



Authority <b>Office of State Personnel</b>
Title <b>Adverse Weather and Emergency Closing Policy for SPA Employees</b>
Responsible Office <b>Human Resources</b>
Subject <b>Adverse Weather</b>
Applies to <b>SPA Permanent Employees</b>

**History:** Last revised:

**Additional References:** Office of State Personnel Adverse Weather and Emergency Closings Policy

**Related Policies:** Compensation

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## 1. POLICY STATEMENT

University offices 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 of any facilities of the university shall be reported to the State Personnel Director and the 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 and/or television 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 announcement 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 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,
- Use compensatory time,
- Take leave without pay, or
- Make up the time in accordance with the provisions below.

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 after compensatory time off, but must be used before vacation or sick leave.

## 6. MAKING UP TIME

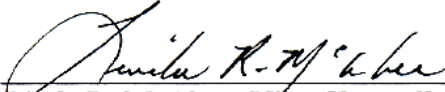
Departments are strongly encouraged to allow make up opportunities whenever possible. Employees have twelve (12) months within which to make up time. If time is not made up within twelve (12) months of the occurrence, vacation leave, bonus leave, compensatory time or leave without pay must be used at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

Because make up time is subject to overtime, there are few opportunities for such time to be made up for full-time FLSA non-exempt employees. Make up time for employees who are subject to the overtime provisions of the Fair Labor Standards Act must be scheduled in a work week in which less than forty (40) hours are worked. Holiday premium pay does not apply if the employee **volunteers** with management's approval to make up time on a holiday.

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

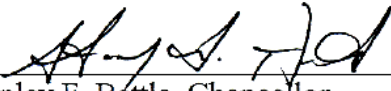
For additional information on leave administration or completing time sheets, contact the Department of Human Resources at 334-7862.

Approved:



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Linda R. McAbee, Vice Chancellor for Human Resources

Date: 1/10/08



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Stanley F. Battle, Chancellor

Date: 1/10/08



## NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

### HUMAN RESOURCES

Date  
Employee Name  
Campus Address  
Position Title and Number

I understand that my department has designated my position as an "Emergency Employee" in order to ensure that University operations can continue during periods of adverse weather and/or other emergency situations, including those that may require North Carolina Agricultural & Technical State University to close. I understand that when requested by my supervisor, I must report to work during such an emergency situation.

I also understand that should the University be closed due to adverse weather or other emergency conditions, in addition to my regular pay, I will receive equal time off for all hours worked when the University is closed.

My failure to report to work during periods when the University is closed may subject me to disciplinary action and any hours missed may be charged to my leave balances.

My signature below acknowledges that I have read and understand these guidelines.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY**

**ADVERSE WEATHER AND CATASTROPHIC, LIFE-THREATENING WEATHER CONDITIONS  
TABLE.**

Type of Adverse Weather Condition <b>Communicated to A &amp; T Employees or Announced in Local Media</b>	Effect of Adverse Weather Condition on <b>Campus Buildings</b>	Effect of Adverse Weather Condition on <b>Those Designated as Essential Department Personnel</b>	Effect of Adverse Weather Condition on <b>Students and Nine-Month Faculty</b>	Effect of Adverse Weather Condition on <b>SPA Staff, EPA Non-Teaching Staff and Twelve Month Faculty</b>
<b>Classes Delayed</b>	Classrooms closed until delayed opening time as announced.	Employees in: <b>University Police, Physical Plant, Residence Life, Dining Services</b> , must report to work per regular schedule.	Should not report to campus for classes until delayed time as indicated.	Report to work per regular schedule or take vacation, bonus, comp time, or leave without pay.
<b>Classes Delayed/ Campus Offices Delayed Opening</b>	Classrooms closed until delayed opening time as announced. Campus Offices closed until delayed opening as announced.	Employees in: <b>University Police, Physical Plant, Residence Life, Dining Services</b> , must report to work per regular schedule.	Should not report to campus for classes until delayed time as indicated.	Should report to work per delayed schedule. Employees will be placed on “ <b>Other Leave</b> ” Adverse Weather Leave with pay for the hours not worked due to delayed opening.
<b>Classes Cancelled</b>	Classrooms closed all day	Employees in: <b>University Police, Physical Plant, Residence Life, Dining Services</b> , must report to work per regular schedule.	Should not report for classes all day	Report to work per regular schedule or take vacation, bonus, comp time, or leave without pay.

<p><b>University Closed</b></p>	<p>All University Buildings (with the exception of residence halls and dining facility) closed.</p>	<p>Employees in: <b>University Police, Physical Plant, Residence Life, Dining Services</b>, must report to work per regular schedule.</p>	<p>Should not report for classes all day. All buildings except as noted will be closed to all activities.</p>	<p>Should not report to campus all day. Employees will be placed on "<b>Other Leave</b>" Adverse Weather Pay.</p>
<p><b>University Evacuated due to adverse weather conditions which occurred during the regular work-day.</b></p>	<p>All University Buildings (with the exception of residence halls) will be closed to all students, faculty and staff.</p>	<p>Employees in: <b>University Police, Physical Plant, Residence Life, Dining Services</b>, must report to work per regular schedule.</p>	<p>Except for resident students, should leave campus as soon as possible.</p>	<p>Employees will be placed on "<b>Other Leave</b>" Adverse Weather Leave with pay for the remainder of their regular work-day.</p>

Revised 07/03/07