MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Warwick A. Arden, Provost and Executive Vice Chancellor
       Scott R. Douglass, Vice Chancellor for Finance and Administration

SUBJECT: Update to Campus Adverse Weather Statuses and Leave, Retroactive to January 1, 2016

DATE: January 28, 2016

This is an update to the January 20, 2016 communication regarding campus adverse weather statuses, which are now known as “conditions” to align with a recent University of North Carolina General Administration policy change. After further clarification, we must adhere to this new UNC-GA policy retroactively to January 1, 2016, which affects all SHRA (Subject to Human Resource Act) and EHRA (Exempt from Human Resource Act) employees who did not work January 22 through January 25, 2016. The UNC-GA policy is available at: https://old.northcarolina.edu/hr/policies/FINAL-University_Adverse_Weather_and_Emergency_Event_Policy-.pdf

UPDATED CONDITIONS (Formerly Statuses)
The University will now operate normally unless one of the following conditions is publicly announced:

- **CONDITION 1 (Reduced Operations):** When an event has significant potential to or is already negatively impacting local area commuting, important campus services, or the efficient functioning of campus buildings and grounds. Employees must code available leave for work time missed unless the supervisor authorized off site work arrangements or the Governor issues an Executive Order permitting leave with pay for any missed work time.

- **CONDITION 2 (Suspended Operations):** When safety risks or logistical challenges are more severe and there is a substantial interest to have a relatively limited number of individuals travel to or remain at the university. Employees must code available leave for work time missed unless the supervisor authorized off site work arrangements or the Governor issues an Executive Order permitting leave with pay for any missed work time.

- **CONDITION 3 (Closure):** Limited to events that pose the most severe risks to health and safety or present the most difficult logistical challenges that will severely impede the efficient and effective functioning of the university. Employees shall not be required to charge leave or make-up any work time missed unless the duration of the event necessitates a differing decision by direction of the President or by Executive Order of the Governor.

The recent weather events are retroactively considered Condition 2 (Suspended Operations), which means that SHRA and EHRA employees must use leave (comp, annual bonus) or make up the time missed during January 22 through January 25, 2016.

ACCOUNTING FOR TIME DURING JANUARY 22 THROUGH JANUARY 25, 2016
Since these changes are retroactive to January 1, 2016, SHRA and EHRA employees must make up time
they were not at work January 22 through January 25, 2016 due to the adverse weather. These times include January 22, from 12:01 AM through January 25, 10:00 AM. Comp time, if available, must be used prior to making up time or using other leave.

Time may be made up at the supervisor’s discretion. If an employee worked at home or an alternative worksite, with supervisory approval, this time does not need to be made up or taken. Employees may be offered the option of “make-up” time in lieu of leave without pay (LWOP) or paid leave. Otherwise, employees must use annual leave or bonus leave. If employees may not “make-up” time or use leave, they will take LWOP. Please note that “make-up” time must be made up no later than 90 calendar days following the triggering event and shall not be subject to any premium pay, with the exception of FLSA-mandated overtime, when applicable.

If employees are granted “make-up” time, they must enter these in the leave system in the standard way, posting adverse weather time missed during January 22 through January 25, 2016, and then posting adverse weather time made up within 90 days. For more information on processing leave, please contact the HR Benefits/Leave Administration Office at 919-515-2151. Employees can locate their assigned Benefits Consultant at go.ncsu.edu/benefitsconsultant

UNIVERSITY ADVERSE WEATHER POLICY UPDATES
Human Resources is in the process of updating all University Adverse Weather Policies immediately and will share these once they are completed. HR will communicate these via HR Connections, HR College and Division Business Leads, and the Bulletin.

EMERGENCY CONDITIONS NOTIFICATION PROCEDURE
The emergency conditions notification procedure remains the same. The Chief Communications Officer communicates the campus status decision to the media for dissemination. In addition, officials send a broadcast e-mail message to all students, faculty and staff. Public announcements about closings or late openings applicable to other State agencies, or to other State employees, do not apply to NC State University or its employees.

During adverse weather or other emergency conditions, the status of the university is announced on the adverse weather or other emergency conditions hotline (513-8888) and on the University’s website, www.ncsu.edu. Any questions concerning the status of parking lots, streets, sidewalks, public transit routes and building access may be directed to Facilities Operations Center (515-9422).

cc: W. Randolph Woodson, Chancellor
    Vice Chancellors
    Brad Bohlander, Associate Vice Chancellor for University Communications