



# City of Albuquerque

## MAYOR / CAO OFFICE

Timothy M. Keller, Mayor

October 2, 2018

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**ADMINISTRATIVE INSTRUCTION NO:** 7-54 (2018)

**TITLE:** *Mandatory Ethics and Code of Conduct Training*

**PRIMARY DEPARTMENT:** *Human Resources*

### **BACKGROUND**

Upholding public confidence in the integrity of government requires that public officials and employees maintain their conduct at the highest standards. Employees are required to serve the public in an ethical manner with respect, concern, courtesy and responsiveness, recognizing service to the public is the reason for their employment. As such, it is important to ensure that all City of Albuquerque ("City") employees are aware of, and properly trained on, the City's ethics and Code of Conduct requirements.

Council Resolution R-2016-032 established a Public Service Ethics and Code of Conduct training program for the City. However, the Resolution only applies to senior officials and employees. Expanding training to all employees would promote professional excellence throughout city government.

### **POLICY**

The Mandatory Ethics and Code of Conduct Training is established as a resource to the public servants of the City of Albuquerque and to reaffirm that City officials and employees must maintain their conduct at the highest standards to retain the confidence and trust of the public.

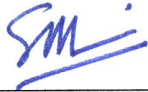
Effective January 1, 2019, all regular City employees shall be required to complete the Ethics and Code of Conduct Training provided by the City every two years. All newly hired employees shall be required to complete the training within 30 days of hire.

### **RECORD OF TRAINING**

The City will record all Ethics training through the People Soft Enterprise Learning Management (ELM) System and report training in the learner profile for each employee.

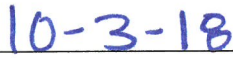
**REFERENCES**

City of Albuquerque, New Mexico, Charter art. XII (Code of Ethics); City of Albuquerque, New Mexico, Code of Ordinances §§ 3-3-1 to -13 (as amended through 1985) (Conflict of Interest); City of Albuquerque Personnel Rules and Regulations, § 301 (Code of Conduct)



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**Sarita Nair**  
**Chief Administrative Officer**



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**Effective Date**