

**LP 11.1****Effective:**
12/2/2020**Revised:**
12/12/2023**Policy Owner:**
Board of Trustees**Policy Administrator:**
AVP for University
Relations &
Publications, HR
Director**Affected Parties:**
Employees
Students**Table of Contents:**

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Hazardous Weather and Other Emergency Conditions

1 Policy Statement and Purpose

- 1.1 The hazardous weather policy gives the governor the sole authority to declare a state of emergency because of extreme weather conditions or other specified emergencies. “Emergency conditions” means circumstances that would expose university employees to harmful or unsafe conditions.
- 1.2 The policy states that 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 individual responsibility to respond in an appropriate manner to closings as they are announced. When inclement weather necessitates the university’s closing, information will typically be shared through the following communication channels:
 - Lander University Alert Notification System
 - Lander University website: <https://www.lander.edu>
 - State Office of Human Resources website: <https://careers.sc.gov/>
 - News outlets:
 - WSPA Channel 7, WIS Channel 10, WYFF Channel 4, Fox Carolina Channel 21, Index-Journal, GwdToday
 - On radio stations
 - WCRS AM-1450, WHZQ FM-94.1, WZLA FM-92.9 WCZZ AM-1090, WZSN FM-103.5
- 1.3 Unless a Declaration of Emergency has been issued, all employees are expected to report to work as usual. Employees should use discretion in deciding to travel. If safe travel is not possible, employees may work with supervisors to account for absences or late arrivals due to inclement weather and/or hazardous conditions. Should an emergency declaration occur during normal work hours, the university will be notified by the South Carolina Office of Human Resources. The Governor’s Office will also issue a statement to the news media.

- 1.4 Supervisors should maintain a current listing of “essential personnel” for their department and submit a copy to the Office of Human Resources. “Essential personnel” must be designated prior to an emergency. During a declared emergency, employees not designated as "essential personnel" should not report to work.

2 Compensation During Declaration of Emergency

If a Declaration of Emergency occurs:

- 2.1 The governor can provide state employees with up to five (5) days leave with pay for absences from work due to the state of emergency for hazardous weather.
- 2.2 Employees shall use annual leave or compensatory time to make up hours scheduled but not worked.
- 2.3 Employees shall take leave without pay.
- 2.4 Employees shall be allowed to make up any hours scheduled but not worked at a time to be scheduled by the supervisor or university. An employee must be given the option to make up their hours if the employee so desires.

3 Policy Revision History

- Pulled out from the Lander University Manual for Administration as a separate policy on 7/1/2004.
- Approved by the Lander University Board of Trustees on 12/15/2017.
- Submitted to content stakeholders and administrators for the policy’s four-year review on 11/7/2023.
- Stakeholder review and provisional approval of policy on 11/9/2023.
- Reviewed by Board of Trustees Policy Committee on 11/16/2023.
- Approved by director of human resources and assistant vice president for university relations on 11/20/2023.
- Approved by Lander University Board of Trustees on 12/12/2023.