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**Cabinet Secretary Wayne Propst**  
Deputy Cabinet Secretary Renee Ward

**Governor Michelle Lujan Grisham**

## **New Mexico Department of Finance and Administration**

### **Attendance Requirements for Mandatory Training**

#### **I. Purpose**

This policy aims to set clear expectations and procedures for attendance at all training sessions mandated by the Department of Finance and Administration (DFA). These trainings are essential for ensuring compliance with state and federal standards, fostering a professional work environment, and enhancing the agency's operational efficiency.

#### **II. Applicability**

This policy applies to all DFA employees, including managers, supervisors, and staff across all divisions, whether they are full-time, part-time, temporary, or contractual.

#### **III. Effective Date**

This policy shall take effect from the date signed by DFA's Secretary and will remain in force until it is repealed or replaced.

#### **IV. Policy Statement**

Attendance at all mandatory training sessions designated by the Secretary through the Human Resources Bureau is required. Employees are expected to prioritize attendance and manage their schedules accordingly.

Mandatory trainings may include, but are not limited to:

- HR compliance trainings (e.g., EEO, harassment prevention, workplace civility);
- Safety and emergency preparedness sessions;
- Agency-wide policy briefings;
- Legal, fiscal, or ethics compliance sessions; and
- Other trainings as designated by the Secretary.

Failure to attend mandatory training without an approved justification may result in corrective action.

#### **V. Procedures for Attendance and Absence**

##### **A. Notification and Scheduling**

- Mandatory training schedules will be communicated at least 14 business days prior, whenever possible.
- Employees are responsible for overseeing internal communications and either registering or attending as directed.

##### **B. Planned Absences (Pre-Approved)**

- Employees who foresee a conflict with a mandatory training should submit a written absence request to their supervisor as soon as the conflict is identified.

- The supervisor must get written approval from the Secretary before the training date.
- Once approval is given, the supervisor must inform HR to record the absence.
- Employees with approved absences must coordinate with HR to attend a make-up session or complete equivalent training within the specified timeframe.

**C. Unplanned Absences (Illness or Emergency)**

- Employees unable to attend mandatory training due to illness or emergency must notify both their supervisor and HR immediately—preferably before the scheduled start time.
- The supervisor must promptly notify the Secretary’s Office of absences so it can be properly documented consistent with the process for planned absences.
- In accordance with the DFA’s Time and Leave Policy, employees unable to attend mandatory trainings due to illness must provide a medical note confirming the illness upon returning to work.
- Employees must coordinate with HR to complete any required make-up training as soon as possible.

**VI. Accountability and Corrective Action**

- Employees who fail to attend a mandatory training without prior approval or timely notification will be subject to corrective action.
- The first documented instance may result in a Letter of Concern placed in the employee’s personnel file.
- Repeated or unexcused absences from mandatory training may result in additional disciplinary action consistent with agency policy and state personnel rules.
- Supervisors are responsible for enforcing compliance within their teams and ensuring that attendance records are accurate.

**VII. Recordkeeping**

- HR will maintain attendance logs for all mandatory trainings.
- Documentation of absences, approvals, and corrective actions will be retained in accordance with state record retention policies.

**VIII. Reservation of Authority**

The DFA Secretary hereby reserves the authority to grant exemptions or waivers of this policy in their sole and absolute discretion, as necessary to fulfill Departmental priorities.

Signed by:  
  
Approved: \_\_\_\_\_  
Wayne Propst  
Cabinet Secretary

11/12/2025  
Date: \_\_\_\_\_