ECU employees to begin Condition 2 at 4 p.m. Wednesday, Sept. 12

For employees, beginning at 4 p.m. Wednesday, Sept. 12, the university will be operating under Condition 2 of the UNC System Adverse Weather and Emergency Event policy through 5 p.m. Sunday, Sept. 16. Employees should check with their managers regarding schedules and alternate work locations. University continues to operate under Condition 1 of UNC System Adverse Weather policy until 4 p.m. Wednesday.

In anticipation of Hurricane Florence, Human Resources has put together some Frequently Asked Questions. If you have additional questions, please reference the Adverse Weather and Emergency Event Regulation – Interim at https://www.ecu.edu/prr/06/45/02 or email humanresources@ecu.edu

Q: What options are available for employees this week to make up leave for Condition 2 that goes into effect at 4 p.m. Wednesday, Sept. 12, 2018?
   a. Employees can work later on Tuesday, Sept. 11
   b. Employees can report to work early on Wednesday, Sept. 12
   c. Employees can work through lunch on Wednesday, Sept. 12

Any requests to adjust work schedules should be approved by the supervisor.

Q: How is the determination made for employees to be mandatory?

A: At ECU, authority to designate an employee as “mandatory” and to remove that designation is maintained by the ECU Department of Human Resources and is delegated as follows, each delegate being authorized to act separately and independent of the others:

- For each employee, her or his direct supervisor and anyone in her or his supervisory chain, including but not limited to and vice chancellors and the chancellor;
- For employees assigned to work at any ECU Physicians Clinic, the executive director of ECU Physicians or his or her designee;
- For the School of Dental Medicine Service Ross Hall and general practice residency, associate dean for clinical affairs;
- For the School of Dental Medicine Community Service Learning Centers, assistant dean for extramural clinical practices;
• For employees assigned to the Coastal Studies Institute ("CSI"), the dean and executive director of CSI; and
• The associate vice chancellor for Environmental Health and Campus Safety.

Q: Can a non-mandatory employee telework during a Condition 1 or 2 in order to not have to use leave time?
A: Yes, if approved in advance by the department.

Q: If a non-mandatory employee teleworks during a Condition 2 and a Condition 3 is approved retroactively, will they receive additional compensation or time off for hours worked?
A: While the university appreciates any work done by a non-mandatory employee during a Condition 2, non-mandatory employees will not receive additional compensation or time off for hours worked in the event that a Condition 3 is approved retroactively.

Q: If a mandatory employee reports to work or teleworks during a Condition 2 and a Condition 3 is approved retroactively, will they receive additional compensation or time off for hours worked?
A: Only FLSA non-exempt employees will receive Equivalent Time Off (ETO) on an hour-for-hour basis.

Q: How is a Condition 3 declared?
A: ECU cannot declare a Condition 3, as that is approved only by the Governor in conjunction with the president of the UNC System and typically occurs after the fact. In order for a Condition 3 to be called, there must be a catastrophic event and appropriate documentation must be provided to the UNC System Office. If granted, ECU may apply the Condition 3 paid leave provision retroactively.

Q: What do I do if I work in an outlying facility (i.e. Coastal Studies Institute, School of Dental Medicine Community Service Learning Center)?
A: In order to ensure the safety of employees, students and patients at multiple geographical locations in clinical and nonclinical academic environments across the state, operating schedules will be determined by consultation with the associate vice chancellors for Campus Operations and Environmental Health and Campus Safety for any Condition 1 or 2 event and will be based on the operating schedules of closest higher education institutions (i.e., UNC institution, community college or technical school). For UNC System Office official Adverse Weather and Emergency Event reporting, written justification is required for any changes to operational schedules for any facility. The facility designee shall submit to the Associate Vice Chancellor for Campus Operations one or more sources of documentation within 24 hours from the end of the event, to include but not limited to, reports from city/county government, National Weather Service/NCDOT, reports from the Associate Vice Chancellor for Campus Operations, and/or operation schedules of closest higher education institutions (i.e., UNC System institution, community college or technical school).