


DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR

ACTION REFERRAL

TO <i>Wells</i>	DATE <i>3-9-10</i>
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DIRECTOR'S USE ONLY	ACTION REQUESTED
1. LOG NUMBER <i>1011381</i>	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR <i>Cleared 3/8/10, see note on attached.</i> 	<input checked="" type="checkbox"/> Prepare reply for appropriate signature DATE DUE <i>3-18-10</i>  <input type="checkbox"/> FOIA DATE DUE _____  <input type="checkbox"/> Necessary Action

APPROVALS (Only when prepared for director's signature)	APPROVE	* DISAPPROVE (Note reason for disapproval and return to preparer.)	COMMENT
1.			
2.			
3.			
4.			

**From:** Tonya Chambers  
**To:** Jan Polatty  
**CC:** Boyd Shealy; Felicity Myers; William Wells  
**Date:** 3/8/2010 2:39 PM  
**Subject:** Fwd: Memorandum of Understanding Addendum  
**Attachments:** Memorandum of Understanding Addendum

This is in reference to our conversation earlier. Sam Wilkins decided to delegate the authority (15% and under) for this new type of pay increase in response to a pay action we are working on with them regarding the CHIPRA grant. The Budget and Control Board audits us and has the authority to write us up for any exceptions such as improper justification, insufficient documentation or exceeding our 15% cap without authorization.

Please let me know if there are questions. If you will just email back after the signature is in place.  
Thanks

Tonya Chambers  
Director of Human Resources  
Department of Health and Human Services  
Post Office Box 8206  
Columbia, South Carolina 29202-8206  
Phone (803) 898-2670  
Fax (803) 898-4500

**RECEIVED**

MAR 09 2010

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

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*3/9/10*

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Samuel L. Wilkins  
DIRECTOR

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Department of Health & Human Services  
OFFICE OF THE DIRECTOR

## MEMORANDUM

TO: Human Resources Directors of SCEIS Wave 1, 2 and 3 Agencies

FROM: Samuel L. Wilkins

DATE: March 8, 2010

SUBJECT: Memorandum of Understanding Addendum

The attached memorandum of understanding addendum expands the delegated authority of agencies to include grant salary adjustments based upon the recent Human Resources Regulation changes. Agencies are delegated authority for grant salary adjustments of up to 15% for duties associated with a grant for an employee in a full-time equivalent (FTE) position. The grant salary adjustment may be approved for the duration of the grant and must be removed when the circumstances that warranted such an increase are no longer present.

In addition, any delegated authority that was awarded previously and not captured in the original memorandum of understanding is included on the addendum. This memorandum of understanding addendum must be signed by the Agency Human Resources Director and the Agency Director and returned to your Human Resources Consultant. If you have any questions, please contact your consultant at 737-0900.

## MEMORANDUM OF UNDERSTANDING

### DELEGATION OF AUTHORITY ADDENDUM

#### Grant Salary Adjustment

The \_\_\_\_\_ has delegated authority for grant salary adjustments of up to 15% for duties associated with a grant for an employee in a full-time equivalent (FTE) position. Grant salary adjustments are not considered part of the employee's base salary. The grant salary adjustment may be approved for the duration of the grant and must be removed when the circumstances that warranted such an increase are no longer present. For an increase of more than 15%, the agency must submit written justification to OHR for approval. OHR will conduct a post audit of grant salary adjustments awarded during the previous fiscal year(s) in conjunction with the agency's delegation audit program. The grant salary adjustment will not automatically amend for changes in base pay. Additional documentation will be needed to reflect any amendments to the original grant salary adjustment.

  
\_\_\_\_\_  
Agency Director

\_\_\_\_\_  
Date

3-8-10

\_\_\_\_\_  
Agency Human Resources Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office of Human Resources Director

\_\_\_\_\_  
Date