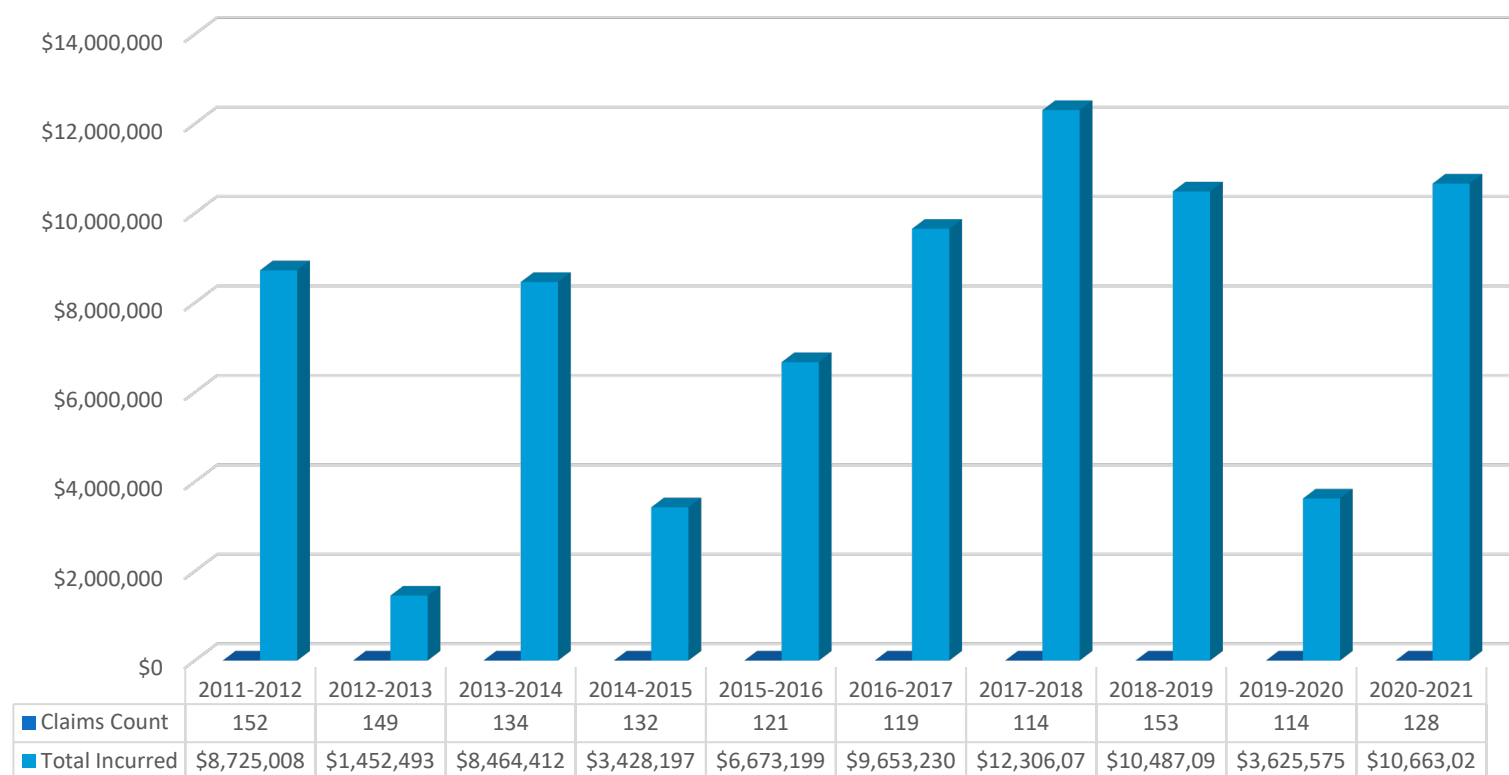


Note: The incurred amount for the 2020-2021 policy year is immature.

Risk Fund Cost Drivers

Property Losses

Property Claims & Expense



Loss Prevention Programs

- **NMPSIA Loss Prevention Program**

- Established through NMAC 6.50.12 with the objective of reducing claims and costs.
- Facilitated through contractual arrangement between NMPSIA and Poms & Associates.



- **Programs**

- **Ergonomics**

Objective: Reduce the frequency and severity of costly soft tissue injuries by school employees.

- **Threat Assessment and Active Shooter**

Objective: Reduce the probability of an incident of multiple victim school violence.

- **Employment Practices Policy and Consulting**

Objective : Reduce the number of employment practices claims (wrongful termination, violation of contract).

- **Technical Assistance Program for Special Education**

Objective: Reduce the number of IDEA (Individual with Disabilities in Education) Due Process and Litigation claims.

- **On-site School Facility Audits**

Objective: Reduce the frequency of Worker's Compensation, Liability and Property Claims.

- **Identifying a Predator Training**

Objective: Reduce the number of sexual molestation claims in NM public Schools.

- **Bullying Prevention Training and Sustainable Policy Development Consulting**

Objective: To assist schools with understanding of the issues and development of policies addressing bullying.

- **Armed School Employees**

Objective: To assist schools with an understanding of the relevant statutes, policies, procedures and liabilities necessary to make informed judgements regarding arming employees. To assist with appropriate training necessary to reduce potential wrongful death claims

- **Anonymous Reporting System**

Objective: To provide an anonymous reporting system to report inappropriate behavior, to prevent gun violence (and other forms of violence and victimization) BEFORE it happens by educating and mobilizing youth and adults to identify, intervene and get help for at-risk behaviors.

Premium Rate Increases Risk Fund

Plan Year	Rate Increase
2014-2015	7.31%
2015-2016	11.28%
2016-2017	5.14%
2017-2018	0.02%
2018-2019	3.90%
2019-2020	2.53%
2020-2021	No Increase
2021-2022	4.57%
2022-2023	4.57% (Anticipated)



New Mexico
Public Schools
Insurance Authority

Instant Recess!



A 3x3 grid of nine images showing a giant yellow rubber duck in various poses and locations. The duck is numbered 1 through 9. The images show the duck from different angles, floating in water, and being seen from a distance. A watermark '@emojisbook' is visible in the middle-right image.

22

Wellness & Well-Being Program Initiatives



New Mexico
Public Schools
Insurance Authority



Available to members enrolled in NMPSIA medical

24/7 Nurse Advice Line & Virtual Health Video Visits
Behavioral Health Programs

(virtually or face-to-face)

Diabetes Supplies from Approved Formulary

Free Digital Health Management Programs

Diabetes, Hypertension, Asthma and Weight
Management

Tobacco Cessation Programs

Weight Management & Chronic Disease Programs

\$0 for Annual Preventative Wellness Visits

\$0 for 1st Mammogram or Colonoscopy of the Year



Wellness & Well-Being Program Initiatives, cont'd



New Mexico
Public Schools
Insurance Authority



For all NMPSIA members

Behavioral Health Programs

Resiliency Program

Customized Wellness Plan

Incentive & Rewards Programs

Mindfulness Based Stress Reduction Programs

Monthly Communication & Topics

Webinars

Self-Directed Courses & Self-Help Tools

Wellness Challenges

Wellness Ambassador Program





Behavioral Health Resources



Review 2021 Program Guide • Health Plan Benefits Summary

Visit <https://nmpsia.com/>

BlueCross BlueShield of NM (BCBSNM)

For Outpatient Services related to Behavioral Health and Alcoholism and /or Substance Abuse, call 1-888-898-0070

Video Visit – MD Live \$0 copay <https://www.bcbsnm.com/nmpsia>

Cigna

Contact 1.800.244.6224 or <https://my.cigna.com/web/public/guest> for in-network providers

Presbyterian Health Plan (PHP)

For Outpatient Services related to Behavioral Health and Alcoholism and /or Substance Abuse, call (505) 923-5470 or 1-800-453-4347

Talk Space Messaging Therapy \$0 copay

Go to www.talkspace.com/php to access the program

On to Better health – Virtual Therapy Session \$0 copay www.ontobetterhealth.com/php

NM Connect Crisis and Access Line – open to anyone at anytime – no cost

24/7/365 1-855- NM Crisis (662-7474) <https://nmcrisisline.com/>



New Mexico
Public Schools
Insurance Authority



410 Old Taos Highway

Santa Fe, New Mexico 87501

Phone: 505.988.2736/1.800.548.3724

Fax: 505.983.8670

Website: nmpsia.com

Questions???

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Public Schools Insurance Authority



Board Meeting

Fiscal Year 2022

October 2021 Financial Reports

December 02, 2021

NM Public Schools Insurance Authority
Statement of Revenues and Expenditures - Employee Benefits Fund
From 10/1/2021 Through 10/31/2021

	Prior Year Current Period Actual	Current Period Actual	Current Period % Change	Prior Year Actual	Current Year Actual	Current Year % Change
Revenue						
Premiums (Health Insurance Assessments)	26,968,060.45	27,613,008.76	2.39	104,734,994.51	107,032,079.11	2.19
Interest Income (Wells Fargo, LGIP)	7,284.91	3,223.35	(55.75)	35,236.53	14,648.71	(58.43)
Investment Income (SIC)	(283,431.45)	830,782.62	(393.12)	1,004,028.70	671,278.41	(33.14)
Miscellaneous Income (Rx Rebates, Penalties, Subros, Etc)	0.00	0.00	0.00	0.00	1,000.00	100.00
Total Revenue	26,691,913.91	28,447,014.73	6.58	105,774,259.74	107,719,006.23	1.84
Expenditures						
Medical Claims Expense	23,986,055.60	22,280,094.75	(7.11)	76,235,596.35	89,842,719.40	17.85
Prescription Claims Expense	2,574,348.60	2,826,900.71	9.81	14,820,822.13	15,539,963.65	4.85
Dental Claims Expense	920,201.49	948,794.90	3.11	4,580,311.29	4,491,845.77	(1.93)
Premiums (Life, Vision)	1,016,579.40	1,036,342.55	1.94	4,102,061.76	4,171,201.05	1.69
Claims Administration Fees (Medical, Dental, Rx)	1,405,630.29	1,471,256.42	4.67	5,552,200.49	6,019,962.35	8.42
Contractual Services (Erisa, Segal, Legal, Etc)	202,412.12	200,877.75	(0.76)	897,644.14	920,158.51	2.51
Other Expenses	0.00	0.00	0.00	52.14	0.00	(100.00)
Transfer to Program Support	58,375.00	59,166.00	1.36	233,500.00	236,672.00	1.36
Total Expenditures	30,163,602.50	28,823,433.08	(4.44)	106,422,188.30	121,222,522.73	13.91
Net Revenue & Expenditures	(3,471,688.59)	(376,418.35)	(89.16)	(647,928.56)	(13,503,516.50)	1,984.11

NM Public Schools Insurance Authority
Statement of Revenues and Expenditures - Risk Fund
From 10/1/2021 Through 10/31/2021

	Prior Year Current Period Actual	Current Period Actual	Current Period % Change	Prior Year Actual	Current Year Actual	Current Year % Change
Revenue						
Premiums (Risk Insurance Assessments)	6,922,434.00	7,246,967.00	4.69	27,689,758.00	28,951,138.00	4.56
Interest Income (Wells Fargo, LGIP)	16,831.67	8,994.38	(46.56)	69,837.12	33,291.05	(52.33)
Investment Income (SIC)	(120,876.28)	353,680.17	(392.60)	427,996.63	286,187.83	(33.13)
Total Revenue	6,818,389.39	7,609,641.55	11.60	28,187,591.75	29,270,616.88	3.84
Expenditures						
Property - Liability Claims Expense						
Property Claims	1,307,289.38	1,135,672.05	(13.13)	3,344,833.15	2,275,199.89	(31.98)
Liability Claims	997,737.85	519,233.25	(47.96)	3,133,270.65	11,662,443.68	272.21
P-L Provisions for Losses	(249,702.94)	10,500,734.03	(4,305.29)	14,503,076.17	1,124,225.62	(92.25)
P-L Excess Recoveries	(430,863.96)	(411,140.63)	(4.58)	(668,007.73)	(5,864,417.08)	777.90
Total Property - Liability Claims Expense	1,624,460.33	11,744,498.70	622.98	20,313,172.24	9,197,452.11	(54.72)
Workers' Compensation Claims Expense	551,302.29	1,835,468.70	232.93	3,264,943.48	3,762,863.69	15.25
Property Excess Coverage Premium	2,114,445.00	2,374,974.00	12.32	8,457,787.00	9,499,890.00	12.32
Liability Excess Coverage Premium	1,437,243.00	1,622,917.00	12.92	5,748,972.00	6,491,664.00	12.92
Workers' Compensation Excess Coverage Premium	49,432.00	39,098.00	(20.91)	197,738.00	155,983.00	(21.12)
Student Catastrophic Insurance Premium	19,949.00	18,092.00	(9.31)	59,848.77	72,373.47	20.93
Equipment Breakdown Insurance Premium	27,585.00	31,280.00	13.39	110,354.60	125,132.60	13.39
Property - Liability Claims Administration Fees	88,095.73	91,147.15	3.46	352,382.86	364,588.60	3.46
Workers' Compensation Claims Administration Fees	97,306.90	100,680.78	3.47	389,227.61	402,723.12	3.47
Contractual Services (Erisa, Poms, CCMSI, Legal, Etc)	242,847.03	212,062.69	(12.68)	1,926,510.78	1,945,525.34	0.99
Transfer to Program Support	58,375.00	59,158.00	1.34	233,500.00	236,636.00	1.34
Total Expenditures	6,311,041.28	18,129,377.02	187.26	41,054,437.34	32,254,831.93	(21.43)
Net Revenue & Expenditures	507,348.11	(10,519,735.47)	(2,173.47)	(12,866,845.59)	(2,984,215.05)	(76.81)

NM Public Schools Insurance Authority
Statement of Revenues and Expenditures - Program Support Fund
From 10/1/2021 Through 10/31/2021

	Prior Year Current Period Actual	Current Period Actual	Current Period % Change	Prior Year Actual	Current Year Actual	Current Year % Change
Revenue						
Transfers from Other Funds (Benefits, Risk)	116,750.00	118,324.00	1.35	467,000.00	473,308.00	1.35
Total Revenue	116,750.00	118,324.00	1.35	467,000.00	473,308.00	1.35
Expenditures						
Contractual Services (Professional, Audit, Legal, Etc)	3,175.83	2,696.82	(15.08)	35,091.30	34,253.70	(2.39)
Other Expenses (Travel, Maint., Supplies, Utilities, Etc.)	16,148.29	21,754.35	34.72	38,362.37	41,141.50	7.24
Per Svc/Ben (Salaries, Fringe Benefits)	91,418.95	97,815.67	7.00	325,573.49	393,613.09	20.90
Total Expenditures	110,743.07	122,266.84	10.41	399,027.16	469,008.29	17.54
Net Revenue & Expenditures	6,006.93	(3,942.84)	(165.64)	67,972.84	4,299.71	(93.67)

NM Public Schools Insurance Authority

Balance Sheet

As of 10/31/2021

	Program Support	Employee Benefits	Risk	Total
ASSETS				
Cash (Wells Fargo/State Treasurer)	699,747.97	1,458,386.77	1,006,380.25	3,164,514.99
Short-term Investments (LGIP)	0.00	21,619,611.87	93,543,964.02	115,163,575.89
Long-term Investments (SIC)	0.00	27,241,243.72	11,616,494.02	38,857,737.74
Receivables (LGIP Int., W/C Excess Carrier)	0.00	2,531.93	17,725,038.31	17,727,570.24
Prepaid Premiums (Risk Excess Coverage)	0.00	0.00	32,690,888.00	32,690,888.00
Other Assets (Deposits, Furniture, Fxtures, Equip., Etc)	256,310.13	64,618.15	320,618.16	641,546.44
Total ASSETS	956,058.10	50,386,392.44	156,903,382.76	208,245,833.30
LIABILITIES				
Accounts Payable (Admin Fees)	2,487.82	1,436,275.37	403,890.62	1,842,653.81
Case Reserves (P/L, W/C)	0.00	0.00	37,602,588.58	37,602,588.58
IBNR (Incurred But Not Reported)	0.00	22,924,224.00	49,181,129.00	72,105,353.00
Claims Payable (Medical, Dental, P/L, W/C)	0.00	7,863,592.63	304,397.27	8,167,989.90
Deferred Revenue (Self-Pays, P/L, W/C Premiums)	0.00	15,748.91	57,975,736.00	57,991,484.91
Other (Payroll Taxes, Benefits, Compensated Absences Payable)	243,241.34	0.00	0.00	243,241.34
Total LIABILITIES	245,729.16	32,239,840.91	145,467,741.47	177,953,311.54
FUND EQUITY				
Beginning Fund Equity	706,029.23	31,650,068.03	14,419,856.34	46,775,953.60
Net Revenue & Expenditures (Year-to-Date)	4,299.71	(13,503,516.50)	(2,984,215.05)	(16,483,431.84)
Total FUND EQUITY	710,328.94	18,146,551.53	11,435,641.29	30,292,521.76