



Administrative Office of the Courts

Judicial Officer New Hire Training

Class Agenda / Training Topics

- Structure of the Judiciary and background of the AOC
- Judicial Code of Conduct for Judges
- American with Disability Act (ADA)
- Medical Leave for Judicial Officers
- COVID-19 Endemic Protocols
- Loss Control
- Fraud Reporting
- NM Judicial Wellness Program
- Employee Assistance Program (EAP)
- Drug & Alcohol Prevention & Testing
- Active Shooter/FEMA
- Computer and Internet use
- Workers' Compensation
- Driving with Electronics
- Harassment, Discrimination and Retaliation Prevention
- Benefits Overview

NM Judicial Branch Acknowledgements

- Acknowledgement form for the Financial Fraud Policy
- Acknowledgement form for the Drug-Free and Alcohol-Free Work Place and Drug/Alcohol Testing Policy
- Acknowledgement form for the Driving with Electronics Policy
- Acknowledgement of the Workers' Compensation Policy
- Acknowledgement form for the Language Access Policy
- Acknowledgement form for the Computer and Internet Use Policy
- Acknowledgement form for the Loss Prevention and Safety Training
- Acknowledgement form for the Harassment, Including Sexual Harassment, Discrimination and Retaliation Prevention Policy
- Acknowledgement form for the Transgender Cultural Fluency Training
(*Google Form*)

NM Judicial Branch Forms

(complete within 3 days from start date)

- I-9 Employment Eligibility Form
- Personal Data Form
- W-4 Form
- Payment Distribution Form
- PERA Application and Beneficiary Designation Form **or** Application for Exclusion from Membership for Magistrate Retiree – Elected Official
- New Hire Benefits Acknowledgement Form

ITEMS WE WILL DISCUSS TODAY:

■ New Hire Forms

■ Policy Overview

- Financial Fraud & Training Video – On your own
- Drug & Alcohol Free Workplace & Testing & Employee Assistance Program
- Workers' Compensation
- Driving With Electronics
- Language Access & Training Video – On your own
- Active Shooter Awareness & Training Video – On your own
- OSHA Fire Extinguisher & Training Video – On your own
- Computer and Internet Use
- Media Partners: Harassment, Discrimination, & Retaliation Prevention & Training Videos – On your own

■ PERA

■ Benefits

Videos You Will Watch On Your Own Time

- Financial Fraud – approx. 30 minutes
- Language Access – approx. 25 minutes
- OSHA Fire Extinguisher – approx. 12 minutes
- Active Shooter Awareness – approx. 5 minutes
- Civil Rights Training Videos:
 - Once and for all: Manager – approx. 55 minutes
 - How was your day: Manager – approx. 65 minutes
 - Getting Real about Workplace Violence: Manager – approx. 7 minutes
- Transgender Cultural Fluency Training – approx. 2 hours



Language Access Policy & Training Video

The NM Judicial Branch is committed to ensuring access to justice for all NM residents.

We recognize that language access is a significant aspect of equal access to justice at all points of public contact with the judiciary, within and outside the courtroom and courthouse.

- Language Access Video is located on our website at :

<https://humanresources.nmcourts.gov/language-access-certified-bilingual-programs.aspx>

Judicial Branch

- Approximately 2000 employees including approximately 203 Judges
- Consists of 5 different court systems
- Presided over by:

Chief Justice Shannon Bacon

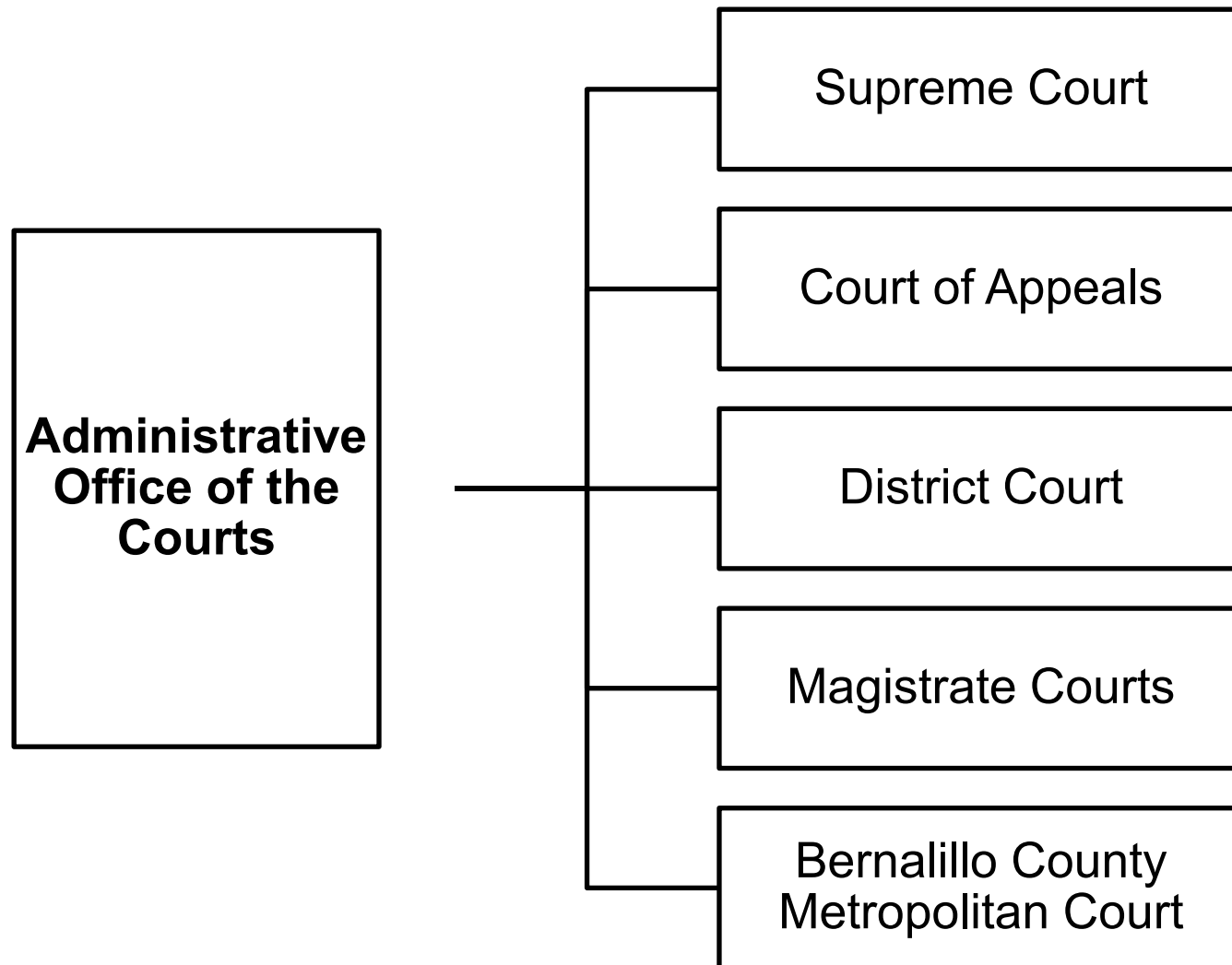
April 13, 2022

- NM Courts Website:

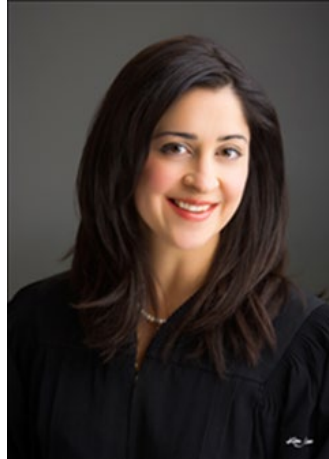
<http://www.nmcourts.gov>



Judicial Branch Court Structure



Supreme Court – 5 Justices



The Supreme Court is comprised of five Justices who serve 8-year terms. Senior Justice Michael E. Vigil, Justice Julie Vargas, Justice Briana Zamora, Chief Justice C. Shannon Bacon, and Justice David K. Thomson.

Court of Appeals – 10 Judges



Chief Judge Jennifer L. Attrep, Judge Jacqueline R. Medina, Judge Megan P. Duffy, Judge Katherine Wray, Judge Zachary A. Ives.

Judge J. Miles Hanisee, Judge Kristina Bogardus, Judge Jane Yohalem, Judge Shammara Henderson, Judge Gerald Baca.

13 District Courts

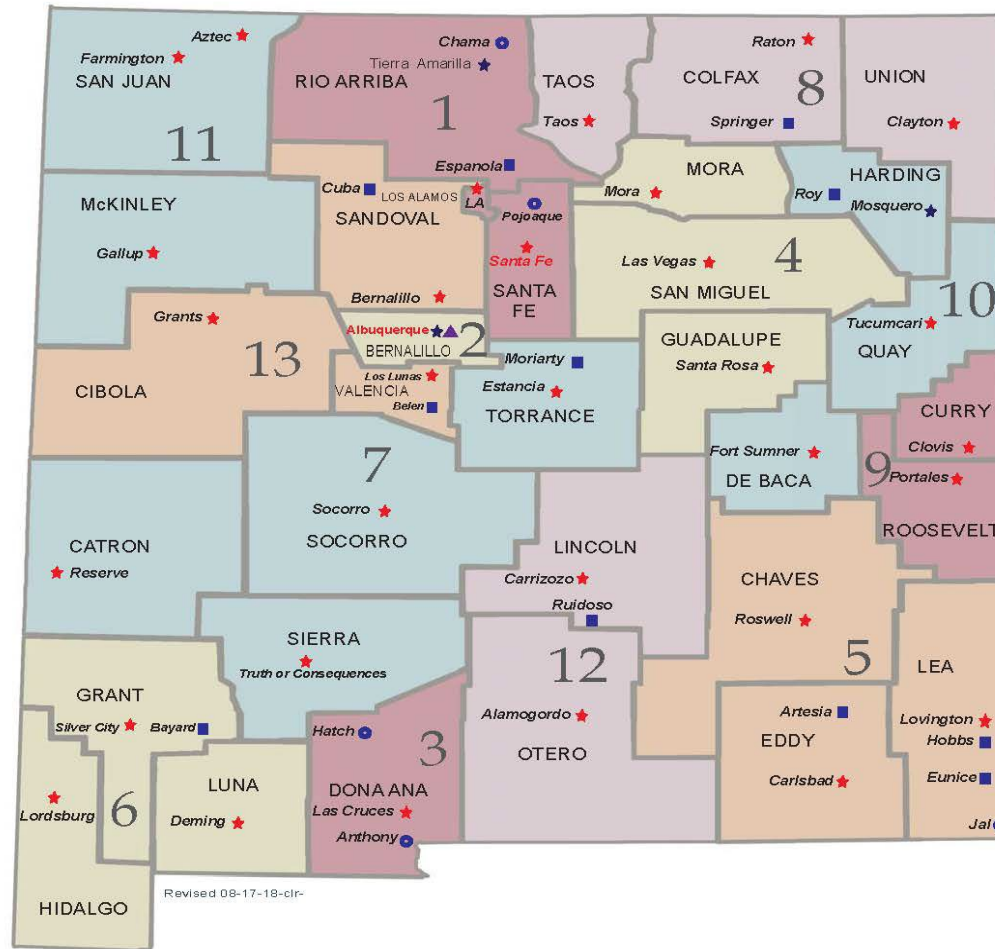
- There are thirteen (13) District Courts in New Mexico and one hundred two (102) District Court Judges.
- District courts have general jurisdiction and hold jury trials. This court will hear the following types of cases:
 - Tort
 - Real property rights
 - Exclusive domestic relations
 - Miscellaneous civil jurisdiction
 - Appeals (admin agencies and magistrate appeals)
 - Mental health
 - Estate
 - Contract

Exclusive criminal appeals jurisdiction; Exclusive juvenile jurisdiction.

54 Magistrate Courts

- There are fifty-four (54) Magistrate Courts in New Mexico and sixty-seven (67) Magistrate Judges.
- These are courts of limited jurisdiction and conduct jury trials. This court will hear the following types of cases:
 - Tort
 - Contract / Civil
 - Landlord / Tenant rights (\$0 to \$10,000)
 - Felony preliminary hearings
 - Misdemeanor
 - DWI / DUI and other traffic violations
- No juvenile jurisdiction
- No criminal appeals

NEW MEXICO STATE COURTS



Revised 08-17-18-clr

Supreme Court
Santa Fe
Court Of Appeals
Santa Fe & Albuquerque

- ★ District & Magistrate Courts
- ★ District Courts
- ▲ Bernalillo County Metropolitan Court
- Magistrate Full Courts
- Magistrate Circuit Courts

Judicial District Courts by County:

1st	2nd	3rd	4th	5th	6th	7th
Los Alamos Rio Arriba Santa Fe	Bernalillo	Doña Ana	Guadalupe Mora San Miguel	Chaves Eddy Lea	Grant Luna Hidalgo	Catron Sierra Socorro Torrance
8th	9th	10th	11th	12th	13th	
Colfax Taos Union	Curry Roosevelt	De Baca Harding Quay	McKinley San Juan	Lincoln Otero	Cibola Sandoval Valencia	

Bernalillo County Metropolitan Court

- There are nineteen (19) Bernalillo County Metropolitan Court Judges. This court has general jurisdiction and holds jury trials. This court will hear the following types of cases:
 - Tort
 - Contract
 - Landlord / Tenant rights (\$0-\$10,000)
 - Felony first appearances
 - Misdemeanor
 - DWI / DUI and other traffic violations
 - Domestic Violence



Administrative Office of the Courts (AOC)

❖ The AOC exists to enable the courts of New Mexico to accomplish their mission through:

1. Ensuring that the courts have adequate, equitably distributed resources;
2. Ensuring that the courts have and use current technology;
3. Providing a fair and equitable statewide human resources system;
4. Developing and implementing improved court processes and supporting courts in their use;



Administrative Office of the Courts (AOC)

5. Collecting and providing information on and for the courts managing and accounting for the collection of revenue;
6. Ensuring sound financial, budgeting and procurement practices in the management of court resources;
7. Providing administrative support; and
8. Maintaining liaison with legislative and executive branches of state government.



Additional areas within the Judiciary:

- Compilation Commission
- Judicial Standards Commission
- Supreme Court includes the:
 - NM State Law Library
 - Building Commission

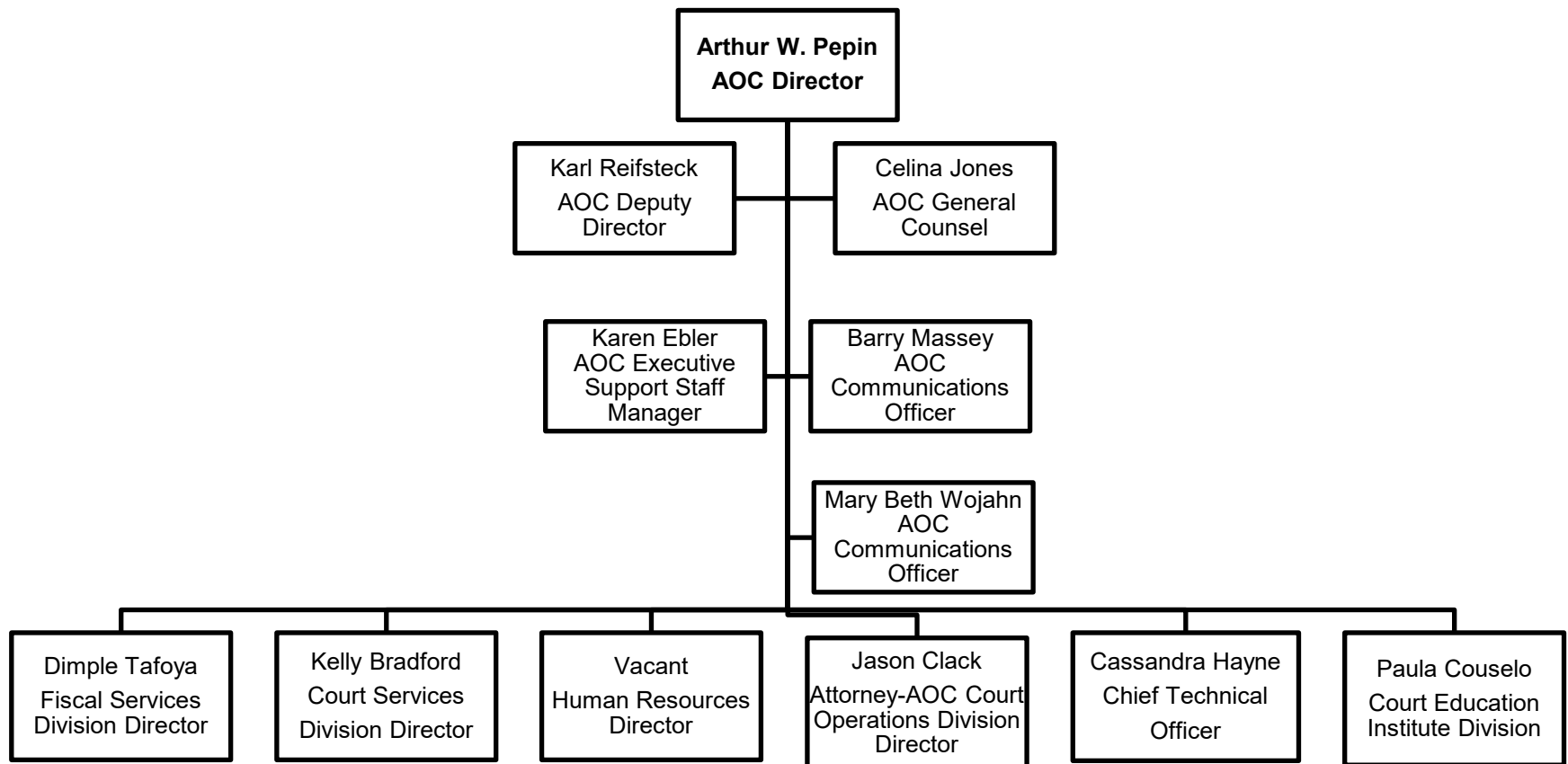
Administrative Authority

- What is an Administrative Authority?

Individual or designee with the primary responsibility to supervise and coordinate the administration of a Judicial Entity, or as designated by the Chief Judge and approved by the Supreme Court Order.



AOC Organizational Chart (Org Chart)



New Mexico Judicial Code of Conduct for Judges

Judges within the New Mexico Judiciary are held to the New Mexico Judicial Code of Conduct for Judges enforced by the New Mexico Judicial Standards Commission.



<http://nmjsc.org/docs/Consolidated%20pdf%20of%20CJC.pdf>

21-400. Canon 4

Shall not engage in political or campaign activity that is inconsistent with the independence, integrity, or impartiality of the judiciary.

21-401: Political and campaign conduct generally (not running)

CAN:

- ✓ *Engage and participate in political activity*
- ✓ *Attend non-fundraising political gathering*

MUST:

- ✓ *Take reasonable measures to ensure that other persons do not undertake, on behalf of the judge, any activities prohibited under this Code.*

A metropolitan, district, or appellate court judge **CANNOT**:

- x ***Act as a leader or hold office in a political organization*** (includes ward chair, precinct chair, and delegate to convention)
- x ***Publicly endorse/oppose a candidate or a ballot issue unrelated to administration of justice or the legal system***
- x Make speeches for political organization
- x ***Solicit funds***
- x ***Solicit for, pay assessment to, or make contributions to a political organization or candidate***
- x ***Make false or misleading statements***
- x ***Make any statement reasonably expected to affect outcome or impair fairness of a matter pending or impending in any court***
- x Make pledges, promises, or commitments in connection with cases, controversies, or issues likely to come before your court that are inconsistent with impartial performance of judicial office



A metropolitan, district, or appellate court judge
also **CANNOT:**

- x Purchase tickets for or attend dinners or other fundraising events sponsored by a political organization or a candidate for public office; or
- x Publicly identify himself or herself as a candidate of a political organization.

Recruitment, Selection & Appointment

Nepotism

A. No person shall be appointed, transferred, or promoted to a position and no *employee* shall hold a position in a *judicial entity* if that person or *employee* will be within the chain of *supervision* of a *family member, household member, domestic partner* or a person the *employee* is in a relationship with.



(Amended 8/01/10, 5/13/23)

Recruitment, Selection & Appointment

Nepotism

B. No person shall be appointed to a position and no *employee* shall hold a position in a *judicial entity* in which a *family member, household member, or domestic partner* is an elected or appointed judge or justice.

C. No person shall be appointed to a position or hold a position in the Supreme Court, AOC, Compilation Commission, Building Commission, or Law Library when a *family member, household member, or domestic partner*, is a Supreme Court Justice.

(Amended 8/01/10, 5/13/23)

Recruitment, Selection & Appointment

Nepotism

- A person cannot hold a position in a *judicial entity* if that person is a *family member, household member, domestic partner*, or a person the **judge** or **justice** is in a relationship with.
- A **judge** or **justice** must be aware that a person cannot hold a position in a *judicial entity* if that person is a *family member, household member, domestic partner*, or a person the **judge** or **justice** is in a relationship with.





Recruitment, Selection & Appointment

Nepotism

D. If an *employee* is in one of the above prohibited positions, every effort will be made by the *Administrative Authority* to transfer the affected *employee* to a comparable position for which the employee qualifies within the *Judicial Branch*. If a like position is not available, then the affected *employee* shall resign or be terminated.

Mediation/Alternative Dispute Resolution (ADR)

■ What is Mediation or ADR?

- It is a chance for employees to talk and suggest ways to resolve issues/problems.
- Can be between co-workers or with supervisors.
- Takes place during work hours.
- It is confidential.
- It is fair and neutral.
- To request Mediation/ADR:
Contact your HR Professional



Americans With Disabilities Act (ADA)

- The purpose of the ADA is to eliminate discrimination against disabled individuals in housing, employment and public services.
- The ADA also requires an employer to make reasonable accommodations for the KNOWN physical and mental limitation of QUALIFIED individuals.



ADA

To be considered disabled, the employee must meet the following requirements:

- **Physical or mental** impairments that substantially limit one or more of his/her major life activities,
- Have a record of such impairment, or
- Be regarded as having the impairment.



Reasonable Accommodation

- A reasonable accommodation is a change in the workplace, or in the way things are usually done, that provides equal employment opportunities for individuals with disabilities.
- **General Rule:** An employer provides a reasonable accommodation to a qualified individual with a disability if requested and if doing so does not pose an undue hardship.



Reasonable Accommodation



3 areas where employers may have to provide reasonable accommodations:

- Application/Interview Process
- Accommodations that enable an employee to perform their job or to gain access to the workplace (e.g. bathroom, cafeteria, etc.), or
- Benefits and privileges of employment.
 - *Mandatory or voluntary training/staff meetings*
 - *Employee sponsored programs, events etc.*

ADA

Generally the employee should ASK for an accommodation under the ADA. But there is no “magic” word and they do not have to say “accommodation” or “disability.”

The supervisor SHOULD NOT ASK if a health issue is affecting performance.

You may ask, “Is there any reason you want to tell me why you are having performance problems?”

If the employee VOLUNTEERS information, contact HR for assistance.



Reasonable Accommodation

- May include but not limited to:
 - Sign language interpreters,
 - Modifications to existing equipment and/or services,
 - Purchase/lease of new equipment to support disability or limitation,
 - Modification of workplace policies or guidelines,
 - Changes in the workplace environment (e.g. warning lights for evacuations),
 - Reassignment (and/or generally a last case resort option).



The Interactive Process

- In the interactive process the applicant or employee, health care provider and employer each share information about the nature of the disability and the limitations that may affect his or her ability to perform the essential job duties.
- It is a discussion about an applicant's or employee's disability.
- This discussion is the foundation of compliance with the Americans with Disabilities Act.
- Communication is key!

Americans With Disabilities Act (ADA)

If you believe you may need an accommodation contact
your supervisor and HR.



Medical Leave for Judicial Officers

- Judicial Officers do not need to apply for FMLA because they do not take leave and HR would be unable to track the time taken.
- If a Judicial Officer needs to be out of the office for a serious medical condition they will need to provide their local HR with a doctor's note that contains the same information that is needed for FMLA ensuring it includes any workplace restrictions (lifting, etc.) and the duration of the time out.
- The Chief Judge will decide how to address the absence or accommodate the need.
- A medical release to return to work including any restrictions would be required following their leave.

COVID-19 Endemic Guidance

The CDC has recently relaxed their 5-day isolation guidelines for testing positive for COVID-19, and have categorized COVID-19 as a respiratory virus such as the flu and RSV.

- Employees and Judicial Officers who have COVID-19 or other respiratory virus symptoms, as defined by the CDC, should stay home and away from others.
- When symptoms are improving, and fever has subsided for a period of 24 hours without the use of medication, the employee may return to work but should use added precautions around others for a period of 5 days.



COVID-19 Endemic Guidance

Added precautions are:



Wear a mask



Physical distance



***Wash your hands well
and often***



***Take steps for cleaner
air***

COVID-19 Endemic Guidance

Respiratory Virus Guidance Snapshot

Core prevention strategies



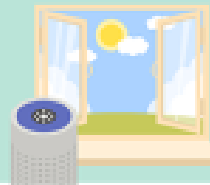
Immunizations



Hygiene



Steps for Cleaner Air



Treatment



Stay Home and Prevent Spread*



Additional prevention strategies

Masks



Distancing



Tests



***Stay home and away from others until, for 24 hours BOTH:**



Your symptoms are getting better



You are fever-free (without meds)

Layering prevention strategies can be especially helpful when:

- ✓ Respiratory viruses are causing a lot of illness in your community
- ✓ You or those around you have risk factors for severe illness
- ✓ You or those around you were recently exposed, are sick, or are recovering



Then take added precaution for the next 5 days

Loss Control & Fraud Reporting





AOC Loss Prevention and Control Committee Initiatives

- Provide a safe and healthy workplace.
- Review losses and develop ways to reduce future losses.
- Implement strategies to reduce loss.
- Include losses to property damages, bodily injury, employment related civil rights violations, other types of potential or actual liability covered by Risk Management.



AOC Loss Prevention and Control Committee Initiatives

Prevention of Loss includes the use of:

- Self-Inspection Audits
 - Office Safety Inspection Checklists
- Job related injury or illness claims management
Worker's Compensation Prevention training
- General Safety & FEMA Trainings



New Mexico Judiciary Financial Fraud Policy & Video

Fraud Prevention & Reporting Policy Statement:

- The New Mexico Judiciary is committed to protecting its revenue, property, information and other assets from any attempt, by members of the public, contractors, sub-contractors, agents, intermediaries or its employees, to gain by deceit financial or other benefits.



New Mexico Judiciary Financial Fraud Policy

Fraud Prevention & Reporting

- Any suspected acts of fraud, misappropriation or similar will be fully investigated.
- An objective and impartial investigation will be conducted regardless of the employee's or individual's position, title, length of service, or relationship with the New Mexico Judiciary.



What is Fraud???

Fraudulent acts covered under the New Mexico Judicial Branch Policy & defined by applicable law include but are not limited to:

- ❖ Forgery or alteration of documents Includes: checks, time sheets, contractor agreements, purchase orders, financial documents, electronic files, e.g., anything filed with the court.



What is Fraud???

Fraudulent acts covered under the New Mexico Judicial Branch Policy & defined by applicable law include but are not limited to:

- ❖ Embezzlement or misappropriation of funds, supplies or any other asset.
- ❖ Irregularity in the handling or reporting of money transactions done with malicious intent.
- ❖ Misappropriation of furniture, fixtures and equipment.

What is Fraud???

Fraudulent acts covered under the New Mexico Judicial Branch Policy & defined by applicable law include but are not limited to:

- ❖ Seeking or accepting anything of material value from vendors, consultants or contractors doing business with any judicial entity.
- ❖ Any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purposes or misappropriation of Judiciary owned software.



What is Fraud???

Fraudulent acts covered under the New Mexico Judicial Branch Policy & defined by applicable law including but are not limited to:

- ❖ Any claim for reimbursement of expenses that were not made for the exclusive benefit of the judicial entity.
- ❖ Any similar or related intentional irregularity.
- ❖ Unauthorized use or misuse of Judiciary property, equipment, materials or records.

If you suspect Fraud...

- Any employee who has knowledge of an occurrence of irregular conduct, or has reason to suspect that a fraud has occurred, shall immediately notify his/her immediate supervisor.
- If the employee has reason to believe that the employee's supervisor may be involved in the suspected fraud, the employee shall immediately notify the entity's Chief Financial Officer and the Administrative Authority of the entity.



If you suspect Fraud...

- The employee shall not discuss the matter with anyone other than his/her immediate supervisor, the judicial entity's CFO, and/or Administrative Authority, and the local law enforcement agency if necessary.
- Employees who knowingly make false allegations will be subject to disciplinary action up to and including termination.



Reporting Procedures

- ❖ A Justice, Judge, at-will employee, or an employee should submit a clear, concise and relevant written complaint within a reasonable time not to exceed 90 calendar days from the most recent alleged related incident of fraud.



Reporting Procedures

- ❖ A complaint against a Justice, Judge, Court Executive Officer, CFO, Chief Appellate Court Clerk, or AOC Director shall be submitted directly to the AOC CFO.



Reporting Procedures

A complaint against an employee or outside person shall be submitted as follows:

- ❖ In the Supreme Court or the Court of Appeals - to the Chief Justice or Chief Judge.
- ❖ In a District Court, Magistrate Courts or the Bernalillo County Metropolitan Court - to the Chief Judge or Administrative Authority.
- ❖ In AOC - to the AOC Director or the AOC CFO.



A Concierge Service for all NM Judges

- Judicial Roundtables
- Judicial Coaching Resource (JCR)
- Monthly Wellness Eblast
- Educational Presentations
- Peer Support
- Confidential Judicial Helpline (505) 797-6097

Give us a call. We are here to support!

Driving While Intoxicated (DWI) Policy

**Addresses DWI convictions
and duty to report.**

**Employees must immediately
report knowledge of violations
to this policy.**

Driving While Intoxicated (DWI) Policy

Duty to Report

A Judicial Branch employee who is arrested for DWI **must** report the arrest within seventy-two 72 hours of the arrest.

Drug & Alcohol Free Workplace & Testing Policy

- The New Mexico Judicial Branch may require judicial officers and judicial employees to undergo drug and/or alcohol testing if the judicial entity has a reasonable suspicion that the judicial officer or judicial employee is impaired to any degree by an intoxicant, controlled substance or alcohol.
- The New Mexico Judicial Branch has a no tolerance policy for drugs and alcohol in the workplace.



From the U.S. Centers for Disease Control and Prevention



1 in 5

deaths among working age adults (20-64) in New Mexico is attributable to alcohol .

-NMDOH, CDC Alcohol Fact Sheets

Additional Statistics

In a five-year study between 2016 and 2020, the state of New Mexico reflects:

- **17% increase in alcohol related deaths leading from 2019 to 2020.**
- **In 2020 1,878 deaths were due to alcohol in New Mexico.**
- **McKinley County leads the state at a rate of 205.4 deaths followed by Rio Arriba county at 145.5.**

****per capita or per 100,000 individuals***

Reference: New Mexico Department of Health (2022)

Additional Statistics

- NM's total alcohol-related death rate has consistently been ranked in the top three spots in the nation since 1981, more than two times the national rate.
- Ranked 1st place in the US from 1997 through 2010.
- Alcohol deaths peaked in 2020 at 86.6 (since 1990).
- In 2020 the national death rate was 41.5 per 100,000 population.



To put that into context, an average of **FIVE** people **DIED EVERY DAY** of alcohol-related causes.

-NMDOH, CDC, ARDI

NMDOH 2020

What does the Drug & Alcohol Policy mean to you?

The New Mexico Judicial Branch is committed to protecting the safety, health and well being of **all** employees and other individuals in our workplaces.

Illegal drug use, abuse of prescription drugs and alcohol use impairs employee productivity.



What is the cost of Substance Abuse?



In the workplace, substance abusers increase the risk of accidents, lower productivity and morale, and compromises the safety of employees.

Working at diminished capacity, these workers increase the workloads of others, compromise quality, and can tarnish the courts' reputation.

What are Consequences of Substance Abuse?



Compared to their non-abusing coworkers, substance abusers are:

- Ten times more likely to miss work.
- 3.6 times more likely to be involved in on-the-job accidents.
- Five times more likely to file a worker's compensation claim.
- 33% less productive.

Ref: American Council on
Drug Education



Signs of Substance Abuse

“Performance” indicators that may be associated:

- ❖ Excessive absenteeism or tardiness.
- ❖ Lower productivity.
- ❖ Increased minor accidents or mistakes.
- ❖ Noted change in work quality



Signs of Substance Abuse

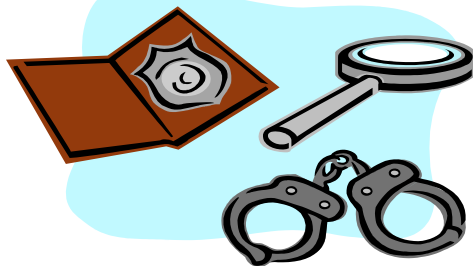
“Behavioral” indicators that may be associated:

- ❖ Erratic behavior, forgetfulness, indecision, can't focus.
- ❖ Takes less care in personal appearance and hygiene.
- ❖ Frequently getting into trouble (fights, legal problems, accidents).

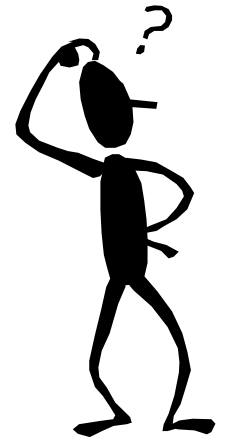


What Happens?

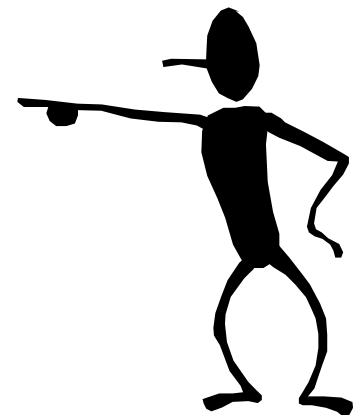
A judicial officer or judicial employee who, while on duty, possesses drugs or any substance in schedules of the Controlled Substances Act 1978, §§30-31-1 to 30-31-41 without a valid prescription or as otherwise authorized by law, may be subject to disciplinary action up to and including termination and shall be reported to the local law enforcement agency.



Drug & Alcohol Testing



Drug and alcohol testing shall be conducted in compliance with the Drug and Alcohol Testing Policy.





What is Reasonable Suspicion?

- Articulable belief that an employee is impaired, to any degree, by the use of an intoxicant, controlled substance, illegal substance, cannabis, or alcohol while on duty.
- If there is a reasonable suspicion that any of the behaviors or circumstances mentioned have occurred, any employee may be tested.

You may want to test under the following circumstances:

Impaired @ work = test

Using or possession @ work = test

Personal car @ work + accident = test

State car ANY TIME + accident = test

Return from treatment = test

The employee is arrested for a conviction of a drug related offense = test



Drinking & Lunch

What do you think:

Does the policy allow for an employee to have an alcoholic drink with their lunch?



Drinking & Lunch

NO

The NMJBPR does not allow for an employee to consume alcohol during their lunch break.

Approval to Test

- **All** drug and/or alcohol testing shall be **first** approved by the Administrative Authority, to be coordinated by the Drug Testing Coordinator.



Refusal to Submit to Testing

Refusal to submit to a test will be deemed a **positive test** and the employee will be subject to disciplinary action.





Help is Available



What can I do if I or someone I know has a drinking problem?

Consult your personal health care provider if you feel you or someone you know has a drinking problem.

Resources include the **National Drug and Alcohol Treatment Referral Routing Service available at 1-800-662-HELP**. This service can provide you with information about treatment programs in your local community and allow you to speak with someone about alcohol problems.



Employee Assistance Program Well-being Solutions

The Employee Assistance Program (EAP) is available for all of our employees (& family members), it is easy, free and confidential.

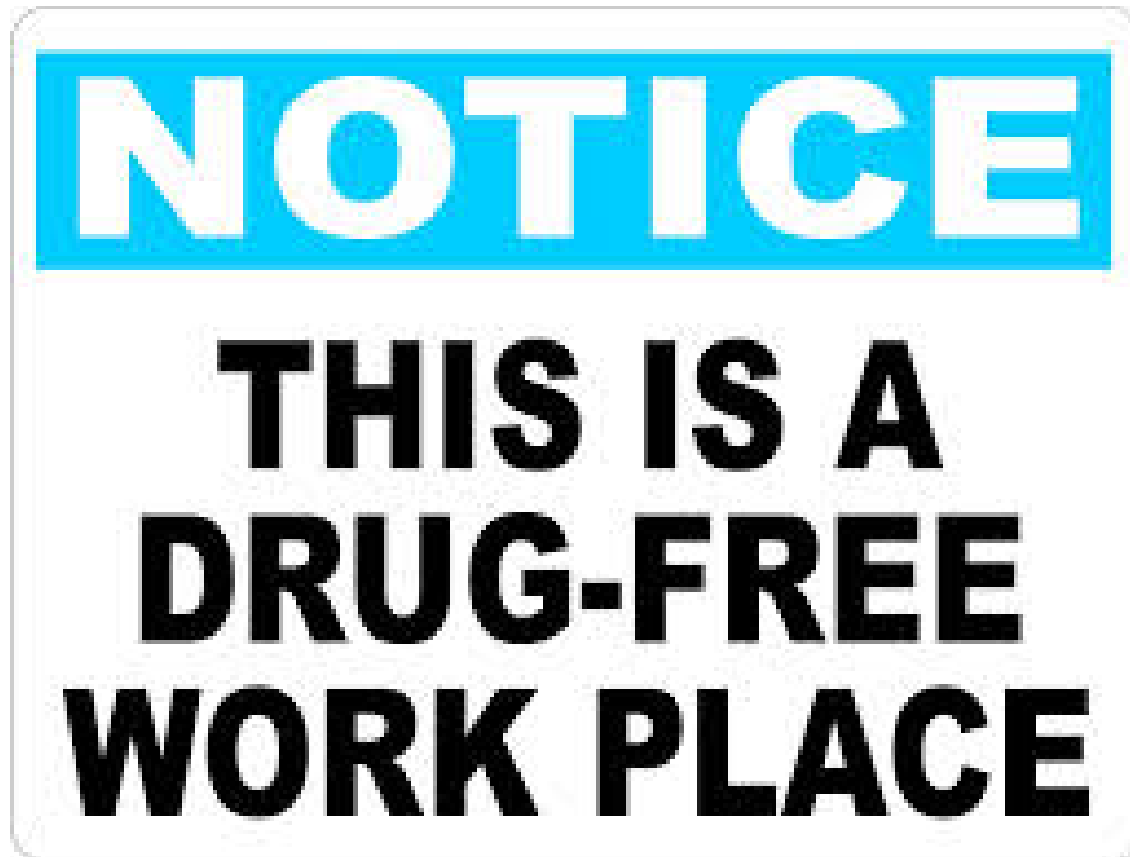


How EAP works.....

- The employee calls **1-833-515-0771** anytime 24/7 for access to a Guidance Consultant, who will perform a short confidential assessment.
 - The Consultant will provide a counselor or list of counselors in the local area.
 - The employee sets up the appointment and provides a verification # for billing.
- *Up to Five free, confidential counseling sessions per presenting issue. If additional counseling sessions or treatment is required, the employee may utilize their own health insurance.



Questions?



Workers Compensation

District/
Magistrate
Courts/
NMSC:
Contact your
Local HR



For AOC &
COA Claims:
Tamara Roybal
Workers
Compensation
Contact
**aochrd-
grp@nmcourts.gov**

Administered by the General Services Department Risk Management Division
Workers Compensation Bureau



AOC

Workers' Compensation Policy

“Establishes guidelines for reporting, processing, monitoring and managing workers' compensation claims.”

What is a workplace injury?

- **When an employee is injured or made ill as a result of events or exposures associated with work or the work environment.**



Examples Of Things That Are Usually Covered Include

- An employee's slipping and falling in the parking lot while coming or going from work.

Employers DO NOT get to decide if an injury or illness is covered by Worker's Compensation. Employers cannot tell the employee what medical provider to go to.

GET COVERED

Not covered by WC:



- Contract employees (covered by THEIR employer).
- Volunteers (sign an agreement/release).
- Individuals employed by others who work in the courts (attorneys, Public Defenders, Sheriffs, etc.)
- The public or jurors (covered by property insurance).

What to do if an employee gets hurt at work:

Employee's Responsibility:



- If it is an emergency – Call 911
- Immediately report all work-related injuries to your supervisor and HR regardless of severity or within 72 hours
- Not automatically qualified for WC benefits just by reporting an injury or illness
- Comply with his/her medical treatment plan

What to do if an employee gets hurt at work:

- The employee chooses the medical provider.
- If the employee is unable to drive, they should be taken by ambulance or arrange transportation with either a friend or family member.
- Another court employee should not be responsible for taking the injured employee for treatment.
- An employee may be able to drive themselves for treatment, unless it is an emergency.

Injuries at Work

What to do if you have been injured at work.

- The Judicial Officer/employee should complete a Notice of Accident form and submit to your Supervisor, AOC-HRD, or the local District HR's Workers' Compensation Coordinator.
- The Judicial Officer/employee has 15 days from the date of injury to complete and submit the form (or their Workers' Compensation Claim may be denied).

For Judicial Officers the medical coverage may be covered, not lost wages.

Driving with Electronics Policy

Applies to all Judicial Branch Employees

- New Mexico Judicial Branch restricts the use of all electronic devices to “Hands Free” operation while driving a motor vehicle.
- Cannot take a state vehicle out of the state without GSD & Fiscal Services Division’s written permission.



Use of State Vehicle

Defensive Driving Training

- Prior to operating any state vehicle, an employee must complete a 6-hour National Safety Council certified Defensive Driving Course (DDC).
- After which, employees are required to attend a 4-hour refresher course every four years. It is the employees responsibility to ensure their defensive driving certificate is up to date.
- The class fee is paid by the Employer.
- **AOC, COA, & SC:** Upon obtaining a DDC certificate, e-mail Jennifer Torres aocjdt@nmcourts.gov for enrollment into the gas card purchase database.
 - **Districts:** Contact your local Fiscal Department.
- Employees must provide AOC-HRD with a copy of their Defensive Driving Certificate for their file.

For a schedule of Defensive Driving Courses, visit:
<http://www.state.nm.us/gsd/defensdriving.html>

Acknowledgement
form 1.C

Use of Private Vehicles

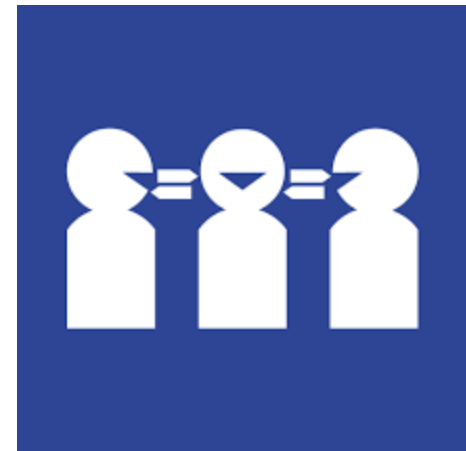
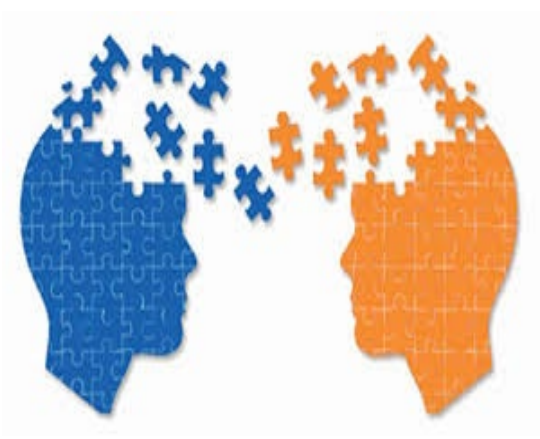
- Must get prior approval before using your own vehicle in lieu of a state vehicle.
- Reimbursement for privately owned vehicle is \$.52 per mile.



REMINDER

Please ensure all Judges know they must use a certified interpreter:

- Judges & audience members may not be asked to interpret.



Threats to Judicial Officers and Employees

- Judges are subject to threats far beyond the courtroom. In 2020 a gunman entered the New Jersey home of Judge Esther Salas, killed Salas's 20-year-old son and wounded her husband. Since then, legislatures across the US have passed laws in an attempt to address the danger that judges face.
- New Mexico has passed legislation that makes it a crime to threaten a judge or their family, or to share their personal information with a malicious intent.
- Federal law is also making its way through Congress to protect the private information of judges and their families.



Threats to Judicial Officers and Employees

As judicial personnel, we are vigilant in what we say and do, and go out of our way to protect our judges and each other. We want to be careful in what we say and the information we give out, even when we know the person we are talking to, because we never know who might overhear.

Never give specifics about where a judge or judicial employee might be found, even if you know the person asking.



Threats to Judicial Officers

- Instead of saying, “She is at lunch,” say, “The judge is unavailable.”
- Instead of saying, “The judge will be back at 1:00,” say, “You might try again around 1:00”
- Instead of saying, “The judge usually comes in at 9:00,” say, “Maybe call back (or come back) around 9:00.”
- If someone asks specific questions about where a judge (or another employee) is, respond with, “We do not give out information about the whereabouts of judicial employees.”

We know we cannot eliminate all threats, but if we work together, and are vigilant, we can help minimize the risks faced by judges, judicial employees, and our families.



Active Shooter Awareness

Brought to us from FEMA

- AOC Loss Prevention and Control Committee provides training on Active Shooter responsiveness.



Acknowledgement
form 1.G

Active Shooter Awareness

Active Shooter situations are unpredictable and evolve quickly.

Actions to take when confronted with an Active Shooter:

1. Evacuate
2. Hide
3. Take Action



Active Shooter Awareness

1. Evacuate

- Develop an Emergency Action Plan.
- Please refer to your specific building evacuation plan.



Active Shooter Awareness

2. Hide

- Be out of Active Shooters view.
- Lock and block door.
- Silence your cell phones.
- Remain quiet.



Active Shooter Awareness

3. Take Action

- This should be your last resort.
- Act aggressively, throw items, yell, commit to your actions.



Active Shooter Awareness

When law enforcement arrives what should you do?



- Remain calm
- Follow instructions
- Put down any objects
 - Raise hands
- Avoid yelling or screaming
- Proceed in the direction from which the officers are entering

Active Shooter Awareness



Link: <https://humanresources.nmcourts.gov/run-hide-fight.aspx>

OSHA – Regulation 1910-157 (general industry)



Regulation requires training for any Judicial staff (judges and employees) who have access to a fire extinguisher in their building or court.



OSHA Fire Extinguisher & Training Video Link:
<https://humanresources.nmcourts.gov/fire-safety.aspx>

OSHA – Regulation 1910-157 (general industry)



Link: <https://humanresources.nmcourts.gov/fire-safety.aspx>

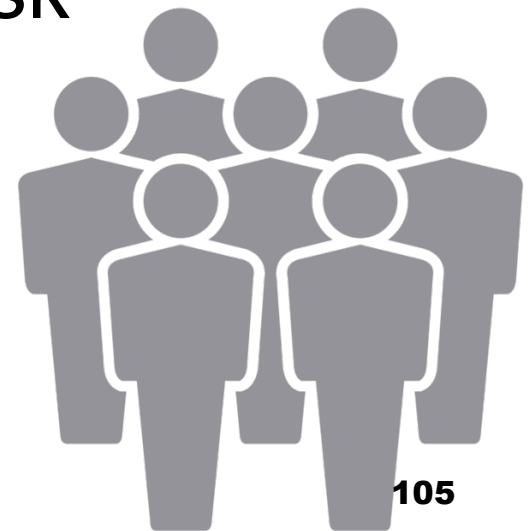
Judicial Information Division

- The Judicial Information Division (JID) provides IT services and solutions across the Judiciary.
- JID is responsible for our:
 - Email system
 - Statewide network
 - Odyssey Case Management System
 - Cybersecurity, and more



JID Teams and Areas of Focus

- CISO and Cybersecurity
- Odyssey Business Support
- Network & System Team
- Video Network Operations
- Client Support and Service Desk
- IT Project Managers
- Application Development



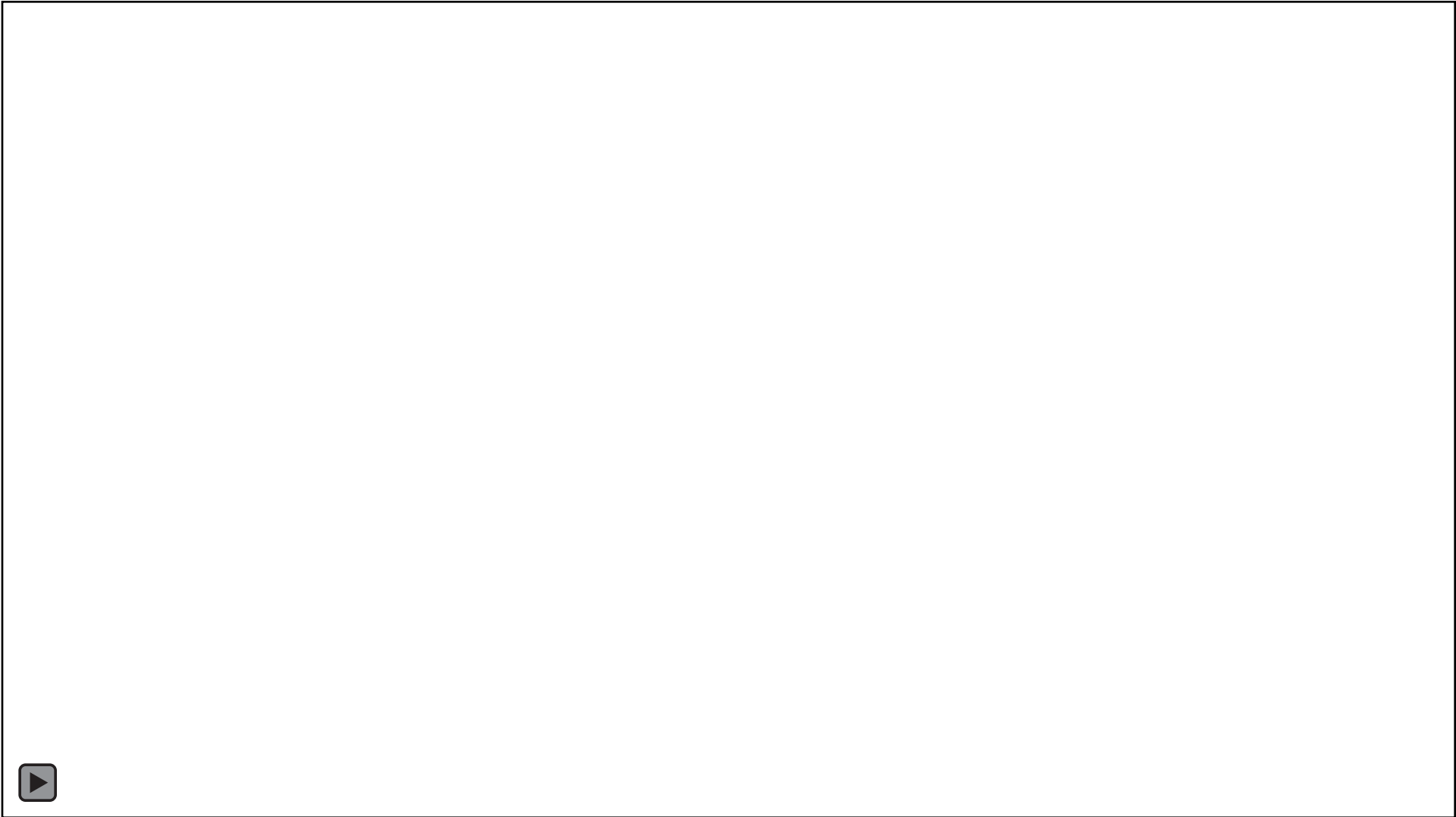
JID Service Desk

Need Technical Assistance?

The Service Desk can Help!

- Call or email a description of your questions or issue to create a service ticket:
 - support@nmcourts.gov or 505-629-3291
- JID offers after-hours *emergency* assistance
 - 505-476-6911







Computer and Internet Use Policy

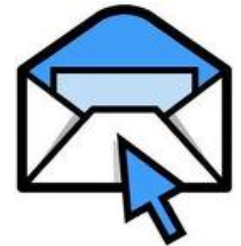
Revised January 2024

- The purpose of this policy is to establish standards and procedures for an employee's use of the New Mexico Judicial Branch computers, including tablets, Internet, and electronic mail (e-mail).
- This policy applies to all New Mexico Judicial Branch employees and judges.
- Employees and judicial officers shall receive the NMJB Computer Internet Use Policy and sign the acknowledgment form every even numbered year.

Computer and Internet Use Policy

Revised January 2024

Judiciary-supplied Computer Hardware & Software



- ❑ You may *not* use judiciary equipment for non-judicial business purposes.
- ❑ This includes but is not limited to political or business-for-profit activities.
- ❑ The Judicial Information Division (JID) and local IT may perform audits on any judicial owned computer or software. Employees and Judges have no right to privacy and shall have no expectation of confidentiality.

Computer and Internet Use Policy

Revised January 2024

Appropriate Email and Internet Usage

- Employees are responsible for using judiciary internet and email access systems in an ethical and appropriate manner.
- May **not** be used for transmission, retrieval or storage of materials of a discriminatory or harassing nature, and materials that are pornographic, sexually suggestive, sexually explicit, intimidating, derogatory, violent, vulgar, obscene, threatening, defamatory or otherwise abusive, or inappropriate.



Computer and Internet Use Policy

Revised January 2024

- No derogatory or inflammatory remarks about an individual's sex, race, color, age, disability, or serious medical condition, pregnancy, religion, national origin, citizenship, ethnic origin, ancestry, marital status, military/veteran status, genetic information, socioeconomic status, political affiliation, physical attributes, gender identity, sexual orientation, or any other protected status shall not be transmitted using NM Judiciary resources.
- Internet access to sites that contain pornographic material IS PROHIBITED.
- No expectation of privacy, violations are subject to disciplinary action.



Computer and Internet Use Policy

Revised January 2024

- It is your responsibility to inform management and the AOC JID of any inappropriate content sent to a nmcourts.gov email address.
- If you receive an inappropriate email communication or similar item you are to inform your supervisor and Judicial Entity's IT Security Officer.
- Promptly inform the sender to not send inappropriate items to your work email, or unsubscribe from any inappropriate websites.





Computer and Internet Use Policy

Revised January 2024

Email Signature Blocks Including Taglines

- Shall not include taglines or extraneous information such as slogans, quotes, sayings, catchphrases, symbols, graphics, images, pictures or animations.
- The Administrative Authority may approve signature blocks containing statements related to the judicial entity's business operations.

Computer and Internet Use Policy

Revised January 2024

Email Profile Picture

- A current picture of the e-mail account user (within approx. the last five years), which needs to be a professional looking clear image, or the official State of NM/NMJB seal.
- No inanimate objects, group shots, or photos of the employee with their significant other, child or pets, or graphics or images that could reasonably be construed as communicating content promoting a message, idea, brand, logo, slogan, or content that is defamatory, discriminatory, harassing, sexually provocative or explicit, or other non-Judiciary related content.



Computer and Internet Use Policy

Revised January 2024

- Any downloads of software application and/or copyrighted material copied from non-judiciary computers or networks must be approved in advance of the download by the IT purchasing policy.
- Staff and Judges obtaining access to materials from outside the NMJB through internet or email must respect all copyrights. May not copy, retrieve, modify, or forward copyrighted materials.

E-MAIL, CHAT/INSTANT MESSAGING & SOCIAL MEDIA



MIRANDA WARNING: Anything you say or do can be used against you ~ this includes e-mails & Google chat messages.

E-MAIL, CHAT/INSTANT MESSAGING & SOCIAL MEDIA

- These are for business use only.
- Contents are subject to IPRA requests.
- E-mail and instant messages are archived for years.
- There is no expectation of privacy.
- Beware of Social Media – Use with Caution



Civil Rights Training Videos

- New employees will be enrolled by their HR professional into the training platform OB Learn by Media Partners.
- There are 3 required videos you will watch for the annual Civil Rights Training requirement.
 - Once and For All: Manager
 - How Was Your Day: Manager
 - Getting Real about Workplace Violence: Manager
- The training platform also includes a training video on workplace violence prevention.

Civil Rights Training Videos

- Be on the lookout for an email invitation to register your account.



Hello _____,

Welcome to the New Mexico Judicial Branch new training platform for training related to Harassment, Discrimination, and Retaliation Prevention, and Workplace Violence Prevention.

Please click the link below to register your account and create a password.

[Register Now](#)

After registering, you can always come back and [login](#).

Thank you,

Transgender Cultural Fluency Training

- The Supreme Court's Commission on Equity and Justice is pleased to provide and sponsor Transgender Cultural Fluency Training.
- The training on gender inclusivity lays a foundation for participants to gain:
 - A better understanding of what it means to be transgender.
 - Clarify common misconceptions about transgender people.
 - Become familiar with the challenges transgender communities face.



Transgender Cultural Fluency Training

- All employees are required to watch a two (2) hour Transgender Cultural Fluency Training.
 - <https://humanresources.nmcourts.gov/home/workforce-management/training-development/>
- After completing the video you will complete a Google Form acknowledging your attendance.
- This training is an initiative of the Supreme Court's Commission on Equity and Justice.



Harassment, (including Sexual Harassment), Discrimination and Retaliation Policy

- The purpose of this policy is to protect all employees from harassment (including sexual harassment), discrimination and retaliation and to establish procedures employees must follow if aware of or subject to harassment, discrimination or retaliation.



Acknowledgement
form 1.F

Judicial Branch Definitions

- Harassment – is unwelcome behavior or conduct that substantially interferes with an individual's employment. Harassment may include, but is not limited to, verbal or physical attacks, graphic or written statements, and may include text messages, emojis, stickers, GIF (graphical interchange format, images, or soundless videos that play in a loop) and similar or written statements, threats, or slurs. Whether the alleged conduct constitutes prohibited Harassment depends on the totality of the particular circumstances, including the nature, frequency and duration of the conduct in question.



Judicial Branch Definitions

What are some things that might be considered as harassment that you have witnessed during your working career?

It is behaviour which is



Unwelcome

Unsolicited

Repeated

Offensive

Intimidating

Humiliating

Threatening

Judicial Branch Definitions

- Discrimination: “Any practice or behavior, whether intentional or not, which has a negative impact on an individual or group because of personal characteristics or circumstances unrelated to the persons abilities or the employment issue in question (e.g., disability, sex, age over 40, race, etc...).”



Judicial Branch Definitions

- What discriminatory behavior have you witnessed during your working career that might be inappropriate?



Judicial Branch Definitions

- Retaliation: “The act of attacking in return as in taking revenge, reciprocating, settling a score or getting even.”



Judicial Branch Definitions

- What retaliatory behavior have you witnessed during your working career that might be inappropriate?



Discrimination, Retaliation And Harassment

A. *Discrimination or harassment* based on **race, color, religion, sex, age over forty (40), national origin, ancestry, physical or mental disability, serious medical condition, sexual orientation, gender identity, socioeconomic status, political affiliation, pregnancy, childbirth, conditions related to pregnancy or childbirth, citizenship, ethnic origin, marital status, military leave, veteran status, genetic information, spousal affiliation, cultural or religious headdress, and any other status protected by law**, except where there is a bonafide occupational qualification, which justifies a differentiation, or any other reason not related to work performance shall not be tolerated in the *work place*; nor shall *retaliation* against a person filing a *complaint*, participating in an investigation or reporting such *discrimination, or harassment* be tolerated, even if there are no findings. (Amended 07/01/19, 05/13/23)

Discrimination, Retaliation and Harassment

B. Discrimination, retaliation and harassment are unacceptable and are grounds for disciplinary action.

C. An employee who is aware of or who is the subject of discrimination, retaliation or harassment **should report such behavior to the AOC HR Director.**



Title VII of the Civil Rights Act of 1964

- ❖ Prohibits discrimination on the basis of **race, ancestry, color, religion, sex or national origin.**
- ❖ Prohibits discrimination in hiring, firing, promotions, wages, job assignments, fringe benefits and other terms and conditions of employment.



How to Prevent Sexual Harassment Issues

- ❖ Set a positive and professional image at all times. Be an example.
- ❖ Think about your words and actions.
- ❖ Treat all people with **COURTESY, DIGNITY and RESPECT!**



Remember



- ❖ Remarks or actions may not be intended to hurt anyone, **but someone else may feel differently.** Those remarks/actions could be considered harassment.
- ❖ If you are offended, don't hesitate to **make that clear to the harasser** and your supervisor or the AOC HR Director.
- ❖ Always think about how others may feel before you speak or act.

Benefits Overview

- Medical Health Plans
- Prescription Plan
- Dental
- Vision
- Employee Assistance Program
- Flexible Spending Accounts
- Life Insurance
- Optional Insurance Plans
- Deferred Compensation

Links to Health Plans

Summary of Benefits

- State of NM Benefits Eligibility Information and Enrollment/Change Form.
- Bi-Weekly Contribution Rate Sheet
- Deferred Compensation
- Well-Being Handout
- PERA Member Handbooks
- HIPAA Policies

Continued....



....Links to Health Plans Summary of Benefits

- Premium Only Plan (POP)/Waiver
- State Employees Calendar
- Judicial Branch Observed Holiday Schedule
- Flexible Spending Accounts
- Medical Provider Information
- COBRA: Notice of Rights



Insurances

Who is Eligible for insurance?

Any employee hired to work at least 20 hours a week and whose term of employment when hired is for six or more months, or ends up being for six or more months.

Insurances

Who is Eligible to be insured?

- Employee
- Lawful Spouse
- Domestic Partner (must file affidavit)
- Natural Children
- Adopted Children
- Stepchildren
- Children of Domestic Partner
- Children for whom the employee has court approved legal guardianship.

Note: (Children can be covered up to age 26)

Insurances

- Employees will have the option to change their insurances when one of the following happens:
 - Qualifying Event (Change of Status)
 - The State offers an Open Enrollment.
 - The employee opts out of POP (premium only plan) at the beginning of the next plan year (January 1st)

Benefits for Transfers

- Employees transferring from another state agency or covered Local Public Body without a break in service will have all their current benefits transfer with them without the waiting period.
- Employees do not need to re-enroll benefits, but do need to sign the acknowledgement forms provided in orientation.



TRANSFER

Benefits for Transfers

- An employee transferring within the Judicial Branch or from the Executive, Legislative, Public Defenders Office, or District Attorney's Office can make changes to their benefits as a Qualifying Event if:
 - You drop your coverage prior to changing jobs.
 - Re-enroll as a new enrollment.
 - Wait for new coverage to become effective at the beginning of the third full pay period.



Benefits Available

(Judiciary pays a portion of the bi-weekly premiums)

- Health Insurance
- Dental Insurance
- Vision Insurance
- Basic Life Insurance – 100% paid by the State.
- Dependent Life
- Employee Assistance Program (EAP) – 100% paid by the State.



Benefits Available

(Employee pays 100% of premiums)

- Supplemental Term Life Insurance
- Short and Long Term Disability
- Flexible Spending Accounts – Medical, Dependent Care, Transportation and Parking

SONM Voluntary Benefits Plan Options

(Employee pays 100% of premiums)

- Accident Insurance, Cancer Insurance, Critical Illness Insurance, Whole Life Insurance.
- Aflac, Globe Life, and MetLife.
- Accident Insurance and Critical Illness Insurance now provided by the Hartford.

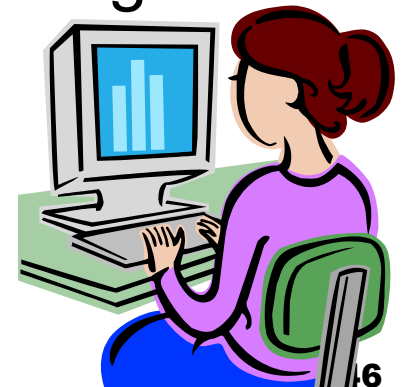


New Tools Added to Mybenefitsnm.com

- The mybenefitsnm.com website has “new hire and qualifying event orientation” which includes:
 - How to enroll,
 - What supporting documents are needed,
 - Information about qualifying events,
 - Open enrollment,
 - What happens when an employee terminates or retires
 - FAQ’s and other helpful links.

State Group Insurances

- Employees must enroll **online** at www.mybenefitsnm.com **within 31 days of their date of hire.**
- After enrolling, give AOC HRD/District HR a copy of your enrollment form so a copy may be placed in your personnel file.
- If employee is waiving benefits, they must complete the online process indicating they are waiving benefits.



...State Group Insurances

- Employees will have the option to change their insurances when one of the following happens:
 - Qualifying Event (Change of Status)
 - The State offers an Open Enrollment.
 - The employee opts out of POP (premium only plan) at the beginning of the next plan year (January 1st)

Notify HR Immediately When the Following Change of Status Occurs:

- ...Change of marital status
- ...Satisfying requirements of Domestic Partnership
- ...Death of employee or covered dependent
- ...Birth of child, or court approved adoption or guardianship
- ... Change in job status of employee (part-time to full-time), reduction in hours due to FML, LWOP, Disability
- ...You, and/or your dependents lose coverage elsewhere (i.e. when a spouse changes or loses their job)
- ...A dependent child is no longer eligible (reaches age 26, obtains coverage elsewhere)
- ...A child becomes eligible when no longer covered under Medicaid.

POP

- POP is the State's PREMIUM ONLY PLAN.
- This is a pre-tax premium conversion plan that allows state employees to have their **health**, **dental**, and **vision insurance** premiums deducted from their gross pay **BEFORE** taxes.
- Reduces your taxable income and increases your take home pay.
- Premiums are paid in arrears.
- An employee will be automatically enrolled in POP unless a waiver form is received.

Medical Health Plans

PRESBYTERIAN HEALTH PLAN (HMO)

- HMO Plan (no out-of-network option)
- Tier 1 & Tier 2 Plans
- Lower Premiums

BLUE CROSS/BLUE SHIELD PLAN (HMO)

- HMO Plan (no out-of-network option)
- Tier 1, Tier 2, Tier 3 Plans
- Lower Premiums

BLUE CROSS/BLUE SHIELD PLAN (PPO) Preferred Provider Network and Non-Preferred

- Provider Options
- Mid-level Premiums

CIGNA (PPO) AND (HMO/OAPIN)

HMOs vs. PPOs

HMO- Health Management Organization

- Costs/deductibles tend to be lower
- Often have no deductible and co-payments or are generally low upon doctor or hospital visit
- Out-of-pocket expenses are kept to minimum
- Restrictions- must see plan's "in-network" list of provider's to receive lower cost

PPO- Preferred Provider Organizations

- Less restrictions
- Costs/deductibles tend to be higher
- Can see almost any doctor you choose
- Ability to see "in-network" list of provider's and save money; or see provider's that are "out-of-network" as your choice

Deductible vs. Co-pay

■ **Deductible**

- Annual amount the employee must pay before the plan begins paying on qualifying visits/procedures.

- Medical Plan year
Jan 1st to Dec 31st

■ **Co-Pay or Co-Insurance**

- The amount the employee is responsible for, often after deductible is met.

Co-pay Cost Comparisons Effective 1/1/23

Service/Item	PRESBYTERIAN Tier 1	PRESBYTERIAN Tier 2
Deductible	\$350 / \$700 / \$1,050 Single / Couple / Family	\$500 / \$1000 / \$1,500 Single / Couple / Family
PCP Office Visit	\$25 (deductible waived)	\$40 (deductible waived)
Specialist	\$45 (deductible waived)	\$60 (deductible waived)
Preventive/ Wellness/Telehealth	\$0	\$0
Urgent Care	\$100	\$100
Hospital In-Patient	20% coinsurance after deductible	20% coinsurance after deductible
Emergency Room	20% coinsurance after deductible	20% coinsurance after deductible

Co-pay Cost Comparisons Effective 1/1/23

Service/Item	BCBS (HMO)	BCBS Tier 1 Blue Preferred Plus (NBP)
Deductible	\$425 / \$850 / \$1,275 Single / Couple / Family	\$500 / \$1,000 / \$1,500 Single / Couple / Family
PCP Office Visit	\$35 (deductible waived)	\$40 (deductible waived)
Specialist	\$50 (deductible waived)	\$60 (deductible waived)
Preventive/ Wellness/Telehealth	\$0	\$0
Urgent Care	\$60	\$65
Hospital In Patient	\$700	\$1,250
Emergency Room	\$300	\$325

Co-pay Cost Comparisons Effective 1/1/23

Service/Item	BCBS Tier 2 (PPO) Preferred Provider	BCBS Tier 3 Non-Preferred Provider
Deductible	\$700 / \$1,400 / \$2,100 Single/Couple/Family	\$3,000 / \$6,000 / 9,000 Single/Couple/Family
PCP Office Visit	\$50	50% of Co-Insurance
Specialist	\$70	50% of Co-Insurance
Preventive/Wellness	\$0	50% of Co-Insurance
Urgent Care	\$75	\$75 (after PPO deduct.)
Hospital In Patient	\$1,750	50% of Co-Insurance
Emergency Room	\$325	\$325

Co-pay Cost Comparisons Effective 1/1/23

Service/Item	Cigna (HMO)	Cigna (PPO)	PPO Non-Preferred Provider
Deductible	\$500 / \$1000 / \$1,500 Single/Couple / Family	\$750 / \$1500 / \$2,250 Single/Couple / Family	\$3000 / \$6000 / \$9000 Single/Couple / Family
PCP Office Visit	\$35 (deductible waived)	\$40 (deductible waived)	50%
Specialist	\$50 (deductible waived)	\$60 (deductible waived)	50%
Preventive/ Wellness/Telehealth	\$0	\$0	50% (deductible waived)
Urgent Care	\$60	\$65	\$75
Hospital In Patient	\$700	\$1250	50%
Emergency Room	\$300	\$325	\$325



- 100% Free Primary Care
- Provided by Proactive MD
- For you, your spouse, and any dependents enrolled in a State of New Mexico medical health plan
- Family medicine, acute care, medication dispensing and prescriptions, lab work, and more.
- Located in Santa Fe or Virtual Office Visits Statewide.
- <https://staywellnm.proactive-md.com/>



COVID-19 Testing and Treatment with a SONM Group Benefits Plan

Information specific to COVID-19

All testing AND treatment for COVID-19 related conditions will be paid 100% by the State of New Mexico Group Benefits Plan. This means there will be no co-payment, deductible or coinsurance that will apply to these services. Please seek care for yourself and your family if needed.

For COVID-19 updates, resources and information, please visit the New Mexico Department of Health at: <https://cv.nmhealth.org/>

The New Mexico Department of Health Coronavirus Hotline:
1-855-600-3453.

Stay Safe New Mexico.



CVS caremark®

Prescription Plan

- The SONM Prescription Plan is managed by CVS/Caremark.
- You are not required to use a CVS pharmacy
- Ensure that your address is correct in SHARE for your card and plan information.



	Retail (30 Day Supply)***	Mail Order (90 Day Supply)
Out of Pocket	Combined Prescription and Medical OOP Maximum	
Deductible**	\$50 Individual/\$100 Family only on Non Generics (applies to Medical annual OOP Max)	
Generic	\$6	\$17
Brand (Preferred)	30% (\$35 min/\$95 max	\$120
Brand (Non-Preferred)	40% (\$60 min/\$130 max)	\$155
Specialty Medication (30 day supply)	\$60 Generic \$85 Preferred Brand \$125 Non-Preferred Brand	\$60 Generic \$85 Preferred Brand \$125 Non-Preferred Brand

****Deductible: \$50 Per Individual/\$100 Per Family Applies to Formulary and Non-Formulary Only**

***** Three Refills are allowed on maintenance medication before your copay will increase to the mail order copay shown above (for a 30 day supply)**



Delta Dental of New Mexico



■ ***PPO NEW MEXICO PLAN***

GSD/RMD Dental Program



- **Calendar Year Deductible:**
 - Applies to Basic and Major Services
- \$50 per enrolled person
\$150 aggregate per family
- **Calendar Year Maximum:**
- \$1750 per enrolled person

Remember: 2 Cleanings, 2 Exams Per Calendar Year, No Charge!





GSD/RMD Dental Program

Benefits Overview

Benefit	In-Network	Out-of-Network
Diagnostic and Preventive Services	Plan Pays 100% deductible applies You Pay: 0%	Plan Pays 100% deductible applies You Pay: 0%*
<ul style="list-style-type: none">• Oral Exams (two routine per calendar year)• Routine or Periodontal Cleanings (two per calendar year or up to two additional for specified at-risk medical conditions)• Radiographic Images (full mouth: once every five years; bitewings: twice in a calendar year)• Topical Fluoride (through age 18, twice per calendar year)• Emergency Treatment for Relief of Pain• Sealants (through age 15, permanent molars only, three year limitation)• Space Maintainers (through age 18, five year limitation)		

*Selecting a Non-Participating Provider may result in higher out-of-pocket expenses, even when there is no change in Benefit level between in-network and out-of-network Benefits. Non-Participating Providers do not accept Delta Dental's Maximum Approved Fees as payment in full. You will be financially responsible for balance billed amounts, or amounts that exceed the Non-Participating Provider's reimbursement.



GSD/RMD Dental Program

Benefits Overview

Benefit	In-Network	Out-of-Network
Basic Services	Plan Pays 80% deductible applies You Pay: 20%	Plan Pays 55% deductible applies You Pay: 45%*
<ul style="list-style-type: none">• Amalgam or composite resin fillings• Extractions - non-surgical• Periodontics - non-surgical / surgical treatment of gum disease• Endodontics - pulp therapy and root canal filling• Repairs crowns, implants, on lays, bridges, partial or complete dentures• General Anesthesia - intravenous sedation & general anesthesia, when dentally necessary and administered by a licensed provider for a covered oral surgery procedure• Oral Surgery – maxillofacial surgical procedures of the oral cavity, including surgical extractions• Stainless steel crowns – primary teeth only• Adjustments to partial or complete dentures		

* The 55% benefit level is based on a fee schedule that is different from the fee schedule applicable to PPO New Mexico providers. Because approved amounts may be less and dentists MAY balance bill patients, out-of-pocket costs in addition to co-insurance shown are likely.

GSD/RMD Dental Program Benefits Overview



Benefit	In-Network	Out-of-Network
<p align="center">Major Services</p>	<p align="center">Plan Pays 60%* deductible applies You Pay: 40%*</p>	<p align="center">Plan Pays 35%* deductible applies You Pay: 65% plus Balance Billing*</p>
<ul style="list-style-type: none"> • On lays, Crowns and Cast Restorations – when teeth cannot be restored with amalgam or composite resin restorations • Prosthodontics – procedures for construction of fixed bridges, partials or complete dentures • Implants – specified services and related prosthodontics, subject to clinical review/approval 		

* The 35% benefit level is based on a fee schedule that is different from the fee schedule applicable to PPO New Mexico providers. Because approved amounts may be less and dentists MAY balance bill patients, out-of-pocket costs in addition to co-insurance shown are likely.

GSD/RMD Dental Program Benefits Overview



Benefit	In-Network	Out-of-Network
ORTHODONTIC SERVICES No deductible		
Children -- up to 18 th birthday Plan Pays 75% up to a \$2000 <u>lifetime</u> maximum Adults -- age 18 and over Plan Pays 60% up to a \$1750 <u>lifetime</u> maximum		

There are Limitations and Exclusions not covered in this Benefits Overview.
Refer to the Dental Benefit Handbook for complete coverage information.



Eye Med Vision Plan



In-network coverage

- Exams - \$10 co-pay. Once every calendar year.
- Frame allowance - \$150 + 20% off out of pocket expense.
 - Additional Discounted Lens Options & Coatings available.
 - Frames available every other calendar year.
- Contact Lens allowance - Every 12 months, \$150 retail allowance toward provider supplied contact lenses, plus 15% off balance.

Plan allows members to receive either contacts and frame, or frames and lens services.

Eye Med Vision Plan



Additional benefits with Eye Med:

- 40% off complete additional pairs of glasses. Without limit.
- 20% off non-prescription sun glasses.
- 15% off laser vision correction.
- Discounts on hearing exam and aids.
- Members who combine an eye exam and new glasses save an average of 71% off retail prices.

Register @ member.eyemedvisioncare.com/sonm

Eye Med Vision Plan



■ OUT -OF-NETWORK BENEFITS:

You may receive services from an out-of-network provider, although you will receive the greatest value and maximize your benefit dollars if you select a provider who participates in the network. If you choose an out-of-network provider, you must pay the provider directly for all charges and then submit a claim for reimbursement.

■ OUT-OF-NETWORK REIMBURSEMENT SCHEDULE:

- Eye Examination up to \$40 | Frame up to \$50
- Lens coating and options up to \$5
- Spectacle Lenses (per pair) up to:
 - Single Vision \$40, Bifocal \$60, Trifocal \$80, Lenticular \$100
- Elective Contacts up to \$105, Visually Required Contacts up to \$210

Employee Assistance Program (EAP)

What is EAP?

EAP is a employer pre-paid confidential service that provides the following services to employees and their dependents:

- Short-term counseling;
- Prevention/education resources; and
- Crisis intervention

...Employee Assistance Program (EAP)

What Kinds of Issues Can Be Resolved Through an EAP?

- Marital Conflict
- Drug / Alcohol Abuse
- Family Challenges
- Anxiety
- Workplace issues
- Stress
- Legal guidance
- Financial Resources
- Grief, loss and life adjustments
- Conflict Resolution
- Gambling
- Depression
- Relationship Issues
- Child, Elder and Pet Care
- Hiring movers or home repair contractors

Employee Assistance Program

EAP Provider – Well-Being Solutions

- 1-833-515-0771 or www.guidanceresources.com
Organization Web ID: SONMEAP (under the registration tab)
- 24/7/365 Telephonic Consultation
- Monthly Newsletters
- Confidential Emotional Support
- Work-Life Solutions
- Legal Guidance
- Financial Resources
- Online Support



Flexible Spending Account (FSA)

Administrative Services provided by:



ERISA TRUST COMPANY

EASI

Erisa Administrative Services, Inc.

Mailing Address:

Erisa Administrative Services, Inc. (EASI)

Attn: FSA

1200 San Pedro Dr. E

Albuquerque, NM 87110

Contact information:

Phone: (855) 618-1800 (press 2) or 505-244-6000

Fax: 505-244-6009

E-mail: SONM@easitpa.com

Website: <https://www.mybenefitsnm.com/FSA.html>



What is a Flexible Spending Account (FSA)?

- The FSA is a program that allows you to set aside money for eligible expenses prior to taxes being withheld.
- A minimum tax savings of 7.65% can be gained from Flexible Spending Accounts.
- You can use the account throughout the year to get reimbursed for eligible health care and dependent care expenses.



Health Care FSA

- Maximum annual contribution: \$3,050.00
- Minimum annual contribution: \$130.00
- Reimbursement of approved medically necessary expenses via:
 - Benefits Debit Card.*
 - Claim submission, with payment sent by check or direct deposit.

Eligible Health Care Expenses (FSA)

- You can use your debit card to pay for medically necessary expenses, this includes:
 - Out of pocket medical expenses such as co-pays, co-insurance, and deductibles.
 - Non cosmetic dental expenses
 - Vision care expenses
 - OTC (Over the Counter) medications now eligible without LMN (Letter of Medical Necessity).
 - Visit <https://sig-is.org> to confirm eligible expenses.



Where can I use my Benefits Card? (FSA)

- At a hospital or doctor's office*
- At a dentist office*
- At your vision care provider*
- At any chain pharmacy or grocery store for prescriptions

*Erisa may request participants to provide a receipt or Explanation of Benefits (EOB) showing your name, medical provider, date, amount and what service was received.



Ineligible Expenses (FSA)

- Expenses incurred at merchants that are not health care providers.
- Expenses that aren't medically necessary.
- Expenses for services that have yet to be incurred.
- Expenses incurred prior to your eligibility in the plan.
- Expenses incurred after you've exhausted your balance.

Dependent Care Benefit Account (DCFSA)

- Minimum annual payroll deduction \$130.00
- Maximum annual payroll deduction of \$5,000.00 per family.
- The household limit is \$10,000, but the State limits maximum elections per individual to \$5,000 annually.
- The purpose of Dependent Care is to allow an employee and their spouse to work, or look for



Eligible Dependent Care Expenses (FSA)

Example Services Eligible for Reimbursement

- All Children must be age 12 or younger for reimbursed services to qualify
- Adult Daycare
- Agency Fees/Application Fees (required to obtain daycare services)
- Babysitter for work-related care (both day and night)
- Before and After School Care
- Day Camp (summer school or specialized day camps such as computer, soccer or dance)
- Care for services related to disability
- Child Daycare
- Custodial Care Expenses
- Tuition for nursery school/Pre-K
- Emergency Daycare
- Employment, FICA and FUTA Taxes (if you are employing the caregiver as an employee)
- Late Pickup Fees for Daycare (related to late pickup of child due to work delays)

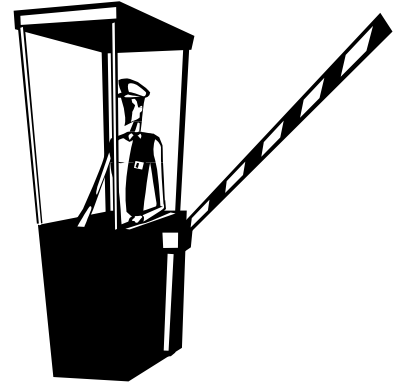


Ineligible Dependent Care Expenses (FSA)

Example Services NOT Eligible for Reimbursement

- Children age 13 and older cannot benefit from the dependent care FSA option.
- Activity and Recreation fees (such as soccer shirts, field trip expenses, etc.)
- Assisted Living costs
- Background Check fees
- Boarding School
- Diaper fees (not eligible even if submitted by the service provider)
- Household Services/Maid (such as cleaning and other unrelated services to daycare)
- Medical Expenses (all medical expenses must be reimbursed through the Medical FSA option)
- Nursing Home associated costs (not eligible)
- Overnight Camps (only Day Camp services are eligible)
- Transportation fees by anyone other than the caregiver
- Tuition Costs for education of Kindergarten grades or higher, other than preschool or Pre-K are not eligible
- Prepaid Fees cannot be reimbursed until services are rendered

Transportation Reimbursement Program (FSA)



- The Transportation Reimbursement Program offers a way for employees to pay for commuting costs utilizing pre-tax dollars.
- Eligible expenses for transit include expenses associated with using any public or privately operated transit service.
- May enroll at any time.
- Covers employee expenses only.

Transportation Benefits (FSA)

Qualified Transportation benefits include:

- Mass-transit/Van-Pooling
 - Transit may be a publicly or privately operated vehicle that seats at least 6 adults.
- Maximum election of \$270 per month minimum \$5
- Qualified parking is parking at or near your place of employment.
 - Maximum election of \$270 per month minimum \$5
- Submit claims or access your account online or with the available mobile app.

Benefits Debit Card



- Available for both Health and Dependent Care.
- Allows you to pay for qualified expenses directly from your FSA at the time of service.
- May still require additional documentation.
- 2 card provided. Additional cards cost \$10.

FSA - How to Submit a Claim Electronically

- When submitting a claim to Erisa, make sure to include the appropriate supporting documentation.
- Claims may be submitted via:
- Online at BenefitsbyET.LH1ondemand.com
- Mobile App: BenefitsbyET
 - Username: Employee ID# (SHARE ID)
 - Password: Last 5 #s of SSN + EASI

How to Submit a Paper Claim

- Access paper forms on our website.
- Include all appropriate documentation, including receipts/EOBs and letters of medical necessity (if required).

Email: FSA@easitpa.com

Fax: (505) 244-6009

Phone: (855) 618-1800

Mail: Flexible Spending Accounts
Erisa Administrative Services, Inc.
1200 San Pedro Dr. NE
Albuquerque, NM 87110

FSA - Questions

- If you have any additional questions, please contact Erisa at 1-855-618-1800 (press 2).
- You may also email us at FSA@easitpa.com
- Business Hours from Mon - Fri 8:00 am to 5:00 pm

FSA Eligible Expenses: <https://sig-is.org>

FSA Phone App Info: <https://www.mybenefitsnm.com/FSA.htm>

FSA Online Claim Submission: <https://www.mybenefitsnm.com/FSA.htm>

FSA Erisa Administrative Services E-mail Addresses:

<https://www.mybenefitsnm.com/FSA.htm>

FSA Homepage: <https://www.mybenefitsnm.com/FSA.htm>

Erisa Trust Phone App: <https://www.eristrust.com/sonm>





Erisa Administrative Services, Inc.

Disability Insurance – OPTIONAL

(Employee pays 100% of the cost after tax)

■ **Short Term Disability:**

- Elimination Period: 28 calendar day waiting period (no benefits paid out during this time).
- 60% of gross weekly earnings (less any deductible sources of income) to max of \$500 and a maximum of 26 weeks.
- No pre-existing conditions.
- Must participate for one year prior to begin receiving benefits.
- Employee can not receive more than 100% of his/her pre-disability earnings with sick, annual, etc and disability benefit combined.



Erisa Administrative Services, Inc.

Disability Insurance – OPTIONAL

(Employee pays 100% of the cost)

- **Long Term Disability:**
 - LTD begins once STD has ended as long as the employee is still disabled.
 - 40% of monthly earnings (less any deductible sources of income) to a maximum of \$2,000 per month.
 - Must apply for SSDI, PERA and appeal all denials.
 - Your LTD will be reduced by deductible sources of income.
 - 18 month maximum benefit.



**Long Term Disability Insurance,
Short Disability Insurance, and
Term Life Insurance**

for

**Judges & Attorneys including
non-attorney Magistrate Judges**



For more information please contact

Danine Baca

Email: danine@fincepts.com

Phone: 505-983-9646

Action Required: Please complete the Disability Form for Principle Life Insurance Company to either accept or waive the coverage



Basic Life Insurance

The Hartford

(Paid 100% by the State)

- All employees receive \$50,000 in basic life insurance coverage.
- Employee must designate a beneficiary by completing a Beneficiary Designation Form.
- If making changes to your beneficiary, you must fax a copy of the Beneficiary Designation Form to Erisa 505-244-6009.



Supplemental Life Insurance

The Hartford

- Additional Life coverage amount is the choice of increments of \$10,000 up to \$500,000.00.
- Evidence of Insurability (EOI) is required for amount of coverage in excess of \$150,000.
- Complete the Medical History Statement Form to receive EOI.

Basic Dependent Life Insurance

The Hartford



■ Dependent Life

- \$10,000 increments of coverage for Spouse and Domestic Partner up to \$250,000.00.
- Spouse's coverage over \$30,000 requires EOI.
- \$5,000/\$10,000/\$15,000 coverage for Children
- Website: <https://www.mybenefitsnm.com/TermLife.htm>

Also through the Hartford



- **Accident Insurance:**

With Accident insurance, you'll receive a cash benefit for each covered injury and related services.

- **Critical Illness Insurance**

With Critical Illness insurance, you'll receive a lump-sum payment when a covered illness is diagnosed.



- **The State of New Mexico is offering Employees the following plans through Aflac:**
- **Accident Insurance**
- **Cancer Insurance**
- **Critical Illness Insurance**
- **Permanent Life Insurance with accelerated benefits for Long Term Care**
- **Text "SONM" to 362-50 on your mobile device to find plans, rates & videos**



Globe Life

Employee Services Division

- **The Employee Services Division of Globe Life (ESD)** offers supplemental life and cancer insurance for government employees.
- **Whole Life Insurance:** This coverage stays with you if you change jobs or retire
- **First Diagnosis Cash Benefit Cancer Policy:** The first time a covered person is diagnosed with a covered cancer, the policy pays up to \$50,000 cash



MetLife

- **Accident, Cancer, and Critical Illness Insurance available from MetLife.**
- Supplemental coverage from MetLife provides you with a payment paid directly to you - not to your doctors, hospitals, or healthcare providers.

MetLife: 1-855-862-3912 <http://mlvolbenefits.com/>

Instructions

(How to Enroll in Benefits)

- Forms and Benefit Plan information can be found at www.mybenefitsnm.com
- For questions please contact Erisa Services, Inc. at 505-244-6000.
- If you are adding dependents such as spouse, domestic partner, or children, you must fax Proof of Dependency to Erisa at 505-244-6009.

Instructions

(How to Enroll in Benefits)

- Forms of Proof of Dependency include: marriage certificate, affidavit of domestic partnership, and birth certificates.
- Premium rates can be found at www.mybenefitsnm.com (also in your orientation packet)
- To enroll visit www.mybenefitsnm.com to complete online enrollment form.

INSURANCE CONTACTS

Presbyterian	1-888-275-7737	www.phs.org
Cigna	1-800-244-6224	www.myCigna.com
Blue Cross/BS	1-877-994-2583	www.bcbsnm.com
Express Scripts	1-800-743-1720	www.Express-Scripts.com
CVS/Caremark	1-877-744-5313	www.Caremark.com
Delta Dental	1-877-395-9420	www.deltadentalnm.com
Eye Med	1-855-219-3138	www.member.eyemedvisioncare.com/sonm
Flexible Spending	1-855-618-1800	www.nmflex.com
EAP	1-833-515-0771	www.guidanceresources.com
Disability (Erisa)	1-855-618-1800	www.mybenefitsnm.com/Disability
EE Benefits Bureau	1-505-827-2036	www.generalservices.state.nm.us/riskmanagement/
Erisa	1-505-244-6000	
Stay Well Health	1-505-570-4949	www.staywellnm.proactive-md.com



- 457B plan through PERA SmartSave.
- Pretax deferrals (similar to a 401-K plan but without the employer match).
- Lowers your taxable income while saving for retirement.



How to enroll in the Plan

- To enroll, go to **PERASmartSave.voya.com**, select Ready to Enroll (on the bottom right of the screen), then follow the enrollment instructions. After you have completed your enrollment, Voya will send you a Personal Identification Number (PIN) in the mail.



Pay Day



- Bi-weekly on Friday.
- Pay period runs Saturday to Friday.
- Direct deposit is required.
- Judges can only have one direct deposit, multiple accounts are not allowed.

PERA District Court Judges

NMSA 10-12B-8
Judges Retirement Eligibility
 (other than Magistrate Judges)
JRA Service Credit ~ 3.25%

Member prior to 7/1/2005

65 or older	+ 5 years or more service credit
60 or older	+15 or more years of service credit

Member after 6/30/2005 but on or before 6/30/2014

65 or older	+ 5 years or more service credit
55 or older	+16 or more years of service credit

Member on or after 7/1/2014

65 or older	+ 8 years or more service credit
60 or older	+15 or more years of service credit

Member Contributions – 10.5%; Employer Contributions – 15%

PERA Magistrate Court Judges

NMSA 10-12C-8
Magistrate Judges Retirement Eligibility
MRA Service Credit ~ 3.0%

Member on 6/30/2014

65 or older	+ 5 years or more service credit
60 or older	+15 or more years of service credit
Any age	+24 or more years of service credit

Member after 7/1/2014

65 or older	+ 8 years or more service credit
60 or older	+15 or more years of service credit
Any age	+24 or more years of service credit

Member Contributions – 10.5%; Employer Contributions – 15%

PERA Magistrate Court Judges Retiree - Elected Official

Exclusion from Membership

*PERA does not allow Magistrate
Judges to not contribute to PERA even when
Submitting the Application for Exclusion
from Membership.*

- The Exclusion from Membership form notifies PERA who is eligible to request a refund upon completion of the judges' term.
- Retired Magistrate Judges who are eligible to exclude themselves must complete the Application for Exclusion from Membership for Magistrate Retiree – Elected Official so they can request a refund on their contribution after their term has ended.

Mandatory Paycheck Deductions

7/1/2023 – 6/30/2024 (FY24)

Quarterly Worker's Compensation Tax - \$2.00

Deduction	Employee Share	State Share
FICA (social security) 2022 Cap - \$145,000	6.20%	7.65%
Medicare	1.45%	1.45%
PERA [Employees]	10.98%*	19.4%
Retiree Health Care - PERA	1%	2%

Payroll Deductions

- It is a judge's responsibility to ensure and verify the correct deductions and insurance premiums are withdrawn from their pay check.
- If there is an error please contact AOC HRD/District HR immediately!
- Your first insurance deductions will be taken out of your paycheck on _____.



DISCLAIMER

Disclosure Statement:

The information contained within this Judicial Officer Orientation presentation is subject to change without notice and while it is intended to be as accurate as possible it is also by nature - strictly an overview and cannot possibly address all circumstances.

Please refer to NMJB and the AOC Policies and procedures; PERA policies; General Services Department website; and any applicable state and federal laws.

Administrative Office of the Courts

Human Resources Division

Email: AOC HRD-grp@nmcourts.gov

Phone: 505-470-7205

- **AOC Human Resources Director**
Vacant
- **AOC Human Resources Deputy Director**
Vacant
- **AOC HR Statewide Project Manager Senior**
Tamara A. Roybal
- **AOC HR Administrator**
Aubreigh Ford
- **AOC HR Administrator**
DeVonna Burns
- **Business Specialist II**
Sara Trujillo
- **AOC HR Services Manager**
Victoria Sandoval
- **AOC HR Project Manager**
Tyra J. Chavez
- **AOC HR Project Manager**
Samantha Abeyta
- **Business Specialist II**
Faith Montoya
- **AOC HR Administrator**
Katarina Romero
- **Business Specialist II**
Sylvia Rodriguez



THANK YOU!

FOR MORE INFORMATION

- Please contact your AOC HR Administrator
- Check the websites available
- Call the insurance carriers toll free numbers

Questions?

