

EMERGENCY CLOSING POLICY SUMMARY OF POLICY REVISIONS

2-4-2021

- 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. Update 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”. There is no mention of “Mandatory” in Administrative Rule: 25 NCAC 01E .1005. The Communicable Disease policy also references “Mandatory” Employees specifically to a public health emergency. Changing “Mandatory” to “Emergency” in the Adverse Weather policy will also alleviate possible confusion of the “Mandatory” designation referenced in the Communicable Disease policy.

10-21-2019

- Changed “emergency” employee to “mandatory” employee throughout the document to align with the verbiage used in the Agency Adverse Weather Policy.
- Added note to reference Adverse Weather Policy for conditions that are related to an adverse weather event but do not warrant an emergency closing.
- Changed the definition of Emergency Employee to Mandatory Employee and provided clarity to be consistent with the definition used in the Adverse Weather Policy.
- Changed the definition of Emergency Operations to Mandatory Operations and provided clarity to be consistent with the definition used in the Adverse Weather Policy.
- Revised the reference to the University of North Carolina System to refer to the separate UNC System Adverse Weather and Emergency Event Policy which provides guidance for university employees.
- The verbiage used in the Failure of Mandatory Employees to Report section was revised to provide clarity.
- Accounting for Time section has been revised to indicate mandatory employees who are required to work during the emergency shall be granted emergency time off

(ETO) on an hour for hour basis for all hours worked. This time must be used within 12 18 months of it being awarded. ETO not taken within 18 months is lost.

01-01-2015

Provisions for emergency closing were previously included in the Adverse Weather policy. A separate policy has been adopted for clarification purposes. At the same time, the following amendments were included:

- Clarified agency heads should make emergency closing decisions in consultation with their safety officer or designee.
- Added definitions for emergency employee and emergency operations.
- Removed reference to snow and ice as examples of a “catastrophic life threatening weather event”. Added a section on “Weather Events” which clarifies “catastrophic weather events” that may cross over from regular adverse weather conditions to emergency closing conditions.
- Clarified that emergency closings impact both non-mandatory and mandatory employees.
- Added bomb threats as an example of an emergency evacuation and removed equipment failure as an example.
- Clarified emergency closings should only be implemented for “prolonged” disruption of power and/or water.
- Clarified loss of heat and air conditioning does not necessarily meet the definition of emergency closing. Referred to the adverse weather policy if weather conditions are extreme.
- Clarified how a declaration of a “State of Emergency” impacts emergency closing decisions.
- Clarified rented office space from a non-state entity should have an agreement or understanding on who makes and communicates facility closing decisions due to emergency conditions.

- Clarified emergency time off (ETO) must be taken within 12 months or it is lost and it is not paid out upon separation or transfer to another agency.
- Clarified non-emergency employees who are reassigned to a different work location or alternate work arrangement will not be eligible for emergency time off (ETO).