

CITY OF ALBUQUERQUE

Office of the Mayor/ Chief Administrative Officer



INTEROFFICE MEMORANDUM

To: Department Directors

From: Sarita Nair, Chief Administrative Officer *SN*

Subject: Updated City of Albuquerque Policy on Emergencies and Inclement Weather

Date: October 26, 2020

If an emergency or weather impedes the ability of employees to report for work, Department Directors should follow the guidelines and procedures in this memo. Given the wide range essential services provided to the citizens of Albuquerque on a continual basis, City government will remain open in all but the most extreme circumstances.

1. It is the responsibility of the Chief Administrative Officer to determine if a delay, early dismissal or closure is required. If the CAO declares a delay, early dismissal or closure:
 - a. The Deputy Chief of Staff will be notified immediately to disseminate information to the media.
 - b. The Deputy Chief of Staff will ensure that appropriate communications personnel notify the media, update the city website and notify 311 so the correct information can be disseminated immediately.
 - c. The Deputy Chief of Staff will ensure that employees can call 311 during extreme weather or other emergencies to hear a message regarding the status of work schedules.
 - d. The Chief of Staff or their delegate will notify each Department Director.
2. For the purposes of notifying the media, employees will be broken into two broad categories: essential and non-essential personnel. Individual department directors are responsible for determining which employees are classified as essential and non-essential and notifying the employees of their classification. This may correspond to a Director's determination of essential personnel for purposes of the COVID-19 pandemic, but it does not need to be exactly the same.
3. Any employee who is not reporting in-person to a worksite due to being on leave or telecommuting policy, including leave or telecommuting in relation to the COVID-19 pandemic, is not affected by a delay or closure, and should not take time off for a delay or closure.

4. If the City declares a delayed start to the work day:
 - a. Non-essential personnel will report to work at 10:00 a.m. or other time designated by the CAO. Non-essential City employees are encouraged to use their own discretion in deciding whether they can commute to work safely. If the employee's health or safety is at risk, responsible judgment should be used. Non-essential employees who were scheduled to work and report to work for the remainder of that scheduled day receive PLO from the start of their schedule until 10:00 a.m. or other time when City offices open. If they choose not to come in, or come in and immediately leave, they are required to use leave for the entire day, excluding sick leave, PEM, PEC or PEW. If they have no leave available (other than sick leave), such leave will have to be coded PLW.
 - b. Essential personnel will report to work per their regular schedule.
 - c. There is no "floated" PLO for those employees who actually made it to work as regularly scheduled and/or employees deemed essential.
5. If the City declares an early dismissal:
 - a. Non-essential personnel will end their work day at 3:00 p.m. or other time designated by the CAO. Non-essential City employees are encouraged to use their own discretion in deciding whether they can commute from work safely. If the employee's health or safety is at risk, responsible judgment should be used. Non-essential employees who were scheduled to work and leave work for the remainder of that scheduled day receive PLO for the difference between the end of their schedule until 5:00 p.m. or other time when City offices close.
 - b. Essential personnel will report to work per their regular schedule.
 - c. There is no "floated" PLO for those employees who actually made it to work as regularly scheduled and/or employees deemed essential.
6. If city government is required to close because of an emergency or extreme weather conditions:
 - a. Non-essential personnel will not be required to report to work at all that day.
 - b. Essential personnel are required to watch local newscasts, check online, contact their Department Director or call 311 to determine their work schedule.
7. In the event of inclement weather for which the City does not declare a delay, closure or early dismissal:
 - a. Morning Commute – Employees live in a variety of locations, and driving conditions may be different from place to place. During severe adverse weather conditions the City does not expect employees to take unnecessary risks to report to work. If an employee

decides, due to personal circumstances, that it is best not to report to work because of adverse weather conditions and if the City has not issued a closing or late opening, the employee is expected to take accrued leave other than sick leave such as (i.e. vacation, comp time, birthday leave, etc.) or leave without pay, whichever is appropriate.

- b. Normal Work Hours - If an employee decides, due to personal circumstances, that it is best to leave early because of adverse weather conditions and where the City has not issued an early dismissal, the employee must get approval from their immediate supervisor or department director and will be expected to take accrued leave other than sick leave such as (i.e. vacation, comp time, birthday leave, etc.) or leave without pay, whichever is appropriate.

If Departments have questions pertaining to this memo, please contact the Office of the Chief Administrative Officer.