NCSSM Emergency Procedures

Inclement Weather Procedures

In case of adverse weather conditions, the following code system will be in effect:

**CODE GREEN:** School is open and all employees should report to work.

**CODE YELLOW:** School is open. Employees should be cautious in reporting to work.

**CODE RED:** School is closed for employees except essential personnel. No regular classes are scheduled and the following procedures are followed:

- By 10 a.m., teachers provide some work for students to do. Students are expected to check e-mail to find their assignments.
- Students who are away from campus or otherwise not able to do the assignment are allowed to make it up without penalty.
- Students are not required to attend a class meeting on the Code Red day, so they would be doing assignments on their own schedule.

**In the Case of Inclement Weather:**
The school community is notified via text message, voicemail and e-mail. The code for the day is also posted to NCSSM Today and on the weather hotline: (919) 416-2872

**In the case of CODE-YELLOW DELAYED OPENING:**
NCSSM will operate under an alternate academic schedule.

**Before School Hours**
NCSSM employees are urged to use their own judgment and report to their duties when it is safe to do so. Persons who will be delayed arriving to work more than one hour should call their supervisor's office to explain the delay.

**During Work Hours**
When weather conditions develop during the day which will influence safe return home, the chancellor or designee will communicate via special memo to all offices that department supervisors should encourage all nonessential employees to leave.

**INCLEMENT WEATHER POLICY FOR EPA EMPLOYEES**
Employees exempt from the State Personnel Act are allowed three days each year which are not to be
charged to vacation leave when the weather prevents them from coming to school. Every day beyond these three days will be recorded as vacation leave.

Instructors are expected to provide information to academic deans to enable assignments to be given and instruction to continue by students independently or with other supervision. Depending upon whether the academic dean is able to be present, it may also be important to provide the same information to other qualified staff or to students in the class.

In any year when the number of days of inclement weather has been unusually high, the chancellor may make adjustments to this policy. Such adjustments will be reported to the Board of Trustees at its regular meeting following the chancellor's action.

**INCLEMENT WEATHER PROCEDURE FOR SPA EMPLOYEES**

For employees subject to the State Personnel Act, work time missed due to Code Green or Code Yellow inclement weather may be charged to vacation leave, bonus leave, compensatory time, or leave without pay or made up during the pay period or as soon as practical. State policy allows up to 3 months to make up time missed due to adverse weather.

If the employee elects to use the Adverse Weather code in BEACON, the system will deduct compensatory time from the adverse hours that were coded. Or if the 3 months pass and the employee has not earned sufficient compensatory time, the adverse hours will be deducted from the vacation leave balance.

Employees do not need to charge leave or make up work time missed due to Code Red closings.