

**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

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MEMO TO: Chancellors

FROM: Matthew S. Brody, Vice President for Human Resources

SUBJECT: Adverse Weather Guidelines

As we move into the fall and winter seasons, I would like to take this opportunity to summarize the University System's existing policies for addressing adverse weather and emergency events. These policies derive from the directives of State Government, the University's [SHRA Adverse Weather and Emergency Events Policy](#), and the [memorandum of February 12, 2016](#) from Dr. Junius Gonzales to Chancellors explaining the applicability of these policies to the University's EHRA faculty and staff.

As a reminder, consistent with the State's requirements, there are 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 must not report to or not 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.

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.

The State requires a substantially higher threshold of severity in order to declare closures (Condition 3) that would also provide compensation to employees for missed work time due to the event. As a general rule, most tropical and winter storms are not considered

triggers for Condition 3 (closure) unless they are accompanied by one or more of the following conditions: widespread and dangerous flooding, significant presence of downed trees and power lines throughout the local commuting area, sustained failure of critical campus utilities, or a threat to building structures due to accumulated snow, water, or ice. As events of this severity are unusual, Condition 2 is generally the highest-level response for the vast majority of severe weather events.

To assure compliance with the State's mandates, constituent institutions should only utilize Condition 1 or Condition 2 as appropriate at the time of occurrence 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 supported under the State's definition of such events, and if so determined, the institution may apply the Condition 3 paid leave provision retroactively for missed employee work time. This approach is intended both to limit the potential of having to reverse a declaration of a Condition 3 event after the fact that wouldn't satisfy the State requirements and also to ensure reasonable consistency among constituent institutions that are physically adjacent and experience substantially similar conditions.

Declarations of condition levels under this policy must be filed by your institution's human resources office with UNC GA Human Resources with forty-eight (48) hours of the weather or emergency event. The policy, declarations form, and further guidance can be found on the UNC General Administration website at: <http://old.northcarolina.edu/hr/unc/policies/main.htm>

It is our intention to develop a fully consolidated SHRA/EHRA policy on this topic in the future. However, since this policy is most often applied in the fall and winter months, a formal revision of the policy will be deferred until next spring in order to avoid confusion or necessitate any re-communication or re-training within the coming months. At the time we work on revision of this policy, we will solicit your feedback and those of your staff and also re-explore with State Government leadership the potential of enhancing the University's authority to excuse missed employee time during severe weather events.

Please feel free to contact me if you have specific questions. If your staff has any questions regarding this Policy, please direct them to Chris Chiron, UNC GA's Executive Director for Employee Relations, at [cschiron@northcarolina.edu](mailto:cschiron@northcarolina.edu) or 919-843-4121.

CC: Chief Financial Officers  
Chief Human Resource Officers  
Chief Legal Officers  
Chief Academic Officers  
Chiefs of Staff