

THE LANGUAGE USED IN THE FOLLOWING DOCUMENTS DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THE FOLLOWING DOCUMENTS DO NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THE FOLLOWING DOCUMENTS, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

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 or 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.

Hazardous Weather and
Emergency Leave Policy

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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:

1st LTC Sherman M. Bingham, USAF (Retired)
Name

Director of Public Safety
Title

(843) 953-5114
Office Phone Number

(843) 569-2576
Home Phone Number

2nd COL Donald M. Tomasik, USA (Retired)
Name

Vice President for Facilities and Engineering
Title

(843) 953-5304
Office Phone Number

(843) 884-2455
Home Phone Number

3rd COL Joseph Trez, Sr. USA (Retired)
Name

Executive Assistant to the President
Title

(843) 953-5092
Office Phone Number

(843) 763-0046
Home Phone Number

Signature: _____
COL Dennis D. Carpenter, USAF (Retired)

Title: Director of Human Resources

Agency: The Citadel

Date: 16 May 2007