



NEW MEXICO JUDICIAL BRANCH
GENERAL PERSONNEL POLICY AND PROCEDURE: Administrative Office of the
Courts Closure and Delay Policy

Policy No. 2023.AOC.125

Dev.: Dev: 11/10/1997; Revised 6/30/2023
Inquiries: aochrd-grp@nmcourts.gov

CLOSURE AND DELAY POLICY

1. AUTHORITY

This policy implements the New Mexico Judicial Branch Inclement Weather Policy adopted by New Mexico Supreme Court order 07-8500. It is also issued pursuant to the authority of the Director as Administrative Authority for the Administrative Office of the Court (AOC) under the New Mexico Judicial Branch Personnel Rules.

2. APPLICATION

This policy applies to all AOC employees.

3. DEFINITIONS

- A. **Marcy Street:** Means the AOC offices located at 202 E. Marcy St., Santa Fe, NM;
- B. **Lomas:** Means the AOC offices located at 111 Lomas Blvd. NW, Albuquerque, NM;
- C. **Rio Rancho:** Means the AOC offices located in Rio Rancho, NM;
- D. **Las Cruces:** Means the AOC offices located in Las Cruces, NM, and;
- E. **Judicial Entity:** Means any New Mexico District Court, appellate court or Compilation Commission.

4. DELAYED OPENING

A delayed opening means an employee's post of duty opens for business, and employees are to report for work two (2) hours after their scheduled work hours for that day. A delayed opening occurs:

- a. For Marcy Street, when Santa Fe Public Schools announces a delay for the entire school district;
- b. For Lomas, when Albuquerque Public Schools announces a delay for the entire school district;
- c. For Rio Rancho, when Rio Rancho Public Schools announces a delay for the entire school district;



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- d. For Las Cruces, when the Las Cruces Public Schools announces a delay for the entire school district;
- e. For employees with a post of duty in a Judicial Entity, when that judicial entity announces a delay, or;
- f. When the Director or Director's designee announces a delayed opening.

5. CLOSURE

A closure of an office location occurs:

- a. For Marcy Street, when Santa Fe Public Schools announces a closure for the entire school district;
- b. For Lomas, when Albuquerque Public Schools announces a closure for the entire school district;
- c. For Rio Rancho, when Rio Rancho Public Schools announces a closure for the entire school district;
- d. For Las Cruces, when the Las Cruces Public Schools announces a closure for the entire school district;
- e. For employees with a post of duty in a Judicial Entity, when that Judicial Entity announces a closure, or;
- f. When the AOC Director or Director's designee announces a closure.

6. EMERGENCY SITUATION INCLUDING UTILITY OUTAGE

In the event of an emergency, such as alerts from police or emergency personnel that there may be a need to evacuate the area or related emergency situations for which the reasonable response is to evacuate the building, including but not limited to, electricity, internet, water, or other utility outage at an AOC office location:

- a. All employees working at the affected location shall continue working to the greatest extent permitted by a utility outage for 45 minutes.
- b. Managers should direct any staff not already present at the affected location to work remotely or from another location.
- c. Management shall determine, to the best of their ability, the seriousness of the outage and estimated time for the restoration of the utility service.
- d. The AOC Director or Director's designee shall determine appropriate action for employees, which may include authorizing remote work, closure, or other arrangements. Due to time restrictions for action, the Director's designee may include the AOC Division Director onsite and able to make the reasonable assessment and determination.



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7. NOTICE OF CLOSURE OR DELAY

Delays and closures will be announced to the public and posted on the NMcourts.gov website whenever possible. The AOC will also alert employees who opt in by an electronic alert system whenever possible.

8. WORK EXPECTATIONS DURING A CLOSURE OR DELAY

Employees are generally not expected to perform work duties during a closure or delay, unless:

- a. The employee has been designated in writing and in advance as Designated Employee in accordance with the NMJB Inclement Weather Policy.
- b. An Employee who is not a Designated Employees may be added to the list of Designated Employees based on the operational needs of the judicial entity at the time a closure is announced with Administrative Authority prior approval, and agreement from the employee.
- c. A Designated Employee who works during inclement weather shall be awarded administrative compensatory time, on an hour for hour basis for work performed during the closure or abbreviation. An employee who is not otherwise eligible to earn compensatory time off is not eligible to earn compensatory time under this policy, even if they are a Designated Employee. Division Directors or their designee shall certify the hours worked for these employees to Human Resources (aochrd-grp@nmcourts.gov).
- d. Employees who are not Designated Employees shall not be awarded administrative compensatory time for hours worked during a closure or abbreviation of the work schedule, and may take the inclement weather delay, early release, or closure.

9. TRAVEL

- a. Any employee scheduled to travel to a location other than their post of duty on the day of a delay at the travel location, shall report to their post of duty and consult with their supervisor before traveling.
- b. Any employee scheduled to travel to a location other than their post of duty on the day of a closure at the travel location, shall report to their post of duty.

FINAL APPROVAL



Arthur W. Pepin, AOC Director
Administrative Office of the Courts

6-30-2023

Date