

AR 12-01

AN ADMINISTRATIVE REGULATION CONCERNING THE GRANTING OF ADMINISTRATIVE LEAVE FOR AFFECTED CITY EMPLOYEES

Section 1. Purpose:

Periodically, circumstances arise beyond anyone's control requiring the City to determine that Administrative Leave with pay for affected employees should occur. For example, inclement weather, acts of God, man-made or natural disasters, etc. may create the potential for injury or damage to City employees. In those rare circumstances, the City Manager may determine that all non-essential personnel should be dismissed early from working hours or not be required to report for duty for the good of the City's service and be granted Administrative Leave.

Section 2. Approval of Administrative Leave:

The approval of Administrative Leave has been delegated solely to the City Manager pursuant to Hobbs Municipal Code 2.56.910 A. The City Manager's authority in this issue allows a consistent and uniform decision-making process regarding Administrative Leave. No Administrative Leave shall be granted to any City employee(s) without the consent of the City Manager. Such consent shall be obtained prior to the Administrative Leave, absent exigent circumstances. No other City employee has the authority to grant Administrative Leave. In granting Administrative Leave, the City Manager shall consider the safety of City employees, taxpayer dollars utilized to finance Administrative Leave, and the good of the City's service.

Section 3. Failure to Obtain City Manager's Approval:

Administrative Leave without City Manager's approval shall not be granted and the affected employee(s) shall receive leave without pay for the time missed, or the employee(s) may utilize Vacation Leave for the time missed.

Any employee granting Administrative Leave without City Manager's approval shall be subject to discipline. Said discipline may be the requirement of paying the City an equal amount of the employee(s) unapproved Administrative Leave or receiving leave without pay in an amount equal to the unauthorized Administrative Leave granted.

Eric Honeyfield

Eric Honeyfield, City Manager

1-23-12

Date

I certify by my signature that I have read and fully understand the substance and consequences contained in AR 12-01.

Employee

Date