



# New Mexico State Personnel Board

## State Personnel Office

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### General Memorandum 2011 – 006 (Revised)

Date: March 1, 2019

To: Cabinet Secretaries, Agency Heads, and all Classified and Exempt Employees in the Executive Branch of New Mexico State Government

From: Pamela D. Coleman, State Personnel Director

Subject: Inclement Weather

#### PURPOSE:

To establish guidelines that shall govern leave usage for purposes of inclement weather affecting the starting/ending times of a workday or the closure of state facilities.

This revision of General Memorandum 2011-006 is effective as of the date of this memorandum and modifies the procedures regarding announcements of office delays and/or closures due to inclement weather.

#### APPLICABILITY:

All classified and exempt employees in the Executive Branch of New Mexico State Government.

#### POLICY:

During inclement weather, it is the responsibility of the individual employee to report to work as close as possible to normal work time, as the nature of work and services state government provides, in the majority of cases, prohibit the curtailment of these services. All employees must always defer and follow their respective Agency's policies and procedures, as well as their chain of command for all communication related to inclement weather.

Upon the delay of the work day, closing of state facilities, or staggering the release times of employees in accord with the procedures below, employees affected will be granted administrative leave subject to the following provisions:

- State facilities and employees who provide health and safety services for the state, must remain in service during inclement weather conditions. It is the responsibility of Cabinet Secretaries, Agency Heads, or their designees to determine which employees are required to report to work based upon their functions within their respective departments that are necessary to remain open during inclement weather conditions (“essential employees”).
- Essential employees will remain on their regular pay rate and will not be granted a future credit of administrative leave hours, unless department or agency policies and procedures provide otherwise.
- Employees, who are affected by the authorized delayed start of the work day due to inclement weather conditions and not required to report to work (“non-essential employees”), will be granted administrative leave for the amount of time of the school delay or closure mentioned in the Procedure section below.
- Employees who are already on approved leave when a closure occurs may not substitute administrative leave for the period of closure.

**PROCEDURE:**

The following outlines the procedure for any announcements related to state facility delays and/or closures due to inclement weather.

1. State Facilities. State facilities will follow the inclement weather delays/closures of the school district where they are located. For example, if Santa Fe Public Schools (“SFPS”) delays opening or closes early, state facilities in Santa Fe will do likewise; if SFPS closes for an entire day, state facilities in Santa Fe will do likewise.
2. Employees. Non-essential employees will follow the inclement weather delays or closures of the school district of their primary residence (“home town”), regardless of where the employees are normally assigned to work (“duty station”). For example, if an employee’s duty station is open, but the employee’s home town school district is delayed/closed, the employee will be granted administrative leave for the amount of time of the employee’s home town school district delay/closure to allow for the employee’s safe travel to and from work. If an employee’s duty station is closed, but their home town school district is open, the employee will be granted administrative leave for the amount of time of the employee’s duty location school delay/closure. Essential employees are required to report to work as directed by their agency or department.

All state employees should stay tuned to school district announcements on radio and television stations, websites, emails, and texts so that they are aware of relevant state facility delays and closures. If school is not in session, such as during winter break, the State Personnel Office will announce delays/closures on its website for Albuquerque and Santa Fe facilities; delays/closures for facilities outside of Santa Fe and Albuquerque will be announced by Cabinet Secretaries, Agency Heads, or their designees.

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