

# City of Ruidoso Downs

## Interoffice Memorandum

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**To:** Department Heads/Managers

**From:** Carol Virden, City Clerk/Administrator

**Date:** February 6, 2020

**RE:** Inclement Weather Policy 2020-01

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### **PURPOSE:**

The City of Ruidoso Downs takes employees safety seriously. In order to keep our employees safe during adverse weather conditions the City is instituting this inclement weather policy.

### **POLICY:**

During inclement weather conditions, generally ice and snow, the City of Ruidoso Downs will adhere to the Ruidoso Public Schools recommendation of a 2-hour delay. Any longer delays or the closing of schools, however, will mean ONLY the same 2-hour delay for CORD employees and NOT an all-day closure of City offices. For extreme weather events such as an all-day blizzard or extreme ice conditions, the City Clerk/Administrator may direct closure of City offices. Employees will be notified through their supervisors of additional closures. Under no circumstances will employees assume that they are excused from reporting to work for any period longer than the above mentioned 2-hour delay.

### **PROCEDURE:**

#### **Closings:**

In the event that the Ruidoso Public Schools announce cancellation of school due to snow or similar adverse weather event, all non-essential government offices and functions of the City will report to work two hours later than normal business hours (8 a.m.) unless advised that offices will be closed. This includes City Hall and Hubbard Museum of the American West. Essential government functions will operate normally, such as Police (non-administrative staff), Fire, and Public Works crews (snow removal, water maintenance, etc.). Department Heads will ensure that employees who may be called out are identified. If this is a regular workday, City employees will not be granted compensatory time or overtime unless work is conducted before or after work hours.

#### **Delays:**

Should the Ruidoso Public Schools announce a 2-hour delay, the City will also be on a 2-hour delay with the exception of the required maintenance crews and other services noted above.

## **TIMESHEET REPORTING**

- Inclement Weather day absences or delayed reporting time will not be deducted from any personal annual leave or given credit to any leave balance. This time will need to be noted on the timesheets. This time will not count as physical hours worked, so there should not be any overtime issues.
- Employees that are absent on those days due to previously scheduled vacation or sick leave will be charged for that leave.

cc: Mayor Gary L. Williams  
John Underwood, City Attorney  
Human Resources