



RESOLUTION NUMBER 2025-11
A RESOLUTION ESTABLISHING AND CREATING INCENTIVES FOR VARIOUS
COUNTY OFFICES THAT REQUIRE SPECIAL TRAINING OR CERTIFICATION

WHEREAS, the Board of County Commissioners of Union County believes that all employees of Union should receive equitable and competitive compensation both direct, by salary and indirect, through benefits; and

WHEREAS, due to Legislative Enactments, Judicial Rulings and other requirements, various positions with County governments require certification, licensure, and/or additional training; and,

WHEREAS, the Board of County Commissioners believe that it is in the County's best interest to recognize and financially compensate County employees who work and spend their time obtaining various certifications that are required for the position for which they are employed at Union County.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of County Commissioners of Union County that the following incentive program shall be established in Union County for the positions set forth and identified herein:

1. Union County recognizes that there are certain classes offered to governmental employees and recognizes the importance of training that is relevant to the employee's office and is willing to offer incentive awards to recognize and retain employees who have made an effort to improve their knowledge and skills that are pertinent to their employment with Union County.
2. Investigators and employees within the Union County Sheriff's Office that hold a General Instructor's Certificate shall receive a maximum of Five Hundred Dollars (\$500) per year incentive pay while holding this certification. Investigators and employees within the Union County Sheriff's Office that hold Advanced Instructor's Certificates shall receive a maximum of Seven Hundred and Fifty Dollars (\$750) per year incentive pay for each certificate held that is determined by the Sheriff to be relevant to the needs and operations of the Sheriff's Office. Employees of the Union County Sheriff's Office that obtain and maintain the Sex Offender Registration and Notification Act (SORNA) certification shall receive a maximum of Five Hundred Dollars (\$500) per year incentive pay while holding this certification.
3. Those employees who hold a Chief Procurement Officer certification and/or a Certified Prevention Specialist designation shall receive a maximum of One Thousand Five Hundred Dollars (\$1,500) per year incentive pay.
4. Those employees who hold a Defensive Driving Instructor Certificate, Emergency Vehicle Operations Course Instructor, and/or First Aid/CPR (both) Certified Instructor shall receive a maximum of Seven Hundred and Fifty Dollars (\$750) per year incentive pay for each certificate held that is determined by the County Manager to be relevant to the needs and operations of the County. Those employees that hold a Fire Service Instructor 1 Certification shall receive a maximum Seven Hundred Fifty Dollars (\$750) per year incentive pay, Fire

Service Instructor 2 Certification shall receive a maximum of One Thousand dollars (\$1,000) per year incentive pay, and a Fire Service Instructor 3 shall receive a maximum of One Thousand Five Hundred dollars (\$1,500) per year incentive pay. All said employee shall provide records of trainings to HR within fifteen (15) days of completion of any class, along with documentation showing the names and dates of those who attended. Only those classes taught to current Union County employees and/or county volunteers shall count towards any incentive pay.

5. Those employees that hold an OSHA 30 certification shall receive a maximum of one thousand five hundred dollars (\$1,500) per year incentive pay while holding this certification. Said employees will work with the Safety Committee to ensure compliance with the standards set forth by OSHA.
6. Those employees who hold a New Mexico Certified Public Official Certification from the New Mexico State University New Mexico EDGE Program as of November 30 of each calendar year shall receive a maximum of Five Hundred Dollars (\$500) per year incentive pay.
7. Those employees who hold a New Mexico Certified Public Supervisor Certification from the New Mexico State University New Mexico EDGE Program as of November 30 of each calendar year shall receive a maximum of Five Hundred Dollars (\$500) per year incentive pay. This incentive is intended for supervisory positions only.
8. Those employees who hold a New Mexico Certified Public Manager Certification from the New Mexico State University New Mexico EDGE Program as of November 30 of each calendar year shall receive a maximum of Five Hundred Dollars (\$500) per year incentive pay. The incentive pay herein is available only for Department Heads, Undersheriff, or Chief Deputies.
9. Those employees who hold a Certified GIS Specialist, Certified Professional Risk Manager, Certified Public Finance Professional, Certified Treasury Certificate, Certified Public Assessment Officer, Certified Advocate for Public Ethics, Certified Human Resource Professional, Certified DWI Coordinator, Certified Tax Policy Professional, or Certified County Clerk shall receive a maximum of Five Hundred Dollars (\$500) per year incentive pay for each certification held that is relevant to their position with Union County.
10. In accordance with NMSA 1978, §4-39-4 and NMSA 1978, §4-39-5 Certified Appraisers in the County Assessor's office, including the County Assessor, shall receive a yearly incentive up to the following amounts:
 - a. An additional seven hundred fifty dollars (\$750) a year for holding an "Appraiser 1" certificate;
 - b. An additional one thousand seven hundred fifty dollars (\$1,750) a year for holding an "Appraiser 2" certificate;
 - c. An additional three thousand dollars (\$3,000) a year for holding an "Appraiser 3" certificate; and
 - d. An additional three thousand five hundred dollars (\$3,500) a year for holding an "Appraiser 4" certificate.

The Union County Assessor has authorized all incentives for the Union County Assessor's Office to be paid from the Union County Reappraisal Fund (499).

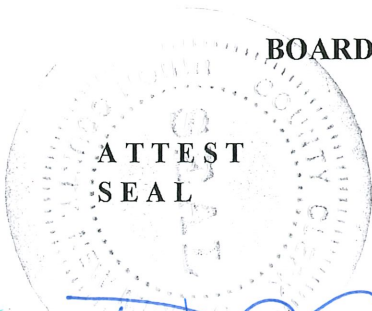


Said employee shall provide records of to HR within fifteen (15) days of notification of certification.

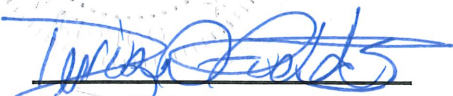
11. These incentive pays will only be available for Union County employees and no elected official, unless otherwise authorized by State Statue, shall be entitled to any incentive pay. Incentive pay is not available to employees who obtain certifications that are not relevant to his/her position, office or department. The amount of each employee's incentives will be determined as of that employee's status with Union County as of November 30th of each calendar year. Incentive checks will be paid to the individual by no later than December 21st of each calendar year. If proper documentation is not provided to HR and Payroll prior to November 30th of each calendar year, no incentive pay shall be paid for that year, unless specifically approved by the Board of County Commissioners. Certification Incentive Pay will be issued in a single check and is considered additional compensation not subject to PERA withholding.
12. The terms of this policy are contingent upon sufficient appropriations and authorization being made by the performance of this policy. If sufficient appropriations and authorization are not made any and all certification incentives shall terminate immediately and this policy shall be automatically suspended until adequate funding is appropriated. Employees are specifically advised not to rely on the compensation set forth in this policy to be reoccurring.

PASSED, APPROVED AND ADOPTED this 9th day of July, 2024.

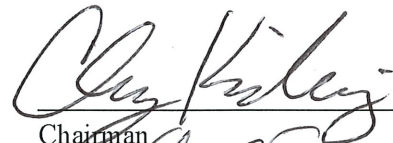
BOARD OF COUNTY COMMISSIONERS OF UNION COUNTY, NEW MEXICO

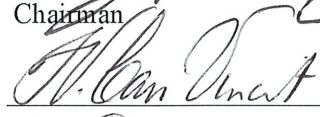


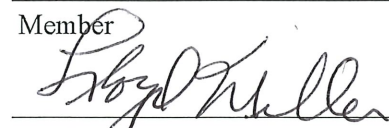
ATTEST
SEAL


County Clerk

By:


Chairman


Member


Member