

# Administrative Office of the Courts

## Appropriate Salary Placement New Hires and Promotions

### GUIDELINES & CRITERIA

*(Effective April 2007)*

#### Purpose

It is the goal of proper salary placement, is to recognize appropriate positioning of an employee within his/her assigned salary range. Appropriate placement is a value, established or anticipated, of a candidate's contribution relative to the value of the full scope of duties and responsibilities of the job.

Appropriate salary placement in the salary range should reflect the employee's job skills; anticipated or proven job competency and expected performance relative to 100% Compa-Ratio.

Contemplating proper salary placement provides agency management with the opportunity to provide salary placement for employees within their assigned salary range in recognition of:

- knowledge, skills and abilities;
- proven or anticipated job competency and demonstrated performance;
- documented applicable experience;
- internal equity;
- budget limitations;
- market competitiveness; and
- the business needs of the Judicial Branch.

Employee positioning within his/her assigned range, should be:

- independently reviewed;
- based upon the scope of job duties and responsibilities.

Each job has a monetary value, represented as a salary range. *Judicial Branch Salary Range Width is 80-125%.*

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*Employees generally enter their respective jobs as a new hire or via a promotion, and are paid between the minimum and 100% compa ratio values of the salary range. This general application of pay placement gives the hiring supervisor the latitude to hire within this portion of the range without approval of the AOC Director.*

### **INITIAL HIRE – NMJBPR 3.03A**

The Administrative Authority may hire an employee at a pay rate up to 100% of the pay range, without approval of the Director, based upon:

- (1) the qualifications of the applicant;
- (2) internal comparability with other employees in the same classification; and/or
- (3) recruitment and retention issues.

### **PROMOTION – NMJBPR 3.03B**

The Administrative Authority shall increase the employee's pay rate upon promotion. The pay rate increase may be up to 100% of the new pay range or an increase of up to 15% of the employee's current pay rate without approval of the Director.