

**GENERAL ADMINISTRATION
EMPLOYEE**

043 GENERAL OFFICE POLICIES**043.4 Hazardous Roads/Weather Policy****043.4.1 Purpose**

This policy sets forth the conditions and circumstances under which administrative leave may be granted in the event of hazardous road and weather conditions. It demonstrates concern for the safety of the employee balanced with the need to maintain human services when at all possible. Hazardous road and weather conditions in this policy refer to road and weather conditions in the immediate area where the worksite is located. Unless a decision has been made by the appropriate authority to delay opening of the office or to close the office, 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 provided by state government prohibit the curtailment of these services.

043.4.2 Definitions

- A. “Inclement or hazardous weather”: For purposes of this policy, “inclement or hazardous weather” means a natural occurrence which will create dangerous driving conditions or any weather or other environmental condition (including but not limited to flooding, fire, tornado, or earthquake) which is determined by the Department of Transportation, the state police, or other law enforcement official to create a safety hazard in terms of driving conditions.
- B. “Hazardous road conditions”: For purposes of this policy, “hazardous road conditions” means any public road’s status of a temporary nature resulting from any 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 and which is determined by the Department of Transportation, the state police, or other law enforcement official to create a safety hazard in terms of driving conditions.
- C. “Field Office”: For purposes of this policy, “field office” is the Income Support Division (ISD) unit at the local level responsible for the direct administration of ISD’s food, medical, energy, and financial assistance programs, the Child Support Enforcement Division unit at the local level responsible for the direct administration of child support programs and activities, and the Office of Inspector General (OIG) offices outside Santa Fe. Other HSD employees may be housed within these offices and come under the jurisdiction of this policy.

043.4.3 Delays, Closing, Arriving Late

- A. The Governor's Office or the HSD Office of the Secretary will make final decisions regarding delays or closing Santa Fe Central, Santa Fe field offices, and Albuquerque. If no decision is made by the Governor's Office, the order of authority for making these decisions is the Secretary, Deputy Secretary, and then the Communications Director.
- B. When local school districts outside of Santa Fe and Albuquerque are on a 2 hour delay due to inclement weather, field offices outside of Santa Fe and Albuquerque will also be on a 2 hour delay. However, when local school districts are closed for more than 2 hours, it does not mean that the field offices will be closed for that time. If local school districts are on a 2 hour delay, field office management are responsible to inform the Director's Office of such delays, prior to the start of the work day. If there is an inconsistency or question, the Office of the Secretary should be contacted for clarification. The Governor's Office or the Office of the Secretary in consultation with the ISD and CSED directors will make final decisions regarding closing of field offices in excess of 2 hours outside Santa Fe and Albuquerque. The action of local school districts as announced on local television and/or radio news stations or media websites will be considered in making decisions on the scope and length of closures. Decisions will also be informed by concerns expressed by various HSD managers located in the same geographic area. Any concerns about delaying or closing shall be conveyed by field office management speaking directly to the Division Director or his/her designee. Voicemail or email notification is not acceptable. The Division Directors Offices can be contacted by cell phone in the event these offices are closed.
- C. Individuals may not be granted administrative leave for delay or inability to arrive at work because they live outside their assigned place of employment and administrative leave will not be granted when the employee is late due to travel difficulties.
- D. Administrative leave may be granted only if the office is closed or delayed for everyone. If an office is closed after some employees have already arrived at work, administrative leave will still be granted only after a decision is made to close the office for everyone.
- E. When a decision to delay an office has been made and the employee is still unable to arrive at work, administrative leave will be authorized for the official delay period. The supervisors may make a judgment about how to manage the balance leave time for the employee (see below, Section F).
- F. When a decision has not been made to delay opening or close the office, employees who make personal choices to delay coming to work or not to come to work because of weather must call their supervisor to advise him/her of the

decision. The supervisors may make a judgment about how to manage the time of employees:

1. Employees may be allowed to work from another office if possible; or
 2. Employees may be allowed to make up time on other days within FLSA guidelines; or
 3. Employees may work from home when appropriate; or
 4. Employees may be required to take annual leave or available compensatory for those hours he/she is unable to get into the office.
- G. Local media may be only contacted about decisions to close or delay opening an office by the HSD Communications Director.

043.4.4 Leaving Early

When inclement weather begins during normal working hours, staff should seek the guidance of their supervisors and office managers who should call the appropriate Division Director. Staff should NOT contact the Office of the Governor, the State Personnel Office or the HSD Office of the Secretary.

043.4.5 Status of Employees on Leave

If an office closes or if employees are granted administrative leave to arrive late or leave early because of hazardous road conditions, employees already on annual leave, sick leave, compensatory time off or other types of paid or unpaid leave are not credited with any administrative leave for hazardous road conditions.

043.4.6 Notification and Approval Procedures

- A. Consistent with the Inclement Weather-Work Delay/Office Closure guidelines from the State Personnel Office, the announcement to delay or close will be made as soon as practical via local television and radio stations. Information will also be available on media websites, the SPO website, office “telephone trees”, and the State Information Line for Office Delays and Closures (866-654-3828). Employees are instructed to tune into their local television and radio stations for this information. They are not to phone the Governor’s office or State Personnel Office.
- B. Managers shall check with the appropriate Division Director for guidance when in doubt.
- C. Offices closing for more than one day shall secure approval from the Division Director or designee.

- D. The ISD and CSED Director or their designee must inform the ASD Director's office when administrative leave has been granted for all or part of a day in field offices outside Santa Fe or Albuquerque.
- E. Any delays or closures must be conveyed by the Division Director to the Communications Director or his/her designee. Voicemail or email notification is not acceptable. The Communications Office can be contacted by cell phone in the event the office is closed.

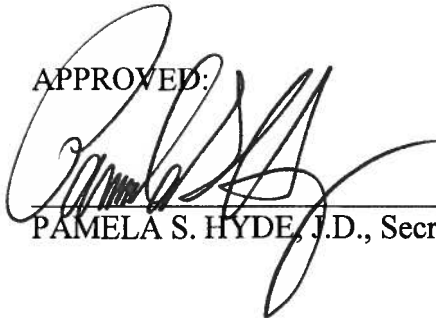
043.4.7 Instructions from the Governor's Office

Instructions from the Governor's office (or the State Personnel Office on behalf of the Governor's office) concerning office closings because of road conditions supersede provisions of this policy where applicable. No administrative leave is granted in the Santa Fe or Albuquerque area because of road conditions without specific instructions from the Governor's office or the Office of the Secretary.

043.4.8 References

HSD Administrative Leave Policy

APPROVED:



PAMELA S. HYDE, J.D., Secretary

DATE:



2/25/09