

# State Human Resources Policy #E24-100.03

## Hazardous Weather

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, 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.**

### **DEFINITIONS**

Agency – The South Carolina Military Department/Office of the Adjutant General

### **POLICY**

1. This policy is applicable to State employees of the SC Military Department. SC Military Department Federal Technicians and AGRs will follow the guidance from the South Carolina National Guard J-1/HRO.
2. Per the Office of the Governor, the Agency and its employees will follow the severe weather decisions as made by the county government in the county where the employees' primary place of work is located.
  - a. Department Heads, Program Managers, and managers of Agency offices in the affected counties will comply with the weather decisions as made by the county officials in the county in which the office/work site is located.
  - b. This is specifically for the location of the Agency employees' primary place of work, not any other location (e.g., home, alternate work site, etc.).
3. Department Heads or Program Managers should determine which employees are essential and are needed to maintain essential and/or critical services. These designated employees are expected to be present for duty regardless of the closings or delays.
  - a. Department Heads or Program Managers will ensure these employees are informed of their "Essential and/or Critical" designation prior to an event.
  - b. Employees who are designated as "Essential and/or Critical" and are required to work during periods where the location is closed or delayed due to severe weather (as determined by the county) are eligible for Compensatory Time or Overtime Pay, and will earn Compensatory Time on an hour-for-hour basis for the hours worked.
4. Should the situation occur in which the county where the employee works does not delay opening or close and the employee determines that the conditions in their area are not safe enough to travel to their place of work; the employee should contact their manager and request leave or use of accrued Compensatory Time for the hours scheduled but not worked, request Leave Without Pay, or request to or be allowed to make up the hours at a time to be scheduled by the Agency or Department/Program. The employee must be given the option of making up the hours if the employee so desires.
5. Municipal and school districts closings do not affect State and county weather decisions.
6. The Agency will follow the guidance from the Department of Administration as to the Governor's decision to either forgive the days or to put the employees in the affected areas who did not work into the appropriate leave status.

## **PROCEDURE**

1. County authorities are responsible for determining whether the conditions in their county allow for the safe conduct of business.
2. Should a county determine the conditions are unsafe for work, they will transmit the decision to SCEMD who will coordinate with a variety of organizations to transmit the information to the public. These methods include the following:
  - SC Emergency Management Division will post changes of the opening status of County Government offices on its website ([www.scemd.org/closings](http://www.scemd.org/closings)) as soon as it confirms the altered schedule
  - SCETV and SC Public Radio will broadcast County office closings and delays
  - Commercial broadcast stations will also broadcast County office closings