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SERIES: General Agency Operations (SRCA 100)

NUMBER: SRCA-101

TITLE: New Mexico State Personnel Board Rules

PURPOSE:

The purpose of the State Records Center and Archives (SRCA) policies is to provide guidance to ensure that all employees maintain the highest level of ethical conduct and integrity, while on the job, and to ensure that public resources are used efficiently.

SCOPE:

This policy applies to all employees of the SRCA.

DEFINITIONS:

Reserved.

A. GENERAL PROVISIONS:

Pursuant to 1.7.1.14 NMAC, Agency Human Resource Policies, all SRCA policies must conform to the provisions of these rules and other statutory requirements as required by law and include, among other things, policies regarding diversity in the workplace.

Nothing in any SRCA policy is intended to supersede or override any terms or conditions of the New Mexico State Personnel Board Rules or any other applicable laws, rules, or regulations.

B. RESPONSIBILITY FOR COMPLIANCE

Employees shall familiarize themselves with State Personnel Board Rules [Title 1, Chapter 7 NMAC] and SRCA policies and are expected to comply with them. Failure to comply may result in disciplinary action, to include suspension, demotion, or dismissal.

The SRCA has provided a copy of the required agency policies to the state personnel office.

[12/21/12 adopted; 11/20/15 revised; 01/21/2016 revised; 04/22/2020 revised]

APPROVED:

EFFECTIVE DATE: 04/22/2020



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