

FAYETTEVILLE STATE UNIVERSITY

ADVERSE WEATHER AND CAMPUS CLOSURE

Authority:	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
Category:	General University Policies
Applies to:	●Faculty ●Staff ●Students
History:	Revised – September 1, 2010 Approved - June 16, 2006 First issued - June 16, 2006
Related Policies:	Emergency Operations Plan [FSU Policy] Adverse Weather and Emergency Closing Policy for SPA Employees [Section 5, State Personnel Manual]
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I. Introduction

Fayetteville State University recognizes that adverse weather conditions can affect university operations. While every attempt is made to maintain normal operations and services for the benefit of students, faculty and employees, it may be necessary for the university to invoke liberal leave, cancel classes, or close the university when extreme weather conditions occur. In such circumstances, any decision to close the university operations is made by the Chancellor. This policy provides information and guidance to members of the university community.

II. Adverse Weather Conditions

The university will operate on its normal schedules unless the Chancellor (or his or her designee as described in this policy) publicly announces one of the following:

A. Classes Delayed/Offices Open

Under certain weather conditions, a decision may be made to delay classes while the university remains open. *Essential employees* must report to work, while *regular employees* are strongly urged to consider campus conditions and the weather conditions in their residential area, as well as law enforcement reports of

road conditions, before making a decision whether to come to work. Staff employees who do not report to work must use earned compensatory, bonus, vacation leave, and/or leave without pay for the lost hours.

B. Classes Delayed/Offices Delayed Opening

Under certain weather conditions, a decision may be made to delay classes and open university offices at a later time. *Essential employees* must report to work, while other employees are strongly urged to consider campus conditions and the weather conditions in their residential area, as well as law enforcement reports of road conditions, before making a decision whether to come to work. Staff employees whose presence is not required shall not be required to charge leave or make up the time for the time lost due to a delayed opening.

C. Classes Cancelled/Offices Open

Under certain weather conditions, a decision may be made to cancel classes while the university remains open. *Essential employees* must report to work, while *regular employees* are strongly urged to consider campus conditions and the weather conditions in their residential areas, as well as law enforcement reports of road conditions, before making a decision whether to come to work. Staff employees who do not report to work must use earned compensatory, bonus, vacation leave, and/or leave without pay for the lost hours.

D. University Closed

The closing of the university will be as a result of extremely bad weather. Law enforcement is advising no one to travel except in an emergency. In the interest of safety, the Chancellor has closed the university. *Classes are canceled, and university offices are closed. Essential employees* must report for work. Staff employees whose presence is not required will **not** be docked pay for regularly-scheduled work hours missed due to an official closing nor will they be required to make up the work time or report such time as annual or other accrued leave.

III. Decision-Making Authority

A. Authority Independent from the State of North Carolina

FSU has authority to make its own decisions and announcements about the operation of the university during adverse weather and other emergency conditions. Public announcements about closings or late openings applicable to other State agencies, or to other State employees, do not apply to FSU or its employees. Unless the university announces a closing, late opening, or cancellation of classes, all offices and service operations are expected to remain open, and personnel are expected to report to work as outlined herein.

B. Institutional Authority

The decision to delay or cancel classes and/or the decision to open, delay, or close the university shall be made by the Chancellor, in consultation with the Associate Vice Chancellor for Facilities Management. The decision making process shall be as follows:

1. The Associate Vice Chancellor for Facilities Management shall initiate the decision-making process by consulting with the Director of Police and Public Safety (or his or her ranking designee on duty) as to the condition of the campus.
2. After consulting with the Director of Campus Police, the Associate Vice Chancellor for Facilities Management shall consult with the Chancellor and Provost and make recommendations about altering institutional operations.
3. Following the decision by the Chancellor, the Associate Vice Chancellor for Facilities Management shall contact the Director of Public Relations who shall officially communicate the decision in accordance with Section V. of this policy. When possible, the decision should be made by 6:00 a.m. to enable notification in time for all to plan for the day appropriately.

IV. Monitoring of Weather Conditions

The Associate Vice Chancellor for Facilities Management, in consultation with the Director of Police and Public Safety (or his or her ranking designee on duty), shall be responsible for monitoring evolving weather or other emergency conditions and the conditions of campus facilities such as streets, parking lots, and utilities and for timely reporting to the Chancellor (or designee) and making recommendations about altering institutional operations.

V. Essential Personnel

Employees whose positions have been designated as “essential” are required to report to work regardless of the weather condition. Such personnel must make all necessary arrangements to do so as quickly and safely as possible. Failure to report when required may result in disciplinary action.

Essential SPA 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 its being awarded. Departments shall make every effort to give employees the opportunity to take this time off. It should be used after compensatory time off, but must be used before vacation or sick leave. In addition, SPA employees who are Fair Labor Standards Act (FLSA) non-exempt will receive overtime compensation (at time-and-a half), in either comp time or pay, for all hours worked over 40 in the affected work week.

VI. Make-Up Time for Non-Essential Personnel

Since hours worked in excess of forty (40) during a workweek would constitute overtime under federal regulations for SPA non-exempt employees, it will be necessary for make-up work by a SPA non-exempt employee to be limited to the workweek in which the time is lost or in a week when the employee has not worked a full work schedule due to such absences as holidays, vacation, sick leave, civil leave, etc. SPA non-exempt employees must have advance approval from their supervisor before making up time.

Time must be made up within twelve (12) months from the occurrence of the absence. If it is not made up within twelve (12) months, the appropriate leave must be charged, or leave without pay. Employees who volunteer to make up time on a holiday will not receive holiday premium pay or equal time off with pay. Supervisors must approve working on a holiday to make up time.

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

VII. Communications

The Director of Public Relations shall maintain an up-to-date list of critical contact offices & individuals. Once an announcement is made to close, delay, or cancel classes/activities, the Director of Public Relations will use the following contact list to notify the campus community, general public, and others immediately.

Announcement on FSU homepage	ITTS
Announcement on the FSU phone hotline	ITTS
Campus broadcast email	Public Relations
Notification of local / regional media	Public Relations
Management of campus safety and security	Campus Police
Management of streets and walkways	Facilities Management
Management of parking	Campus Police
Announcements and communication about university events (including athletic events)	Public Relations
Notification to the Office of State Personnel	Human Resources
Notification to the UNC General Administration	Office of the Provost
Notification to Deans' Offices	Office of the Provost

**FAYETTEVILLE STATE UNIVERSITY
ADVERSE WEATHER AND EMERGENCY CLOSINGS TABLE**

Type of Adverse Weather Condition Announced in Local Media	Effect of Adverse Weather Condition on Campus Buildings	Effect of Adverse Weather Condition on Individuals Designated as Essential Personnel*	Effect of Adverse Weather Condition on Students and Nine-month Faculty	Effect of Adverse Weather Condition on SPA Staff, EPA Non-Teaching Staff and Administrators
Classes Delayed Offices Open	Classrooms closed until announced delayed opening time.	Employees in Police Department, Facilities Management, Residence Life, and other designated areas must report to work per regular schedule.	Should not report to campus for classes until delayed opening time.	Report to work per regular schedule or take vacation/comp time/bonus leave or leave without pay.
Classes Delayed/ Offices Delayed Opening	Classrooms closed until announced delayed opening time. Campus offices closed until announced delayed opening time.	Employees in Police Department, Facilities Management, Residence Life, and other designated areas must report to work per regular schedule.	Should not report to campus for classes until delayed opening time.	Report to work per delayed schedule or take vacation/comp time/bonus leave or leave without pay.
Classes Cancelled Offices Open	Classrooms closed all day.	Employees in Police Department, Facilities Management, Residence Life, and other designated areas must report to work per regular schedule.	Should not report for classes all day.	Report to work per regular schedule or take vacation/comp time/bonus leave or leave without pay.
University Closed	All university buildings (with the exception of residence halls and dining hall) closed to all students, faculty, and staff.	Employees in Police Department, Facilities Management, Residence Life, and other designated areas must report to work per regular schedule.	Should not report for classes or other activities all day. All buildings except as noted will be closed to all activities.	Should not report to campus all day. Employees will not have to make up the time.

***Additional employees or groups of employees may be designated as essential and therefore required to report to work depending on the type of or severity of the emergency at hand.**