January 15, 2015

ADVERSE WEATHER GUIDELINES

As the University must ensure the delivery of services to citizens and businesses even during times of adverse weather, these guidelines have been developed to assist departments and employees with accounting for time and for releasing non-mandatory employees from work when:

- Adverse weather conditions prohibit or adversely impact the ability of non-mandatory employees to report to work or to remain at work, or
- Adverse weather conditions necessitate the suspension of non-mandatory operations.

These guidelines apply to all leave earning SPA and EPA employees.

DEFINITIONS

Adverse weather conditions: When the National Weather Service issues severe weather warnings for weather conditions that may adversely impact an employee’s commute to and from work or may adversely impact the University’s ability to continue to provide non-mandatory operations to clients, customers, patients, students or the general public.

Mandatory employees: Employees who are required to work during adverse weather conditions because their positions have been designated by School/Division as essential to University operations. The following departments are required to be available and have contingency plans in place for continuing operation during periods of adverse weather or emergency closure:

- Public Safety and Police
- Residence Life
- Dining Services
- Facilities

Mandatory operations: Services that have been determined essential by the School/Division and shall be continued during adverse weather conditions. These services typically fall into the areas of law enforcement/public safety, direct patient/student care, facility maintenance, food service, but could also include support and administrative operations and other jobs/services that are considered essential.

Non-mandatory employees: Employees who may be approved for a leave of absence during adverse weather conditions because their positions have been designated as non-essential to University operations.

GUIDELINES

Emergency Closing: The Chancellor has delegated authority from the UNC System Office of the President regarding the emergency closing of UNCG. Employees designated as mandatory and informed in advance by management in writing or by verbal/telephonic order are required to report to work during adverse weather and emergency conditions and should exercise caution when traveling to and from campus. Time absent will be charged to leave, with or without pay.
When an emergency closing occurs, paid time off will be provided for employees required to evacuate a location or worksite as a result of emergency conditions.

**Adverse Weather**: Generally, most adverse weather events will fall under the Adverse Weather policy and the Chancellor may make the decision to suspend non-mandatory operations due to these conditions. The decision to suspend non-mandatory operations is based on consideration of adverse weather warnings and the safety and health of the public/clients served.

In an adverse weather situation in which, for example, non-mandatory operations are not suspended and classes may be cancelled or delayed by the decision of the Chancellor, the policy indicates that non-mandatory employees are expected to make a good faith effort to report to work or remain at work. The policy states that they should use their best judgment to remain as safe as possible, and if they anticipate problems commuting to work, should be permitted to use the leave options outlined in the policy.

In adverse weather situations when a leave-earning employee does not report to work, reports to work late or leaves work early, or when it has been determined that non-mandatory operations will be suspended, the following conditions apply:

- Leave-earning SPA non-exempt employees must use accrued compensatory time, if available. If no accrued compensatory time is available, employees may use vacation or bonus leave, or take leave without pay. With supervisory approval, SPA non-exempt employees can make up the time, but only if they have no compensatory time available. This time should be made up within the same pay period, but no later than a 90-day time period. The policy indicates that "management and employees shall cooperate in making reasonable efforts to arrange schedules and identify operational needs for overtime work in order to enable an employee to be given the opportunity to make up time not worked, rather than charging it to leave."
- Since SPA exempt employees and EPA non-faculty do not earn compensatory time, these leave-earning employees can use vacation or bonus leave or can make up the time with supervisory approval, preferably within the same pay period, but no later than a 90-day time period.
- Employees who are on prearranged vacation or sick leave will charge leave to appropriate account with no provision for make-up time.
- If severe weather conditions are anticipated, supervisors may allow employees to take work home with them should they not be able to come to their work site the following day(s) due to adverse weather conditions.

**Campus Notification**: When adverse weather conditions impact the University affecting daily class schedules and normal business operations, weather conditions will be monitored by UNCG Emergency Management, Police and Facility Operations and pertinent information will be relayed to the Chancellor. After consultation, the Chancellor will make the appropriate decision based on current weather, forecast and conditions at the University. These factors will be reviewed throughout the day, with particular consideration given to evening classes and events.

Should an adverse weather decision be made that is a modification or cancellation of the normal schedule, public announcements will be made through the following notification systems:

- The University's adverse weather line at 336-334-4400,
- The main University phone line at 336-334-5000
- UNCG's homepage (www.uncg.edu).
- Local TV stations
- Facebook (facebook.uncg.edu)
- Twitter (twitter.uncg.edu)
- Mass e-mail notification to faculty/staff and students may also be utilized.

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**UNCG is an Equal Opportunity/Affirmative Action Employer**
The primary sources of information on the University’s condition levels, however, will be the University’s home page, adverse weather line and main phone line. For additional questions contact Emergency Management at 256-8632.

**ROLES & RESPONSIBILITIES**

**Department management:** determines which department activities are mandatory operations; determines which employees are mandatory (severe weather essential) to work during adverse weather conditions; notify employees if they are mandatory (severe weather essential) or not and what leave options are available/required during adverse weather conditions; communicate plans for suspension of non-mandatory operations.

**HR Representative or Timekeeper:** records and tracks appropriate application of leave for adverse weather conditions.

**Chancellor (or designee):** determines if University will operate on suspension of non-mandatory operations due to adverse weather conditions.

If you have any questions regarding the adverse weather and emergency closing policies, please contact the Department of Human Resources at 334-5009.