



New Mexico State Personnel Board

State Personnel Office

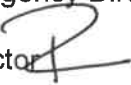
Michelle Lujan Grisham
Governor

Pamela D. Coleman
Director

State Personnel Board
Christine B. Romero, Chair
Jerry Manzagol, Vice Chair
Carmen V. Chavez, Member

MEMORANDUM

To: Cabinet Secretaries and Agency Directors

From: Pamela D. Coleman, Director 

Date: April 29, 2019

Subject: FY2020 Classified Service Salary Increase Guidance

For Fiscal Year (FY) 2020, the State Legislature has authorized a four percent (4%) salary increase for state classified employees, plus an additional one percent (1%) for those state employees earning less than \$25,000 per year on a full time equivalent basis. This memorandum outlines eligible employees and the process for implementing the salary increases.

A. Eligibility Parameters

- Employees in budgeted positions¹ who have completed their probationary period by July 1, 2019 and received a satisfactory performance² documented by a completed Employee Evaluation (EE) or Management Evaluation (ME) form will receive the salary increase. A final performance rating must be entered into PeopleSoft- SHARE by June 30, 2019, with an evaluation date between July 1, 2018 and June 30, 2019.
- Employees in budgeted positions who complete their probationary period after July 1, 2019, but prior to July 1, 2020, and receive a satisfactory performance documented by a completed EE or ME form will receive the salary increase effective the first full

¹ "Budgeted positions" is interpreted to mean "non-temporary employees who have completed their probationary period." Please note that time served in the classified service is covered by the State Personnel Act. Time served in another state organization (i.e. AOC, AODA, GOVEX, EXOT, PDD, etc.) or "temporary" status does not count toward completion of an employee's probationary status.

² The legislative language referring to "Satisfactory Performance" is interpreted to mean a final evaluation rating of Exemplary, Exceeds Performance Standards, or Achieves Performance Standards.

pay period after they achieve non-probationary status. A final performance rating must be entered into PeopleSoft- SHARE before the end of the pay period containing their probationary period date with an evaluation rating between July 1, 2019 and June 30, 2020.

- Police officers of the Department of Public Safety are exempt from the requirement to complete their probationary period.
- Employees on Military Leave as of July 1, 2019 are eligible for this salary increase as defined under the Uniform Services Employment and Reemployment Rights Act (USERRA) federal guidelines.
- Employees currently receiving a Multiple Component of Pay (MCOP) will receive the four percent (4%) increase based on their base hourly rate; the dollar value of the MCOP will automatically recalculate off the new hourly rate after the FY2020 salary increase is implemented.
- A completed EE or ME form approved by the State Personnel Office is the only acceptable appraisal document to be used to record an employee's performance rating.
- The employee's performance evaluation must be closed out prior to a transfer or promotion to a new position. If the performance evaluation was not closed out prior to transfer, it is presumed that the employee had satisfactory performance at the prior agency or their current agency would not have hired them.
- Eligible employees will receive the salary increase even if it takes them over the maximum of their pay band.

B. Employees who are not eligible for the FY 2020 salary increase

- Employees receiving a Does Not Achieve Performance Standards final performance rating.
- Temporary employees.
- Employees who are on Leave Without Pay (LWOP) in a non-Family Medical Leave (FML) capacity and/or Absence without Leave (AWOL) from July 1, 2018 through June 30, 2019 (the entire Fiscal Year).

C. Effective Dates

- Employees who have met their probationary period by July 1, 2019, will receive the salary increase effective the first full pay period after July 1, 2019, which begins on July 13, 2019.
- Employees who complete their probationary period after July 1, 2019, but prior to July 1, 2020, will receive the salary increase effective the first full pay period after they reach non-probationary status. A final evaluation must be entered into the PeopleSoft-SHARE system by the end of the pay period that the employee's probation completion date occurs for the automated process to insert the increase into the employee's Job Data record.

D. Bargaining Unit Employees

- If the employee is represented by the American Federation of State, County and Municipal Employees (AFSCME) or the Communications Workers of America (CWA), there is a process that must be followed if a union-represented employee is being disciplined for unsatisfactory performance. The intent of the Collective Bargaining Agreement (CBA) language is to give an employee an adequate amount of time to address and correct performance issues.
 - Managers must complete 180-day performance and development plans prior to closing out the EE on union-represented employees.
 - If the employee is under a performance and development plan on June 30, 2019, and later obtains satisfactory or better job performance upon completion of that performance and development plan, the employee's salary increase will be retroactive back to July 13, 2019. Agencies should work with the State Personnel Office and the Department of Finance and Administration to appropriately add the back-dated increase and pay out the increase retroactively.
 - If the employee does not obtain satisfactory or better job performance under such performance and development plan, the employee will not receive the salary increase.

E. Entry in PeopleSoft -SHARE

- Attached to this memorandum is additional guidance from the Department of Information Technology which identifies the necessary steps Human Resource (HR) Managers must follow to ensure the automated salary increases are applied correctly.

F. Non-General Fund Salary Increases

- For those state employees whose salaries are referenced in or received as a result of non-General Fund appropriations in the General Appropriation Act of 2019, the Department of Finance and Administration shall transfer from the appropriate fund to the appropriate agency the amount required for the salary increase equivalent to those provided for in this section, and such amounts are appropriated for expenditure in FY2020. Any unexpended or unencumbered balance remaining at the end of FY2020 shall revert to the appropriate fund.

If you have any questions, please contact your assigned State Personnel Office HR Consultant. Additionally, you may contact any member of the State Personnel Office Classification and Compensation Team.

cc: Teresa Casados, Chief Operating Officer, Office of the Governor
Matt Garcia, General Counsel, Office of the Governor
Olivia Padilla-Jackson, Cabinet Secretary, Department of Finance and Administration
HR Managers