

# Administrative Office of the Courts

## General Personnel Policy

### ATTENDANCE AT MANDATORY TRAINING AND CONFERENCES

#### PURPOSE

The purpose of this policy is to establish guidelines by which an employee or magistrate judge may request to be excused from attending mandatory training and conferences.

#### POLICY

It is the policy of the Administrative Office of the Courts that employees and magistrate judges attend training and conferences when mandated to do so; and that the appropriate approval be obtained for any absences.

#### APPLICABILITY

This policy applies to all Administrative Office of the Courts' and magistrate courts' employees and judges.

#### PROVISIONS

##### A. Employees

1. If an employee knows in advance of the need to be excused from any portion of a mandatory training or conference, he or she must request, in writing, approval for the absence from his or her immediate supervisor and the Director of the Administrative Office of the Courts. If the mandatory training or conference is sponsored by the Judicial Education Center (JEC), the Administrative Office of the Courts will advise JEC of the approved absence.
2. Once a mandatory training or conference has begun, if an employee is unable to attend any portion of it, the employee must notify his or her supervisor, or designee, immediately of the need to be absent. In addition, if the mandatory training or conference is sponsored by the JEC, the supervisor, or his or her designee, must notify JEC of the absence.
3. When the employee's absence requires him or her to be away from the training or conference and the workplace as well, the employee must request leave in accordance with the New Mexico Judicial Branch Personnel Rules.

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**Inquiries:** Administrative Office of the Courts, Human Resources Division

**Distribution:** All employees of the Administrative Office of the Courts and the magistrate courts.

**Retain until superseded.**

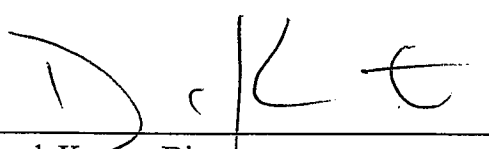
B. Judges

1. If a judge knows in advance of the need to be excused from any portion of a mandatory training or conference, he or she must request, in writing, approval for the absence from the Director of the Administrative Office of the Courts. If the mandatory training or conference is sponsored by the Judicial Education Center (JEC), the Administrative Office of the Courts will advise JEC of the approved absence.
2. Once a mandatory training or conference has begun, if the judge is unable to attend any portion of it, the judge must notify the Director of the Administrative Office of the Courts, or his or her designee, immediately of the need to be absent. In addition, if the mandatory training or conference is sponsored by the JEC, the Director of the Administrative Office of the Courts, or his or her designee, will notify JEC of the absence.

ENFORCEMENT

- A. An employee who fails to abide by the provisions of this policy shall be considered absent without leave (AWOL). AWOL is grounds for disciplinary action up to and including termination.
- B. A magistrate judge who fails to abide by the provisions of this policy may be referred by the Director of the Administrative Office of the Courts to the New Mexico Supreme Court pursuant to the rules governing judicial education, Rule 25-104. That rule states that the New Mexico Supreme Court may suspend or remove any magistrate judge for failure to attend mandatory training.

Effective Date: 12-1-95

  
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 Deborah Kanter, Director  
 Administrative Office of the Courts

Date: 12-1-95

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