The State of New Mexico has generous benefit options including:

- Medical, Dental and Vision Insurance
- Retirement (PERA) & Deferred Compensation
- Flexible Spending and Transportation Benefit
- Life Insurance and Supplemental Life Insurance
- Holidays
- Annual, Sick and other types of Leave
- Short & Long Term Disability
- Employee Assistance Program (EAP)
- Wellness
The State of New Mexico provides a competitive employee benefit package that includes: Employer-paid medical insurance contributions, pension contributions, paid leave allowances for vacation days, sick days, and paid holidays.

Additionally, State employees may take advantage of a Section 457, Deferred Compensation Plan that allows for contributions to a tax-deferred savings program that can be used to supplement their retirement plan.
As a new employee you are required to complete an *online enrollment form* within 31 days of your hire, regardless of whether or not you are participating in the NM State Benefits Plan.

Visit [www.mybenefitsnm.com](http://www.mybenefitsnm.com) to complete the online enrollment form and to discover the Group Benefits Plan options.
Erisa Administrative Services, Inc. (Erisa) is the State’s Third Party Administrator. They provide benefits administration to all plan participants, and offer knowledgeable staff to answer your questions.

**Administrative Office:**
Erisa Administrative Services, Inc.
• Albuquerque: (505) 244-6000  
  • Toll free: (855) 618-1800  
  • Fax: (505) 244-6009

- The State’s General Services Department Risk Management Division, Employee Benefits Bureau (EBB), is responsible for the procurement and oversight of employee benefits - including Medical, Pharmacy, Dental, Vision, Short & Long Term Disability, and Life Insurance.

- For eligible employees paid on a bi-weekly basis, medical, dental and vision insurance coverage will be effective on the first day of the third pay period following their date of employment.

- Pay periods begin on Saturday.
Options at a Glance

Blue Cross and Blue Shield of New Mexico

EXPRESS SCRIPTS®

PRESBYTERIAN

DELTA DENTAL®

DAVISVISION®

MINNESOTA LIFE | SECUIRIAN®
PERA is a defined benefit plan. That means both you and your employer contribute a certain percentage (you from your salary, employer from its funds) towards your retirement.

Benefits are paid when certain age and service credit eligibility requirements are met, regardless of the amount of member contributions paid into the plan. Your benefit will also increase if you are eligible for a Cost-of-Living Adjustment (COLA).
PERA administers two tiers of benefits:

TIER 1 – you are in tier 1 if you are hired for the first time on or before June 30, 2013; had member contributions on account as of June 30, 2013; were retired as of June 30, 2013.

TIER 2 – you are in tier 2 if you were a new member hired on or after July 1, 2013.

* Different plan benefits are applied to each tier.
* Beyond normal retirement requirements PERA also provides benefits for members who must leave service before retirement age because of a disability.

Save a little more with the DEFERRED COMPENSATION visit: [http://www.nmpera.org/deferred-compensation](http://www.nmpera.org/deferred-compensation)
MEMBERSHIP REQUIRED: All employees of an affiliated public employer are required to be members of PERA, except for those employees excluded by statute. Except in the case of elected officials who file with the association a written application for exemption from membership using the form prescribed by the association within twenty-four (24) months of taking office as provided in paragraph 4 of subsection B of 2.80.400.10 NMAC, within thirty (30) days of hire, job change, or change to a part-time, seasonal or student employee, employers shall file with PERA an executed PERA membership application form or PERA exclusion from membership form on all employees.

[12-15-99; 2.80.400.40 NMAC - Rn, 2 NMAC 80.400.40, 12-28-00; A, 12-28-01; A, 8-31-04]
The State of New Mexico offers leave benefits which allow employees to take time off from work.

- 10 paid Holidays per year
- Annual Leave
- Sick Leave
- Bereavement Leave
- Civic Duty
- Military Leave
- Family Medical Leave (FMLA)
- Administrative Leave
- Educational Leave
- Personal Leave Day
# Paid Holidays & Holiday Pay

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>Monday, January 1</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Birthday</td>
<td>Monday, January 15</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 28</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Wednesday, July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 3</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Monday, October 8</td>
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<tr>
<td>Veterans' Day</td>
<td>Monday, November 12</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thursday &amp; Friday, November 22-23</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Tuesday, December 25</td>
</tr>
</tbody>
</table>

*Please refer to your Human Resources for more details.*
Annual Leave is accrued based on length of service and rates will increase as length of service increases.

Accrual rates are prorated for part-time employees and employees who have utilized LWOP.

Annual leave may be used when prior approval is granted from your supervisor.

Annual leave balances can be viewed in your Timesheet balances option in SHARE.

Annual leave can be donated to another employee in the same agency for a medical emergency with approval of the head of the agency.

Click the “out of office” picture for annual leave accrual table.
Sick Leave

- Sick leave shall be accrued on a biweekly basis at the rate of 3.69 hours per pay period and shall not be used before it is accrued. Leave is not accrued until the end of the pay period and cannot be used until after the pay period in which it is earned.

- Employees employed on a part-time basis and employees on furlough who work at least eight (8) hours in a pay period shall accrue sick leave on a prorated basis.

- Employees may use sick leave for personal medical treatment or illness, or for medical treatment or illness of a member of a relation by blood or marriage within the third degree, or person residing in the employees' household. Such leave should be requested for approval at least twenty-four (24) hours in advance whenever possible.

- Employees taking sick leave must use all reasonable efforts to contact their immediate supervisor within fifteen (15) minutes of the beginning of the business day, requesting approval of sick leave use. If the employee is at work when he/she gets ill, the employee shall notify their immediate supervisor prior to leaving work and obtain leave approval.

- Supervisors may require an employee to furnish a doctor’s certificate for sick leave taken.

- Employees shall not accrue sick leave while on absence without leave or leave without pay.

- There is no limit to the amount of sick leave that may be accrued.
# Bereavement, Civic Duty & Military Leave

<table>
<thead>
<tr>
<th>Bereavement</th>
<th>Civic Duty</th>
<th>Military</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to three (3) days of administrative leave for bereavement. *Please see your HR for details</td>
<td>Employees who are registered voters may absent themselves from work for two hours for the purpose of voting between the time of the opening and the time of the closing of the polls. *See your HR for details *See additional SPO Board Rules</td>
<td>Members of organized reserve units or the national guard ordered to active duty training shall be given up to 15 workdays of paid military leave per federal fiscal year. *See additional SPO Board Rules</td>
</tr>
</tbody>
</table>

*Civic Duty: The employer may specify the hours during the period in which the voter may be absent. This leave is not available to employees whose work day begins more than two hours subsequent to the time of opening the polls or ends more than three hours prior to the time of closing the polls. Employees shall be entitled to leave with pay for serving on a grand or petit jury during regularly scheduled work hours. Fees received as a juror, excluding reimbursement for travel, shall be remitted to the employee's agency. Employees shall be entitled to administrative leave when appearing during regularly scheduled work hours in obedience to a subpoena as a witness before a grand jury or court or before a federal or state agency. Fees received as a witness, excluding reimbursement for travel, shall be remitted to the employee's agency. *See your HR for details

*Military Leave: These 15 workdays are in addition to other authorized leave. Members of the state defense force shall be granted paid military leave to attend officially authorized training or instruction courses. Such leave applies only to full-time employees and must not exceed 15 workdays per federal fiscal year. This rule does not apply to employees in temporary or emergency status. [1.7.7.16 NMAC - Rp, 1 NMAC 7.7.16, 07/07/01; A, 11/14/02; A, 7-15-05] *See your HR for details
Family Medical Leave (FMLA)

In addition to other leave provided for in 1.7.7 NMAC eligible employees are entitled to leave in accordance with the Family and Medical Leave Act (FMLA) of 1993 [29 U. S. C. Section 2601 et seq.].

- Employees who have been in the classified service for at least 12 months (which need not be consecutive) and who have worked, as defined by Section 7 of the Fair Labor Standards Act [29 U. S. C. Section 201 et seq.], at least 1250 hours during the 12 month period immediately preceding the start of FMLA leave are eligible employees.

- Eligible employees are entitled to a total of 12 weeks of unpaid FMLA leave in a 12-month period, at the time of a birth or placement of a child or at the time of a serious health condition for the employee, or family members, or any qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation as defined in the FMLA.

- The 12-month period is calculated forward from the date an employee’s first FMLA leave begins.

(Please see your HR for more information)

Education Leave

An agency may grant employees educational leave with or without pay to pursue special training related to their employment. Please see State Personnel Board Rule 1.7.7.15 for more information.
Employees in career status are entitled to 1 personal leave day each calendar year! The personal leave day will be consistent with the employee's normal workday. Such leave must be requested and approved in advance.

- The personal leave day must be taken by December 31 or it will be lost.
- The personal leave day must be taken during consecutive hours.
- Employees who do not take the personal leave day shall not be paid for it upon separation from the classified service.
The State of New Mexico Disability Policy is a self-insured plan which was created to provide financial assistance to those that are unable to work for a period of time and lose income due to a sickness or injury (if not receiving Workers Compensation). This Disability Plan is not available to dependents. Participation in this Plan is voluntary. The premium is 100% paid by the employee after-tax.

The Disability policy is comprised of two benefits:

- **Short Term Disability**: 60% of weekly wages up to $500/week, for a maximum of 24 weeks, after a 28 day waiting/elimination period. Once waiting/elimination period is completed, Short Term Disability benefits are paid weekly.

- **Long Term Disability**: 40% of wages up to $2,000/month paid monthly via direct deposit, one month in arrears.

- An eligible employee must be employed and working with his/her State Agency or LPB for at least a year and have paid Disability premiums for at least 12 consecutive months prior to claiming disability.


*Please see your HR for more information.*
What is an EAP?
An Employee Assistance Program (EAP) is a free benefit offering support to employees and their family members, supervisors and managers, HR Directors and Benefits and Disability Managers.

The Solutions Group EAP offers consultation with experienced, licensed behavioral health professionals, who are also experts in resolving workplace problems.

We welcome the opportunity to talk with you about your needs. Contact the Solutions Group today. Call us at 505.254.3555, email wellness@phs.org, or click here for more information about our wellness and EAP services.
Free Preventive Health Checkups are available to employees and their spouses/domestic partners who have medical coverage with the State's Group Benefits Plan. This valuable checkup takes 45 minutes, you can do it on work time (please coordinate with your supervisor).

- 45 Minute Preventative Health Checkup
- FREE and on work time (coordinate with your supervisor)
- Blood Sugar, Cholesterol HDL/LDL, Triglycerides, Liver Screenings
- Private conversation with Nurse Practitioner
The State of New Mexico is proud to offer state and local public body employees and their covered dependents an on-site health facility, the Stay Well Health Center. All services and medication dispensed at the Center are free!

For more info please visit: https://www.mybenefitsnm.com/staywellhealthcenter.htm

LOCATION:
1100 S. St. Francis Drive
Suite 1000
Santa Fe, NM 87505
Joseph Montoya Building

TEL 505.827.2485
FAX 505.827.2486

MON - FRI 7AM – 6 PM
SAT 8AM – 12 PM