



Policy Title:	CCU Essential Personnel
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Policies Superseded:	None
Policy Management Area(s):	Human Resources and Equal Opportunity

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PURPOSE:

This policy provides guidelines for the identification and use of Essential Personnel during campus emergencies. During an emergency situation, Essential Personnel provide services that relate directly to the health, safety and welfare of students, employees and visitors ensure continuity of key operations, and maintain and protect Coastal Carolina University's (CCU) campus and property.

POLICY:

- I. In the event of extraordinary situations or emergency conditions, the University may suspend normal operations and classes in whole or in part. In such instances, all employees designated as Essential Personnel must fulfill their duties as set forth in this policy in order to:
 - A. ensure the continuation of critical University operations,
 - B. attend to the needs of students and ensure the safety and security of the University community, and
 - C. protect the University's assets.

III. DEFINITIONS

- A. Essential Personnel- CCU employees who have been designated by department heads/chairs or supervisors to be critical to the continuation of the University's essential and direct care services in the event of a campus emergency. In the event of a University emergency or closure, these positions may be called back to assist with campus operations and recovery. Essential Personnel designations will vary based on the type of extraordinary or emergency conditions, and will be determined on case-by-case basis.
- B. Extraordinary or Emergency Conditions that Result in a Suspension of Operations- Natural or man-made conditions where CCU may suspend campus operations, in whole or in part, and may include classes and administrative offices operating on an abbreviated schedule, the cancellation of classes, the closure of administrative and staff offices, or the closure of campus, a single or group of buildings or residential facilities. During periods of closure, CCU will not operate as a designated shelter for employees and/or their families/pets.
- C. Essential Services- Services that are required to ensure the security, safety and critical operations of CCU during emergency conditions. In the event of an emergency, the President (or designee), in consultation with the Emergency Management Executive Group, will determine which services are essential based on the nature of the event.
- D. Direct Care Services- Services that are required to ensure the physical and emotional well-being of students during emergency conditions. In the event of an emergency, the President (or designee), in consultation with the Emergency Management Executive Group, will determine which services are essential based on the nature of the event.
- E. Authorized Official- The party responsible for making the decision to suspend University operations due to extraordinary situations or emergency conditions. The authorized official will be CCU's President (or designee). In certain instances (e.g., hazardous weather), Suspension of Operations or closure may be determined by the Governor of the State of South Carolina and/or the Horry County Government.
- F. Non-exempt Employee- Under the Fair Labor Standards Act (FLSA), a CCU employee holding a position that is subject to the provisions of the FLSA.
- G. Exempt Employee- A CCU employee holding a position that is deemed exempt from the provisions of the Fair Labor Standards Act (FLSA) and/or applicable state law.

II. POLICY ADMINISTRATION

A. Identification of Essential Personnel

1. Depending on the nature of the emergency, any CCU employee is subject to designation as Essential Personnel on a case-by-case basis.
2. Department Heads/Chairs and supervisors are responsible for identifying and designating Essential Personnel by position, classification, or internal title for their respective area(s) of oversight. This determination is made on the basis of the maintaining and/or delivering of the essential and direct care services. Essential Personnel activated during a Suspension of Operations will vary depending upon the circumstances and the nature and severity of the event.
3. Department Heads/Chairs and supervisors are responsible for notifying the CCU employees who have been identified as Essential Personnel. The respective Department Head/Chair or supervisor should also review this policy with their designees.
4. Department Heads/Chairs and supervisors are responsible for designating essential personnel on position descriptions. Essential personnel will be reviewed by departments periodically. Absent any formal advanced essential personnel designation, any and all CCU employees may be deemed essential. Such designation may require work on-campus or remotely. Refer to A.1. above.

B. Suspension of Operations and Emergency Operating Levels

1. Decisions regarding Suspension of Operations will be made by CCU's President (or designee) in consultation with the Emergency Management Executive Group and/or other authorized officials as appropriate, necessary and feasible. In most circumstances, the Governor has the authority to excuse all 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 employees are expected to report to work.
2. If the Governor has not made a declaration of emergency and county government officials have not issued a delay or closure but hazardous weather or other emergency conditions arise that jeopardize the safety of employees, State Human Resources Regulations allow the immediate evacuation of a facility by the President (or designee).
3. The Office of University Marketing and Communication will provide official notification to all those affected by the Suspension of Operations via an official University communication outlet.

C. Service Determinations During Suspension of Operations

The President (or designee), in coordination with the Emergency Management Executive Group, will determine the Essential Services and Direct Care Services that will be maintained. **IF EMPLOYEES ARE NOT DESIGNATED AS ESSENTIAL FOR THE EMERGENCY AT HAND, THEY SHOULD NOT PHYSICALLY REPORT TO WORK ON CAMPUS.**

- D. Reporting for Duty during Suspension of Operations on Campus
1. Essential Personnel will be notified by the University announcements and/or their respective Department Heads/Chairs (or their designees) or supervisors of their activation. They must report to work as scheduled or as soon as feasible. Essential Personnel must remain on duty as instructed in order to ensure the uninterrupted delivery of Essential and Direct Care Services, unless directed or permitted to do otherwise by their respective department administrators or supervisors.
 2. Depending on the nature of the emergency certain employees may be required to perform work from home or from a remote location. For example, if an emergency event requires a change in teaching modality from in-person to online delivery, employees would be expected to comply with the modality change, as directed. CCU's administration, department heads/chairs or supervisors will address these issues when they arise.
- E. Excuse from Required Duty during Suspension of Operations
1. At the discretion of the department head/chair or supervisor, essential personnel may be excused from service on a case-by-case basis. Notification to the department head/chair or supervisor should occur prior to the employee's scheduled work starting time.
 2. Possible reasons for excused absences include:
 - a. childcare or eldercare issues,
 - b. medical issues (self/immediate family member),
 - c. damage to home,
 - d. impassible roads,
 - e. unsafe travel condition to report to work or
 - f. other circumstances which may warrant an excused absence.
- F. Compensation during Suspension of Operations
1. The following attendance and compensation policies will be in effect for employees required to provide service, report to or remain at work during the Suspension of Operations.
 - a. Non-exempt employees who are required to provide a service, report to or remain at work, or work remotely during the Suspension of Operations will be paid their regular rates. Hours worked over forty (40) in a specified workweek will be compensated at 1.5 times the employees' regular rates. Depending on the nature of the emergency, any additional compensation considerations will be communicated to CCU's Office of Human Resources by the Division of State Human Resources (DSHR).
 - b. Exempt employees who provide a service, report to or remain at work, or work remotely as required during the Suspension of Operations will be paid their regular salaries. Depending on the nature of the emergency, any additional compensation considerations will be communicated to CCU's Office of Human Resources by the Division of State Human Resources (DSHR). An

exempt employee may be eligible for compensatory time for hours worked in excess of the employee's normal work schedule. Refer to FAST- 216.

- c. Designated Essential Personnel who do not report to work during Suspension of Operations may be required to use any accrued leave, as appropriate, for such time away from work. Temporary staff and student employees who are deemed essential and do not report for duty are not eligible for compensation or paid leave time.
2. Employees whose respective work units are subject to Suspension of Operations and who are not designated as Essential Personnel or otherwise required to work remotely may be compelled to use accrued leave or compensatory time, and/or to make up work time missed. Employees may be required to deliver make-up services, including teaching, to ensure the students receive the necessary credit/contact hours. Authorized leave with pay may only be granted in certain circumstances as approved by the Governor (or designee). Such information, as well as administrative guidance, will be communicated to CCU's Office of Human Resources by the Division of State Human Resources (DSHR) following a specific emergency event.

G. Non-Compliance during Suspension of Operations

At the discretion of CCU, employees may be subject to disciplinary action, up to and including termination, for any of the following reasons:

1. refusing to report to work,
2. failing to follow a reasonable and appropriate directive given by a CCU Public Safety Official,
3. engaging in unsafe practices, including being on campus without authorization, and/or
4. for other reasons as deemed appropriate.

IV. OTHER RELEVANT POLICIES AND RESOURCES

[FAST- 216 Minimum Wage and Overtime Compensation](#)

[FAST- 222 Disciplinary Action and Termination for Cause](#)

[Current Faculty Manual](#)

Coastal Carolina University's Emergency Operations Framework

Coastal Carolina University's All-Hazards Mitigation Plan

[SC Code of Laws, Title 8, Chapter 11, Declaration of State of Emergency or Order to Close State Offices Due to Hazardous Weather](#)

[State HR Regulations Section 19-712.01 K](#)