

# State Human Resources Policy #E24-100.03

## Hazardous Weather

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### **POLICY**

1. Based on the decision of the Office of the Governor in coordination with the South Carolina Emergency Management Division, the South Carolina Military Department 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.
2. This is specifically for the location of the Military Department 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.
  - c. Per guidance from the Department of Administration, essential and/or critical employees who are required to work during this time should earn Compensatory Time on an hour-for-hour basis for the hours worked.
4. 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.

### **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:
  - The SC Emergency Management Division will post changes of the opening status of County Government offices on its website ([www.scmd.org/closings](http://www.scmd.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

3. Department Heads, Program Managers, and managers of SC Military Department 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.
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 for the hours scheduled but not worked, request Leave Without Pay, request to or be allowed to make up the hours at a time to be scheduled by the Agency. 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.