City of Albuquerque

MAYOR / CAO OFFICE

Richard J. Berry, Mayor

Interoffice Memorandum **January 7, 2013**

To: **Department Directors**

From: **Robert J. Perry, Chief Administrative Officer**

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

If an emergency or weather impedes the ability of employees to report for work, the following guidelines and procedures should be followed by Department Directors. Given the vast amount of essential services provided to the citizens of Albuquerque on a continual basis, the 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.
    - Upon that determination, the Communications Director will be notified immediately to disseminate information to the media.
        - Communications Director will notify the media, update the city website and notify 311 so the correct information can be disseminated immediately.
        - If deemed necessary, the City can establish a hotline that employees can call during extreme weather or other emergencies to hear a recorded message regarding the status of work schedules.
        - The Chief Administrative Officer will notify the Administrative Director to the Mayor or delegate the responsibility to another if he/she is unavailable to notify each Department Director.

2) For the purposes of notifying the media, employees will be broken into two broad categories: critical and non-critical personnel. Individual department directors are responsible for determining which employees are classified as critical and non-critical and notifying the employees of their classification.
    - Non-critical 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. (See #'s 5 & 6 below)

3) If the City declares a delayed start to the work day, non-critical personnel will report to work at 10:00 a.m. Critical personnel will report to work per their regular schedule.

4) If city government is required to close because of an emergency or extreme weather conditions, non-critical personnel will not be required to report to work at all that day and critical personnel are required to watch local newscasts, check online, contact their Department Director or Immediate Supervisor to determine their work schedule.

5) Morning Commute – 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 where 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.

6) Normal Work Hours – In the event of severe adverse weather conditions the City does not expect employees to remain at work. If an employees 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.

Should Departments have questions pertaining to this memo please contact the Office of the Mayor/Chief Administrative Officer.