

NEW MEXICO
STATE PERSONNEL OFFICE

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General Memorandum 2011 - 006 (Revised)

Date: September 25, 2023
To: Cabinet Secretaries, Agency Heads, and all Classified and Exempt Employees in the Executive Branch of New Mexico State Government
From: Dylan K. Lange, Acting Director 
Subject: Inclement Weather Policy & Procedure

PURPOSE

To establish guidelines that govern leave usage for purposes of inclement weather affecting the starting and 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 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 the work and services state government provides, in most cases, prohibits the curtailment of these services.

- All employees must defer to and follow their respective agency's policies and procedures, as well as their chain of command, for all communication related to inclement weather.
- State facilities and employees who provide health and safety services for the state ("essential employees") must remain in service during inclement

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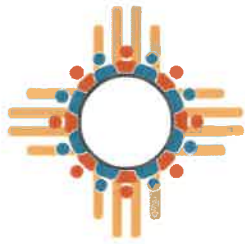
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weather conditions. It is the responsibility of Cabinet Secretaries, Agency Heads, or their designees to determine which employees are essential employees and are required to report to work during inclement weather based upon the employees' function within their respective departments.

- Essential employees are required to report to work as directed by their agency or department.
- Essential employees will remain at their regular pay rate and will not be granted future credit of administrative leave hours unless department or agency policies and procedures provide otherwise.
- Employees who are not required to report to work during inclement weather ("non-essential employees") will be granted administrative leave for the time of any authorized delay to the start of the workday, early closing of state facilities, or staggered release times of employees, as provided in the procedure section below.
- Non-essential employees who are already on approved leave when a delay or closure occurs may not substitute administrative leave for approved leave during the delay or closure.
- **The State Personnel Office ("SPO") will announce ALL closures on its website for all state facilities.** If school is not in session, such as during winter break, delays or closures for state facilities will be announced on the SPO website.

PROCEDURE

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

1. **State Facilities.**

All state facilities will follow only the inclement weather *delays* of their local school districts. Inclement weather *closures* will be determined separately from local school districts and state facility *closures* will be announced on the SPO website. For example, if SFPS delays opening the schools by two hours, state facilities in Santa Fe will delay their opening by two hours. However, if SFPS closes school for the entire day, state facilities in Santa Fe may not close



for the entire day and non-essential employees must refer to the SPO website for announcements of state facilities closures.

2. **Employees.**

All non-essential employees will follow only the inclement weather *delays* of their local public school district. Inclement weather *closures* will be determined separately from their local public-school districts. For example, if SFPS delays opening the schools by two hours, non-essential employees in SFPS or whose location of work (“duty station”) is in Santa Fe, will be granted two hours of administrative leave to allow for the employee’s safe travel to and from work. However, if SFPS closes school for an entire day, state facilities may not close for the entire day and non-essential employees must refer to the SPO website for announcements of state facilities closures. Likewise, non-essential employees whose hometown is outside SFPS will follow only the inclement weather *delays* of their local school district, regardless of the employees’ duty station. For example, if an employee’s duty station is open, but the employee’s local school district is delayed, the employee will be granted administrative leave for the time of the employee’s local school district delay, to allow for the employee’s safe travel to and from work. Conversely, if a non-essential employee’s duty station is delayed, but their local school district is open, the employee will be granted administrative leave for the time of the employee’s duty station school delay. However, a non-essential employee will not be required to report for the day only if their duty station is closed as announced on the SPO website.

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