



**NEW MEXICO JUDICIAL BRANCH
PERSONNEL RULES PART I**

Form No. 2014.NMJBPR.3.03D

3.03 PAY SYSTEM – D. Temporary Salary Increase

**NEW MEXICO JUDICIAL BRANCH
TEMPORARY SALARY INCREASE INCREASE FORM**

REFERENCE

3.03 Pay System

H. Temporary Salary Increase

(Added 08/01/10; Amended 07/01/14; 07/01/19, 05/13/23, 07/14/23)

The Administrative Authority may grant an employee a temporary salary increase.

(1) A temporary salary increase shall:

- a. not be for less than 30 consecutive calendar days; and
- b. not extend beyond the time such temporary condition ceases; or not be for more than 12 consecutive months.

(2) A temporary salary increase is limited to use for a vacant or an effectively vacant higher-level job classification, in which the employee is performing the job duties in addition to their regular job responsibilities.

(3) A temporary salary increase may be awarded to an employee who is temporarily performing higher-level job duties that are assigned to a job classification with a higher pay range.

(4) The Administrative Authority may increase an employee’s pay rate up to 100% of the new pay range or up to 15% of the 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).

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

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

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 higher level job duties that are assigned to a job classification with a higher pay range.)	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:



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Form No. 2014.NMJBPR.3.03D

3.03 PAY SYSTEM – D. Temporary Salary Increase

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Signatures

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

TO BE COMPLETED BY HR

RECEIVED BY: (Please print)	DATE RECEIVED:
RECOMMENDATION: Approve as submitted: <input type="checkbox"/> YES <input type="checkbox"/> NO Approve as revised: <input type="checkbox"/> YES <input type="checkbox"/> NO	
RECOMMENDED REVISIONS:	
HUMAN RESOURCES REPRESENTATIVE SIGNATURE:	

**REQUIRES ADMINISTRATIVE AUTHORITY
APPROVAL**

Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO
Approved Increase Amount: _____
_____ Administrative Authority Signature _____ Date

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



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PERSONNEL RULES PART I**

Form No. 2014.NMJBPR.3.03D

3.03 PAY SYSTEM – D. Temporary Salary Increase

implemented. Please sign below acknowledging agreement of the terms and conditions of this temporary assignment and corresponding 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.



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PERSONNEL RULES PART I**

Form No. 2014.NMJBPR.3.03D

3.03 PAY SYSTEM – D. Temporary Salary Increase

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