

Constituent Universities

Appalachian
State University

East Carolina
University

Elizabeth City
State University

Fayetteville State
University

North Carolina
Agricultural and
Technical State
University

North Carolina
Central University

North Carolina
State University
at Raleigh

University of
North Carolina
at Asheville

University of
North Carolina
at Chapel Hill

University of
North Carolina
at Charlotte

University of
North Carolina
at Greensboro

University of
North Carolina
at Pembroke

University of
North Carolina
at Wilmington

University of
North Carolina
School of the Arts

Western Carolina
University

Winston-Salem
State University

Constituent High School

North Carolina
School of Science
and Mathematics

An Equal Opportunity/
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February 12, 2016

To: Chancellors

From: Junius J. Gonzales
Interim President



RE: Guidance for EHRA Employees During Adverse Weather and Emergency Events

On December 3, 2015, the State Human Resources Commission approved the "University Adverse Weather and Emergency Event Policy" ("the Policy") applicable to employees subject to the State Human Resources Act (SHRA employees). The Policy became effective January 1, 2016, and was communicated to Chief Human Resources Officers in December of last year. It is available on the UNC General Administration website at https://old.northcarolina.edu/hr/policies/FINAL-University_Adverse_Weather_and_Emergency_Event_Policy-.pdf.

It is impractical to apply substantially differing standards during critical adverse weather and emergency events to only a portion of our workforce. Therefore, until we can incorporate all employees into the Policy, this memorandum formally extends the principal provisions of the Policy to employees who are exempt from the State Human Resources Act (EHRA employees) – both faculty and non-faculty. Please refer to the Policy for additional specifications in order to ensure consistent application of these provisions across all employee and operational groups at their institution. The formal application of the Policy to EHRA employees is effective immediately.

As a reminder, consistent with the State's requirements, the Policy sets three condition levels relative to adverse weather and emergency events:

- **Condition 1 (Reduced Operations):** 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, arrange with their supervisor to make up the time, or otherwise use their available paid leave.
- **Condition 2 (Suspended Operations):** The University has suspended all but mandatory operations due to severe weather or emergency events. Non-

- mandatory employees (defined further below) must not report to or remain at work and should either work from home with supervisory approval, arrange with their supervisor to make up the time, or use their available paid leave.
- **Condition 3 (Closure):** 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.

Under the Policy, the Chancellors of each institution, or their designees, generally have the authority determine the condition level for the institution, consistent with definitions in the Policy. These condition levels may be declared for all or for a portion of a campus, based on the nature of the event. Chancellors, or their designees, may make individual determinations on holding or canceling classes or other academic, artistic, or athletic programming independent of the condition levels, but are encouraged to use the condition levels as key factors for making these decisions.

Please note that the State requires a substantially higher threshold of severity in order to declare closures (Condition 3) that would also provide compensation to employees for absences due to the event. As a general rule, winter storms are not considered a trigger for Condition 3 (closure) unless they are accompanied by widespread and dangerous flooding, significant occurrences of downed trees and power lines, sustained failure of critical campus utilities, or a threat to building structures due to accumulated snow, water, or ice. As such events would necessarily be highly unusual, constituent institutions should consider Condition 2 as the highest-level response for most all severe weather events.

To avoid possible confusion on future events, effective immediately, constituent institutions should only utilize Condition 1 or Condition 2 as appropriate for adverse weather and emergency events. If a Chancellor (or 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, General Administration will work promptly with the constituent institution to determine if Condition 3 is warranted, and if so determined, the institution may apply the Condition 3 paid leave provision retroactively. This approach is intended both to limit the potential of having to reverse a declaration of a Condition 3 event after the fact to comply with State requirements and also to assure reasonable consistency among constituent institutions that experience similar conditions.

We recognize there may be a need for further refinement of the Policy within the confines of the State's requirements, so we intend to discuss the Policy at the next scheduled Chancellor's meeting on February 22, 2016, and give you an opportunity to offer further feedback. We are also copying this memorandum to your Chief Academic

Officers, Chief Human Resources Officer, Chief Financial Officer, and Chief Legal Officer, so they likewise can provide feedback through you directly or to GA Human Resources. With that additional input, we can then determine if we need to make further adjustments to our Policy or protocols.

Please feel free to contact Matt Brody, Vice President for Human Resources, or me if you have specific questions. If your staff has any questions regarding this Policy, please direct them to Chris Chiron, UNC GA's Director of Employee Relations and Policy, at cschiron@northcarolina.edu or 919-843-4121.

CC: Chief Financial Officers
Chief Human Resource Officers
Chief Legal Officers
Chief Academic Officers