ADVERSE WEATHER SUMMARY OF REVISIONS

2-4-2016

Added new definition of Adverse Weather.

Updated “Landlords do not make the decision to suspend operations” heading to “Limited Operations or Closures for Rented or Leased State Facilities” for clarity.

Changed “Administrative agencies within Wake County” to “Administrative Operations within Wake County” for clarity.

Removed mention of the University of North Carolina System. SHRC approved an Adverse Weather and Emergency Event Policy for the University of NC System, effective January 1, 2016

Added “Early Release due to Adverse Weather” to allow reasonable time for employees to return home or to a safe location prior to the commencement of an adverse weather event.

Added “Return to Work” to clarify a reasonable time in which an employee is expected to return to work after an adverse weather event.

Updated “Accounting for Time” to include early release.

Removed National Weather Service designation, as adverse weather conditions also apply during periods of time that are not designated or issued by the National Weather Service.

1-1-2015

- Emergency closing provisions of the policy have been removed and are included as an independent policy in the Leave Section of the HR Manual titled “Emergency Closing”.
- Added definitions for adverse weather conditions, mandatory/non-mandatory employees, and mandatory/non-mandatory operations.
- Removed all reference to adverse weather “closures” and instead reference “suspension of non-mandatory services”.
- Clarified that the decision of “suspension of services” should only apply to operations in the geographic area directly impacted by the adverse weather conditions.
- Clarified that rented office space from a non-state entity should have an agreement or understanding on who makes decisions on the suspension of services based on adverse weather conditions.
- Clarified that a declaration of a “State of Emergency” does not impact the provisions of the Adverse Weather Policy concerning decision making authority of agency heads and the expectation for mandatory employees to report to work.
- Addition of a requirement for non-mandatory employees to use accrued compensatory time to account for the lost time from work. If there is no accrued comp time, then the employee will have a choice to use vacation or bonus leave or leave without pay.
• Clarification that the option for make-up time requires supervisor approval which must be supported by operational need and not the individual employee’s desire to make up the adverse weather in lieu of use of leave or leave without pay.
• Removed the requirement for FLSA-nonexempt employees to only be allowed to make up adverse weather leave during a week in which they are using leave or have a paid holiday in order to avoid overtime compensation.
• Supervisor is required to schedule the make-up time within the same pay period if possible or within 90 days of the adverse weather event.
• Time not made up within 90 days will automatically be deducted from vacation or bonus leave if sufficient balances are available to cover the liability. If the employee does not have sufficient leave to cover the liability, then the outstanding balance will be deducted from the next paycheck.
• The adverse weather liability shall be resolved prior to an employee starting an extended leave of absence.
• Removed the requirement for adverse weather “suspension of service” decisions to be reported to the State HR Director.

4-1-2009 Adds provision to clarify that employees who are on prearranged vacation leave or sick leave during emergency closings will charge leave to the appropriate account with no provision for make-up time – the same as for adverse weather or other conditions of a serious nature.

4-1-2008 Provision added to require agencies to report an emergency closing when implementing the following provision which was inadvertently omitted from the policy: “Individual agency heads or their designees shall make decisions about closings when emergency conditions affect that agency only.”

8-1-2003 Changed the policy to allow closings in case of emergencies other than weather conditions, such as terrorist acts, contamination by hazardous agents, disruption of power, equipment failure, etc. Also, gives agencies and universities authority to make that decision in certain instances. (Rule approved effective January 1, 2004.)

9-30-2002 Added provisions for bonus leave.

2-21-2000 Advisory Note added to incorporate the clarification in Mr. Penny’s memo of February 21, 2000 regarding make-up time for adverse weather. Employees may use compensatory time to make up for time lost due to adverse weather if management approves the overtime in response to bona fide needs for work in excess of forty [40] hours. If there is no bona fide need for overtime, then the make-up time must be limited to weeks when an employee has not worked a full forty [40] hours due to scheduled or unscheduled absences.
Revised make-up provisions that time must be made up within 12 months from occurrence of the absence. If not, charged to vacation leave or leave without pay.

Make-up time must be made up in one year.

Make-up provision revised to not allow time to result in overtime; also special provision for catastrophic conditions added.

Adverse weather conditions policy approved for Wake County and for areas outside of Wake County.

An employee may make up time due to adverse weather without being subject to overtime compensation.

Establishment of adverse weather policy. Employees unable to get to work due to hazardous driving conditions will be given an opportunity to make up the hours lost or the employee may use vacation or petty leave. No announcement will be made on radio or any other means concerning the closing of State offices.

All absences from work must be charged to leave. When weather conditions are severe enough to endanger the health or safety of employees, an official determination will be made by State Personnel.