



**State of New Mexico
Workers' Compensation Administration
Employee Policies**



SUBJECT: State Vehicle Use

POLICY NUMBER:
EFFECTIVE DATE:

Purpose:

To establish guidelines regarding the use of state vehicles by Workers' Compensation Administration employees in accordance with the General Services Department's Transportation Services Division's (TSD) rules and applicable New Mexico State laws.

Policy:

In accordance with State rules, only authorized drivers and passengers may occupy state vehicles except as otherwise provided herein. Pertinent agency policies as well as policies from the applicable rule from the General Services department follow:

It is agency policy that state vehicles be used when available rather than personal vehicles for official business. In circumstances where an employee chooses to take their own vehicle (1) when a state owned vehicle is *not* available as verified by the vehicle coordinator or (2) when coming to the office for a state vehicle would add at least 30 minutes to the employees travel each direction, then the employee shall be reimbursed by the WCA for 100% of the mileage to and from the destination for official duties. In all other circumstances where a state vehicle *is* available and an employee chooses to take their own vehicle instead, then the WCA shall reimburse 50% of the mileage to and from the destination for official duties. (See Procedures No. 1)

The agency does not allow an employee the personal use of a state owned vehicle. There are no exceptions to this.

Authorized driver means a state employee holding a valid New Mexico driver's license and a defensive driving certificate from an approved course, and who is permitted to use a state vehicle in the furtherance of official state business. A valid New Mexico driver's license does not include provisional, limited, restricted or administrative permits. Defensive driving certificates must be filed with the WCA Vehicle Coordinator.

Authorized passenger means a state employee or official who is permitted to occupy a state vehicle in furtherance of official state business or a person who has received *prior* authorization from the Director of the State Transportation Services Division to occupy a state vehicle. (Examples of passengers for whom the Workers' Compensation Administration will seek approval to be passengers in state vehicles are student interns and individuals who are assisting the agency in conducting its business.)

State vehicle means agency owned or motor pool leased vehicle, for the purpose of this policy.

A. Documents required in State Vehicles

Each vehicle shall have current copies in the glove compartment of instructions, list of authorized purchases, and statewide gasoline vendors; vehicle manual and maintenance specifications, emergency repair instructions and procedures, and auto accident forms.

B. Authorized Drivers and Passengers

- a. Only authorized passengers may occupy a state vehicle. The sponsor of a non-state employee must obtain written authorization through the WCA Vehicle Coordinator before that person can occupy a state vehicle. **(See Procedures No. 2)**
- b. The WCA Director may suspend or revoke the state vehicle operator privileges of any state employee who permits a person who is not an authorized driver to operate a state vehicle; or who transports or permits the transportation of a person who is not an authorized passenger. In addition, such WCA employee may be held personally liable to the extent permitted by law for any liability for personal injury, death or property damage arising out of unauthorized use or occupancy of a state vehicle.
- c. This does not mean that an employee cannot render emergency aid or assistance to any person.

C. Defensive Driving Course

- a. WCA employees who operate a state vehicle must have a current New Mexico driver's license and defensive driving certificate from an approved course. **(See Procedures No. 3)**
- b. Employees who are required to travel as a part of their official duties must secure certification and re-certify every four years.

D. Traffic Laws and Operator Conduct

- a. WCA employees will obey applicable traffic laws while operating a state vehicle. Employees must also exercise appropriate caution and not engage in discourteous behavior or conduct while driving. Drivers shall not use a state vehicle for inappropriate or illegal activities. Authorized drivers shall only use a cell phone with a hands-free device while operating a state vehicle, provided the local governing authority doesn't ban the use of cellular telephones in cars. Drivers using a state vehicle must not exceed posted speed limits. If a driver is issued a traffic citation or parking ticket while operating a state vehicle, he or she is personally responsible for taking care of it. If the Transportation Services Division (TSD) receives a traffic citation or parking ticket involving the WCA-leased vehicle, the TSD Director will forward it to the WCA.

- b. Use of Alcohol, Controlled Substances, Drugs, Tobacco and Possession of Weapons Prohibited; occupancy by Pets Prohibited. Agency employees shall not operate a state vehicle while under the influence of intoxicating alcohol, controlled substances, or drugs. WCA employees will not operate a state vehicle when a legal (prescription or non-prescription) drug has been consumed that results in one being incapable of operating a vehicle in a safe and responsible manner. Employees shall not smoke or use tobacco products of any kind in a state vehicle.
- c. No person shall transport alcohol or illegal drugs in a state vehicle. No one will possess or transport a weapon while operating a state vehicle. WCA employees will not transport pets in a state vehicle at any time.
- d. Seat Belt Use. All drivers and occupants of state vehicles will wear seat belts. Drivers will also observe the child safety and passenger restraint laws when transporting a minor in a state vehicle. Violation of this law may result in loss of state vehicle operator privileges

E. Use of Fuel Credit Cards

- a. **Assignment:** Gasoline credit cards are exclusively assigned to each State of New Mexico vehicle and should remain with the Facilities Management office and not in the employees' possession. Store the card in the protective sleeve and out of direct sunlight or other heat sources. The fuel card must contain a unique number on it identifying it to the vehicle. This should be the vehicle license plate number or a unique fixed asset number that is tied back to the vehicle that the card is assigned to.
- b. When an employee checks out a vehicle the keys and credit card will be issued to them. State-wide vendor listing, credit card procedure, vehicle registration, insurance card, mileage log and emergency numbers will be stored in the glove compartment of each vehicle. It is preferred that you use a service requisition (state-wide price agreement) for towing whenever possible. If the vehicle is under warranty call the roadside assistance number in the owner's manual or the number on the window.
- c. **Fuel Card Use:** The gasoline credit card **is to be used only for State of New Mexico owned vehicles**. It is not to be used to purchase fuel for privately owned vehicles. If a vehicle has less than $\frac{3}{4}$'s of a tank of fuel left upon returning to the office, the employee must re-fuel the vehicle before returning it.
- d. Misuse of the gasoline credit card will result in administrative, disciplinary and/or criminal action by the Department up to and including termination.

- e. **Mileage Entry:** When purchasing items with the fuel card you are required to enter the exact current mileage at the time of purchase (do not include tenths).
- f. **Authorized Purchases:** Employees may purchase the following items with the fuel card:
 - a. Fuel – unleaded regular gas, diesel, alternative fuel only at a self service station
 - b. Oil (only to add, not to replace)
 - c. Tire repair
 - d. Washer fluid, antifreeze, and other fluids may be purchased on an emergency basis
 - e. Emergency repairs not to exceed \$100.00 without WCA Vehicle Coordinator approval.
 - f. Emergency purchases exceeding \$100.00 must receive approval from the agency's fuel card account manager.
- g. The fuel card is not to be used for routine service or repairs: this includes oil changes, etc. The fuel card is to be used only at authorized vendors.
- h. **Personal Identification Number (PIN):** In order to use the card, each authorized employee must have a Personal Identification Number (PIN). A PIN (six digits) must be requested from the gasoline account manager in your agency at least 24 hours in advance of anticipated use. Once a PIN has been issued, **the employee is not to share the PIN** with anyone else or let someone else use the PIN. Any employee found sharing his/her PIN or using someone else's will be disciplined up to and including termination.
- i. **Travel Information Forms:** Every time a state vehicle is used, a travel information form will be completed by the employee. Each form will contain the following information: date, employee name, beginning and ending mileage and destination. The WCA Vehicle Coordinator will maintain a log that tracks the type of fuel purchased, how many gallons, total cost, and other vehicle costs and purchases. Maintaining this log will allow the WCA Vehicle Coordinator to perform random verifications of fuel purchases. This log will also be used for audits comparing actual gas receipts against vehicle usage. Individual trip tickets can also be used to substantiate vehicle usage.
- j. **Problems at the Pump:** If a problem is encountered at the time of purchase, the driver should contact Wright Express immediately from the vendor location; use the 800 number on the back of the card. This will allow Wright Express to determine if the problem is with the card, the PIN, the vendor's equipment, or the system. Most problems may be handled manually processing the purchase; this may be done only with authorization from Wright Express using the 800 number.

- k. **Lost, Damaged or Stolen Cards:** It is the responsibility of the vehicle operator to report a lost, damaged or stolen card to their agency fuel card account manager within one working day of the discovery.

F. Authorization to take a State Vehicle Home

WCA employees may be allowed to take a state vehicle home in certain infrequent situations related to state travel when it makes good business sense or in other situations where there is a compelling state interest. Approval pursuant to this paragraph is made on a per-instance or short-term basis. This section is meant to apply in instances such as when an employee is going to travel on state business and the employee's home is closer to the point of destination than is the office. (See Procedure No.4)

G. Suspension of Privileges to operate a State Vehicle

- a. The WCA Director may suspend or revoke an employee's state vehicle operator privileges for failure to comply with any provision of this policy. The WCA will report each suspension or revocation to the TSD Director. Upon request from the WCA, the TSD Director will provide the names of any state employee whose state vehicle operator privileges have been suspended or revoked.
- b. It is the responsibility of the employee to keep the WCA informed of any action regarding revocation or suspension of their New Mexico driver's license. The TSD Director reviews employee driving records semiannually for all state employees authorized to drive a state vehicle, and the current driving records of any individual upon receipt of a police report or complaint of alleged vehicle abuse. The TSD Director will review all complaints of alleged abuse, fraud, waste or abuse involving state vehicles, and will forward them to the WCA Vehicle Coordinator. The WCA reserves the right to review driving records at any time if appropriate.

H. Emergency Repairs and Mechanical Breakdown

WCA employees will immediately take steps to correct any mechanical or operating problem that occurs while a state vehicle is in operation. In no case will a driver continue to operate a state vehicle if continued operation could endanger any person or property.

I. Under-Utilization of State Vehicles

WCA Facilities Management is responsible for developing a rotation plan. Vehicles will be rotated in accordance with the WCA rotation plan to ensure proper vehicle utilization.

J. Permission to drive a state owned vehicle out of state

The TSD Director must approve out-of-state travel in state vehicles in advance. The employee needing to drive a state owned vehicle out of state will request a waiver by submitting a letter to the WCA Vehicle Coordinator then the Facilities Manager will request permission from the TSD Director and the Facilities manager may request a six month waiver or on a need by need bases depending on the request from the employee. (See Procedures No. 5)

K. Accidents and Accident Reporting

An authorized driver will file a police accident report for any auto accident in a state vehicle as soon as possible, especially if there is property damage, bodily injury or the authorized driver is at fault. The authorized driver will provide a copy of the police accident report to the WCA Vehicle Coordinator. If the authorized driver did not file a police accident report, the WCA Vehicle Coordinator must complete the Automobile Loss notice and include the authorized driver's written statement describing the accident in detail. The WCA reserves the right to conduct investigations and take disciplinary action against employees, who are found negligent in operating a state vehicle.

Procedures:

- A. Authorization to use personal vehicle:** Employees requesting authorization to use personal vehicle must certify in the *Itemized Schedule of Travel Expenditure Form* and in the *Travel Authorization Request for Reimbursement Form* the reason he or she is requesting mileage reimbursement and must certify that he or she has at least the state mandated minimum insurance on the personal vehicle.
- B. Authorized Passenger Request:** An employee planning to have a non-state employee or non-state public official as a passenger in a state vehicle needs to submit a written request in advance to the WCA Vehicle Coordinator through the employee's immediate supervisor.
- C. Defensive Driving Training:** contact the WCA Training Coordinator for class scheduling, training requests, certification and re-certification requirements. When employees must drive, but have not passed the defensive driving course, a waiver may be requested from the WCA Vehicle Coordinator, who will seek approval from TSD (in making the request, the driver must be enrolled in the next available defensive driving course.) the WCA Vehicle Coordinator maintains a list of current authorized drivers and certification/re-certification dates.

D. Authorization to take State Car home: Employee needs to write a memorandum and route it to the WCA Coordinator through the employee's immediate supervisor. The request must indicate the reason(s) justifying taking a state car home. If WCA Vehicle Coordinator has concerns about the request, the Facilities Manager will be consulted.

E. Authorization to travel in a State Vehicle Out of State: Employees needing to use a state vehicle to travel out of state must request permission from the WCA Vehicle Coordinator by providing the following:

- a. Exact date(s) of travel and destination.
- b. Identify driver(s) and provide driver license number(s) and a copy of last National Safety Council Certified Defensive Driving Course certificate.
- c. Provide purpose of travel.
- d. Provide license plate number of vehicle(s) to be used.
- e. Provide facsimile and telephone numbers.
- f. Approval **must** be kept in vehicle with agency request.

Note: Requests for waivers submitted with fewer than 10 working days may result in denial of agencies request to travel.

- g. The Vehicle Coordinator will obtain the proper approvals for out of state travel.

WCA employees will sign an acknowledgement stating they have read this policy and will obey New Mexico traffic laws. This acknowledgement will be placed in the employees personnel file. Failure to abide by this policy may result in disciplinary action up to or including termination.

Approved:

Ned S. Fuller
Director

Date



**State of New Mexico
Workers' Compensation Administration
Employee Policies**



SUBJECT: Employee Parking

**POLICY NUMBER:
EFFECTIVE DATE:**

Purpose:

The purpose of this policy is to identify where agency employees may park their vehicles during the agency's business hours.

Policy:

- A. A parking area for the agency's visitors which allows for easy building access will be designated for each agency building.
- B. Reserved parking will be designated for official state vehicles.
- C. Unless otherwise stated herein, administration employees shall not park in areas designated for visitors or official state vehicles.
- D. The agency is not responsible for any loss or theft to a vehicle parked in an agency parking area.
- E. Agency employees away from the agency on official business in a state vehicle may park their personal vehicle in the reserved parking for official vehicles during the travel period.

Approved:

Ned S. Fuller
Director, NM Workers' Compensation Administration

Date



**State of New Mexico
Workers' Compensation Administration
Employee Policies**



SUBJECT: Facilities Management: Emergency Situations

**POLICY NUMBER:
EFFECTIVE DATE:**

Purpose:

The purpose of this procedure is to establish guidelines for agency employees in the event of an emergency situation including threats of physical harm or verbal abuse, unwanted intrusions, civil disorder or bomb threats.

Procedures:

A. Reporting an Emergency Incident

1. Any employee receiving or witnessing threats of physical harm or verbal abuse, unwanted intrusions or civil disorder will immediately contact the security guard, facilities manager, or a supervisor whoever is physically closest.
2. The supervisor, security officer or facilities manager responding to the emergency incident will use their discretion in attempting to intervene or calling the local police for assistance. If there is any reasonable concern of harm to an individual or property, then the police should be called immediately. The supervisor should err on the side of caution in protecting employees and clients.
3. Employees involved in or witnessing a situation may be asked to complete a written statement regarding the incident as soon after the incident as possible.

B. Threatening Telephone Calls

- a. An employee receiving a threatening phone call will transfer the call to a supervisor. The supervisor will exercise professionalism and make detailed notes of the conversation. At the conclusion of the conversation, the supervisor will report the call up the chain of supervision immediately. Senior management will make a determination regarding steps to ensure the safety of the employees and public. The employees handling the call will be asked to complete a written statement which must be submitted to their immediate supervisor. At any time during the telephone call should the person threaten violence, the employee will contact the police immediately.
- b. In the event of a bomb threat, the employee will terminate the call, notify the supervisor, exit the building and contact the police, in that order.
- c. If a threat or situation poses a danger to the safety and security of agency employees, the supervisor who has responded or been made aware of the situation, will immediately report the event to the highest ranking level of management available, who will take appropriate action.

C. Emergency Evacuations

- a. In the event of an emergency, the senior manager present will direct all agency employees to evacuate the building (fire, bomb threats, etc.). Employees will:
- b. Proceed to the nearest emergency exit as described in the evacuation map. Employees will refrain from using the elevator. Agency supervisors will assist any handicapped or disabled persons in evacuating the building. Agency supervisors are responsible for ensuring that all employees in the area have exited the building, shutting off lights and closing doors before leaving the building.
- c. Move directly to the open area designated on the evacuation map.
- d. Gather with the other employees from their bureau. Supervisors will be responsible for ensuring that all employees in their bureaus have evacuated safely. Employees may not leave the vicinity. Employees who leave the vicinity without supervisory approval will be placed on absence without leave and may be subject to disciplinary action.
- e. Wait for instructions from the senior manager available. Once a signal is given to re-enter the building, employees will return to their work areas.

D. Other

The Loss Control Committee will coordinate and conduct emergency evacuations on at least once each year in each agency office.

Approved:

Ned S. Fuller

Director, NM Workers' Compensation Administration

Date

	State of New Mexico Workers' Compensation Administration Employee Policies	
SUBJECT: Badges		POLICY NUMBER: EFFECTIVE DATE:

Purpose:

The purpose of this policy is to define the use of identification/security badges in the buildings of the Workers' Compensation Administration.

Policy:

- A. To maintain security for the WCA Albuquerque Office, all visitors will enter the building through the main entrance at the front of the building. Badges will be issued to all persons who want to move beyond the security station in the foyer.
- B. Assignment of a badge to employees of the WCA allows them to move freely throughout buildings designated for use by the WCA. Secondly, the employee badges may also be used for identification purposes when working in the field.
- C. Assignment of a badge to anyone other than WCA employees will be done according to Paragraph 2 under Procedures.
- D. Except for employees of the WCA, badges must be visibly displayed on the person to whom they are assigned.

Procedures:

A. Issuance of Badges

- a. Photo badges will be issued by the Facilities Manager to all employees of the WCA. Badges issued to employees in the Albuquerque office will also provide electronic access through secured doors during business hours. Employees from field offices will be able to obtain a temporary badge allowing door access from the Receptionist when working in the Albuquerque office
- b. New employees of the WCA will receive their badges with new employee orientation after they have signed the Access Badge Acknowledgment, filed it with Human Resources Office, and had their picture taken by WCA staff. Employees who are terminated or resign will turn in their badges to their supervisors. Supervisors will collect badges before employees leave.
- c. The security officers posted at the entrance of the foyer will issue badges to other persons entering the building. These badges will have no pictures and no electronic access, and receipt of the badge will require the recipient's signature

with arrival date and time on the available log upon entering and signature with departing date and time upon exiting the building.

B. Access Indicated by Color Coding

- a. Public Access Badge - Red badges allow public access in the WCA Albuquerque building to the foyer, Clerk of the Court desk, mediation rooms, and courtrooms without escort. If a person with a red badge has a need to move beyond these areas, he/she must acquire another badge at the security station.
- b. Building Access Badge – Yellow badges allow access to all areas of the WCA Albuquerque building with an escort. Visitors will be accompanied to and from their destinations with a WCA employee. Exceptions to this will be persons who attend scheduled meetings in the training room such as for Advisory Council meetings, brown bag lunches, and training activities sponsored by the WCA or other State agencies. Participants will be required to log out a yellow badge, and they will have to be admitted through the electronic doors at the base of the main stairs by a WCA employee, but a WCA employee does not need to accompany them to the training room. Access to the second level restrooms and the drinking fountain adjacent to the second level restrooms will not require an escort, but visitors to functions in the training room do not have access to any other areas without an escort.
- c. Contractor's Badge – Green badges allow contractors to move to their work sites and to other sites necessary to complete their given tasks for that visit after they have been escorted through any electronic doors.
- d. Contractors with recurring WCA business, such as contract court monitors, may, with the written approval of the appropriate deputy director, assistant director, or director, be issued a badge which will allow secured-door access to the Albuquerque building. This is limited to those contractors who are in the building several times per week.

C. Replacement of Employee Badge

- a. It is anticipated that on rare occasions employees will forget their badges when they come to work at the WCA Albuquerque building. For this purpose, the Facilities Manager will prepare some temporary employee badges without pictures but with the capacity to open electronic doors and will leave them with the Receptionist at the entrance to the building. To check out a temporary badge for the day, the employee without a badge will request a temporary badge from the Receptionist who will have the employee complete a sign out log. The badge must be returned to the Receptionist at the end of each day of use. The employee may use the temporary badge for up to six (6) consecutive work days. If the

employee has not located his/her permanent badge, he/she must request a new permanent badge.

- b. Should a badge be lost or stolen, it must be reported to the Facilities Manager immediately, and the Facilities Manager will initiate replacement of the badge to the employee. There will be no charge for the first lost badge. For the second and any subsequent lost badges, the employee who loses the badge will pay the current replacement cost to replace the badge..

D. Visitors of Employees

A visitor coming to see an employee will receive a badge at the security station, and the security officer will send the visitor to the Receptionist who will call the employee to escort the visitor in the building. Visitors must normally enter the building through the front door.

E. Other

- A. The WCA reserves the right to deny a visitor's badge or entrance into the building or work areas when deemed appropriate or necessary.
- B. Employees are asked to contact a security officer if the employee notes visitors who are not wearing badges and/or are in unauthorized areas.
- C. Only the employee to whom any assigned badge is issued will use it. Using your badge to let a fellow employee(s) through a security entrance to the building is normally a common courtesy and good manners. The intentional circumventing of security systems through regular or consistent use of other employee's cards, or with the receptionist's repeated assistance, is inappropriate and a violation of security procedures (protocols).

Approved:

Ned S. Fuller

Director, NM Workers' Compensation Administration

Date



**State of New Mexico
Workers' Compensation Administration
Employee Policies**



SUBJECT: Smoking

POLICY NUMBER:
EFFECTIVE DATE:

Purpose:

The purpose of this policy is to provide agency employees with a healthy and smoke free work environment. In accordance with the New Mexico Clean Indoor Air Act, the Workers Compensation Administration recognizes its responsibility to protect the health of nonsmokers who visit or work in a public building.

Procedures:

- A. Smoking will not be permitted in any WCA owned or leased agency facility.
- B. The senior manager in each agency building will designate an outdoor smoking area for employees. The Executive Deputy Director for Support Services will designate an outdoor smoking area for the regional office areas.
- C. Employees interested in smoking cessation programs are encouraged to contact the Human Resources Office who will refer the employee to local area resources and programs.
- D. Smoking will not be permitted in any WCA owned or leased vehicle.
- E. Agency employees in violation of this policy may be subject to disciplinary action up to and including dismissal.

Approved:

Ned S. Fuller
Director, NM Workers' Compensation Administration

Date

	State of New Mexico Workers' Compensation Administration Employee Policies	

Purpose:

The purpose of this procedure is to coordinate and clarify the processing and delivery of agency mail.

Procedures:

A. Mail Distribution

- a. The agency's mail will be picked up from the Post Office between 7:00 a.m. and 7:30 a.m. on each agency business day.
- b. The mail processing staff will open, stamp, sort and distribute all incoming mail, whether it is delivered to the WCA building, picked up at the Post Office, or received via inter-agency or internal mail, by 9:00 a.m. each business day.
- c. The mail processing staff will distribute mail and collect any out-going mail each morning and afternoon. Priority for mail sorting and distribution is mail intended for the Clerk of the Court and mail contained any monies, letters of credit, surety bonds, certificates of deposit or any other financial document.
- d. All agency mail will be date stamped by the mail processing staff, preferably in the upper right corner of the correspondence, except when stamp would render unreadable any part of the printed matter.
- e. All certified mail to be processed must be in the mailroom by 4:00 p.m. each day in order to meet mailing requirements and time constraints. All other non-certified mail must be dropped off at the mailroom no later than 4:30 p.m. each day in order to be processed and sent out the same day.

B. Processing Letters of Credit

- a. Upon receiving a letter of credit, surety bond, certificate of deposit, or amendment to these documents, the mail processing staff will contact the Self-Insurance Audit Supervisor to have the document picked up personally. The mail processing staff will keep the document in a lock box until it is picked up by the Self-Insurance Audit Staff. The mail processing staff will maintain a log for all such documents and will have Audit Staff sign the log when a document is picked up.

- b. The Audit Staff will promptly retrieve the document from the mail processing staff and then store the document in a secure, locked location.
- c. In consultation with the General Counsel's Office, the Audit Staff will determine if any action is needed when such documents are received. The Audit Staff is responsible for monitoring document expiration dates, if any.

C. Cash Processing Procedure

- a. All staff receiving any monies will promptly deliver those monies to the Clerk of the Court. The Clerk of the Court will prepare the receipt and provide notice to effected bureaus and provide monies to the Financial Management Bureau by 9:00 a.m. the following business day
- b. The Financial Management staff will complete appropriate paperwork and will deposit the funds in accordance with Department of Finance regulations as soon as possible and in no circumstances later than 24 hours from the time initially received by the WCA.
- c. All parties involved will maintain monies received in a secure, locked area while it is in their possession.

D. Field Offices

- a. The mail processing staff will maintain delivery slots for each of the field offices for non-urgent correspondence or transmittals. Items left in these slots will be delivered to the field offices by WCA staff when they make their monthly visits. Use of these delivery slots will minimize costs by avoiding unnecessary mail or courier charges.
- b. Correspondence or items that cannot wait for the next delivery by WCA staff may be mailed or sent via courier service as appropriate.

Approved:

Ned S. Fuller
Director, NM Workers' Compensation Administration

Date