



**STATE OF NORTH CAROLINA
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STATE PERSONNEL DIRECTOR**

MEMORANDUM

TO: Agency and University Human Resource Directors

FROM: Thomas H. Wright

DATE: February 11, 2004

SUBJECT: CLARIFICATION OF ADVERSE WEATHER POLICY

In view of the weather forecast for snow tomorrow, this is a reminder that you should review the Adverse Weather and Emergency Closings Policy, which can be found at http://www.osp.state.nc.us/manuals/manual99/weather_etcpolicy.pdf.

There has been confusion regarding the declaration of a state of emergency and adverse weather. These two are unrelated. The declaration of a state of emergency does not determine whether the conditions fall under Adverse Weather and Other Conditions of a Serious Nature or under the Emergency Closing Conditions. The Governor declares a State of Emergency and Disaster when the state has been or is expected to be impacted by adverse weather for two primary reasons: (1) the declaration is the first step needed for approval of federal disaster aid should the event meet FEMA's criteria for a federal disaster declaration, (2) the Governor is allowed to take certain steps necessary for the protection of life and property. This can include travel restrictions and price controls. It also allows the Governor to use whatever state resources are needed to respond to an emergency, such as activating the National Guard.

Prior to determining that catastrophic conditions exist for supporting a decision to close a facility and send employees home, or to close the facility and have employees not report to work, agency and university heads should consult with other State operations in their area regarding a decision to close. Such discussions should involve efforts to try to maintain, to the extent practicable given the different missions and activities of agencies and universities, as much uniformity as possible in decisions to close or to stay open.

Please keep in mind that the intent of the policy allows universities to cancel some or all classes for students, but still remain open for staff. Under this condition, staff are required by the policy to account for time missed due to the weather.