DATE: June 12, 2015

TO: NMSU Employees

FROM: Chancellor Garrey Carruthers and Provost Dan Howard

SUBJECT: Mandatory Family & Medical Leave Act Online Training

New Mexico State University is committed to a culture of compliance. In response to recent clarifications to employer responsibilities under the Family and Medical Leave Act (FMLA), NMSU is updating relevant policies and procedures and providing the opportunity to ensure employees have the requisite knowledge of their rights under the law. To this end, all NMSU employees will be required to participate in a mandatory training on this topic.

FMLA training is a requirement for student employees, faculty and staff and must be completed by Oct. 1, 2015. It should take no longer than 15 minutes to view and will include contact information for NMSU’s Human Resource Services, Benefit Services, as well as informative government resources.

You will receive a system generated message, no later than June 19, 2015, confirming your automatic enrollment in the online training program and instructions on how to complete the training. Information about the online compliance training program is available at http://training.nmsu.edu/2015-compliance-training. If you do not have access to a computer, we encourage you to speak with your supervisor about the best way for you to complete this training.

By completing this course, you are not only fulfilling an employment requirement, you are taking an important step toward understanding your rights and responsibilities as an NMSU employee.

For additional information, please visit the Human Resource Services, benefits website at http://benefits.nmsu.edu/leave-holidays/fmla/.

Garrey Carruthers, Ph.D.
Chancellor
Office of the President
New Mexico State University
MSC 3Z
P. O. Box 30001
Las Cruces, NM 88003-8001
575-646-2036

New Mexico State University ~ All about Discovery!