

NEW MEXICO SCHOOL FOR THE ARTS
HIGH SCHOOL

BENEFITS POLICY

New Mexico School for the Arts (the “School”), is a New Mexico public, statewide, residential, state chartered high school for students with exceptional promise in the arts.

Procedure on Payroll Distribution

NMSA employees are paid twice a month, on the 15th and last of the month. Installments commence after the employee’s first day of work and will be paid twice a month until June. Dependent on where the employee’s hire date falls within the payroll schedule, the first pay installment may not be the next normally scheduled installment. Installments for late starting employees will be reduced in number by the number of installments missed.

Employee Eligibility for Fringe Benefits

All full-time employees of NMSA are eligible for all benefits provided by statute or regulation and by the Governing Council. For the purposes of this policy “full-time” is defined as not less than twenty (20) hours weekly. Employees in any capacity working less than twenty (20) hours per week are ineligible for any medical/dental or other voluntary insurance coverage paid for in part or in whole by the Governing Council. Part-time employees will be provided any fringe benefit required by state or federal law or regulation.

Employees who work at least twenty (20) hours a week but less than full-time are eligible for all benefits provided by statute or regulation and by the Governing Council, except annual leave. NMSA provides a Life Insurance Policy to all employees that work fifteen (15) or more hours per week.

Fringe Benefits

NMSA employees who are eligible may enroll, according to NMPSIA guidelines, in the follow programs:

- At least 10 hours/week
 - Education Retirement Board (ERB)
- At least 15 hours/week
 - Education Retirement Board (ERB)
 - Basic Life Insurance
- At least 20 hours/week
 - Education Retirement Board (ERB)
 - Basic Life Insurance
 - Health insurance (shared cost with the School)
 - Life insurance (two options)
 - Long-term disability (shared cost with the School)
 - Dental coverage (shared cost with the School)
 - Vision coverage (shared cost with the School)
 - Automatic Payroll Deposit

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- Financial Services Provided by Legacy Financial

This Benefits Policy was amended by resolution of the Governing Council of the School,
effective as of May 5, 2015.

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ATTEST;



SHERRY THOMPSON, Chair
of the Governing Council



PAULA TACKETT, Secretary
of the Governing Council