

Emergency Closing

Introduction

Clemson University's foremost concern is the welfare of its faculty, staff and students. These procedures are intended to provide clear and concise instructions on how to respond to an incident that may pose a threat to the health, safety or well-being of the University community.

Procedure

Reporting to Work During an Incident

1. Employees/student workers (hereafter referred to as "personnel") should report to work only when it is safe to do so.
2. When the University closes due to an emergency, only personnel deemed essential for the maintenance of vital operations should report to work.
 - a. Using their college or division's response or Business Continuity of Operations Plan (BCoOP) as guidance, it is the responsibility of the supervisor to establish essential personnel during any given emergency closing and to communicate essential personnel status to affected personnel.
 - b. Because the positions deemed essential may vary according to the nature and timing of the emergency, employees are encouraged to discuss expectations with their supervisor with each incident.
 - c. Nonessential personnel who ignore the emergency closing directive are subject to disciplinary action.
3. Clemson University uses a number of channels to communicate during an incident. Depending on the severity of the disruption, channels can include:
 - [CU Safe Alerts page](#)
 - [CU Safe Alert text messages via cell phone](#)
 - CU Safe Alert emails
 - [Clemson University Public Safety Twitter and Facebook accounts \(@ClemsonSafety\) Inside Clemson Twitter account \(@InsideClemson\)](#)
 - Inside Clemson email
 - [Clemson University homepage](#)
 - Clemson University current situation line (864-656-9513) – for recorded closure updates
 - Local TV and radio station websites

Inclement Weather or Natural Disaster:

- A. Clemson University officials monitor the conditions/emergency situation before making the decision to cancel classes, close offices or delay openings. Decisions are communicated and updated via the channels listed above.
- B. The University is required to follow official delay and closing determinations applicable to the counties in which Clemson's main and secondary campuses are located. For example, if Pickens County government

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delays the opening or closing of government offices, Clemson's main campus follows the same schedule. Any closings or delayed openings of state government offices are posted on the South Carolina Emergency Management Division's website.

- C. In situations where the University makes the decision to close a campus while the county remains open, personnel should follow the direction of the University.
- D. Four sources of information regarding county closings and delayed openings of county/state offices are available:
 - i. South Carolina Educational Television (SCETV) broadcasts a "crawl" showing the information and announces it on SCETV radio. SCETV and SCETV radio broadcast the information state-wide.
 - ii. Information regarding closings and delayed openings is posted to the [South Carolina Emergency Management Division's web site](#) as quickly as it is received.
 - iii. The [South Carolina Emergency Manager Mobile App](#) is a personal emergency management tool that displays a complete list of all state and county government closings.
 - iv. Local commercial news media outlets typically broadcast, post on their web sites, and/or disseminate through social media any deviations from normal operations for county offices. That information applies to state agencies located in those counties.

Note: Do not call county emergency management offices for closing/delay information.

Compensation and Timekeeping During an Emergency Closure

Non-Inclement Weather Incidents

- A. Leave-eligible employees can use annual leave, compensatory time, or leave without pay for time missed.
- B. Personnel can make up missed time by working with their supervisor to flex their schedule (within the same workweek if possible).
 - a. Schedules flexed to address missed time must be approved by the supervisor and must be recorded in the same manner as regular time worked (i.e., Kronos or timesheet).
 - b. If the flexed schedule will result in overtime, prior vice-presidential approval is required.

Inclement Weather Incidents

- A. S.C. Code Section 8-11-57 allows the South Carolina governor to provide leave-eligible employees up to five days of leave with pay for absences from work due to a declared state of emergency for hazardous weather (i.e., forgiven time).
- B. **Hourly personnel** should not submit leave (paid or unpaid) within the University's time and leave system until advised how the closure will affect their compensable hours.
- C. **Salaried employees** should submit emergency closing leave as a placeholder to account for missed time until additional guidance is provided.

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When Time is Forgiven by the Governor (for leave-eligible employees)

1. Leave-eligible employees who were scheduled to work, but did not, during an incident for which the time is later forgiven do not need to take further action with regard to forgiven time.
2. Essential personnel who work during forgiven time should receive the following compensatory time:
 - a. Exempt employees earn holiday compensatory time on an hour-for-hour basis. Time worked during a closing must be reported to the division's Kronos payroll specialist, who will input the time in Kronos.
 - b. Nonexempt employees earn regular compensatory time on an hour-for-hour basis.
3. If an employee is on paid leave (e.g., annual leave) during time the governor later forgives, the employee's paid leave is replaced with hazardous weather leave.

When Time is Not Forgiven by the Governor (includes personnel not eligible for forgiven time)

1. If the time is not forgiven, personnel can use annual leave, compensatory time, or leave without pay for time missed.
2. Personnel can make up time by working with their supervisor to flex their schedule (within the same workweek if possible).
 - a. Schedules flexed to address missed time must be approved by the supervisor and must be recorded in the same manner as regular time worked (i.e., Kronos or timesheet).
 - b. If the flexed schedule will result in overtime, prior vice-presidential approval is required.
3. In accordance with State Human Resources Regulation 19-712.01 k., Clemson allows personnel the option to make up work at a time that is agreeable to both the individual and the supervisor.
4. Note: As salaried nonexempt employees make up work, any overtime will be compensated at half time, because the employee's regular hourly rate has already been paid.

Resources

[Emergency Closing Policy](#)

[CU Safety](#)

[South Carolina Emergency Management Division](#)

[Time and Leave System \(Kronos\)](#)