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GENERAL ADMINISTRATION
EMPLOYEE

041 CODE OF CONDUCT

041.1 Purpose

To provide standards for general working conditions conducive to a professional work environment.

Violation of any part of the *Code of Conduct Policy* may subject the employee to disciplinary action up to and including dismissal.

041.2 Definitions

A. "Bullying" means any conduct that is pervasive, or persistent and is severe enough to harm an individual, whether physically, electronically, or verbally, that can be reasonably predicted to cause harm to a person's physical and mental health or economic status. The harm must be both objective (the person is actually harmed) and subjective (a reasonable person would be harmed under the same circumstances).

B. "Classified Service" means all positions in the executive branch of state government which are not exempt by law.

C. "Client" means an individual applying for and/or receiving services from the Health Care Authority Department (HCA). For this policy, "client" is synonymous with "customer" and "recipient".

D. "Cohabitation" means an arrangement where people who are not married, usually couples, live together. They are often involved in a romantic or sexually intimate relationship on a long-term or permanent basis.

E. "Domestic Partner means two individuals who have shared a common, primary residence for at least 12 consecutive months, sign an affidavit of domestic partnership, and meet all the following criteria:

1. both domestic partners must be unmarried;

2. domestic partners must have been in a mutually exclusive relationship, intending to do so indefinitely, and the relationship is similar to a marriage relationship in the State of New Mexico;

3. domestic partners must meet the age requirements for marriage in New Mexico (18 years of age) and be mentally competent to consent to contract;

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4. domestic partners must not be related by blood to the degree prohibited in a legal marriage in the State of New Mexico;

5. domestic partners must be jointly responsible for the common welfare of each other and share financial obligations;

6. domestic partners must not be married or a member of another domestic partnership; nor have been so during the past 12 months. If domestic partnership dissolves and the same two people want to become partners again, they must once again meet the 12-month requirements; and

7. domestic partners must provide proof of one of the following: joint mortgage or lease; joint ownership of a motor vehicle; joint bank account; joint credit account; domestic partner named as beneficiary of life insurance; domestic partner named as beneficiary of retirement benefits; domestic partner named as primary beneficiary in the employee's will; domestic partner assigned durable property or health care power of attorney; or documentation of sharing of household expenses by both partners.

E. “Employee” means a person in a position in the classified service.

F. “Family member” means an individual who is the spouse or domestic partner of or is by blood, marriage or legal adoption a parent, grandparent, great-grandparent, child, foster child, grandchild, great-grandchild, brother, sister, niece, nephew, aunt or uncle, or is living in the household of an employee.

F. “Fraudulent” means the intentional misappropriation or taking, by means of deceitful conduct, practices, or representations, of anything of value that belongs to another.

G. “Gambling” means the wagering of money or other valuables on the outcome of events. This includes, but is not limited to, card and dice games, sport pools, lotteries, raffles, and Internet gambling.

H. “Good Faith Effort” means complying with standards of decency, honesty, and reasonable belief, and making a full declaration of all material facts.

I. “Harassment” means unwelcome conduct that is intended to annoy, seriously alarm, or terrorize another person on the basis of race, color, ancestry, national origin, religion or religious creed, physical or mental disability, genetic information, sex, sexual orientation, gender identity or gender expression, intersex conditions, age, parental or marital status, political affiliation, or any other prohibited factor, and/or retaliation for engaging in protected Equal Employment Opportunity activity. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

J. “Insubordination” means refusal to follow an authorized supervisor’s reasonable

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orders or a disregard of a supervisor's legitimate authority.

K. "Media inquiry" means telephone calls, unannounced visits, written contacts, request for interview, or other requests for information from newspaper, radio, TV, magazine or wire service representatives.

L. "Negligence" means failing, through action or omission, to exercise reasonable care in particular circumstances or in making a decision in the course of their employment that negatively impacts operations or results in liability to HCA.

M. "Official act" is defined as an official decision, recommendation, approval, disapproval, or other action involving the use of discretionary authority.

N. "Portable Electronic Device" includes, but is not limited to, personal computers, tablet computers, mobile telephones (including cell phones and any form of telephone with cameras and audio and video recording and transmission capabilities), electronic calendars, e-book readers, and "smart" watches.

O. "Relation by blood or marriage within the third degree" includes spouse, domestic partner, parent, mother-in-law, father-in-law, step-parent, children, domestic partner children, son-in-law, daughter-in-law, step-child, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, grandparent, grandchild, uncle, aunt, nephew, niece, great-grandchild, and great-grandparent.

P. "Smoking" means:

1. inhaling from, exhaling from, burning, carrying, or holding;

    a. a lighted or heated cigar, cigarette, hookah, or pipe; or

    b. any other lighted or heated tobacco or plant product intended for inhalation, including cannabis, whether natural or synthetic; or

2. any use of an e-cigarette that creates aerosol or vapor.

Q. "Violent behavior" includes: (a) physical acts against persons or their property, or against Department property; (b) veiled, direct, or indirect verbal threats of physical harm that have the effect of causing psychological or emotional harm or create a hostile or intimidating environment; (c) written threats, profanity, vicious cartoons or notes, or other written conduct that is meant to threaten or create a hostile environment; and (d) any other act that is threatening or intended to injure or convey hostility.

041.3 Policy

HCA employees shall treat their government position as a public trust and conduct

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themselves with integrity, ensuring that the high responsibilities of public service are carried out in a responsible and effective manner. The following standards constitute the Department Code of Conduct according to Section 10-16-11, NMSA 1978. Employees must become familiar with the standards and rules of the Code of Conduct and observe them without exception. Reporting violations of the Code of Conduct or questions on any standard or rule should be directed to the employee's immediate supervisor, through the chain of command of the division, or to HCA's Office of Human Resources (OHR).

041.4 Standard of Service

HCA exists solely to serve the population of New Mexico pursuant to the requirements of state and federal law. This perspective should be reflected in the conduct of every employee. Employees must be responsive to the public, addressing requests for service courteously and expeditiously. Our clients are not interruptions to our work – they are our work.

041.4.1 Courtesy

A. Employees shall interact with the public, clients, co-workers, and supervisors in a courteous, timely and respectful manner while carrying out the duties of the job. Services must be provided without regard to race, color, gender, sexual orientation, gender identity, ancestry, religion, age, national origin, disability, or marital affiliation and in accordance with all federal and state nondiscrimination laws.

B. It is never acceptable for any employee to convey an indifferent, hostile, or careless attitude toward clients, even if clients are abusive. If a client continues to be abusive or threatening after an employee has tried to address the clients' concerns, the employee may courteously end the conversation and report the incident to his/her supervisor.

C. The use of threatening, intimidating, abusive, or profane language or gestures to anyone an employee interacts with, including but not limited to, clients, coworkers, and the public is prohibited.

D. Bullying of all forms is prohibited.

041.4.2 Professionalism

A. Employees must conduct themselves in a professional and respectful manner in all dealings with clients, coworkers, and the public. Employees may not engage in any conduct that creates or conveys a hostile or indifferent attitude toward clients, coworkers, and the public, including any remarks, behavior and humor that demonstrate lack of respect, ridicule, or intolerance.

B. As public servants, employees must always maintain the highest standards of personal conduct. On the job, nothing but the highest standards of honesty

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and integrity are acceptable.

C. Employees must give clients complete and thorough explanations of program requirements, make themselves available to answer questions in a timely manner, listen with interest, and refer clients to other sources of information and/or assistance when appropriate.

041.4.3 Public Funds

HCA is responsible for disbursing public funds. Employees must make sure that the benefits are accurately authorized and are awarded only to those eligible to receive benefits.

Under state law, it is a crime to knowingly pay or receive public funds for services not rendered. This includes the circumstance where a state employee has been overpaid for any reason.

041.4.4 Illegal or Fraudulent Activity

Employees must report to management information that may evidence any actions that violate state or federal rules or regulations, gross misconduct, incompetence, inefficiency, or conditions that may threaten the health or safety of employees or the public. Prior to making an allegation under the provisions of this policy, the employee must make a good faith effort to determine the accuracy or truthfulness of the information. This policy does not protect any employee who makes or repeats reckless, false, or defamatory allegations without a reasonable effort to determine the accuracy or truthfulness of the allegations. (See HCA's *Whistleblower Policy*.)

041.4.5 Policy and Procedure Adherence

Employees must become familiar with and adhere to the policies and procedures of the department, their division, and any state or federal statutes, rules or regulations that apply to their job duties. Violation of such policies, procedures, statutes, rules and regulations may subject the employee to disciplinary action up to and including dismissal.

041.5 Rules of Conduct

The listing below is not intended to be all-inclusive. Employees should have a thorough knowledge of State Personnel Board (SPB) Rules and HCA policies.

041.5.1 Readiness for Work

A. Employees must be on the job, on time, each scheduled workday. All employees must devote their full working day to the business of state government.

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B. Employees must call in no later than 30 minutes after the start of the workday each day they are late or absent in accordance with their office's written procedures unless otherwise authorized by their supervisor. Supervisors must approve or disapprove all such absences. *Calling in does not guarantee an approved absence*.

C. Employees must report to work able to perform their jobs. Employees appearing for work but unfit for duty may be placed on absent without leave status and may be required to leave the worksite. Reporting to work in a condition that poses a risk to the safety and security of the public, clients, or other co-workers, or prevents the employee from performing their assignments, is prohibited.

D. Sleeping during work time is prohibited.

E. Excessive absenteeism and/or tardiness will not be tolerated. A continuing record of unsatisfactory attendance or lack of punctuality is prohibited.

F. A normal work schedule is 8:00 a.m. to 5:00 p.m. with a one-hour, unpaid lunch period between 11:00 am and 3:00 p.m. Monday through Friday. Any requested deviation by the employee from their schedule is a flex/alternative work schedule and must be requested in writing to the immediate supervisor and approved by management. (See HCA *Alternative Work Schedules Policy*)

G. When employee break periods are granted, the break will be 15 minutes twice a day and will not be taken in conjunction with the beginning or end of the workday or lunch break.

H. Employee lunch breaks may not be taken in conjunction with the beginning or the end of the workday.

I. OHR may require an employee to attend Employee Assistance Program sessions. Employees mandated to attend such sessions will be given administrative leave including travel time.

041.5.2 Sick Leave

A. Employees may use sick leave for personal medical treatment or illness or for the medical treatment or illness of a family member or of a person residing in the employee's household. (See HCA's *Annual and Sick Leave Policy*.)

B. Sick leave may not be used before it is accrued. When possible (i.e., medical appointments), prior approval should be obtained before leave is taken. (See HCA's *Annual and Sick Leave Policy*.)

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C. Employees shall contact their supervisor or supervisor's designee at their earliest opportunity and no later than 30 minutes after the scheduled beginning of their workday. If the supervisor or designee is not available at the designated phone number, the employee shall leave a message for the supervisor or designee in accordance with written instructions issued by management. In the event the employee is incapacitated, a family member may call in on behalf of the employee. (See HCA's *Annual and Sick Leave Policy.)*

041.5.3 Annual Leave

A. Annual leave shall be approved on a "first come-first served" basis subject to the specific and legitimate operational needs of the employer. Previously approved leave requests may be cancelled only in the case of a reasonably unforeseen circumstance or in the absence of accrued leave. Leave taken without prior approval is considered absent without leave and cause for disciplinary action. (See HCA's *Annual and Sick Leave Policy*.)

B. Annual leave shall not be used before it is accrued and must be authorized before it is taken. Supervisors cannot approve leave before it is accrued. (See HCA's *Annual and Sick Leave Policy*.)

041.5.4 Personal Leave Day

A. Employees in career status are entitled to two personal leave days each calendar year. The personal leave days will be consistent with the employee's normal workday. Such leave must be requested and approved in advance.

B. Each personal leave day must be taken during consecutive hours.

C. The personal leave days must be taken by December 31st or they will be lost.

D. Employees who do not take their personal leave days shall not be paid for them upon separation from the classified service.

041.5.5 Leaving Office During the Workday

An employee must have prior permission from his/her supervisor to leave the office building during regular work hours except for scheduled breaks and lunch periods.

041.5.6 Absence Without Leave

A. Unapproved absence or tardiness is considered absent without leave and is prohibited.

B. Employees absent without leave for five (5) consecutive days are considered

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to have abandoned their jobs and are subject to dismissal.

041.5.7 Business Conduct

A. Employees must cooperate with their supervisors and follow instructions and directions.

B. Insubordination is prohibited.

C. Poor work is not acceptable. Employees must perform their work properly and meet standards defined by supervisors, job description, evaluations, and HCA policy and procedures.

D. An employee must be efficient and productive, completing assigned job tasks within established time frames. An employee must pay attention to work quality and complete the terms of a personal development plan if in place.

E. Employee negligence will not be tolerated.

F. Employees shall cooperate with investigators during investigative processes conducted by HCA or HCA's authorized agents.

G. An employee may, with the approval of his/her office manager bring his/her child(ren) to the office only on a temporary or emergency basis (other than planned office functions such as open-houses or holiday parties to which children are specifically invited). Other care arrangements should be made as soon as possible. In most cases, the employee should avail himself/herself of the appropriate type of leave to cover the situation.

H. An employee shall make every effort to direct any media inquiry to HCA's Communications Director. Unless specifically authorized by the Office of the Secretary, an employee shall not speak to the media as a representative of or on behalf of the department.

I. Employee gambling is prohibited during work hours and on HCA premises at all times, including breaks.

041.5.8 Safety in the Workplace

A. Employees must observe all safety and health rules and must report all accidental injuries, no matter how minor, to his/her immediate supervisor as soon as possible. (See HCA's *Workers' Compensation Policy*.)

B. Employees shall not cause or create unsafe or hazardous conditions. This includes maintaining a safe and hazard-free office or workspace. Employees must report unsafe or hazardous workplace conditions to management.

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C. HCA will not tolerate verbal threats or threatening or violent behavior, implied or actual, by any person, including members of the public, directed towards HCA personnel or property, and made during official HCA business. (See HCA's *Loss Prevention and Control Policy*.)

D. Possession of firearms or other dangerous weapons on department premises is prohibited.

E. Fighting or other acts of physical violence are prohibited.

041.5.9 Substance Abuse

HCA prohibits any employee from manufacturing, using, and/or distributing alcohol, drugs, and/or controlled substances without a valid prescription, and from manufacturing, using, and/or distributing drug paraphernalia while at the workplace, while operating or riding in a state-owned vehicle, or in the performance of on duty time. (See HCA's *Substance Abuse Policy and Procedures*.)

041.5.10 Smoking

Smoking, the use of smokeless tobacco, or e-cigarette products of any type is prohibited in HCA buildings and all state owned or operated vehicles. (See HCA's *Smoking, Smokeless Tobacco, and E-Cigarette Policy*.)

041.5.11 Falsification of Documents

A. Falsification of administrative forms or intentionally entering or causing to enter false information into automated systems is prohibited. This includes but is not limited to, employment forms, timesheets and leave request forms, and travel vouchers or other reimbursement vouchers.

B. Falsification of work documents or products, or intentionally entering or causing to enter false information into automated systems is prohibited. This includes but is not limited to client records and documentation, information given during client conferences, and documents submitted to courts or other governmental agencies.

1. An HCA employee who intentionally, and without appropriate documentation, makes a false entry into a client's case or instructs another employee to make a false entry into a client's case will be subject to disciplinary action up to and including dismissal. The severity of discipline against the employee will increase as the harm to the client increases.

C. Intentionally giving false or misleading information or omitting information significant to the department during the application and hiring process is

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prohibited. Falsification of an application includes omission of any employment history or other significant information. (See HCA's *Applicant Lists, Interviewing, and Selection Policy*)

D. Intentionally giving false or misleading information or knowingly omitting information during an investigation is prohibited.

041.5.12 Harassment

A. Harassment, as described in HCA's *Harassment Policy*, of employees or clients on or off the job is prohibited. Harassment can be reported directly to any supervisor or directly to HCA's OHR as set forth in the policy.

B. Employees have the right to work in an environment free from harassment whether engaged in by coworkers, supervisors, clients, or nonemployees who conduct business with HCA.

C. HCA clients have a right to apply for and receive services and benefits free from such harassment and HCA contractors have a right to perform their work free from harassment from HCA employees.

041.5.13 State Property

A. The unauthorized removal or willful destruction of state property (including all data files, whether electronic or paper copy) or property of other employees is prohibited.

B. Unauthorized or fraudulent use of state property for personal use or other purposes is prohibited.

C. All employees will adhere to any New Mexico's Department of Information Technology and HCA's Information Technology Division protocols on Information Technology (IT) system security. Any implied or expressed threat to damage or compromise the security of the IT systems and network is prohibited.

D. All furniture and equipment supplied to employees is state property and as such may not be removed from work premises without a supervisor's authorization. Employees do not have a private interest in any state-owned property. HCA retains the right to search such property (such as offices, desks, file cabinets, and computer files) at any time. Employee personal property shall not be searched unless authorized by HCA's General Counsel or designee within the Office of General Counsel.

041.5.14 Personal Telephone Calls and Electronic Device Use

A. Personal communications, including phone calls, emails, and text messages,

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whether occurring on state equipment or on an employee's portable electronic communication device, should be kept to a minimum and must not interfere with workflow.

B. Employees should not use state telephones to place long-distance personal calls or accept collect calls billed to the state without approval from their supervisors.

C. Use of portable electronic devices for accessing the internet, mobile applications, social networking sites, or other online services and downloads unrelated to work duties shall be limited to breaks and lunch periods. (See HCA's *Personal and State Issued Electronic Device Use Policy*.)

D. Secretly tape-recording meetings or telephone calls with HCA customers (clients, Managed Care Organizations, etc.) is prohibited.

041.5.15 Dress Code and Hygiene

Employees must maintain good personal hygiene and dress appropriately for the tasks and work requirements of their position. (See HCA's *Dress Code Policy*.)

041.5.16 Contact Information

Every employee is responsible for maintaining his/her current contact information on file with OHR. Notices mailed to the last address on record or phoned to the last telephone number on record shall be considered properly delivered.

041.5.17 Training

A. Employees must complete all HCA required trainings within the time frames specified by the department.

B. New HCA employees must complete online department orientation within 30 days of hire.

C. Managers will ensure their employees are in compliance with all training requirements.

041.6 Outside Employment

An employee considering outside employment should first review the proposal with his/her immediate supervisor to avoid conflict with the provisions below.

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041.6.1 Statement of Outside Employment

All employees shall disclose in writing to their immediate supervisor all employment engaged in by the employee other than employment with HCA. A completed *Statement of Outside Employment* should be completed and provided to their supervisor and the OHR on entering or changing such employment.

041.6.2 Outside Employment Prohibitions

A. Employees are not permitted to engage in outside employment if such employment interferes with the satisfactory performance of their jobs with the department.

B. Employees are not permitted to engage in outside employment with private firms or contractors that receive money from the department.

C. Employees are not permitted to engage in outside employment that conflicts or is perceived as conflicting with the mission of the department.

D. Employees shall not use information gained through their employment with the department for purposes related to outside employment.

E. Outside employment activities shall not be conducted during work hours or by utilizing any department resources.

F. Employees seeking employment outside the department must do so on their own time.

G. Outside employment is not considered an excuse for failure to report for work and/or stay for required overtime.

H. Leave without pay is not granted for purposes related to outside employment, except for employment with the Legislature or as otherwise approved by the Cabinet Secretary or designee.

041.7 Use of Office

041.7.1 Abuse of Office

A. At all times, every effort shall be made to avoid the undue influence and abuse of office in public service or the appearance thereof.

B. An employee shall not use their position to coerce or unduly influence other HCA employees.

C. Employees, or members of the employee's family, may not knowingly accept

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a gift of a market value greater than $250 from department clients, contractors, or other private firms or persons doing business or attempting to engage in business with the department. (Section 10-16B-3, NMSA 1978)

041.7.2 Conflict of Interest

A. Employees shall disqualify themselves from participating in any official act directly affecting a business in which they have an interest.

B. No employee, during their period of employment, shall acquire a financial interest in a business when the employee believes, or should have reason to believe, that the new financial interest will be directly affected by his/her official acts. For this policy, "financial interest" is defined as an interest held by an individual or his/her spouse that is an ownership interest in a business or any employment or prospective employment for which contract negotiations have already begun. (Section 10-16-4, NMSA 1978, 10-16A-2, NMSA 1978)

C. Every employee who has a financial interest (as defined above) that he/she believes or has reason to believe may be affected by his/her official act or actions of HCA shall disclose the nature and extent of that interest in writing to the HCA Cabinet Secretary and to the Secretary of State. Such disclosure shall be provided upon entering employment and during the month of January every year thereafter. (Section 10-16A-4, NMSA 1978)

D. Employees shall disqualify themselves from participating in any official action affecting themselves, a client, or any other person related to them by blood or marriage within the third degree. Employees shall also disqualify themselves from participating in any official action affecting clients or other persons with whom they enjoy a personal relationship that could compromise or be reasonably perceived by department management or the public as compromising, the integrity of their official action. See HCA's *Nepotism Policy* for rules regarding hiring actions.

E. An employee shall disqualify him/herself from participating in any official action affecting a client or any other person with whom that employee is engaged in a romantic and/or sexual relationship or cohabitation. Employees shall notify their supervisors of any clients of their local office with whom they are engaged in such relationships. Supervisors shall make sure such cases are assigned to other employees or units.

F. An employee shall not request or receive any financial benefits as a result of providing or promising to perform services to one of the department's clients or contractors.

G. HCA strictly prohibits supervisors from fraternizing with employees who

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report to them. A supervisor shall notify management immediately if cohabitation, a romantic and/or sexual relationship, or a relationship within the third degree develops between a supervisor and a subordinate. (See HCA's *Nepotism Policy*.)

041.8 Disclosure or Misuse of Confidential or Official Information

041.8.1 Prohibited by Law

An employee may not disclose confidential or official information if the disclosure of such information is prohibited by law or regulation or would be contrary to the best interests of HCA or its clients. This includes but is not limited to information covered under HIPAA and the Privacy Act. This also includes confidential information from other governmental agencies.

041.8.2 Private Gain

An employee may not use or disclose confidential or official information not generally available to the public or acquired by virtue of his/her employment with HCA, for his/her own or another's private gain. This includes any information regarding awarding contracts or grants by the department before the official release of such information. (Section 10-16-6, NMSA 1978.)

041.9 Political Activities

Employees are subject to the provisions on political activities set forth in SPB Rules and the federal Hatch Act of 1939. An employee is covered by the Hatch Act if he or she has duties in connection with an activity financed in whole or in part by federal funds. Most HCA employees are covered by the Hatch Act.

041.9.1 Permitted Political Activities

A. Employees are encouraged to register and vote.

B. Employees have a right to express their opinions on all political subjects and candidates.

C. Employees not covered by the Hatch Act may be candidates for a partisan political office if, upon filing or accepting the nomination and during the entire campaign, they are authorized full-time continuous leave without pay.

D. Employees may be candidates for and hold a nonpartisan, county or municipal political office. A nonpartisan office is one in which party affiliation is neither indicated nor required.

E. Employees may engage in the following activities so long as they are on

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approved leave or not on duty:

1. serve as convention delegates;

2. attend political rallies;

3. sign nominating petitions and make voluntary contributions to political organizations;

4. engage in political activity; and

5. serve as election officials.

041.9.2 Prohibited Political Activities

Employees are prohibited from the following activities:

A. being a candidate for a partisan political office, if covered by the Hatch Act. An employee who intends to run for a partisan political office must resign.

B. using official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office or for any other political purpose;

C. directly or indirectly coercing, attempting to coerce, commanding, or advising a state or local officer or employee, client or contractor to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political purpose;

D. threatening to deny promotions or pay increases to any employee who does not vote for certain candidates, requiring employees to contribute a percentage of their pay to a political fund, influencing subordinate employees to buy tickets to political fundraising dinners and similar events, advising employees to take part in political activity, and matters of a similar nature;

E. engaging in political activity during work time which includes wearing and/or displaying campaign buttons or apparel with political logos or endorsements;

F. using state equipment, facilities, or property to conduct campaign or public office related business; and

G. being an officer of a political organization.

041.10 Governor's Code of Conduct

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In addition to the HCA's Code of Conduct, all HCA employees shall comply with the existing Governor's Code of Conduct.

041.11 Medicaid Programs

By New Mexico statute, Section 27-2-12-7, NMSA 1978, HCA employees involved in the administration of Medicaid funds are held to certain standards. The statute refers to an "employee with responsibility" as an employee who is directly involved in or has a significant part in the Medicaid decision-making, regulatory, procurement or contracting process. Refer to the statue for additional information.

041.12 References

Section 10-9-21 NMSA 1978
Section 10.16.2. NMSA 1978
Section 10.16.4.2 NMSA 1978
Section 10.16.4.3 NMSA 1978
Section 10-16-11, NMSA 1978
1.7.6.10 NMAC
1.7.6.11 NMAC
1.7.7 NMAC
The Hatch Act, 5 U.S.C. §§ 7321-7326

APPROVED: **DATE:**

DocuSigned by:
Kari Armijo
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12/3/2024

Kari Armijo, Cabinet Secretary