


CITY OF LAS VEGAS
ADMINISTRATIVE REGULATION



SUBJECT: Inclement Weather Policy

ADMINISTRATIVE NUMBER: A-24-263
REVISION:
SUPERSEDES: All
EFFECTIVE DATE: November 8, 2024
PAGE(S): 2

APPROVED BY:



Tim Montgomery, City Manager

I. PURPOSE: The purpose of this Administrative Regulation is to set forth the procedures that are to be followed should the City Manager decide to close, delay opening, or dismiss early City of Las Vegas employees in the event of hazardous or extreme weather conditions that place the health and/or safety of employees at risk.

II. GUIDELINES: City-Wide Closure, Delayed Opening, or Early Dismissal

A. On days when weather conditions or natural or man-made disasters appear to warrant the closure, delayed opening, or early dismissal of City of Las Vegas personnel, the City will follow the procedures set forth below:

1. The Public Works Director and the Chief of Police will complete an assessment of the conditions of the city streets and surrounding area and will also consider condition reports from the New Mexico Department of Transportation.
2. Based on these assessments, a recommendation will be made to the City Manager. Based on the recommendation and assessment of existing conditions and the most current weather forecasts, the City Manager will then contact the City's Safety Officer and Public Information Officer (PIO) and/or designee with the final decision of closure, delayed opening, or early dismissal.

3. The Safety Officer will notify all staff through the ONSOLVE Code Red System and the Public Information Officer will notify the public by putting out a Public Service Announcement via local news media, social media and the City of Las Vegas website.

B. Decision to close, delay or early dismissal of City Employees:

1. The decision to close, delay or early dismissal of City employees may be made for either of the following reasons:

- a. Travel conditions are potentially unsafe and are not expected to improve; or
- b. Acceptable travel conditions exist, but weather forecasts or media reports are predicting that unsafe travel conditions are imminent.

2. A decision to close, delay or early dismissal of City Offices will be announced as soon as practicable.

III. PERSONNEL RESPONSIBILITIES:

A. Employee Designations

1. Essential personnel (*those employees designated by management as such because their work directly supports efforts to maintain or restore public safety and include, but may not be limited to, utility workers, roadway maintenance workers, police officers and firefighters*) are required to report at all times, including during times of City-Wide closures.

2. If an employee determines that he/she cannot safely report to work in accordance with this administrative regulation, he/she must communicate his/her decision with a supervisor one hour prior to the start of the work day and use a day of vacation or personal leave.

3. Time allowed for delay, early dismissal or closure will be for employees that are scheduled to report to work that day. Timesheets will not reflect hours allowed as this time is given to ensure the safety of employees and not to be utilized as administrative leave.