

Subject: MAL NMTICE] SPA Adverse Weather & Emergency Closing Policy Changes Effective January 1, 2015

To: All Permanent SPA and EPA Employees

From: Gena Carter, Senior Director, Employee & Management Relations, Office of Human Resources

On Dec. 11, 2014, the State Human Resources Commission approved revisions to the state's SPA Adverse Weather Policy and Emergency Closing Policy. The revised policies are effective Jan. 1, 2015.

This memo has four sections:

- University policy ending Dec. 31, 2014
- Key changes in the State's policies
- University's implementation of the new policy
- Related changes to Administrative Absence Leave

UNIVERSITY POLICY ENDING DEC. 31, 2014

The University operates under three condition levels for adverse weather:

- Condition 1: University is fully operational, offices are open; classes are held, all employees are expected to come to work.
- Condition 2: University has suspended non-mandatory operations; classes are canceled; offices are open and non-mandatory employees are expected to report to work if possible; mandatory (severe weather essential) employees are required to report to work.
- Condition 3: University has closed due to emergency conditions; classes are canceled; non-mandatory employees must not report to work; mandatory (severe weather essential) employees are required to report to work.

Under the Adverse Weather policy that ended Dec. 31, 2014, during Conditions 1 and 2, employees could choose to use available vacation or bonus leave for absences that occurred due to severe weather or to school closings related to severe weather. Otherwise, employees could choose to code Adverse Weather Leave for the absence and make up the time within 12 months. During Condition 3, employees do not have to make up the time.

While the condition levels are not changing, accounting for time has changed effective Jan. 1, 2015.

REVISED STATE POLICY

The State's revised policy restricts the use of adverse weather leave and the employee options for recording time. As of Jan. 1, 2015:

- State policy only allows use of adverse weather leave during the time periods and locations within severe weather warnings issued by the National Weather Service.
- State policy does not allow use of adverse weather leave due to school or daycare closings.

- State policy requires that an employee must use available compensatory time off (comp time) or other available paid time off ("PTO," such as holiday equal time off, on-call time off, etc.) to cover the absence.
- State policy provides that if an employee does not have available comp time or other PTO, then their supervisor can allow the employee to code either vacation/bonus leave or leave without pay. Their supervisor can also decide to allow the employee to make up the time later; however, the supervisor is not required to allow the employee the opportunity to make up the time.
- State policy only allows employees 90 days to make up the time.

CHANGES DUE TO UNIVERSITY IMPLEMENTATION OF NEW POLICY

Due to the limited situations for which employees could use adverse weather make-up leave, the requirement to use available paid time off if available, the shortened timeframe allowed to make up the leave, and the increased administrative and compliance requirements that would result from determining eligibility for leave use under the new rules, the State's policy changes have effectively negated the purpose for which the make up leave was created.

Therefore, effective Jan. 1, 2015, if an employee has an absence due to adverse weather events:

- The supervisor can allow the employee to make up the hours within the same work week.
- If the employee does not make up the hours in the same work week, then the employee must use available comp time or other PTO for the absence, consistent with current University policy.
- If the employee has no available comp time or other PTO, then the employee must code available vacation and/or bonus leave.
- If the employee does not have enough paid leave to cover the absence, the supervisor can choose either to advance vacation leave to the employee to cover the absence or to dock the employee's paycheck for the absence. The amount of vacation leave advanced cannot exceed the remaining amount that the employee will accrue for the rest of the calendar year.

All adverse weather leave accrued through Dec. 31, 2014, must be paid back no later than March 31, 2015, through use of available comp time, PTO, vacation, or bonus leave, or a dock in pay.

UNIVERSITY CLOSINGS

If the University closes due to severe weather (Condition 3) or other catastrophic or emergency reasons, only those who are designated as emergency employees (Adverse Weather essential) are expected to report to work, as instructed by their management. All other non-emergency employees should not report to work and will receive paid time off for all of their regular work hours during the closing. Emergency employees will receive work time pay plus equal time off for all hours worked during the closing.

ADMINISTRATIVE LEAVE DUE TO BUILDING CONDITIONS

Also as a result of the State's changes to the Adverse Weather and Emergency Closing policies, the University is no longer allowed to provide paid time off under Administrative Absence Leave due to building conditions (loss of power, heating/cooling, etc.). Departments are expected to find alternate work locations for employees, allow employees to work from home, or schedule employees to make up

time within the same work week, if feasible. Otherwise, employees will be required to use available comp time, PTO, vacation, or bonus leave, or take leave without pay (dock in pay) to cover them issued work time. This change was also effective Jan. 1, 2015.

QUESTIONS

If you have questions regarding this policy, please contact Employee & Management Relations in the Office of Human Resources, at 919-843-3444 or emr@unc.edu.

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