



Hazardous Weather and Other Emergency Conditions

LP 11.1

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Policy Owner:
Board of Trustees

Policy Administrator:
Assistant Vice President of
University Relations

Affected Parties:
Undergraduate
Graduate
Employees

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I Policy Statement and Purpose

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.

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. Associates will assume an individual responsibility to respond in an appropriate manner to closings as they may be announced. When inclement weather necessitates University closing, the information normally will be available as follows:

1. Lander Automated Information System - 388-8000.
2. Lander Web Site: www.lander.edu
3. State Office of Human Resources Web Site:
www.state.sc.us/ohr/main.htm
4. On Television Stations
WSPA Channel 7, WIS Channel 10, WYFF Channel 4
5. On Radio Stations
WCRC AM-1450, WHZQ FM-94.1, WZLA FM-92.9 WCZZ AM-1090, WZSN FM-103.5

Unless a Declaration of Emergency has been issued, all associates are expected to report to work as usual. 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.

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 the emergency. Employees not designated as “essential” should not report to work.

II Compensation During Declaration of Emergency

If a Declaration of Emergency occurs, associates shall:

1. Use accrued annual or compensatory leave to make up time lost. (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.)



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2. Take leave without pay.
3. Be allowed to make up time lost from work at a time scheduled by the supervisor or University. Associates must be given the option of making up the time lost from work if they so desire.

III History

Source: Lander University Manual for Administration and Staff dated 7/1/2004.