The language used in the University of South Carolina (USC) School of Medicine Operational Procedures is not intended to create an employment contract between the faculty, staff, or administrative employee and the University of South Carolina. The procedures do not create any contractual rights or entitlements. The University of South Carolina reserves the right to revise the contents of the procedures, in whole or in part. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this document create any contract of employment. The University’s Division of Human Resources has the authority to interpret the USC School of Medicine Operational Procedures.

Because University Specialty Clinics provide direct patient care, it is the intent to remain open on days deemed as Inclement Weather Days by the Governor of South Carolina for essential personnel.

I. Essential and Non-essential Personnel

A. Essential personnel will be designated prior to the Declaration of Emergency and such designation will be communicated in writing to affected employees.

B. Essential personnel will be required to report to work during Inclement Weather Days when the clinics remain open.

C. Non-essential personnel should not report to work during Inclement Weather Days unless called to come in due to a shortage of staff. The non-essential personnel may consider factors such as driving conditions and child care in responding to the call.

II. Exceptions to Remaining Open

A. The Chairs of the Clinical Departments, with approval from the Dean, would have the authority to make the decision to close selected clinics or portions of the clinic.

B. In making the determination, factors to consider would include severity of weather condition in the Columbia area, impact to patients, the type of practice, and financial hardship to practice.

C. Essential personnel will be notified through a predetermined process should the clinic be closed.
III. Compensation During the Declaration of Emergency

A. When essential personnel report to work, employees will be paid both the leave if it is approved by the Governor and hours they work on inclement weather days. If leave is not approved by the Governor, essential personnel who report to work will be paid for the hours they work on the inclement weather day.

B. Personnel who do not report to work during the state of emergency for hazardous weather will be either paid for up to five days if authorized by the Governor, or if not authorized by the Governor, the employee would be able to elect one of the following options:

   a) use their available annual leave; or
   b) take leave without pay (LWOP); or
   c) allowed to make time up, based upon the needs of the clinical department.

IV. Affected Clinical Departments

Obstetrics and Gynecology 18110
Neuropsychiatry & Behavioral Sciences 18120
Family & Preventive Medicine 18130
Pediatrics 18140
Ophthalmology 18150
Orthopaedic Surgery 18160
Internal Medicine 18190
Pulmonary
Surgery 18200
Primary Care 18220
Neurosurgery 18230
Neurology 18450

Approved:

Signature: [Signature]
Title: Associate Dean
Date: 3/1/2012