DATE:

TO:

FROM:

RE: **Designation of Essential Personnel for Adverse Weather**

In accordance with NC State's Adverse Weather and Other Emergency Conditions REG 04.20.7, your position has been designated as 'Essential Personnel' and is required for the essential operation of the institution during adverse weather events. In the event that the Chancellor or Provost determines and announces the decision to close, delay, or cancel activities of the University related to adverse weather or other emergency conditions, you will be required to physically report to work at the start of your regularly scheduled shift. It is extremely important that your contact information is updated so that I will be able to reach you in these situations. Please review the following information regarding pay and reporting:

When the University is closed (Status 1) or opens late (Status 2), regular, leave-earning, SPA staff and EPA professionals (non-faculty) who are physically required to report to work, will be granted equivalent paid time off on an hour-for-hour basis to be used at a future date. This time should be utilized before using other accrued paid time off (such as annual or sick time) and must be used within 12 months or forfeited. In addition, SPA employees who are FLSA non-exempt will receive overtime compensation (at time-and one half), in either compensatory time or pay, for all hours physically worked over 40 in the affected workweek.

When the University is open but operating under Status 3 or 4, regular, essential employees are physically required to report to work and do not receive compensating paid time off (non-essential employees must either use their accrued leave or make up any such time missed within 12 months).

For additional information regarding the Adverse Weather policy, please go to the following link: http://www.fis.ncsu.edu/hr/benefits/leave/adverseweather.asp

I have read and understand the above:

_____ _____

Name Date

Cc: Department personnel File

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