

## Adverse Weather

This summary explains how UNC Asheville operates during adverse weather events. Guiding the process is the UNC System’s [Adverse Weather and Emergency Events Policy](#), which applies to SHRA and EHRA employees (staff) at UNC Asheville. As a state agency and a UNC system campus, the University must administer and follow the rules, regulations and personnel policies set by state government and UNC General Administration in making decision.

Unless the University announces a change in status, the campus operates on a regular schedule. The safety of our students and employees is our number one priority in making any weather-related decision about campus operations.

Based on information from Public Safety and Transportation staffs, law enforcement agencies, Campus Operations staff, the National Weather Service, and other sources, the University may activate one of three Adverse Weather Conditions (Condition 1, Condition 2, and Condition 3) described below. The University is committed to announcing a change in class or work schedules as far in advance as possible.

Late starts and class cancellations are announced via email to students, faculty and staff, and posted on the UNC Asheville website, Facebook page, and official Twitter account (@UncAvl).

### Overview of Adverse Weather Conditions

*Note: The term “Mandatory Employee” replaces “Critical Employee” in the updated policy.*

Condition Level	Students & Faculty	Non-Mandatory Employees (Staff)	Mandatory Employees (Staff)
<b>Condition 1:</b> Reduced Operations	Classes canceled or delayed	Employees, in consultation with their supervisors, may leave early, arrive late, or not report.  Employees use leave if not working, or may make up the time within 90 days. Alternatively, and only with supervisor approval, employees may work from home or alternate site.	Employees must report to or remain at work unless otherwise notified.
<b>Condition 2:</b> Suspended Operations	Classes canceled.	Employees must not report, or must leave campus. Employees use leave if not working, or may make up the time within 90 days. Alternatively, and only with supervisor approval, employees may work from home or alternate site.	Employees must report to or remain at work unless otherwise notified.

<b>Condition 3:</b> Closure	Classes canceled.	Employees must not report, or must leave campus. Employees do not use personal leave if not working.	Employees must report to or remain at work unless otherwise notified.
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## Description of Adverse Weather Conditions

### Condition 1 – Reduced Operations

The University is open. Classes may be delayed or canceled.

Current conditions may not pose severe safety risks or logistical challenges, but an event has significant potential to negatively affect – or already is affecting – local area commuting, important campus services, or the efficient functioning of campus buildings and grounds.

- **Non-mandatory employees**, *after informing their supervisors in a timely manner*, have the option to report to work late, leave early, or not report to work.
  - These employees must use available personal leave time (compensatory, vacation, or bonus) to cover any time away from regular work hours, or may make up the time within 90 days (the supervisor must approve the schedule to make up the time). schedule)
  - Alternatively, and only with supervisor approval (*not mere timely notice to the supervisor*), these employees may be permitted to work from home or alternate sites when, in the supervisor’s discretion, it is feasible and safe for this to occur. Employees working away from campus do not use leave. Such arrangements may not be practicable for all types of employees or during every type of adverse weather or emergency event.
- **Mandatory employees** (whose presence has been designated mandatory to University operations during adverse weather or emergency events) are expected to report to work or remain on the job unless otherwise notified by supervisors.
  - If deemed necessary by their supervisor, mandatory employees may be required to work a differing schedule or shift than normally assigned.
  - The University may also take the unusual measure of “calling-in” employees who are not normally designated as “mandatory” and temporarily assign them to this status, if a specific adverse weather or emergency event requires it.
  - Mandatory employees whose supervisors notify them that they are not required to work during a specific instance of reduced operations must use available personal leave time (compensatory, vacation, or bonus) to cover any time away from regular work hours, or may make up the time missed within 90 days. Alternatively, the supervisor may approve the option to work from an alternate site.

### Condition 2 – Suspended Operations

The University has suspended all but mandatory operations. Classes are canceled.

Safety risks or logistical challenges are severe, and there is substantial interest to have a relatively limited number of individuals travel to or remain on campus.

- **Non-mandatory employees** do not report to campus, or must leave campus. Staff must use available leave for any work time missed, unless:
  - the supervisor authorizes off site work arrangements,

- the employee makes up the time missed within 90 days (the supervisor must approve the schedule to make up the time missed),
- the employee chooses to take leave without pay, or
- the Governor issues an Executive Order permitting leave with pay for any missed work time.
- **Mandatory employees** report to work or remain on the job, unless otherwise directed by supervisors.

### Condition 3 – Closure

The University is closed. **Classes are canceled; offices and facilities are closed; only mandatory employees must report to or remain at work.**

- **Non-mandatory employees** must not report to work and must leave campus.
  - These employees are not required to use personal leave time when absent from work in Condition 3.
- **Mandatory employees** must report to or remain on the job, unless otherwise directed by supervisors.

Note: Under the UNC System policy, Condition 3 would be an extremely rare occurrence given typical winter weather.

### Accounting for Time During Reduced or Suspended Operations

When SHRA and EHRA employees (staff in regular, benefits-eligible positions) miss work time during Condition 1 or Condition 2, the time shall be accounted for as follows:

- Compensatory time, if available, must be used first.
- If the employee has no compensatory time available, the employee has the option to use vacation leave, bonus leave, or leave without pay (LWOP).
- The employee has the option to “make up” the time missed in lieu of using LWOP, vacation or bonus leave. The time must be made up no later than 90 calendar days following the triggering event, and the supervisor must approve the schedule to make up the time missed.
- Employees who are already out on approved leave will charge the approved sick, vacation, compensatory or bonus leave, with no provisions for LWOP or make-up time.

For mandatory employees, 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.

### Additional Equivalent Time Off (ETO) for Mandatory Employees

SHRA mandatory employees who are non-exempt from FLSA receive equivalent time off (ETO) for hours worked during Condition 2 and Condition 3. SHRA mandatory employees exempt from FLSA and EHRA mandatory employees are not eligible to receive ETO.

When an SHRA non-exempt employee is required to report to or remain at the work site during Condition 2 (Suspended Operations) or Condition 3 (Closure), ETO will be awarded on an hour-for-hour basis as described below.

- ETO is in addition to and does not replace any required FLSA overtime or compensatory time for time worked during an event.
- The ETO must be used within 12 months of the triggering event.
- Scheduling time to use the ETO will be subject to management approval, but every reasonable effort shall be made to permit the employee to use the ETO before it expires.
- At the end of the 12-month period, any unused ETO will expire and is not subject to payout.
- Any mandatory or non-mandatory employee who is not required or voluntarily chooses to work at home during Condition 2 (Suspended Operations) or Condition 3 (Closure), or who reports to work during such event without supervisory permission, will not be entitled to ETO.

More details regarding adverse weather and emergency closings are available in the [Adverse Weather and Emergency Events Policy](#).

For questions regarding leave during adverse weather or emergency closings, contact:

- Christy Williams at 828-323-5116 or [cwilliam@unca.edu](mailto:cwilliam@unca.edu) for policy or procedure questions, or
- Joy Duran Gevedon at 828-232-5115 or [jduran@unca.edu](mailto:jduran@unca.edu) for questions related to biweekly or monthly leave records