



New Mexico State Personnel Board

State Personnel Office

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MEMORANDUM

To: Cabinet Secretaries, Agency Directors and HR Managers

From: Ricky A. Serna, Acting Director 

Date: April 1, 2022

Subject: Amended Fiscal Year 2022 Classified Service Salary Increase Guidance

In the 2021 regular legislative session, the State Legislature authorized for Fiscal Year (FY) 2022 a one and one-half percent (1.5%) salary increase for all state classified employees plus an additional appropriation totaling three million dollars (\$3,000,000) for salary increases for frontline health and social service employees. The effective date for those salary increases was July 10, 2021, or the first full pay period upon satisfactory completion of the probationary period during FY 2022.

In the 2022 regular legislative session, the State Legislature also authorized for FY 2022 a three percent (3%) salary increase for all state classified employees. The effective date for this salary increase is April 2, 2022, or the first full pay period upon satisfactory completion of the probationary period after April 1, 2022, and during FY 2022.

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 June 30, 2021, and have achieved satisfactory job performance² documented by a completed final Employee Evaluation (EE) or Management Evaluation (ME) form will receive both the one and one-half percent (1.5%) and three percent (3%) salary increases. A final FY 2021 performance rating must be entered into PeopleSoft-SHARE by June 30, 2021, with an evaluation date between July 1, 2020, and June 30, 2021.
- Employees in budgeted positions who complete their probationary period on or after July 1, 2021, and prior to July 1, 2022, and who receive a satisfactory job performance rating documented by a completed final EE or ME form will receive the one and one-half percent (1.5%) salary increase effective the first full pay period after they achieve non-probationary status.
- Employees in budgeted positions who complete their probationary period on or after April 1, 2022, and prior to July 1, 2022, and who receive a satisfactory job performance rating documented by a completed final EE or ME form will receive the three percent (3%) salary increase effective the first full pay period after they achieve non-probationary status.
- Police officers of the Department of Public Safety are exempt from the requirement to complete their probationary period.
- Employees on Military Leave for any part or all of FY 2021 are eligible for these salary increases as defined under the Uniform Services Employment and Reemployment Rights Act (USERRA) federal guidelines.
- Percentage-based Multiple Component of Pay (MCOP) rates will not change. Employees currently receiving a MCOP will receive the increases based on their base hourly rate. The dollar value of the MCOP will automatically recalculate off the new hourly rate after the FY 2022 salary increases are implemented.
- A completed final 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.

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 determined by the Personnel Act. *NMSA 1978, Section 10-9-4*. Time served in state organizations not covered by the Personnel Act (e.g., AOC, AODA, LOPD) or in an exempt salary plan (e.g., GOVEX, EXOT) or in "temporary" status does not count as time in the classified service and does not count toward completion of an employee's probationary status.

² "Satisfactory job performance" is interpreted to mean a final overall evaluation rating of Exemplary, Exceeds Performance Standards, or Achieves Performance Standards.

- An employee's performance evaluation must be closed out prior to a transfer or promotion to a new position or new agency. If an employee's performance evaluation is not properly closed out prior to transfer, it will be presumed that the employee had satisfactory job performance at the prior agency.
- Eligible employees will receive the salary increases even if the increases take them over the maximum of their pay band.

B. Employees who are not eligible for the FY 2022 salary increases

- Employees receiving a Does Not Achieve Performance Standards final overall performance rating.
- Temporary employees.
- Employees who are on Leave Without Pay (LWOP) in a non-Family Medical Leave (FML) capacity and/or on Absence without Leave (AWOL) from July 1, 2020 through June 30, 2021 (the entire previous FY).

C. Frontline Health and Social Service Employees

- Prior to the May 1, 2021 budget submission deadline, the Department of Finance and Administration provided applicable agencies with a list of positions that will qualify for the Frontline Health and Social Service salary increase.

D. Effective Date

- Employees who have met their probationary period by June 30, 2021, will receive the one and one-half percent (1.5%) salary increase effective the first full pay period after July 1, 2021, which begins July 10, 2021, and will receive the three percent (3%) salary increase effective the first full pay period after April 1, 2022, which begins April 2, 2022.
- Employees who complete their probationary period on or after July 1, 2021, and prior to July 1, 2022, will receive the one and one-half percent (1.5%) salary increase effective the first full pay period after satisfactory completion of their probationary period.
- Employees who complete their probationary period on or after July 1, 2021, and prior to April 1, 2022, will receive the three percent (3%) salary increase effective the first full pay period after April 1, 2022, which begins April 2, 2022.

- Employees who complete their probationary period on or after April 1, 2022, and prior to July 1, 2022, will receive the three percent (3%) salary increase effective the first full pay period after satisfactory completion of their probationary period.

E. 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 specific 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 the employee an adequate amount of time to address and correct performance issues.
- Management must complete the 180-day performance development plan (PDP) cycle in order to preserve the time period to address and correct performance issues provided in the CBAs. If an employee is on a PDP and will not complete the PDP before June 30, 2021, management may not close out the employee's final performance evaluation before the PDP is complete. Once the 180-day PDP is complete, management shall issue the employee's final performance evaluation. A final overall rating of Achieves Performance Standards or better shall result in a one and one-half percent (1.5%) salary increase for the employee retroactive to July 1, 2021.

F. Entry in People Soft-SHARE

- Guidance will be sent by Department of Information Technology (DoIT) identifying the necessary steps Human Resources Managers must follow to ensure the automated salary increases are applied correctly in SHARE.

G. 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 2021 (GAA), DFA shall transfer from the appropriate funds to the appropriate agency the amount required to cover the salary increases as provided for in the GAA. Any unexpended or unencumbered balance remaining at the end of FY 2022 shall revert to the appropriate fund.

If you have any questions, please contact the Quality Assurance and Data Analytics Division at QA.DataAnalytics@state.nm.us.

cc: Teresa Casados, Chief Operating Officer, Office of the Governor
Matt Garcia, Chief of Staff, Office of the Governor