HUMAN RESOURCES MANAGEMENT POLICY

HAZARDOUS WEATHER AND EMERGENCIES

Policy 13

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I. POLICY

A. In the event of hazardous weather or other emergency conditions, the Governor of South Carolina has the sole authority to excuse employees of State government from reporting to work.

B. Because of the need for continuity of essential services, the Medical University must designate employees whose presence is essential, and therefore, cannot be excused from work during hazardous weather or other emergency conditions.

C. Nothing in this policy precludes the necessary immediate evacuation of a facility by an individual in a supervisory capacity in the interest of employee safety.

D. “Emergency Conditions” means circumstances that would expose employees to harmful or unsafe conditions.

E. Please review MUSC’s Severe Weather Plan found at www.musc.edu/weatheremergency for information regarding individual departmental plans, class/clinic cancellation, restricted occupancy buildings, and family preparedness checklists.
II. INFORMATION AND PROCEDURES FOR DESIGNATED EMPLOYEES

A. Designated employees are individuals who directly, or indirectly, contribute to the ability of the Medical University to provide essential services. Therefore, the Governor’s declaration does not excuse designated personnel from work.

B. It is the responsibility of the department head to determine by job class, title, and/or name those employees whose presence is essential during hazardous weather or other emergency conditions. The department head may designate an entire department as being essential.

C. It is incumbent upon all department heads throughout the Medical University to post within their respective department(s) a listing of designated employees and their responsibility to report during hazardous weather or emergency conditions. This listing should be updated as appropriate.

D. During hazardous weather or other emergency conditions, designated employees must report to work and come prepared to stay, i.e., three to four days. Employees already at work can be required to stay and persons can be called back to work until the emergency is over or they are relieved by other staff.

E. Designated employees are required to protect their family members without the assistance of MUSC. This includes establishing a plan for their families assuming the designated employee will not be present.

F. It is required that designated employees provide their supervisors with current telephone information for contacting them during hazardous weather or other emergency conditions.

G. Designated employees who fail to comply with this policy will be subject to disciplinary action up to and including termination and/or loss of pay for the days the employee was absent.

H. Hourly paid (non-exempt) employees, who work overtime as a result of hazardous weather or other emergency conditions, will receive compensatory leave or overtime pay as outlined in Human Resources Management Policies 10 and 11. Non-exempt employees will receive overtime pay at the rate of one and one-half times their regular rate of pay or compensatory time at the rate of one and one half times the hours worked.

I. When the Governor declares a state of emergency including the Charleston area and excuses State employees from reporting to work, he/she may provide state employees with up to five days of hazardous weather emergency leave with pay for absences from work due to the state of emergency. When this occurs, designated employees will receive comparable leave to be taken at a time mutually agreeable to the employee and supervisor. Please note that hazardous weather or emergency leave can only be granted by the Governor.
III. INFORMATION AND PROCEDURES FOR NON-DESIGNATED EMPLOYEES

A. During normal working hours, the Governor’s office will issue a Statement through appropriate channels to Medical University officials and to the news media concerning the release of State employees due to hazardous weather or emergency conditions.

B. Between the hours of 5:00 p.m. and 8:00 a.m., declarations of hazardous weather or emergency conditions will be transmitted by the Governor’s office to the news media. Employees can call 792-MUSC (6872), check the “Emergency and Security” tab on the left-hand side of the MUSC homepage (www.musc.edu), or contact their supervisors for additional information. Employees are expected to respond to announcements of closings in a manner consistent with their respective departments’ policy and procedures.

C. Non-designated employees are not expected to come to work when the Governor issues a declaration of hazardous weather or emergency conditions for the Charleston area and excuses State employees from reporting to work. When this occurs, the Governor may provide state employees with up to five days of hazardous weather emergency leave with pay for absences from work. However, non-designated employees who do work will receive comparable leave to be taken at a mutually agreeable time to the employee and supervisor.

D. In the event of an emergency, a department head can request non-designated employees to remain at work to fulfill needs until designated employees arrive.

E. In accordance with State policy, unless the Governor grants hazardous weather or emergency leave, non-designated employees who do not report to work or who report to work late can use accrued annual leave or compensatory leave to make up the time lost, take leave without pay, or be allowed to make up the time lost from work at a time mutually agreeable to the employee and supervisor. Employees will have up to 30 calendar days to make up the time lost. Should University officials determine the need to grant an extension, department heads will be notified by the Department of Human Resources Management.

F. In the absence of a declaration of hazardous weather or emergency conditions, all employees are required to be at work during their normal shift unless previously approved to be absent.

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