

Standard Operating Procedure for *the annual Trial Court Administrative Assistant (TCAA) Annual Tier Movement and Corresponding Pay Rate Step Increases, and TCAA Service Date Updates*

On December 21, 2022, the Supreme Court approved an annual compensation plan for the New Mexico Judicial Branch Trial Court Administrative Assistants (TCAAs). The effective date of the first movement was approved for January 7, 2023, and future movements were approved to be at the start of each Fiscal Year thereafter.

The approved pay rates and compa ratios for the TCAA annual tier movement can be found on the ***Judicial Branch Compensation Initiative & Salary Increase Guidance*** memorandum for the corresponding fiscal year and that is sent each year in May.

1. Tier 1: TCAAs who have 4 years of experience in the job classification, or in the New Mexico Judicial Branch will be paid the tier 1 pay rate.
2. Tier 2: TCAAs will be moved up to the tier 2 pay rate when they have 4 years but less than 8 years in the TCAA job classification, and New Mexico Judicial Branch experience in any job classification may substitute for up to 4 years of the TCAA experience.
3. Tier 3: TCAAs will be moved up to the tier 3 pay rate when they have 8 years but less than 12 years in the TCAA job classification, and New Mexico Judicial Branch experience in any job classification may substitute for up to 4 years of the TCAA experience.
4. Tier 4: TCAAs will be moved up to the tier 4 pay rate when they have 12 or more years in the TCAA job classification, and New Mexico Judicial Branch experience in any job classification may substitute for up to 4 years of the TCAA experience.

AOC HRD will send each judicial entity HR Professional their listing of TCAAs and the tier movement they are eligible for, if applicable, when we send the judicial entity their WIP and legislative increase spreadsheets, which are sent in approximately May/June of each year for the local HR Professional to review, audit, and approve. TCAAs who meet the next tier of experience will be moved upwards, effective prior to any legislative increases the same as the NMJB WIP is implemented. This is a manual process and entry into SHARE.

The Trial Court Administrative Assistant (TCAA) Compensation Plan Tier Movement and Corresponding Pay Rate Step Increases are based on ***all*** time worked in the TCAA job classification, and partial time worked in the State of New Mexico Judicial Branch, up to four years of service credit may be awarded. Time worked for a US Federal Court, municipality or a county (probate) court is not considered time worked in the State of New Mexico Judicial Branch.

STEPS FOR AUDITING TIME IN THE NEW MEXICO JUDICIAL BRANCH AND TCAA JOB CLASSIFICATION:

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AOC HRD will send each judicial entity a spreadsheet with all TCAAs and their time in the TCAA job classification as well as their time in the NMJB (all time worked and need not be worked consecutively) with the WIP and applicable legislative increase data in April and June of each year to confirm.

If an employee has only worked in the TCAA job classification, and has not had any breaks in service since their hire into the TCAA job classification you may use their initial hire date as their start date in the job classification and no additional audit is required.

If an employee has prior service in the State of New Mexico Judicial Branch or in the TCAA job classification, and is a rehire, transfer, promotion, downgrade, or etc. you will need to follow these steps in auditing their TCAA service time and their State of New Mexico Judicial Branch service time (up to a maximum of 4 years).

Use the New Mexico Judicial Branch Cumulative Leave Worksheet located on the nmcourts webpage, which can be found here: <https://humanresources.nmcourts.gov/home/workforce-management/hr-forms/> to determine the appropriate years of service in the TCAA job classification.

A separate State of New Mexico Judicial Branch Cumulative Leave Worksheet may be necessary or assist you to determine the time worked in the State of New Mexico Judicial Branch.

1. Enter the begin date the employee was first hired into the TCAA job classification. Go through the SHARE Job Data history, and enter any end dates, as well as new begin dates to capture all time worked in the TCAA job classification. This will capture any breaks in service and restart dates to determine the correct cumulative TCAA years of service.

Sample Cumulative Leave Worksheet:

Begin Date	End Date	Total Day	Total Years	Re-Hire Date	Adjusted Hire Date
01/02/07	03/01/08	424.00	1.16	8/15/2015	4/3/2014
12/17/12	03/02/13	75.00	0.21		
		0.00	0.00		
		0.00	0.00		
		0.00	0.00		
Totals		499.00	1 4/12	Total Years Service	8 10/12

- Print SHARE Job Data print screens to include with your cumulative leave worksheet as supporting documents, and retain these in the employee’s personnel file.
 - NOTE: You may need to pull the employee personnel file or research Historical Data – Pre July 2006 in SHARE to capture all dates the employee worked as a TCAA; this

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requires the employee’s social security number to input as the employee ID. Print and retain these print screens as part of the review as well.

- SHARE Historical Data – Pre July 2006 Personnel Actions Reasons include:
 - 01 – Initial Employment
 - 02 - LOA with Pay
 - 03 – LOA without Pay
 - 04 – Return from LOA
 - 05 – Separation
 - 06 – Promotion
 - 07 – Job Reclassify
 - 08 – Demotion
 - 09 – Job Assignment Change
 - 10 – Transfer
 - 11 – Other Data Change
 - 12 – Data Correction
 - 14 - Rehire

- You can also request a work history report from SPO by emailing Data Analytics at QA.DataAnalytics@spo.nm.gov. Include the name, employee ID, and last four digits of the social security number in your request. If requested, print the data provided and used to support your dates.

Steps to Update the TCAA Service Date – This date will be maintained in the Seniority Pay Calc Date field in SHARE for TCAAs only.

1. Once you have updated a cumulative leave worksheet and have supporting documentation of the total years of service as a TCAA, you will enter the adjusted hire date from this form into SHARE.

Instance Record

Last Assignment Start Date	05/31/2014	First Assignment Start	05/31/2014
Assignment End Date			
Home/Host Classification	Home		
Company Seniority Date	05/31/2014	<input type="checkbox"/> Override	9 0 21
Benefits Service Date	05/31/2014	<input type="checkbox"/> Override	9 0 21
Seniority Pay Calc Date	03/20/2021	<input checked="" type="checkbox"/> Override	2 3 1
Probation Date			
Professional Experience Date	05/31/2014	Last Verification Date	12/30/2022

2. If the employee had judiciary service in a position other than a TCAA please also submit to AOC HRD the cumulative leave worksheet for the judiciary service date including the supporting

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documentation. Up to four (4) years of judiciary service will be considered in reaching the next TCAA compensation tier. Please follow the SOP for Judiciary Service Date.

- a. **NOTE:** Do not add this time to the TCAA service date Seniority Pay Calc Date in SHARE, this time is tracked in a separate column on the master spreadsheet.
3. If you have edits or changes to the TCAA spreadsheet, please send the revision and supporting documentation to the aochrd-grp email for confirmation.
AOC HRD will review and if in agreement, will let you know to proceed with updating the Seniority Pay Calc Date in SHARE.