



State Records Center and Archives

New Mexico Commission of Public Records

SERIES: Human Resources (SRCA 400)

NUMBER: SRCA-411

TITLE: Compensation

PURPOSE: The purpose of this policy is to comply with 1.7.4.8 NMAC, *Pay Plan*, that requires each agency to develop a compensation policy. This policy clarifies the agency's position on compensation and is to be used in tandem with state personnel rules 1.7.1 NMAC through 1.7.12 NMAC.

SCOPE: This policy applies to all SRCA employees.

DEFINITIONS:

“SRCA” means the New Mexico Commission of Public Records - State Records Center and Archives.

A. GENERAL PROVISIONS: It is the policy of the SRCA to provide an equitable system of compensating employees commensurate with their knowledge, performance and job competency, within the constraints of the agency's financial capabilities. The SRCA compensation plan is based on the State Personnel Board pay plan rules.

Individuals will be hired, and compensated, based on their relevant education and experience. Thereafter, employee compensation decisions shall be based on job performance and competencies. All pay decisions will be consistent with state personnel board rules and applicable laws.

B. CONSIDERATIONS IN MAKING SALARY DECISIONS: All salary offers shall be determined pursuant to 1.7.4 NMAC and must be documented by the hiring division director and approved in advance by the administrator. In general, salary decisions should reflect consideration of a candidate/employee's appropriate placement within the salary pay band or pay opportunity relative to the midpoint salary of the pay band or pay opportunity (compa-ratio 100.0), internal equity, budgetary limitations, market competitiveness, and agency business need. Appropriate placement is a value, established or anticipated, of an individual employee's contribution relative to the value of the full scope of duties and responsibilities of the job as represented by the midpoint of pay of the job.

As further guidance, each pay band is divided into three contributor proficiency "zones" which represent varying levels of pay in relation to demonstrated skill, competency and performance. The competency zones are:

- Associate Zone: First 17% of pay band compa-ratio of 75% - 81.4%. Pay in this zone should reflect that the employee is still learning the job and has not yet achieved full competency; receives close supervision and is expected to seek instruction and guidance before taking on new tasks.
- Independent Zone: Middle 60% of pay band - compa-ratio of 81.5% - 115.0%. Pay in this zone should reflect that the employee is fully developed and capable of performing the full scope of job duties and responsibilities; rarely needs instruction and guidance to perform routine duties; expected to assume full accountability for successful completion of tasks.

- Principal Zone: Top 23% of pay band - comp ratio of 115.1% - 125%. Pay in this zone should reflect that the employee has demonstrated mastery of the job; regularly performs the most complex and demanding work associated with the job role; supervisor spends relatively little time coaching in technical competencies and skills; consistently functions as team leader.

Placement and progression of an employee's salary should be reflective of their demonstrated skill, competency and performance in their classification. No employee will be paid at a salary below the minimum or above the maximum of a pay unless provided for in State Personnel Board Rule or statute.

C. OFFERS: No offer or promise of employment either in writing or verbal may be made until the State Records Administrator or designee has approved the hire.

D. STATE PERSONNEL BOARD RULES: Refer to 1.7.4 NMAC for rules related to employee pay.

[New 8/10/01; Overtime portion replaces Policy 2.3.20.006, Overtime Request and Authorization, 2/7/96; renumbered and amended, 03/7/2014]

APPROVED:



John Hyrum Martinez
State Records Administrator

EFFECTIVE DATE:

March 7, 2014