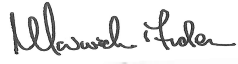



**MEMORANDUM**

TO: Deans, Directors and Department Heads

FROM: Warwick A. Arden, Executive Vice Chancellor and Provost   
Charles A. Maimone, Vice Chancellor, Finance and Administration 

SUBJECT: Update to Adverse Weather and Other Emergency Conditions Regulation

DATE: December 20, 2022

The purpose of this memo is to notify you that NC State has updated its Adverse Weather and Other Emergency Conditions regulation to align with a UNC System regulation on adverse weather and emergency events. The updated NC State regulation contains two major changes:

- The UNC System has delegated authority to NC State to make its own decisions and announcements regarding declarations of Conditions 1 and 2. If the university believes adverse weather or other emergency conditions warrant Condition 3 (i.e., closure of the university), the university must submit a request for Condition 3 status to the UNC System Human Resources office.
- If NC State declares a Condition 1 status, employees are now responsible for letting their supervisor know in a timely manner whether they plan to work, come to work late, leave work early or not report to work at all. Employees also may be required to make up work hours in certain situations.

Below are some highlights from the updated regulation, followed by other important information related to adverse weather and emergency situations at NC State. To read the entire updated regulation, [go to the Policies, Regulations and Rules website.](#)

**Condition 1 — Reduced Operations:** Adverse weather and/or another emergency event condition that is negatively impacting or has significant potential to negatively impact local area commuting, important campus services or the efficient functioning of campus buildings and grounds. Classes are generally in session and the university is open, but some operations may be reduced.

- Mandatory employees must report to or remain at work. Remote work is permissible, depending upon the nature of the employee's job and with prior supervisor approval.
- Nonmandatory employees have the option to work, 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 and may be required to make up work hours in certain conditions. Remote work is permissible, depending upon the nature of the employee's job and with prior supervisor approval.

**Condition 2 — Suspended Operations:** Adverse weather and/or another emergency event condition that poses safety risks or logistical challenges that are more severe, and where there is a substantial interest to limit the number of individuals who travel to, or remain, at the university. Classes are canceled and the university is open on a very limited basis with only mandatory operations functioning.

- Mandatory employees or those temporarily assigned as mandatory must remain at work or report to work. Remote work is permissible, depending upon the nature of the employee's job and with prior supervisor approval.
- Nonmandatory employees must leave or not report to work. Nonmandatory employees may also arrange for alternative work locations with prior supervisor/manager approval.

**Condition 3 — Closure:** An adverse weather and/or another emergency event condition that poses the most severe risk to health and safety and/or presents the most difficult logistical challenges that will severely impede the efficient and effective functioning of the university. Classes are canceled and the university is closed.

- All or only a limited number of mandatory employees must remain at or report to work, as directed by their manager and/or supervisor.
- Nonmandatory employees do not report to work and are not required to make up time to cover the adverse weather absence.

Note: For the purposes of adverse weather, "mandatory" refers to those employees designated as "mandatory adverse weather" under the "Mandatory Position" status in PeopleSoft, as well as those temporarily designated as mandatory. This does not apply to the mandatory statuses that were designated for the COVID-19 public health emergency.

### **Emergency Conditions Notification Procedure**

The Emergency Management and Mission Continuity Office, within Environmental Health and Public Safety, will maintain a list of critical contact offices and individuals and will work with University Communications and Marketing to ensure a centralized and coordinated approach to managing internal and external communications about adverse weather and other emergency event conditions impacting NC State. Once an announcement is made to close, open late or cancel activities, universitywide communications will be delivered using either the Emergency Communication System (WolfAlert) or University Communications and Marketing. Public announcements about closings or late openings applicable to other state agencies or to other state employees do not apply to NC State or its employees.

For university work sites not physically located in Wake County, North Carolina, directors should consult with the dean or vice chancellor of the college or administrative unit under which the unit falls to determine their operational status during adverse weather or other emergency event conditions.

### **Questions and Information**

For questions on policies, leave or reporting time, contact your unit's HR representative.

**Snow Removal Priorities**

NC State has established snow removal priorities as a part of the university's inclement weather procedures. The university developed these procedures using a worst-case scenario for providing access to campus streets, parking lots, walkways and buildings.

**Continuation Procedures for Adverse Weather or Other Emergency Conditions**

Throughout periods of adverse weather or other emergency conditions, the university will follow the above procedures on a daily basis until it is no longer necessary to alter the university's schedule.