

Adverse Weather Policy

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§ 1. Policy

The State of North Carolina must ensure the delivery of critical services to citizens and businesses even during times of adverse weather conditions and facilitate an orderly transition to more limited operations if conditions make that necessary. Considering the varied geographic locations and diversity of State operations, it is the intent of this policy to establish a uniform statewide policy regarding how operations will be affected during times of adverse weather conditions and to establish guidelines for accounting for work hours, and to educate state employees on their responsibilities.

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NOTE: See Emergency Closing Policy for conditions that warrant closure of a facility/location such as an emergency evacuation order or unsafe building structure.

§ 2. Employees Covered

This policy applies to all employee's subject to the State Human Resources Act.

§ 3. Definitions

Adverse Weather Event: Snow, ice, high winds, storms, tornados, earthquakes, hurricanes, flooding, and other weather events that may create a variety of safety risks to employees, impede the ability of employees to travel to or from work, or impact the State's ability to maintain normal operations for clients, customers, patients, or the general public. Such events can result in significant logistical challenges, before, during and after the event, including preparation activities, loss of utilities, information technology (IT), communication capabilities, shutting down and protecting computer servers, laboratories, etc. and other critical infrastructure that may impede the functioning of State agencies.

Adverse Weather Leave: Leave option to be utilized due to an adverse weather event by employees not designated as Emergency, if no compensatory time is available to account for the absence, and no other leave options are utilized.

Adverse Weather Leave Make-Up: Method for employees not designated as Emergency to make up time missed from work which was recorded as adverse weather leave. Time must be made up within ninety (90) days after the leave was so designated and can only be made up with supervisor approval and consistent with all agency guidelines.

Declaration of a State of Emergency: Under certain adverse weather conditions, the Governor may issue a declaration of a State of Emergency. The declaration of a State of Emergency by the Governor does not suspend operations for state government. Rather, during a State of Emergency, Non-Emergency employees are strongly encouraged to stay off the road unless it is an emergency travel situation and will be expected to follow the provisions of the Adverse Weather policy for accounting for lost time from work.

Emergency Employees: Employees who are required to work during adverse weather conditions because their positions have been designated in advance by their agency head or designee as essential to agency operations or are designated called-in during an event

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as necessary in response to an adverse weather event in compliance with the agency's emergency response plan.

Emergency Operations: Services that have been determined necessary by the agency head. These services typically fall into the areas of law enforcement/public safety, direct patient care, facility maintenance, food service, but could also include support and administrative operations and other jobs/services that are considered essential. These operations may vary depending on the nature of the situation.

§ 4. Designation of Emergency and Non-Emergency Operations

Agency heads shall predetermine which operations will be designated as Emergency during adverse weather conditions. Emergency Employees are expected to report to or remain at work during adverse weather 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 make a substantial and good faith effort to reach the work site in a timely manner.

Emergency Employees shall be notified in advance by the employing agency, in writing (or alternatively by electronic means) of their designation. This notification may be accomplished at any point in an employee's service with the agency and will be considered an ongoing condition of employment. Additionally, the agency may also take the unusual measure of "calling-in" employees who are not normally designated as "Emergency" and temporarily assigning them to this status, if a specific adverse weather or emergency event so requires.

Employees who are not designated as Emergency shall also be notified of their designation and options for reporting to work and accounting for lost time from work during adverse weather event. Employees are expected to make a good faith effort to report to work or remain at work during an adverse weather event while using their best judgment to remain as safe as possible. Employees who anticipate problems in their commute to and from work should be permitted to make use of the adverse weather leave options.

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§ 5. **Closing Non-Emergency Operations During Adverse Weather Event (applicable to specific locations impacted by event)**

In general, State government offices and facilities are OPEN, during an adverse weather event. However, limited staff resources or other logistical challenges or outcomes from an adverse weather event may require the decision to limit non-Emergency operations.

§ 5.1. **Declaration of a State of Emergency:**

Under certain adverse weather conditions, the Governor may issue a declaration of a “State of Emergency.” The declaration of a “State of Emergency” by the Governor does not suspend operations for state government. Rather, during a “State of Emergency,” non-Emergency Employees are strongly encouraged to stay off the road unless it is an emergency travel situation and will be expected to follow the provisions of the Adverse Weather policy for accounting for lost time from work. With the approval of the supervisor, Non-Emergency Employees may be allowed to work from home or from an alternate work site if their job duties can be accommodated by a temporary reassignment of duty station.

§ 5.2. **Suspending non-Emergency services at a specific State facility to the public only (anywhere in the state):**

Agency head or designee shall determine when services to the public at a specific location shall be suspended due to conditions caused by the adverse weather event (i.e., limited staffing, short duration power outage, unsafe conditions at the work location, etc.) Any such decision to suspend services/close to the public requires following a departmental protocol to include a communication plan for notifying the public of suspended services. Employees may work or operate under the Adverse Weather policy in the event of such closing to the public.

§ 5.3. **Suspending non-Emergency services at a specific State facility to the public only (anywhere in the state):**

Agency head or designee shall determine when services to the public at a specific location shall be suspended due to conditions caused by the adverse weather event (i.e.,

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limited staffing, short duration power outage, unsafe conditions at the work location, etc.)

Any such decision to suspend services/close to the public requires following a departmental protocol to include a communication plan for notifying the public of suspended services.

Employees may work or operate under the Adverse Weather policy in the event of such closing to the public.

§ 5.4. Closing a specific State facility to Non-Emergency Employees and the public (anywhere in the state):

A state facility is not to be closed to the public and employees merely due to the occurrence of an adverse weather event. As noted above, the declaration of a “State of Emergency” by the Governor is not a closing of state government. A closing including employees would happen only if the specific location is unsafe for use or Emergency evacuation is in place in which case the *Emergency Closing policy* would apply. Agency heads shall determine when a location shall be closed to both the public and employees following the *Emergency Closing Policy* when weather and/or building conditions are determined by emergency/public safety officials or the agency head in consultation with the agency’s safety officer and human resources director to be hazardous to life or safety of both the general public as well as employees at a specific location or worksite. Any such decision to close a specific location to the public and employees requires approval by the Agency head or designee and transmission of an Emergency Closing Notification form to the State Human Resources Director within five (5) calendar days after the occurrence. This form should be submitted via Smartsheet, which is the system of record. **In rare circumstances, based on severe conditions, the Governor may decide to suspend non-Emergency operations in an affected geographical area. The Governor’s Office will announce the suspension decision related to non-Emergency administrative operations.**

The Office of State Human Resources will communicate any such announcement to Human Resource Directors. In these scenarios, impacted employees shall follow the provisions of the Emergency Closing policy for accounting for lost time from work.

NOTE: This is utilization of the Emergency Closing policy but listed within this policy for clarity.

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§ 5.5. Early Release of Non-Emergency Employees at a specific location (anywhere in the state):

When adverse weather conditions are forecast to commence during the scheduled business day, the agency head or designee may inform Non-Emergency Employees of the adverse weather event and encourage employees to use their best judgement in making decisions regarding travel to and from work. The agency head or designee may make decisions regarding suspending services to the public at this time. Employees shall operate under the Adverse Weather policy to account for time lost from work.

§ 5.6. Limited Operations or Closures for Rented or Leased State Facilities:

Agencies that lease office space from non-State entities should communicate to employees that the agency, and not the landlord, will make the decision whether non-Emergency or Emergency operations are suspended.

§ 5.7. Agencies that lease office space from non-State entities must prepare in advance for adverse weather events:

1. Plan with property management;
2. Review applicable Continuity of Operations Plan (COOP);
3. Evaluate alternative arrangements for employees to continue working throughout the event should the location be closed; and
4. Develop communication procedures that at a minimum include how communication between property management and Director/Manager at the leased location will take place, how Director/Manager will notify staff of any changes in operational status, and how information about the status of the location will be shared with the appropriate Agency Head (or designee.)

§ 5.8. Agencies must consider the following options when planning for adverse weather in leased spaces when the facility is closed:

1. The agency shall make every effort to relocate affected employees to an alternate work location.

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2. If the agency is unable to relocate affected employees to an alternate work location, the agency is responsible for determining if remote work may be completed elsewhere by employees.
3. If the agency cannot relocate or provide remote work, the agency may approve the use of the Adverse Weather policy to account for time not worked.

§ 6. Communicating Adverse Weather Conditions and Impact on Operations

Agency heads or their designees shall be responsible for developing and maintaining procedures for notifying employees of expectations for remaining at work, reporting to work, or accounting for lost time from work time when adverse weather conditions arise. There also shall be a communication plan for notifying the public if services are suspended.

§ 7. Failure of Emergency Employees to Report

An Emergency employee's failure to report to work or remain at work may result in disciplinary action and requiring the hours missed to be charged to leave with or without pay, as appropriate, as determined by management.

During adverse weather conditions, the Governor or the State Highway Patrol may ask motorists to stay off the road unless it is absolutely necessary to travel. When this travel notice is issued, an Emergency employee is still expected to report to work.

Exception: When weather conditions cause an Emergency employee to arrive late, the agency head or designee may determine that the conditions justified the late arrival. An Emergency employee is expected to notify his/her supervisor or designee of his/her inability to report to work at the designated time due to weather conditions so essential work operations are covered in his/her absence. In such cases, the lost time may be made up in lieu of using paid leave or leave without pay.

§ 8. Return to Work

Employees are expected to return to work within a reasonable timeframe after an adverse weather event at their worksite and the geographic areas within their commute to and from their worksite. Communication between employees and their immediate supervisor is essential during this time frame.

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§ 9. Accounting for Time

Agencies are encouraged to develop guidelines regarding flexible work schedules and/or alternative work arrangements which may be appropriate during adverse weather events. When an employee not designated Emergency is unable to report to work, or reports to work late due to adverse weather, time lost from work shall first be charged to accrued compensatory time (i.e., holiday, compensatory, overtime, gap hours, callback, on-call, travel, or emergency closing comp time). If the employee does not have accrued compensatory time or have sufficient compensatory time to cover the entire period of absence, then the employee has the following options to account for time lost from work:

- use vacation leave,
- use bonus leave, or
- request approval to take leave without pay (LWOP).

Following agency guidelines where operational needs allow, and a supervisor approves, an employee may be allowed to make up the time lost to adverse weather. Make-up time is not an employee entitlement and agencies may differ on their protocols permitting employees to make up or not make up work. Make-up time must be supported by an operational need, and not the individual employee's desire to make up time lost due to adverse weather instead of using vacation leave, bonus leave or leave without pay. Employees shall consult with their agency's Human Resources Division for their agency protocol in all cases.

The adverse weather policy does not cover child or elder care issues resulting from school or day care center closing decisions that may occur in advance of or after adverse weather events. For such situations, approved (compensatory time, vacation leave, bonus leave, etc.) is the appropriate category to account for such absences, or an employee with insufficient leave balances may request permission to take leave without pay. In addition, an employee may work with their supervisor regarding standard flexible working arrangements as determined by agency policy/practice.

Employees who are on prearranged vacation leave or sick leave must charge leave to the appropriate vacation or sick leave account with no provision for make-up time.

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§ 10. Adverse Weather Leave Make-Up Provisions

The agency may, but is not required, to offer employees the option of make-up time in lieu of paid leave or leave without pay (LWOP) in accordance with the provisions outlined below.

- If management approves adverse weather make-up time, the supervisor shall be responsible for scheduling make-up time within the same pay period as the adverse weather event, if possible.
- If adverse weather leave make-up time cannot be scheduled within the same pay period, management shall schedule the make-up time within 90 days of the adverse weather absence. If it is not made up within 90 days, vacation or bonus leave shall be charged. If there is insufficient vacation or bonus leave to cover the adverse weather leave liability, payment for the time originally paid as adverse weather leave shall be deducted from the employee's next paycheck.
- Management may schedule make-up time in a workweek which results in overtime, if there is a bona-fide operational need to schedule overtime work. The supervisor shall notify the employee when make-up time is approved and scheduled. Upon notice of approval, the employee is expected to report to work and perform the make-up work as scheduled.
- Management and employees shall cooperate in making reasonable efforts to arrange schedules and identify operational needs for overtime work in order to enable an employee to be given the opportunity to make-up time not worked, rather than charging it to leave.
- 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 adverse weather time. (NOTE: For employees recording time in the Integrated HR/Payroll system, time worked on a holiday to make up time should be recorded as 9514 – Adverse Weather Make-Up which will prevent holiday premium pay automatically.)

If an employee has an outstanding adverse weather leave liability (balance of leave approved for make-up), all additional time exceeding regular work schedule worked after the adverse weather absence shall be credited towards resolving the adverse weather leave

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liability. This includes compensatory time earned for holidays, overtime, gap hours, callback, on-call, travel or emergency closings.

§ 11. Extended Leave of Absence

If an employee subsequently requests an extended leave of absence with or without pay (including absences due to Family Medical Leave, Short-Term Disability and Worker's Compensation), the liability owed for time not worked during an adverse weather event shall be resolved through use of vacation or bonus leave prior to the extended leave of absence. If there is insufficient vacation or bonus leave to cover the adverse weather liability, the amount paid for adverse weather leave shall be deducted from the employee's paycheck prior to the start of the extended leave of absence. An "extended leave of absence" is an absence in excess of one half of the regularly scheduled workdays and holidays in the month or in the pay period, whichever is applicable.

§ 12. Transfer to Another State Agency

If the employee transfers to another State agency before any adverse weather leave liability is resolved, it must be charged to vacation or bonus leave or deducted from the final paycheck if there is insufficient leave to cover the adverse weather liability prior to the transfer.

§ 13. Separation

If an employee separates from State government before any adverse weather liability is resolved, it must be charged to vacation or bonus leave or deducted from the final paycheck, if there is insufficient leave to cover the adverse weather leave liability.

§ 14. Sources of Authority

This policy is issued under any and all of the following sources of law:

- [N.C.G.S. § 126-4\(5\) and \(10\)](#)

It is compliant with the Administrative Code rules at:

- [25 NCAC 01E .1005](#)

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Date	Version
January 28, 1955	<ul style="list-style-type: none"> All absences from work must be charged to leave. When weather conditions are severe enough to endanger the health or
October 1, 1971	<ul style="list-style-type: none"> Establishment of adverse weather policy. Employees unable to get to work due to hazardous driving conditions will be given an opportunity to make up the hours lost or the employee may use vacation or petty leave. No announcement will be made on radio or any other means concerning the closing of State offices.
May 1, 1978	<ul style="list-style-type: none"> An employee may make up time due to adverse weather without being subject to overtime compensation.
February 1, 1982	<ul style="list-style-type: none"> Adverse weather conditions policy approved for Wake County and for areas outside of Wake County.
April 1, 1986	<ul style="list-style-type: none"> Make-up provision revised to not allow time to result in overtime; also special provision for catastrophic conditions added.
May 1, 1989	<ul style="list-style-type: none"> Make-up time must be made up in one year.
July 1, 1995	<ul style="list-style-type: none"> Revised make-up provisions that time must be made up within 12 months from occurrence of the absence. If not, charged to vacation leave or leave without pay.
February 21, 2000	<ul style="list-style-type: none"> Advisory Note added to incorporate the clarification in Mr. Penny's memo of February 21, 2000 regarding make-up time for adverse weather. Employees may use compensatory time to make up for time lost due to adverse weather if management approves the overtime in response to bona fide needs for work in excess of forty [40] hours. If there is no bona fide need for overtime, then the make-up time must be limited to weeks when an employee has not worked a full forty [40] hours due to scheduled or unscheduled absences. safety of employees, an official determination will be made by State Personnel.
September 30, 2002	<ul style="list-style-type: none"> Added provisions for bonus leave.

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August 1, 2003	<ul style="list-style-type: none"> Changed the policy to allow closings in case of emergencies other than weather conditions, such as terrorist acts, contamination by hazardous agents, disruption of power, equipment failure, etc. Also, gives agencies and universities authority to make that decision in certain instances. (Rule approved effective January 1, 2004.)
April 1, 2008	<ul style="list-style-type: none"> Provision added to require agencies to report an emergency closing when implementing the following provision which was inadvertently omitted from the policy: "Individual agency heads or their designees shall make decisions about closings when emergency conditions affect that agency only."
April 1, 2009	<ul style="list-style-type: none"> Adds provision to clarify that employees who are on prearranged vacation leave or sick leave during emergency closings will charge leave to the appropriate account with no provision for make-up time – the same as for adverse weather or other conditions of a serious nature.
January 1, 2015	<ul style="list-style-type: none"> Emergency closing provisions of the policy have been removed and are included as an independent policy in the Leave Section of the HR Manual titled "Emergency Closing". Added definitions for adverse weather conditions, mandatory/non- mandatory employees, and mandatory/non- mandatory operations. Removed all reference to adverse weather "closures" and instead reference "suspension of non-mandatory services". Clarified that the decision of "suspension of services" should only apply to operations in the geographic area directly impacted by the adverse weather conditions. Clarified that rented office space from a non-state entity should have an agreement or understanding on who makes decisions on the suspension of services based on adverse weather conditions. Clarified that a declaration of a "State of Emergency" does not impact the provisions of the Adverse Weather Policy concerning

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	<p>decision making authority of agency heads and the expectation for mandatory employees to report to work.</p> <ul style="list-style-type: none"> • Addition of a requirement for non-mandatory employees to use accrued compensatory time to account for the lost time from work. If there is no accrued comp time, then the employee will have a choice to use vacation or bonus leave or leave without pay. • Clarification that the option for make-up time requires supervisor approval which must be supported by operational need and not the individual employee’s desire to make up the adverse weather in lieu of use of leave or leave without pay. • Removed the requirement for FLSA-nonexempt employees to only be allowed to make up adverse weather leave during a week in which they are using leave or have a paid holiday in order to avoid overtime compensation. • Supervisor is required to schedule the make-up time within the same pay period if possible or within 90 days of the adverse weather event. • Time not made up within 90 days will automatically be deducted from vacation or bonus leave if sufficient balances are available to cover the liability. If the employee does not have sufficient leave to cover the liability, then the outstanding balance will be deducted from the next paycheck. • The adverse weather liability shall be resolved prior to an employee starting an extended leave of absence. • Removed the requirement for adverse weather “suspension of service” decisions to be reported to the State HR Director.
<p>February 4, 2016</p>	<ul style="list-style-type: none"> • Added new definition of Adverse Weather. • Updated “Landlords do not make the decision to suspend operations” heading to “Limited Operations or Closures for Rented or Leased State Facilities” for clarity. • Changed “Administrative agencies within Wake County” to “Administrative Operations within Wake County” for clarity.

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	<ul style="list-style-type: none"> • Removed mention of the University of North Carolina System. SHRC approved an Adverse Weather and Emergency Event Policy for the • University of NC System, effective January 1, 2016 • Added “Early Release due to Adverse Weather” to allow reasonable time for employees to return home or to a safe location prior to the commencement of an adverse weather event. • Added “Return to Work” to clarify a reasonable time in which an employee is expected to return to work after an adverse weather event. • Updated “Accounting for Time” to include early release. • Removed National Weather Service designation, as adverse weather conditions also apply during periods of time that are not designated or issued by the National Weather Service.
	<ul style="list-style-type: none"> • Accounting for Time reworded to provide clarity and advises agencies to develop guidelines regarding flexible work schedules and/or alternative work arrangements which may be appropriate during adverse weather events. Also advises employees to consult with their agency Human Resources Division for their agency protocol in all cases. • Renamed Make Up Provisions section to Adverse Weather Leave Make-Up Provisions and rearranged paragraphs for flow and readability. Also added a note for employees recording time in the Integrated HR/Payroll system, time worked on a holiday to make up time should be recorded as 9514 Adverse Weather Make-Up which will prevent holiday premium pay automatically. • Extended Leave of Absence section was revised to clarify the liability owed for time not worked during an adverse weather event shall be resolved through use of vacation or bonus leave prior to the extended leave of absence. • Transfer to Another State Agency section was revised to provide clarity if an employee transfers to another state agency before any

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	<p>adverse weather leave liability is resolved, it must be charged to vacation or bonus leave or deducted from the final paycheck if there is insufficient leave to cover the adverse weather leave liability prior to the transfer.</p> <ul style="list-style-type: none"> • Minor revisions were made in the Separation section to clarify if an employee separates from state government before any adverse weather leave liability is resolved, it must be charged to vacation or bonus leave or deducted from the final paycheck if there is insufficient leave to cover the adverse weather leave liability.
<p>October 3, 2019</p>	<ul style="list-style-type: none"> • Reworded and clarified the Policy section to strengthen the intent of the Adverse Weather Policy. • Added Note to reference Emergency Closing Policy for conditions that warrant closure of a facility/location such as a mandatory evacuation order or unsafe building structure. • Definitions: Added new definitions to explain commonly used terms that were not included in the policy previously. These terms include the following: <ul style="list-style-type: none"> • Adverse Weather Leave • Adverse Weather Make-Up • Declaration of a State of Emergency • Deleted non-mandatory employees and non-mandatory operations definitions as these terms are no longer used in this policy. • Designation of Mandatory and Non-Mandatory Operations- • Verbiage was revised to spell out expectations regarding reporting to work, remaining at work or differing schedules/shifts for employees designated as mandatory. • Verbiage was revised to provide clearer guidance to agency management regarding designating employees as mandatory; also includes that notifications may occur at any point in time and as such is considered a condition of employment.

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	<ul style="list-style-type: none">• Added verbiage to permit agencies to call-in employees who are not normally designated as mandatory and temporarily assign them to this status if a specific adverse weather event requires such action.• Renamed Who Determines When Non-Mandatory Operations will be Suspended Due to Adverse Weather Condition section to Closing Non-Mandatory Operations During Adverse Weather Event for improved flow and reorganization of related topics.• Deleted Administrative Operations within Wake County section as the intent of this section is now reflected in the Closing a specific State facility to non-mandatory employees and the public section.• Deleted Agencies with Non-Administrative Operations within Wake County and Staff Outside the Wake County Area Including 24-hour Operations section as this matter is now addressed in the Suspending non-mandatory services at a specific State facility to the public only section.• Clarified and created a new sub-section which addresses the Suspension of non-mandatory services to the public only which may be caused due to short duration power outage, limited staff issues which necessitate suspension of services. Also clarifies employees may work or operate under the Adverse Weather policy in the event of such closing to the public.• Closing of a state facility to non-mandatory employees and to the public is listed to merely clarify state facilities are not to be closed based on adverse weather events and that a State of Emergency by the Governor is not a closing of state government. Also added verbiage in an attempt to differentiate adverse weather from the emergency closing policy (includes agencies responsibility for reporting actual emergency closings to OSHR within five days after the occurrence).• Expanded the Early Release of non-mandatory employees at a specific location section which is intended to encourage employees
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	<p>to use their best judgement in making decisions regarding travel to and from work. This section also restates the agency head or designee may make decisions regarding suspending services to the public at this time and notes employees shall operate under the Adverse Weather policy to account for time lost from work.</p> <ul style="list-style-type: none">• Limited Operations or Closures of Leased State Facilities clarifies and adds guidance to agencies to prepare in advance of adverse weather events. This includes:<ul style="list-style-type: none">• Plan with property management;• Review applicable Continuity of Operations Plan (COOP);• Evaluate alternative arrangements for employees to continue working throughout the event should the location be closed; and• Develop communication procedures that at a minimum include how communication between property management and Director/Manager at the leased location will take place, how Director/Manager will notify staff of any changes in operational status, and how information about the status of the location will be shared with the appropriate Agency Head (or designee.)• Agencies must consider the following options when planning for adverse weather in leased spaces when the facility is closed:<ul style="list-style-type: none">• The agency shall make every effort to relocate affected employees to an alternate work location.• If the agency is unable to relocate affected employees to an alternate work location, the agency is responsible for determining if remote work may be completed elsewhere by employees.• If the agency cannot relocate or provide remote work, the agency may approve the use of the Adverse Weather policy to account for time not worked.• Communicating Adverse Weather Conditions and the Suspension of Non-Mandatory Operations was renamed to Communicating Adverse Weather Conditions and Impact on Operations to better align with the content in the section. Also charges agencies with
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	<p>developing a communication plan for notifying the public if services are suspended.</p> <ul style="list-style-type: none"> • Failure of Mandatory Employees to Report section revised the Exception note to delete the words “no disciplinary action will be taken” from the last sentence. • Return to Work section was revised for readability by reframing sentences; reasonable timeframe explanation was deleted. <p>September 25, 2019.</p>
February 4, 2021	<p>Policy reviewed by Total Rewards-Salary Administration Division to confirm alignment with current practices and by Legal, Commission, and Policy Division to confirm alignment with statutory, rule(s), and other policies. No substantive changes. Updated Adverse Weather policy to more closely reflect Administrative rule 25 NCAC 01E .1005, by updating the usage of “Mandatory” (e.g., “Mandatory Employees”, “Mandatory Operations”) to “Emergency”. Reported to SHRC on February 4, 2021.</p>
December 12, 2024	<p>In reference to the Emergency Closing Notification form, added: This form should be submitted via Smartsheet, which is the system of record.</p>