



Department of Finance & Administration

Alternative Work Location (AWL) Policy

1. Purpose and Policy Statement

The Department of Finance and Administration (DFA) supports alternative work location arrangements when such arrangements advance operational efficiency, support employee retention, and continue to meet DFA's statutory obligations.

This policy establishes uniform expectations, eligibility standards, supervisory responsibilities, and compliance requirements for any employee working at an Alternative Work Location (AWL), consistent with the DFA Alternative Work Location/Work Schedule Arrangement Form and all associated employee responsibilities.

This policy does not create a contract, guarantee approval of an AWL request, or confer a right to ongoing telework or hybrid work for any DFA employee. DFA may alter or revoke an AWL arrangement at any time if it is determined that the arrangement is not in the agency's best interest.

2. Authority

This policy is authorized under:

- Personnel Act, NMSA 1978, Chapter 10, Article 9.
- State Personnel Board (SPB) Rules, NMAC Title 1, Chapter 7:
- Governmental Conduct Act, NMSA 1978, §§ 10-16-1 through 10-16-18.
- Inspection of Public Records Act (IPRA), NMSA 1978, Chapter 14, Article 2.
- New Mexico Records Management statutes, NMSA 1978, §§ 14-3-1 et seq.
- Americans with Disabilities Act, 42 U.S.C. §12101, and corresponding state obligations.
- Workers' Compensation Act, NMSA 1978, Chapter 52.

Agency AWL expectations are further supported by the AWL Request Form (Revised 1/16/2025) and apply to all DFA staff requesting or receiving an AWL accommodation.

3. Definitions

Alternative Work Location (AWL):

A DFA-approved work site other than the employee's assigned post of duty. This can include DFA-designated hub sites (e.g., ABQ-CNM WTC, ABQ-CNM Coal, LC-NMSU) as specified on the AWL form.

Original Post of Duty:

The physical location specified in the employee's job acceptance letter; this remains the official duty station for all personnel, payroll, and travel purposes.

Alternative Work Schedule:

A work schedule differing from the standard 8:00 a.m.–5:00 p.m. Monday–Friday state schedule set forth in SPB rules and DFA policy.

Reasonable Suspicion Testing:

Mandatory availability for drug or alcohol testing in accordance with state policy and federal regulations.

4. Eligibility for AWL Arrangements

For employees to be eligible for an AWL arrangement, the employee must meet the following requirements:

- The employee must not be subject to an active performance improvement plan;
- The employee must have a minimum of one satisfactory evaluation within the past twelve months;
- The employee must have completed all required DFA training, including information security, records management, IPRA compliance, and timekeeping.

Eligibility is determined by DFA based on:

- The business needs of the Agency/Division.
- The employee's job duties and their ability to effectively perform them at an AWL.
- The employee's history of performance, attendance, and policy compliance.
- The availability of sufficient technology, security, and oversight.

AWL arrangements are a privilege, not an entitlement, and can be revoked or denied at any time by Division Directors or the Secretary. AWL arrangements related to the ADA accommodation process follow a separate statutory and procedural path and are not covered by this discretionary policy.

5. Approval Process

Employee completes the AWL Request Form and submits to direct supervisor.

1. Supervisor reviews operational impacts, feasibility, and performance considerations. If approved, the form is then submitted to the Division Director.
2. The Division Director reviews for compliance with SPB rules and DFA business needs. If approved, the Division Director submits the form to HR.
3. HR reviews for legal compliance, availability, and practicality. Then, HR routes the request for review and approval by the Office of the Secretary.
4. Final approval is given by the DFA Secretary or their designee. Forms will be sent back to the Division Director with either final approval or denial.

No employee may commence work at an AWL until full approval has been obtained, all required signatures have been secured, and HR has confirmed the employee's assignment and access credentials (e.g., keys, badge, system access).

6. Work Expectations and Performance Standards

In accordance with the AWL form, employees working at an AWL must:

- Perform the same duties, responsibilities, and productivity standards as if onsite.
- Maintain regular communication and check-ins with supervision.
- Be available for meetings, trainings, and any Departmental needs.
- Request approval in advance for leave or any overtime in accordance with DFA policies.

Performance will be monitored pursuant to § 1.7.9 NMAC and the DFA performance evaluation system. Failure to meet expectations may result in modification or termination of the AWL arrangement at the discretion of the applicable Division Director, the Secretary or their designee.

7. Work Schedules and Timekeeping

- Unless otherwise approved, employees follow a standard 40-hour schedule in line with SPB rules.
- Alternative schedules require specific approval on the AWL form.
- Division Directors must utilize the Shifts App in Microsoft Teams to manage work schedules and attendance by employees at AWLs.
 - Managers and Supervisors must require employees to clock in and out when using an AWL and to submit time clock reports to their Division Director or the Secretary as requested.
 - Employees must record work hours accurately in SHARE HCM, following SPB and DFA policies.
- Overtime may not be worked without prior, documented approval.
- If an employee's Original Post of Duty is closed due to weather or emergency, employees assigned to an approved AWL that day are required to report to the AWL unless otherwise directed by DFA leadership.

DFA reserves the right to require employees to report to their original post of duty or another DFA-designated location on short notice to meet operational or emergency needs. Time fraud or inaccurate reporting may result in disciplinary action under SPB rules and the Governmental Conduct Act.

8. Equipment, Technology, and Information Security

DFA will determine the equipment appropriate for AWL work, and employees must:

- Maintain secure, password-protected internet connectivity.
- Protect DFA equipment from loss, damage, or theft.
- Immediately report any equipment failure, security breach, or unauthorized information disclosure.
- Follow requirements of IPRA, records retention laws, and DFA information-security policies.
- Permit monitoring of remote system access as authorized.
- Use of personal devices for DFA business is prohibited unless explicitly authorized by DFA IT.

Employees must handle all Sensitive Agency Information with the same safeguards required at a DFA office. Unless expressly authorized in writing, DFA does not reimburse employees for costs associated with working at an Alternative Work Location, including internet service, utilities, personal phone usage, furniture, office supplies, or workspace modifications.

9. Records Management and Confidentiality

Employees working at an AWL must:

- Store all records in DFA-approved systems; avoid permanent storage on personal devices.
- Ensure full confidentiality according to the Governmental Conduct Act and relevant federal and state laws.
- Ensure that public records remain accessible for inspection under IPRA.
- Printing of DFA records at an Alternative Work Location must comply with records retention and information-security requirements.

Improper handling of records may result in disciplinary action.

10. Travel, Mileage, and Workers' Compensation

Based on the AWL form:

- Travel between an AWL and the employee's official post of duty is not eligible for mileage reimbursement.

- Reimbursable business travel is calculated from the employee's scheduled location on the AWL form.
- Workers' Compensation coverage applies only to approved work locations during scheduled working hours.

Employees must immediately report any work-related injuries according to DFA procedures.

11. Modifications, Suspensions, and Cancellations

Consistent with the form and best practices:

- DFA may cancel, suspend, or modify an AWL arrangement at any time with or without notice.
- Employees may voluntarily cancel their arrangement with at least two weeks' notice.
- Any substantive modification must be documented through a revised AWL form.
- AWL forms must be resubmitted no less than annually at an interval determined by HR.

This provision does not apply to ADA accommodations, which are protected by separate laws.

12. Workplace Conduct and Compliance

Employees working at an AWL remain subject to:

- Governmental Conduct Act (ethical behavior, use of government property, conflicts of interest).
- DFA policies and procedures.
- SPB Rules governing conduct, discipline, and professional expectations.
- Anti-discrimination and anti-harassment laws.
- All DFA workplace policies applicable in Santa Fe, including visitor access, smoking restrictions, safety, and conduct rules, apply equally at all AWL locations.

Any violation of conduct standards may lead to disciplinary action, including termination.

13. Health, Safety, and Ergonomic Responsibilities

Employees approved to work at an Alternative Work Location must review their work environment and report any safety concerns and ergonomic needs. DFA does not inspect or certify Alternative Work Locations are safe or ergonomically appropriate. By accepting an AWL arrangement, the employee affirms that they have inspected the AWL work environment and it meets their basic safety and ergonomic needs.

14. Review of AWL Arrangement

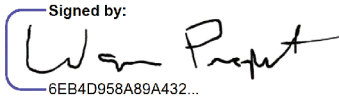
Supervisors and employees shall meet periodically (or at the scheduled review date listed on the form) to evaluate:

- Work performance and productivity
- Communication effectiveness
- Equipment needs
- Operational impacts

DFA reserves the right to require employees to return onsite at any time.

15. Documentation and Recordkeeping

All AWL forms and related documentation will be stored in the employee's official personnel file, with copies given to the employee, supervisor, IT, and HR, following the distribution requirements noted in the form.

Signed by:

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Wayne Propst, Cabinet Secretary

1/22/2026

Effective Date