

ECU COMMUNITY SCHOOL  
ADVERSE WEATHER AND EMERGENCY EVENT POLICY

I. Introduction

The ECU Community School (ECUCS) has outlined the following adverse weather and emergency events procedures in order to support the safety and health of its students and staff. In accordance with the East Carolina University Adverse Weather and Emergency Event Policy, this policy applies to all employees of the ECU Community School who are subject to the State Human Resources Act and is also formally extended to cover all employees who are exempt from the State Human Resources Act (EHRA employees).

II. Decision Making and Criteria for Declaring Emergency Condition Levels

It is the policy of the ECU Community School to follow any declaration or pronouncement of changes in school operations consistent with those announced and implemented by Pitt County Schools. Therefore, the ECU Community School shall operate on the same operational status as Pitt County Schools, and all parents, students, teachers and staff should follow the Pitt County School's operational status in the event of adverse weather or other emergency events. If the ECU Community School must operate in a manner inconsistent with the Pitt County School operations, the Principal at ECU Community School, in consultation with the Dean of the College of Education, is vested with the authority to make decisions regarding changes in campus operational status, as a result of adverse weather or emergency events.

III. Communicating ECU Community School Operational Status

The Principal of the ECU Community School shall be responsible for developing and maintaining procedures for notifying employees when changes in University operational status are in effect. These procedures will also detail the University's expectations for remaining at work, reporting to work, or accounting for missed time from work. There shall also be a communication plan for how parents, students, teachers and the general public are notified of changes in Community School's operational status due to adverse weather or other emergency events.

In the event that a change in the school schedule is necessary due to adverse weather conditions, announcements will be posted to the ECUCS website. If no announcement is made, ECUCS will continue as normally scheduled.

I. Definitions

**Adverse Weather:** Significant accumulation of snow or ice, high winds, tornadoes, earthquakes, hurricanes, flooding, and other weather events that can cause a variety of safety risks to employees, students, clients, customers, patients, or the general public and impede the ability of individuals to travel to or from the campus. Such events can also result in significant logistical challenges, including loss of utilities, IT, and other critical infrastructure that may impede the effective and efficient functioning of the institution or one or more of its operating units.

**Emergency Events:** Unusual situations that may adversely impact the University's ability to continue to provide services to clients, customers, patients, students or the general public or may place members of the campus community (including employees) at risk. Such conditions

may include criminal acts or terrorism, fire, chemical spills, adverse or toxic odors, biological and public health threats, sustained loss of critical infrastructure (e.g., power, water, heat, and life safety systems), major public transit disruptions, and special directives or restrictions from public safety authorities.

#### IV. Reporting to Work During Adverse Weather/Emergency Events

##### **Condition 1 (Reduced Operations: Delay)**

Certified Instructional Staff, Teacher Assistants, Classified Employees, Certified Non-Instructional Employees, and Principals should report to work x-hours later than normal time for delayed schedules. Time entered in Kronos should be reflective of the delay. Exceptions apply to timekeeping when employees plan to make up hours. Make-up hours should be properly approved by the assigned supervisor for all staff. Any ECUCS Staff that do not fall into any of the above categories should contact their immediate supervisor for instructions.

##### **Condition 2 (Reduced Operations: Early Release)**

Certified Instructional Staff, Teacher Assistants, Classified Employees, Certified Non-Instructional Employees, and Principal's workday will end x-hours earlier than normal time for early release. Time entered in Kronos should be reflective of the early release. Exceptions apply to timekeeping when employees plan to make up hours. Make-up hours should be properly approved by the assigned supervisor for all staff. Any ECUCS Staff that do not fall into any of the above categories should contact their immediate supervisor for instructions.

##### **Condition 3 (Suspended Operations: Optional Workday)**

Under condition 3, school is closed for students. Certified Instructional Staff, Teacher Assistants, Classified Employees, the Principal, and Certified Non-Instructional Employees should report to work at their normal time pending any delay. Those who do not opt to report to work should use appropriate leave or may elect days without pay.

##### **Condition 4 (Closure: All Staff & Students)**

Under Condition 4, ECUCS is closed for all staff and students. Certified Instructional Staff, Teacher Assistants, Classified Employees, Certified Non-Instructional Employees, and Principals should not report to work. *Employees shall not be required to charge leave or make-up any work time missed during a Condition 4 event, unless the duration of the event necessitates a differing decision by the Chancellor.*

CONDITION 1 x-Hour Delay for Students & Staff	CONDITION 2 x-Hour Early Release for Students & Staff	CONDITION 3 Closed for Students Optional Staff Workday	CONDITION 4 Closed for All Students & Staff
Report x-hours later than normal time.	Workday will end x-hours earlier than normal.	Report to work at normal time pending any delay. May use appropriate leave or a day without pay.	May use appropriate leave or a day without pay

V. Accounting for Time during Reduced or Suspended Operations

When an employee misses work time during Condition 1, 2 or 3 (Delay/Early Release/Optional Workday) 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.
  - If “make-up” time is offered, it shall be made up no later than 90 calendar days following the triggering event.
  - “Make-up” time shall not be subject to any premium pay, with the exception of FLSA-mandated overtime, when applicable.

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 other state employment 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.