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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

B. Identification of Essential Personnel

- 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

6. NOTES

A. Dates of Official Enactment and Amendments:

Approved the Vice President for Finance on 1 May 2024

B. Responsible Department:

Human Resources

C. Responsible Official:

Chief Human Resources Officer

D. Cross References:

N/A

7. RECISSION

Memorandum 5-148, Essential Personnel Policy, dated 1 August 2022, is rescinded.

8. REVIEW

Review this policy on a biennial basis.

FOR THE PRESIDENT:

OFFICIAL

PREETHI SAINT
Colonel, SCM
Vice President for Finance