

**From:** Maurice Jones  
**Sent:** Friday, September 30, 2022 10:14 AM  
**To:** Town Email Users  
**Subject:** Town Moving to Condition 1

Hello Everyone,

Due to deteriorating conditions from the tropical storm and in the interest of everyone's safety, I have decided to move the Town to Condition 1.0: Reduced Operations at 12 noon today (Friday, Sept. 30<sup>th</sup>).

To see the full policy, visit [townofchapelhill.org/home/showpublisheddocument/50714/637788090934900000](http://townofchapelhill.org/home/showpublisheddocument/50714/637788090934900000). We encourage you to check in regularly with the forecast for your immediate area at [weather.gov/rah](http://weather.gov/rah), and stay tuned to local media for timely updates.

Under Condition 1, departments might permit expanded flexibility for employees to report to work late, work remotely, leave early, or not report at all, based on their own personal circumstances. If you are taking time off when the Town is in Condition 1.0, you will need to use your own time. This is a good example of a time you can use the new Personal Leave that was added to our benefits this year. Please speak with your supervisor about what this change means to you and what is expected of you.

Whether you're leaving work early and have to travel, or you're keeping critical Town services operating during the storm, please keep your safety and the safety of those around you as the top priority.

Since timesheets are due today for many employees, if you have questions about how to input your time, please ask your payroll rep as soon as you can.

Additional updates will be sent via email, Everbridge, and posted at [thehive.townofchapelhill.org](http://thehive.townofchapelhill.org). If you have questions, please don't hesitate to reach out to us, your supervisor, or [Ombuds](#).

Stay safe, everyone.

All the Best,  
Maurice

Maurice Jones  
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[www.townofchapelhill.org](http://www.townofchapelhill.org)  
Go Heels!!!