

FAYETTEVILLE STATE UNIVERSITY

ADVERSE WEATHER AND EMERGENCY EVENTS

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:	•Administrators	•Faculty	•EPS	•Students
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Related Policies:	<ul style="list-style-type: none">•Emergency Operations Plan•Regulation on Declaration of Condition Levels for Adverse Weather and Emergency Events [UNC Policy #300.2.19[R]]			
Contact for Info:	Office of Human Resources (910) 672-1146			

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 of 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**
The University remains open, but non-mandatory operations may be reduced due to limited staffing. Mandatory employees must report to or remain at work. All other employees have the option to report late, leave early, or not work at all; however, the employee is responsible for informing his/her supervisory chain in a timely manner of all such decisions.
- **Condition 2: Suspended Operations**
The University remains open on a very limited basis, but has formally suspended all but mandatory operations. Employees designated or temporarily assigned as mandatory employees must report to work as directed; all other employees must not report to work or must leave the workplace when this status takes effect.
- **Condition 3: Closure**
University facilities are closed; this can apply to the entirety of the university or one or more specific buildings based on the type of incident involved. All or only a limited number of mandatory employees may be directed to remain at or report to work under this condition. All other employees, including those who are otherwise designated as mandatory but not needed for the particular event, are not permitted to report to or remain at work.

IV. AUTHORITY FOR DECLARATION OF CONDITION LEVELS

A. Conditions 1 and 2

The Chancellor has the authority to declare Conditions 1 and 2.

B. Condition 3

If the Chancellor believes that a specific event warrants consideration for a Condition 3 designation, then Condition 2 shall be declared at the time of the event, and a request for Condition 3 status made to the UNC System Human Resources Office.

If Condition 3 is warranted and approved by the UNC System President or the President's designee, then the University may apply the Condition 3 paid leave provision retroactively.

V. CLASSES AND OTHER ACADEMIC PROGRAMS

The Chancellor (or the Chancellor's designee) shall determine whether to hold or cancel classes or other academic programming independent of the condition levels included in this policy.

VI. 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.

A. Non-Mandatory Employee Temporary Designated as Mandatory

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.

B. Additional Equivalent Time Off (ETO) for Mandatory Employees

FLSA exempt mandatory employees are not eligible to receive ETO. When a non-exempt mandatory employee is required to report to or remain at the work site during Condition 2 (*Suspended Operations*) or Condition 3 (*Closure*), ETO shall be awarded on an hour-for-hour basis as described below.

- ETO is in addition to and does not replace any required FLSA overtime or compensatory time for time worked during an event.
- The ETO must be used within eighteen (18) months of the triggering event.
- The scheduling of the ETO shall be subject to management approval, but every reasonable effort shall be made to permit the employee to use the ETO prior to its expiration.
- At the end of the eighteen (18) month period, any unused ETO shall expire and is not subject to payout.
- Any mandatory or non-mandatory employee who is not required or voluntarily chooses to work at home during Condition 2 or Condition 3, or who reports to work during such event without supervisory permission, shall not be entitled to ETO.

VII. 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 leave (including vacation or personal leave) and/or bonus leave.
- Leave without pay (LWOP)
 - 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.
 - Employees who prefer to take leave without pay in lieu of compensatory time or annual and/or bonus leave should consult with the Office of Human Resources.

Employees will not be allowed to make up missed work.

Regardless of the Condition Level declared, employees who are already out on approved leave during an event that triggers any of these conditions will charge the approved sick, annual, compensatory, or bonus leave, with no provisions for LWOP

VIII. TELEWORKING

If possible, teleworkers who are designated as non-mandatory are expected to continue teleworking when on-site employees are directed to leave or not report to their work location due to Condition 1 or 2.

A supervisor may allow a non-mandatory employee to telework who has the capability to work from home and who is scheduled to report to the worksite but is unable to report to work due to Condition 1 or 2. Supervisors who allow employees to telework will be responsible for verifying the work done by the employee.

During Condition 1 or 2, non-mandatory employees who have been approved to telework, but do not shall account for missed work time as outlined in Section VII.

IX. DISCIPLINARY MATTERS

A mandatory employee who is unable to report to work or remain at work during adverse weather or emergency events on a repeated 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.

X. OPERATIONAL STATUS DECISION

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 Provost and Vice Chancellor for Academic Affairs (Provost) and the Vice Chancellor and Chief of Staff (Chief of Staff). The recommendation will be based upon information obtained from 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."

XI. COMMUNICATION OF CONDITION LEVEL

A. University Communications

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

Employees and students should assume that the University remains on a normal schedule unless notice to the contrary has been communicated.

B. Communication to UNC System

If the University declares any of the three (3) condition levels set forth in this Policy for either the entirety of the campus or any individual building or locations, the Office of Human Resources shall formally report this event on the prescribed form(s) to UNC System Human Resources no later than forty-eight (48) hours following the end of the event. UNC System Human Resources shall report this information regarding any constituent institution, or regarding its own operations, in summary form to the Director of State Human Resources no later than seven (7) business days following the end of the event.