NOTE: THIS POLICY, LIKE ALL OTHER COASTAL CAROLINA UNIVERSITY POLICIES, IS NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED UPON AS SUCH. THIS POLICY MAY BE CHANGED AT ANY TIME BY COASTAL CAROLINA UNIVERSITY.

SUMMARY:

This policy addresses hazardous weather or emergency leave protocol for all employees including temporary and student assistants, pursuant to the regulations of the South Carolina Office of Human Resources.

POLICY:

I. DEFINITIONS

A. "Emergency Conditions" means circumstances that would expose State employees to harmful or unsafe conditions, as determined by the Governor's Office.

B. "Essential Employees" are employees whose services are required, regardless of conditions.

II. POLICY

A. The Governor has the sole authority to close state agencies and universities during extreme weather or other emergency conditions. The Governor will issue a Declaration of Emergency stating that, because of extreme weather or other specified emergency conditions, employees should not report to work. Closure of the University will mirror the closing of Horry County government offices. This protocol is also used for delayed openings. Unless such a Declaration of Emergency has been issued, all Coastal Carolina University employees are expected to report to work.
B. The Declaration of Emergency may be applicable to all employees in the entire state, or only to those employees in one geographical region of the state, or to a combination of employees of differing geographical regions. Nonessential 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. The designation of essential employees is based on the employee’s role within the University. Such designation will be made by the President, Executive Vice President or the appropriate division head. To the extent possible, no change of the essential employee roster should be made after the Declaration of Emergency. A roster of essential employees will be maintained by the Office of Emergency Management.

D. In the event a non-essential employee reports to work when the university is closed, the employee should be sent home unless personal safety would be jeopardized.

E. If an employee disregards a directive to leave the work site, the time worked must be reported, but the employee may be subject to disciplinary action.

F. No provision of the Hazardous Weather and Emergency Leave policy will preclude the necessary, immediate evacuation of a facility to be ordered by an authorized supervisor in the interest of a personal safety. Typically, this decision is made by the President or his designee.

G. The hazardous weather and emergency policy will be applicable to all employees of Coastal Carolina University.

III. NOTIFICATION OF EMERGENCY

A. In the event of hazardous weather conditions, the University will follow the same hazardous weather decisions (delayed openings/closures) made by county government offices.

B. Delayed openings/closings will be announced through the CCU Alert System and the University’s website at www.coastal.edu. Information may also be available through news media outlets or at www.scemd.org.

C. During off-duty hours, employees will assume individual responsibility for responding in an appropriate manner to closings as they may be announced.

IV. COMPENSATION DURING DECLARATION OF HAZARDOUS WEATHER AND EMERGENCY LEAVE

A. If the Governor does not provide pay for state employees during a Declaration of Hazardous Weather and Emergency Conditions Leave, those University employees who do not report to work or who report late during such declaration will use annual or
compensatory leave, take leave without pay, or be allowed to make up time lost from work.

B. Employees will be given the option of making up the time lost from work; however, the time will be made up and/or scheduled according to the business needs of the University.

C. If a slotted or other funded employee has already obtained approval for leave during the declared state of emergency, the employee may withdraw the approved leave and substitute the hazardous weather leave. Leave changes must be routed through the employee’s supervisor and submitted in writing to the payroll office.

D. When an employee lives in a county that has been declared closed due to emergency conditions but works in a county where no emergency has been declared, it is generally expected that the employee will report to work unless doing so would jeopardize personal safety. Since the Governor’s executive order does not provide for leave with pay in this case, the employee should comply with section IV. A. of this policy.