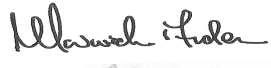
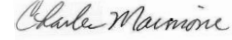


MEMORANDUM

TO: Deans, Directors and Department Heads

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


SUBJECT: Adverse Weather Conditions

DATE: January 13, 2022

This memo serves as a general reminder about the notification processes for adverse weather and other emergency conditions. If weather conditions deteriorate or an emergency exists such that it may become necessary to cancel classes, open late or close the university, the vice chancellor for finance and administration will make a recommendation to the chancellor and provost.

NC State will operate normally unless it publicly announces one of the following adverse weather statuses: Condition 1, Condition 2 or Condition 3. The chancellor and provost have institutional delegated authority to declare a Condition 1 or Condition 2 adverse weather event. Only the UNC System president can declare a Condition 3 event.

Condition 1 — Reduced Operations: An adverse weather and/or other emergency event has significant potential to or is already negatively impacting local area commuting, important campus services or the efficient functioning of campus buildings and grounds.

- Mandatory employees must report to 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. Remote work is permissible depending upon the nature of the employee's job and with prior supervisor approval.

Condition 2 — Suspended Operations: An adverse weather and/or other emergency event poses safety risks or logistical challenges that are more severe than under Condition 1, and there is a substantial interest to limit the number of individuals who travel to or remain at the university.

- Mandatory employees 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 not report to work and shall not be required to use leave time or make up any work time missed unless the duration of the event necessitates a different decision by the UNC System president.

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

- Mandatory employees must report to work or remain at work. Remote work is permissible depending upon the nature of the employee's job and with prior supervisor approval.
- Nonmandatory employees must not report to work and shall not be required to use leave time or make up any work time missed unless the duration of the event necessitates a different decision by the UNC System president.

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

Emergency Conditions Notification Procedure

The chief communications officer or designee will communicate the campus condition/status decision to the media for dissemination. In addition, university officials will send an email message to all students, faculty and staff. 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.

If a university work site not physically located in Raleigh, North Carolina, is affected by inclement weather that would necessitate a Condition 1, 2 or 3, the head of that work station must contact their dean or vice chancellor and the associate vice chancellor for human resources to request a suspension of operations, reduction of operations or closure. The chancellor must authorize a request for reduction or suspension of operations (Conditions 1 and 2), and the UNC System president must approve a request for closure (Condition 3).

Questions and Information

For policy, leave or time reporting questions, contact your unit's HR representative or [visit the HR website](#). Go to the Policies, Regulations & Rules website to read the complete [Adverse Weather and Other Emergency Conditions regulation](#).

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 situation for providing access to the campus streets, parking lots, walkways and buildings.

Continuation of Adverse Weather or Other Emergency Conditions Procedures

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.