

**From:** Catherine McNicoll <CatherineMcNicoll@scstatehouse.gov>  
**To:** 'Washington, Cheryl' <cwashington@aging.sc.gov>  
**CC:** Danny Varat <DannyVarat@scstatehouse.gov>  
**Date:** 7/24/2017 10:12:13 AM  
**Subject:** RE: Approved Overtime Policy

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Good Morning Cheryl,

Lily and I are supervised by Danny and Danny is Supervised by the Lieutenant Governor. My experience with Comp Time policies for exempt employees in the past has been that the time is tracked for a given week by an employee on a spreadsheet. At the end of the week or early the following week, the employee and their supervisor would sign off on the time on the spreadsheet. I believe there is a standard spreadsheet format published by OHR for this purpose. Also if you could please clarify the effective date of the policy.

*Best Regards,  
Catherine McNicoll  
Director of Legal & Legislative Affairs  
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803-734-5292 (phone)*

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**From:** Washington, Cheryl [mailto:cwashington@aging.sc.gov]  
**Sent:** Monday, July 24, 2017 9:03 AM  
**To:** Catherine McNicoll  
**Subject:** FW: Approved Overtime Policy

Catherine, see below.

As we have done in the past, it is up to the supervisor to keep a record consistent across the board for all employees. I keep a spreadsheet since exempt ees don't enter time.

So, would that be Danny or Lily?

Cheryl

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**From:** Hinson, Cheryl  
**Sent:** Monday, July 24, 2017 8:48 AM  
**To:** Washington, Cheryl <cwashington@aging.sc.gov>  
**Subject:** RE: Approved Overtime Policy

No, not in SCEIS since the exempt employees aren't entering working time. Supervisors would just need to keep track of hour for hour comp time for exempt employees. I would recommend that the granting of comp time for exempt employees be managed consistently across the agency.

Thanks,

**Cheryl Hinson**  
*Senior Consultant, Division of State Human Resources*

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