Adverse Weather & Emergency Closing Guidelines:

UNC Asheville is open during periods of inclement weather unless a specific decision has been made by the Chancellor to suspend non-mandatory operations because of adverse weather conditions. Adverse weather may create difficulty for employees to report to work or make it advisable for employees to leave work early. Employees who anticipate problems with transportation are encouraged to exercise personal judgment concerning road safety in their areas. Adverse weather conditions such as snow and ice that impact travel conditions typically do not result in an emergency closing for the university.

The University has identified mandatory (i.e., critical) personnel who are required to report to work when classes are delayed or canceled, and/or when the campus is closed. These personnel are designated to ensure the continuous operation of the university – by either directly providing services to students or supporting those who do. Mandatory (or critical) personnel have been notified of their designation as critical personnel.

The university’s senior administrators may decide to delay or cancel classes and/or to delay the arrival of staff or to release staff that are not designated as mandatory (or critical) personnel.

Notification to Personnel

Late starts and class cancellations are announced on the UNC Asheville Snowline (828-259-3050), and the notification stripe is activated on UNC Asheville’s home page, and an email announcement is sent to faculty, staff and student campus email accounts.

News Services notifies area TV and radio stations. Historically, the Snowline and UNC Asheville’s home page have been more reliable than media outlets because the University is able to post and change messages faster than media outlets.

It should be noted that these announcements do not apply to mandatory (critical) personnel.

Adverse weather and emergency closing messages to employees will be defined and announced in the below format:

Late Start/Staff Flex Start: If classes are on a late start schedule, ”Staff Flex Start” is in effect, providing a two-hour window for staff to report to work in the morning during an official ”Late Start,” or during hazardous winter road conditions that are not severe enough to warrant canceling classes or closing the campus. This two-hour window may not be an option for certain staff members designated as mandatory (critical) personnel for emergency operations. Non-mandatory employees must record time missed to the appropriate leave category as outlined in the Adverse Weather Policy.

Classes Canceled (No Day Classes and/or No Evening Classes): When classes are canceled, students and faculty are not expected to report to campus, and the “Staff Flex Start” schedule is in effect. As the university continues to operate, staff members who have not been designated as mandatory (critical)
personnel for adverse weather events should use their own judgment as to the relative safety of their coming to or staying on campus during this time. Those who are unable to come to campus or stay for the day are asked to notify their supervisor of their decision, and change their outgoing voice mail greeting, if applicable, for the time they plan to be away. Non-mandatory employees must record time missed to the appropriate leave category as outlined in the Adverse Weather Policy.

**Campus Closed:** Under extreme conditions, the Chancellor may close the University. Under these conditions, all employees who are not designated as mandatory (critical) personnel for emergency operations will be released from work until the University is re-opened. Employees will not be charged leave time for an Emergency Closing.

**Accounting for Time Not Worked Due to Adverse Weather:**

Adverse weather leave options only apply during the period of time designated by the National Weather Service as adverse weather conditions as defined in the Adverse Weather Policy.

**Employees not Designated as Mandatory (Critical) Personnel:**

When an employee not designated as mandatory (critical) personnel misses time from work due to adverse weather, the time lost from work will be charged to accrued compensatory time. If the employee does not have accrued compensatory time, 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).

In limited circumstances, when operational needs allow, and with supervisor approval, an employee may be allowed to make up work time missed due to adverse weather in lieu of using vacation leave, bonus leave, or LWOP. Employees with sufficient accrued compensatory time to cover adverse weather leave are not eligible to make up time missed due to adverse weather. The supervisor will be responsible for scheduling make-up time within 90 days of the adverse weather event.

**Additional Notes:**

- Employees who volunteer to make up time missed due to adverse weather on a scheduled holiday will not receive holiday premium pay or equal time off with pay.
- If appropriate, supervisors may allow employees to telework or reassign the employee to alternate worksites within the same commuting area in lieu of missing work.
• Employees who are on prearranged vacation leave or sick leave will charge leave to the appropriate leave account with no provision for make-up time.

**Employees Designated as Mandatory (Critical) Personnel:**

Failure to report to work when required will result in missed hours being charged to leave or leave without pay, and depending upon the circumstances and frequency, may also result in corrective action. Communication with the supervisor prior to anticipated adverse weather is essential. By discussing business needs and possible actions in advance, the employee’s personal safety can be taken into account when making decisions about travel.

**Accounting for Time Due to Emergency Closings:**

The following applies when the university is closed due to emergency conditions:

• Employees who are not required to work at an alternate site or as an emergency employee shall not be required to charge leave or make up the time.

• Mandatory (critical) personnel required to work during the emergency should be granted paid “emergency time off” (ETO) on an hour for hour basis for all hours worked. ETO must be used within 12 months of its being awarded or it is forfeited. Supervisors should make arrangements for employees to take this time off. It should be used after compensatory time off, but must be used before vacation, bonus, or sick leave.

• If additional personnel not in mandatory/essential operations are needed for situations such as cleanup and recovery during the time the University remains closed, the Chancellor may elect to compensate them in the same manner as employees deemed mandatory (critical) personnel.

• Personnel not designated as mandatory (critical) personnel who are reassigned to a different work location to avoid work stoppage or who are approved to work under alternative work arrangements shall be paid for their regular salary for all hours worked but will not be granted additional time off.

• Employees who are on prearranged vacation, bonus, or sick leave will charge leave to the appropriate account.

For questions regarding leave during adverse weather and emergency closings, contact Jeanene Wexler at 828-250-2336 or jwexler@unca.edu.