HAZARDOUS WEATHER AND EMERGENCY CONDITIONS LEAVE

General Provisions

A. Upon issuing a Declaration of Emergency, the Governor has the authority to excuse employees of State government from reporting to work during extreme weather or other emergency conditions. Unless such a Declaration of Emergency has been issued, all University employees are expected to report for work (except as noted in item “E” below).

B. The Declaration may be applicable to all employees in the entire State, or only to those employees in one geographical region of the State or a combination of geographical regions. Non-essential employees who live or work within the region(s) specified in the Declaration will not be expected to report to work.

C. During a Declaration of Emergency, all essential and direct care services will be maintained. All Vice Presidents, Deans, Directors and other department heads shall identify essential employees by position, classification, or internal title and provide a list thereof to the University’s Emergency Preparedness Coordinator. Generally no change of the essential employee roster should be authorized after the Governor's Declaration of an Emergency. Nonessential employees will not be expected to report to work.

D. The Hazardous Weather and Emergency Conditions Leave Policy shall be applicable to all employees of South Carolina State University.

E. Nothing contained in this policy precludes the necessary immediate evacuation of employees by the President or other individual in an appropriate supervisory capacity in the interest of personal safety.

Definitions

A. Emergency Conditions means circumstances that would expose employees to harmful or unsafe conditions, as determined by the Governor's Office (or the President or other appropriate supervisory personnel in the interest of personal safety).
B. Essential Employees means those employees notified and included on the essential employee roster whose services are required, regardless of conditions.

Notification of Declaration of Emergency

A. Between the Hours of 8:00 a.m. and 5:00 p.m.

1. The Declaration of Emergency shall be communicated from the Governor's Office to the State Human Resources Director of the Budget and Control Board Office of Human Resources.

2. The State Human Resources Director of the Budget and Control Board Office of Human Resources will communicate the Declaration of Emergency to South Carolina State University in accordance with the list of representatives to be contacted in the case of an emergency declaration.

3. The Governor's Office will issue a statement to the news media concerning the release of State employees due to the emergency.

B. Between the Hours of 5:00 p.m. and 8:00 a.m.

All Declarations of Emergency will be transmitted by the Governor's Office to the news media. Employees will assume an individual responsibility to respond in an appropriate manner to closings as they may be announced.

Compensation During Declaration of Emergency

When the Governor declares a state of emergency for the State or any portion of the State, he can provide state employees with leave with pay for absences from work due to the state of emergency for hazardous weather of up to five days for each declaration of a state of emergency. In the event that the Governor does not provide state employees with leave with pay, employees who do not report to work, report to work late or are excused from work early due to hazardous weather or declared emergency conditions shall be allowed to:

A. Use accrued annual leave or compensatory time to make up hours scheduled but not worked.

B. Take leave without pay.

C. Make up the hours at a time to be scheduled by the department. The employee must be given the option of making up the hours if he or she so desires.