



# New Mexico State Personnel Board State Personnel Office

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## General Memorandum 2011 – 006 (Revised)

Date: November 21, 2013

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

From: Eugene J. Moser, 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.

### 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 during inclement weather, 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 necessary to the health and safety of 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.
- State employees who are required to work during a closure due to inclement weather will remain on their regular pay rate and will not be granted a future credit of administrative leave hours.
- State 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, will be granted administrative leave for the amount of time authorized by the appointing authority due to the delay.
- State employees who arrive late to work due to inclement weather conditions when the State facility has not been closed may be excused only if the appointing authority determines, in his or her discretion, that the lateness was reasonable.
- State employees who are already on approved leave when a closure occurs may not substitute administrative leave for the period of closure.

**PROCEDURE:**

**1. The Santa Fe or Albuquerque Metropolitan Areas**

The following will outline the procedure with regard to any announcements related to office delays and/or closures due to inclement weather within the Santa Fe or Albuquerque Metropolitan areas. The Santa Fe or Albuquerque Metropolitan areas are defined as Santa Fe or Albuquerque and its surrounding communities within a 35-mile radius.

Any state facility delays and/or closures within the Santa Fe or Albuquerque Metropolitan areas will be derived by the following protocol:

- The Cabinet Secretaries of the Department of Transportation (DOT) and the Department of Public Safety (DPS) will discuss road condition reports;

- The DPS Secretary will provide an accident/safety report to the Director of the State Personnel Office (SPO);
- The SPO Director will contact the Governor's Chief of Staff who will make a final determination on any office delay or closure within the Santa Fe and/or Albuquerque metropolitan areas;
- Assigned SPO staff upon notification by the SPO Director will:
  - contact DPS who will post the announcement on the NIXLE system for automated e-mail and/or text message delivery system to subscribers (Instructions for signing up for the NIXLE alerts can be accessed at the State Personnel Office website ([www.spo.state.nm.us](http://www.spo.state.nm.us)));
  - update the State Personnel Office website with a delay or closure announcement; and
  - team up with the primary local television stations KRQE News 13, KOAT Action 7 News, and KOB Eyewitness News 4, and KKOB 770 AM radio station to disseminate the information during inclement weather days.

It is the goal to have any decision and/or announcement made by 5:30 a.m. However, given the unpredictability of the weather this may not always be accomplished.

## 2. Outside of the Santa Fe or Albuquerque Metropolitan Areas

State facilities outside of the Santa Fe or Albuquerque Metropolitan areas will **not** be affected by the Governor's determination of delay or closure due to inclement weather. Cabinet Secretaries, Agency Heads, or their designees with state facilities outside of the Santa Fe or Albuquerque Metropolitan areas **may** delay the start of the work day and/or close State facilities outside of the Santa Fe or Albuquerque Metropolitan areas during times of inclement weather affecting those regions and specific facilities. Employees outside of the Santa Fe or Albuquerque Metropolitan area are required to defer to and follow their Agency's established policies and procedures related to inclement weather and/or delays or closures.

As always, and in addition to this memorandum, all employees are required to follow their standard agency policy for inclement weather as well as their chain of command.

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