NEW MEXICO JUDICIAL BRANCH
TEMPORARY SALARY INCREASE FORM

REFERENCE

3.03 and 17.03 Pay System
H. and E. Temporary Salary Increase
(Added 08/01/10; Amended 07/01/14; 07/01/19, 05/13/23, 07/14/23, 01/01/25)

(1) The *Administrative Authority* may grant an *employee or at-will employee* a *temporary salary increase.*

a. A *temporary salary increase* shall:

i. not be for less than thirty (30) consecutive calendar days;

ii. not extend beyond the time such temporary condition ceases; and

iii. not be for more than twelve (12) consecutive months.

b. A *temporary salary increase* is limited to use for a vacant or an *effectively vacant* higher-level *job classification*, in which the *employee or at-will employee* is performing the *job* duties in addition to their regular *job* responsibilities. (Amended 05/13/23)

c. A *temporary salary increase* may be awarded to an *employee or at-will employee* who is temporarily performing higher-level *job* duties that are assigned to a *job classification* with a higher *pay range*. (Amended 05/13/23)

d. The *Administrative Authority* may increase an *employee's or at-will employee's pay rate* up to 100% of the new pay range or up to 15% of the *employee's or at-will employee's base pay rate* without approval from the *Director* and by using the *multiple component of pay* mechanism in *SHARE* (no change is made in *SHARE* to the *base pay rate*). (Amended 07/01/19, 05/13/23)

(2) The *Administrative Authority* may request a *temporary salary increase* from the *Director* for an *employee or at-will employee* who is performing substantially more responsibilities in the same or higher *job classification* for more than 30 days, but not more than 365 days, with appropriate justification. (Added 01/01/25)

(3) At the conclusion of the *temporary salary increase,* the *multiple component of pay* shall be removed.

(4) The *employment status* of the individual receiving a *temporary salary increase* shall remain the same.

(5) This provision does not apply to the at-will judges' staff whose *pay rate* is set by Supreme Court Order and includes:

a. Appellate Paralegals (U),
b. Bailiffs (U),
c. Bailiff Security (U),
d. Certified Court Monitors (U)
e. Court Reporters (U), and

f. Trial Court Administrative Assistants (TCAA).

NOTE: to enter a Temporary Salary Increase in SHARE you will enter it as a multiple component of pay or MCOP using TSI and enter the percentage increase or amount as a separate row, do not change the employee's base pay.

Judicial Entity Information (to be completed by Judicial Entity requesting TSI)	
Judicial Entity:	**Requested By**:
Contact:	**Contact Phone:**
Employee & Proposed Information	
Employee:	**Employee ID**:
Classification:	**Position #:**
Proposed Classification: (Employee must temporarily perform substantially more responsibilities in the same or higher job classification)	**Position #:**
Current Classification Pay Range:	**Proposed Classification Pay Range:**
Current Hrly:	**Proposed Hrly:**
Current Compa Ratio:	**Proposed Compa Ratio:**
Proposed Increase Dollar Amount:	**Proposed Increase %:** **(may not exceed 15%)**
Proposed begin and end dates: **BEGIN**_____ **END**_____ **(must be more than 30 days and less than 12 months)**	
JUSTIFICATION	
Additional Justification:	

Signatures	
Requested By: (Print & Sign)	**Date:**
Director: (Print & Sign)	**Date:**

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TO BE COMPLETED BY HR	
RECEIVED BY: (Please print)	**DATE RECEIVED:**
RECOMMENDATION:	

NEW MEXICO JUDICIAL BRANCH **Form No. 2014.NMJBPR.3.03D**
PERSONNEL RULES PART I and II
3.03 and 17.03 PAY SYSTEM – H. and E. Temporary Salary Increase

Approve as submitted: ☐ YES ☐ NO **Approve as revised:** ☐ YES ☐ NO
RECOMMENDED REVISIONS:
HUMAN RESOURCES REPRESENTATIVE SIGNATURE:

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REQUIRES ADMINISTRATIVE AUTHORITY APPROVAL
Approved: ☐ YES ☐ NO **Approved Increase Amount: _____**
_____ _____ **Administrative Authority Signature:** **Date:**

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AOC DIRECTOR APPROVAL (if applicable)
Approved: ☐ YES ☐ NO **Approved Increase Amount: _____**
_____ _____ **AOC Director Signature:** **Date:**

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After receiving Administrative Authority Approval, the requesting Judicial Entity should have employee sign below and place in the employee personnel file.

EMPLOYEE ACKNOWLEDGEMENT & AGREEMENT TO THE CONDITIONS OF THE TEMPORARY ASSIGNMENTS.
Upon conclusion of your temporary assignment, you will resume your regularly assigned duties for the job classification held prior to the temporary assignment, at your previous hourly rate of pay, plus any increases that may have been implemented. **Please sign below acknowledging agreement of the terms and conditions of this temporary assignment and corresponding temporary salary increase.**

NEW MEXICO JUDICIAL BRANCH **Form No. 2014.NMJBPR.3.03D**
PERSONNEL RULES PART I and II
3.03 and 17.03 PAY SYSTEM – H. and E. Temporary Salary Increase

Employee Signature	Date

Judicial Entity Information (to be completed by Judicial Entity requesting and extension of TSI)
TSI EXTENSION EXTENSION SHALL NOT EXCEED 12 CONSECUTIVE MONTHS
Proposed Extension begin and end dates: **BEGIN**_____ **END**_____

JUSTIFICATION - REASON FOR EXTENSION (to be completed by Judicial Entity requesting and extension of TSI)
Justification:

Signatures	
Requested By: (Print & Sign)	**Date:**

HUMAN RESOURCES REPRESENTATIVE SIGNATURE:

REQUIRES ADMINISTRATIVE AUTHORITY APPROVAL
Extension Approved: ☐ YES ☐ NO
_____ **Administrative Authority Signature:** _____ **Date:**

EMPLOYEE ACKNOWLEDGEMENT & AGREEMENT TO THE CONDITIONS OF THE TEMPORARY ASSIGNMENTS As EXTENDED.
Upon conclusion of your temporary assignment, you will resume your regularly assigned duties for the job classification held prior to the temporary assignment, at your previous hourly rate of pay, plus any increases that may have been

implemented. **Please sign below acknowledging agreement of the terms and conditions of this temporary assignment and corresponding temporary salary increase as extended.**

Employee Signature	**Date**

CC: Employee; Employee Confidential Personnel File; AOC HRD Judicial Entity Central File