

MINUTES OF

BUDGET AND CONTROL BOARD

MEETING

January 4, 1996

003072

STATE OF SOUTH CAROLINA
State Budget and Control Board
OFFICE OF THE EXECUTIVE DIRECTOR

DAVID M. BEASLEY, CHAIRMAN
GOVERNOR

RICHARD A. ECKSTROM
STATE TREASURER

EARLE E. MORRIS, JR.
COMPTROLLER GENERAL



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JOHN DRUMMOND
CHAIRMAN, SENATE FINANCE COMMITTEE

HENRY E. BROWN, JR.
CHAIRMAN, WAYS AND MEANS COMMITTEE

LUTHER F. CARTER
EXECUTIVE DIRECTOR

January 4, 1996

MEMORANDUM

TO: Budget and Control Board Office Directors
FROM: Donna Kaminer Williams *DKW*
SUBJECT: Summary of Board Actions at January 4, 1996, Meeting

This listing of actions is an unofficial **summary** of the Board actions taken at the referenced meeting. The minutes of the meeting are presented in a separate, more detailed document which becomes official when approved by the Board at a subsequent meeting.

1. Adopted the agenda as proposed;
2. Approved guidelines, pursuant to State Human Resource Regulation 19-703.10, that provide for placing employees who are federally funded in a leave without pay status for 15 calendar days effective January 5 through March 5, 1996; and authorized the Office of Human Resources to allow agencies to use another 15 calendar day period of leave without pay if the federal budget situation is not resolved.

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0170 - 0170

MINUTES OF STATE BUDGET AND CONTROL BOARD MEETING

January 4, 1996

5:15 P. M.

The Budget and Control Board met at 5:15 p.m. on Thursday, January 4, 1996, in the Governor's conference room in the Wade Hampton Office Building, with the following members in attendance:

Governor David M. Beasley, Chairman;
Mr. Richard A. Eckstrom, State Treasurer;
Representative Henry E. Brown, Jr., Chairman, Ways and Means Committee.

Senator John Drummond, Chairman, Senate Finance Committee, participated in the meeting by telephone.

Mr. Earle E. Morris, Comptroller General, was out of the State and did not participate in the meeting.

Also attending were Executive Director Luther F. Carter; Deputy Executive Directors Richard W. Kelly and Robert C. Toomey; General Counsel Joseph D. Shine; Governor's Senior Executive Assistant Nancy Wrenn; Deputy State Treasurer James Holly; Assistant Comptroller General George M. Lusk; Finance Committee Chief of Staff Robert Merritt; Ways and Means Committee Director of Research Frank Fusco; Board Secretary Donna Kaminer Williams; and other Board staff.

Ofc. of Human Resources: Guidelines for Leave Without Pay for Emergency Situations (R1)

The Office of Human Resources recommended approval of guidelines pursuant to State Human Resources Regulation 19-703.10 in response to the current federal budget situation.

The guidelines provide that agencies may place employees in a leave without pay status for 15 calendar days in emergency situations. These emergency situations must be created by the lack of federal funding having a statewide impact.

The Board was also asked to authorize the Office of Human Resources to allow agencies to use another 15 calendar day period of leave without pay if the federal budget situation is not resolved.

Dr. Carter suggested that the Board convene in executive session to receive legal advice relating to the procedures.

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Upon a motion by Mr. Brown, seconded by Mr. Eckstrom, the Board agreed to convene in executive session to receive legal advice relating to the procedures.

Following the executive session, the meeting was opened, and, upon a motion by Mr. Eckstrom, seconded by Senator Drummond, the Board approved guidelines, pursuant to State Human Resource Regulation 19-703.10, that provide for placing employees who are federally funded in a leave without pay status for 15 calendar days effective January 5 through March 5, 1996; and authorized the Office of Human Resources to allow agencies to use another 15 calendar day period of leave without pay if the federal budget situation is not resolved.

Information relating to this matter has been retained in these files and is identified as Exhibit 1.

Adjournment

The meeting was adjourned at 6:05 p.m.

[Secretary's Note: In compliance with Code §30-4-80, public notice of and the agenda for this meeting were posted on bulletin boards in the office of the Governor's Press Secretary and in the Press Room in the State House, near the Board Secretary's office in the Wade Hampton Building, and in the lobby of the Wade Hampton Office Building at 10:10 a.m. on Wednesday, January 3, 1996.]

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EXHIBIT

JAN 4 1996

1

STATE BUDGET AND CONTROL BOARD

STATE BUDGET AND CONTROL BOARD

MEETING OF January 4, 1996

ITEM NUMBER 1

AGENCY: Office of Human Resources

SUBJECT: Guidelines for Leave Without Pay for Emergency Situations

The Office of Human Resources recommends approval of the attached guidelines pursuant to State Human Resources Regulation 19-703.10 in response to the current federal budget situation.

The guidelines provide that agencies may place employees in a leave without pay status for 15 calendar days in emergency situations. These emergency situations must be created by the lack of federal funding having a statewide impact.

The Board is also asked to authorize the Office of Human Resources to allow agencies to use another 15 calendar day period of leave without pay if the federal budget situation is not resolved.

BOARD ACTION REQUESTED:

Approve guidelines, pursuant to State Human Resource Regulation 19-703.10, that provide for placing employees who are federally funded in a leave without pay status for 15 calendar days effective January 5 through March 5, 1996; and authorize the Office of Human Resources to allow agencies to use another 15 calendar day period of leave without pay if the federal budget situation is not resolved.

ATTACHMENTS:

Agenda item worksheet; Guidelines for Leave Without Pay for Emergency Situations from January 5 - March 5, 1996; Regulation 19-703.10C

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BUDGET AND CONTROL BOARD AGENDA ITEM WORKSHEET (Revised 9/91)

For meeting scheduled for:

January 4, 1996

Blue Agenda
 Regular Session
 Executive Session

1. Submitted by: (a) Agency: Office of Human Resources
(b) Authorized Official Signature Stephen C. Osborne *Stephen C. Osborne*

2. Subject: Guidelines for Leave Without Pay for Emergency Situations

3. Summary Background Information:

The Office of Human Resources recommends approval of the attached guidelines pursuant to State Human Resource Regulation 19-703.10 in response to the current federal budget situation. The guidelines provide that agencies may place employees in a leave without pay status for fifteen (15) calendar days in emergency situations. These emergency situations must be created by the lack of federal funding having a statewide impact. Also, the Board is asked to authorize the Office of Human Resources to allow agencies to use another fifteen (15) calendar day period of leave without pay if the federal budget situation is not resolved.

4. What is Board asked to do?

To approve the proposed guidelines effective January 5, 1996, through March 5, 1996.

5. What is recommendation of the Board division involved?

Approval effective January 5, 1996, through March 5, 1996.

6. Recommendation of other office (as required)?

Office Name _____ Authorized Signature _____

7. Supporting Documents:

List those attached:

List those not attached
but available

Proposed Guidelines
State Human Resource Regulation 19-703.10

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EXHIBIT

JAN 4 1996

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GUIDELINES FOR LEAVE WITHOUT PAY FOR EMERGENCY SITUATIONS FROM JANUARY 5 - MARCH 5, 1996

STATE BUDGET & CONTROL BOARD

1. The Budget and Control Board has authorized leave without pay for emergency situations in accordance with Regulation 19-703.10 C. of the State Human Resource Regulations.
2. Due to the lack of federal funds caused by the federal budget impasse, an agency head will determine whether to place employees who are federally funded in leave without pay status for up to fifteen (15) calendar days. The Office of Human Resources is authorized to allow agencies to use another 15 calendar days of leave without pay if the federal budget situation is not resolved.
3. If an agency has FTE positions which are federally funded in part, the agency head will determine whether the employee will be reduced to part-time status based on available funding or placed in full leave without pay status.
4. The essential programs or positions which the federal government continues to fund will not be required to be placed in leave without pay status.
5. Employees placed in leave without pay status shall not experience a break in service.
6. Employees placed in leave without pay status will not be allowed to use annual leave while in this leave without pay status.
7. Placement in leave without pay status under this regulation is not a grievance under the State Employee Grievance Procedure Act of 1982.
8. Employees shall return to their former positions upon conclusion of the leave without pay status.
9. Placement in leave without pay status must occur between January 5 and March 5, 1996, as provided under these Guidelines.

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EXHIBIT

JAN 4 1996

1

19-703.10 C. Leave Without Pay for Emergency Situations

STATE BUDGET & CONTROL BOARD

In emergency situations created by the lack of federal funding having a statewide impact, the Budget and Control Board may approve the placement of employees in leave without pay status. Employees may be placed in leave without pay status for up to fifteen (15) calendar days. Employees in leave without pay status due to the loss of federal funds shall not experience a break in service. When such an emergency ends due to the restoration of federal funding, employees shall return to their former positions. Guidelines for agencies implementing emergency leave without pay for employees will be developed by the Office of Human Resources in response to the particular emergency situation.

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