



New Mexico State Personnel Board State Personnel Office

**SUSANA MARTINEZ
GOVERNOR**

Eugene J. Moser
Director

Nivia L. Thames
Deputy Director

State Personnel Board
Paul T. Yarbrough, Chairman
Christine Romero, Vice Chairman

Devon Day Chris Sanchez
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General Memorandum 2012-1

Date: January 31, 2012
To: Cabinet Secretaries, Agency Directors and Human Resources Managers
From: Eugene J. Moser, State Personnel Director
Subject: Code of Conduct

On April 25, 2011 Governor Susana Martinez issued a Code of Conduct applicable to all employees within the executive service. This Code of Conduct articulates the expectations of the state's officers and employees to maintain an individual commitment to the highest standards of conduct. This is consistent with their roles as public servants of the citizens of the State of New Mexico and with the requirements of the Governmental Conduct Act¹ and any other applicable rules or laws governing their conduct, including but not limited to the Financial Disclosure Act², the Gift Act³ the Lobbyist Regulation Act⁴ and the Procurement Code⁵.

To this end, employees are required at the beginning of each calendar year (January) to acknowledge their receipt, review and understanding of the attached Code of Conduct and copies of the attached statutes referenced above.

Departments are to ensure that the Code of Conduct is distributed to and acknowledged by all employees on the enclosed classified employee acknowledgement form. This form is to be retained within each employee's personnel file within each department. This is expected to be

¹ Chapter 10, Article 16 NMSA 1978

² Chapter 10, Article 16A NMSA 1978

³ Chapter 10, Article 16B NMSA 1978

⁴ Chapter 2, Article 11 NMSA 1978

⁵Chapter 13, Article 1 NMSA 1978

completed by all classified employees no later than May 1 of each year. Departments are requested to coordinate with the Director of the State Personnel Office on ensuring full compliance.

Each department throughout the year shall incorporate within a new employee hire packet the Code of Conduct and obtain an acknowledge receipt which shall be retained in the employee's personnel file.

CODE OF CONDUCT
Adopted April 25, 2011

ACKNOWLEDGMENT
(CLASSIFIED EMPLOYEES)

I, _____, acknowledge that I have received, reviewed, and understand the requirements contained within the Code of Conduct approved by Governor Susana Martinez on April 25, 2011. I agree to adhere to its terms and understand that violation of those terms constitutes cause for dismissal, demotion, or suspension.

Printed name: _____

Signature: _____

Date: _____