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Policy for: All Campuses
Procedure for: All Campuses
Authorized by: Vice President for Human Resources
Issued by: Division of Human Resources

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I. Policy

This document sets forth the University of South Carolina policy on hazardous weather and emergency leave for all employees including temporary and student employees, pursuant to regulations of the South Carolina Division of State Human Resources..

A. Policy Statements

1. "Emergency" means circumstances that would expose employees to harmful or unsafe conditions as determined by the University campus location.
2. Authorization for Emergency Leave
 - a. The Governor has sole authority to excuse employees of State government,

including University employees, from reporting to work during hazardous weather or other emergency conditions. The Office of the Governor and the Emergency Management Division will make a determination that state offices will close based on the determination of the county government officials where the campus offices are located.

- b. Each University campus and their non-essential employees will follow the same weather hazard/emergency leave decisions made by the county government offices where the campus is located. If an employee is a non-essential employee and state and county offices close or delay opening because of bad weather, campus offices in that county will also close or delay opening accordingly. Those non-essential employees who live or work within the regions specified will not be expected to report to work and compensation will be determined in accordance with Section I (A)(3) of this policy.
 - c. All essential and direct care services will remain operational during hazardous weather or other emergency conditions. The president, provost, vice presidents, chancellors and regional campus deans will identify and notify essential employees by position, classification or internal title and a list will be maintained. To the extent possible, no change of the essential employee roster should be made after the notification of a closing.
 - d. No provision of the Hazardous Weather and Emergency Leave policy will preclude the necessary, immediate evacuation of a facility by an authorized supervisor in the interest of personal safety.
3. Compensation During Emergency Leave

Notwithstanding any other provision of law, when the Governor declares a state of emergency for the State or any portion of the State, he/she can provide State employees (except temporary or student employees) leave with pay for absences from work for up to five days for each declaration of a state of emergency. If the governor does not authorize leave with pay for employees, those employees who do not report to work or who report late will use annual or compensatory leave to make up hours scheduled but not worked, take leave without pay, or be allowed to make up hours at a time to be scheduled by the department. The employee must be given the option of making up the hours if the employee so desires.

II. Procedure

A. Notification of Hazardous Weather Delays/Closings

As a State agency, the University must follow the delay and closing determinations made by the county government officials where the University and its campuses are located. Any closings or delayed opening of state government offices are posted on the **South Carolina Emergency Management Division's website**. For example, if Richland County Government decides to delay the opening or closing of government offices, the University's Columbia campus would follow the same schedule.

B. Notification to Departments/Employees

The University will send notifications using the **Carolina Alert system** which includes text messages, emails, social media and the sc.edu gateways. The University will also notify local news outlets to communicate delays and closings. USC Columbia employees may register for Carolina Alert and update contact information via VIP.

III. Related Policies

HR 1.03 Annual Leave

HR 1.09 Other Leave with Pay

IV. Reason for Revision

- Change wording to include all types of emergency leave
- Update notification process
- Update disclaimer statement