



State Records Center and Archives
New Mexico Commission of Public Records

SERIES: Human Resources (SRCA 400)

NUMBER: SRCA-404

TITLE: Inclement Weather Policy

PURPOSE: To establish the conditions and circumstances under which administrative leave may be granted in the event of hazardous road and weather conditions.

SCOPE: This policy applies to all SRCA employees.

DEFINITIONS:

“Inclement or hazardous weather” means a natural occurrence that creates dangerous driving conditions or any weather or other environmental condition (including but not limited to flooding, fire, tornado, or earthquake) which is determined by authorized federal or state official or the State Records Administrator, or designee, to create a safety hazard in terms of driving conditions.

“Hazardous road conditions” means any public road’s status of a temporary nature resulting from inclement or hazardous weather circumstances or any other local or regional condition for which an emergency has been declared by any authorized federal or state official or the State Records Administrator, or designee, to create a safety hazard in terms of driving conditions.

“SRCA” means the New Mexico Commission of Public Records - State Records Center and Archives.

A. GENERAL PROVISIONS: It is the responsibility of each SRCA employee to report to work as close as possible to normal work time during inclement weather.

B. DELAY, EARLY RELEASE OR CLOSURE: When inclement weather impairs driving conditions, a delay, early release or office closure may be announced. Employees are instructed to consult the State Personnel Office (SPO) website and/or contact their direct supervisor. In the absence of a formal announcement of closure or delay, employees shall assume SRCA is open for regular business.

C. SRCA NOTIFICATION SYSTEM: The SRCA may develop and maintain a Notification System to be used by management to quickly notify employees of agency closures or delays by sending text messages to employee cell phones. Participation is voluntary. To be included, an employee must submit their phone number and service provider to the Human Resources Manager. It is the responsibility of each employee to update their number if changed.

D. ADMINISTRATIVE LEAVE: Administrative leave may be granted by the State Records Administrator for inclement weather when driving conditions make travel dangerous. The State Records Administrator shall approve closures and delays authorized by the governor but may also authorize other closures or delays. Unless the State Records Administrator deems the circumstances justified, administrative leave for inclement weather shall not be granted on an individual basis but rather shall apply to all employees or to all employees within a designated geographical area.

If administrative leave is not granted, an employee who believes travel would be dangerous because of weather conditions may use annual leave, subject to the approval of their supervisor. If the leave is for late arrival, the employee must call their supervisor by no later than 8:15 a.m. to request the leave. If the employee is already in route and encounters what they believe to be dangerous weather conditions and cannot meet the 8:15 call-in deadline, they must call as soon as practicable. The employee must submit a leave form for the annual leave immediately upon arriving at or returning to work.

The purpose of administrative leave granted for inclement weather is to allow employees extra time to get to work or to get home safely because road conditions make travel dangerous. The administrative leave is granted only to those employees who report to work. If an employee had already scheduled leave on a day that inclement weather occurs, the employee will not be granted administrative leave for anytime that leave was already approved.

[N, 3/7/2014]

APPROVED:



John Hyrum Martinez
State Records Administrator

EFFECTIVE DATE:

March 7, 2014