



The University of North Carolina Wilmington

August 18, 2008

MEMORANDUM

TO: Faculty and Staff

FROM: William A. Fleming
Assistant to the Chancellor for Human Resources

SUBJECT: Adverse Weather Policy and Procedures

[Please print and distribute this for individuals in your unit who do not have regular access to Email].

At the beginning of each academic year, Human Resources is asked to remind faculty and staff about UNCW's well-established policy and procedures regarding adverse weather. Since Tropical Storm Fay is currently affecting the southeastern United States, this is particularly timely. We hope you find this information helpful.

There are three (3) general possibilities whenever we have adverse weather:

1. The university will remain in regular operation.

Even though the university may be fully operational, there may be times when travel is unsafe because of weather-related events in surrounding areas. This is particularly true since we have individuals who commute from varying distances. For example, winter conditions for individuals who live in Jacksonville may prohibit safe travel (icy roads, etc.) while Wilmington may only have rain. In such instances, we encourage employees to use their best judgment to remain as safe as possible; the adverse weather policy applies for any missed work time. In short, SPA employees and EPA non-faculty have to use paid leave balances (or compensatory time) to cover any absences incurred due to adverse weather while the university remains in operation. Nine-month teaching faculty should coordinate with their respective department chairs to ensure class coverage.

2. The university will "cancel classes"...but remain in operation otherwise.

If classes are cancelled but the university remains open, individuals who earn leave are still expected to report to work or use paid leave or compensatory time to cover their absences. The adverse weather policy also applies in this situation.

3. The university will close.

The chancellor has delegated authority from North Carolina state government to “close” the university officially in relation to “catastrophic” weather events. When the university “closes”, the campus is vacated. All resident students must evacuate and only critically-needed employees are expected to report to work. Such critical need employees (UNCW Police and other emergency personnel) are notified in advance of the need for their work during such a crisis. All leave earning employees receive “administrative leave” to cover the time they are away during the closing. No one has to use their own leave balances to account for time off during an official “closing”.

Departmental and unit leave keepers can answer specific questions regarding timesheet completion. Additionally, in the event of a closing, Human Resources will follow up with reminder instructions after the university re-opens.

Decisions made regarding cancellations and/or closings will be communicated using a variety of methods. A mass email such as this one will be sent out, TV and radio announcements will be made, and messages will be posted on the main UNCW website [www.uncw.edu], on the emergency information website [www.uncw-campus.info], and on the Emergency Information Hotline [910-962-3991 or 888-657-5751].

The full adverse weather policy can be found at:

<http://www.uncw.edu/policies/08-216-otherleaveandtimekeeping.htm>