19-703.11 HAZARDOUS WEATHER AND EMERGENCY LEAVE

A. The Governor has the authority to excuse employees of State government from reporting to work during extreme weather or emergency conditions. The Governor will issue a Declaration of Emergency stating that, because of extreme weather of other specified emergency conditions, employees should not report to work. 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 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.

B. During a Declaration of Emergency, all essential and direct care services will be maintained. All department heads will identify essential employees by position, classification, or internal title and post a list thereof. No change of the essential employee roster should be authorized after the Governor’s Declaration of Emergency.

C. Nothing in this section precludes the necessary immediate evacuation of a facility by an individual in a supervisory capacity in the interest of personal safety.

D. The hazardous weather and emergency policy will be applicable to all employees of South Carolina State government.

E. Definition

“Emergency Conditions” means circumstances that would expose State employees to harmful or unsafe conditions as determined by the Governor’s Office.

F. Notification of Declaration of Emergency

1. Normal Working Hours

   a. Once a decision for a closing has been made, it will be transmitted by telephone from the Governor’s Office to the State Human Resources Director.

   b. The State Human Resources Director, or designee, will transmit the message to The Citadel’s Director of Public Safety in accordance
with the Declaration of Emergency list (attached). The Citadel will ensure that this list is current.

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

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d. The official schedule will be published by The Citadel’s Director of Human Resources via email and the DAWG line (953-DAWG). It is the responsibility of the supervisors and/or department heads to keep their employees informed and up-to-date on all schedules.

2. Off-duty Hours

   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 closing as they may be announced.

G. Compensation During Declaration of Emergency

1. According to the S.C. Code of Law, the legislature is the only authority that can excuse an employee from lost time off.

2. Employees who do not report to work or who report to work late will use accrued annual leave or compensatory leave, take leave without pay, or be allowed to make up time lost from work at a time to be scheduled by the supervisor. The employee must be given the option of making up the time lost from work if the employee so desires. Making up the time lost should be done within a reasonable length of time, preferably within a 30-day calendar period. If at all possible, make up time for non-exempt employees should be scheduled at a time so that an overtime situation does not occur.
AGENCY REPRESENTATIVES TO BE NOTIFIED IN CASE OF DECLARATION OF EMERGENCY

The agency representatives to be notified in case of emergency conditions as a result of a Declaration of Emergency by the Governor because of extreme weather conditions or other specified emergency situations are:

1\textsuperscript{st}  
LTC Sherman M. Bingham, USAF (Retired)  
Director of Public Safety  
(843) 953-5114 (843) 569-2576

2\textsuperscript{nd}  
COL Donald M. Tomasik, USA (Retired)  
Vice President for Facilities and Engineering  
(843) 953-5304 (843) 884-2455

3\textsuperscript{rd}  
COL Joseph Trez, Sr. USA (Retired)  
Executive Assistant to the President  
(843) 953-5092 (843) 763-0046
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<tr>
<th><strong>Signature:</strong></th>
<th>COL Dennis D. Carpenter, USAF (Retired)</th>
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<tbody>
<tr>
<td><strong>Title:</strong></td>
<td>Director of Human Resources</td>
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<tr>
<td><strong>Agency:</strong></td>
<td>The Citadel</td>
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<td><strong>Date:</strong></td>
<td>16 May 2007</td>
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