



Employee Responsibility Agreement

Office of Human Resources

ENMU Station 21 | 1500 S Ave K | Portales, NM 88130

Phone: 575.562.2115 | Fax: 575.562.2547 | personnel.office@enmu.edu

Upon completion of this form you may print, sign and return to Office of Human Resources, ENMU Station 21, or digitally sign and email the form to personnel.office@enmu.edu.

Financial Disclosure

New Mexico law requires state employees to provide a complete disclosure statement of their financial interests in entities which have, or to the best knowledge of the employee, seek to have business dealings with their employer. Please indicate any financial interest that you or a member of your immediate family may have with any company or organization that may seek to do business with Eastern New Mexico University. Examples of financial interest include serving as an owner, employee or agent of or an officer, board member, director, trustee or partner in the company.

Name	Company/Organization	Role
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Acknowledgement and Signature

My signature indicates that I have fully disclosed any financial conflicts of interest (above) or I have none to declare. If circumstances alter these facts, I understand that I have the obligation to contact Eastern New Mexico University's Office for Human Resources to update or modify this form.

I have also received information about Eastern New Mexico University's polices relating to Drug-Free Workplace, Sexual Assault, Sexual Harassment, ADA, Family Medical Leave Act, the Violence Against Women (V AWA) Act, Clery Act, Emergency Management and other policies and revisions to current University policies and health monitoring and safety requirements relating to COVID-19. I agree to comply with these and all University policies.

Employee name: Last: _____ First: _____ Middle: _____

ENMU ID number: _____

Employee signature

Date