

NEW MEXICO NATIONAL GUARD
JOINT FORCES HEADQUARTERS
HUMAN RESOURCE OFFICE
47 BATAAN BOULEYARD
SANTAFE, NEW MEXICO 87508-4695

NGNM-DHR

10 December 2020

MEMORANDUM FOR All Full Time Employees of the New Mexico National Guard (NMNG)

SUBJECT: Inclement Weather Policy

1. This memorandum supersedes all previous memoranda on this subject. This memorandum contains adverse weather policy guidance for NMNG full time personnel. It applies to all National Guard Employees, Military Technicians and Active Guard Reserve (AGR) employees unless otherwise specified.
2. Our mission requires us to potentially provide emergency service in the very situation that may be driving these entities to modify or cancel their services. Employees and service members are primarily responsible for their own safety and must act accordingly taking all factors into consideration. Management will do what it can to support your decision.
3. Safety is our number one priority. Road closures enforced by local government agencies and other general warnings by local public officials for citizens to 'remain in place' are reliable indicators that conditions exist which may qualify an employee for administrative leave under this section. When inclement weather is affecting local areas, NMNG members and employees will use the website NMRoads.com as the primary method to receive the most up-to-date details/information on road conditions where they travel to and from work. Employees must remain in close contact with their supervisors to assure that all mission needs are met regardless of what delays or closures exist.
4. When hazardous weather or other emergency conditions (i.e., loss of power, water, or heat) are affecting, or are forecasted to affect, a NMNG member or employee's home of record or worksite, the Agency may approve a request for leave so that they may take care of their personal affairs. Should a member/employee choose not to come to work, or request to leave early due to deteriorating weather conditions, employees will coordinate with their supervisor to determine what leave status will be utilized. If roads are closed or the majority of employees are unable to make it to work, management may consider excused or administrative leave for the authorized absence.
5. Reporting to Work. NMNG members and employees will observe the following guidelines based on information provided by NMRoads.com:
 - a. Yellow allows employees to report to work up to one hour after the beginning of their shift;
 - b. Red allows employees to report to work up to two hour after the beginning of their shift;
 - c. Red & white indicates road closure. Employees shall remain at home and check for updates every thirty minutes for a downgrade in road conditions. Once conditions allow for safe driving, employees shall report to duty unless authorized to stay home by their supervisor.

6. Departing from Work. NMNG members and employees will observe the following guidelines based on information provided by NMRoads.com:

- a. Yellow allows employees to depart work up to one hour prior to the end of their shift;
- b. Red allows employees to depart work up to two hour prior to the end of their shift;
- c. Red & white indicates road closure. Employees shall remain at the worksite and check for updates every thirty minutes for a downgrade in road conditions. Once conditions allow for safe driving, employees shall be released by their supervisor.

7. New Mexico National Guard members and employees, working on Kirtland Air Force Base, will also use Kirtland Air Force Base (KAFB) delays or closures as a guide, but must remain in close contact with their supervisors to assure that all mission needs are covered regardless of what KAFB does.

8. We depend on all full-time personnel to use their own experience and judgement in assessing their own capability to drive safely to and from work. When hazardous weather or other emergency conditions are such, that in your judgement, you will not be able to drive to work safely, you should immediately notify your supervisor.

9. Military Technicians and Title 5 Employees Only:

- a. Administrative leave may be approved when an employee is prevented from reporting to duty, or is dismissed by the Agency prior to the end of the duty day, because hazardous weather or other emergency conditions make it unsafe or impractical for the employee to either travel from their home to the worksite, remain at the worksite, or travel from the worksite to their home.
- b. If an employee requests leave under Paragraph 6 prior to an administrative dismissal being authorized under Paragraph 7(a) then they will be charged to the appropriate leave status until the time set for dismissal.
- c. If an employee is already scheduled to be absent for the entire work shift on a day when administrative leave is approved under this policy then the entire absence is charge to the appropriate leave status requested and they will not be eligible for administrative leave.
- d. Unless notified otherwise, employees are to presume that their worksite will be operational each regular workday regardless of weather or other emergency conditions.
- e. Employees who are forced to remain at the worksite beyond their regular duty day shall be eligible for either compensatory time or overtime pay, depending on their eligibility.

8. During the COVID-19 pandemic, only mission essential personnel should be coming to work right now. If teleworking is an acceptable solution, then ensure employees are adhering to this requirement until the pandemic is resolved and employees can return to their respective work areas. In the event it is determined that an employee is required to report to work for mission accomplishment, regardless of weather conditions, the employee will receive instruction and guidance from their immediate supervisor.

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9. Questions regarding this policy should contact the undersigned at (505) 407-3600 or Ms. Tracy O'Neal at (505) 407-3601.

FOR THE ADJUTANT GENERAL:

CRAIG GILCREASE
COL, SP
Human Resources Officer