# Adverse Weather Reference Guide

This guide will be an important reference for payroll purposes and will include, dates, duration, condition levels and appropriate codes to be used during each condition. Human Resources will update this guide on a regular basis to provide an ongoing record of all weather related operational changes during the 2016-2017 academic year.


| Contents | Page # |
|---|---|
| Adverse Weather Announcements | 2 |
| Employee Designations | 2 |
| Appalachian State  Adverse Weather and Emergency Closing Policy | 2 |
| 2016-2017 Adverse Weather Dates | 2 |
| Operational Status Condition 1 | 3 |
| Operational Status Condition 2 | 4 |
| Operational Status Condition 3 | 5 |

**Adverse Weather Announcements**
Adverse weather-related communications will be made via university email, Twitter at @appstateclosing, the University homepage, recorded messages at 828-262-SNOW and, if appropriate, through media such as WASU and Booneweather.com.

**Employee Designations**
To review the designation for your position as it relates to adverse weather please log into Employee Self Service and review the Adverse Weather Mandatory Non Mandatory link.

**Appalachian State Adverse Weather and Emergency Closing Policy**
http://policy.appstate.edu/Adverse_Weather_and_Emergency_Closing.

**2016-2017 Adverse Weather Dates:**
Updated 1/30/2017

| Date | Condition Level | Time and Duration |
|---|---|---|
| January 9, 2017 | Suspended Operations | 12:00 a.m.-12:00 p.m. Total 12 hours |
| January 30, 2017 | Suspended Operations | 5:39 a.m.-10:00 a.m. Total 4 hours 21 minutes |
| January 30, 2017 | Reduced Operations | 10:00 a.m.- 12:00 p.m. Total 2 hours |
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**Condition Level 1**
**Reduced Operations**
The University remains open, but certain non-mandatory operations may be reduced due to more limited staffing.

**Non- Mandatory Employees**

Non-Mandatory employees have the option to 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.

**Mandatory Employees**

Mandatory employees must report to or remain at work.

**Time Coding**

When an employee misses work time during Condition 1 (Reduced Operations) 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 annual and/or bonus leave.
- If the employee does not have or choose to use annual and/or bonus leave, the employee will take leave without pay (LWOP).
- The University may, but is not required to, offer employees the option of "make-up" time in lieu of LWOP or paid leave.

1. If "make-up" time is offered, it shall be made up no later than 90 calendar days following the triggering event.
2. "Make-up" time shall not be subject to any premium pay, with the exception of FLSA-mandated overtime, when applicable.
3. SHRA employees' make up time must be coded on the employee's time sheet "MSW" when approved and "AWW" when made up.

- Employees who are already out on approved leave during an event that triggers any of these conditions will charge the approved sick, annual, compensatory, or bonus leave, with no provisions for LWOP or "make-up" time.
- If the employee transfers to another University of North Carolina constituent institution or State agency or terminates from State employment before any allowed "make-up" time is satisfied, this time shall be charged to annual or bonus leave. If there is not sufficient annual or bonus leave to cover the make-up time, the value of the make-up time shall be calculated and deducted from the employee's final paycheck.

**Condition Level 2**

**Suspended Operations**

The University remains open on a very limited basis, but has formally suspended all but mandatory operations due to minimal staffing levels.

| **Non- Mandatory Employees** | **Mandatory Employees** |
| --- | --- |
| Non-Mandatory employees may not report to work or must leave the workplace when this status takes effect | Employees designated or temporarily assigned as mandatory must report to work as directed. |

**Time Coding**

When an employee misses work time during Condition 2 (Suspended Operations) 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 annual and/or bonus leave.
- If the employee does not have or choose to use annual and/or bonus leave, the employee will take leave without pay (LWOP).
- The University may, but is not required to, offer employees the option of "make-up" time in lieu of LWOP or paid leave.

1. If "make-up" time is offered, it shall be made up no later than 90 calendar days following the triggering event.
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- If the employee transfers to another University of North Carolina constituent institution or State agency or terminates from State employment before any allowed "make-up" time is satisfied, this time shall be charged to annual or bonus leave. If there is not sufficient annual or bonus leave to cover the make-up time, the value of the make-up time shall be calculated and deducted from the employee's final paycheck.

FLSA exempt mandatory employees are not eligible to received ETO. When a non-exempt mandatory employee is required to report to or remain at the work site during Condition 2 (Suspended Operations), ETO shall be awarded 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 twelve months of the triggering event.
- The scheduling of the ETO shall be subject to management approval, but every reasonable effort shall be made to permit the employee to use the ETO prior to its expiration.
- At the end of the twelve-month period, any unused ETO shall 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, shall not be entitled to ETO.
- For SHRA employees this equal time must be coded on an employee's time sheet as "ETE" (equal time earned) when awarded and "ETT"(equal time taken) when used.

## Condition Level 3
## Closure

Due to significant and sustained emergency conditions, University facilities are closed; this can apply to the entirety of the University or one or more specific buildings based on the type of incident involved.

| Non- Mandatory Employees | Mandatory Employees |
|---|---|
| All other employees, including those who are otherwise designated as mandatory but not needed for the particular event, are not permitted to report to or remain at work. | All or only a limited number of mandatory employees may be directed to remain at or report to work under this condition. This is intended to assure an orderly shutdown of campus facilities and to sustain only the most critical campus utilities and services. |

### Time Coding

When an employee misses work time during Condition 3 (Closure) 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 annual and/or bonus leave.
- If the employee does not have or choose to use annual and/or bonus leave, the employee will take leave without pay (LWOP).

- The University may, but is not required to, offer employees the option of "make-up" time in lieu of LWOP or paid leave.
    1. If "make-up" time is offered, it shall be made up no later than 90 calendar days following the triggering event.
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- The ETO must be used within twelve months of the triggering event.
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