



# State of New Mexico

## Acknowledgment of Conditions of Appointment

Employee Name:	Classification:
Employee ID:	Position Number:
<b>Career Appointment</b>	
Statement of Willingness to Accept a Career Appointment <input type="checkbox"/> I understand the position I am about to accept is permanent <ul style="list-style-type: none"><li>• A probationary period of one (1) year is required of all employees (This does not apply to permanent employees who are transferring).</li><li>• A probationer may have his/her appointment expired for non-disciplinary reasons with a minimum of 24 hours written notice without right of appeal to the State Personnel Board. Such employees shall be advised in writing if the reason(s) for expiration of appointment.</li><li>• The permanent status of a probationer begins the day following the end of the probationary period.</li></ul>	
<b>TERM Appointment</b>	
Statement of Willingness to Accept a TERM Appointment <input type="checkbox"/> I understand the position I am about to accept is only funded for a specific purpose and/or period of time. Therefore, upon accepting this position, I will receive a term appointment. The term appointment is similar to a probationary appointment, but with the following exceptions: <ul style="list-style-type: none"><li>• The position and the appointment will expire upon loss or reduction of state or federal funding for the project or program or upon its completion. A term appointment may be expired with at least 14 calendar day's written notice.</li><li>• Expiration of appointment due to termination of funding or termination of a specific project is not appealable to the Board.</li></ul>	
<b>Temporary Appointment</b>	
Statement of Willingness to Accept a Temporary Appointment <input type="checkbox"/> I understand the position I am about to accept is temporary in nature. <ul style="list-style-type: none"><li>• Employment is for less than one (1) year.</li><li>• The appointment may be expired with at least a 24 hour written notice, without right of appeal to the State Personnel Board.</li><li>• While serving in temporary status, any discipline action, including dismissal, may be effective immediately, with written notice and without right of appeal to the State Personnel Board. Such notice shall advise the employee of the action(s) which resulted in the disciplinary action.</li></ul>	
<b>Acknowledgment</b>	
Employee Signature:	Date:
Employee Printed Name:	