

New Mexico State Personnel Board

State Personnel Office

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General Memorandum 2011 – 006 (Revised)

Date: July 19, 2021

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

From: Ricky Serna, State Personnel Acting 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 the work and services state government provides, in the majority of cases, prohibits the curtailment of these services. All employees must always 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.

Upon the delay of the workday, 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 during inclement weather based upon the employees' function within their respective departments ("essential employees").
- Essential employees will remain at 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 an authorized delay or closure due to inclement weather and not required to report to work ("non-essential employees"), will be granted administrative leave for the amount of time of the delay or closure, as provided in the Procedure section below.
- Employees who telework from home are not affected by inclement weather delays and closures and are expected to maintain their regular work schedule.
- 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.

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 delayed or 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, again, to allow for the employee's safe travel to and from work. 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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Revised: November 21, 2013; March 1, 2019; July 19, 2021