



Authority Board of Trustees
Title Adverse Weather and Emergency Closing Policy for EPA Employees
Responsible Office Human Resources
Subject Adverse Weather
Applies to EPA Faculty and Non-faculty

History: Last revised:

Additional References: , Conditions of Employment for EPA Emergency Employees

Related Policies: Adverse Weather and Emergency Closing Policy for SPA Employees, Office of State Personnel Adverse Weather and Emergency Closings Policy

1. POLICY STATEMENT

University office and facilities are OPEN, unless a specific decision has been made by the Chancellor or Chancellor's designee to close the university because of emergency conditions. All closings of the university or any facilities of the university shall be reported to UNC General Administration within five (5) days after the occurrence.

Some University operations require employees to report for work in order to provide emergency services during periods of adverse weather or other emergency. All other employees are responsible for making a good faith effort to come to work during times that adverse weather or other conditions of a serious nature exist. Employees not working in essential operations who encounter or anticipate problems in transportation are permitted and encouraged to use leave privileges.

2. DEFINITIONS

Adverse weather and other conditions of a serious nature are conditions that may prohibit some employees from reporting to work but do not necessitate the closing of facilities or the curtailing of operations.

Emergency closing conditions are conditions that necessitate the closing of a facility or curtailing of operations. Conditions that may be hazardous to life or safety and that may warrant closing include: catastrophic life threatening weather, fire, equipment failure,

disruption of power and/or water, contamination by hazardous agents, terrorist acts or forced evacuations from the work site.

Emergency employees are those who are required to work during an emergency because their positions have been designated as mandatory/essential to university operations during emergencies.

3. CLOSING THE UNIVERSITY

Should closing of the University be required due to adverse weather or other emergency conditions, a radio announcement will be made by the Chancellor or his/her designee. Information will also be posted to the website at <http://www.ncat.edu>. In addition, the A&T InfoLine (336-334-7325) will provide information about emergency closings. The University should be considered to be closed if media announcements indicate classes are cancelled. Media announcements concerning closing of State government offices do NOT apply to the University.

If conditions develop during the work day that require the University to close, the campus will be informed through regular administrative channels.

In some situations, conditions may require closing of one or more facilities of the university while the university remains open. In these situations, the Chancellor has designated responsibility for making the determination to close individual facilities to the Director of ARISA who will also be responsible for reporting such closings to UNC General Administration and the State Personnel Director within five (5) days after the occurrence.

4. EMERGENCY EMPLOYEES

Some University operations require employees to report for work to provide critical services during periods of adverse weather or other emergencies. The department head predetermines the “emergency” employees, and gives them advance notice of the requirement to report to work. Each emergency employee should receive written notice that his/her position is designated as an emergency position.

The university may, from time to time, need to designate additional employees as emergency employees, due to the particular nature of the emergency. In such cases, the employees should receive as much advance notice as is reasonable.

An “emergency” employee’s failure to report to work can result in disciplinary action and/or requiring the hours missed to be charged to leave with or without pay, as appropriate. When conditions cause an emergency employee to arrive late, the Chancellor or Chancellor’s designee may determine that the conditions justified the late arrival. In such cases, the lost time will not be charged to the employee’s leave balances or to leave without pay, and no disciplinary action will be taken.

5. ACCOUNTING FOR TIME

Employees in leave earning positions must account for any work time lost due to adverse weather, unless the Chancellor has closed the University or their specific facility. To cover absences during adverse weather or other conditions of a serious nature, employees who have not been designated as emergency may elect to:

- Use vacation time,
- Use bonus leave,
- Take leave without pay, or
- Make up the time within the 12 months.

At the supervisor's discretion, EPA employees may also perform work at home in which case the supervisor may not require the employee to charge available leave.

Employees who are on prescheduled vacation leave or sick leave must charge leave to the appropriate account with no provision for make-up time.

If the University is closed or operations are curtailed due to emergency conditions, employees who are not designated as emergency employees shall not be required to charge leave or make up the time. Emergency employees required to work during the emergency shall be granted paid time off on an hour for hour basis for all hours worked. This time must be used within twelve (12) months of it being awarded. This time should be used before vacation or sick leave.

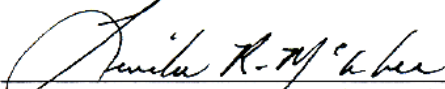
6. MAKING UP TIME

Departments are strongly encouraged to allow make up opportunities whenever possible. Employees have twelve (12) months within which to make up time. If time is not made up within twelve (12) months of the occurrence, vacation leave, bonus leave or leave without pay must be used at the employee's option.

Adverse weather leave must be made up prior to a termination or to a transfer to another department or State agency.

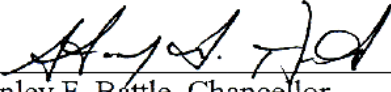
For additional information on leave administration or completing time sheets, contact the Department of Human Resources at 334-7862.

Approved:



Linda R. McAbee, Vice Chancellor for Human Resources

Date: 1/10/08



Stanley F. Battle, Chancellor

Date: 1/10/08