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## Interim Policy & Procedure Memorandum

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**ISD-IPP 15-14**

**TO: ISD Employees**

**FROM:  Marilyn Martinez, Director, Income Support Division**

**RE: ISD Travel Protocol**

**DATE: July 6, 2015**

**IPP Purpose: The purpose of the ISD Drivers Protocol is to ensure employees are safe and not put in danger when out of town travel is required with their daily work activities.**

**This protocol goes into effect on July 2, 2015.**

- An employee must make arrangements to spend the night if required to travel to and from a worksite other than their designated worksite, for two (2) or more consecutive days, and if the travel to and from the worksite would extend the workday more than two (2) hours. This means that an employee's workday cannot be extended beyond an eleven (11) hour period to include lunch and breaks, due to travel to and from an out of town worksite. (Reminder: All training overnight stays are coordinated through Central Office.)
- If the employee's job assignments are in the same geographical location, and the employee is unable to complete these assignments within the eleven (11) hour period, the employee will be required to spend the night. For Example, if an employee is stationed at the Santa Fe office and needs to complete work in Las Cruces and Alamogordo, an overnight stay would be required. Employees would not be authorized to commute to and from each location on two different days.
- If the employee is unable to complete the work and travel to and from the out of town worksite within the eleven (11) hour period, the employee must communicate this to their supervisor or chain of command.
- If at any time an employee's feels that their required out of town travel is putting themselves at risk of injury, the employee must inform their immediate supervisor
- Any exceptions to this protocol will be on a case by case basis and needs the approval from one of ISD's Deputy Directors or the Division Director
- The ISD Travel Protocol applies to all ISD employees with the exception of those employees who are drivers for the Food and Nutrition (FANS) Bureau.

If you have questions regarding this IPP, please contact Robert Chavez, Deputy Director at 505-827-7220 or by email: [Robert.chavez@state.nm.us](mailto:Robert.chavez@state.nm.us)