



DOÑA ANA COUNTY HUMAN RESOURCES DEPARTMENT

MEMORANDUM

TO: Fernando R. Macias
County Manager

FROM: Deborah Weir *D Weir*
Human Resources Director

DATE: August 29, 2018

SUBJECT: Determination – # 18-004 – Clerk's Office– Allegations of Hostile Work Environment

In accordance with Doña Ana County Human Resources Policy and Procedure Manual, Section 2-2 Discrimination and Section 2-3 Discrimination and Harassment Procedures, the following memorandum of determination is submitted.

Background

On January 4, 2018, Doña Ana County (DAC) Human Resources Administrator Ashley Bransford submitted an internal EEO complaint form on behalf of Clerk's Office Administrative Assistant Cindy Padilla. The parties charged were County Clerk Scott Krahling and Chief Deputy Clerk Rose Ann Vasquez. The alleged discrimination was based upon the protected category of sex and creating a hostile work environment. The complaint listed the witnesses as "Clerk's department employees."

The complaint specifically alleged that an inappropriate relationship existed between Krahling and Vasquez. It was further alleged that Krahling's and Vasquez's conduct made some employees uncomfortable. The complaint specifically alleged the following:

- Vasquez and Krahling working late in the office when no one else was in the office;
- Vasquez working on Krahling's campaign prior to Vasquez employment at the County Clerk's Office. This was allegedly not disclosed on Vasquez employment application;
- Krahling advocating for Vasquez to have a high salary in the Document Technician and Communications Coordinator positions Vasquez held;
- Having unprofessional fights in the office including slamming doors and throwing coffee back at Krahling;
- Spending time together including trips out of town;
- Pre-selecting Vasquez friends for vacant positions in the Clerk's Office
- Vasquez and Krahling being seen in Krahling's office with Vasquez chair facing Krahling and her sitting very close to Krahling with a short dress on;

- Some employee's benefiting from Krahling's and Vasquez's relationship;
- A employee witnessing Vasquez leaving Krahling's hotel room early in the morning when the two went to Santa Fe together for work;
- Vasquez making her own schedule; coming and going as she desired and claiming to be "working offsite" or "having a working lunch";
- Vasquez clocking in at "all hours" when she was a non-exempt (hourly) employee while others in the department were disciplined for doing what Vasquez did. It was further alleged that Krahling was clocking in and out for Vasquez when she would not clock in or out.
- A copy of the magazine Tu Revista was submitted as evidence of an inappropriate relationship. The complaint alleged that it showed Krahling and Vasquez embracing one another unprofessionally. It was reported that they were not the focus of the picture but happened to be caught in the background when the picture was taken.
- Padilla was asked by Krahling whether Padilla thought there was anything inappropriate going on between Krahling and Vasquez. Following that discussion, Krahling and Vasquez made comments about Padilla spending too much time in the Board of County Commissioner (BOCC) meetings and plans to remove the BOCC duties from her position.

County Attorney Nelson Goodin retained Universal Investigation Services Investigator Mark Hernandez to investigate the allegations in the initial complaint. Based upon the information contained in Hernandez's report (#18-004), Internal Affairs Investigator Guadalupe Quezada was asked to conduct further investigation (#18-022).

Investigation

Investigator Hernandez conducted interviews between February 13, 2018 and February 22, 2018. Investigator Quezada conducted additional investigation between August 8, 2018 and August 15, 2018. The following individuals were interviewed:

- Nely Quintero, Document Technician, Clerk's Office
- Cindy Padilla, Administrative Assistant, Clerk's Office
- Angelica Valenzuela, Recording & Filing Supervisor, Clerk's Office
- Abraham Sanchez, Document Technician, Clerk's Office
- Brandi Delgado, Lead Recording and Licensing, Clerk's Office
- Andy Perez, Bureau of Elections Supervisor, Clerk's Office
- Irene Reza, Registration Lead, Clerk's Office
- Janice Giron, Elections Staff Coordinator
- Ashley Bransford, Human Resources Administrator
- Cindy Capanna, Sr. Human Resources Administrator
- Scott Krahling, County Clerk
- Abel Guzman, Lead Voting Machine Technician, Clerk's Office
- Doreen Calzada, External Relations Lead, Clerk's Office
- Rose Ann Vasquez, Chief Deputy Clerk
- Vince Pokluda, Assistant County Manager

- Ashley Beyer, Document Technician, Clerk's Office
- Andrew Ostic, Election Official Coordinator, Clerk's Office
- Angel Gallegos, Security Concepts Officer (Security Contractor)
- Jo Ann Romero, Document Technician, Clerk's Office

Investigator Quezada attempted to interview former Clerk's Office employees Natalie Zawada and Bryan Carver. No current, active phone number was available for Zawada. Carver ended the phone call after being advised of the reason for the call.

Determination & Recommendations

Based upon the information in the investigator's reports, the following determination has been made:

- ***Krahling and Vasquez are alleged to have been engaging in an affair.***
 - Multiple witnesses reported that Vasquez and Krahling spent a lot of time behind closed doors.
 - Witnesses also reported seeing Krahling and Vasquez in a vehicle together after business hours.
 - A witness reported seeing Krahling and Vasquez embracing and dancing in the hallway by themselves during an event at the Encanto Hotel.
 - It was reported that the relationship between Krahling and Vasquez was obvious and that employees did not say anything because they valued their job. It was reported by one witness as "They were constantly together like two magnets."
 - The complainant reported that in one meeting Krahling asked Padilla if she thought there was anything inappropriate going on between Krahling and Vasquez. The complainant further reported that Krahling stated that Krahling and Vasquez had to be together because of the work they were doing in the office and what they wanted to accomplish.
 - **Krahling admitted to having an affair with Vasquez when she worked for his campaign for County Clerk and reported that it ended just before Vasquez became Chief Deputy Clerk in January 2018.**
 - Krahling stated his opinion that he and Vasquez "did a good job keeping things where they needed to be with their inappropriate relationship."
 - Krahling further stated that "their relationship never affected anyone else or any personnel decisions or anyone's rights."
 - **Vasquez admitted to having an inappropriate relationship with Krahling and stated that "yes, in the past they did engage in an inappropriate relationship that was consensual." Vasquez reported that the intimate relationship began near the end of Krahling's campaign and has been on and off for the past year. Vasquez also reported that the relationship ended towards the end of the year (2017) prior to her becoming Chief Deputy Clerk.**
- ***Vasquez and Krahling working late in the office when no one else was in the office.***
 - Security Concepts Officer Gallegos reported an incident he observed while doing his regular tours through the Clerk's office he went to check the rear door because

it had not been locking properly. It was around 6 PM when he opened the door and heard a noise and went to go see what was going on. That was when he saw Vasquez walk out of her office and caught a quick glance of Krahling in there as well. When Vasquez walked out all she said is that she did not know who was walking around and he basically told her he was just checking the doors. Krahling did not walk out of the office. He did not pay much attention at the time because he figured that employees work together.

- Gallegos recalled seeing Krahling and Vasquez together all the time, going together for lunch, talking outside or in their cars for about an hour. He “figured out” that they were going out and were involved in a relationship. He never saw any kissing, hugging, or holding hands but could tell that there was an attraction to each other. It did not appear to be an employee relationship.
- **Vasquez admitted that she and Krahling sometimes worked late in the office. She stated that sometimes there were others in the office and sometimes there were not.**
- The additional investigation also revealed that Vasquez had a second office in the warehouse for several months. Witnesses reported that Krahling “spent more time in the warehouse than he ever did before” once Vasquez had an office there. It was reported that Krahling would go by the warehouse to visit Vasquez 2 to 3 times per week. There were times that employees would leave at 5 p.m. and Krahling was still in Vasquez’s office with the door closed. It was also reported that Vasquez moved out of the warehouse office when she was appointed Chief Deputy which also coincides with the time both Vasquez and Krahling reported that their affair ended. **Again, while no one witnessed what happened behind closed doors, the unusual circumstances create the appearance of impropriety and that inappropriate things are occurring during business hours.**
- ***Vasquez working on Krahling’s campaign prior to Vasquez employment at the County Clerk’s Office. This was allegedly not disclosed on Vasquez employment application.***
 - A review of Vasquez personnel file showed that she did not disclose her work on Krahling’s campaign on her original application for the Document Technician position. She did list it on a later application when she applied for the Communications Coordinator position showing that she was the Communications Coordinator for Krahling’s campaign.
 - Based upon Vasquez application for the Communications Coordinator position, it appears that her role on Krahling’s campaign was in a volunteer capacity rather than as actual employment.
- ***Krahling advocating for Vasquez to have a high salary in the Document Technician and Communications Coordinator positions Vasquez held.***
 - Krahling did advocate for the Communications Coordinator position to be classified at a higher grade at the time it was created. Human Resources followed

the normal protocols and the position was classified according to the duties of the position.

- Upon Vasquez vacating the position, Krahling was proposing to remove duties from the position with the understanding that it would lower the classification of the position.
 - **Krahling's advocacy for the higher grade when Vasquez was to occupy the Communications Coordinator position and removing duties knowing it would lower the classification following Vasquez selection as Chief Deputy Clerk supports the perception their personal relationship benefitted Vasquez financially and in terms of advancement within the Clerk's Office.**
- ***Having unprofessional fights in the office including slamming doors and throwing coffee back at Krahling.***
 - The complainant reported witnessing Vasquez closing the door in Krahling's face.
 - Investigator Quezada attempted to review video evidence regarding these allegations. The Clerk's office video system consists of 7 cameras. A request was made to Information Technology (IT) and Quezada was advised that recordings are not generally kept for more than 60 days. The IT report reflected that no video surveillance exists for the timeframe in question (1/11/2016 through 3/17/2018).
 - **Both Krahling and Vasquez denied these allegations and only one witness reported seeing Vasquez shut the door in Krahling's face therefore this allegation could not be substantiated.**
- ***Spending time together including trips out of town.***
 - Investigator Quezada reviewed travel records which were provided by the Finance Department. Next to the name of the conference/training is the location, dates of travel, Vasquez's position at the time, and other Clerk's staff that attended. A review shows that they went on business travel together to the following places:
 - 2016 General Election School Conference Abq., N.M. 8/28/16-8/31/16
Vasquez was a Doc. Tech.

(Other Staff: Andrew Perez, Doreen Calzada, Irene Reza)
 - NMAC 2017 Legislative Conference in S.F., N.M. 1/16/17-1/19/17
Vasquez was a Doc. Tech.

(Other Staff: Angelica Valenzuela, Andrew Perez, Irene Reza, Brandi Delgado)
 - Senate Schedule of Committee Hearings in S.F., N.M. 3/7/17-3/10/17
Vasquez was a Communications Coordinator

(No other staff attended) Both Krahling and Vasquez opted the flat rate paid by the county for the trip and no receipts or reimbursement vouchers were turned in.

- NM Edge Classes and NMAC Conference Taos, N.M. 6/18/17-6/23/17
Vasquez was a Communications Coordinator

(Other staff: Janice Giron, Andrew Perez)

- NMAC Conference in Ruidoso, N.M. 10/3/17-10/6/17
Vasquez was a Communications Coordinator

(Other staff: Janice Giron, Andrew Perez, Angelica Valenzuela)

- NMAC Legislative Conference S.F., N.M. 1/15/18-1/18/18
Vasquez was a Communications Coordinator

(Other staff: Janice Giron and Andrew Perez)

All travel Vouchers reflected reimbursement for separate hotel rooms and meal reimbursements, with the exception of the travel to the Senate Schedule of Committee Hearings where only a "flat rate" was paid.

- **It is noteworthy that when Vasquez was a Document Technician, no other document technician is listed as attending any of these conferences. All other attendees from the Clerk's office were Leads of Supervisors. It is not apparent how the training related to Vasquez document technician duties and creates the appearance of preferential treatment and impropriety.**
- ***An employee witnessed Vasquez leaving Krahling's hotel room early in the morning when the two went to Santa Fe together for work.***
 - According to the travel records referenced above, Krahling and Vasquez went on three (3) trips to Santa Fe during Vasquez employment with the County.
 - Krahling reported that he "could not think of a time when Ms. Vasquez has left his motel room early in the morning." He did admit to inappropriate interactions or meetings between them and stated they were "after hours."
 - Vasquez did not recall this specific incident but reported that they would spend the night in one another's room during out of town trips.
 - **While the reports did not identify the witness who originally observed this, Vasquez's admission that she and Krahling spent the night in each other's room while traveling for business substantiates this allegation.**
- ***Vasquez and Krahling being seen in Krahling's office with Vasquez chair facing Krahling and her sitting very close to Krahling with a short dress on.***
 - The complainant did report that she witnessed Vasquez in Krahling's office sitting in the manner described. Other than the manner in which they were sitting and the fact that Vasquez is described as wearing a short dress, the complainant did not witness any other inappropriate behavior during that interaction.
- ***Timekeeping Issues: Vasquez making her own schedule; coming and going as she desired and claiming to be "working offsite" or "having a working lunch". Vasquez***

clocking in at "all hours" when she was a non-exempt (hourly) employee while others in the department were disciplined for doing what Vasquez did. It was further alleged that Krahling was clocking in and out for Vasquez when she would not clock in or out.

- A request of Vasquez's Timecard Audit Trail was requested from the Finance Department on 8/10/18. Reports were provided by Maggie Cedillo and Monica Caro. The report encompassed Vasquez's clock-ins and outs on Kronos (County time clock system) from January 11, 2016 – March 17, 2018. A total of 269 pages was produced from this request. No record of clock-ins or outs were documented after January 23, 2018 as appointed positions are not required to clock-in. This report showed numerous clock-in adjustments regarding missed punches and editing clock-in and clock-out times by either Cindy Padilla, Andy Perez, or Scott Krahling.
- Because of the size of the Timecard Audit Trail report, HRIS Specialist Steven Banegas from Human Resources was contacted for assistance in producing an audit report that would only show all the adjustments and editing made. *(Attachment 1)*
- The report identified numerous edits and manual punches made by Krahling on Vasquez's time report. On many occasions Krahling either manually added an "in" or "out" punch without a comment.
- On many occasions Vasquez clocked in and Krahling changed the original punch to an earlier time. For example: On October 11, 2016 Vasquez clocked in at 13:06 (1:06 pm) and he changed it to 12:06 thus adding an hour to her time with no comment and/or note of why this was done. Please review Attachment 1 pages 3-5 for all specific changes made by Krahling.
- According to DAC Training received from Cedillo, all manual punches and edits require a comment and a note from the individual making the changes (per Wiki Software *Attachment 2*). Most of the changes contained notes that are selected from a drop down box such as "missed punch" and "working off site". The practice is that all employees are responsible for their time clock punches. Per Cedillo, if a manual punch is entered by other than the employee this should be the exception not the norm, a comment and note must always be accompanied to the punch.
- There were numerous entries listing "working offsite" entered by Krahling for Vasquez. There were manual time entries listed as "missed punches" entered by Krahling for Vasquez.
- There were an additional 71 entries for Vasquez that were added or deleted by Krahling without a comment being added to explain the change. It should be noted that there were 84 changes without comments for Document Technician Gilbert Garcia during the same period of time. Krahling had 13 manual entries without comments or explanation for Administrative Assistant Padilla. As the timekeeper for the Clerk's office, Padilla would be unable to make corrections or adjustments to her own timekeeping record so Krahling's adjustment to time would be necessary and appropriate. Records show that Krahling made 5 changes

to Beyer's record, 4 to Carvers, and a single change for Barrera, Reza, Romero and Sandoval. Each of these were edits made without comment or explanation.

- ***A copy of the magazine Tu Revista Latina was submitted as evidence of an inappropriate relationship. The complaint alleged that it showed Krahling and Vasquez embracing one another unprofessionally. It was reported that they were not the focus of the picture but happened to be caught in the background when the picture was taken.***
 - A copy of the magazine picture was submitted as part of the complaint. It does show Vasquez and Krahling in the background of the picture with their arms around each other. It should be noted that there were other Clerk's Office employees shown in the same picture appear to be standing in close proximity with their arms around each other. **Vasquez's and Krahling's behavior does not appear to be inappropriate given the context of the picture.**
- ***Some employee's benefiting from Krahling's and Vasquez's relationship including allegations of pre-selection of Vasquez friends for vacant positions in the Clerk's Office including Ashley Beyer, Natalie Zawada and Abraham Sanchez.***
 - Zawada is a former employee. No current phone number could be located to contact her.
 - Beyer is no longer employed by the County. Beyer denied knowing Vasquez prior to her employment with the County.
 - Beyer was identified to Human Resources as the person to fill the Communications Coordinator position. **This supports the allegation of pre-selection but it does not appear to be based on a friendship with Vasquez prior to employment with Doña Ana County.**
 - Sanchez is currently employed by the Clerk's Office. He also denied knowing Vasquez prior to employment with the County.
 - **The allegation of Vasquez selecting friends for positions in the Clerk's Office based on friendships Vasquez had prior to employment at Doña Ana County could not be substantiated.**
- ***Padilla was asked by Krahling whether Padilla thought there was anything inappropriate going on between Krahling and Vasquez. Following that discussion, Krahling and Vasquez made comments about Padilla spending too much time in the Board of County Commissioner (BOCC) meetings and plans to remove the BOCC duties from her position.***
 - Krahling did propose having Padilla's job description revised to remove duties related to attending the BOCC meetings and taking minutes. Krahling proposed that the duties be assigned to Recording & Filing Lead Delgado.
 - Delgado reported that she was to be the backup to Padilla in case Padilla was unable to attend the BOCC meeting.
 - Krahling's explanation to Human Resources was that he wanted to update Padilla's job description as it was outdated. He also advised HR that he wanted to

remove her BOCC duties and move those duties to the Staff Coordinator position he was attempting to create for Delgado. **Krahling's naming Delgado as the future Staff Coordinator supports the allegations of pre-selection.**

- **Ultimately, Padilla's duties were not changed so there was no retaliation.**

While the information contained in the investigations does not support the allegation of a hostile work environment as defined by the Equal Employment Opportunity Commission (EEOC), the intimate relationship between Krahling and Vasquez had a negative impact on the Clerk's Office employees. It was the source of gossip and distraction from performing the work of the Clerk's office and created the perception among some employees of favoritism and preferential treatment both for Vasquez and those who were believed to be friends of hers.

The intimate relationship between Krahling and Vasquez is a clear violation of Human Resource Policy 2-6. Personal Relationships (*attachment 4*) which states in part ***"A personal relationship is defined as a consensual, mutually acceptable relationship between individuals who have or have had a relationship of a romantic or intimate nature. The County reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who occupy any level in the same line of authority that may affect employment decisions. Supervisors are prohibited from dating or otherwise engaging in an intimate or romantic relationship with subordinates and may be disciplined for such actions up to and including termination."***

Krahling's conduct as described above also violated Human Resources Policy 2-5. Conflict of Interest and Code of Ethics, sections A.1., A.2., and A.17. (*attachment 5*). Section A.1. defines conflict of interest as ***"a business activity or relationship with another organization or person, which may compromise employee or volunteer loyalty to the County or which may create the appearance of impropriety."*** Section A.2. states ***"All Elected Officials, political appointees, employees or volunteers shall comply with the New Mexico statutes and County rules that regulate conduct of governmental employees and officials. Disclosure and/or disqualification from taking official action are required in the event of a real or potential conflict of interest."*** Section A. 17. states ***"Department head, Elected Official, political appointee or supervisor shall not hire, nor give preferential treatment to, nor direct the hiring or giving of preferential treatment to any relative, friend, or other person."***

All parties should be reminded of *Doña Ana County Policy 2-2 Discrimination D. 4*. It is a violation of DAC policy to retaliate against any employee who takes one of the following actions: filing a complaint of discrimination, participating in a discrimination investigation, opposing discriminatory practices or exercising any other right under federal anti-discrimination laws. The County will not tolerate employment-based retaliation and any violation should be reported immediately. Individuals violating this policy will be subject to disciplinary action, up to and including termination.

Attachments:

1. Kronos Workforce Audit Report
2. Wiki Notes

3. Picture from *Tu Revista Latina*
4. Policy 2-6. Personal Relationships
5. Policy 2-5. Conflict of Interest and Code of Ethics

cc: Nelson Goodin, County Attorney

X	Mon 7/30
X	Tue 7/31
X	Wed 8/01
X	Thu 8/02
X	Fri 8/03
X	Sat 8/04
X	Sun 8/05
X	Mon 8/06
X	Tue 8/07
X	Wed 8/08
X	Thu 8/09
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X	Sat 8/11
X	Sun 8/12
X	Mon 8/13
X	Tue 8/14

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12/06/2016	12:30	Add Punch	InPunch		12/09/2016	14:43 (GMT -07:00)...	scotkr:gwfc::10...	Timecard Editor
12/06/2016	12:00 [18:22]	Edit Punch	InPunch		12/09/2016	14:43 (GMT -07:00)...	scotkr:gwfc::10...	Timecard Editor
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12/13/2016	12:00	Add Punch	OutPunch		12/13/2016	17:11 (GMT -07:00)...	scotkr:gwfc::10...	Timecard Editor
12/13/2016	12:30	Add Punch	OutPunch		12/13/2016	17:11 (GMT -07:00)...	scotkr:gwfc::10...	Timecard Editor
12/17/2016	12:26	Add Punch	InPunch		12/13/2016	17:11 (GMT -07:00)...	scotkr:gwfc::10...	Timecard Editor
12/17/2016	16:10	Add Punch	InPunch		12/13/2016	17:11 (GMT -07:00)...	scotkr:gwfc::10...	Timecard Editor
1/26/2017	8:30	Add Punch	OutPunch		12/19/2016	8:29 (GMT -07:00)...	scotkr:gwfc::10...	Timecard Editor
1/26/2017	13:30	Add Punch	InPunch		12/19/2016	8:29 (GMT -07:00)...	scotkr:gwfc::10...	Timecard Editor
1/26/2017	14:00	Add Punch	OutPunch		12/19/2016	8:29 (GMT -07:00)...	scotkr:gwfc::10...	Timecard Editor
1/26/2017	20:30	Add Punch	OutPunch		12/19/2016	8:29 (GMT -07:00)...	scotkr:gwfc::10...	Timecard Editor
2/01/2017	13:00	Add Punch	InPunch		12/19/2016	8:29 (GMT -07:00)...	scotkr:gwfc::10...	Timecard Editor

All changes made
by Krahling below
this line.

2/01/2017	17:09	Add Punch	OutPunch	2/02/2017	12:26 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
2/03/2017	13:00	Add Punch	InPunch	2/02/2017	12:26 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
2/03/2017	17:45	Add Punch	OutPunch	2/04/2017	12:17 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
2/03/2017	12:00[17:45]	Edit Punch	OutPunch	2/04/2017	12:17 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
2/06/2017	12:00	Add Punch	OutPunch	2/04/2017	12:17 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
2/06/2017	13:00	Add Punch	InPunch	2/06/2017	17:24 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
2/13/2017	13:00	Add Punch	InPunch	2/06/2017	17:24 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
2/13/2017	17:54	Add Punch	InPunch	2/15/2017	8:45 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
2/13/2017	12:00[17:54]	Edit Punch	OutPunch	2/15/2017	8:45 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
2/14/2017	17:45	Add Punch	OutPunch	2/15/2017	8:45 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
2/15/2017	13:00	Add Punch	OutPunch	2/15/2017	8:45 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
2/15/2017	12:00	Add Punch	InPunch	2/15/2017	8:45 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
2/16/2017	8:00	Add Punch	OutPunch	2/15/2017	16:13 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
2/17/2017	16:30	Add Punch	InPunch	2/15/2017	16:13 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
2/18/2017	11:00	Add Punch	OutPunch	2/16/2017	8:55 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
2/18/2017	15:30	Add Punch	InPunch	2/17/2017	16:40 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
3/02/2017	14:00	Add Punch	InPunch	2/21/2017	8:46 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
3/04/2017	5:30	Add Punch	OutPunch	2/21/2017	8:46 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
3/03/2017	17:36 [5:30]	Edit Punch	OutPunch	3/03/2017	12:06 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
3/03/2017	17:32[17:36]	Edit Punch	OutPunch	3/03/2017	17:31 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
3/07/2017	13:30	Add Punch	OutPunch	3/03/2017	17:32 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
3/07/2017	14:30	Add Punch	OutPunch	3/03/2017	17:32 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
3/14/2017	16:10[15:50]	Edit Punch	InPunch	3/07/2017	14:50 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
3/20/2017	8:30	Add Punch	InPunch	3/07/2017	14:50 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
3/20/2017	8:30	Add Comment to Pun...	InPunch	3/14/2017	15:53 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
3/31/2017	8:30	Add Punch	InPunch	3/20/2017	10:57 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
3/31/2017	13:46	Add Punch	InPunch	3/20/2017	10:57 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
3/31/2017	12:46[13:46]	Edit Punch	InPunch	3/31/2017	13:47 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
3/31/2017	12:46	Add Comment to Pun...	InPunch	3/31/2017	13:47 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
3/31/2017	13:46	Add Comment to Pun...	InPunch	3/31/2017	13:53 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
4/07/2017	13:21	Add Punch	InPunch	3/31/2017	13:53 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
4/07/2017	13:21	Add Comment to Pun...	InPunch	4/07/2017	15:26 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
4/10/2017	13:10	Add Punch	InPunch	4/07/2017	15:26 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
4/10/2017	12:40	Add Comment to Pun...	InPunch	4/10/2017	13:29 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
4/10/2017	12:40[13:10]	Edit Punch	InPunch	4/10/2017	13:29 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
4/16/2017	9:45	Add Punch	InPunch	4/15/2017	12:15 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
4/15/2017	12:15	Add Punch	OutPunch	4/15/2017	12:15 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
4/15/2017	9:45	Add Comment to Pun...	OutPunch	4/15/2017	12:15 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
5/26/2017	18:03	Add Punch	OutPunch	4/15/2017	12:15 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
5/26/2017	8:30[14:41]	Edit Punch	OutPunch	5/30/2017	8:22 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
5/26/2017	14:41[15:36]	Edit Punch	OutPunch	5/30/2017	8:22 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
5/26/2017	15:36[18:03]	Edit Punch	OutPunch	5/30/2017	8:22 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
5/26/2017	8:30	Add Comment to Pun...	OutPunch	5/30/2017	8:22 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
5/31/2017	14:00	Add Punch	InPunch	5/30/2017	8:22 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
5/31/2017	20:04	Add Punch	OutPunch	5/30/2017	8:22 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
5/31/2017	13:00[20:04]	Edit Punch	OutPunch	6/01/2017	8:35 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
5/31/2017	13:00	Add Comment to Pun...	OutPunch	6/01/2017	8:35 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
6/29/2017	14:23	Add Punch	InPunch	6/01/2017	8:35 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
6/29/2017	14:23	Add Comment to Pun...	InPunch	6/29/2017	14:43 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
8/28/2017	8:30[11:08]	Edit Punch	InPunch	6/29/2017	14:43 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
8/28/2017	8:30	Add Comment to Pun...	InPunch	8/29/2017	15:49 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor
8/29/2017	11:30	Add Punch	OutPunch	8/29/2017	15:49 (GMT -07:00) ...	scotlkr.gowfc::10...	Timecard Editor

5/31/2017	20:04	Add Punch	Out Punch	Working Off Site	8:55 (GMT -07:00) ...	scotlr.gowfc:10...	Timecard Editor
5/31/2017	13:00 [20:04]	Edit Punch		Working Off Site	8:35 (GMT -07:00) ...	scotlr.gowfc:10...	Timecard Editor
5/31/2017	13:00	Add Comment to Pun...	In Punch	Missed Punch	8:35 (GMT -07:00) ...	scotlr.gowfc:10...	Timecard Editor
6/29/2017	14:23	Add Punch	In Punch	Missed Punch	14:43 (GMT -07:00) ...	scotlr.gowfc:10...	Timecard Editor
6/29/2017	14:23	Add Comment to Pun...		Working Off Site	14:43 (GMT -07:00) ...	scotlr.gowfc:10...	Timecard Editor
8/28/2017	8:30 [11:08]	Edit Punch		Working Off Site	15:48 (GMT -07:00) ...	scotlr.gowfc:10...	Timecard Editor
8/28/2017	8:30	Add Comment to Pun...		Working Off Site	15:48 (GMT -07:00) ...	scotlr.gowfc:10...	Timecard Editor
8/28/2017	11:30	Add Punch	Out Punch	Missed Punch	15:48 (GMT -07:00) ...	scotlr.gowfc:10...	Timecard Editor
8/29/2017	12:30	Add Punch	In Punch	Missed Punch	15:50 (GMT -07:00) ...	scotlr.gowfc:10...	Timecard Editor
8/29/2017	12:30	Add Comment to Pun...	In Punch	Missed Punch	15:50 (GMT -07:00) ...	scotlr.gowfc:10...	Timecard Editor
9/08/2017	14:34	Add Punch	In Punch	Missed Punch	15:50 (GMT -07:00) ...	scotlr.gowfc:10...	Timecard Editor
9/08/2017	14:34	Add Comment to Pun...	In Punch	Missed Punch	8:48 (GMT -07:00) ...	scotlr.gowfc:10...	Timecard Editor
9/16/2017	7:30	Add Punch	In Punch	Missed Punch	8:48 (GMT -07:00) ...	scotlr.gowfc:10...	Timecard Editor
9/16/2017	7:30	Add Comment to Pun...	In Punch	Missed Punch	16:20 (GMT -07:00) ...	scotlr.gowfc:10...	Timecard Editor
9/20/2017	8:00	Add Punch	In Punch	Missed Punch	16:20 (GMT -07:00) ...	scotlr.gowfc:10...	Timecard Editor
9/20/2017	8:00	Add Comment to Pun...	In Punch	Working Off Site	8:42 (GMT -07:00) ...	scotlr.gowfc:10...	Timecard Editor
7/05/2016	8:40	Add Punch	In Punch	Working Off Site	8:42 (GMT -07:00) ...	scotlr.gowfc:10...	Timecard Editor
7/05/2016	17:12	Add Punch		Working Off Site	8:43 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/11/2016	8:10	Add Punch			17:13 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/11/2016	13:10	Add Punch			8:12 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/11/2016	14:22	Add Punch			13:12 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/11/2016	17:15	Add Punch			14:23 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/12/2016	8:03	Add Punch			17:16 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/12/2016	10:03	Add Punch			8:05 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/12/2016	12:58	Add Punch			10:05 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/12/2016	17:17	Add Punch			13:00 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/13/2016	8:00	Add Punch			17:17 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/13/2016	17:30	Add Punch			8:02 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/14/2016	8:07	Add Punch			17:30 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/14/2016	12:48	Add Punch			8:08 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/14/2016	14:40	Add Punch			12:50 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/14/2016	17:08	Add Punch			14:41 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/15/2016	8:04	Add Punch			17:10 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/15/2016	17:09	Add Punch			8:08 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/18/2016	7:51	Add Punch			17:10 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/18/2016	13:01	Add Punch			7:52 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/18/2016	13:52	Add Punch			13:02 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/18/2016	17:18	Add Punch			13:54 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/19/2016	8:02	Add Punch			17:18 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/19/2016	12:02	Add Punch			8:03 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/19/2016	13:10	Add Punch			12:03 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/19/2016	17:08	Add Punch			13:12 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/19/2016	7:59	Add Punch			8:01 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/20/2016	10:27	Add Punch			17:08 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/20/2016	13:23	Add Punch			10:29 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/20/2016	17:05	Add Punch			13:24 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/21/2016	7:50	Add Punch			17:07 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/21/2016	12:35	Add Punch			7:52 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/21/2016	13:20	Add Punch			12:36 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/21/2016	18:30	Add Punch			13:22 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/22/2016	8:03	Add Punch			18:31 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...
7/22/2016					8:05 (GMT -07:00) ...	SuperUser.gowfc:	Workforce Device M...

Every punch below
this line is by
Vasquez

2.

Dona Ana County > Software Training Page > Workforce Cen

Comments and Notes

Adding comments is mandatory. Comments are also needed for your audit trail should be self explanatory; the auditor should not want to speak to you. Here some examples, but the basic format should be Where (location) and What (activity).

Add Comment

Comments

- Adjustment per Mgmt
- Approved OT
- Double Punch
- Emergency
- GPS data collected from the phone
- Missed Punch
- Non-Emergency
- Orientation
- Training
- Working Off Site

Note

Attending a continuing education class at the National Guard armory

OK Cancel Help

An example is Training.

Select the 'Comments' Training.

Then your note is specific about the training and location.

Retrieved from "[http://wiki/Software Training Page/Workforce Central/Comments and Notes](http://wiki/Software_Training_Page/Workforce_Central/Comments_and_Notes)"

You must login to post a comment.

Provided by
Maggie Cetillo
8/14/18

Directions from training
Any manual punch or
editing requires a
comment.

3.

Additional to Cindy Padilla's EEO
Complaint.

JAN 17 2018

BY: RC@b40

H.D. Ashling /HR

2016 Hispanic/Latino Heritage



*



2-6. PERSONAL RELATIONSHIPS.

- A. A personal relationship is defined as a consensual, mutually acceptable relationship between individuals who have or have had a relationship of a romantic or intimate nature. The County reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who occupy positions at any level in the same line of authority that may affect employment decisions. Supervisors are prohibited from dating or otherwise engaging in an intimate or romantic relationship with subordinates and may be disciplined for such actions, up to and including termination of employment.
- B. Interpersonal relationships within the working environment shall be professional at all times. Personal, familial or romantic involvement on the part of an employee with an outside provider of goods or services, or with another employee of the County, may create a potential conflict of interest. Those relationships that impair an employee's ability to exercise good judgment in the performance of his/her duties for the County are discouraged and may be cause for discipline up to and including termination of employment.
- C. In the event that a supervisor becomes aware of a conflict of interest, created by a consensual relationship, the supervisor shall investigate and take appropriate action pursuant to this policy and section 10-2 Disciplinary Action

2-5. CONFLICT OF INTEREST AND CODE OF ETHICS.

A. Conflict of Interest and Ethical Principles.

1. The County defines "conflict of interest" as a business activity or relationship with another organization or person, which may compromise employee or volunteer loyalty to the County or which may create the appearance of an impropriety.
2. All Elected Officials, political appointees, employees or volunteers shall comply with the New Mexico statutes and county rules that regulate the conduct of governmental employees and officials. Disclosure and/or disqualification from taking official action are required in the event of a real or potential conflict of interest.
3. An Elected Official, political appointee, employee or volunteer shall not seek or accept any reward, gift, service, favor, employment, engagement or economic opportunity in excess of \$25. This restriction does not apply to meals.
4. An Elected Official, political appointee, employee or volunteer shall not use his/her position with the County to secure or grant unwarranted privileges, preferences, exemptions or advantages for himself/herself, any member of his/her household, any business entity in which he/she has a monetary interest, or any other person.
5. An Elected Official, political appointee, employee or volunteer shall not participate as an agent of government in the negotiation or execution of a contract between the County and any private business in which he/she has a significant monetary interest.
6. An Elected Official, political appointee, employee or volunteer shall not accept any salary, retainer, augmentation, expense allowance, or other compensation from any private source for the performance of his/her duties as an official or employee.
7. An Elected Official, political appointee, employee or volunteer shall not perform services which may jeopardize the interest of the County, or otherwise detract from the employee's ability to perform his/her duties and responsibilities.
8. If an Elected Official, political appointee, employee or volunteer acquires, through his/her public duties or relationships, any information which by law or practice is not at the time available to people generally, he/she shall not use the information to further the monetary interests of himself/herself or any other person or business entity.
9. An Elected Official, political appointee, employee or volunteer shall not suppress any governmental report or other document because it might tend to affect his/her personal or monetary interests.

10. An Elected Official, political appointee, employee or volunteer shall not use governmental time, property (including monies or funds), assets (including personnel) equipment, or other facility whether tangible or intangible for illegal purposes or to benefit his/her personal gain or financial interests.
 11. An Elected Official, political appointee, or employee or volunteer shall not attempt to benefit his/her personal or financial interests through the influence of a subordinate.
 12. An Elected Official, political appointee, employee or volunteer shall not seek other employment or contracts through the use of his/her official position.
 13. An Elected Official, political appointee, employee or volunteer shall not, in any manner, directly or indirectly, receive any commission, personal profit, or compensation of any kind resulting from any contract or otherwise engage in another transaction that is adverse to the interest of the County.
 14. Elected officials and supervisors shall not ask subordinates to perform duties that fall outside the employee's scope of employment duties for the County, or that provide a direct or indirect personal benefit to the supervisor, their respective families or business associates.
 15. Violations of the above may result in an elected official or appointee's censure or an employee or volunteer's discipline, up to and including termination of employment.
 16. Elected Officials, political appointees, employees and volunteers are also governed by the separate Code of Conduct adopted by the Board of County Commissioners and violations may result in an elected official or appointee's censure or an employee or volunteer's discipline, up to and including termination of employment.
 17. Department head, Elected Official, political appointee or supervisor shall not hire, nor give preferential treatment to, nor direct the hiring or giving of preferential treatment to, any relative, friend or other person.
- B. Duty to Complete Annual Financial Disclosure form. County elected officials, employees and volunteers shall report any real, apparent or potential conflict of interest or commitment to their supervisors. The primary means of doing this is through the completion of the Conflict of Interest Disclosure form upon hire and on an annual basis, with disclosure updates submitted on the basis of changes in circumstance. Completed disclosure forms will be approved by the employee's department head or director, and submitted for approval to the responsible County official. Maintenance of the form is the responsibility of the Internal Auditor's office.
- C. Duty to Report Suspected Ethical Violations. See 2-12.

Reports of Misconduct or Wrongdoing.

D. Freedom from Retaliation. See 2-12. Reports of Misconduct or Wrongdoing.