

**FAYETTEVILLE STATE UNIVERSITY**  
**ADVERSE WEATHER AND EMERGENCY EVENTS**

<b>Authority:</b>	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
<b>Category:</b>	General University Policies
<b>Applies to:</b>	●Administrators      ●Faculty      ●Staff      ●Students
<b>History:</b>	Revised – January 16, 2018 Revised – March 1, 2016 Revised – September 1, 2010 First issued - June 16, 2006
<b>Related Policies:</b>	Emergency Operations Plan UNC Adverse Weather and Emergency Events
<b>Contact for Info:</b>	Office of Human Resources (910) 672-1146

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**I. PURPOSE**

In an effort to ensure the delivery of critical services during a variety of adverse weather and emergency events, and to facilitate an orderly transition to more limited operations if conditions make that necessary, the University of North Carolina has established an [Adverse Weather and Emergency Events](#) policy. Fayetteville State University’s (University) policy adheres to the UNC policy by providing detailed information on how the University will operate during adverse weather conditions and emergencies. This policy also establishes work expectations for University employees.

**II. DEFINITIONS**

**Adverse Weather** - Significant accumulation of snow or ice, high winds, tornados, earthquakes, hurricanes, flooding, and other weather events that can cause a variety of safety risks to employees, students, clients, customers, patients, or the general public and impede the ability of individuals to travel to or from the campus. Such events can also result in significant logistical challenges, including loss of utilities, IT, and other critical infrastructure that may impede the effective and efficient functioning of the University or one or more of its operating units.

Certain severe weather hazards (tornados, hurricanes, floods, earthquakes) present a greater risk or vulnerability for the University and thus are also covered under the University’s Emergency Operations Plan. Inclement/adverse weather shall be responded to in accordance with this policy.

**Emergency Events** - Unusual situations that may adversely impact the University's ability to continue to provide services to clients, customers, patients, students or the general public or may place members of the campus community (including employees) at risk. Such conditions may include criminal acts or terrorism, fire, chemical spills, adverse or toxic odors, biological and public health threats, sustained loss of critical infrastructure (e.g., power, water, heat, and life safety systems), major public transit disruptions, and special directives or restrictions from public safety authorities.

The management of emergency events is detailed in the University's Emergency Operations Plan.

### **III. ADVERSE WEATHER/EMERGENCY CONDITION LEVELS**

Unless the University announces a change in status, the University will operate on its regular schedule. If a specific event warrants, the University may activate one of two adverse weather/emergency event conditions (Condition 1 or Condition 2) as described below. Whether the University announces a change in status or not, as a general rule, individual students, faculty and staff must use their own best judgment on whether they can travel safely to and from campus given local conditions in the case of an adverse weather/emergency event.

The Chancellor (or Chancellor's designee) is vested with the authority to make decisions regarding changes in operational status of the campus as a result of adverse weather/emergency events. The three Adverse Weather and Emergency Event Conditions are as follows:

- **Condition 1: Reduced Operations – University is open**  
The University is open, but due to weather or emergency events, travel to or from campus, or conditions on campus, may negatively affect campus operations. Employees should report to work if possible or otherwise use their available paid leave.
- **Condition 2: Suspended Operations – University is open for mandatory operations**  
The University has suspended all but mandatory operations due to severe weather or emergency events. Non- mandatory employees must not report to or remain at work.
- **Condition 3: Closure – University is closed.**  
The University is closed due to the most severe situations, and all but the most critical mandatory operations have been shut down. All but the most critical employees must not report to or remain at work. Employees will be paid for the closure time and will not be required to use their available paid leave or make up the time.

The University is only allowed to utilize Condition 1 or Condition 2 for adverse weather/emergency events. If the Chancellor (or Chancellor's designee) believes that a specific event warrants consideration for a Condition 3 designation, then Condition 2 shall be declared at the time of the event. After the fact, UNC will work with the University to determine if Condition 3 is warranted, and if so determined, the University may apply the Condition 3 paid leave provision retroactively.

The following chart describes the effect of each condition on the operations of the University and work of University employees.

Condition Level	Effect on University Operations	Effect on Non-Faculty (Staff) Employees	
		Non-Mandatory Employees	Mandatory Employees
<b>Condition 1 - Reduced Operations</b>	Classes are in session and the University is open, but some operations may be reduced.	Employees may decide to leave early, arrive late, or not report, with timely notice to supervisor. Employees use leave if not working. Alternatively, and only with supervisor approval, employees may work from home or alternate site under the Work from Home Guidelines below.	Employees must report to or remain at work unless otherwise notified.
<b>Condition 2 - Suspended Operations</b>	Classes are cancelled, and the University is open on a very limited basis with only mandatory operations functioning.	Employees must not report, or must leave campus. Employees must use leave if not working. Alternatively, and only with supervisor approval, employees may work from home or alternate site under the Work from Home Guidelines below.	Employees must report to or remain at work unless otherwise notified.
<b>Condition 3 - Closure</b>	Classes are cancelled, and the University is closed.	Employees must not report, or must leave campus. Employees do not use personal leave if not working.	Employees must report to or remain at work unless otherwise notified.

#### IV. MANDATORY EMPLOYEES

Mandatory employees are expected to report to or remain at work during adverse weather and emergency events and, if deemed necessary, to work a differing schedule or shift than normally assigned. When required to report to work during these events, the employee is expected to use

sound judgment with respect to maintaining personal safety, but to also make a substantial and good faith effort to reach the work site in a timely manner.

The University may also take the unusual measure of “calling-in” employees who are not normally designated as “mandatory” and temporarily assign them to this status, if a specific adverse weather or emergency event is critical enough to require it.

## V. ACCOUNTING FOR MISSED WORK TIME

When an employee is absent from work during Condition 1 (*Reduced Operations*) or Condition 2 (*Suspended Operations*), the time shall be accounted for in the following order:

- Compensatory time
- Annual and/or bonus leave
- Leave without pay (LWOP) – if an employee prefers to take leave without pay in lieu of compensatory time or annual and/or bonus leave, the employee should consult with the Office of Human Resources.

**Work from Home** - The University will, in limited circumstances and where feasible, allow employees whose positions make it practical for them to work from home to do so under the following conditions:

- The employee occupies a position that makes it practical for the employee to work from home;
- The employee has an assignment that dictates that the operational needs of the unit require that the employee be able to work from home during an adverse weather/emergency event; and
- The supervisor, unit head and Vice Chancellor has approved, in advance, allowing the employee to work from home. After approval by the unit head and vice chancellor, supervisors should annually submit to the Office of Human Resources’ Time and Leave Specialist a list consisting of the names and positions of employees who have been approved to work from home during an adverse weather/emergency event. Such lists should be submitted no later than September 1<sup>st</sup> of each year,

Supervisors who allow employees to work from home will be responsible for verifying the work done by the employee. Approval by the supervisor of the employee’s leave record or time sheet will be validation by the supervisor that all of the above conditions for working from home have been met.

**Make-Up Work** - Employees will not be allowed to make up missed work.

**Advanced Leave** - Employees who must take leave without pay because of an insufficient leave balance may be advanced leave as permitted under normal employment policies for such purposes. Employees should consult with the Office of Human Resources regarding the advancement of leave.

## **VI. DISCIPLINARY MATTERS**

A mandatory employee who is unable to report to work or remain at work during adverse weather or emergency events on a repeat basis may be subject to disciplinary action for unsatisfactory job performance. A sustained inability to meet obligations for mandatory reporting during adverse weather or emergency events may subject an employee to more significant disciplinary action, up to and including termination.

A non-mandatory employee who physically reports to work in Condition 2 (*Suspended Operations*) or Condition 3 (*Closure*) may be subject to disciplinary action for unacceptable personal conduct.

## **VII. DETERMINATION OF CONDITION LEVEL**

The University is committed to announcing a change in its operational status as far in advance as possible. The decision to delay or cancel classes and/or the decision to open, delay, or suspend operations will be made by the Chancellor (or Chancellor's designee) upon the recommendation of the Vice Chancellor and Chief of Staff (Chief of Staff). The Chief of Staff's recommendation will be based upon information obtained from the Adverse Weather Advisory Committee, which will include employees representing the various campus entities, to include but not be limited to, facilities and grounds, public safety, student affairs, academic affairs and emergency management. In addition, information will be considered from local and state law enforcement agencies, the National Weather Service, and other sources.

It is important to note that general notices about state government agency delays and closings do not apply to the UNC System or UNC campuses. The UNC System policy specifically states that, "The Governor's declaration of a 'State of Emergency' or an advisory by the State Highway Patrol to avoid travel does not automatically necessitate suspended operations."

## **VI. COMMUNICATION OF CONDITION LEVEL**

Following the decision by the Chancellor, the Chief of Staff shall contact the Assistant Vice Chancellor for Public Relations who shall officially communicate any change of the University's operational status via the University's web page, text messages, telephone calls and news media outlets.