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1 BE IT RESOLVED BY THE COUNCIL, THE GOVERNING BODY OF THE CITY OF
2 ALBUQUERQUE:

3 Section 1. Program Administration and Enrollment.

4 The Public Service Ethics and Code of Conduct Training Program shall be
5 administered by the Human Resources Department. All designated City
6 officials, elected officials, classified staff in a position grade of “M14”and
7 “E14” and above, and all executive and senior level unclassified staff, will be
8 enrolled in the program following the certification of each regular municipal
9 election. Beginning in 2017, all designated officials and staff shall receive
10 course login information through their City email accounts from the City of
11 Albuquerque Public Service University no later than January 1st of the year
12 following a regular municipal election year.

13 Section 2. Program Completion Requirements.

14 All persons designated under Section 1 above shall be required to complete
15 the Public Service Ethics and Code of Conduct Training Program by January
16 31st of the year immediately following a regular municipal election. All
17 completed certifications will be valid for two years.

18 Section 3. Course Completion Publication.

19 Course Completion or non-completion will be noted by the name of each
20 person designated under Section 1 above on the “Transparency” portal on the
21 City of Albuquerque’s main website. The Human Resources Department is
22 hereby directed to update and manage this information by the end of the
23 second quarter of the year following a regular municipal election cycle.

24 Section 4. New Employees.

25 All newly employed persons designated under Section 1 above shall be
26 required to complete the Public Service Ethics and Code of Conduct Training
27 Program 30 days after their date of hire. All completed certifications will be
28 valid until after the next regular municipal election. Course Completion or non-
29 completion will be noted according to section 3 above.

30 Section 5. Program Content Updates.

31 The Human Resources Department and Legal Department are hereby directed
32 to work in conjunction to periodically update the Public Service Ethics and

1 Code of Conduct Training Program content to reflect any necessary revisions
2 and include any additional resources that are deemed pertinent to the training.

3 Section 6. Pilot Program.

4 A Public Service Ethics and Code of Conduct Training pilot program shall go
5 into effect May 1, 2016. Under this pilot program all persons designated under
6 Section 1 shall receive course login information through their City email
7 accounts from the City of Albuquerque Public Service University no later than
8 May 1, 2016, and shall complete the Public Service Ethics and Code of
9 Conduct Training Program by June 30, 2016. Course Completion or non-
10 completion will be noted by the name of each person designated under
11 Section 1 above on the “Transparency” portal on the City of Albuquerque’s
12 main website by August of 2016. The permanent program described in
13 Sections 1-5 above shall become effective after the 2017 regular municipal
14 election.

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