The following guidelines apply to all permanent SHRA (formally SPA), EHRA (formally EPA) Non-Faculty and Faculty employees in the event of Adverse Weather conditions or Emergency Closings. All employees follow the University of North Carolina’s Adverse Weather Policy effective January 1, 2016. To view the Adverse Weather Policy, click the following link: University Adverse Weather and Emergency Event Policy Effective 1-1-2016.pdf

Notification: To determine the current adverse weather status, notifications are communicated as follows:

- Via text message, voicemail, and email.
- NCSSM Hotline is (919) 416-2872

Conditions: The Adverse Weather Policy identifies three main adverse weather operating conditions:

**Condition 1 (Reduced Operations):** The institution remains open but may have some reduced operations due to limited staffing. Non-mandatory employees must use their discretion in determining their safety to report to or remain at work. Mandatory employees must report to work. Employees must code available leave for any work time missed during Condition 1.

**Condition 2 (Suspended Operations):** The institution remains open on a limited basis and has suspended all but mandatory operations. Non-mandatory employees may not report to or remain at work. Mandatory employees must report to work. Employees must code available leave for any work time missed during Condition 2.

**Condition 3 (Closure):** Due to severe conditions, the institution is closed for business. Non-mandatory employees must not report to or remain at work. Mandatory employees must report to work. Employees are not required to charge leave or make-up work time missed during Condition 3.

**Faculty Expectations During Adverse Weather Conditions 2 and 3**

The following expectations for faculty are:

- By 10 a.m., faculty are to provide work for students through email or other means of communications.
- Students who are away from campus or otherwise not able to do assignments can make the work up without penalty.
- Students are not required to attend class on Condition 2 or 3 days and can complete the assigned work for the day on their own schedule.

**Guidelines for Condition 1:**

- Employees are generally expected to report to work but should use caution in reporting to work.
- Unless specific law enforcement restrictions prohibit travel in a given area, individual employees must use their own best judgment as to whether they are able to safely travel to and from work given local conditions regardless of whether the School is officially open. No employee is expected to unnecessarily risk personal safety to travel to or from work.
- If an employee is unable to report to work due to local travel conditions in their commuting area or due to school closings or other personal situations caused by adverse weather, the employee must notify their supervisor and determine how the time will be reported.
- At a supervisor’s discretion, employees may perform work at home in which case, the supervisor may not require the employee to charge available leave. The authorization of “at-home” work arrangements
depends on the nature of an individual’s position and the supervisor’s judgment as to whether work assignments may be effectively done outside the normal work setting.

- For all hours not worked within the 8 hour day (prorated for part-time employees), the employee must code adverse weather leave, vacation leave, or bonus leave. For SHRA (formally SPA) non-exempt employees, compensatory leave must be coded first, if available.
- If adverse weather leave is coded, it must be made up no later than 90 calendar days from the date the adverse weather leave is coded. If it is not made up within 90 days, the leave will be changed to vacation leave.

**Guidelines for Condition 2 and 3:**

- The decision to suspend or close the school is made by the Chancellor. The School is not automatically closed when other State Agencies are closed or when closings are announced by the Governor.
- Employees are not required to use leave or make up-time lost during condition 3.
- Mandatory employees may be required to report for duty when other employees are not. Generally, these are individuals who have been formally advised of their “mandatory” status in advance. In such instances, the Department Head will communicate specific expectations for reporting during the adverse weather event.

**Additional Questions and Answers:** To view questions and answers based on the Adverse Weather Policy click: [Adverse Weather Q & A.docx](Adverse%20Weather%20Q%20&A.docx)