

NMERB

P.O. Box 26129, Santa Fe, NM 87502-0129

www.nmerb.org phone: 1.866.691.2345

Dear Payroll and Human Resources Staff,

NMERB will have changes to our Statutes beginning 5/20/2020 due to Senate Bill 111. This edition: **Substitutes**

Short Term Substitutes Non-Retired from NMERB or NMPERA: Substitutes working on a day-to-day basis, generally in different classrooms. Working in the same classroom for less than 90 consecutive days would be considered a short term substitute. These employees must be reported as **EX**; employee and employer make no contributions.

Long Term Substitutes Non-Retired from NMERB or NMPERA: Substitutes working in the same classroom for 90 or more consecutive days. (i.e. working in the same classroom from September 1 thru November 30.) These employees are considered members. Contributions are made from day one of this employment by both employee and employer. Beginning 5/20/2020 these employees must be reported under the new Job Categories:

LT - Long Term Substitute earning over \$24,000

LU - Long Term Substitute earning \$24,000 or under

(Please have the new Job Categories added to your reporting software.)

NMERB Retirees working as Substitutes:

These employees are reported as RE, RW, RT or TU depending on their approved Return to Work (RTW) status. All NMERB retirees are required to have an approved RTW Application on file with NMERB prior to working for any NMERB affiliated employer. If the retiree is new to RTW they must apply for one of the RTW options. For information on RTW please see the recent Employer Newsletter - Third Quarter FY 20 #2.

Link: [Newsletter – FY20 Third Quarter #2: Return to Work Effective 5/20/2020](#)

New Analyst:

Please help us welcome Joan Duran-Kuck to the School Reporting Unit. Joan comes to us from NMERB's Refund Division and has been with NMERB for six years. Joan has taken Angelina Romero's position and will begin as an analyst once we return to the office.

Questions or comments on this topic? nmerb.lauh@state.nm.us



Upcoming Newsletters

Frequently Asked Questions

Sick Leave Purchase

Tips:

The new versions of the Return To Work Application and the Application to Withdraw from RTW Program forms can be found on the homepage of our website under the blue **DOWNLOAD FORMS** box.

RTW Status

Need to know the RTW status of an NMERB retiree? Send their name and last four of SSN to the email address at the bottom of the Newsletter and request a RTW status check.

FY21 Contribution Rates

remain the same. There is no increase in contributions for FY21.

NMPERA retirees

may refund their FY20 contributions at the time of termination by completing a Request for Refund and/or Rollover form.