

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
PROGRAMS, REENTRY AND REHABILITATIVE SERVICES

MEMORANDUM

TO: PRRS Staff

FROM: Jake Gadsden, Jr., Deputy Director

DATE: **October 3, 2022**

SUBJECT: Essential Employees – Hazardous Weather Declaration

SCDC Policy ADM 11-08 EMPLOYEE LEAVE

5.11 HAZARDOUS WEATHER AND EMERGENCY LEAVE:

5.11.1. (excerpt) All state government employees are expected to report to work unless the Governor has issued a Declaration of Emergency. (See also Section 5.11.2, below, for information concerning the applicability of the Declaration of Emergency to all employees.)


5.11.2. Non-Essential and Essential Employees: Due to the fact that the SCDC is a 24-hour, seven (7) day per week operation, all Wardens, Division Directors, and other appropriate managers must identify employees in essential positions by classification or internal title and post a list of names or positions and titles in a conspicuous place on a permanent basis. This list must be reviewed and updated at least annually. **During a declared emergency, all essential employees will be required to report to work.** Any employee classified in a non-essential position who lives or works within the specified region(s) to which the declared emergency applies will not be expected to report to work.

Essential Employees are:

- Deputy Director PRRS
- Assistant Deputy Directors PRRS
- Superintendent Palmetto Unified School District
- Division Director Inmate Services
- Division Director Reentry Services
- Division Director Victim Services
 - Victim Notification and CISM Coordinator (non-essential, but must be available for emergency response)
- Division Director Special Programs, Evaluation, & Grants
- Institutional Program Officers

All PRRS staff, not indicated above, are Non-Essential unless otherwise notified by the Deputy Director PRRS. Working from home/teleworking is not allowable under the Governor's Declaration of Emergency.

*Each Division Director is responsible for the duplication and posting of this memorandum for all staff under their supervision.

s/ 
Jake Gadsden, Jr. Deputy Director