

City of Santa Fe New Mexico Administrative Manual



Judicial Branch and Municipal Court Inclement Weather Policy	Policy Number	# of Pages 2
	Effective Date	Revision Date 00/00/0000

1.0 Purpose:

- 1.1 The purpose of the policy is to establish the procedure for judicial branch employees and the Municipal Court regarding inclement weather and other hazardous conditions. Serving the public is a priority of the City's judicial branch, as are safety considerations of employees and constituents. Therefore, when there is inclement weather, the Santa Fe Municipal Court will, to the extent possible, remain open and accessible to the public during normal business hours.

2.0 Definitions:

- 2.1 Employees of the Judicial Branch: employees who report, directly or indirectly, to the Municipal Judge.
- 2.2 Comp Earned SWL: A payroll leave earnings code used to document authorized work by an essential employee of the judicial branch who is scheduled to work on site and works when the Municipal Court is closed due to inclement weather.
- 2.3 Safety and Welfare Leave (SWL): A payroll leave earnings code used to document work schedule absences during authorized closures or delays, permitted only for the locations, shifts, and/or hours of work specified in the announcement of authorized closure or delay. Safety and welfare leave is not Administrative Leave.
- 2.4 Santa Fe Municipal Court Judge: the elected municipal judge or a judge pro tem acting in the absence of the elected municipal judge.

3.0 Applicable To:

- 3.1 This policy is applicable to all employees of the judicial branch of government.
- 3.2 Employees who work at the Municipal Court who are not employees of the judicial branch, such as employees of the City Attorney's Office and the City's Public Defender who, at the time of this agreement, reports to the City Clerk shall, if applicable, follow the City's remote work policy in relation to situations in which the Court is closed to the public and shall work remotely in situations in which City facilities are closed but the Court is open to the public.

4.0 References:

- 4.1 SFCC 1987, Section 19-3.2, and City Personnel Rule 2.3, which describe that “employees in the judicial branch” of the City are exempt from Chapter 19 regarding Personnel and the Personnel Rules, respectively.

5.0 Policy:

- 5.1 Employees of the judicial branch will be on a delay or closure when the Santa Fe First Judicial Court is on a delay or closure and the Municipal Court shall open when the First Judicial Court opens.
- 5.2 City employees who work in the Municipal Court who are not employees of the judicial branch may appear in judicial proceedings remotely if Municipal Court remains open when the rest of the City government has a closure or delay.
- 5.3 If severe weather conditions develop during the day, early closure of the Municipal Court shall be at the discretion of the Santa Fe Municipal Court Judge. If the Judge is unavailable, then early closure shall be pursuant to the City Manager’s direction.
- 5.4 The Santa Fe Municipal Court Judge shall identify employees who provide essential services and who are therefore considered essential employees. Essential employees shall report to work notwithstanding any delay or closure.

When there is a closure or delay, an essential employee must decide whether it is possible to report to work without creating an unreasonable risk of harm by traveling during inclement weather. If the essential employee is unable to report to work, the essential employee shall immediately inform their supervisor or designee who may require the essential employee to:

- (1) report to a pre-designated alternative work site; or,
- (2) work from home.

An essential employee who reports to work during inclement weather shall earn regular pay and shall be granted Comp Earned SWL, on an hour-for-hour basis for work performed during the delay or closure.

- 5.5 When there is a closure or delay, non-essential employees scheduled to work on-site shall not work at the Municipal Court and shall be granted SWL as Granted.

5.6 Employees scheduled to telework when there is delay or closure shall work their normal telework day and are not eligible to receive SWL as Granted or Comp Earned SWL.

6.0 Review and Approvals:

6.1 Prepared and Approved

By:  _____ 1/16/2025
Chad Chittum, Municipal Court Judge Date

6.2 Reviewed and Approved in relation to City Attorney's Office employees

By:  _____ Jan 27, 2025
Erin McSherry, City Attorney Date


6.3 Reviewed and Approved in relation to City Clerk's Office employees

By:  _____ Jan 27, 2025
ANDREA SALAZAR (Jan 27, 2025 11:17 MST)
Andrea Salazar, City Clerk Date

6.4 Reviewed and Approved

By:  _____ Jan 27, 2025
Randy Randall (Jan 27, 2025 16:06 MST)
Randy Randall, Interim City Manager Date

6.5 Human Resources Review and Approved

By:  _____ Jan 27, 2025
Bernadette Salazar, Human Resource Director Date