

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

MEMORANDUM  
NUMBER 5-148

01 August 2022

**ESSENTIAL PERSONNEL POLICY**

**1. PURPOSE**

This policy provides guidelines for the identification and use of Essential Personnel during campus emergencies. During an emergency situation, Essential Personnel provide services that relate directly to the health, safety and welfare of students, employees, and visitors, ensure continuity of key operations, and maintain and protect The Citadel's campus.

**2. REFERENCE**

[The Citadel's Campus Emergency Response Plan](#)

[Emergency Operation Center Guide](#)

[SC Code of Law, Title 8, Chapter 11, Declaration of State of Emergency or Order to Close State Offices Due to Hazardous Weather](#)

[State HR Regulations Section 19-712.01 K](#)

**3. DEFINITIONS**

A. Essential Personnel: are defined as Citadel employees who have been designated by department heads or supervisors to be critical to the continuation of The Citadel's essential and direct care services in the event of a campus emergency. In the event of a college emergency or closure, these positions may be called back to assist with campus operations and recovery. Essential personnel must exercise good judgment in emergency situations and ensure personal safety when returning to assist with campus operations.

B. Extraordinary or Emergency Conditions that Result in Suspension of Operations: are defined as natural or man-made conditions where The Citadel may suspend campus operations in whole or in part, and may include classes and administrative offices operating on an abbreviated schedule, the cancellation of classes, the closure of administrative and staff offices, or the closure of campus, a single or group of buildings, barracks, or on-campus housing. During periods of closure, The Citadel will not operate as a designated shelter for employees and/or their families/pets.

- C. Essential Services: are defined as those services that are required to ensure the security, safety and critical operations of The Citadel during emergency conditions. In the event of an emergency, the President (or designee), in consultation with the Crisis Management Team, will determine which services are essential based on the nature of the event.
- D. Direct Care Services: are defined as those services that are required to ensure the physical and emotional well-being of cadets and students during emergency conditions. In the event of an emergency, the President (or designee), in consultation with the Crisis Management Team, will determine which services are essential based on the nature of the event.
- E. Emergency Level Classification: is defined as the categorization of the situation giving rise to the emergency in terms of the degree of severity, which in turn may affect the activation and work requirements of Essential Personnel. The emergency levels and definitions can be found in The Citadel's Emergency Response Plan.
- F. Authorized Official: is defined as the party responsible for making the decision to suspend campus operations due to extraordinary situations or emergency conditions. The authorized official will be The Citadel's President (or designee). In certain instances (e.g., hazardous weather), a suspension of operations or closure may be determined by the Governor of the State of South Carolina and/or the Charleston County Government.
- G. Non-exempt Employee: is defined under the Fair Labor Standards Act (FLSA) as a Citadel employee holding a position that is subject to the provisions of the FLSA.
- H. Exempt Employee: is defined as a Citadel employee holding a position that is deemed exempt from the provisions of the Fair Labor Standards Act (FLSA) and/or applicable state law.

#### **4. POLICY**

- A. In the event of extraordinary situations or emergency conditions, The Citadel may suspend normal campus services and classes in whole or in part. In such instances, all employees designated as Essential Personnel must fulfill their duties as set forth in this policy in order to:
  - a. Ensure the continuation of critical campus operations;
  - b. Attend to the needs of students and ensure the safety and security of The Citadel community and
  - c. Protect The Citadel's assets.
- B. Identification of Essential Personnel

1. Department Heads and Supervisors are responsible for identifying Citadel employees to be designated as Essential Personnel for their respective area(s) of oversight. This determination is made on the basis of the maintaining and/or delivering of the essential and/or direct care services. Essential Personnel activated during an emergency will vary depending upon the circumstances and the nature and severity of the event. Essential personnel will be notified of their activation by their supervisor or Department Head or supervisor.
2. Department Heads and supervisors are responsible for notifying the Office of Human Resources in writing of essential personnel for reporting purposes and their position descriptions should reflect that in the event of an emergency or college closure, the employee may be called back to assist with campus operations and recovery. Essential personnel will be reviewed by departments regularly.
3. Department Heads and supervisors are responsible for notifying Citadel employees who have been identified as Essential Personnel. The respective Department Head or supervisor should also review this policy with his/her designees.
4. Depending on the nature of the emergency, any Citadel employee is subject to designation as Essential Personnel on a case-by-case basis.

#### C. Suspension of Operations and Emergency Level Classifications

1. Decisions regarding Suspension of Operations and Emergency Level Classifications will be made by The Citadel's President (or designee) in consultation with other senior leadership and/or other authorized county and state officials as appropriate, necessary, and feasible. In most circumstances, the Governor has the authority to excuse all employees of State government from reporting to work during extreme weather or other emergency conditions. Unless such a declaration of emergency has been issued, all employees are expected to report to work.
2. If it has been determined by state, local, and campus officials that a Suspension of Operations is the appropriate course of action and the Emergency Level Classification has been selected, the Communications and Marketing Department will provide official notification to all those affected by the Suspension of Operations via an official campus-wide communication outlet.
3. If the Governor has not made a declaration of emergency but hazardous weather or other emergency conditions arise that jeopardize the safety of employee, State Human Resources Regulations Section 19.712.01 K. 1., provides an exception to allow the immediate evacuation of a facility by an individual in a supervisory capacity in the interest of personal safety. Typically, the President or a designee is responsible for making this decision.

#### D. Service Determinations During Suspension of Operations

The President (or designee), in coordination with the Crisis Management Team, will determine the Essential Services and Direct Care Services that will be maintained. *IF EMPLOYEES ARE NOT DESIGNATED AS ESSENTIAL, THEY SHOULD NOT REPORT TO WORK.*

#### E. Reporting for Duty during Suspension of Operations

1. Essential Personnel will be notified by campus communication and/or their respective Department Heads (or their designees) of their activation. They must report to work as scheduled or as soon as feasible. Essential Personnel must remain on duty as instructed in order to ensure the uninterrupted delivery of Essential and Direct Care Services, unless directed or permitted to do otherwise by their respective supervisors.
2. There may be some essential employees who can perform the required services from home or from a remote location if travel conditions are hazardous. Department Heads and supervisors will address these issues on a case by-case basis.

#### F. Excuse from Required Duty during Suspension of Operations

1. At the discretion of the Department Head or supervisor, Essential Personnel may be excused from service on a case-by-case basis. Notification to the Department Head or supervisor should occur prior to the employee's scheduled work starting time.
2. Possible reasons for excused absences include:
  - a. childcare or eldercare issues;
  - b. medical issues (self/immediate family member);
  - c. damage to home;
  - d. impassible roads;
  - e. unsafe travel condition to report to work or
  - f. other circumstances which may warrant an excused absence.

#### G. Compensation during Suspension of Operations

1. The following attendance and compensation policies will be in effect for employees required to provide service, report to or remain at work during the Suspension of Operations.
  - a. Non-exempt employees who are required to provide a service, report to work or remain at work during the Suspension of Operations will be paid

their regular rates. Hours worked over forty (40) in a specified workweek will be compensated at 1.5 times the employees' regular rates. Depending on the nature of the emergency, any additional compensation considerations will be communicated to The Citadel's Office of Human Resources by the Division of State Human Resources (DSHR).

- b. Exempt employees who provide a service, report to or remain at work as required during the Suspension of Operations will be paid their regular salaries. Depending on the nature of the emergency, any additional compensation considerations will be communicated to The Citadel's Office of Human Resources by the Division of State Human Resources (DSHR). An exempt employee may be eligible for compensatory time for hours worked in excess of the employee's normal work schedule.
  - c. Designated Essential Personnel who do not report to work during Suspension of Operations may be required to use any accrued leave, as appropriate, for such time away from work. Temporary staff and student employees who are deemed essential and do not report for duty are not eligible for compensation or paid leave time.
2. Employees whose respective work units are subject to Suspension of Operations and who are not designated as Essential Personnel or otherwise required to work may be compelled to use accrued leave or compensatory time, and/or to make up work time missed. Employees may be required to deliver make-up services, including teaching, to ensure the students receive the necessary credit/contact hours. Authorized leave with pay may only be granted in certain circumstances as approved by the Governor (or designee). Such information, as well as administrative guidance, will be communicated to The Citadel's Office of Human Resources by the Division of State Human Resources (DSHR) following a specific emergency event.

## **5. COMPLIANCE**

At the discretion of The Citadel, employees may be subject to disciplinary action, up to and including termination, for any of the following reasons:

1. Refusing to report to work;
2. Failure to follow a reasonable and appropriate directive given by a Citadel Public Safety Official;
3. Engaging in unsafe practices, including being on campus without authorization, and/or
4. For other reasons as deemed appropriate.

## **6. NOTES**

**A. Dates of Official Enactment and Amendments:**

Approved by the Senior Vice President for Operations and Administration on  
xx June 2017

**B. Responsible Department:**

Human Resources

**C. Responsible Official:**

Director, Human Resources

**D. Cross References:**

None.

**7. RECISSION**

None.

**8. REVIEW**

Review this policy on an annual basis.

FOR THE PRESIDENT:

OFFICIAL

CHARLES L. CANSLER  
Vice President of Finance and Business  
COL, SCM