Administrative Office of the Courts

New Employee Orientation Class

Effective February 2015

Class Agenda / Training Modules

- **Training Module 1 - Structure of the Judiciary and Background of the AOC**
- Training Module 2 - NM Judicial Branch Personnel Rules Part I & II and NM Judicial Branch Code of Conduct
- Training Module 3 - Loss Control, Fraud Reporting, Drug & Alcohol Prevention & Testing, & Computer and Internet use
- Training Module 4 - Harassment, Discrimination, and Retaliation Prevention
- Training Module 5 - Benefits Overview including PERA and Payroll

Orientation Packet/Checklist

- Information you will find in your orientation packet:
  - General Forms
  - Policies and Procedures
  - PERA
  - Benefits



NM Judicial Branch Acknowledgements

- Acknowledgement form for the New Mexico Judicial Branch Personnel Rules, Policies and Procedures including the Judicial Branch Code of Conduct or Canons
- 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

NM Judicial Branch Acknowledgements

- Acknowledgement form for the Loss Prevention and Safety Training
- Acknowledgement form for the Harassment, Including Sexual Harassment, Discrimination and Retaliation Prevention Policy
- Acknowledgement of FLSA and Overtime Compensation
- Acknowledgement of the Driving While Intoxicated (DWI) 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
- Employee Appointment Form
- W-4 Form
- Payment Distribution Form
- PERA Application and Beneficiary Designation Form
- Fair Labor Standards Act Determination Letter
- New Hire Benefits Acknowledgment Form

Structure of NM Government



- 3 Branches
  - **Legislative**
    - Senate
    - House of Representatives
  - **Judicial ~ Chief Justice**
    - Supreme Court
    - Court of Appeals
    - District Court
    - Metropolitan Court
    - Magistrate Court
  - **Executive ~ Governor**
    - State Agencies

How State Government Works

- Legislative Branch ~ Passes Legislation
  - Executive Branch ~ Implements
    - Judicial Branch ~ Interprets



Legislative Branch

- House of Representatives
  - 70 members
  - Elected every 2 years
  - Speaker of the House
- Senate
  - 42 Senators
  - Elected every 4 years
  - President Pro-Tempore



Legislative Branch

- The legislature convenes in Santa Fe each year on the third Tuesday in January.
  - Sessions last for 60 days in odd number years
  - Sessions last for 30 days in even number years
- For additional information go to:

www.nmlegis.gov

Judicial Branch

- Approximately 2015 employees
  including approximately 203 Judges
- Consists of 5 different court systems
- Presided over by:

  Chief Justice Julie J. Vargas

  April 8, 2026



- NM Courts Website:

  http://www.nmcourts.gov

Judicial Branch Court Structure



Supreme Court

Administrative Office of the Courts
Provides Statewide Support

Court of Appeals

District Courts

Magistrate Courts

Bernalillo County Metropolitan Court

Municipal Court and Probate Court
(not a part of the judiciary)

- Municipal Courts are courts of limited jurisdiction and are city courts.

- Probate Courts are courts of limited jurisdiction and are county courts.

Supreme Court – 5 Justices



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

Supreme Court

- The NM Supreme Court is the highest court of the Judicial Branch of State Government.
- The Court's duties include deciding cases, exercising supervisory control over all other courts, and regulating attorneys licensed to practice law in New Mexico.

Court of Appeals – 10 Judges












Chief Judge Jacqueline R. Medina, Judge J. Miles Hanisee, Judge Jennifer L. Attrep, Judge Megan P. Duffy, Judge Zachary A. Ives, Judge Shammara H. Henderson, Judge Jane B. Yohalem, Judge Gerald E. Baca, Judge Katherine A. Wray, and Judge Kristopher N. Houghton

Court of Appeals



- This Court hears appeals on decisions made on cases and resides under the NM Supreme Court.
- The jurisdiction of the Court of Appeals covers the entire state of New Mexico.

13 District Courts

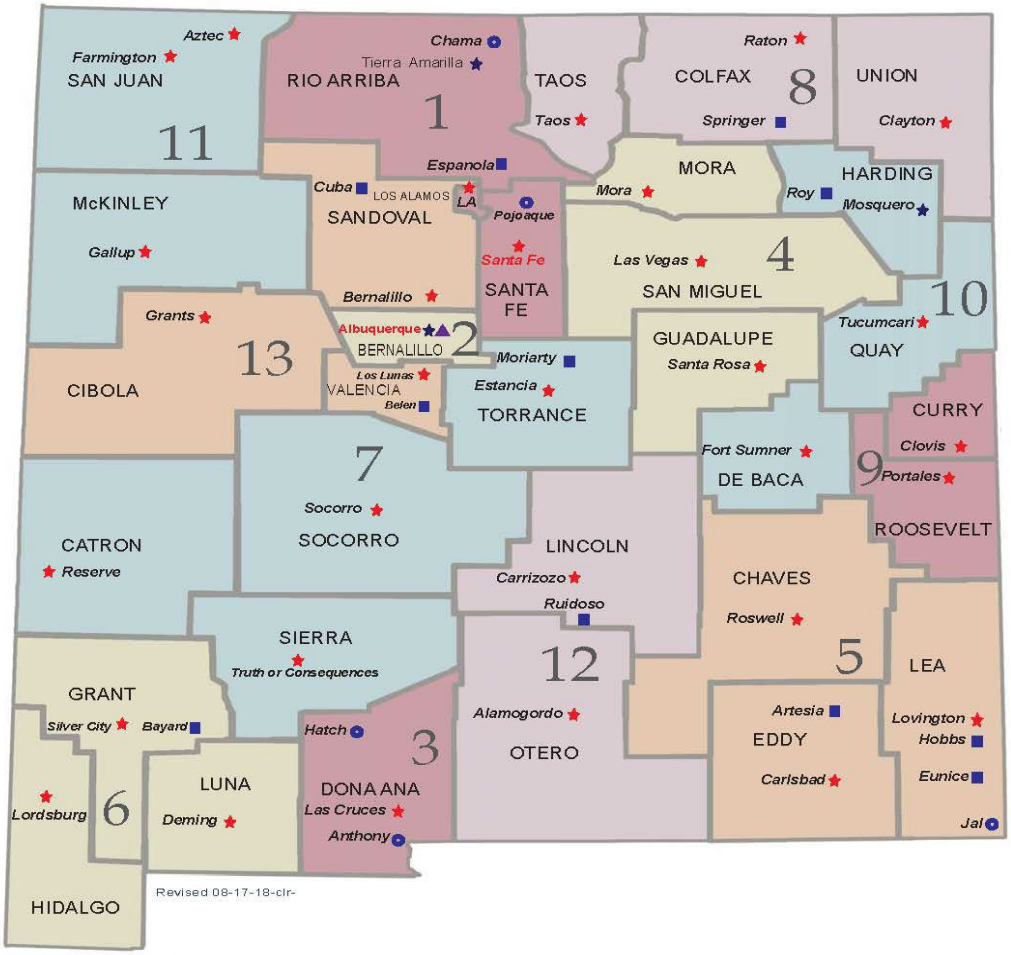
- There are thirteen (13) District Courts in New Mexico and one-hundred-two (102) District Court Judges.
- District courts have general jurisdiction and hold jury trials. This court will hear the following types of cases:
  - Tort
  - Real property rights
  - Exclusive domestic relations
  - Miscellaneous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



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

Administrative Office of the Courts (AOC)

6. Collecting and providing information on and for the courts managing and accounting for the collection of revenue;

7. Ensuring sound financial, budgeting, and procurement practices in the management of court resources;

8. Providing administrative support; and

9. 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

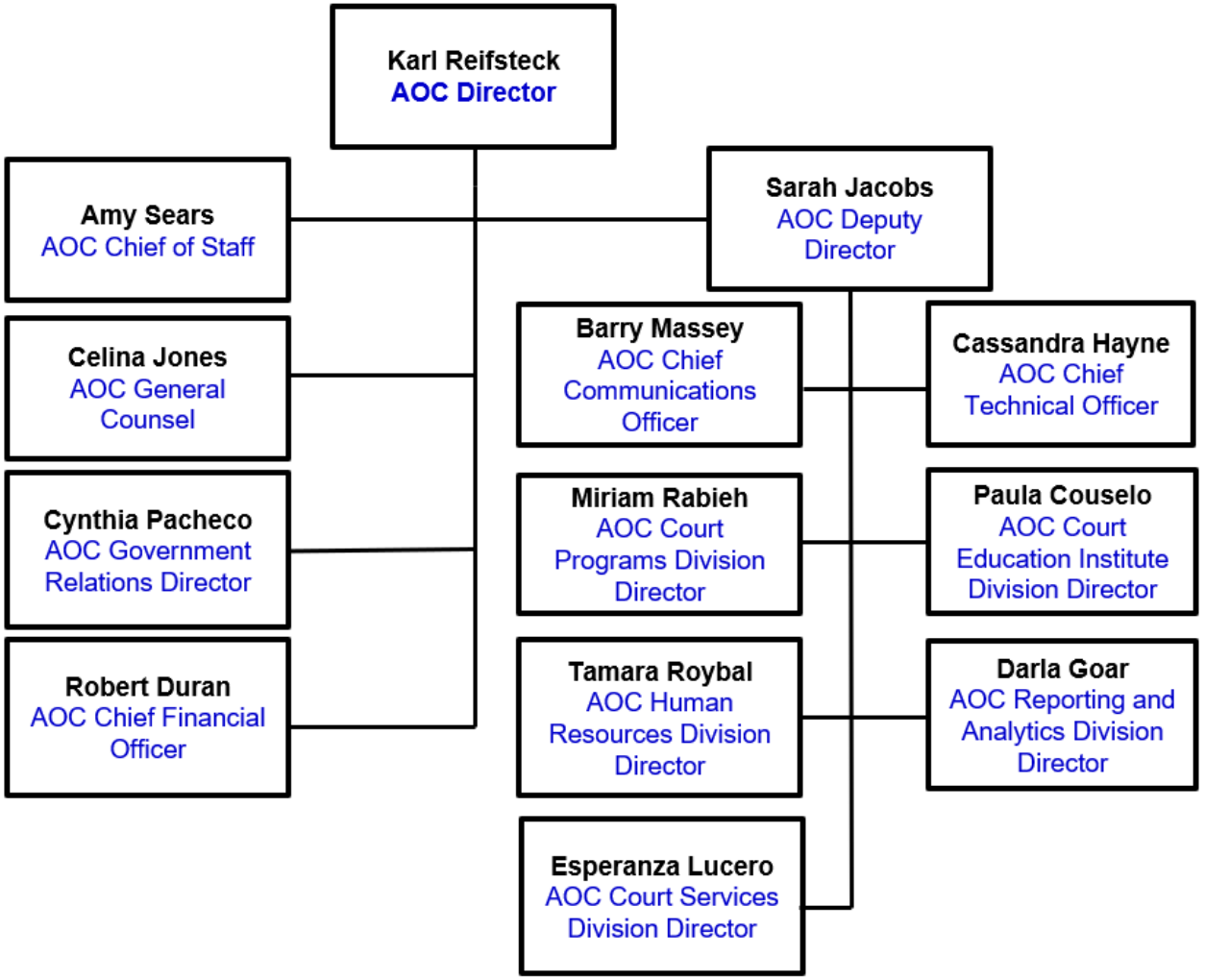
Administrative Authority

- What is an Administrative Authority?

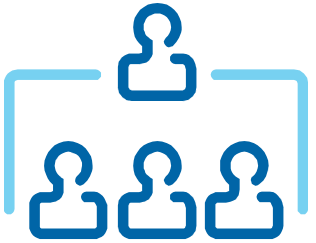
  Individual or designee with the primary responsibility to supervise and coordinate the administration of a Judicial Entity, or as designated by the Chief Judge and approved by the Supreme Court Order.



AOC Organizational Chart (Org Chart)



Chain of Command
(Organizational Chart)



- There may come a time when you have questions and/or concerns regarding your employment.
- You should follow the chain of command and consult with your Supervisor to address those concerns, questions, issues, etc.
- If your Supervisor cannot answer your questions please work with your Human Resources Administrator.
- There are several layers of management who are responsible for addressing your concerns rather than going directly to senior management.
- Complaints related to harassment, discrimination & retaliation **do not** need to follow the chain of command and should go directly to HR as HR is not in the chain of command.

Questions?



Administrative Office of the Courts

New Employee Orientation Class

Training Module 2

Class Agenda / Training Modules

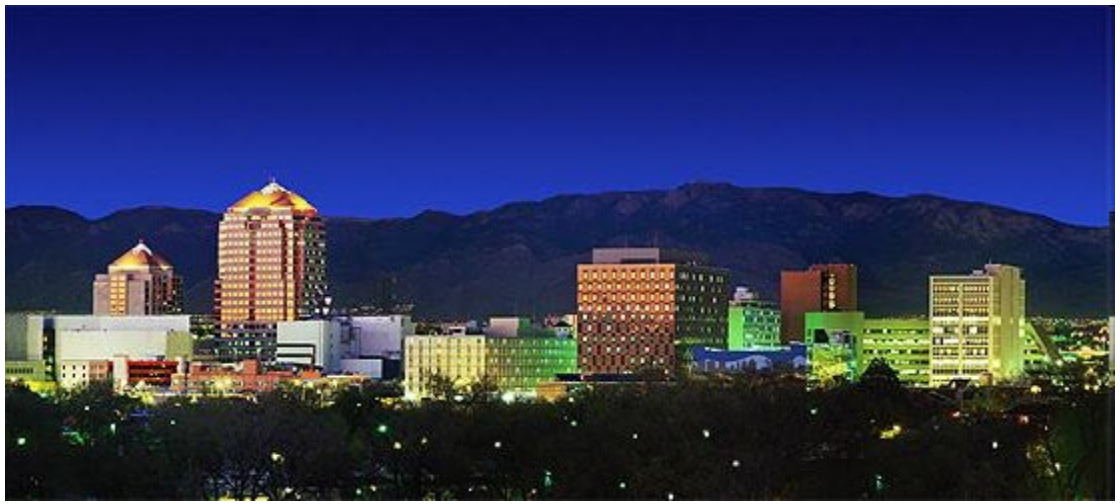
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Where to find the New Mexico Judicial Branch Personnel Rules (NMJBPR), Personnel Policies, including the Code of Conduct

The Personnel Rules Part I and II; General Policies and the Code of Conduct can be found on the website at:

http://inside.nmcourts.gov

Visit our website to view all NM Judicial Branch Policies



Acknowledgement form 1.A

What is the difference between the New Mexico Judicial Branch Personnel Rules (NMJBPR), Part I and Part II ?



Part I – Rules apply to Classified or Term employees.

Part II – Rules apply to Temporary or at-will (appointed) employees.

Glossary of Terms is for both Part I & II
Just Cause: Definition



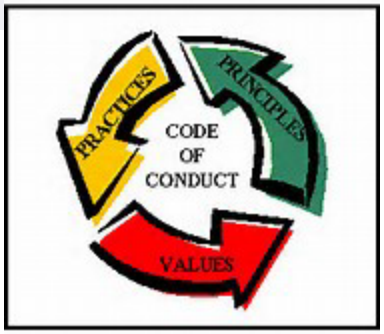
Rules vs. Policies

- Rules are the foundation upon which the policies are based.
  - Policies are the “how to” of following the rules.



Code of Conduct

Adopted 2/9/2010



- The **Code of Conduct** is broken into **5 Canons** or principles governing employee conduct.
- The **Code of Conduct or Canons** provides uniform standards for all Judicial Employees to follow (other than Judges).
- Violations of the Code are to be enforced by each Court, and in the same manner as a NMJB Personnel Rules violation.

Code of Conduct – Canon 1

- **Independence & Integrity -** Judicial Employees are required to maintain high standards of conduct, integrity, honesty and truthfulness so that the independence of the Judicial Branch is preserved.



Code of Conduct- Canon 1

Examples might include:

- Mishandling court documents for your family members; or
- Not informing your supervisor regarding a case your family member is involved in.



Code of Conduct – Canon 2

- **Impropriety or Appearance of -** Judicial Employees are required to avoid impropriety and the appearance of impropriety in all their activities.



Code of Conduct – Canon 2

Examples might include:

- Must be in compliance with law & maintain Public Confidence; or
- Shall not accept gifts & extra compensation. (exception: gifts of food); or
- Shall not abuse position by trying to use influence over others or secure special privileges; or



Code of Conduct – Canon 2

Examples might include:

- Shall use resources, property and funds in a judicious manner and in accordance with Statutes, Policies & Procedures; or
- As an employee, keeping jury fees or witness fees.



Code of Conduct – Canon 3

Employees Shall Perform Duties Impartially & Diligently - Examples:

- Professionalism: Be respectful and courteous to employees, and the public.
- Impartiality: Be impartial, must not be influenced by personal relationships, such as family members and friends.
- Must not be influenced by prejudices and opinions.



Code of Conduct – Canon 3

Employees Shall Perform Duties Impartially & Diligently - Examples:

- Confidentiality: Do not disclose confidential information, or privileged information.
- Do not hide information that may be public record.



Code of Conduct – Canon 3

Examples might include:

- DO NOT GIVE LEGAL ADVICE.
- Maintain licensing & certifications.
- Do not remark on pending cases.
- DUTY TO REPORT: Employees must immediately report any violation or perceived violation by a Judge or Judicial Branch Employee.
- Employees must report any violation of the Code of Conduct / 5 Canons.

Code of Conduct – Canon 4

Outside Activities & Conflict of Interest

- Avoid all activities that reflect negatively on the Judicial Branch.
- Including outside employment (including self-employment), compensated or non-compensated.
- Must receive approval from the Administrative Authority.

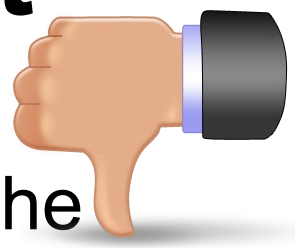
Outside Employment

(form required)

Form. No. 2014. NMJBPR.1102-22.02

- Before an employee or at-will employee may engage in outside employment (including self-employment), compensated or non-compensated, the employee shall complete an Outside Employment Approval Form, and have such outside employment approved by the Administrative Authority, as provided in NMJBPR Section 11.02 (B) and 22.02.

Outside Employment



- Approval may be withdrawn anytime at the discretion of the Administrative Authority.
- Once approval has been granted, the Administrative Authority may request the employee to provide an updated Outside Employment Form and may approve or disapprove the outside employment.



Code of Conduct – Canon 5

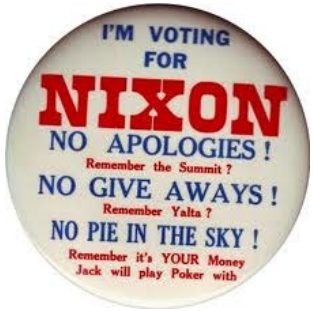
Refraining from Inappropriate Political Activities

- Employees are encouraged to VOTE.
- No campaign literature, buttons or signs are allowed on court property.
- Political Activity must be on employees own time.
- May not use Judicial Branch equipment.



Political Activity & Code of Conduct Canon 5

- Within this rule you will find guidelines associated with permitted political activity, prohibited political activity and candidacy for a public office.
- The rule of thumb is to be cautious with what you do in the work place, for example: wearing buttons, using official authority or influence, using supplies, compelling others to participate in political activity.









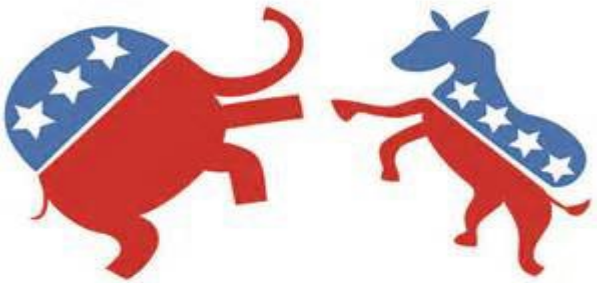
Code of Conduct - Canon 5

It`s OK for…

- Judicial employees may be candidates for partisan & non-partisan elected office as set forth in NMJBPR;

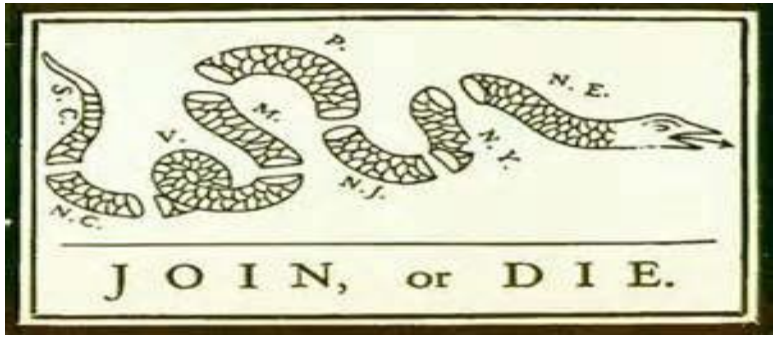
Judicial employees may also…

- Participate in judicial campaign activities, contribute funds, but only through a Judge's fund-raising committee.



Code of Conduct - Canon 5

- Judicial Campaign Activity - Judicial employees **shall not** be required as a condition of employment or otherwise to participate in political activities or be required to contribute funds for any political purpose.



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

Tuition Reimbursement Policy

Policy No. 2022.NMJB.202

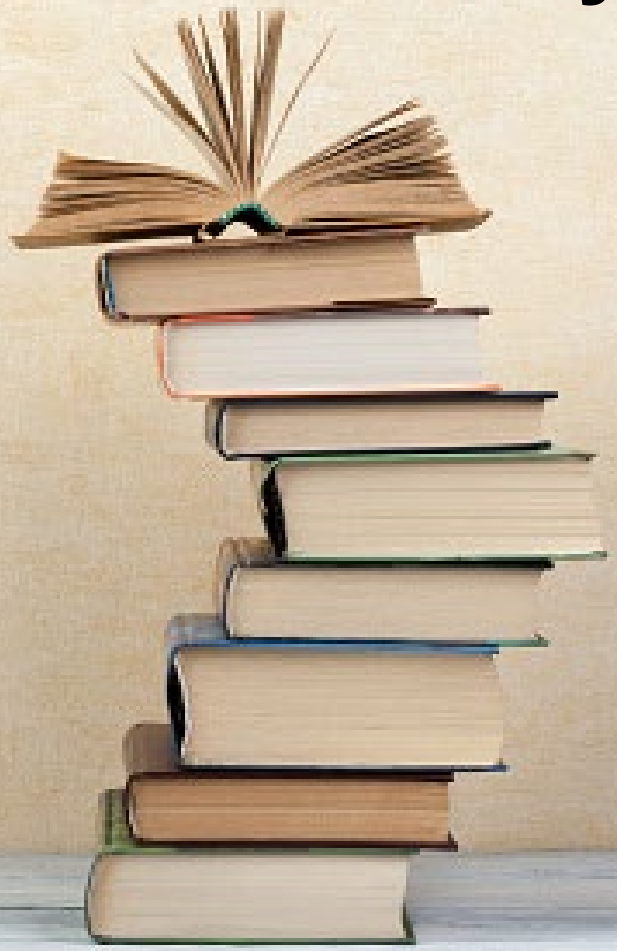
Purpose

To provide tuition reimbursement for eligible employees for college or university classes related to a degree or program that has been approved as relevant to professional development and as an additional benefit to the educational leave currently provided by the NMJBPR.



(Revised: 11/15/23, 12/20/23)

Tuition Reimbursement Policy



Policy

This policy is intended to provide an equitable system of encouraging and approving education reimbursement commensurate with the organization's objectives within the confines of the judicial entity's financial capacity.

Tuition Reimbursement Policy

- Education reimbursement requests will be approved and administered in an equitable manner, without regard to race, color, religion, sex, age, disability, or any other status protected by law.
- Managers and supervisors are responsible for approving appropriate training and skill development activities, which will assist in building a competent and productive workforce.



Tuition Reimbursement Policy

Factors when reviewing requests

RELEVANCE	The degree of need and job relevance of requested training or education;
FUNDS	Budgeted funds available and the number of requests for that budgetary year;
WORKLOAD	Workload, service consideration, and/or a flexible work schedule to ensure coverage;
CONCURRENCE	Concurrence with the employee's development plan;
MANDATORY	Whether the course requested is for mandatory continuing education; and
OTHER	Other considerations necessary to accomplish priorities and objectives.

Tuition Reimbursement Policy

Eligible Expenses



A. Eligible Employees may be reimbursed up to 100% of tuition costs for college and university classes that have not been paid by any other source. In no event will Eligible Employees be reimbursed more than $5,250 per calendar year.

The AOC will be limiting the reimbursement amount to no more than $2,600 per fiscal year, per employee, up to two classes per semester, and there will be a limit of $20,000 total per fiscal year for Tuition Reimbursement for all AOC employees.

Tuition Reimbursement Policy

Eligibility

A. ***Full-time permanent*** and ***term employees*** who have completed the one-year probationary period and *at-will employees* who have completed one-year of service may be eligible for tuition reimbursement.

B. ***Part-time employees*** who have completed one (1) year of service may be eligible for tuition reimbursement on a prorated basis.

C. ***Temporary*** and ***probationary*** employees are **not** eligible.



Tuition Reimbursement Policy

Requesting Reimbursement of Eligible Expenses

Requests for reimbursement of Eligible Expenses will be reviewed one semester at a time and must be submitted at least 30 days in advance of the start date of the class.

Upon successful completion of the class, the Eligible Employee may submit their proof of successful completion for reimbursement provided the Eligible Employee is still employed by the judicial entity for which the tuition reimbursement was approved.



Successful Completion of
Undergraduate Coursework = "C" or better
Graduate Coursework = "B" or better
OR
If applicable a "Pass" in a pass/fail class

Tuition Reimbursement Policy

Requesting Reimbursement of Eligible Expenses

I. An eligible employee seeking tuition reimbursement must use the NMJB Tuition Reimbursement Form prior to enrollment in the class.

II. Reimbursement requests with a copy of the grade attached and a receipt or statement from the college or university showing proof of payment must be submitted within 30 days of completion of the class. Paperwork not submitted in a timely fashion may result in non-payment.

III. Supervisors and managers shall review requests to ensure that the employee is eligible for the requested tuition reimbursement benefit; that the appropriate documentation has been submitted; and workload, coverage and program priorities have been considered, and then following their approval, provide to the Administrative Authority for approval.

Professionalism ~ Dress Code

Speak to your direct supervisor regarding the dress code for your division or court.

- Employees are expected to dress appropriately for their position. Employees must wear clothes that fit appropriately and maintain good personal hygiene.



- The following are examples of inappropriate work attire.
  - Low or midriff tops
  - Jogging or exercise clothes
  - Shorts
  - Overly tight and/or loose



Compensation - Pay

No pay for hours not worked.

NOTE: Can't be paid more or less than the pay range assigned to the job classification.



Compensation
Pay System - State Board or Commission Membership

- Employees may be paid for attending meetings or transacting business while serving on a board or commission.
- Requires Administrative Authority approval.
- May not affect the employees performance of duties.



Compensation-Overtime, Holiday, Shift Differential, Stand-by Pay

Overtime Pay

- An FLSA non-exempt employee receives compensation at time and one-half for hours worked over 40 hours in a work week.

- An FLSA exempt* employee may receive compensation at straight time for hours worked over 80 hours in a pay period.

Reminder – all FLSA non-exempt hours worked in excess of 40 hours in a work week may result in overtime, and REQUIRES PRIOR APPROVAL from supervisor and Administrative Authority.

* Excluding FLSA Exempt At-Will employees.

Compensation-Overtime, Holiday, Shift Differential, Stand-by Pay

Shift Differential

- An employee assigned to work a scheduled shift at the request of the Administrative Authority between the hours of 6:00 p.m. and 7:00 a.m. and who works during this timeframe, shall receive shift differential pay. (Amended 08/01/10; 07/01/19, amended 5/13/23)
- The *scheduled shift* must be assigned to the *employee* in advance of it being worked, and for a duration exceeding one pay period for it be eligible for shift differential pay. (Added 5/13/23)
- All *employees* eligible for *shift differential pay* within *a judicial entity* shall be paid the same *shift differential pay* rate, unless approved by the Director. (Added 08/01/10; amended 09/10/21)
- *Shift differential pay* shall be no more than $3.00 per hour in addition to the regular rate of pay for the hours worked between 6:00 p.m. and 7:00 a.m. and shall be at the discretion of the *Administrative Authority* (Added 08/01/10; Amended 07/01/14; 07/01/19; 09/10/21)

Reminder – all FLSA non-exempt hours worked in excess of 40 hours in a work week may result in overtime, and REQUIRES PRIOR APPROVAL from supervisor and Administrative Authority.

* Excluding FLSA Exempt At-Will employees.

Revised: 11/4/2026

Compensation: FLSA exempt At-will

- TCAAs & Appellate Paralegals, CEOs, At-Will Attorneys, Law Clerks, & all other FLSA exempt At-Will employees:
- **Do not / may not** accrue compensatory time
- May flex out time in the 2 week pay period only
- Must enter extra hours worked into SHARE for tracking purposes only

Example: Non-Exempt vs. Exempt At-will employees

- **Bailiffs & Court Monitors – FLSA Non-Exempt:**

  Accrue comp time for hours worked over 40 in a week; requires Chief Judge / Administrative Authority approval.

- **TCAAs - FLSA Exempt:**

  DO NOT accrue comp time; 80 hours in a pay period. (Change eff 10/5/17).

Compensation
Overtime Hours Worked

- Upon transfer to another judicial entity FLSA non-exempt employee's compensatory time must be paid out, or will be accepted by the receiving Judicial Entity.
- Employees may not have a balance of more than 80-hours of compensatory time at the end of the calendar year, except with written approval from the Administrative Authority.



Compensation
Holiday Pay

- Annually the Chief Justice announces the observed paid holiday schedule.
- Classified Exempt and non-exempt employees who work on a designated observed holiday receive double-time and one-half compensation in compensatory time. Employees must receive prior approval before working on an observed holiday.



Leave Without Pay & Holiday Pay

An *employee* shall receive *holiday pay* on *observed holidays* that the *employee* does not work provided the *employee* was in a pay status, for no less than one hour, on the *employee's* last scheduled workday before the *holiday* and the *employee's* first scheduled workday after the *holiday*.





Compensation
Certified Bilingual Pay

- An Administrative Authority may approve an increase of $1.00 per hour in addition to base pay for a certified bilingual employee.
- Requires annual re-approval by the Administrative Authority.
- Must meet court needs, for example small court may not need several certified bilingual employees.
- Must meet Language Access Certification Program requirements.



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.



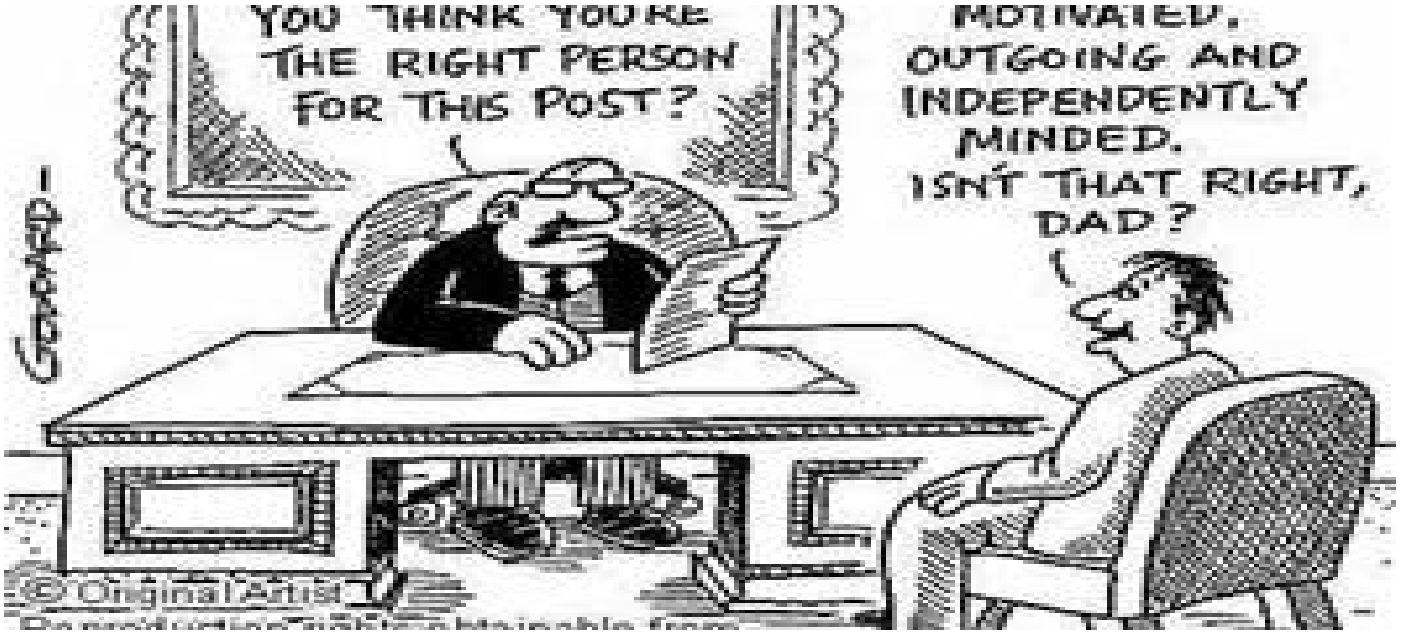
Recruitment, Selection & Appointment
Nepotism

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.

Recruitment, Selection & Appointment
Nepotism

- Code of Conduct – Also states it is NOT ok to advocate or recommend for employment any family member, household member or domestic partner.

  *Includes Contractors



Probation & Career Status within the Judiciary

- A probationary period of one year is required for an employee appointed or hired into a classified permanent or term position.
- Calculation of the probationary period shall include all continuous employment in a permanent or term position within the Judiciary.
- During the probationary period, the employee may be terminated without advance notice and shall have no rights to grieve the termination.
- At-will employees do not serve a probationary period.

Probation

Any time worked as an At-Will or Temporary employee shall not be counted towards calculating the probationary period.



Leave & Holidays

To establish the procedure for accruing, accumulating and using leave.



Types of Leave

POLICIES

- Administrative
- Leave Without Pay
- Educational
- Family Medical
- Donated Leave
- Inclement Weather



- Annual
- Sick
- Bereavement
- Military
- Family Educational
- Physical Fitness
- Voting
- Court
- Holidays
- Caregiver Leave
- Parental Leave

Administrative Leave

- Administrative leave may be granted by the Chief Justice.
- If Administrative leave is granted for a period of time rather than for a specific day, it must be pre-approved by the immediate supervisor prior to being taken.
- An Administrative Authority may not grant more administrative leave to supplement a holiday or administrative leave granted by the Chief Justice.



Administrative Leave

An Administrative Authority may grant up to 80 hours of administrative leave in a calendar year for an employee to participate in the Employee Assistance Program (EAP), counseling, or drug and alcohol rehab program.



Inclement Weather Policy

Leave may be granted when unsafe road conditions to or from the Judicial Entity exist.

- When inclement weather exists in your area, you are instructed to tune in to your local news and/or radio stations for updates.
- Closure and/or delay may be independent or may follow your local school district- depends on your Court/Judicial entity.
- Employees who are teleworking or on an approved telework schedule the day of a delay would not be granted leave for the delay.



Inclement Weather Leave (INCWE)

Who is eligible for Inclement Weather Leave granted for a court closure?

- Employees who are on approved or scheduled leave do not get the administrative closure leave. An employee who is on approved or scheduled leave (including sick leave) would not have been directly affected by the weather as they were already scheduled to be away from the court. Employees that were scheduled to work and were affected by the inclement weather attempting to travel to the court or home during the time frames of the designated court closure would be entitled to the Inclement Weather leave.

Inclement Weather Policy

What is a Essential Employee?

- Essential Employees perform duties that ensure necessary services will be provided.
- Determined by the Administrative Authority in advance.



Inclement Weather & Essential Employees

- Essential employees may still be required to report to work.
- Essential employees are paid regular time and receive hour for hour administrative comp time for time worked as an essential employee (contact AOC HRD or your HR Professional to enter on timesheet).
- Employees not designated as essential in advance will not be given administrative during a closure or delay.



AOC Closure and Delay Policy
Notice of Closure or Delay

Delays and closures will be announced to the public and posted on the Nmcourts.gov website whenever possible. The AOC will also alert employees who opt in by an electronic alert system whenever possible.

Revised:6/30/23

AOC Closure and Delay Policy

Delayed Opening

- **Marcy Street** – when Santa Fe Public Schools announces a delay for the entire school district;
- **Lomas** – when Albuquerque Public Schools announces a delay for the entire school district;
- **Rio Rancho** – when Rio Rancho Public Schools announces a delay for the entire school district;
- **Las Cruces** – when Las Cruces Public Schools announces a delay for the entire school district;
- An employee with a post of duty in a Judicial Entity – when that Judicial Entity announces a delay, or;
- When the Director or Director's designee announces a delayed opening.

Revised:6/30/23

AOC Closure and Delay Policy

Closure

- **Marcy Street** – when Santa Fe Public Schools announces a closure for the entire school district;
- **Lomas** – when Albuquerque Public Schools announces a closure for the entire school district;
- **Rio Rancho** – when Rio Rancho Public Schools announces a closure for the entire school district;
- **Las Cruces** – when Las Cruces Public Schools announces a closure for the entire school district;
- An employee with a post of duty in a Judicial Entity – when that Judicial Entity announces a closure, or;
- When the AOC Director or Director's designee announces a closure.

Revised:6/30/23

AOC Closure and Delay Policy

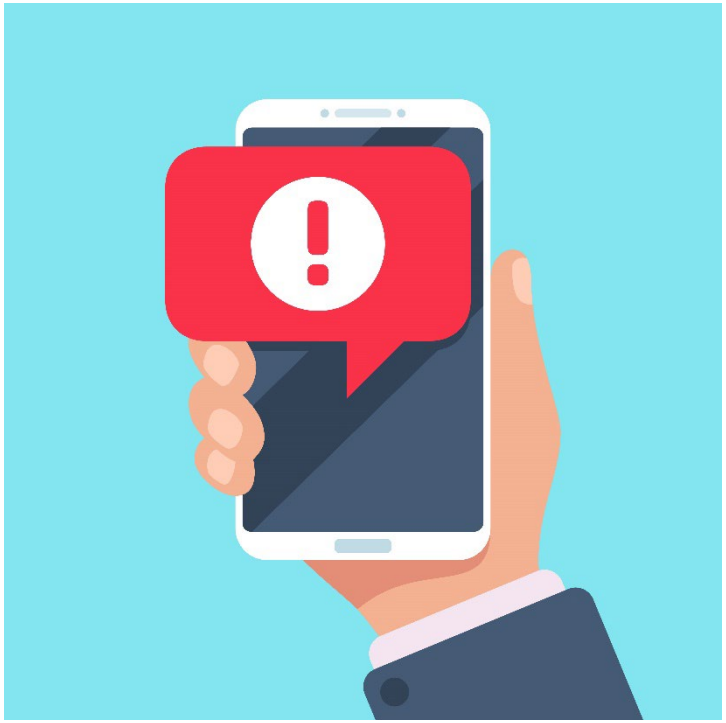
Travel

- Any employee scheduled to travel to a location other than their post of duty on the day of a delay at the travel location, shall report to their post of duty and consult with their supervisor before traveling.
- Any employee scheduled to travel to a location other than their post of duty on the day of a closure at the travel location, shall report to their post of duty.

Revised:6/30/23

RAVE Mobile Safety

The one-stop-shop for mass notifications or targeted communications!



Voting Leave

- You may take up to two (2) hours voting leave for the purposes of voting.
- Does not apply when the employee's workday begins more than two (2) hours after polls open or ends more than three (3) hours prior to polls closing.
- Your supervisor may specify the hours.



Elections that are eligible for Voting Leave are:

- Only the following elections listed in statute would be eligible for paid voting leave:
  - General elections; - National, State & Local
  - Primary elections
  - Statewide special elections;
  - Elections to fill vacancies in the office of representative in Congress;
  - Local elections included in the Local Elections Act;

Elections that are eligible for Voting Leave are:

Only the following elections listed in statute would be eligible for paid voting leave:

- School district elections;
- Municipal officer or municipal bond elections;
- Special district officer or special district bond or other specific district elections;
- Elections of Indian nations, tribes or pueblos for a voter who is enrolled as a member of the Indian nation, tribe or pueblo and is qualified to vote in the election.

Elections that are not eligible for Voting Leave are:

- Elections for officers of water, fire, and sanitation districts, or political caucuses.
- Managers and supervisors are encouraged to work with their employees in allowing the use of accrued leave for time off for elections not covered under the NM Election Code.

Annual Leave

- A maximum of 240 hours of annual leave may be "carried over" each year.
- Annual leave SHALL transfer between judicial entities and MAY transfer between other branches of State Government (Executive, Legislative, Public Defender's Office, or District Attorney's Office).
- Upon separation annual leave balance is paid out up to 240 hours.

Accrual of Annual Leave



Period of Employment	Hours earned per pay period	Hours Maximum Carry Over Accrual
Day 1 – 3 years	5.00	240
Over 3 – 7 years	6.00	240
Over 7-14 years	7.00	240
Over 14 years and beyond	8.00	240



Accrual of Annual Leave

IMPORTANT

Please inform AOC HRD or your District HR if you have prior State service with the Executive or Legislative Branch, including the District Attorney's & Public Defender's Office, as those years count as service credit in calculating your annual leave accrual.



Annual Leave



A leave request form must be submitted and approved by your supervisor in advance.

- Sick leave may not be taken in place of annual leave.
- But, annual leave may be taken in place of sick leave.



Annual Leave Donations

- Employees are not eligible if on Workers' Compensation.
- Must have exhausted all available leave.
- Must be on approved FMLA.
- Must be out on leave more than 3 days.
- May be used intermittently.
- No more than 160 donated hours per request, limited to a total of 3 requests during a 12-month period.
- Only Annual Leave can be donated.
- Leave transfers on a dollar for dollar basis and, reverts back to donors when qualifying situation ends.



Sick Leave

- A full-time employee accrues sick leave at the rate of 4.00 hours per pay period.
- Sick leave may be accrued without limit, and will roll over into the new calendar year.
- Employees will not accrue sick leave when taking leave without pay.

Use Of Sick Leave

- An employee's use of sick leave shall be limited to illness, injury, examination or treatment of the employee or care of the employee's *family member, domestic partner, or household member.*



Sick Leave

If using sick leave for an appointment or other situation known in advance, a leave request must be submitted and approved in advance by the supervisor.

Supervisors may request employees to furnish a medical provider's statement at any time when sick leave use is in question.



Use Of Sick Leave



CALLING IN SICK

- When calling in sick, employees should speak to their direct supervisor or the next in their "Chain of Command" a minimum of one-half hour prior to their scheduled shift, but discuss this with your supervisor. 24/7 operations may require a two hour notice.
- However, if impossible due to a critical situation, employees should call in as soon as possible.
- NMJB Personnel Policies require eligible employees who have a qualifying medical condition and an absence of 3 or more days to be designated on FMLA.

Use Of Sick Leave

Sick Leave Upon Transfer

- The accumulated sick leave of an employee transferring within the Judicial Branch or from the Legislative or Executive branches, including the District Attorney's Office & Public Defender's Office, shall be accepted by the judicial entity to which that employee is transferring, **provided there is no break in service.**

Excessive Absenteeism or Leave Abuse ~ might be…

- If you have a pattern of calling in or requesting sick leave on certain days of the week.
- If you have a pattern of calling in or requesting sick leave prior to or following scheduled days off, holidays, weekends, and paydays.
- If you had a request for another type of leave that was denied, and you still call in sick for the same period.
- If you continually use your sick as quickly as you earn it.
- If you have one instance of absence without leave.
- If you request Leave Without Pay because your leave balances are exhausted.

Worksite Wellness Including Self-Care and Physical Fitness Leave Policy

Purpose:

The NMJB supports a work environment that enhances employee effectiveness and over well-being and health. This Policy is developed to promote and support the physical and mental well-being of NMJB officers and employees through a comprehensive worksite wellness program and increase employee health and productivity.



Mental Health Self-Care

The NMJB recognizes the benefits of *mental health self-care* in creating and maintaining a productive, healthy, and harmonious work environment and encourages each employee to take advantage of this provision to enhance their mental health



Mental Health Self-Care

Self-care encourages self-improvement. It promotes rest and relaxation, which benefits our overall health and wellness and it also promotes healthy relationships.

When our self-esteem and self-awareness improves, it has a positive effect on our overall mindset.



Mental Health Self-Care

- All Judicial Officers and employees (including at-will and probationary employees) may request one hour per workweek to engage in *Self-Care Wellness activities.*
- Employees who participate in *Self-Care* can request one hour of admin leave per week from their supervisor.
- *Self-Care* can occur at a regularly scheduled pre-approved date and time, or in response to high stress.

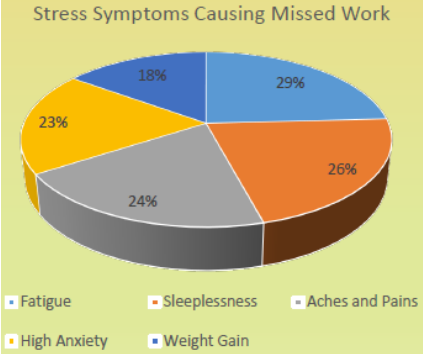
Holistic Employee Wellness Program



Why is Self-Care important in the workplace?

61% of employees are burned out on the job. (CareerBuilder)

The top five stress symptoms causing missed work days (CareerBuilder)



38% of wellness program participants said it helped them take fewer sick days. (HealthMine)

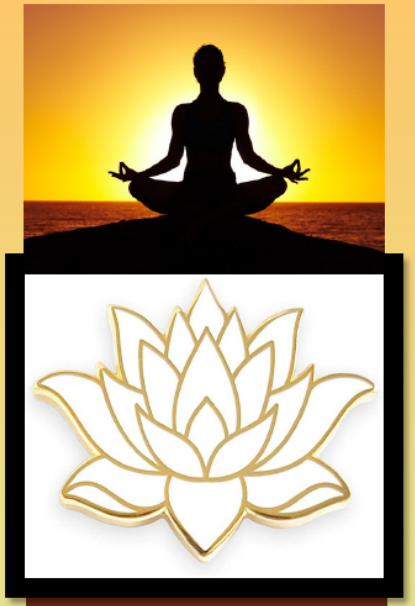
What an Effective Self-Care and Wellness Program Can Do...

- 61% of employees agree that they've made healthier lifestyle choices because of their company's wellness program. (Aflac)
- 62% of workplace wellness program participants said it helped them lower their healthcare costs. (HealthMine)
- Employees that participate in workplace wellness programs are more satisfied in their jobs (70%) than those who don't participate in their companies' programs. (Aflac)



- 91% of workers at companies led by leaders that support well-being efforts say they feel motivated to do their best at their jobs. (American Psychological Association)
- Of employers offering wellness programs, 67% reported increased employee satisfaction, 66% reported increased productivity, 63% reported increased financial sustainability and growth, and 50% reported decreased absenteeism. (IFEBP)

NEW MEXICO JUDICIAL BRANCH
NMCourts.gov
(505)-827-4800



HOLISTIC EMPLOYEE WELLNESS PROGRAM

Daily Self-Care Techniques for Mental Wellness and Stress Reduction

NMCourts.gov



Express Gratitude: Expressing gratitude to co-workers, friends and family triggers our brains to release the same feel-good chemicals as pleasurable activities like exercising and eating do.

Organize/improve your workstation/office: A clean, organized workspace has been linked to higher levels of productivity and mental clarity.

Try a walking meeting: Do you need to have a 5-10 minute meeting with a co-worker or supervisor? Consider taking a walk around the building while you talk. A change of scenery and fresh air can energize you and reduce stress.



Create a to-do list for work or home: Organizing your thoughts or tasks can allow you focus on the smaller tasks rather than focusing on a daunting project or busy day at work.

Yoga or stretching: Practice Yoga in your office. It doesn't need to be a defined Yoga pose, take a moment and slowly stretch your muscles and joints.

Progressive Muscle Relaxation: Progressive muscle relaxation involves relaxing all the muscles in your body, group by group. Practice tightening and relaxing each muscle group, starting with your forehead and moving down to your toes.



Breathing exercises:

- Breathe in through your nose and watch your belly fill with air. Count slowly to three as you inhale. Hold for one second and then slowly breathe out through your nose as you count to three again.
- Breathe in through your nose and imagine that you're inhaling peaceful, calm air. Imagine that air spreading throughout your body. As you exhale, imagine that you're breathing out stress and tension.





Meditation: Meditation brings short-term stress relief as well as lasting stress management benefits. You might develop a mantra that you repeat in your mind as you take slow deep breaths. Or, you might take a few minutes to practice mindfulness, which involves being in the moment.

Watch/Listen to something that make you laugh or smile: Watch a short funny animals video online. Listen to a song that makes you smile. Disconnecting from a task that you are stuck on or is causing you stress can allow you to return with a fresh perspective.



Guided Imagery: Simply close your eyes for a minute and walk yourself through a peaceful scene. Think about all the sensory experiences you'd engage in and allow yourself to feel as though you're really there.

Physical Fitness Leave (FITWL)

It is the policy of the New Mexico Judicial Branch (NMJB) to allow each employee to request up to thirty minutes of physical fitness leave three times per week or forty-five minutes of physical fitness leave two times per week to participate in physical fitness activities.

The NMJB recognizes the benefits of physical fitness in creating and maintaining a productive, healthy, and harmonious work environment and encourages each employee to take advantage of this provision to enhance their physical fitness.





Flextime Schedule

- Flextime schedule must have prior approval by the supervisor and documented on appropriate Flex Schedule form.
- Employees must revert back to a regular work week of 5 days a week, 8 hours per day in the week a holiday falls.
- Part-time employees will receive holiday pay only if they are regularly scheduled to work that day.
- Part-time employees will be paid for the number of hours they would normally work on the day a holiday falls.

Flexing Time

- Must enter actual hours worked into SHARE, for example, if you work a Saturday instead of a Monday, you would code your time in SHARE as follows:
  - Saturday - 8 hours regular
  - Monday - 0 hours regular
- Serious problems occur when you do not accurately enter your time into SHARE, (Workers' Comp, audit exceptions, falsifying timesheets, etc.)

Just a note about FLEX Schedule



AOC's flex schedule is defined as any deviation from normal work hours & work days i.e., 8:00 a.m. to 5:00 p.m. with one hour for lunch - Monday through Friday.

Paid Bereavement Leave (BRVLV)

- Employees request through their supervisor
  - up to a maximum of five (5) work days of bereavement leave with pay to grieve the death of *an immediate family member*, sibling, or *domestic partner*.
  - up to a maximum of two 2 *business days* of bereavement leave with pay to grieve the death of a *family member*.
- Time reporter code must be entered in SHARE by the Supervisor.

Paid Bereavement Leave (BRVLV)

- NMJB Personnel Rules Definitions:
  Immediate Family Member – A child for whom the *at-will employee* or *employee* has acted as a parent, regardless of the blood relation; biological parents or anyone who acted as a parent when the *at-will employee* or *employee* was a child; and husband or wife as defined under the laws of the state of New Mexico, and *domestic partner*. (Added 08/01/10; Amended 07/01/14)

Paid Bereavement Leave (BRVLV)

- NMJB Personnel Rules Definitions:
  Family Member - Is an individual who is the spouse or *domestic partner*, of, or is by blood, marriage / domestic partnership or legal adoption a parent, grandparent, great-grand parent, child (biological, adopted, or foster child, legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability as defined in the FMLA), grandchild, great-grandchild, brother, sister, uncle, aunt, nephew, or niece. (Amended 07/01/14; 07/01/19; 03/01/2021; 05/13/23)

Court and Jury Duty Leave

There are 2 types of Court Leave:

- Witness Leave and Jury Duty Leave.
- Submit a copy of the summons to HR & your Supervisor.
- Employees may not accept Jury or Witness fees for normal working hours.
- May retain reimbursement for per diem.



Educational Leave (EDLVR)

- May be used by classified, term, & at-will employees who have completed 1 year of employment.
- Must have completed their probationary period.
- Leave is for credit classes taken for a grade from an accredited institution.
- Must be pre-approved before classes start.
- Only for classes and travel time - not studying.
- Maximum of up to 4 hours per week.
- Employee must enter a comment on timesheet.



Educational Leave (EDLVR)

- Temporary and probationary employees not eligible.
- Prorated for part-time employees. (example: 20 hr. = 2, 30 hr. = 3, 40 hr. = 4)
- Employees must complete the Educational Leave Request form.



Family Educational Leave (ADMLV)

A full-time employee may be granted up to 8 hours per calendar year for an immediate family member's academic activities.

- Employee must request the leave in advance.
- Athletic events are not considered academic activities.
- Leave does not have to be taken in consecutive hours.
- Leave is not accrued leave and is forfeited upon separation.
- Leave is limited to the maximum 8 hours per calendar year regardless of the number of children or immediate family members of an employee.
- Employee must enter a comment on timesheet.

Family Educational Leave (ADMLV)

Allowed academic activities focus on academic enrichment and include, but are not limited to:

- Parent/Teacher conferences (PARTC), and
- Association meetings,
- Organized field trips, college orientations, school registrations, graduations, tutorial sessions and organized education programs.

Family Medical Leave Act (FMLA)

- The FMLA allows “eligible” employees to take job-protected unpaid leave for a period of up to 12 workweeks in a 12 month period or 480 hours.
- The employer will automatically place any eligible employee with a qualifying absence on FMLA.
- The time will be paid leave to the extent of the employee’s available annual, sick, and accrued compensatory time.
- The state continues to pay its portion of benefits if leave is unpaid.



Family Medical Leave Act (FMLA)

Employee eligibility:

- Must have worked for the State of NM for at least 12 months (need not be consecutive) in the past 7 years.
- Must have worked 1,250 hours during the 12-month period immediately preceding the start of leave.
- A part-time employee may be eligible on a pro-rated basis after meeting the above criteria. e.g., an employee working 30 hours a week is eligible for 360 FMLA hours, an employee working 25 hours a week is eligible for 300 FMLA hours.



Family Medical Leave Act (FMLA)

- Leave may be taken in one consecutive block of time *OR* on an intermittent basis.
- Upon return from FMLA, the employee is returned to their position or to one equal to it with equal pay & benefits.



Family Medical Leave Act (FMLA)

- The employee is responsible for maintaining the employee's portion of the insurance premiums to maintain coverage.
- The employee can maintain benefits through paid leave or provide payment to HR directly for insurance premiums on a bi-weekly basis.
- The employee's use of FMLA may not result in the loss of any employment benefit.



Family Medical Leave Act (FMLA)
Qualifying Reasons

- Birth or placement of a child.
- To provide care for a sick child, spouse, domestic partner, parent, or loco parentis with a serious health condition.
- For an employee's own serious health condition.
- Qualifying exigency.
- Military Caregiver Leave.



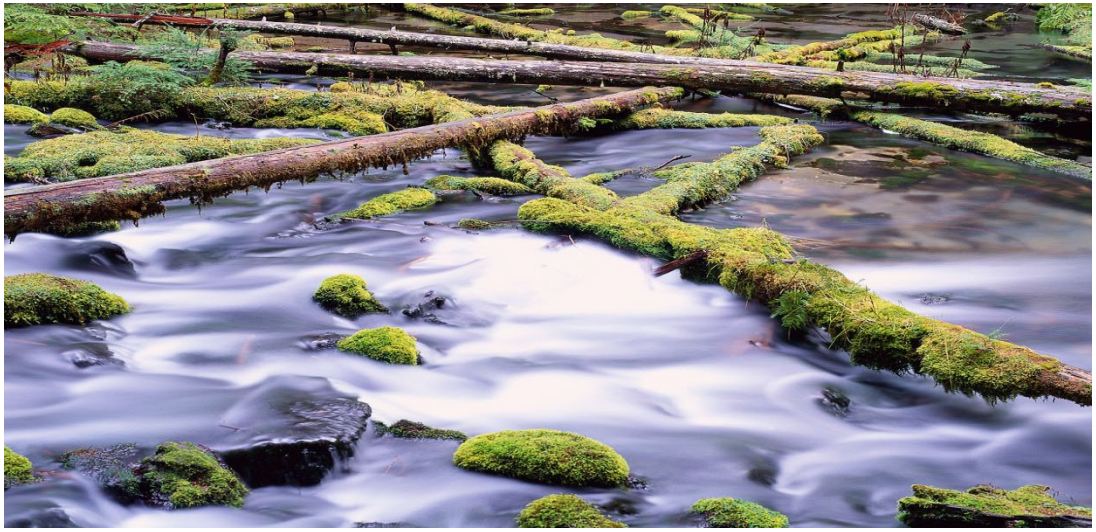
Family Medical Leave Act (FMLA) Immediate Family Member



- **Immediate Family member:** a son or daughter who is biological, foster, adopted, stepchild, legal ward, or child for whom the employee has acted as a parent legally.
- **Biological Parents:** or anyone who acted as a parent when the employee was a child.
- **Spouse:** as defined under the laws of the State of NM.
- **Domestic Partner:** as defined under the laws of State of NM.

Family Medical Leave Act (FMLA)
Foreseeable Leave

When the need to take FMLA is foreseeable, employees should provide a 30-day advance notice to the employer, and submit completed FMLA paperwork.



Family Medical Leave Act (FMLA)

Unforeseeable Leave

- When the need to take FMLA is unforeseeable, employees must give employers as much notice as possible and practical.
- An employer may delay approval of FMLA coverage for the requested leave if the employee fails to provide a medical certification within 15 calendar days from receipt of the request for certification unless there are justifiable extenuating circumstances.



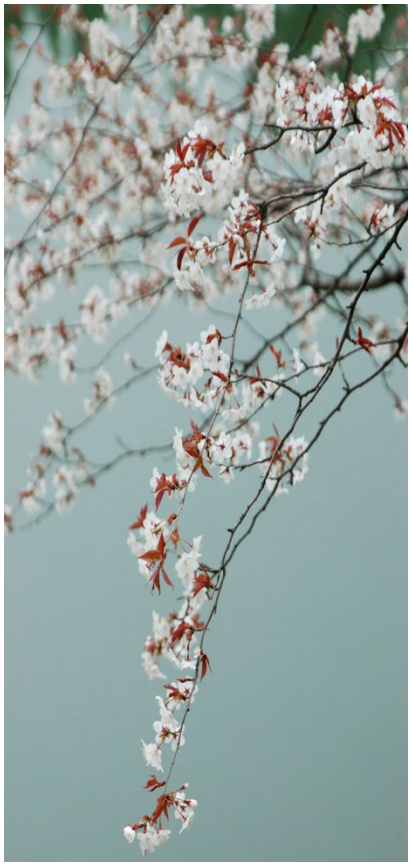
Family Medical Leave Act (FMLA)
Request Forms

- FMLA Request Form must be completed by the employee.
- FMLA certification must be completed by the medical provider.
- All completed forms must be submitted to HR for determination.
- All forms available on the Judicial Branch website.



Family Medical Leave Act (FMLA)
Request Forms

- HR will inform the employee & supervisor within the designated time if FMLA leave is approved or disapproved.
- Employee's time off of work due to FMLA will be tracked. Employee must code all FMLA time with the appropriate time reporting codes (TRCs) on their timesheet.



Military Family Medical Leave (FMLA)

- ***Exigent Circumstances Leave***
- ***Military Caregiver Leave***
- ***Contact HR for more information or questions***



Family Medical Leave (FMLA) & Holidays

- If an observed paid holiday occurs in a week of paid FMLA, the holiday is counted towards the FMLA.
- Administrative leave granted for holidays is also counted if the holiday is counted.
- If an employee is using FMLA in increments of less than one week, the holiday does not count against the employee's FMLA entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

FMLA
Advantages & Requirements

Advantages	Requirements
The State must maintain it's portion of the employee's benefits (regardless if the employee is on FMLA unpaid).	Employer must notify the employee in writing (be specific & give dates) their WC leave will be counted as FMLA. (FMLA Policy Section 8. C.).
With a WC injury the employee must complete FMLA paperwork and the employer will designate leave as FMLA	**ALL** LWOP must have approval from Administrative Authority (ref. 5.12 & 19.12 and the Leave Policy)

Can FMLA hurt me in my employment?

- NO! FMLA is a federal law designed to benefit all eligible employees. FMLA protects your job.
- FMLA cannot be counted against your work record and your manager/supervisor cannot retaliate against you for taking FMLA.
- Employee returns to same or equivalent job upon return to work.
- Will be required to submit doctors' release for own health issue.



Family Medical Leave (FMLA)

- Unpaid FMLA may affect your PERA service time and accrual of annual and sick. Leave is pro-rated when less than 40 hours a week is worked.



Why Automatically Designate Employees on FMLA?

- According to the US Department of Labor: An Employer **is prohibited** from delaying the designation of FMLA qualifying leave as FMLA leave.
- Once an eligible employee communicates the need to take leave for an FMLA qualifying reason, neither the employer ***nor the employee*** may decline FMLA.
- The employer may not delay designating leave as FMLA qualifying, even if the employee would prefer that the employer delay designation.



What is Considered FMLA Serious Health Condition



‘Serious health condition’ means an illness, injury, impairment, or physical or mental condition that involves:

- **Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or**
- **A period of incapacity requiring absence of more than 3 calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a healthcare provider; or**
- **Any period of incapacity due to pregnancy or for prenatal care;**





- Any period of incapacity (or treatment thereafter) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy); or
- A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases); or
- Any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a healthcare provider for a condition that likely would result in incapacity of more than 3 consecutive days if left untreated (e.g., chemotherapy, physical therapy, dialysis).

Paid Parental Leave



- After one (1) full year of continuous employment in the Judicial Branch, excluding temporary appointments, a full-time employee is eligible to request up to twelve (12) weeks (480 hours) of Paid Parental Leave for use within the first six (6) months following the birth or adoption of a child(ren).
- Part time employees are eligible on a pro-rated basis
- Paid Parental Leave will run concurrently with leave eligible under the FMLA.
- Paid Parental Leave may not exceed 480-hours
- The Paid Parental Leave may be taken intermittently.

Paid Parental Leave



- Request the Paid Parental Leave using the approved form and supporting documentation thirty (30) days prior to the birth or adoption of the child(ren).
- Paid Parental Leave has no cash value, will not result in a payout benefit, and may not be donated or transferred to another employee.
- An employee may apply for short-term disability for qualifying events; however, an employee may not receive short-term disability at the same time as receiving Paid Parental Leave.
- If a holiday occurs while an eligible employee is taking full-time Paid Parental Leave, the employee will receive Family Medical Leave holiday pay (FMHOL), and the holiday will count towards the total twelve (12) week allowance.

Leave Without Pay (LWOP)

Must be approved before leave can be taken.

- LWOP in excess of 30 days is not counted towards probationary period - except for Military Leave or FMLA.
- Employee is responsible for maintaining their benefits (both employee and state portion when not FMLA).

- Employee will not accrue annual or sick leave.
- LWOP may affect PERA service time.
- FMLA Unpaid may affect PERA service time.
- Employee must request leave on the LWOP form.

UNAUTHORIZED LEAVE or Absence Without Leave (AWOL)

- An employee who is absent without leave from work is on unauthorized leave, and shall not be paid for that time.
- May face disciplinary action.
- Just Cause #27 – failing to report to duty w/o approved leave for 3 consecutive days (may be dismissed for just cause).



Military Leave

- Employees who are called to service shall be granted paid military leave in accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA), and in accordance with New Mexico Statutes and Rules, including, but not limited to NMSA 1978, Sections 20-4-7, 20-5-14, & 20-7-5.



Military Leave

- Employees must provide papers being called to service.
- Employees must be a member of the National Guard, a State Defense Force, a reserve component of the uniformed services of the United States, the Civil Air Patrol or who volunteers for such service.



Military Leave

- An employee who is on military leave with pay shall have the same rights and benefits as any other employee who is on leave with pay.
- The court may be authorized to temporarily fill a vacancy, and the employee may return to work as provided by law.
- Total of 30 days of paid military leave.



Performance Planning and Evaluation

To evaluate an employee's performance based on the employee's development plan.



Performance Planning And Evaluation

- A new plan should be put in place within 90 days from your start date.
- Evaluations are done annually; probationary employees are done bi-annually.
- If an employee disagrees with an evaluation they have 10 business days to submit a written rebuttal to the immediate supervisor and that rebuttal shall become part of the entire evaluation.



Records Management, Inspection & Retention Of Personnel File

- AOC HRD maintains the employee files for 55 years following an employee's separation.

  Inspection of Public Records is governed by the New Mexico Public Records Act.
- Employees can contact AOC HRD to make an appointment to view their personnel files.

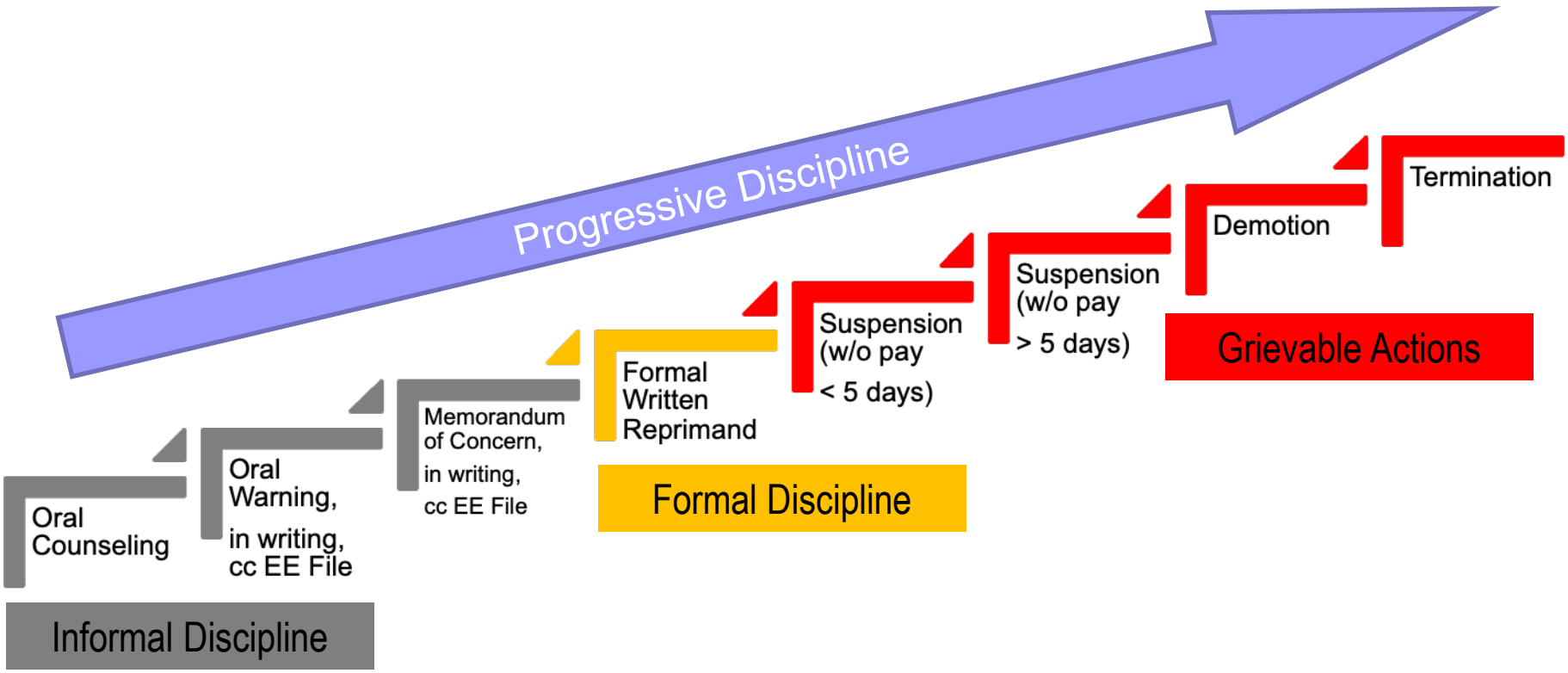


Discipline

- To provide constructive, progressive steps toward solving an employee's performance and/or behavioral problems.
- While discipline is a necessary management tool, we need to strive to supervise, direct, train and mentor all staff to better performance levels.



Progressive Discipline



Revised: 11/4/2026

Discipline

- At-Will Employees
  - An at-will employee who is disciplined under this policy has no grievance rights and may be dismissed at anytime for any reason.
  - This includes Probationary employees.
- Career Status Employees
  - An employee who has completed probation and is suspended, demoted or terminated may file a grievance in accordance with the NMJBPR.

Discipline
Standards of Just Cause

NMJB Personnel Rules Glossary of Terms provides examples of just cause of performance and/or behavior relating to the employee's work that is inconsistent with the employee's obligation to the employer and forms the basis for discipline.

- #(29) Failing to immediately report to the Administrative Authority any misdemeanor or felony citations, arrests, and/or criminal charges filed against the employee, since becoming employed with the Judicial Branch.

Discipline
Standards of Just Cause

- #(31) Failing to immediately report to the Administrative Authority any civil litigation in which the employee or the employees family member is a party or participant.

- #(32) Failing to immediately report to the Administrative Authority any criminal charges filed or civil litigation pending against a family member which may be heard in the Judicial Entity in which the employee is employed, or with which an employee may have ongoing professional work relationship or communications.

Complaints

- Employees may file a complaint under Section 14 of the NMJBPR if they believe there has been a violation of the rules.
- Employees cannot file a complaint about a performance evaluation, any kind of disciplinary action, or a decision from the grievance board.



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, under Title I, 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 their major life activities,**
- **Have a history or record of such impairment, or**
- **Be perceived as having an 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/Interactive 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 their 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.



Americans With Disabilities Act (ADA) Title II

AOC ADA Title II Coordinators

Peggy Cadwell
Certified Title II ADA Coordinator
Email: aocpxc@nmcourts.gov

Annie Burkhart
Project Manager
Email: aocaxb@nmcourts.gov

ADA@nmcourts.gov
https://www.nmcourts.gov/americans-with-disabilities-ada/

Mission Statement:

The mission of the Office of the Statewide ADA Title II Coordinator is to improve access to the New Mexico State courts and all Judiciary programs, activities, and services for persons with disabilities.

The office of the Statewide ADA Title II Coordinator provides professional support and training to judges and court staff in the state, and in turn, serves as a vital public service. The office provides adequate access to current assistive technology and oversees the development and implementation of ADA policies.

ADA Title II: State and Local Government

A public entity covered by Title II of the ADA is defined as:

- Any state or local government
- Any state or agency of state and local government e.g. Colleges, universities, libraries, Senior Citizen Centers, etc.
- Certain commuter authorities

Title II entities shall operate their programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities and they will:

- Provide all programs and services in an integrated setting
- Reasonable modifications in policies, practices, and procedures
- Furnish auxiliary aids and services to create effective communication (ASL interpreters, CART services, ALD, Scribing, etc.)
- Ensure that individuals with disabilities are not excluded because buildings are inaccessible

Requires that a public entity make its programs accessible to and useable by people with disabilities when viewed in its entirety. Program accessibility may be achieved by a number of methods in the most integrated setting of people with disabilities, which can include:

- Policy Modification/accommodation
- Effective Communication
- Architectural Access

Service Animals

State/local governments must allow service animals to go most places where the public can go. This is true even if they have a "no pets" policy.

Service Animals are:

- Dogs any breed and size (and miniature horses when reasonable)
- Trained to perform a task directly related to a person's disability

Service Animals are not:

- Required to be certified or go through a professional training program,
- Required to wear a vest or other ID that indicates they're a service dog,
- Emotional support or comfort dogs, because providing emotional support or comfort is not an active task related to a person's disability.
- If the dog's mere presence provides comfort, it is not a service animal under the ADA. But if the dog is trained to perform a task related to a person's disability, it is a service animal under the ADA. For example, if the dog has been trained to sense that an anxiety attack is about to happen and take a specific action to help avoid the attack or lessen its impact, the dog is a service animal.

Service Animals

Asking if a Dog is a Service Animal

If you are working at a business or state/local government facility and it is unclear to you whether someone's dog is a service dog, **you may ask for certain information using <u>two</u> questions**.

- Is the dog a service animal required because of a disability?
- What work or task has the dog been trained to perform?

You are *not* allowed to:

- Request any documentation that the dog is registered, licensed, or certified as a service animal, or

- Require that the dog demonstrate its task, or inquire about the nature of the person's disability.

Local District Title II ADA Coordinators

Supreme Court	**NMSCADA@nmcourts.gov**
Elizabeth Garcia	supeag@nmcourts.gov
Lysette Romero Cordova	suplrc@nmcourts.gov
Court of Appeals	**ada.coa@nmcourts.gov**
Alan Heinz	coaavh@nmcourts.gov
Brandy Fishel	coabrf@nmcourts.gov
BCMC	**metradarequest-grp@nmcourts.gov**
Moses Reyes	metrmyr@nmcourts.gov
Cheryl Thompson	metrcat@nmcourts.gov
1st Judicial District	**ada.1stdistrictcourt@nmcourts.gov**
Kim Moore	sfedkaw@nmcourts.gov
2nd Judicial District	**ada.2nddistrictcourt@nmcourts.gov**
Griffin Hardy	albdgsh@nmcourts.gov
Alison Orona	albdayg@nmcourts.gov
3rd Judicial District	**3rdada@nmcourts.gov**
Jodie Delgado	lcrmjmc@nmcourts.gov
4th Judicial District	**ada.4thdistrict-grp@nmcourts.gov**
Phillip Duran	lvedpld@nmcourts.gov
5th Judicial District	**ada.5thdistrictcourt@nmcourts.gov**
Katie Espinoza	rosdjke@nmcourts.gov
6th Judicial District	**ada.6thdistrictcourt@nmcourts.gov**
Susan Kirker	sildsck@nmcourts.gov
Angelic Munoz	sildaxm@nmcourts.gov
7th Judicial District	**ada.7thdistrictcourt@nmcourts.gov**
Rachel Gonzales	socdrlg@nmcourts.gov
8th Judicial District	**ada.8thdistrictcourt@nmcourts.gov**
Amy Seidel	taodaas@nmcourts.gov
9th Judicial District	**9thada@nmcourts.gov**
Katherine Grubelnik	clodkec@nmcourts.gov
Shawn McDonald	pordspm@nmcourts.gov
10th Judicial District	**ada.tenthdistrictcourt@nmcourts.gov**
Amanda Hammer (interim)	tucdalh@nmcourts.gov
11th Judicial District	**11thADA@nmcourts.gov**
Ruth Baldwin	aztdreb@nmcourts.gov
Christina Williams	aztdcmw@nmcourts.gov
12th Judicial District	**ada.12thdistrict-grp@nmcourts.gov**
Phil Hefter	aladphh@nmcourts.gov
13th Judicial District	**ada.13thdistrictcourt-grp@nmcourts.gov**
L. Eileen Spoonhoward	lludles@nmcourts.gov
Jaime Baca	lludjlb@nmcourts.gov

Thank you!!!



Administrative Office of the Courts

New Employee Orientation Class

Training MODULE 3

Class Agenda / Training Modules

- Training Module 1 - Structure of the Judiciary and Background of the AOC
- Training Module 2 - NM Judicial Branch Personnel Rules Part I & II and NM Judicial Branch Code of Conduct
- **Training Module 3 - Loss Control, Fraud Reporting, Drug & Alcohol Prevention & Testing, & Computer and Internet use**
- Training Module 4 - Harassment, Discrimination, and Retaliation Prevention
- Training Module 5 - Benefits Overview including PERA and Payroll

Training Module 3

Loss Control & Fraud Reporting





Acknowledgement
form 1.B – 1.G

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 & Training Course Video

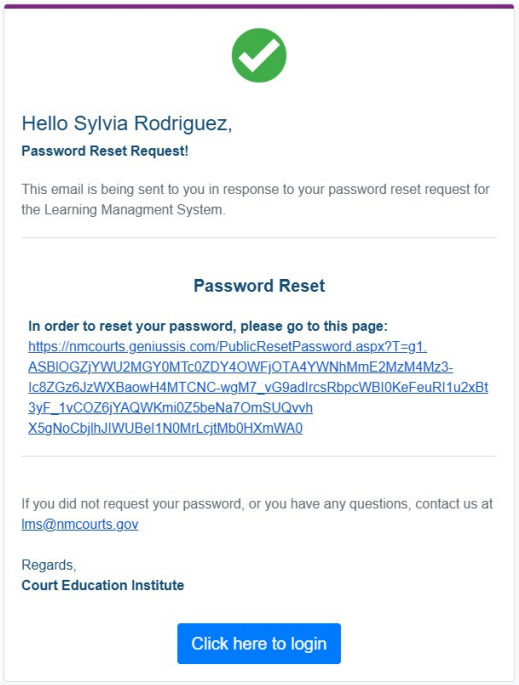
Fraud Prevention & Reporting Policy Statement:

- 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.

Acknowledgement
form 1.E

New Mexico Judiciary Financial Fraud Policy & Training Course Video

- The Financial Fraud Training course will now be managed through the Learning Management System (LMS). If you have not received an email from nmcourts@geniussis.com to reset your LMS password and access your account, please contact your local HR Professional for assistance accessing your account, enrollment, and assignment of the training course.



Hello Sylvia Rodriguez,

Password Reset Request!

This email is being sent to you in response to your password reset request for the Learning Managment System.

Password Reset

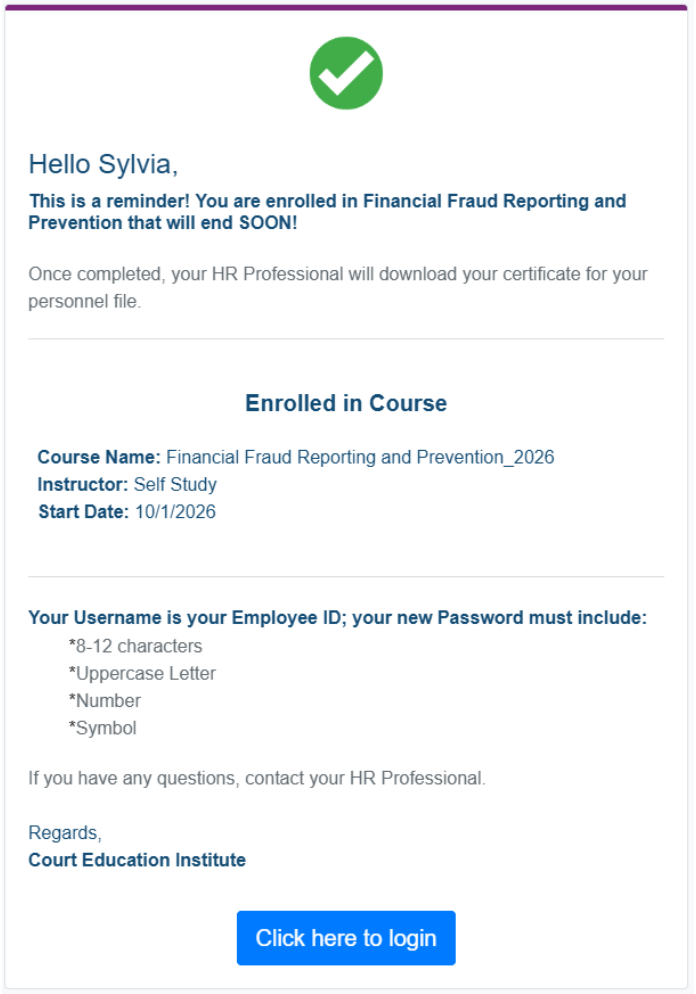
In order to reset your password, please go to this page:
https://nmcourts.geniussis.com/PublicResetPassword.aspx?T=g1.ASBlOGZjYWU2MGY0MTc0ZDY4QWFjOTA4YWNhMmE2MzM4Mz3-Ic8ZGz6JzWXBaowH4MTCNC-wgM7_vG9adlrcsRbpcWBl0KeFeuRl1u2xBt3yF_1vCOZ6jYAQWKmi0Z5beNa7OmSUQvvhX5gNoCbjlhJlWUBel1N0MrLcjtMb0HXmWA0

If you did not request your password, or you have any questions, contact us at lms@nmcourts.gov

Regards,
Court Education Institute

Click here to login

New Mexico Judiciary Financial Fraud Policy & Training Course Video



Hello Sylvia,

This is a reminder! You are enrolled in Financial Fraud Reporting and Prevention that will end SOON!

Once completed, your HR Professional will download your certificate for your personnel file.

Enrolled in Course

Course Name: Financial Fraud Reporting and Prevention_2026
Instructor: Self Study
Start Date: 10/1/2026

Your Username is your Employee ID; your new Password must include:

*8-12 characters
*Uppercase Letter
*Number
*Symbol

If you have any questions, contact your HR Professional.

Regards,
Court Education Institute

Click here to login

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 their 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 their 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.

Learning Management System - Genius Training Platform

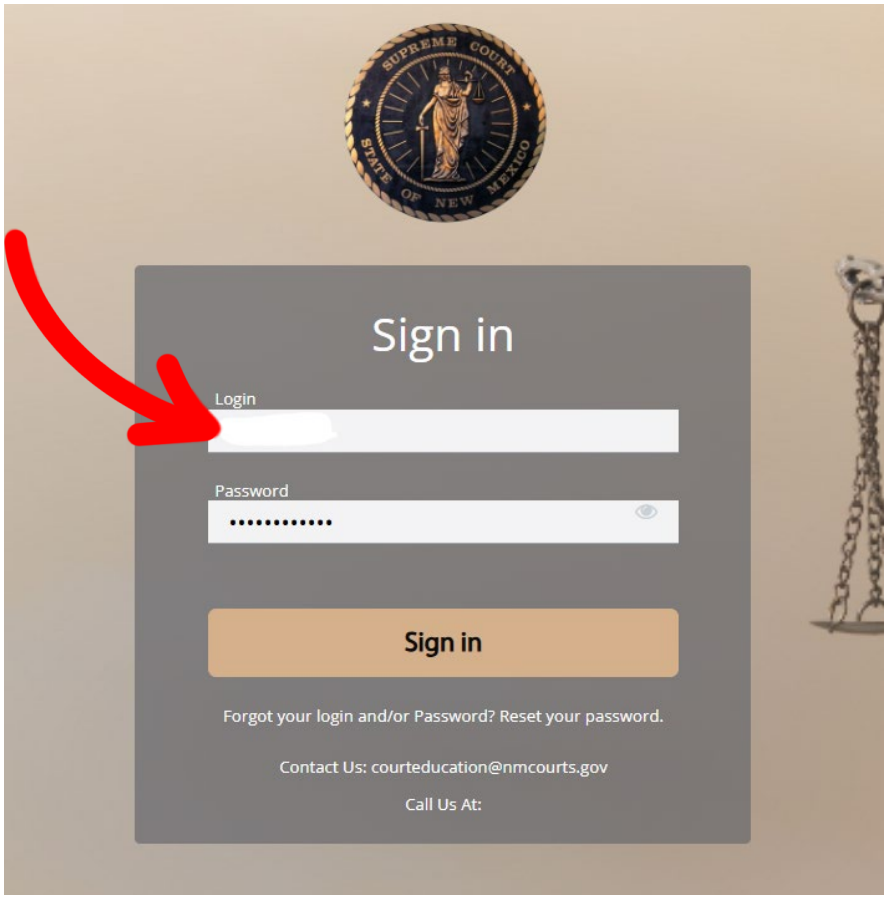
- The Court Education Institute (CEI) and the AOC Human Resources Division are excited to announce the expansion of the Learning Management System (LMS) to all judicial employees.



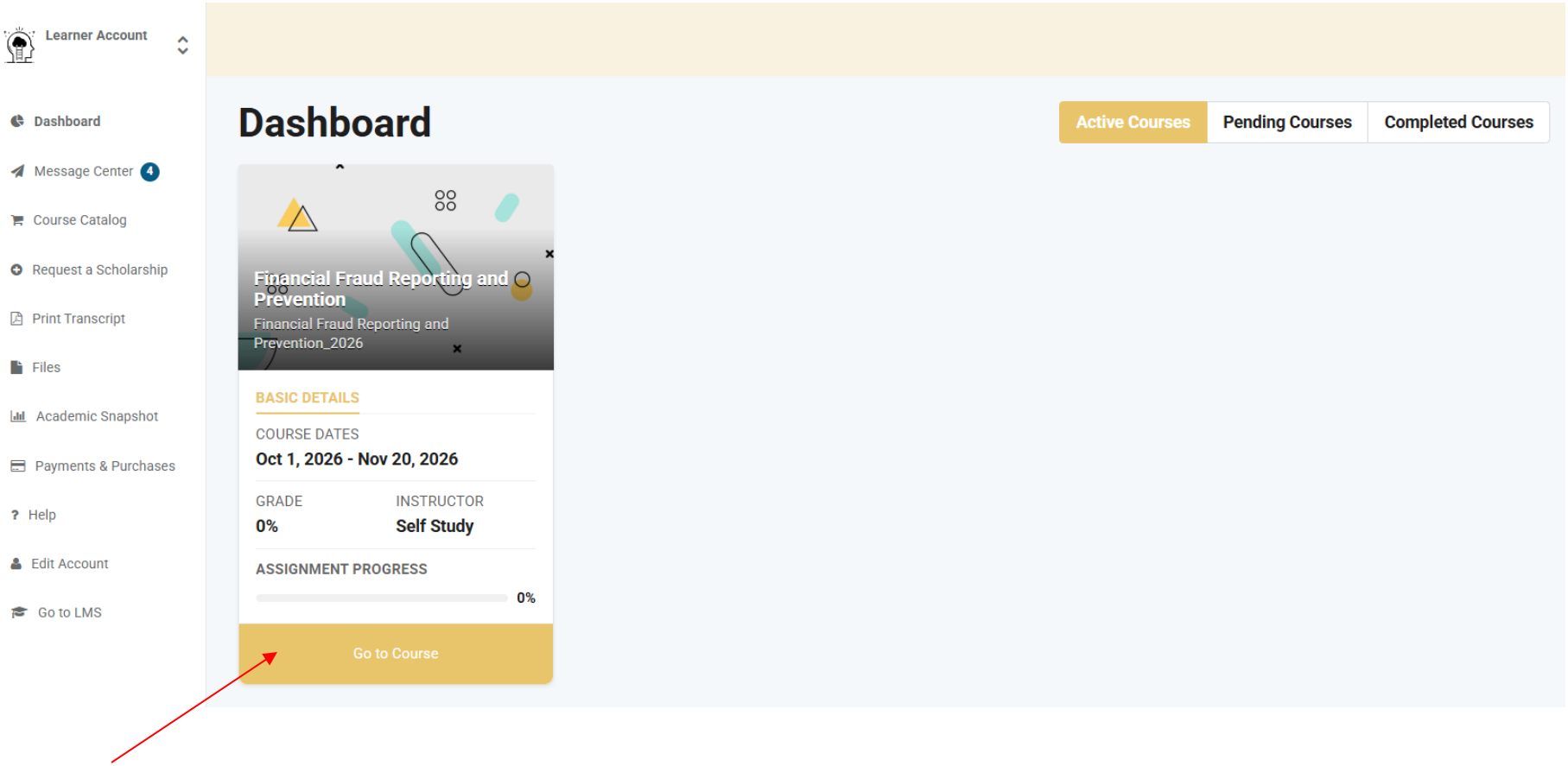
How to log into the LMS?

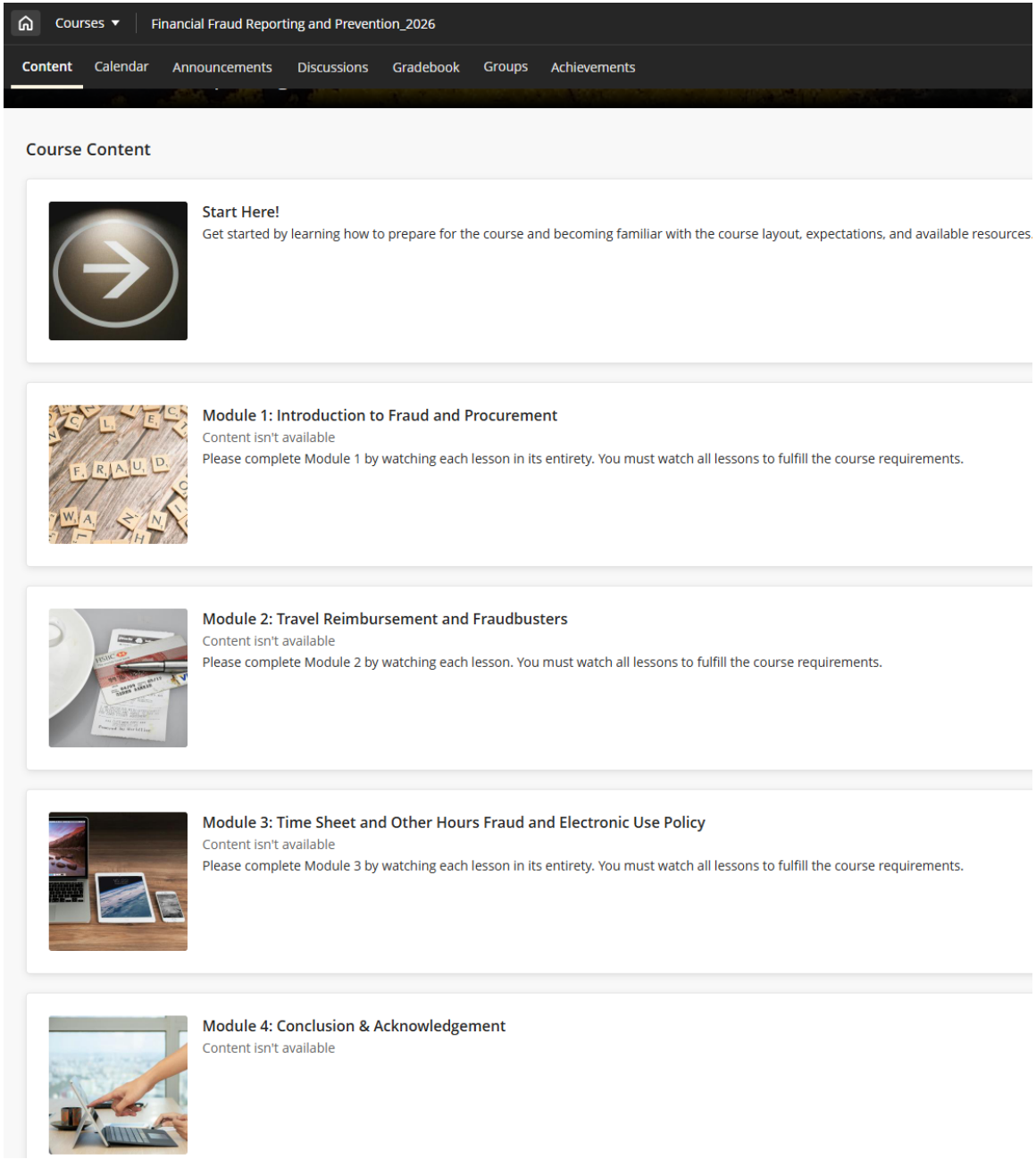
- LINK: https://nmcourts.geniussis.com/PublicWelcome.aspx?AffiliateID=05B9AC

Your Login is your SHARE employee ID (this should only contain digits and no letters)



LMS Dashboard




Courses
Financial Fraud Reporting and Prevention_2026
Content
Calendar
Announcements
Discussions
Gradebook
Groups
Achievements
Course Content
Start Here!
Get started by learning how to prepare for the course and becoming familiar with the course layout, expectations, and available resources.
Module 1: Introduction to Fraud and Procurement
Content isn't available
Please complete Module 1 by watching each lesson in its entirety. You must watch all lessons to fulfill the course requirements.
Module 2: Travel Reimbursement and Fraudbusters
Content isn't available
Please complete Module 2 by watching each lesson. You must watch all lessons to fulfill the course requirements.
Module 3: Time Sheet and Other Hours Fraud and Electronic Use Policy
Content isn't available
Please complete Module 3 by watching each lesson in its entirety. You must watch all lessons to fulfill the course requirements.
Module 4: Conclusion & Acknowledgement
Content isn't available

Course Completion

1

Hello
Sylvia Rodriguez,

You have successfully completed Financial Fraud Reporting and Prevention_2026!

This email is being sent to confirm your successful completion of Financial Fraud Reporting and Prevention_2026 course.

Your local Human Resources Professional will download the course certificate for inclusion in your personnel file.

Course Completed

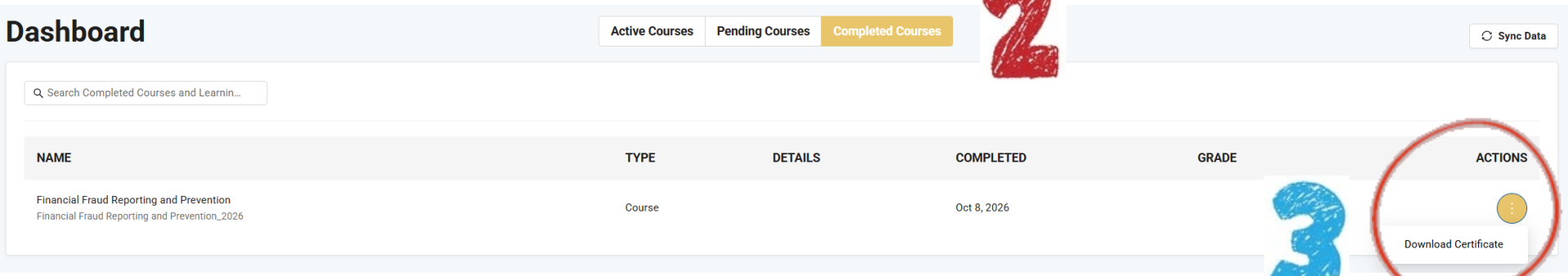
Course Name: Financial Fraud Reporting and Prevention_2026
Instructor: Self Study

This email is being sent to confirm your successful completion of [SECTION NAME] course.

Regards,
Court Education Institute

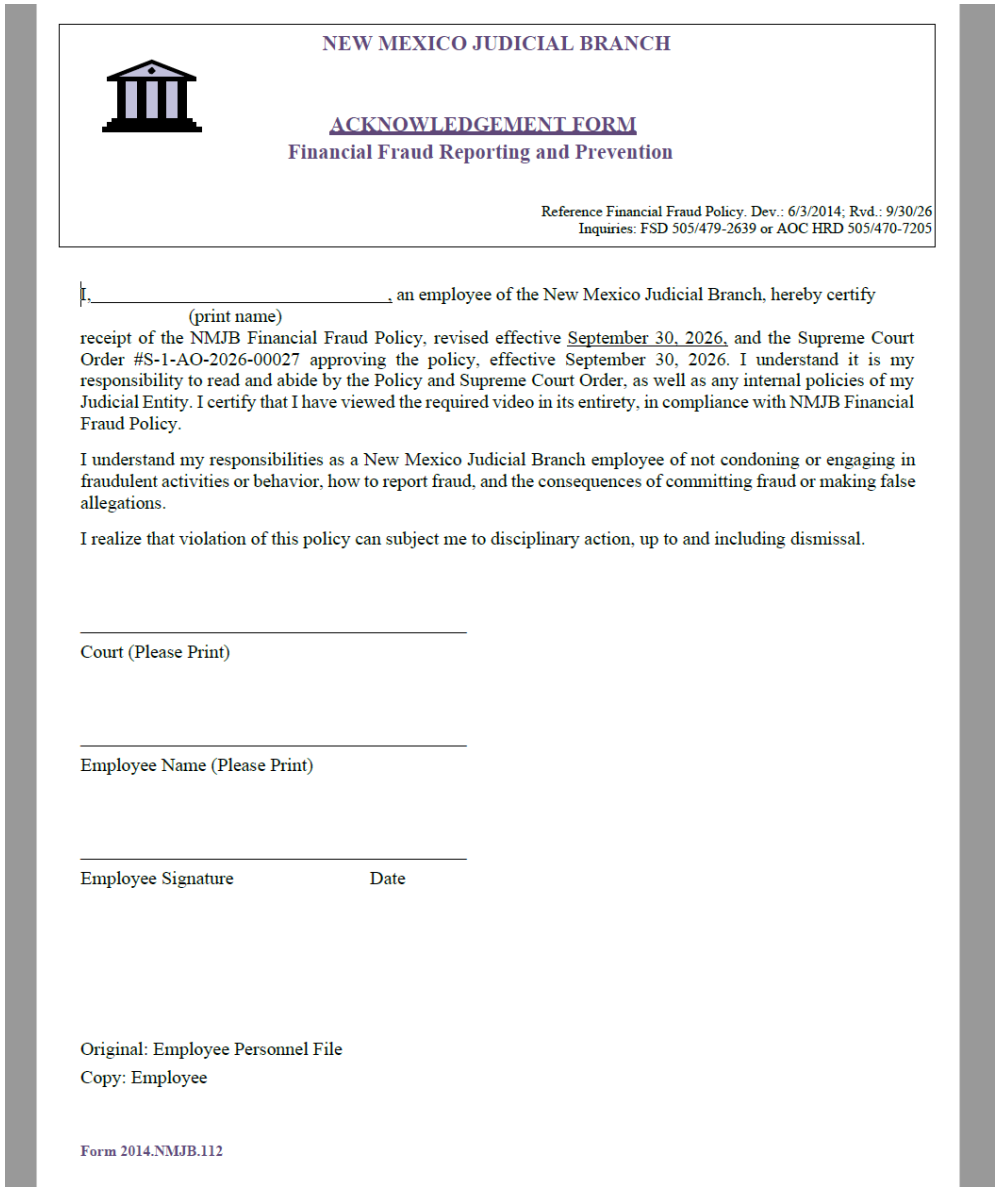
Click here to login

2



3

Example of the Financial Fraud Acknowledgment Form



NEW MEXICO JUDICIAL BRANCH

ACKNOWLEDGEMENT FORM

Financial Fraud Reporting and Prevention

Reference Financial Fraud Policy. Dev.: 6/3/2014; Rvd.: 9/30/26
Inquiries: FSD 505/479-2639 or AOC HRD 505/470-7205

I,_____, an employee of the New Mexico Judicial Branch, hereby certify
(print name)
receipt of the NMJB Financial Fraud Policy, revised effective September 30, 2026, and the Supreme Court Order #S-1-AO-2026-00027 approving the policy, effective September 30, 2026. I understand it is my responsibility to read and abide by the Policy and Supreme Court Order, as well as any internal policies of my Judicial Entity. I certify that I have viewed the required video in its entirety, in compliance with NMJB Financial Fraud Policy.

I understand my responsibilities as a New Mexico Judicial Branch employee of not condoning or engaging in fraudulent activities or behavior, how to report fraud, and the consequences of committing fraud or making false allegations.

I realize that violation of this policy can subject me to disciplinary action, up to and including dismissal.

_____
Court (Please Print)

_____
Employee Name (Please Print)

_____
Employee Signature Date

Original: Employee Personnel File
Copy: Employee

Form 2014.NMJB.112

Training Module 3

DRUG & ALCOHOL PREVENTION AND TESTING



Acknowledgement
form 1.B

Driving While Intoxicated (DWI) Policy

Addresses DWI convictions and duty to report.

Employees are required to sign the acknowledgment form and understand the 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.

Driving While Intoxicated (DWI) Policy

Duty to Report

Failure to report is just cause for termination.

If an employee doesn't report a DWI, and it gets dismissed, can they still be terminated?

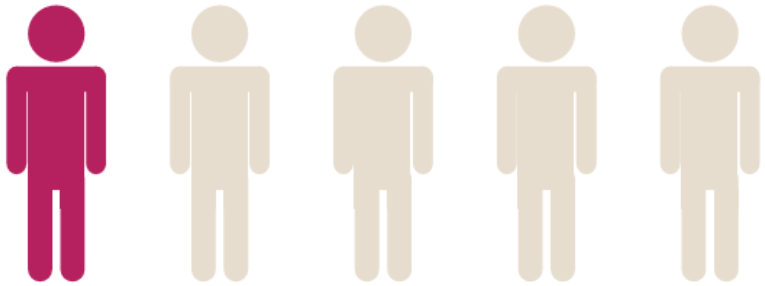
Driving While Intoxicated (DWI) Policy

Duty to Report

Answer: Yes, failure to report is just cause for termination, regardless if the DWI is dismissed.

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

CDC
CENTERS FOR DISEASE CONTROL AND PREVENTION

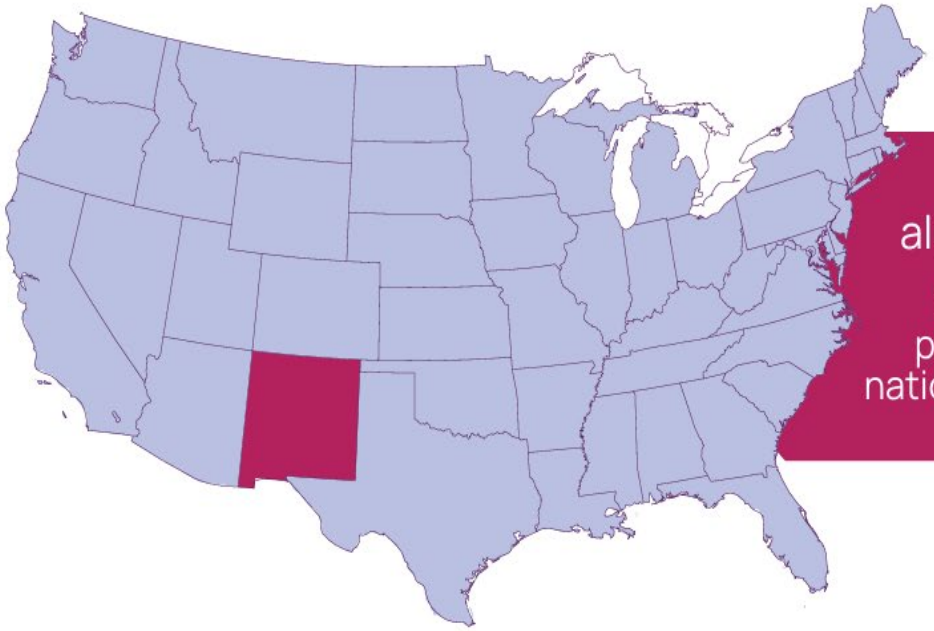


1 in 5 deaths among working age adults (25-64) in New Mexico is attributable to alcohol .

-NMDOH, CDC Alcohol Fact Sheets, NM IBIS

Additional Statistics

ALCOHOL USE IN NEW MEXICO



New Mexico has the **HIGHEST** alcohol-related death rate **IN THE NATION**

New Mexico's death rate (79.3 per 100,000 population) in 2023 was 56% higher than the national rate (50.9 per 100,000 population) in 2021.

-NMDOH

Additional Statistics

According to the New Mexico Department of Health (NMDOH), alcohol-related deaths decreased in 2023 for the second consecutive year, making progress in the State's effort to combat alcohol misuse.

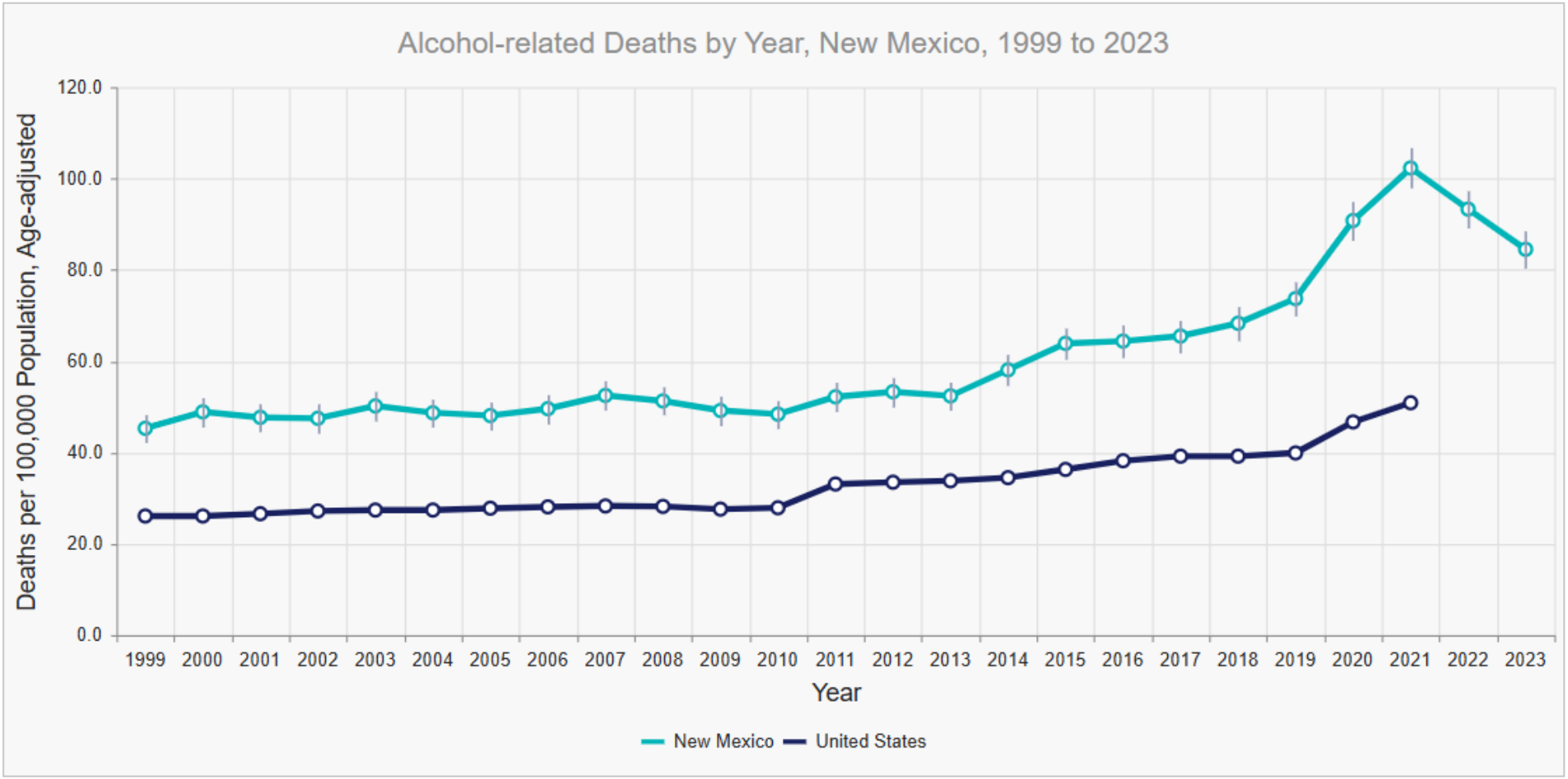
- **NMDOH reported 1,896 alcohol related deaths, down from 2,067 in 2022 and 2,274 at peak in 2021.**
- **New Mexico has historically had the highest alcohol related deaths in the nation, with the most recent national data (2021) showing its rate was more than twice the national average.**
- **The State has achieved a 17.3% decline in the age-adjusted rate of 102.3 deaths per 100,000 in 2021 to 84.5 deaths per 100,000 in 2023.**

Reference: NMHealth.org (1/17/2025)

Additional Statistics

- McKinley County had one of the largest decreases in alcohol-related deaths between 2021 and 2023, with a drop of 38%.
- In New Mexico, males die from alcohol – related causes more often than females.
- In 2023, the age-adjusted rate of alcohol-related death was two and a half times higher for males compared to females.
- From 2021 to 2023, the age-adjusted rate of alcohol-related death decreased 16.1% among males and 20.6% among females.

Additional Statistics



What does the Drug & Alcohol Policy mean to you?

The NMJB is committed to protecting the safety, health, and well-being of **all** employees and other individuals in our workplaces. Additionally, the NMJB is committed to carrying out the provisions of the Federal Drug-Free Work Place Act of 1988 (Public Law 100-690) by providing a drug-free work place for any person who is a Federal grantee or Federal contractor.

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?

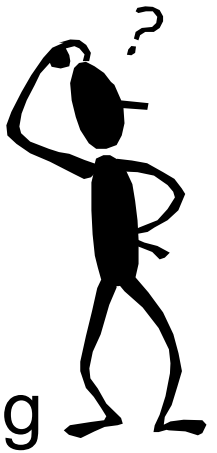


A judicial officer or judicial employee who, while on duty, possesses drugs or any substance in schedules of the Controlled Substances Act 1978, §§30-31-1 to 30-31-41 without a valid prescription or as otherwise authorized by law, may be subject to disciplinary action up to and including termination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

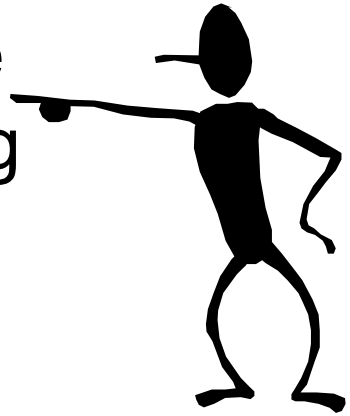




Drug & Alcohol Testing



The Administrative Authority may require an employee to undergo drug and alcohol testing based on reasonable suspicion that the employee is impaired to any degree by the use of an intoxicant, controlled substance, illegal substance, cannabis, and/or alcohol while on duty. 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



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

NMSC/COA District/ Magistrate Courts:
Contact your Local HR



For AOC Claims:
Tyra Chavez
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.



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 their medical treatment plan

Initial Visit

- Up to 4 hours of administrative leave may be used for the initial visit to the designated medical provider for work-related injuries with the approval of the employee's Administrative Authority;
- Leave must be requested through employee's chain of command.





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

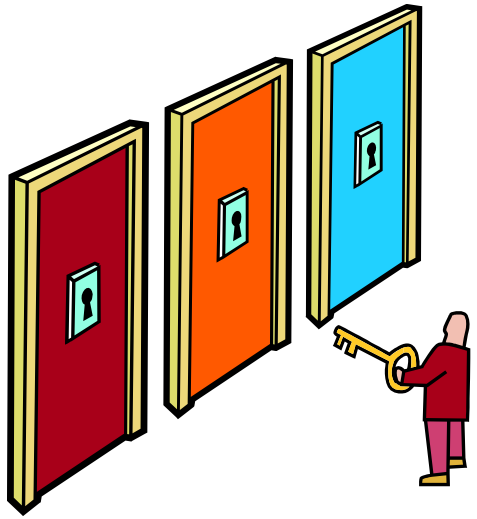
Workers' Compensation & Second Job

- Employee must inform your HR contact of a second job. (Outside Employment Form must be completed and approved by Admin Authority)
- Wages from a second job may also be claimed as lost wages on a valid WC Claim.
- Questions can be directed to your HR contact.



Employee chooses their own doctor

- If an employee seeks medical treatment they can select any Health Care Provider (HCP) they want to go to for treatment.
- Employee must inform HCP that treatment is due to a workplace injury or illness.
- Employee must provide HCP with a WC claim number or their social security number.
- Questions can be directed to the Risk Management Division WC Bureau.



505-841-6000

Workers' Compensation Forms

- The forms required by WC to process a claim:

  - Notice of Accident Form
  - The Employers First Report of Injury or Illness
  - Authorization to Release Medical Information
  - Benefits Explanation Form
  - Claim Explanation Form



ALL of these forms are available on the Judicial Branch Website.

What to do with Completed WC Forms?

- Once you have **ALL** the forms completed:
  - Make a copy of all forms for your records.
  - Make a copy of all forms for your supervisor.
  - Send all forms to AOC-HRD/District HR which will be sent to WC.



An employee's time away from work

- If an employee seeks medical treatment the day of the accident (with the approval of the administrative authority) the employee may request administrative leave up to 4 hours – leave would be requested through your chain of command.
- The first 7 calendar days the employee MUST use their own time (sick, annual, comp, or LWOP).
  - **If** the employee is out more than the 7 calendar days (as documented by their doctor), WC will begin paying the employee 66.66% of their regular wages. It is a separate check and no taxes, PERA or benefits will be deducted. Work with HR and your supervisor to code your time to maintain benefits.

An employee's time away from work

- If an employee is unable to work for 28 consecutive days, WC will reimburse the employee for the leave they used during the first 7 days of their injury.



AOC Workers' Compensation Policy

"The Administrative Office of the Courts may not propose disciplinary action for an employee filing for Workers' Compensation Benefits."



Workers' Compensation (WC) & FMLA

- The employees WC injury may be considered as a "serious health condition" for FMLA purposes.



Annual Leave Donations

- Per the NMJBPR Part I and Part II to be eligible for Annual Leave Donations, the employee **cannot** be receiving Workers' Compensation Benefits.



Communication is KEY



In #6 of the Claim Explanation form the employee is required to provide prompt notification of “all doctor’s appointments, diagnosis/prognosis, billings and/or changes in treatment.”

- Employee must keep supervisor and HR informed.

Employee's Return to Work

BEFORE the employee returns to work they must provide their supervisor and HR a written doctor's release which clearly states any work restrictions.

- If the employee has any restrictions the doctor must clearly indicate those restrictions in writing (based on the job description).
- If no restrictions the employee will resume regular job duties.
- The court may or may not have work available that accommodates the employee's restrictions, if accommodations are not possible contact HR.



Fraudulent Workers' Compensation Claims

"Employees who report a false claim and/or falsify required documents under this policy are subject to disciplinary action up to and including termination."


SAFETY FIRST
Avoid harmful UV rays
motifake.com

Slips, Trips, and Falls



According to the U.S. Department of Labor, slips, trips and falls are the most common occupational accident.



What are some causes of Slips, Trips, and Falls?

TOTAL FATAL Work Related Injuries & Illnesses

2023

Total Fatal Work Injuries: 5,283 – down 3.7% from 2022

Total Fatal Work Injuries NM: 38

Transportation Incidents: 1,942

Transportation Incidents NM: 22

Slips, Trips, & Falls: 885

Fatal Slips, Trips & Falls NM: 0

Reference: Bureau of Labor Statistics website - www.bls.gov

Slips, Trips, and Falls



How can we prevent Slips, Trips, and Falls in the workplace?

Preventing Slips, Trips, and Falls

- All work areas should be kept clean
- Practice Good Housekeeping
- Floors should be clean and dry, free of cords, boxes, papers, etc.
- Aisles, hallways shall be clear of any obstructions
- Consider your footwear for the work environment and outside conditions
- Use signs to draw attention to possible hazards

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:** Upon obtaining a DDC certificate, e-mail Jennifer Torres aocjdt@nmcourts.gov for enrollment into the gas card purchase database.
  - **SC, COA & Districts:** Contact your local Fiscal Department.
- Employees must provide AOC-HRD or their local HR 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 $.70 per mile.



AOC Vehicle & Mileage Reimbursement Policy

This policy applies to all employees and vehicles of the Administrative Office of the Courts (AOC). This policy also applies to all authorized passengers of AOC vehicles. The AOC Director or designee may grant written exceptions to this policy on a case-by-case basis in the best interest of the AOC.

AOC Vehicle & Mileage Reimbursement Policy

AUTHORIZED OPERATORS AND PASSENGERS

A. Only AOC employees may operate the AOC's vehicles. Justices, judges, other New Mexico Judicial Branch employees, and AOC's contractors may occupy vehicles as passengers, but may not operate any AOC vehicle.

AOC Vehicle & Mileage Reimbursement Policy

AUTHORIZED OPERATORS AND PASSENGERS

B. Before operating any AOC vehicle all employees must:

1. Possess a valid state of New Mexico driver's license for the class of vehicle the employee intends to operate. A "valid driver's license" does not include provisional, limited, restricted, or any court-ordered restricted or administrative license or permit;

2. Have completed employee orientation and acknowledged they have read and understand this policy;

AOC Vehicle & Mileage Reimbursement Policy

AUTHORIZED OPERATORS AND PASSENGERS

3. Have passed a defensive driving course authorized by the Transportation Services Division of the General Services Department and obtained their Defensive Driving Certificate (DDC). A copy of the DDC shall be on file with AOCHRD;

4. Have their DDC in their possession (printed or electronically) at all times while operating an AOC vehicle; and

5. Sign out the vehicle for use using the designated procedure.

AOC Vehicle & Mileage Reimbursement Policy

AUTHORIZED OPERATORS AND PASSENGERS

C. All passengers in AOC vehicles must be related to official state judicial branch business.

D. This policy shall not prevent the use or occupancy of AOC vehicles in an emergency or to render emergency aid.

AOC Vehicle & Mileage Reimbursement Policy

Please ensure you have fully read and understand this policy.

For any questions or concerns regarding this policy please contact AOC's Fiscal Services Division at aocfiscal-grp@nmcourts.gov.

Acknowledgment Form 1.K.1

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.
- Violations of this policy may result in disciplinary action.
- Cannot take a state vehicle out of the state without GSD & Fiscal Services Division`s written permission.





Defensive Driving Tips

Safe Driving Tips:

- Obey all traffic laws and drive vehicles safely and defensively at all times.
- Do not drink alcohol and drive.
- Do not speed.
- Avoid distractions.
- Don’t drive drowsy.
- Wear your seat belt at all times.
- Don’t follow other vehicles too closely.
- Watch out for other drivers.



Winter Driving Tips



Language Access Training Policy

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.

- All employees must view the Language Access Video (at-will employees, term, and temp employees).

Acknowledgement form 1.D

FEMA - What is it?

(Federal Emergency Management Agency)

- FEMA`s mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain and improve our capability to prepare for, protect against, respond to, recover from and mitigate all hazards.

- Examples include: Active Shooter situations, Floods, Natural Disasters etc…

Threats to Judicial Officers and Employees

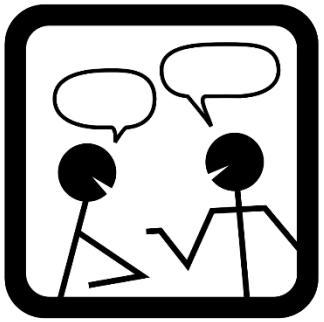
- Judges are subject to threats far beyond the courtroom. In 2020 a gunman entered the New Jersey home of Judge Esther Salas, killed Salas's 20-year-old son, and wounded her husband. Since then, legislatures across the US have passed laws in an attempt to address the danger that judges face.
- New Mexico has passed legislation that makes it a crime to threaten a judge or their family or to share their personal information with 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://www.youtube.com/watch?v=Md5PcW4aaw8

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 – Regulation 1910-157 (general industry)



Link: https://www.youtube.com/watch?v=0Wjt3FtWCrw

Judicial Information Division (JID)

Technology support for the New Mexico Judiciary

JID Teams and Areas of Focus

- Cybersecurity
- End user support and courtroom technology
- Statewide network and servers
- Email and Google Workspace
- Odyssey Case Management System
- Numerous custom applications and integrations
- IT Project Management

Need Tech Help? We're Here for You!

Here is how to request IT support:

- **Email Us**
  Send a message to support@nmcourts.gov
- **Log a Ticket**
  Visit support.nmcourts.gov to submit your request
- **Call Us**
  Need to follow up? Call 505-629-3291 for assistance



Common Reasons to Request IT Support

- Password reset
- VPN/Remote Desktop request
- Odyssey related questions
- End of Month financials reports in Odyssey
- Help with email and Google

NM Courts' AI guidelines for all Judicial Branch Employees & Judicial Officers

- For Legal Professionals:
- AI tools, including generative tools like ChatGPT, do not replace your professional judgment or ethical obligations.
- Attorneys are fully responsible for the use of AI tools in their practice.
- Misuse of AI that results in misconduct or harm may lead to disciplinary action.

Practical Interim Tips:

✅ Double-check all AI-generated text, citations, or summaries.
✅ Use AI for drafting ideas, not final legal analysis.
✅ Document how you're using AI in your workflow.
✅ When in doubt, consult your supervisor or ethics counsel.

Supreme Court AI Memorandum for All Justices, Judges, And Judicial Branch Employees

- Third-party AI note-taking applications are not part of any New Mexico Judicial Branch-approved list of applications or software.
- AI note-taking applications are ***prohibited*** during the course of any in-person or virtual meetings to ensure data privacy, confidentiality, and the potential use of sensitive information.
- Justices, Judges, and NMJB employees have the authority to remove any participant who is using AI note-taking in a meeting.

Computer Security Practices

Help keep intruders out



- Only JID approved software and hardware is allowed on judiciary devices and network.
- Avoid accessing unfamiliar websites.
- Do not click on links or attachments in suspicious emails or pop-up windows.

Cybersecurity is every employee's responsibility!

Computer Security Practices

Hackers use many tools to try and fool us

- Phishing: Fraudulent emails
  - Emails intended to induce individuals to reveal personal or proprietary information (ex: passwords, credit card numbers)
- Vishing: Fraudulent phone calls
  - Phone calls impersonating judicial employees
- Smishing: Fraudulent text messages
  - “We can’t deliver your package because your address is incorrect”

Do not provide personal or confidential information via email, phone, or text until you can verify the request is legitimate.

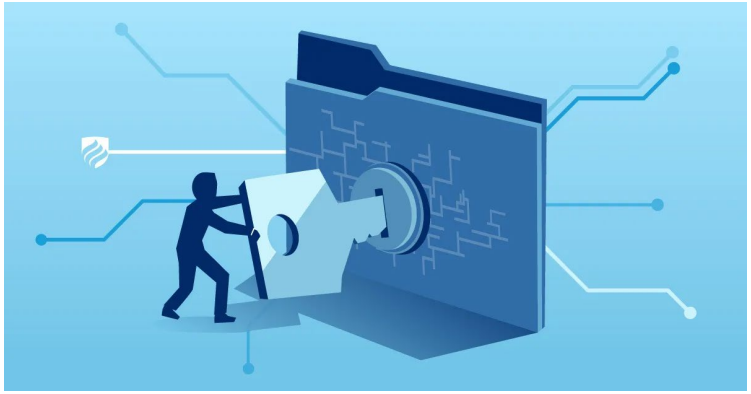
Report any suspicious behaviors to your manager.



Computer Security Practices

Phishing

- Cybercriminals send approximately **3.4 billion** phishing messages ***daily***.
- Phishing accounts for approximately 73% of security breaches at organizations.
- Phishing is the main way hackers gain entry to our systems.
- Always verify an email is legitimate!



Computer Security - Phishing

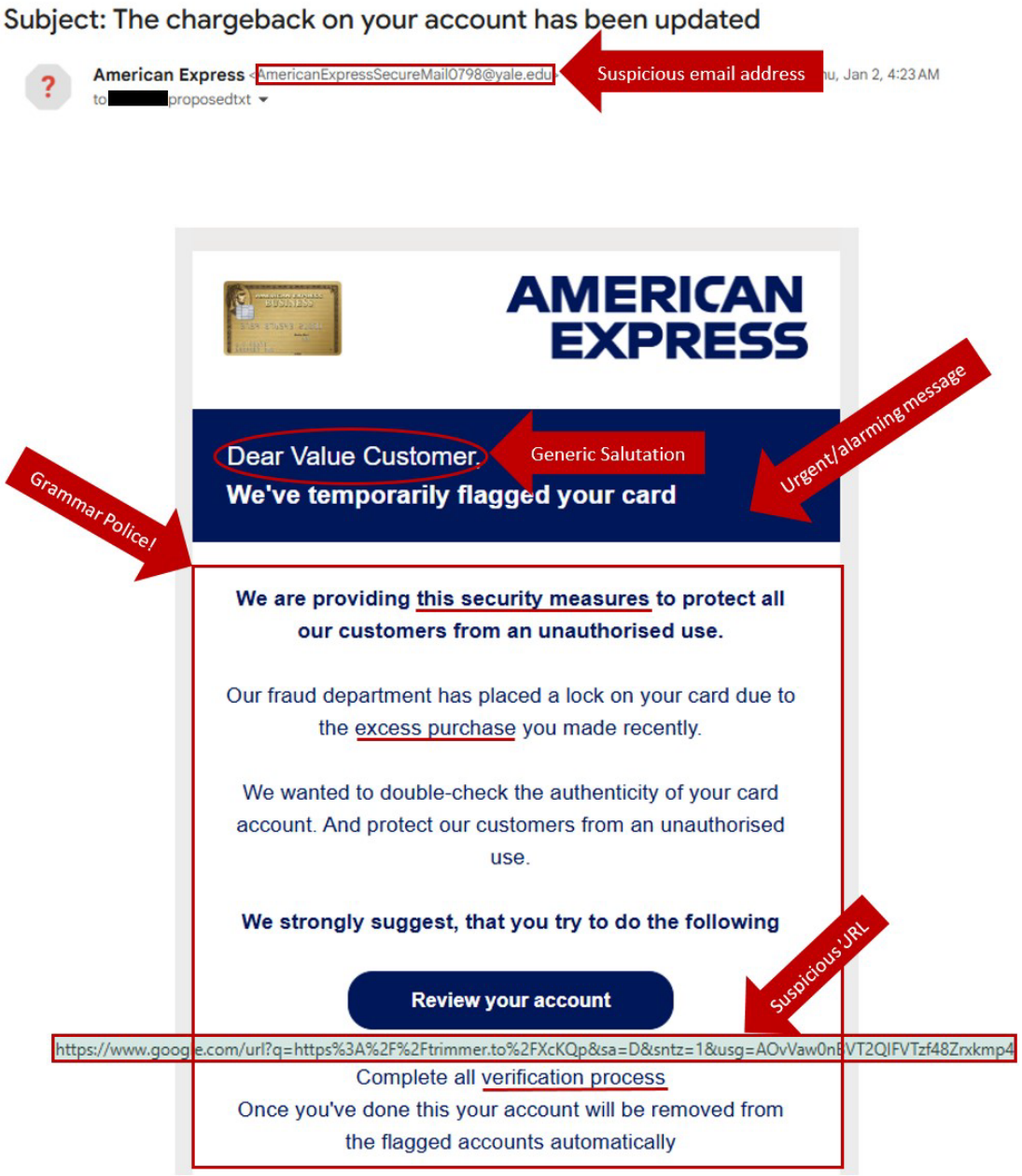
Use the "**Stop-Look-Call**" Technique

- **STOP** – Do not react to phishing ploys consisting of "upsetting", "urgent", or "exciting" information.
- **LOOK** – Closely at the claims in the email and carefully review all links and web addresses for typos or unexpected names.
- **CALL** – Do not reply to emails requesting you to confirm account information; call or email the company using contact information from another trusted source to verify if the email is legitimate.

Never email personal information to someone you are not familiar with.



Email Scam Example

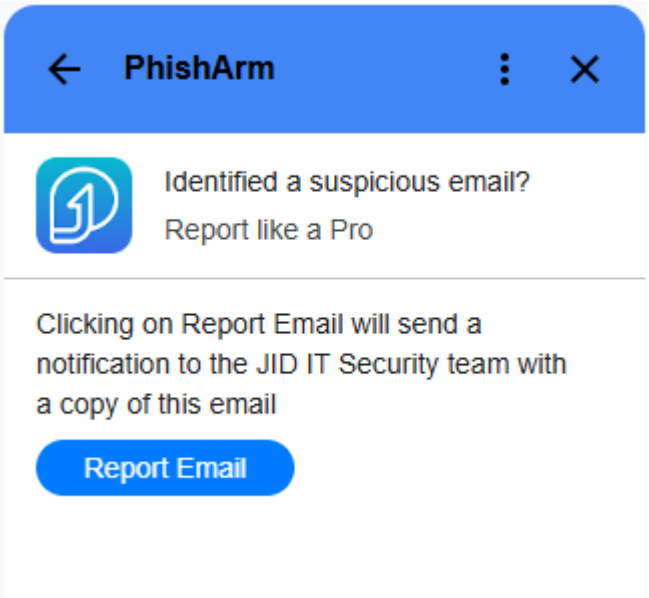


PhishArm Plugin

The JID IT Security Team pushedout a new NMCourts email (GMail) phishing plugin for your email boxes. This add-on is called **PhishArm**, and it is part of Right-Hand Security, a company we partner with for cybersecurity training and email security.

The plugin will be added automatically to your inbox without any action from the user.

The PhishArm add-on for GMail allows you to send suspected phishing emails directly to the JID IT Security Team without the need to forward or interact with the suspected email. The add-on will appear on the right-sidebar and within the options menu when an email is opened, and will look like a small fishing hook.



PhishArm Plugin Steps

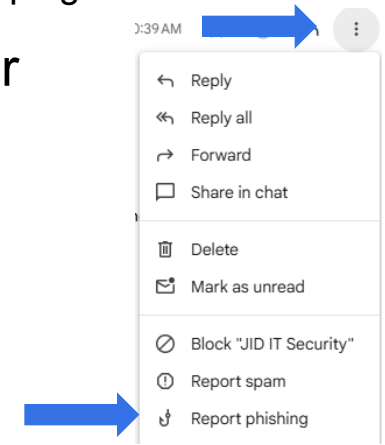
To use the add-on:

1. Open the email you suspect is phishing

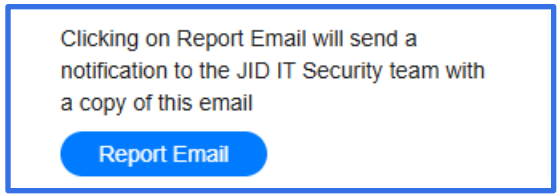
2. Click on the phisharm plugin on either the sidebar or the options menu within the email:



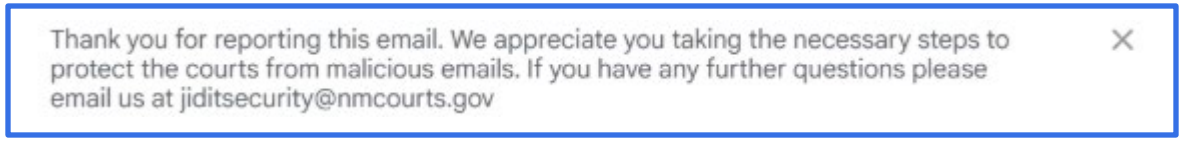
Or



3. There will be a pop-up asking you to confirm. Click "Report Email" if you wish to report it as phishing and send to the JID IT Security Team for analysis:

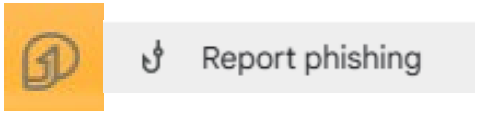


4. You should then see a message thanking you for reporting to JID IT Security:



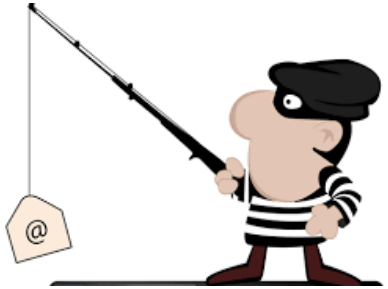
Report Suspicious Emails!

If you receive an email that appears to be phishing or you have concerns it could contain malicious content, report it!



- Use the PhishArm tool in Gmail
- Or forward the message to phishing@nmcourts

Usually, others are receiving the same message and JID needs to take action.



IT and Security Related Policies

Read each one thoroughly before acknowledging

- NMJB Computer Internet Use Policy
  - Employees will review and sign the acknowledgment form every even-numbered year.
- Email Retention

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)

Overview:

- No expectation of privacy.
- Monitoring and audits are performed.
- Limited personal use is permitted outside of regular work hours.
- Email signature blocks must be professional. The use of taglines, slogans, quotes, graphics, images, or animations is not allowed.
- **Prohibited Activities:**
  - Engaging in political activities or operating a for-profit business
  - Any use that violates laws or regulations
  - Sending or posting derogatory, inflammatory, or inappropriate content
  - Accessing or distributing pornographic material

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.
- Employees and Judges have no right to privacy and shall have no expectation or confidentiality.
- The Judicial Information Division (JID) and district IT staff may perform audits on any judicial owned computer or software.

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.

Judiciary 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.
- There is no expectation of privacy, violations are subject to disciplinary action.

Judiciary 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, JID, the Judicial Entity's IT security officer, and HR.
- Promptly inform the sender to not send inappropriate items to your work email, or unsubscribe from any inappropriate websites.



Judicial 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.

Judiciary 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.

Judiciary 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.
- Staff and Judges obtaining access to materials from outside the NMJB through internet or email must respect all copyrights. Do not copy, retrieve, modify, or forward copyrighted materials.

Electronic Mail Retention Procedure

effective 10/16/2024

1. Purpose

This procedure is to ensure electronic mail (email) messages and related documents of the New Mexico Judicial Branch (NMJB) are properly managed.

2. Scope and Applicability

This procedure applies to all justices, judges, employees, contractors, consultants, and other workers at NMJB who are assigned an email account (“users”).

Electronic Mail Retention Procedure

effective 10/16/2024

3. Administration of User Accounts

Specific functions for all user accounts are configured by JID include:

- Email messages in the “Trash” folder are deleted automatically after 30 days.
- Email messages in the “Spam” folder are deleted automatically after 30 days.
- Documents moved to “Trash” in a user’s “My Drive” are deleted automatically after 30 days.

Electronic Mail Retention Procedure

effective 10/16/2024

4. Retention Schedules

4.1 Retention Schedule for Current Users

For all active users, email messages will be retained for a minimum of **three** years. Email messages organized into specific folders/labels, Archived messages, and documents in “My Drive” will be maintained throughout an individual’s employment, plus a period of three years after termination.

Electronic Mail Retention Procedure

effective 10/16/2024

The retention rules are:

- Email messages for all active NMJB email accounts are retained for three years. After three years, email messages, including any attachments, in the “Inbox” and “Sent” folders that are more than three years old will be permanently deleted. **Email messages that are organized by users in specific folders/labels and Archived messages will not be deleted.**
- All messages in the “Drafts” folder older than one year will be permanently deleted on an annual basis for all current NMJB email accounts.
- All chat messages older than one year will be permanently deleted on an annual basis for all current NMJB email accounts.

Electronic Mail Retention Procedure

effective 10/16/2024

5. User Account Management

Users are responsible for managing messages and attachments they send or receive. Messages and attachments that have lasting business value should be stored outside of email, such as on a network drive. Items that are considered “records” must be managed and retained outside of email.


EVERY MINUTE OF THE DAY
PRESENTED BY
DOMO
GOOGLE AI'S GEMINI
RECEIVES
8,574 VISITORS
TIKTOK
USERS UPLOAD
16,000 VIDEOS
NETFLIX
SUBSCRIBERS
STREAMED
362,962
HOURS
PEOPLE DO
5.9M
GOOGLE
SEARCHES
SIRI
ANSWERS
1,041,666
QUESTIONS
18.8M
TEXT
MESSAGES
SENT
TRAVELERS BOOK
852 AIRBNB
STAYS
3,472,222
YOUTUBE
VIDEO VIEWS
4,080
RECORDS
COMPROMISED IN
DATA BREACHES
138.9M
REELS PLAYED ON
FACEBOOK +
INSTAGRAM
FORTNITE
USERS WATCH
1,563 HOURS OF
LIVE STREAMS
251.1M
EMAILS
SENT
1.04M
MESSAGES
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$126,763
IN ORDERS
AMERICANS
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1,151,176,000
STEPS
288
PEOPLE
DOWNLOAD
ZOOM
CYBER
WEEK
SHOPPERS
SPENT
$43.6M
GLOBALLY
SNAPCHAT
USERS SEND
3.3M SNAPS
229M
MEETING MINUTES
RECORDED ON
MSFT
TEAMS

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





Questions?



Administrative Office of the Courts

New Employee Orientation Class

Training Module 4

Class Agenda / Training Modules

- Training Module 1 - Structure of the Judiciary and Background of the AOC
- Training Module 2 - NM Judicial Branch Personnel Rules Part I & II and NM Judicial Branch Code of Conduct
- Training Module 3 - Loss Control, Fraud Reporting, Drug & Alcohol Prevention & Testing, & Computer and Internet use
- **Training Module 4 - Harassment, Discrimination, and Retaliation Prevention**
- Training Module 5 - Benefits Overview including PERA and Payroll

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

Designated approved NMJB Civil Rights Training Videos

Training Videos are assigned by your local HR Professional.

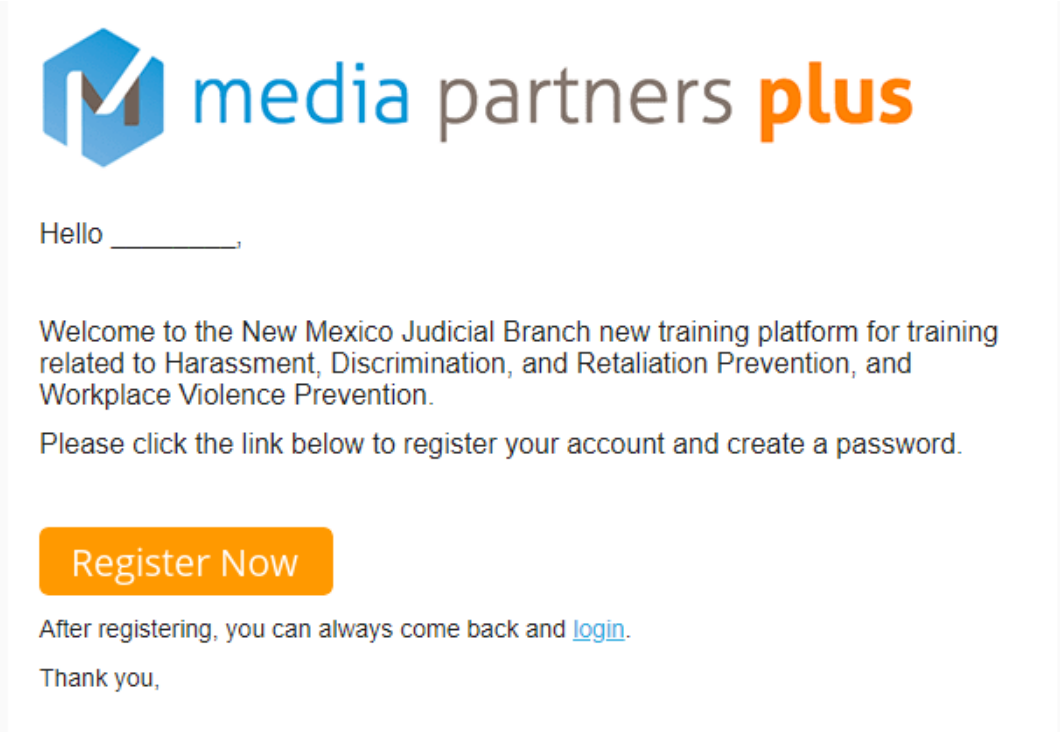
Training Videos must be completed within thirty (30) business days of hire.

- Once and For All
- How was your day
- Getting Real about Workplace Violence

Harassment, Including Sexual Harassment, Discrimination, and Retaliation Policy

Designated approved NMJB Civil Rights Training Videos

Your local HR Professional will send you an email invitation to register your account.



media partners plus

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,

Harassment, Including Sexual Harassment, Discrimination, and Retaliation Policy

7. Required Educational Programs and Annual Certification.

D. Regular Training and Judicial Entity Certification. The Administrative Authority or designee shall certify to the AOC Director June 30 of each calendar year in a letter or e-mail that:

Current employees and judicial officers with fewer than five (5) consecutive years of service in the NMJB have reviewed AOC-approved training within the calendar year. All employees and judicial officers with five (5) years or more of consecutive service in the NMJB have reviewed the AOC-approved training within the three (3) preceding calendar years. All employees and judicial officers, regardless of tenure, review the policy and sign the acknowledgment form.

Harassment, Including Sexual Harassment, Discrimination, and Retaliation Policy

- The purpose of this policy is to protect all employees, including at-will employees, as well as judicial officers, from harassment, including sexual harassment, discrimination, and retaliation, and to establish procedures employees, judges, and justices must follow if aware of or subject to harassment, discrimination, or retaliation.



Judicial Branch Definitions

- **Harassment** – is unwelcome behavior or conduct based on protected personal characteristics 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 inappropriate jokes, text messages, emojis, stickers, GIFs (graphical interchange format, images, or soundless videos that play in a loop) and similar or written statements, threats, or slurs, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Whether the alleged conduct constitutes prohibited Harassment depends on the totality of the particular circumstances, including the nature, frequency, and duration of the conduct.



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** - Unfair treatment, or any practice or behavior, whether intentional or not, which has a negative impact on an individual or group because of protected personal characteristics, which include a physical or mental disability, serious medical condition, sex, age over forty (40), race, color, religion, national origin, pregnancy, childbirth, conditions related to pregnancy or childbirth, citizenship, ethnic origin, ancestry, sexual orientation, marital status, military leave, veteran status, spousal affiliation, political affiliation, cultural or religious headdress and any other status protected by law, expect where there is a bona fide occupational qualification that justifies a differentiation. Unfair treatment is generally defined as treatment that denies opportunities or benefits to someone based on a protected personal characteristic.

Judicial Branch Definitions

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



Judicial Branch Definitions

- **Retaliation** – Workplace retaliation is when an employer takes an adverse action against an employee because of their participation in a protected activity. Examples of workplace retaliation may include materially affecting the terms, conditions or privileges of employment.



Judicial Branch Definitions

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



NMJBPR 1.05 (Part I) or 15.05 (Part II) 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)

NMJBPR 1.05 (Part I) or 15.05 (Part II) Discrimination, Retaliation, And Harassment

B. *Discrimination, retaliation,* and *harassment* are unacceptable and are grounds for *disciplinary action* up to and including termination.

C. An *employee/at-will employee* who is aware of or who is the subject of *discrimination*, *retaliation,* or *harassment* shall immediately report such action.



Harassment, Including Sexual Harassment, Discrimination, and Retaliation Policy

8. How to Report Harassment, Discrimination, and Retaliation

A. Should submit a clear, concise, and relevant written complaint within a reasonable time not to exceed 120 calendar days.

B. All employees are encouraged to use the “Harassment, Including Sexual Harassment, Discrimination, and Retaliation Prevention Notice Form” to make a written complaint.

C. An individual who believes that they have been a victim of harassment, discrimination, or retaliation is encouraged to inform the accused individual that the behavior is unwelcome, offensive, and should stop immediately.

Harassment, Including Sexual Harassment, Discrimination, and Retaliation Policy

8. How to Report Harassment, Discrimination, and Retaliation

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

1. In the SC to the Chief Appellate Court Clerk or local HR Professional.

2. In the COAs to the Chief Appellate Court Clerk, or local HR Professional.

3. In a District Court, Mag Court, or Metro Court to the Admin Auth, CEO of the judicial entity, or local HR Professional.

4. In the AOC to the AOC HR Director or the AOC HR Deputy Director, who are designated local investigators.

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.

Thank you! Questions?



Administrative Office of the Courts

New Employee Orientation Class

Training MODULE 5

Class Agenda / Training Modules

- Training Module 1 - Structure of the Judiciary and Background of the AOC
- Training Module 2 - NM Judicial Branch Personnel Rules Part I & II and NM Judicial Branch Code of Conduct
- Training Module 3 - Loss Control, Fraud Reporting, Drug & Alcohol Prevention & Testing, & Computer and Internet use
- Training Module 4 - Harassment, Discrimination, and Retaliation Prevention
- **Training Module 5 - Benefits Overview including PERA and Payroll**

Links to Health Plans Summary of Benefits

- 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

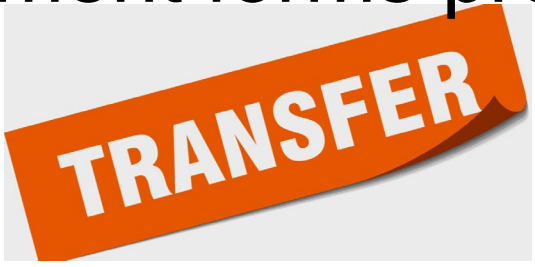
Who is Eligible to be insured?

- 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)

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.



Benefits for Transfers

- An employee transferring within the Judicial Branch or from the Executive, Legislative, Public Defenders Office, or District Attorney's Office cannot make changes to their benefits unless it is a Qualifying Event.
- Or an employee can make changes by:
  - Waiting for the next open enrollment which typically opens in the spring and any changes will go into effect July 1.



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)

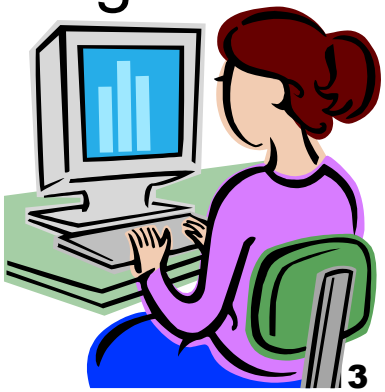
- Accident Insurance, Cancer Insurance, Critical Illness Insurance, Whole Life Insurance.
- Aflac, Globe Life, and MetLife.
- Accident Insurance and Critical Illness Insurance now provided by the Hartford.

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 (July 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.

State Employee Health Benefit Contributions

Starting July 2025, State Employees enrolled in State Health Benefits will pay no more than 20% of the bi-weekly premium costs, which will be reflected on paychecks issued on July 25, 2025.

HEALTH CARE
AUTHORITY

State Employee Health Benefit Contributions

State Employees Assistance Program (SEPA)



Extra premium support for lower-and-moderate income state employees.

State Employee Health Benefit Contributions

State Employees Assistance Program (SEPA)

Do I need to apply to be considered for SEPA?

Initially, state employees will not need to apply, and the most eligible employees will be automatically enrolled based on information from the Taxation and Revenue Department.

Those determined eligible for SEPA will be notified by email from the State of New Mexico's Health Care Authority.

State Employee Health Benefit Contributions

State Employees Assistance Program (SEPA)

Who is eligible?

Executive, Judicial, and Legislative branch employees with a total household income between 138% and 250% of the Federal Poverty Level (FPL)

Or

Earn a State salary between $37,650 and $50,000 and are enrolled in Employee-only coverage, and they are not eligible for Medicaid.

State Employee Health Benefit Contributions

State Employees Assistance Program (SEPA)

Household Size	SEPA Group 1 Income Range	SEPA Group 2 Income Range	SEPA Group 3 Income Range
1 person	$21,597 - $27,388	$27,388 - $33,178	$33,178 – $39,125
2 people	$29,187 - $37,013	$37,013 - $44,838	$44,838 - $52,875
3 people	$36,777 - $46,638	$46,638 - $56,498	$56,498 - $66,625
4 people	$44,367 - $56,263	$56,263 - $68,158	$68,158 - $80,375
5 people	$51,957 - $65,888	$65,888 - $79,818	$79,818 - $94,125
6 people	$59,547 - $75,513	$75,513 - $91,478	$91,478 - $107,875
7 people	$67,137 - $85,138	$85,138 - $103,138	$103,138 - $121,625
8 people	$74,727 - $94,763	$94,763 - $114,798	$114,798 - $135,375

If you have more than 8 people in your household, please email SHB.Questions@hca.nm.gov

State Employee Health Benefit Contributions

State Employees Assistance Program (SEPA)

Percent of Premiums Paid by the Employee

Coverage Category	SEPA Group 1 138-175% FPL	SEPA Group 2 175-212% FPL	SEPA Group 3 212-250% FPL	$37.650-$50,000 Employee Only	All Others
Employee Only	0%	5%	10%	10%	20%
Employee + Spouse	0%	5%	10%	N/A	20%
Employee + Children	5%	10%	15%	N/A	20%
Family	5%	10%	15%	N/A	20%

State Employee Health Benefit Contributions

State Employees Assistance Program (SEPA)

Examples of What You Could Pay If You Qualify

Employee Only Coverage:

- Employees in SEPA Group 1 may pay **$0** per pay period.
- Employees in SEPA Group 3 may pay about **$35 - $42** per pay period for HMO medical plan options.

Employee + Partner Coverage:

- Employees in SEPA Group 1 may pay **$0** per pay period.
- Employees in SEPA Group 3 may pay about **$78 - $92** per pay period for HMO medical plan options.

Employee + Children Coverage:

- The cost of coverage for an employee and eligible children may pay **$94 - $112** per pay period, depending on income for HMO medical plan options.

Family Coverage (Employee + Partner + Children):

- Family plans could cost between **$154 - $185** every two weeks for qualifying employees, depending on income, for HMO medical plan options.

State Employee Health Benefit Contributions

State Employees Assistance Program

(SEPA)

Keeping Your Information Up to Date

State employees must report changes in their household, such as income going up or down, marriage or divorce, birth, adoption, or death in the family to EASI Gov as soon as possible to determine whether such changes impact the employee's eligibility.

State Employee Health Benefit Contributions

New Mexico State Health Benefits Premium Rates for State Employees

Plan Year July 1, 2026 – June 30, 2027

Employee Only

	Gross Bi-weekly Rate	Standard 80/20		SEPA Group 1 (138-175% FPL)		SEPA Group 2 (175-212% FPL)		SEPA Group 3 (212-250% FPL)		SEPA Group 4 (Salary $39,125-$50,000)	
		Employee 20%	State 80%	Employee 0%	State 100%	Employee 5%	State 95%	Employee 10%	State 90%	Employee 10%	State 90%
Clear Cost Platinum HMO	$414.18	$82.84	$331.34	$0.00	$414.18	$20.71	$393.47	$41.42	$372.76	$41.42	$372.76
Basic Gold HMO	$347.29	$69.46	$277.83	$0.00	$347.29	$17.36	$329.93	$34.73	$312.56	$34.73	$312.56
Basic Gold PPO	$483.75	$96.75	$387.00	$0.00	$483.75	$24.19	$459.56	$48.37	$435.38	$48.37	$435.38
High Deductible Silver PPO	$273.32	$54.66	$218.66	$0.00	$273.32	$13.67	$259.65	$27.33	$245.99	$27.33	$245.99
Basic Dental	$16.25	$3.25	$13.00	$0.00	$16.25	$0.81	$15.44	$1.62	$14.63	$1.62	$14.63
Buy-up Dental	$17.32	$4.32	$13.00	$1.07	$16.25	$1.88	$15.44	$2.69	$14.63	$2.69	$14.63
Basic Vision	$3.03	$0.61	$2.42	$0.00	$3.03	$0.15	$2.88	$0.30	$2.73	$0.30	$2.73
Buy-up Vision	$3.94	$1.52	$2.42	$0.91	$3.03	$1.06	$2.88	$1.21	$2.73	$1.21	$2.73

Employee + Spouse

	Gross Bi-weekly Rate	Standard 80/20		SEPA Group 1 (138-175% FPL)		SEPA Group 2 (175-212% FPL)		SEPA Group 3 (212-250% FPL)	
		Employee 20%	State 80%	Employee 0%	State 100%	Employee 5%	State 95%	Employee 10%	State 90%
Clear Cost Platinum HMO	$932.99	$186.60	$746.39	$0.00	$932.99	$46.65	$886.34	$93.30	$839.69
Basic Gold HMO	$782.49	$156.50	$625.99	$0.00	$782.49	$39.12	$743.37	$78.25	$704.24
Basic Gold PPO	$1,089.59	$217.92	$871.67	$0.00	$1,089.59	$54.48	$1,035.11	$108.96	$980.63
High Deductible Silver PPO	$616.10	$123.22	$492.88	$0.00	$616.10	$30.80	$585.30	$61.61	$554.49
Basic Dental	$32.47	$6.49	$25.98	$0.00	$32.47	$1.62	$30.85	$3.25	$29.22
Buy-up Dental	$34.62	$8.64	$25.98	$2.15	$32.47	$3.77	$30.85	$5.40	$29.22
Basic Vision	$5.68	$1.14	$4.54	$0.00	$5.68	$0.28	$5.40	$0.57	$5.11
Buy-up Vision	$7.38	$2.84	$4.54	$1.70	$5.68	$1.98	$5.40	$2.27	$5.11

State Employee Health Benefit Contributions

New Mexico State Health Benefits Premium Rates for State Employees

Plan Year July 1, 2026 – June 30, 2027

Employee + Children

	Gross Bi-weekly Rate	Standard 80/20		SEPA Group 1 (138-175% FPL)		SEPA Group 2 (175-212% FPL)		SEPA Group 3 (212-250% FPL)	
		Employee 20%	State 80%	Employee 5%	State 95%	Employee 10%	State 90%	Employee 15%	State 85%
Clear Cost Platinum HMO	$746.41	$149.28	$597.13	$37.32	$709.09	$74.64	$671.77	$111.96	$634.45
Basic Gold HMO	$626.01	$125.20	$500.81	$31.30	$594.71	$62.60	$563.41	$93.90	$532.11
Basic Gold PPO	$871.66	$174.33	$697.33	$43.58	$828.08	$87.17	$784.49	$130.75	$740.91
High Deductible Silver PPO	$492.87	$98.57	$394.30	$24.64	$468.23	$49.29	$443.58	$73.93	$418.94
Basic Dental	$37.36	$7.47	$29.89	$1.87	$35.49	$3.74	$33.62	$5.60	$31.76
Buy-up Dental	$39.83	$9.94	$29.89	$4.34	$35.49	$6.21	$33.62	$8.07	$31.76
Basic Vision	$6.62	$1.32	$5.30	$0.33	$6.29	$0.66	$5.96	$0.99	$5.63
Buy-up Vision	$8.60	$3.30	$5.30	$2.31	$6.29	$2.64	$5.96	$2.97	$5.63

Family

	Gross Bi-weekly Rate	Standard 80/20		SEPA Group 1 (138-175% FPL)		SEPA Group 2 (175-212% FPL)		SEPA Group 3 (212-250% FPL)	
		Employee 20%	State 80%	Employee 5%	State 95%	Employee 10%	State 90%	Employee 15%	State 85%
Clear Cost Platinum HMO	$1,223.24	$244.65	$978.59	$61.16	$1,162.08	$122.32	$1,100.92	$183.49	$1,039.75
Basic Gold HMO	$1,025.92	$205.18	$820.74	$51.30	$974.62	$102.59	$923.33	$153.89	$872.03
Basic Gold PPO	$1,428.60	$285.72	$1,142.88	$71.43	$1,357.17	$142.86	$1,285.74	$214.29	$1,214.31
High Deductible Silver PPO	$807.79	$161.56	$646.23	$40.39	$767.40	$80.78	$727.01	$121.17	$686.62
Basic Dental	$48.72	$9.74	$38.98	$2.44	$46.28	$4.87	$43.85	$7.31	$41.41
Buy-up Dental	$51.94	$12.96	$38.98	$5.66	$46.28	$8.09	$43.85	$10.53	$41.41
Basic Vision	$8.38	$1.68	$6.70	$0.42	$7.96	$0.84	$7.54	$1.26	$7.12
Buy-up Vision	$10.90	$4.20	$6.70	$2.94	$7.96	$3.36	$7.54	$3.78	$7.12

State Employee Health Benefit Contributions

New Mexico State Health Benefits Premium Rates for State Employees

Plan Year July 1, 2026 – June 30, 2027

Employee + Domestic Partner

	Gross Bi-weekly Rate	Standard 80/20			SEPA Group 1 (138-175% FPL)			SEPA Group 2 (175-212% FPL)			SEPA Group 3 (212-250% FPL)		
		Employee 20%		State 80%	Employee 0%		State 100%	Employee 5%		State 95%	Employee 10%		State 90%
		Pre-Tax	After-Tax		Pre-Tax	After-Tax		Pre-Tax	After-Tax		Pre-Tax	After-Tax	
Clear Cost Platinum HMO	$932.99	$93.30	$93.30	$746.39	$0.00	$0.00	$932.99	$23.33	$23.32	$886.34	$46.65	$46.65	$839.69
Basic Gold HMO	$782.49	$78.25	$78.25	$625.99	$0.00	$0.00	$782.49	$19.56	$19.56	$743.37	$39.13	$39.12	$704.24
Basic Gold PPO	$1,089.59	$108.96	$108.96	$871.67	$0.00	$0.00	$1,089.59	$27.24	$27.24	$1,035.11	$54.48	$54.48	$980.63
High Deductible Silver PPO	$616.10	$61.61	$61.61	$492.88	$0.00	$0.00	$616.10	$15.40	$15.40	$585.30	$30.81	$30.80	$554.49
Basic Dental	$32.47	$3.25	$3.24	$25.98	$0.00	$0.00	$32.47	$0.81	$0.81	$30.85	$1.63	$1.62	$29.22
Buy-up Dental	$34.62	$4.32	$4.32	$25.98	$1.07	$1.08	$32.47	$1.89	$1.88	$30.85	$2.70	$2.70	$29.22
Basic Vision	$5.68	$0.57	$0.57	$4.54	$0.00	$0.00	$5.68	$0.14	$0.14	$5.40	$0.29	$0.28	$5.11
Buy-up Vision	$7.38	$1.42	$1.42	$4.54	$0.85	$0.85	$5.68	$0.99	$0.99	$5.40	$1.14	$1.13	$5.11

Family with Domestic Partner

	Gross Bi-weekly Rate	Standard 80/20			SEPA Group 1 (138-175% FPL)			SEPA Group 2 (175-212% FPL)			SEPA Group 3 (212-250% FPL)		
		Employee 20%		State 80%	Employee 5%		State 95%	Employee 10%		State 90%	Employee 15%		State 85%
		Pre-Tax	After-Tax		Pre-Tax	After-Tax		Pre-Tax	After-Tax		Pre-Tax	After-Tax	
Clear Cost Platinum HMO	$1,223.24	$163.92	$80.73	$978.59	$40.98	$20.18	$1,162.08	$81.95	$40.37	$1,100.92	$122.94	$60.55	$1,039.75
Basic Gold HMO	$1,025.92	$137.47	$67.71	$820.74	$34.37	$16.93	$974.62	$68.74	$33.85	$923.33	$103.11	$50.78	$872.03
Basic Gold PPO	$1,428.60	$191.43	$94.29	$1,142.88	$47.86	$23.57	$1,357.17	$95.72	$47.14	$1,285.74	$143.57	$70.72	$1,214.31
High Deductible Silver PPO	$807.79	$108.25	$53.31	$646.23	$27.06	$13.33	$767.40	$54.12	$26.66	$727.01	$81.18	$39.99	$686.62
Basic Dental	$48.72	$6.53	$3.21	$38.98	$1.63	$0.81	$46.28	$3.26	$1.61	$43.85	$4.90	$2.41	$41.41
Buy-up Dental	$51.94	$8.68	$4.28	$38.98	$3.79	$1.87	$46.28	$5.42	$2.67	$43.85	$7.06	$3.47	$41.41
Basic Vision	$8.38	$1.13	$0.55	$6.70	$0.28	$0.14	$7.96	$0.56	$0.28	$7.54	$0.84	$0.42	$7.12
Buy-up Vision	$10.90	$2.81	$1.39	$6.70	$1.97	$0.97	$7.96	$2.25	$1.11	$7.54	$2.53	$1.25	$7.12

State Employee Health Benefit Contributions

If you have questions about Senate Bill 376, please email SHB.Questions@hca.nm.gov

If you have questions about applying for SEPA, call EASI Gov at (855)618-1800 or email SEPA@easitpa.com

EASI Gov

Medical Health Plans

PRESBYTERIAN HEALTH PLAN (HMO)

- HMO Plan
  - Clear Cost Platinum
  - Basic Gold
- Lower Premiums
- PPO Plan
  - Basic Gold
  - HDHP Silver
- Tier I & Tier II Plans

BLUE CROSS/BLUE SHIELD PLAN (HMO)

- HMO Plan
  - Gold Plan
  - Platinum Plan
- Lower Premiums
- PPO Plan
  - Gold Plan
  - Silver HSA Plan
- Tier 1, Tier 2, and Tier 3 Plans
- Mid-level Premiums

United Healthcare UMR

- HMO Plan
  - Basic Gold
  - Clear Cost Platinum
- PPO Plan
  - Basic Gold
  - HDHP Silver
- Tier 1, Tier 2, and Tier 3 Plans

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

July 1st to June 30th

- **Co-Pay or Co-Insurance**

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

Presbyterian

HMO PLANS

	CLEAR COST PLATINUM		BASIC GOLD	
	Tier I	Tier II	Tier I	Tier II
Annual Deductible	$0 Individual / $0 Couple / $0 Family	$300 Individual / $600 Couple / $900 Family	$500 Individual / $1,000 Couple / $1,500 Family	$700 Individual / $1,400 Couple / $2,100 Family
Member Coinsurance	0%	20%	30%	30%
Out-of-Pocket Maximum	$3,500 Individual / $7,000 Couple / $10,500 Family	$4,250 Individual / $8,500 Couple / $12,750 Family	$4,000 Individual / $8,000 Couple / $12,000 Family	$5,000 Individual / $10,000 Couple / $15,000 Family
Primary Care Visit to Treat an Injury or Illness (excludes Preventive & X-Rays)	$20 Copay	$30 Copay	$30 Copay	$40 Copay
Preventive Care/Screening/Immunization	$0 Copay	$0 Copay	$0 Copay	$0 Copay
Specialist Visit	$40 Copay	$60 Copay	$60 Copay	$80 Copay
Urgent Care Facility	$50 Copay	$70 Copay	$80 Copay	$100 Copay
Emergency Room Services	$250 Copay	$250 Copay	$350 Copay (waived if admitted)	$350 Copay (waived if admitted)
Virtual Care Services (Primary Care, Urgent Care)	$0 Copay	$0 Copay	$0 Copay	$0 Copay
Laboratory Outpatient and Professional Services	$20 Copay	$30 Copay	$30 Copay	$40 Copay
X-Ray and Diagnostic Imaging	$75 Copay	$100 Copay	$100 Copay	$120 Copay
Imaging (CT/PET Scans, MRIs)	$75 Copay	$100 Copay	30% Coinsurance after Deductible; up to $250	30% Coinsurance after Deductible; up to $250
Mental/Behavioral Health and Substance Use Disorder Outpatient Services	$0 Copay	$0 Copay	$0 Copay	$0 Copay
Speech Therapy	$20 Copay	$30 Copay	$30 Copay	$40 Copay
Occupational and Physical Therapy	$20 Copay	$30 Copay	$30 Copay	$40 Copay
Skilled Nursing Facility	$750 per Admission	$1,000 per Admission	$1,250 per Admission	$1,250 per Admission
Outpatient Facility Fee (e.g., Ambulatory Surgery Center)	$75 Copay	$100 Copay	30% Coinsurance after Deductible	30% Coinsurance after Deductible
Outpatient Facility Fee – Mental Health	$0 Copay	$0 Copay	$0 Copay	$0 Copay
Outpatient Surgery Physician/Surgical Services	$0 Copay	$0 Copay	30% Coinsurance after Deductible	30% Coinsurance after Deductible
All Inpatient Hospital Services (except MH/SUD)	$750 per Admission	$1,250 per Admission	30% Coinsurance after Deductible	30% Coinsurance after Deductible
Inpatient Hospital Services MH/SUD	$0 Copay	$0 Copay	$0 Copay	$0 Copay

* For a full list of plan benefits, see the 2026 Benefit Brochure.

PPO PLANS

	BASIC GOLD			HDHP SILVER	
	Tier I	Tier II	Out-of-Network	In-Network	Out-of-Network
Annual Deductible	$500 Individual / $1,000 Couple / $1,500 Family	$700 Individual / $1,400 Couple / $2,100 Family	$3,000 Individual / $6,000 Couple / $9,000 Family	$3,000 Individual / $6,000 Couple / $6,000 Family	$4,500 Individual / $9,000 Couple / $9,000 Family
Member Coinsurance	30%	35%	50%	30%	50%
Out-of-Pocket Maximum	$4,000 Individual / $8,000 Couple / $12,000 Family	$6,000 Individual / $12,000 Couple / $18,000 Family	$9,000 Individual / $18,000 Couple / $27,000 Family	$8,500 Individual / $17,000 Couple / $17,000 Family	$12,000 Individual / $24,000 Couple / $24,000 Family
Primary Care Visit to Treat an Injury or Illness (excludes Preventive & X-Rays)	$30 Copay	$40 Copay	50% Coinsurance after Deductible	30% Coinsurance after Deductible	50% Coinsurance after Deductible
Preventive Care/Screening/Immunization	$0 Copay	$0 Copay	50% Coinsurance after Deductible	$0 Copay	50% Coinsurance after Deductible
Specialist Visit	$60 Copay	$80 Copay	50% Coinsurance after Deductible	30% Coinsurance after Deductible	50% Coinsurance after Deductible
Urgent Care Facility	$80 Copay	$100 Copay	50% Coinsurance after Deductible	30% Coinsurance after Deductible	50% Coinsurance after Deductible
Emergency Room Services	$350 (waived if admitted)	$350 (waived if admitted)	$350 (waived if admitted)	30% Coinsurance after Deductible	30% Coinsurance after Deductible
Virtual Care Services (Primary Care, Urgent Care)	Not Covered	Not Covered	Not Covered	Plan Covers 100% after Deductible is Met	Not Covered
Laboratory Outpatient and Professional Services	30% Coinsurance after Deductible	35% Coinsurance after Deductible	50% Coinsurance after Deductible	30% Coinsurance after Deductible	50% Coinsurance after Deductible
X-Ray and Diagnostic Imaging	30% Coinsurance after Deductible	35% Coinsurance after Deductible	50% Coinsurance after Deductible	30% Coinsurance after Deductible	50% Coinsurance after Deductible
Imaging (CT/PET Scans, MRIs)	30% Coinsurance after Deductible; up to $300	35% Coinsurance after Deductible; up to $300	50% Coinsurance after Deductible	30% Coinsurance after Deductible	50% Coinsurance after Deductible
Mental/Behavioral Health and Substance Use Disorder Outpatient Services	$0 Copay	$0 Copay	50% Coinsurance after Deductible	30% Coinsurance after Deductible	50% Coinsurance after Deductible
Speech Therapy	$30 Copay	$40 Copay	50% Coinsurance after Deductible	30% Coinsurance after Deductible	50% Coinsurance after Deductible
Occupational and Physical Therapy	$30 Copay	$40 Copay	50% Coinsurance after Deductible	30% Coinsurance after Deductible	50% Coinsurance after Deductible
Skilled Nursing Facility	$1,250 per Admission	35% Coinsurance after Deductible	50% Coinsurance after Deductible	30% Coinsurance after Deductible	50% Coinsurance after Deductible
Outpatient Facility Fee (e.g., Ambulatory Surgery Ctr)	30% Coinsurance after Deductible	35% Coinsurance after Deductible	50% Coinsurance after Deductible	30% Coinsurance after Deductible	50% Coinsurance after Deductible
Outpatient Facility Fee – Mental Health	$0 Copay	$0 Copay	50% Coinsurance after Deductible	30% Coinsurance after Deductible	50% Coinsurance after Deductible
Outpatient Surgery Physician/Surgical Services	30% Coinsurance after Deductible	35% Coinsurance after Deductible	50% Coinsurance after Deductible	30% Coinsurance after Deductible	50% Coinsurance after Deductible
All Inpatient Hospital Services (except MH/SUD)	30% Coinsurance after Deductible	35% Coinsurance after Deductible	50% Coinsurance after Deductible	30% Coinsurance after Deductible	50% Coinsurance after Deductible
Inpatient Hospital Services MH/SUD	$0 Copay	$0 Copay	50% Coinsurance after Deductible	30% Coinsurance after Deductible	50% Coinsurance after Deductible

* For a full list of plan benefits, see the 2026 Benefit Brochure.

BCBS Benefits Comparison Guide Effective 7/1/26

BENEFITS	BCBS PLATINUM (HMO)	BCBS GOLD (HMO)
Deductible	$0 / $0 /$0 Individual / Two-Person / Family	$500 / $1,000 / $1,500 Individual / Two-Person / Family
PCP Office Visit	$20 (deductible waived)	$30 (deductible waived)
Specialist	$40 (deductible waived)	$60 (deductible waived)
Telehealth Services	No copay (deductible waived)	$0
Urgent Care Center	$50	$50
Inpatient Hospital	$750 per admission*	30% after deductible
Emergency Room Visit	$250 (waived if admitted)	$250 (waived if admitted)

Benefits Comparison Guide Effective 7/1/26

Plan Highlights – 2026 SILVER PPO HSA Plan

The following are the highlights of the State of New Mexico PPO Plan administered by Blue Cross and Blue Shield of New Mexico (BCBSNM). Any services received must be medically necessary to be covered.

Benefit Highlights	Preferred (PPO)	Nonpreferred (OON)
Highlights of Cost-Sharing Features		
Annual Deductible[1] (All services are subject to deductible unless noted otherwise.)	$3,000 / Individual $6,000 / Two-Person $6,000 / Family*	$4,500 / Individual $9,000 / Two-Person $9,000 / Family*
Annual Out-of-Pocket Limit[2] (Includes medical deductible, coinsurance, copayments, plus drug plan deductible, drug coinsurance, and drug copays. **Does not** include penalty amounts, or noncovered charges.)	$8,500 / Individual $10,150 / Two-Person $10,150 / Family*	$12,000 / Individual $24,000 / Two-Person $24,000 / Family*
Lifetime Maximum	Unlimited (Certain services are subject to calendar year and/or lifetime maximums or are limited per condition.)	

Plan Highlights – 2026 GOLD PPO Plan

The following are the highlights of the State of New Mexico PPO Plan administered by Blue Cross and Blue Shield of New Mexico (BCBSNM). Any services received must be medically necessary to be covered.

Benefit Highlights	Tier 1 Provider [1,2] Preferred (PPO)	Tier 2 Provider [1,2] Nonpreferred (OON)	Tier 3 Provider [1,2] Nonpreferred (OON)
Highlights of Cost-Sharing Features			
Annual Deductible[1] (All services are subject to deductible unless noted otherwise.) *	$500 / Individual $1,000 / Two-Person $1,500 / Family*	$700 / Individual $1,400 / Two-Person $2,100 / Family*	$3,000 / Individual $6,000 / Two-Person $9,000 / Family*
Annual Out-of-Pocket Limit[2] (Includes medical deductible, coinsurance, copayments, plus drug plan deductible, drug coinsurance, and drug copays. **Does not** include penalty amounts, or noncovered charges.) *	$4,000 / Individual $8,000 / Two-Person $12,000 / Family*	$6,000 / Individual $12,000 / Two-Person $18,000 / Family*	$9,000 / Individual $18,000 / Two-Person $27,000 / Family*
Lifetime Maximum	Unlimited (Certain services are subject to calendar year and/or lifetime maximums or are limited per condition)		

United Healthcare UMR HMO Basic Gold

Common Medical Event	Services You May Need	What You Will Pay			Limitations, Exceptions, & Other Important Information
		Tier 1	Tier 2	Tier 3	
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	$30 Copay per visit; Deductible Waived	$40 Copay per visit; Deductible Waived	Not covered	None
	Specialist visit*	$60 Copay per visit; Deductible Waived	$80 Copay per visit; Deductible Waived	Not covered	None
	Preventive care/ screening/ immunization	No charge; Deductible Waived	No charge; Deductible Waived	Not covered	You may have to pay for services that aren't preventive. Ask your provider if the services needed are preventive. Then check what your plan will pay for.

HMO Clear Cost Platinum

Common Medical Event	Services You May Need	What You Will Pay			Limitations, Exceptions, & Other Important Information
		Tier 1	Tier 2	Tier 3	
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	$20 Copay per visit	$30 Copay per visit; Deductible Waived	Not covered	None
	Specialist visit*	$40 Copay per visit	$60 Copay per visit; Deductible Waived	Not covered	None
	Preventive care/ screening/ immunization	No charge	No charge; Deductible Waived	Not covered	You may have to pay for services that aren't preventive. Ask your provider if the services needed are preventive. Then check what your plan will pay for.

United Healthcare UMR PPO Basic Gold

Common Medical Event	Services You May Need	What You Will Pay			Limitations, Exceptions, & Other Important Information
		Tier 1	Tier 2	Tier 3	
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	$30 Copay per visit; Deductible Waived	$40 Copay per visit; Deductible Waived	50% Coinsurance	None
	Specialist visit*	$60 Copay per visit; Deductible Waived	$80 Copay per visit; Deductible Waived	50% Coinsurance	None
	Preventive care/ screening/ immunization	No charge; Deductible Waived	No charge; Deductible Waived	50% Coinsurance	You may have to pay for services that aren't preventive. Ask your provider if the services needed are preventive. Then check what your plan will pay for.

PPO HDHP Silver

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-network (You will pay the least)	Out-of-network (You will pay the most)	
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	30% Coinsurance	50% Coinsurance	None
	Specialist visit	30% Coinsurance	50% Coinsurance	None
	Preventive care/screening/ immunization	No charge; Deductible Waived	50% Coinsurance	You may have to pay for services that aren't preventive. Ask your provider if the services needed are preventive. Then check what your plan will pay for.



- 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/
- **505-570-4949**



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.

EVERNORTH®
HEALTH SERVICES

- The SONM Prescription Plan is managed by Evernorth Health Services.
- Ensure that your address is correct in SHARE for your card and plan information.

EVERNORTH®
HEALTH SERVICES

PHARMACY BENEFIT OVERVIEW

Drug list: Medications covered by your prescription plan

Routinely reviewed by **independent physicians and pharmacists** to ensure you receive clinically effective care.

Plan-preferred medications, including generics and brand names.

Before you visit your doctor, log in to your online account to discover pharmacy **benefits that benefit you**.

During your visit, talk with your doctor about preferred generics so you can **stress less and save more**.



You can search by medication or condition to find a treatment option that works best for you.

EVERNORTH®
HEALTH SERVICES

PHARMACY BENEFIT OVERVIEW

Generic prescriptions

FDA-approved generic medications contain the **same active ingredients as brand-name** counterparts.

Nine out of 10 prescriptions filled in the U.S. are for generic medications—options that usually provide the **same clinical effectiveness for less cost without a coverage review**.

Review your medications regularly with a doctor or pharmacist and ask, **"Is there a generic for that?"**

Access your online account at express-scripts.com or through our mobile app to find a generic or price a medication.



You could pay as low as $0 for a generic prescription.

Dental Health Plans

Delta Dental

- **Base Plan**
  - **In-Network PPO**
  - **Ot-of-Network**

- **Buy up Plan**
  - **In-Network PPO**
  - **Out-of-Network**

MetLife Dental

- **Base Plan**
  - **In-Network**
  - **Ot-of-Network**

- **Buy up Plan**
  - **In-Network**
  - **Out-of-Network**

Delta Dental Program

You now have 2 plans to choose from!

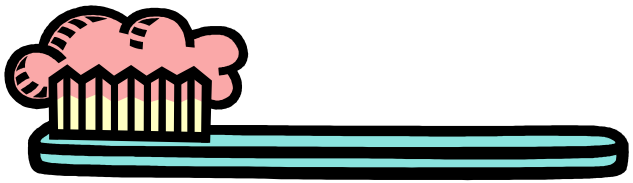
Benefits effective July 1, 2026, through June 30, 2027

Base Plan:

- **Benefit Year Deductibles**
  - **$50** per enrolled person
  - **$150** total per family
  - Deductible does not apply to Diagnostic & Preventive Services or Orthodontic Services
- **Benefit Year Plan Maximum**
  - **$1,750** per enrolled person per benefit year

Buy Up Plan:

- **Benefit Year Deductibles**
  - **$50** per enrolled person
  - **$150** total per family
  - Deductible does not apply to Diagnostic & Preventive Services or Orthodontic Services
- **Benefit Year Plan Maximum**
  - **$2,000** per enrolled person per benefit year



Delta Dental Benefits Overview – Base Plan

	In-Network - Delta Dental PPO Plus Premier Network		Out-of-Network
Diagnostic and Preventive Services – No Deductible			
Oral Evaluations & Cleanings (2 per Benefit Year*), exams, cleanings, topical fluoride, space maintainers Emergency Treatment, Sealants, Brush Biopsy, Radiographic Images and Periodontal Maintenance	**Delta Dental Pays: 100%**	**You Pay: 0%**	**Delta Dental pays 100% up to the allowable fee; You pay any amount over the allowable fee**
Basic Services – Deductible Applies			
Fillings, Crown Repair, Endodontic Services (root canals), Periodontic Services (to treat gum disease), Oral Surgery Services, Extractions, Dental Surgery and General Anesthesia	**Delta Dental Pays: 80%**	**You Pay: 20%**	**Delta Dental pays 55% of the allowable fee; You pay 45% plus any amount over the allowable fee**
Major Services – Deductible Applies			
Major Restorative Services (crowns), Relines and Rebase to dentures, Prosthodontic Services, bridges, dentures, and implants	**Delta Dental Pays: 60%**	**You Pay: 40%**	**Delta Dental pays 35% of the allowable fee; You pay 65% plus any amount over the allowable fee**

*Covers routine cleanings twice per benefit year. Individuals with certain medical conditions may qualify for up to 2 additional cleanings.

Delta Dental Benefits Overview – Buy Up Plan

	In-Network - Delta Dental PPO Plus Premier Network		Out-of-Network
Diagnostic and Preventive Services – No Deductible			
Oral Evaluations & Cleanings (2 per Benefit Year*), exams, cleanings, topical fluoride, space maintainers Emergency Treatment, Sealants, Brush Biopsy, Radiographic Images and Periodontal Maintenance	**Delta Dental Pays: 100%**	**You Pay: 0%**	**Delta Dental pays 100% up to the allowable fee; You pay any amount over the allowable fee**
Basic Services – Deductible Applies			
Fillings, Crown Repair, Endodontic Services (root canals), Periodontic Services (to treat gum disease), Oral Surgery Services, Extractions, Dental Surgery and General Anesthesia	**Delta Dental Pays: 90%**	**You Pay: 10%**	**Delta Dental pays 55% of the allowable fee; You pay 45% plus any amount over the allowable fee**
Major Services – Deductible Applies			
Major Restorative Services (crowns), Relines and Rebase to dentures, Prosthodontic Services, bridges, dentures, and implants	**Delta Dental Pays: 60%**	**You Pay: 40%**	**Delta Dental pays 35% of the allowable fee; You pay 65% plus any amount over the allowable fee**

*Covers routine cleanings twice per benefit year. Individuals with certain medical conditions may qualify for up to 2 additional cleanings.

Delta Dental Benefits Overview
Base Plan and Buy up Plan

Orthodontic Services (Children & Adults)		
No Deductible		
	**Children, for treatment starting prior** to 18th birthday	**Adults, for treatment starting** Age 18 and over
	Plan Pays 75% up to a $2,000 lifetime maximum	**Plan Pays 60% up to a $1,750** lifetime maximum

For Out-of-Network providers, the benefits for children and adults, the plan pays 50% of the lifetime maximum





× MetLife

- **Deductibles**
  - ✓ **$50.00** per enrolled person during the plan year
  - ✓ **$150.00** total per family
  - ✓ Deductible does not apply to Diagnostic & Preventive Services or Orthodontic Services
- **Benefit Annual Maximum**
  - ✓ **$1,750** per enrolled person, per plan year on the **Base** plan
  - ✓ **$2,000** per enrolled person, per year on the **Buy Up** plan
- **Orthodontic Lifetime Maximum**
  - ✓ **Children – up to 18th birthday**
    - **Base** Plan Pays **75%**, up to a **$2,000** lifetime maximum
    - **Buy Up** Plan Pays **75%**, up to a **$2,500** lifetime maximum
  - ✓ **Adults – age 18 and over**
    - **Base** Plan Pays **60%**, up to a **$1,750** lifetime maximum
    - **Buy Up** Plan Pays **60%**, up to a **$1,750** lifetime maximum

MetLife Dental Benefits – Buy Up Option Now Available

	IN-NETWORK		OUT-OF-NETWORK
Preventive Services – No Deductible			
Covered: • Oral Exam & Cleanings (2 per plan year) • X-rays • Topical Fluoride • Emergency Treatment • Sealants & Space Maintainers	**MetLife Pays: 100%** of discounted Network Fee for both **Base** and **Buy Up** plans	**You Pay:** **0%** for both **Base** and **Buy Up** plans	**MetLife pays:** **100%** of the Reasonable and Customary fee **You pay** any amount over allowable fee for both **Base** and **Buy Up** plans
Basic Services – Deductible Applies			
Covered: • Fillings • Extractions • Root Canals • Periodontics • General Anesthesia	**MetLife Pays: 80%** of discounted Network Fee for **Base** plan & **90%** for **Buy Up** plans	**You Pay:** **20%** for **Base** plan & **10%** for **Buy Up** plan	**MetLife pays:** **55%** of the Reasonable and Customary fee; **You pay 45%** plus any amount over allowable fee for both **Base** and **Buy Up** plans
Major Services – Deductible Applies			
Covered: • Crowns • Implants • Bridges and Dentures	**MetLife Pays: 60%** of discounted Network Fee for both **Base** and **Buy Up** plans	**You Pay:** **40%** for both **Base** and **Buy Up** plans	**MetLife pays:** **35%** of the Reasonable and Customary fee; **You pay 65%** plus any amount over allowable fee for both **Base** and **Buy Up** plans

Orthodontia Coverage

Ortho coverage available for all ages!

Child Orthodontia

Available for Ortho treatment starting prior to a covered child's 18th birthday

MetLife pays 75% up to **$2,000** for **Base** plan and up to **$2,500** for **Buy Up** plan

Coverage maximum is a lifetime max

Adult Orthodontia

Available for any treatment for covered adults, aged 18+

MetLife pays 60% up to **$1,750** for both **Base** and **Buy Up** plans

Coverage maximum is a lifetime max

How do I find a Network Provider?

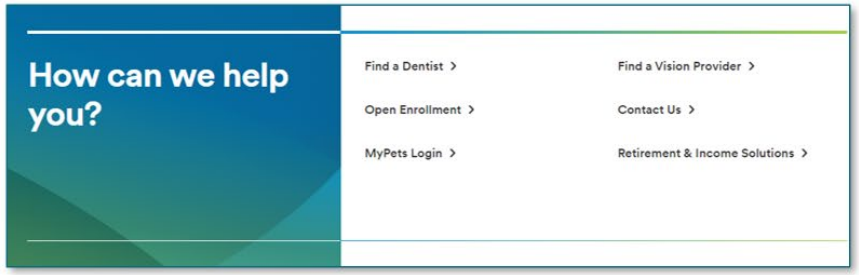
With MetLife Dental insurance, you can choose from thousands of general dentists and specialists nationwide. You can find the names, addresses, languages spoken and phone numbers of participating dentists by searching our online **Find a Dentist** directory.

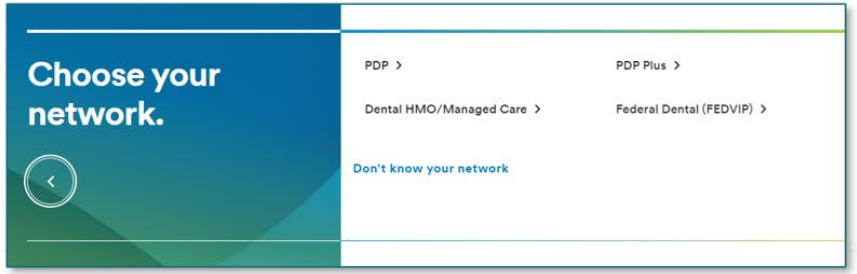
Step 1:
Go to metlife.com

Step 2:
Select "Find a Dentist" next to "How can we help you?"

Step 3:
Select "PDP Plus" next to "Choose your network."

Enter your Zip, City or State and select the "Find a Dentist" button.

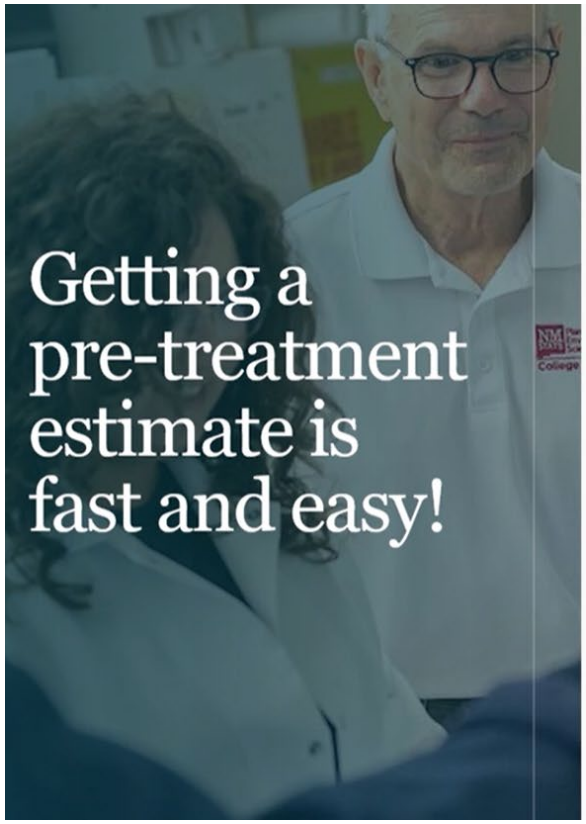






52 unique NM providers added in the last 6 months!

MetLife



MetLife suggests you request a pre-treatment estimate before having certain complex dental services performed, such as crowns, bridges, dentures or periodontal work (typically those that will cost over $300), so that you can appropriately budget for the service or discuss what potential alternative treatment options may be available, if necessary.

Requesting a pre-treatment estimate is like submitting a claim before the dental procedure or service has taken place. The process is simple, and it gives you important information about what services are covered and at what level benefits may be payable.

Your dentist can find out what your plan may pay and what your out-of-pocket expense may be while you are still in the office.

Teledentristy

As part of your plan, you have access to a **virtual dental network available 24/7** in the palm of your hand. MetLife has partnered with Virtual Dental Care to provide a nationwide network of virtual dentists who can see you when you are in pain or unable to visit a dentist.

You can connect with a licensed dentist using Dental.com to help address urgent dental situations or to discuss your Smart Scan results. Some examples of dental needs that can be addressed include:

Why use Teledentistry?

- Visual consult or exam.
- Prescriptions for antibiotics or pain.
- Oral hygiene instruction.
- Evaluation to prioritize care.
- Referrals to in-network providers.

How to access:

Gather your dental history and jot down any questions or concerns for your provider before your visit.

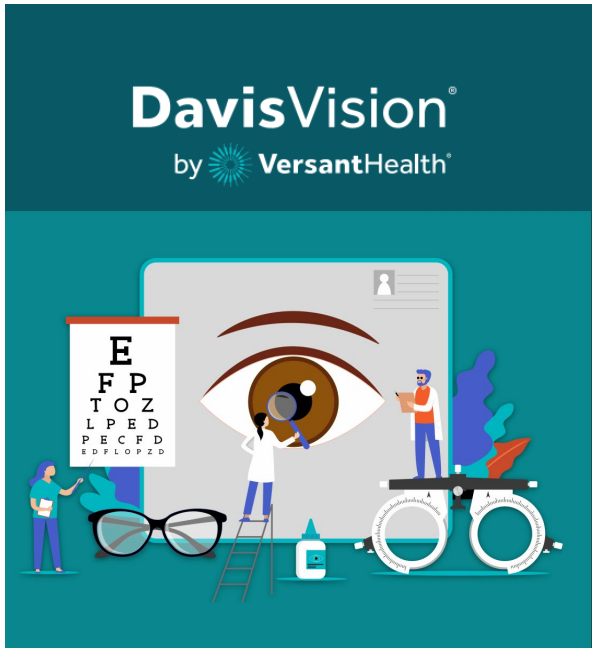
1. Log in to your **MyBenefits** Account at **online.metlife.com**. On both the Accounts page and the Find a Dentist page, you will find the "Start Virtual Visit" link.
2. Register or log in to your **Virtual Dental Care account.**
3. Begin your call in a quiet, well-lit room.

Information you'll need to get started:

- ✓ Your employee ID or SSN
- ✓ Date of birth
- ✓ Email and password for registration and login



Vision Care Benefits



Vision Plan
DavisVision (Base Plan)

DavisVision™

In-network coverage

- Exams - $10 co-pay. Once every calendar year.
- Frame allowance -$0 copay: $150 allowance toward any frame from provider plus 20% off any balance.
  - Additional Discounted Lens Options & Coatings available.
  - Frames available every 2 years.
- Contact Lens allowance - Every 12 months, $150 allowance toward provider-supplied contact lenses, plus 15% off balance.

DavisVision (Base 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
  - 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

Vision Plan
DavisVision (Buy Up Plan)

DavisVision™

In-network coverage

- Exams – Covered in Full. Once every calendar year.
- Frame allowance -$0 copay: $200 allowance toward any frame from provider plus 20% off any balance.
  - Additional options and upgrades available.
  - Frames available once every calendar year.
- Contact Lens allowance - Every 12 months, $0 copay: $200 allowance toward any contacts from provider's supply plus 15% off balance.

DavisVision Plan (Buy up Plan)



- **OUT-OF-NETWORK REIMBURSEMENT SCHEDULE:**
  - Eye Examination up to $50 | Frame up to $60
  - Spectacle Lenses (per pair) up to:
    - Single Vision $60, Bifocal $80, Trifocal $80, Lenticular $100
  - Elective Contacts up to $125, Visually Required Contacts up to $225

Vision Plan
DavisVision



Additional benefits with DavisVision:

- 30% off an additional complete pair of prescription eyeglasses.
- 10% off contact lenses.
- 20% to 35% discount on modern LASIK.

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:





Mailing Address:

EASI Gov, Inc.

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: $3,400.00
- 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)

Eligible Expenses

- Services Covered by Insurance
- Non-cosmetic dental expenses
- Vision care expenses
- Prescriptions
- **Some** OTC (Over the Counter) medications eligible without LMN (Letter of Medical Necessity)

Ineligible Expenses

- Expenses that aren't medically necessary
- Expenses that have not yet been incurred
- Expenses incurred before plan enrollment

Eligible Dependents

- Spouse
- Children under 26

Ineligible Dependents

- Domestic partners
- Domestic Partners children

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

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





Child Care Flexible Spending Account (CCFSA)

Formerly known as Dependent Care Flexible Spending Account (DCFSA)

What is Flexible Spending?

Flexible spending allow employees to set aside money for eligible expenses prior to taxes being withheld

- Health Care Flexible Spending Account (FSA)– covers eligible health care expenses.
- Child Care FSA– covers daycare expense for eligible dependents
- Plan Year 07/01/2026-06/30/2027
- Transportation and Parking Benefits – covers transit and parking expenses incurred traveling to/from work

Deductions are taken from your paycheck before taxes are withheld, reducing your withholding and saving you money

Plan	Minimum	Maximum
Health Care FSA 2027*	$130	$3,400
Child Care FSA 2027*	$130	$3,750 filling jointly/single $1,875 married filing separately

*Subject to Change by IRS announcement

Plan	Minimum-Monthly	Maximum-Monthly
Transit Benefit	$5	$340
Parking Benefit	$5	$340

Child Care FSA Expenses

Eligible Expenses

- Before/After School Care
- Daycare
- Senior Daycare
- Summer Camp
- Late pick-up fees
- Registration fees*
- Application fees*

***Not reimbursable until care has been provided**

Ineligible Expenses

- Expenses paid to child's parent or a child under the age of 19
- Overnight Camps
- Instructional or sport camps
- Late payment fees
- Educational Expenses

Eligible Dependents

- Dependent Children under the age of 13

Ineligible Dependents

- Domestic Partner Children

Transit and Parking Benefit



- Enrollment and changes to elections can occur at any time during the year
- Include costs of public or certain privately operated transit service
- File and submit your claims through the mobile app or website
- Only the employee is eligible for reimbursement
- Mass Transit / Van-Pooling Reimbursement
  - Vanpooling
  - Vanpooling services, like Uber Pool
  - Bus or Train Passes
- Parking Reimbursement
  - Parking by meter or lot at or near your workplace

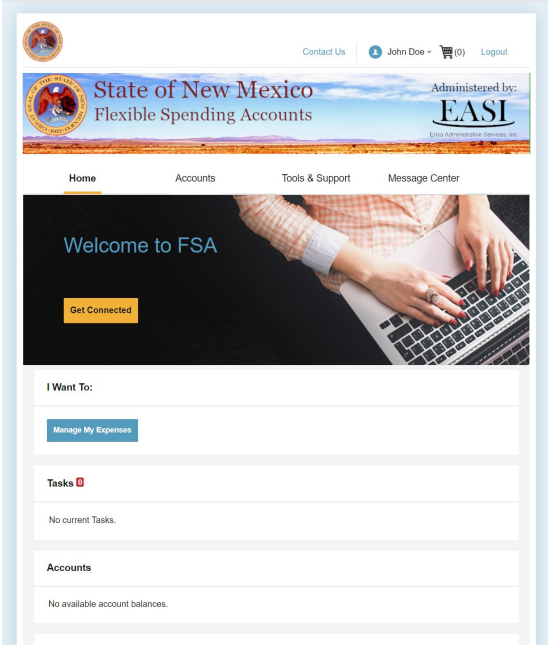
The FSA Debit Card



- Provided for Health and Child Care
- Two cards initially
- Additional cards cost $10.00
- Allows you to pay for qualified expenses directly from your FSA at time of service
  - **<u>May still require additional documentation after purchase</u>**
  - Keep detailed receipts and EOBs for **<u>all</u>** debit card purchase for claims submission

FSA - How to Submit a Claim Electronically

- Access your account online using your desktop or our mobile app
  - You can visit Erisa Trust directly for the PC version of the app at https://www.erisa-trust.com/sonm and choose "Portal Login"
  - To find the mobile app, search "BenefitsbyET" in the Google Play or Apple App store
- Submit claims and upload receipts using the mobile app, or from your desktop
- You can view your account and update your own contact information
- Add your bank account to setup direct deposit of reimbursements and repayments



Visit https://www.mybenefitsnm.com/benefitsInformation.html# for more information

FSA – Paper Claim Submission

- Access the paper forms at mybenefitsnm.com or through your portal
- Receipts, EOBs and letters of medical necessity are still required
  - Email: FSA@easitpa.com
  - Fax: (505) 244-6009
  - Phone: (505) 618-1800
  - Mail:

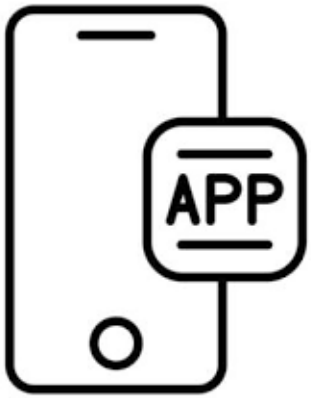
Flexible Spending Accounts

Erisa Administrative Services, Inc.

1200 San Pedro Dr. NE

Albuquerque, NM 87110

Remember: submitting a claim via the mobile app is the fastest route to reimbursement. Use the mobile app whenever possible.



FSA - Questions

- **What documentation is required when submitting a claim?**

  The IRS requires the following: the name of person who received the service, the date of service, the cost, the providers information, and what services were rendered. This can usually be confirmed with the explanation of benefits and a detailed receipt.

- **What are the best practices when submitting a claim?**

  Ask for detailed receipts from the provider. Hold on to all paperwork pertinent to amounts paid.

- **Why has my FSA card been suspended?**

  The most common cause for suspension is missing supporting documentation. If supporting documentation has not been received within 30 days of an accrued expense, the relevant FSA account will be suspended. The account will stay suspended until documentation or repayment is rendered.

- **Why is it important to use and check the portal and /or phone app?**

  Communication about claims, updates for the plan year, and other notices are sent through the portal and mobile app.

EASI Gov

FSA - Questions

- **Why do I have to submit documentation?**

  The FSA plan is a pretax benefit, with specific IRS regulations. The user of the benefit must provide documentation to substantiate that the purchase is FSA eligible.

- **What is the time frame I have to submit my documentation?**

  30 Days from the date the claim is processed. Two receipt request are sent after 10 and 20 days respectively. If a receipt has not been received by 30 days, an overdue notice will be sent out and the benefit will be suspended until documentation or repayment is provided.

- **Why can't I cover my Domestic Partner, we have lived together X years?**

  NM is not a common law marriage state. Domestic partners are not recognized as legal dependents. Eligible FSA users are the employee, their spouse, and children age 26 and under.

EASI Gov

Disability Insurance – OPTIONAL

There are three types of disability coverage:

- Short-Term Disability (STD) - (up to 6 months following 28 day elimination period)
- Long-Term Disability (LTD) - (up to 18 months following 6 months of STD)
- Short-Term Disability Maternity Leave - (following 28 day elimination period)

Initial Application:
due within 45 days* of date of claim (from last day worked)
Elimination Period:
28 days from last day worked – this is the waiting period before your benefit begins

EASI Gov

Disability Insurance – OPTIONAL

Filing a Claim

Filing a Claim:

Employee Submission Checklist:

- ☐ **Completed Employee Sheet**
- ☐ **Claimant Responsibility Sheet**
- ☐ **Signed Signature Page**
- ☐ **Completed Physician Form**
- ☐ **Attachment pages as needed**

Note that your employer also has filing responsibilities.

Send Claims to:

EASI Gov, Inc.

Attn: Disability

1200 San Pedro DR NE

Albuquerque, NM 87110

Phone: 1-855-618-1800 (press 1)

Fax: 505-244-6009

Email: SONM@easitpa.com

Visit the Disability Site for Claims Packets and Policy Information at:

- https://www.mybenefitsnm.com/Disability.html



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

for

Judges & Attorneys including non-attorney Magistrate Judges

FAQs

When can I enroll in long-term disability?

a. You may enroll in the long term disability insurance within 60 days of your election or appointment date into a judgeship position, or if an attorney, within 60 days of your hire or rehire date.

What if I don't enroll now during my initial eligibility enrollment period?

a. If you do not enroll in long-term disability insurance during your initial eligibility enrollment and choose at a future date and time to enroll, you will be required to go through underwriting and complete an Evidence of Insurability form.



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 EASI Gov 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 Hartford 1-855-618-1800 www.mybenefitsnm.com/TermLife.htm



- The State of New Mexico is offering Employees the following plans through Aflac:
- Accident Insurance
- Cancer/Specified-Disease Insurance
- Critical Illness Insurance
- Whole Life Insurance
- Questions? Or Ready To Enroll

  Contact: Jude Montoya (505)395-0544

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

Globe Life: 1-303-717-8122 https://sofnm.esdglobe.com/



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 EASI Gov 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 EASI Gov 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**
Blue Cross/BS	**1-877-994-2583**	**www.bcbsnm.com**
United Healthcare	**1-833-997-1079**	**https://www.umr.com/**
EN-Express Scripts	**1-800-743-1720**	**www.Express-Scripts.com**
Delta Dental	**1-877-395-9420**	**www.deltadentalnm.com**
Metlife Dental	**1-866-506-5231**	**www.metlife.com/mybenefits**
DavisVision	**1-800-999-5431**	**https://davisvision.com/**
Flexible Spending	**1-855-618-1800**	**https://www.mybenefitsnm.com/FSA.html**
EAP	**1-833-515-0771**	**www.guidanceresources.com**
Disability (EASI)	**1-855-618-1800**	**www.mybenefitsnm.com/Disability**
EE Benefits Bureau	**1-800-283-4465**	**https://www.hca.nm.gov/contact_us/**
EASI Gov	**1-505-244-6000**	
Stay Well Health	**1-505-570-4949**	**www.pmd.center/staywell**



Know your PERA Retirement Plans

PERA
Public Employees
Retirement Association
of New Mexico

State and local government employees are mandated to the New Mexico Public Employees Retirement Association (PERA) pension. PERA also offers a supplemental 457b Plan. What's the difference?

PERA

Public Employees
Retirement Association
of New Mexico

- Mandatory pension plan as a condition of employment; you are automatically enrolled in this Plan when you complete your onboarding documents with your employer.
- A Defined Benefit Plan.
- Monthly Retirement Benefit is based on a calculation.[1]
  - Final Average Salary x Years of Service x Pension Factor = Gross Annual Benefit.
- Current contributions are tax deferred, so taxes are withheld when you start receiving your pension benefit.[1]
- Your pension benefit is available to you when you become eligible for retirement.
- Monthly benefit lasts for your lifetime.

PERA *SmartSave*

Deferred Compensation Plan

- A voluntary, supplemental 457(b) plan intended to compliment your PERA pension; you must enroll in this plan separately at **perasmartsave.voya.com**, by form, or by QR code below.
- A Defined Contribution Plan.
- Retirement Benefit is based on total contributions plus investment earnings. You choose your own mix of investments from the funds offered by the Plan.
- You can make pre-tax contributions which lowers your current taxable income; or you can make Roth (after tax) contributions and have tax-free withdrawals in retirement.[2,3]
- You have access to these funds when you terminate employment.
- Benefits end when your balance is exhausted.

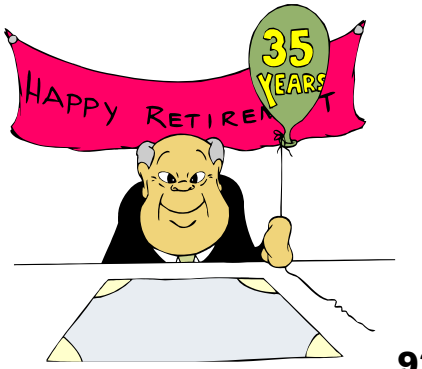
For more information on your PERA pension, visit: **www.nmpera.org** or email **PERA-Memberservices@state.nm.us**

Log on to **PERASmartSave.voya.com**

Scan the QR to Enroll in the PERA SmartSave 457b Deferred Compensation Plan or email **PERA-SmartSave@state.nm.us**

Public Employees Retirement Association (PERA) – State Plan 3

- PERA is a mandatory condition of employment and is a benefit plan to pay retirement benefits when certain eligibility requirements (a combination of age and service credits) are met.
- Retirement
  - State contributes 19.24% of gross salary.
  - Employee contributes 10.92% of gross salary and is fully vested in their portion immediately.
- Retiree Health Care
  - State contributes 2% of gross salary.
  - Employee contributes 1% of gross salary



Recent PERA Changes

Changes to PERA Employee/Employer Contribution Rates:

Effective Date:	Employee Contribution:	Employer Contribution:	%Change:
7/1/2020 (PP begin 6/27/2020)	9.42%	17.74%	+.50%
7/1/2021	9.92%	18.24%	+.50%
7/1/2022	10.42%	18.74%	+.50%
7/1/2023	10.92%	19.24%	+.50%
7/1/2024	10.92%	19.24%	No Change

Automatic Reduction if the funded ratio is equal to or greater than 80%	-50%
Reduction if the funded ratio is equal to or greater than 90% but less than 100%	-1.0%
Reduction if the funded ratio is 100%	-2.0%

PERA Part-time Employees

- If classified as regular part-time, hours must remain between 20 to 29 hours/week.
- If the employee works more than 29 hours, they will be classified as regular full time and a membership application will need to be submitted.
- As of July 1, 2014, need to work 30 hours or more per week , totaling 60 hours or more hours in an 80-hour pay period to earn one month of service credit.
- If you work between 20 and less than 30 hours per week, totaling between 40 and less than 60 hours in an 80-hour pay period you will earn one month of service credit for every 2 consecutive calendar months worked.

PERA Tiers

Effective July 1, 2013, new legislation established two benefit tiers under each PERA coverage plan.

- **TIER 1**

  Individuals that are hired for the first time *on or before June 30, 2013*; or had member contributions on account as of June 30, 2013; or retired as of June 30, 2013.

- **TIER 2**

  Individuals who are hired for the first time *on or after July 1, 2013*; or refunded employee contributions on or before June 30, 2013, and returned to work for a PERA affiliate on or after July 1, 2013.

PERA

Tier 1 – Members hired prior to 7/1/13 can retire:

- After 25 yrs regardless of age at 75% of your 3 highest years of service.
- After 26 years & 8 months employees receive 80% of their 3 highest years of service.
- The Pension Maximum as a Percentage of the Final Average Salary is 100%.
- Fully vested in retirement plan after 5 years.

General members who were hired on or after 7/1/13 and were originally employed in plans are now members of Tier 1.

Effective 7/1/13, new legislation established 2 benefit tiers under each PERA coverage plan, Tier 1 & Tier 2. You are in Tier 1 if hired for the first time on or before 6/30/13; had member contributions on account as of 6/30/13 or were retired as of 6/30/13.

See PERA website for additional information:

http://www.pera.state.nm.us

How Pension Benefits are Calculated

Years of Service Credit X Pension Factor(s) X Final Average Salary = Monthly Benefit

Example: for a **TIER 1** member retiring with 25, 26.8, or 33.3 years of service credit under General Member Coverage Plan 3 with a final average monthly salary of $3,500.

25 (years of service credit)	X	3% (pension factor(s))	=75% (% of final average salary)	X	$3,500 (final average salary)	=$2,625.00
26.8 (years of service credit)	X	3% (pension factor(s))	=80% (% of final average salary)	X	$3,500 (final average salary)	=$2,800.00
33.3 (years of service credit)	X	3% (pension factor(s))	=100 % (% of final average salary)	X	$3,500 (final average salary)	=$3,500.00

PERA

Tier 2 – Members hired after 7/1/13 can retire:

- At any age and have 30 or more years of earned service credit.
- Rule of 85 – members must have 5 or more years of service credit and age at time of retirement and years of service credit must equal 85; or
- At age 65 with 5 or more years of service credit.
- The Pension Maximum as a Percentage of the Final Average Salary is 100%.
- Fully vested in retirement plan after 5 years.

General members who were hired on or after 7/1/13 and were originally employed in plans are now members of Tier 1.

Effective 7/1/13, new legislation established 2 benefit tiers under each PERA coverage plan, Tier 1 & Tier 2. You are in Tier 1 if hired for the first time on or before 6/30/13; had member contributions on account as of 6/30/13 or were retired as of 6/30/13.

See PERA website for additional information: http://www.pera.state.nm.us

How Pension Benefits are Calculated

Years of Service Credit X Pension Factor(s) X Final Average Salary = Monthly Benefit

Example: for a **TIER 2** member who begins PERA membership at age 27 becomes eligible to retire after 29 years of continuous years of service credit under General Member Coverage Plan 3 with a final average monthly salary of $3,500.

29 (years of service credit)	X	2.5% (pension factor(s))	=72.5% (% of final average salary)	X	$3,500 (final average salary)	=$2,537.50
32 (years of service credit)	X	2.5% (pension factor(s))	=80% (% of final average salary)	X	$3,500 (final average salary)	=$2,800.00
40 (years of service credit)	X	2.5% (pension factor(s))	=100 % (% of final average salary)	X	$3,500 (final average salary)	=$3,500.00

PERA SmartSave
Deferred Compensation Plan

VOYA FINANCIAL™

- 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.



Payroll

- All employees are responsible to ensure that their timesheets are coded correctly and that all time is entered on a weekly basis.
- New employees will receive access to their time sheet through Oracle – PeopleSoft Enterprise.
- The SHARE team will send you and your HR Administrator your user I.D. and your first time password.

SHARE Multi-Factor Authenticator (MFA)

Please ensure you have reviewed the SHARE MFA training video to set up your MFA for your SHARE account.

If you encounter issues, please contact share.help@dfa.nm.gov with a description of the problem.

To access your timesheet:



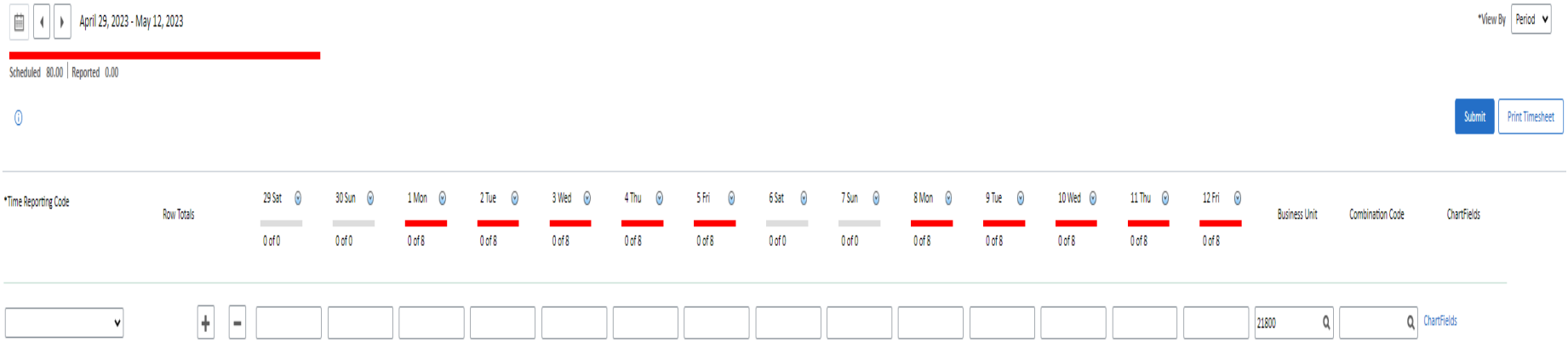
If you are unable to logon after two attempts, please stop there, sign out of the system and contact the Help Desk at 505-827-2121 for assistance.

To access your timesheet:

Access your timesheets through the Employee Self Service **Timesheet Entry** tile to save time.



What you will see:



Enter actual hours worked:



- Enter all hours worked (e.g. 9 hours on Monday vs. 8 hours)
- Choose the appropriate Time Reporting Code (TRC)
- Click “Submit”

Fair Labor Standards Act (FLSA) - What is it?

Identifies compensable hours, defines overtime and overtime compensation

Before you work any overtime or extra hours you must have pre approval from your Supervisor and Division Director

FLSA
Non-Exempt vs Exempt

Non-Exempt

Entitled to overtime compensation at one and one-half times their regular rate of pay for hours worked beyond 40 in a work week.

Exempt

Not covered by FLSA, may with prior approval receive compensatory time at straight time for hours worked beyond 80 in a pay period (not including at-will exempt employees).

Breaks





<u>Breaks are not mandatory.</u>

<u>May</u> be permitted:

- One 15 minute mid-morning break
- One 15 minute mid-afternoon break.

Breaks are not accumulated, cannot cover for later arrival to work, extended lunch hours, or early departure from work.

Break times are counted as hours worked.

Pay Day



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

Mandatory Paycheck Deductions 7/1/2026 – 6/30/2027 (FY27)

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	10.92%*	19.24%
Retiree Health Care - PERA	1%	2%

* Employees earning > $25k/year contribute 7.42% to PERA

Payroll Deductions

- It is the employee's responsibility to ensure and verify the correct deductions and insurance premiums are withdrawn from their paycheck.
- If there is an error, please contact your HR Professional immediately!
- Your first insurance deductions will be taken out of your paycheck on ____.

DISCLAIMER

Disclosure Statement:

The information contained within this New Employee 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: AOCHRD-grp@nmcourts.gov

Phone: 505-470-7205

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  Faith Montoya
- **AOC HR Administrator**
  Katarina Delgado
- **Business Specialist II**
  Gabriel Suazo Amador
- **Business Specialist II**
  Georgia Duncan

THANK YOU!

FOR MORE INFORMATION

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





Lets now complete your forms!

