

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 3.7.6.1  
Related Policy: 3.7.6  
Title: Hazardous Weather and Emergency Leave  
Responsibility: President

Original Approval Date: 08-01-1994  
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President

## DISCLAIMER

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.**

### I. Purpose

In the interest of personal safety or in the case of severe weather or other emergency conditions that would endanger the safety of employees or students, the following procedures will be followed.

### II. Hazardous Weather or Emergency Leave

- A. Upon issuing a Declaration of Emergency, the Governor has the authority to excuse all employees of State government from reporting to work during extreme weather or other emergency conditions. "Emergency conditions" means circumstances that would expose employees to harmful or unsafe conditions as determined by the Governor's Office. Unless such a Declaration of Emergency has been issued, all State government employees are expected to report to work.

Exception – This does not preclude the closure or necessary immediate evacuation of a facility by the College President in the interest of personal safety.

- B. The Declaration may be applicable to all employees in the entire State, or only to those employees who live or work in one geographical region of the State, or a combination of geographical regions.

- C. It may be determined by the College President that essential personnel (security, maintenance, etc.) are needed to maintain the facilities during extreme weather or emergency situations. The College President, or designee, shall identify and notify essential employees by position, classification, or internal title. All other employees will not be expected to report to work.

### **III. Notification of Declaration of Emergency (Hazardous Weather or Declared Emergency)**

#### **A. Normal Working Hours**

1. Between the hours of 8:00 a.m. and 5:00 p.m., The Declaration of Emergency shall be communicated from the Governor's Office to the South Carolina Emergency Management Division. College campus(es) and College location(s) and their employees shall follow the same hazardous weather decisions made by the county government officials where the College campus(es) and College location(s) is located. The South Carolina Emergency Management Division (SCEMD) will communicate the Declaration of Emergency (by county) to each agency through their website.
2. When the Governor has issued a Declaration of Emergency to close the agency due to weather or other emergency situations, the System/College President or designee will notify his staff and all colleges affected by the Governor's declaration.

#### **B. Off-Duty Hours**

1. 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 South Carolina Emergency Management Division (SCEMD). College campus(es) and College location(s) and their employees shall follow the same hazardous weather emergency decisions made by the county government officials where the College campus(es) and College location(s) is located.

Employees should assume individual responsibility for monitoring the media.

Employees may determine whether a State office is closed or delayed in opening by going to SCEMD website ([www.scemd.org](http://www.scemd.org)) to find the delayed openings or closings of state offices by county.

2. As decisions regarding hazardous weather and College closings have to be made early, the College President is authorized to evacuate/close a facility in the interest of personal safety. College employees should assume individual responsibility for monitoring the media for such closures.

#### **IV. NON-WEATHER RELATED CLOSURES**

In accordance with the South Carolina Department of Administration's Division of State Human Resource (DSHR) Regulations, the College President is authorized to evacuate/close a facility in the interest of personal safety.

#### **V. Accountability for Time Lost During Hazardous Weather Conditions, Declaration of Emergency or other College Closures**

- A. When the Governor makes a Declaration of Emergency, the College campus(es) and College location(s) are to be closed and all employees, except for essential personnel, are excused from reporting to work.

Leave Eligible Employees will account for time lost, selecting from the following alternatives:

1. Use accrued annual leave or faculty non-work days.
2. Take leave without pay.
3. Take accrued compensatory time (non-exempt employees).
4. Make up time lost from work within ninety (90) days at a time(s) scheduled by the College President or designee.

- B. In accordance with SC Code Laws 8-11-57 and State Human Resources Regulation, only the Governor can provide state employees with up to five days leave with pay per declaration of each state of emergency for absences from work due to the state of emergency for hazardous weather.

- C. Agencies will receive official notification of the Governor's decision for leave with pay for absences from work due to the state of emergency for hazardous weather.

- D. Leave Records

The College shall maintain all leave records for each employee eligible for such leave. Such records shall be reviewed by or reported to the employee no less than once per calendar year and be supported by individual leave request.

Failure to report leave taken is considered a falsification of work/time records and could be construed as being paid for hours not worked in violation of S.C. Code Ann. 8-11-30 and may be subject to disciplinary action up to and including termination.

## VI. Employee Notification

In the interest of personal safety or in the event that severe weather or other emergency conditions occur that would make traveling hazardous or that would endanger the safety of employees or students, the following steps will be taken:

- A. If the above conditions occur during the work or class day, the President will notify all personnel of action to be taken. If conditions occur overnight or on weekends, the President will notify the Associate Vice President for Student Affairs of the closing and anticipated time/date of reopening, whenever available. The Associate Vice President for Student Affairs will then notify the media and College employees identified below.
- B. In the President's absence, two or more Vice Presidents will confer and notify the Associate Vice President for Student Affairs, who will notify the following official media sources:
  1. WBTW TV-13 (Myrtle Beach/Florence)
  2. WPDE TV-15 (Myrtle Beach/Florence)
  3. WMBF TV-10 (Myrtle Beach)
  4. Media Radio Stations
  5. WLMC 1470 AM
  6. WGTN 1400 AM
- C. In addition to the above listed media outlets, Vice President for Student Affairs will notify the College Webmaster, who will post closing/reopening information on the College website, and personnel from each College campus, who will remotely change the College outgoing phone greeting to reflect the information.
- D. All offices are to be closed. No employee, except essential personnel (i.e. Building Supervisor and Security), is to report to work. It shall be the responsibility of College employees and students to obtain information regarding the closing and/or reopening of the College from the above listed sources only.

Whenever possible, the President will provide the anticipated reopening date and time to the Vice President for Student Affairs upon first contact regarding the closing of the College. Otherwise, the President will monitor conditions and notify the Associate Vice President for Student Affairs of the reopening of the College as soon as such may be reasonably determined.