



HR CAMPUS COMMUNICATIONS

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NOVEMBER 12, 2012









NCCU ADVERSE WEATHER 2013 COMMUNICATION

"STATE GOVERNMENT OFFICES/UNIVERSITIES AND FACILITIES ARE <u>OPEN</u>, UNLESS A SPECIFIC DECISION HAS BEEN MADE BY THE APPROPRIATE OFFICIAL..."

'ADVERSE WEATHER POLICY' – NC OFFICE OF STATE PERSONNEL http://www.osp.state.nc.us/guide/Policies/5_leave/Adverse%20Weather%20and%20Emergency%20Closings.pdf

It's that time of year again NCCU! With the progression of fall to winter, we could experience adverse weather (snow, sleet, or freezing rain) in the Triangle at any time.

When adverse weather occurs, the NCCU Public Relations Office releases official announcements concerning campus operations to our campus constituents, local television, radio stations and newspapers. The NCCU Public Relations Office will also post these announcements to the university's official Facebook and Twitter accounts. Employees are expected to report to work, with due caution, using their best judgment to remain as safe as possible.

Please carefully review the following detailed communication for your information as well as the frequently asked questions that are attached for your convenience.

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UNIVERSITY ANNOUNCEMENTS AND OPERATIONS

We encourage our faculty and staff to seek timely information and updates regarding operations and schedules during adverse weather. The following campus and community resources are available:

 NCCU Info Line - (919) 530-7220 (Adverse Weather and Emergency Phone Line) for the latest in operation decisions and updates.

Note: It is highly recommended that early (prior to 7:00 a.m.) departure employees contact the **Info Line** prior to leaving home for the office.

• Local Triangle Media Outlets

NCCU operation and schedule announcements are available through local Triangle television, radio stations, and newspapers via communications released by the NCCU Office of Public Relations. Due to the volume of weather closings or delays received by the media, there may be a slight delay between notification and the communication/display of announcements.

ADVERSE WEATHER UNIVERSITY OPERATIONS AND EMPLOYEE RESPONSE/OPTIONS

There are three (3) general operating plans that are followed by the university when we experience adverse weather. They are:

UNIVERSITY OPERATION	EMPLOYEE RESPONSE	EMPLOYEE OPTIONS
1. University is OPEN - Observing regular operations	All employees are expected to report to work observing the <u>normal</u> operations schedule.	SPA Employees who "make a good faith effort to come to work during adverse weather" but can't make it:
schedule		 Use the Adverse Weather policy and make up missed work. Time coded as (AW) must be made up within a 12 month period), or
		Take compensatory time, bonus leave, vacation or leave without pay.
		EPA employees use vacation, bonus leave or adverse weather leave to cover absences incurred due to adverse weather.
USE THE (AW) ADVERSE WEATHER CODE FROM THE DROP DOWN MENU OF THE PAPER TIMESHEET. IN THE COMMENTS BOX INDICATE THE ADVERSE WEATHER CODE WAS USED FOR ADVERSE WEATHER "CLOSING AND THE DATE OF THE EVENT.		
2. University is OPEN but – Classes are CANCELLED or	CANCELLED or DELAYED opening schedules apply to <u>academic</u> operations not university operations.	SPA Employees who "make a good faith effort to come to work during adverse weather" but can't make it:
DELAYED	All employees are expected to report to work observing the <u>normal</u> operations schedule.	 Use the Adverse Weather policy and make up missed work. Time coded as (AW) must be made up within a 12 month period), or
	Universities in compliance with state law are always open unless a specific decision has been made by the appropriate official.	Take compensatory time, bonus leave, vacation or leave without pay.
		EPA employees use vacation, bonus leave or adverse weather leave to cover absences incurred due to adverse weather.
USE THE (AW) ADVERSE WEATHER CODE FROM THE DROP DOWN MENU OF THE PAPER TIMESHEET. IN THE COMMENTS BOX INDICATE THE ADVERSE WEATHER CODE WAS USED FOR ADVERSE WEATHER "CLOSING AND THE DATE OF THE EVENT.		

3. University Operations are 'SUSPENDED'

Mandatory Leave Option Requirements are In-Force

University operations are suspended. Employees should exercise decisions regarding reporting to work given the existing weather conditions at the university and in their community.

Universities in compliance with state law are always open unless a specific decision has been made by the appropriate official.

LEAVE REPORTING IS REQUIRED

SPA Employees who "make a good faith effort to come to work during adverse weather" but can't make it:

- Use the Adverse Weather policy and make up missed work. Time coded as (AW) must be made up within a 12 month period), or
- Take compensatory time, bonus leave, vacation or leave without pay.

EPA employees use vacation, bonus leave or adverse weather leave to cover absences incurred due to adverse weather.

USE THE (AW) ADVERSE WEATHER CODE FROM THE DROP DOWN MENU OF THE PAPER TIMESHEET. IN THE COMMENTS BOX INDICATE THE ADVERSE WEATHER "CLOSING AND THE DATE OF THE EVENT.

Employees, please note that Human Resources Liaisons are your <u>first</u> point-of-contact for questions relative to this communication, adverse weather leave questions, or timekeeping guidance. If after consulting with your HR Liaison you feel you require additional assistance, please contact Sandra Bailey, HR Specialist at (919) 530-6108 or <u>sbaile20@nccu.edu</u>.

"Truth and Service"

HUMAN RESOURCES MISSION STATEMENT:

To proactively collaborate with faculty, staff and students to attract, motivate, develop and retain a diverse pool of talent in support of the mission and goals of the university.