

MINUTES OF BUDGET AND CONTROL BOARD MEETING

JANUARY 23 1974

The State Budget and Control Board met in the Conference Room of the Governor's Office at 11:00 a. m. on January 23, 1974, with the following members in attendance.

Governor John C. West
Senator Rembert C. Dennis
Mr. R. J. Aycock
Mr. Henry Mills
Mr. Grady L. Patterson, Jr.

Also in attendance were Messrs. P. C. Smith and William T. Putnam.

The following business was conducted.

ROPER MOUNTAIN PROPERTY - Mr. William H. Stroud, a member of the House of Representatives from Greenville County appeared before the Budget and Control Board to discuss the Board's approval for the disposal of the Tricentennial property located at Roper Mountain. (See minutes of January 15, 1974) Mr. Stroud indicated that he did not object to the transfer of the property to the Greenville County School District, but that he felt that Greenville County should be reimbursed for its contribution to the original project.

Governor West reviewed the history of the Roper Mountain property and advised Mr. Stroud of the various attempts, by the State, to utilize the facility or to dispose of the land and commented that each such attempt had been frustrated by the Federal Government. Governor West further indicated that he felt that Greenville County was being very fairly treated in that it was receiving the entire property.

Mr. Stroud stated that he did not feel that a donation to the Greenville County School District was the same as a donation to Greenville County, whereupon Governor West asked for Mr. Stroud's suggestion as to

what disposition should be made of the property.

Mr. Stroud advised that he had no suggestions as to how the property should be used but reiterated his request that the original contribution of Greenville County be reimbursed.

At this point, Governor West stated that the Budget and Control Board had been charged by the Legislature to simply approve the disposition of the Tricentennial property and that the Board had neither authority nor funds for the reimbursement of Greenville County. He further advised Mr. Stroud that if legal action were to be taken to recover initial investments in this property, then he would request the Attorney General to enter a claim for the amount invested by the State of South Carolina.

After discussing the matter further, the Board re-affirmed its approval of January 15, 1974.

DEPARTMENT OF EDUCATION - SCHOOLBOOK NOTES - The Budget and Control Board approved a request by the State Board of Education for permission to issue Schoolbook Notes in the amount of \$600,000.

A copy of the letter of request has been retained in these files and is identified as Exhibit I.

TRAVEL ALLOWANCES - STATE EMPLOYEES - The Budget and Control Board approved a motion by Mr. Grady L. Patterson that a recommendation be forwarded to the General Assembly for the increasing of the maximum travel allowance, permitted to State employees, to the following rates.

Daily Subsistence In South Carolina	\$ 23.00
Daily Subsistence Out Of State	30.00
Daily Subsistence In Urban Areas With A Population Greater Than 250,000	35.00
Automobile Allowance - Per Mile	.13

A copy of the motion introduced by Mr. Patterson has been retained in these files and is identified as Exhibit II.

SOUTH CAROLINA STATE COLLEGE - BOND FUNDS - Mr. P. C. Smith

advised the Board members that officials of South Carolina State College had requested that they be permitted to transfer \$430,000 of bond funds authorized in Act 1555, Acts of 1972, for a utilities system building to the completion of a male dormitory which was also authorized in that Act.

Board members agreed that the transfer should be made but felt that authorization should be in the form of a Legislative Act. The Board, therefore, approved a motion to recommend that this authorization be approved by the Legislature.

THE CITADEL - FOREIGN TRAVEL - The Budget and Control Board approved a request from the Citadel for travel in Italy and Germany by Captain K. C. Hanna, Jr.

A copy of the letter of request has been retained in these files and is identified as Exhibit III.

VETERANS AFFAIRS - At the request of Mr. Hoyt B. Hill, Jr., Director of the Department of Veterans Affairs, the Board approved a transfer of \$500 from the Civil Contingent Fund for continued financing of weekly advisory services to the Augusta Veterans Administration Hospital.

A copy of the letter of request from Mr. Hill has been retained in these files and is identified as Exhibit IV.

BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION - The County of Hampton has agreed to donate to the Board for Technical and Comprehensive Education a tract of land at Varnville for construction of a Technical Education Center. The County has requested that they be given an option to re-acquire this property (for a consideration of \$1.00) in the event construction on the proposed Center has not commenced prior to July 1, 1977. The Board for Technical and Comprehensive Education has accordingly requested the Board's approval of the execution of the option as requested by the County. The request was unanimously approved.

MEDICAL UNIVERSITY - CONSTRUCTION PROJECTS - The Budget and

Control Board approved the following construction projects for the Medical University.

Renovation of MUSC Hospital - Phase I	\$1,000,000
Renovation of Quadrangle Buildings	750,000
Student and Continuing Education Facilities	2,291,000
Public Service Building	1,900,000
Renovation of Nursing Building	200,000
Institute for Human Development - Phase I	2,000,000
Radiology - Laboratory Building	4,000,000
Allied Health Sciences Building	1,000,000
Eye Institute	1,900,000

LEGISLATIVE COUNCIL - In a letter dated December 21, 1973,

Mr. Henry L. Lake advised the Budget and Control Board that the Code Supplement for 1973 would cost approximately \$50,000 whereas the 1973-74 Appropriations Act provides only \$25,000. He requested permission to use \$25,000 from the balance of the 1972-73 appropriation which has been carried forward into the current fiscal year.

The Budget and Control Board approved this request.

A copy of Mr. Lake's letter has been retained and is identified as Exhibit V.

PERSONNEL DIVISION - Dr. Jack Mullins, Director of the Personnel Division appeared before the Budget and Control Board to present the following items.

PROPOSED PERSONNEL ACT - Dr. Mullins gave each Board member a preliminary draft of a proposed act for the creation of a State Personnel Division and for the establishment of a uniform system of personnel administration.

The Board unanimously approved the concept of the proposed act but requested that Dr. Mullins refer the preliminary draft to the Committee on State Employees and Their Employment, Senator John Drummond, Chairman.

A copy of the preliminary draft of the proposed act

has been retained in these files and is identified as Exhibit VI.

ANNUAL LEAVE - Dr. Mullins furnished Board members with a copy of a bill to clarify the annual leave situation as pertains to State employees. The proposed bill would provide a restatement of the annual leave provision and a repeal of Act 1348, Acts of 1972.

The Board members unanimously approved the recommendation of the proposed bill but specifically asked for the inclusion of the current Board ruling limiting the amount of annual leave which may be used in any one calendar year to thirty days.

A copy of the proposed bill has been retained in these files and is identified as Exhibit VII.

STATE EMPLOYEES - POLITICAL ACTIVITY - Dr. Mullins furnished Board members with a preliminary draft of a proposed bill pertaining to political activity of State employees. In the ensuing discussion, it was pointed out that State Government in South Carolina had been virtually free of instances of political abuses with respect to employees and, Mr. Henry Mills questioned the need for a statute pertaining to this matter.

A further study of the proposed legislation indicated that the primary thrust of the proposed bill was contained in paragraph "c" which reads as follows:

"However, no employees other than those elected by popular vote or appointed for specified terms of office shall....

(c) Engage, during the hours when they are on duty, in any form of political activity calculated to favor or improve

the chances of any political party or any persons seeking or attempting to hold partisan political office, nor engage in any political activity when not on duty to such an extent that their efficiency during working hours will be impaired or that they will be tardy or absent from work."

It was unanimously agreed that the proposed bill should be furnished to the Committee on State Employees and Their Employment and that the Budget and Control Board should specifically endorse paragraph number "c".

A copy of the proposed legislation has been retained in these files and is identified as Exhibit VIII.

EDUCATIONAL LEAVE - Dr. Jack Mullins presented the Board with an educational leave program for all State agencies which he had been requested to develop.

In the discussion which followed, Governor West asked if the Commission on Higher Education had been consulted and was advised by Dr. Mullins that the program as prepared did not include faculty or other unclassified employees in the Institutions of Higher Learning.

The Board approved the educational leave program as presented by Dr. Mullins. (A copy of this program has been retained in these files and is identified as Exhibit IX.)

HAZARDOUS WEATHER - Dr. Mullins recommended to the Board members that a standard policy be adopted pertaining to the absence of State employees due to hazardous weather conditions and furnished each member with a copy of a suggested policy.

The Board unanimously approved the policy, as suggested by Dr. Mullins, which would require employees to either

make up time lost from work due to hazardous weather or to take leave.

A copy of the approved rules pertaining to hazardous weather conditions has been retained in these files and is identified as Exhibit X.

STIPEND PROGRAM - Dr. Mullins presented each Board member with a copy of a program for the granting of educational stipends and recommended its approval in order to bring a degree of uniformity to present practices.

After a discussion of its contents, the Budget and Control Board adopted the program as presented.

A copy of this stipend program has been retained in these files and is identified as Exhibit XI.

HEALTH INSURANCE CONTRACT - Upon the recommendation of Dr. Mullins, the Budget and Control Board approved a revision in the Blue-Cross Blue-Shield insurance contract which would have the effect of eliminating certain payments made to specialized institutions located outside the State of South Carolina.

A copy of the recommendation of Dr. Mullins has been retained in these files and is identified as Exhibit XII.

DUAL EMPLOYMENT - The Budget and Control Board approved several agencies' requests for dual employment.

A copy of this list, as presented by Dr. Mullins, has been retained in these files and is identified as Exhibit XIII.

PART-TIME EMPLOYEES - ANNUAL LEAVE - Dr. Jack Mullins reported that several physicians who were working for the Department of Vocational Rehabilitation on a part-time basis had complained about the fact that they were unable to accumulate an-

nual leave. Therefore, Dr. Beckman has requested that the Budget and Control Board review its policy concerning the accumulation of leave for part-time employees.

Board members agreed that part-time employees should not be permitted to accumulate annual leave and unanimously voted to retain the present ruling.

MERIT SYSTEM - Dr. Jack Mullins advised that his agency had received criticism for enforcing merit system regulations when the Personnel Division, itself, did not adhere to the same rules. Therefore he requested, and the Board approved, permission for the Personnel Division of the Budget and Control Board to be considered a merit system agency, and to observe all rules and regulations as pertain to such agencies.

REPORTING OF VACANCIES - Dr. Jack Mullins advised the Board that a statute presently exists requiring that all State agencies report vacancies to the Personnel Division and to the Employment Security Commission. However, virtually no agencies have strictly complied with this law.

The Budget and Control Board directed Dr. Mullins to insist upon compliance with this law and to report any agency which fails to cooperate.

Dr. Mullins advised Governor West that the last item of business concerned a personnel matter and the Board unanimously voted to continue the meeting in Executive Session.

ACTION INDICATED IN BUDGET AND CONTROL BOARD MEETING
OF JANUARY 23 1974

DEPARTMENT OF EDUCATION - Notification of approval of School-book Notes in the amount of \$600,000.

TRAVEL ALLOWANCES - Notify Ways and Means Committee of the recommendation of the Board pertaining to increased travel allowances.

LEGISLATIVE COUNCIL - Notify Legislative Council of Board approval of transfer of funds for publishing Code supplement.

STATE COLLEGE - Notify Ways and Means Committee of the Board's recommendation for the shifting of State College Bond Funds.

THE CITADEL - Notify the Citadel of Board approval for foreign travel for Captain K. C. Hanna.

VETERANS AFFAIRS - Transfer \$500 from the Civil Contingent Fund to Veterans Affairs.

MEDICAL UNIVERSITY - Approve E-1 Forms for the Medical University.

TECHNICAL EDUCATION - Notify Technical Education of Board approval of the inclusion of a reversion provision in the deed of property transferred to the Commission by Hampton County.

LAND RESOURCES COMMISSION - Notify the Ways and Means Committee of the Board's recommendation that the salary of the Executive Director of that Agency be increased to a figure between \$18,000 and \$19,000.

*Mr. Smith to handle
all items.*

*Exhibit I
Jan. 23, 1974*

*EXHIBIT I
Jan. 23, 1974*

STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

CYRIL B. BUSBEE
STATE SUPERINTENDENT OF EDUCATION



COLUMBIA

January 16, 1974

Hon. P. C. Smith, Secretary
State Budget and Control Board
Wade Hampton State Office Bldg.
Columbia, S. C. 29201

Dear Mr. Smith:

By authority vested in Section 21-459 Code of Laws of South Carolina, 1962, as amended by Act No. 994, Part II, Section 10, Acts and Joint Resolutions, 1966, the S. C. State Board of Education requests permission to issue its negotiable notes in the amount of \$600,000.00.

The notes shall be for a one year period and dated February 7, 1974 due February 7, 1975.

Attached hereto, please find Estimated Note Issue Necessary For Rental Books Purchased June 1, 1973 to December 1, 1973 and Excerpt from the Minutes of the State Board of Education meeting, January 11, 1974, authorizing the sale of notes as listed above.

Sincerely yours,

R. A. Durham
Ralph A. Durham
Deputy Superintendent
Division of Finance and Operations

RAD:bwa

Enclosures (2)

EXHIBIT II
JAN. 23, 1974

M O T I O N
by
GRADY L. PATTERSON, JR., STATE TREASURER

MOVE that this (Budget and Control) Board adopt and recommend to the General Assembly that all employees of the State of South Carolina or any agency thereof while traveling on the business of the State shall be allowed reimbursement for actual subsistence expenses incurred and paid not to exceed twenty-three (\$23.00) dollars per day while traveling in the state and thirty (\$30.00) dollars per day while traveling outside the state.

Whenever an official or employee of the State is required in the performance of his official duties to travel to cities or urban areas of 250,000 or greater population, such official or employee shall be allowed reimbursement for actual expenses incurred not to exceed thirty-five (\$35.00) dollars per day.

Whenever an employee of the State shall use his or her personal automobile when traveling on necessary official business, a charge of thirteen (13¢) cents per mile will be allowed for the use of such automobile.

1/23/74

Adopted by the Budget and Control Board
January 23, 1974.

2304

THE CITADEL

THE MILITARY COLLEGE OF SOUTH CAROLINA
CHARLESTON, S. C. 29409

OFFICE OF
THE PRESIDENT

January 11, 1974

Mr. P. C. Smith
South Carolina Budget and Control Board
P. O. Box 11333
Columbia, S. C. 29211

Dear Pat:

Prior approval of the foreign travel described below is requested under the provisions of Budget and Control Board "Regulations For Reimbursement For Travel and Subsistence Expenses," dated 4 September 1973.

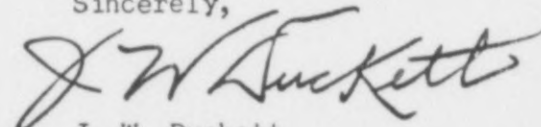
Approval is requested to expend an estimated \$550 to underwrite subsistence and travel in Europe on the part of Capt. King C. Hanna, Jr., Assistant Director of Admissions for The Citadel.

The purpose of Captain Hanna's travel will be to visit during April 1974 dependent high schools of the U.S. Armed Forces in Italy and Germany to counsel prospective Citadel cadets with a view to influencing them to attend this college.

Captain Hanna's transportation to and from Europe by jet aircraft is being financed from donated non-appropriated funds. Since that would otherwise be a major portion of the cost of this important effort into a lucrative recruiting area, I consider the requested expenditure to be a very prudent one.

Your favorable consideration of this request will be appreciated.

Sincerely,



J. W. Duckett
Major General

JWD:eab

cc: Col. J. F. Bosch
Vice President for
Business Affairs
The Citadel
Charleston, S. C. 29409



2305

1/23/74

EXHIBIT IV
JAN. 23, 1974

State of South Carolina
Department of Veterans Affairs

HOYT B. HILL, JR.
DIRECTOR
GRADY D. MAJORS
ASSISTANT DIRECTOR



PHONE 758-2607
227 BROWN STATE OFFICE BUILDING
1205 PENDLETON STREET
COLUMBIA, S. C. 29201

CLAIMS REPRESENTATIVES:
S. RALPH AYERS
JANE H. LIVINGSTON
W. ARTHUR NEAL
DAVID A. OSBORN
JOHN K. TATE
JACK M. TILLER

January 21, 1974

IN REPLY REFER TO:

Honorable P. C. Smith, Secretary
The State Budget and Control Board
State of South Carolina
Wade Hampton State Office Building
Columbia, South Carolina 29201

Dear Pat:

Last fall, I was requested by Congressman William J. Bryan Dorn and other elected officials from certain localities in our State adjacent to the Augusta Veterans Administration Hospital to have weekly itinerant service from this Agency to the Veterans Hospital at Augusta.

Accordingly, weekly itinerant service to Augusta is in effect but for this service to be continued for the balance of this fiscal year, we will need a transfer from the Civil Contingent Fund in the amount of \$500.00.

The \$500.00 requested above, if approved, should be transferred to the following account:

<u>Department of Veterans Affairs</u>	
Item I. Administration	
02. Contractual Services	\$500.00

Your kind assistance in this matter is appreciated and with best personal regards, I am

Sincerely,

Hoyt B. Hill, Jr.
Director

HBH/jg

Continued - Vol. 114 1-23-74

HENRY L. LAKE
Director and Code Commissioner

EXHIBIT V
JANUARY 23, 1974

TELEPHONE 758-2334

Legislative Council of the General Assembly

AND

Committee on Statutory Laws

STATE OF SOUTH CAROLINA

LEGISLATIVE COUNCIL

EARLE E. MORRIS, JR.
President of the Senate, Chairman
SOLOMON BLATT
Speaker of the House of Representatives
Vice-Chairman
O. FRANK THORNTON
Secretary of State
L. MARION GRESSETTE
Chairman, Judiciary Committee
Senate
ROBERT E. KNEECE
Chairman, Judiciary Committee
House of Representatives



P. O. BOX 11417
COLUMBIA, S. C. 29211
December 21, 1973

COMMITTEE ON STATUTORY LAWS

SENATORS
MARSHALL B. WILLIAMS
J. RALPH GASQUE
JAMES P. STEVENS

MEMBERS OF THE HOUSE OF REPRESENTATIVES

ROBERT E. KNEECE
JOSEPH P. RILEY, JR.
WESTON ADAMS

Honorable P. C. Smith
Secretary
Budget and Control Board
Hampton Office Building
Columbia, S. C.

Dear Pat:

In July, 1973, the Committee on Statutory Laws and the Code Commissioner decided to let a contract this year for a cumulative supplement to the 1962 Code, rather than a single-volume supplement such as the one for 1972. Accordingly, a contract was signed by the Michie Company and the Committee on Statutory Laws for this supplement at a cost of \$50,000.00. The appropriation for 1973-1974 for a code supplement is only \$25,000.00 which is not enough to pay for the supplement. There was carried over from the fiscal year 1972-1973 the sum of \$300,000.00 for printing the 1972 Code. It is requested that this department be permitted to use a portion of the sum which was carried over to pay the balance of the cost of the 1973 supplement, which will be the sum of \$25,000.00, plus the sales tax.

Sincerely,

Henry L. Lake

HLL/rk

2307

EXHIBIT VI
JAN. 22, 1974

PRELIMINARY DRAFT FOR COMMITTEE REVIEW

An Act to Establish Uniform Systems of Personnel Administration for State Government and to Create the State Personnel Division.

Be it enacted by the General Assembly of the State of South Carolina:

Section 1. It is the purpose of this Act to establish systems of personnel administration responsive to the needs of the people and essential to the effective and efficient operation of government, and which shall be applicable to all State agencies, departments, institutions, boards, commissions and authorities, except as may hereinafter be exempted. These systems shall provide means to recruit, select, develop, and maintain an effective and responsive work force, and shall include policies and procedures for employee hiring, advancement, training, career development, job classification, salary administration, fringe benefits, discipline, discharge and other related activities, based upon merit and fitness, without regard to sex, race, religion, political affiliation, national origin, or other non-merit factors.

Section 2. There is hereby created the State Personnel Division (hereinafter referred to as the Division), which shall be responsible to the State Budget and Control Board (hereinafter referred to as the Board).

The Administrative head of the Department shall be the State Personnel Director (hereinafter referred to as the Director), who shall be appointed by the Board. The Director may employ such staff as deemed necessary to efficiently carry out the provisions of this Act within authorized funding.

Subject to such controls as may be exercised by the Board, the Director shall have authority to:

(1) Establish and maintain a uniform classification plan to be applicable to all positions in the classified service, and determine the classification of all positions in

accordance with such class specifications and other criteria as may be adopted.

(2) Design, revise as necessary, and administer a uniform compensation schedule and pay plan for all positions and employees, and to prescribe and administer the pay policies.

(3) Develop and revise as necessary specifications for all classes of positions, which shall include identification of the minimum educational training, experience and other qualifications considered necessary to assure adequate performance of the duties and responsibilities, and monitor the adherence to these qualifications factors by the appointing authorities of the respective agencies.

(4) Prescribe employment policies to assure that appointments to positions in the State classified service are made on the basis of merit and fitness and without regard to race, sex, age, religion, political affiliation, nation origin, or other non-merit factors.

(5) Administer a centralized recruitment and applicant referral program as a service to all agencies and departments of the State.

(6) Administer the examination, certification and related functions of a centralized merit system in accordance with Federal laws and regulations, which may include the development and validation of selection procedures for the various classes of positions.

(7) Develop, revise as necessary, and administer policies, regulations and programs concerning hours of work, annual leave, sick leave, maternity leave, military leave, civil leave, leave without pay, educational leave, performance appraisals, employee awards, dual employment, disciplinary action, separations, the order and manner in which reductions in force should be effected, conduct manpower management reviews, and other such benefits and conditions of employment as may be needed to insure harmonious relations and fair and equitable treatment of all employees, all subject to approval by

the Board.

(8) Develop and administer a coordinated program of training and employee development and related career development programs for State employees.

(9) Enter into agreement with any municipality or political subdivisions of the State to furnish services and facilities in the administration of its personnel program. Any such agreement shall provide for the reimbursement to the State of the reasonable cost of the services and facilities furnished. All municipalities and political subdivisions of the State are hereby authorized to enter into such agreements.

(10) Establish and maintain a central personnel data system on all State employees covered by this Act, both classified and unclassified, with responsibility for determining the data to be recorded on employees and positions and prescribing the procedures and forms to be used by all agencies in reporting data.

(11) Review the payroll of each State agency covered by this Act to assure conformity with the rules and regulations of the State Budget and Control Board and to certify such conformity or non-conformity.

(12) Delegate to the heads of the respective State agencies of the above responsibilities as may be considered appropriate. Any delegation of responsibility in accordance with this provision shall be by written agreement filed with the Board, and may be terminated or suspended by any of the parties to the agreement upon thirty days written notice.

(13) Develop and implement with Budget and Control Board approval, such rules, regulations or guidelines as may be required for the implementation of the provisions of this Act.

(14) Schedule daily office hours of agencies with concurrence of agency heads and the Board, provided that no agency shall schedule a workweek of less than 37½ hours

for its employees.

Section 3. The Board shall exercise final approval on policies, rules, regulations and programs incident to the administration of the State personnel system subject to legislative action by the General Assembly wherever required, and shall hear appeals of appointing authorities and employees arising out of the administration of the provisions of Section 2 of this Act.

Section 4. There is hereby established a Single Cooperative Interagency Merit System of Personnel Administration for grant-in-aid agencies of the State which shall be administered by a Merit System Council to be composed of 7 members to be appointed by the Governor. Provided, however, that the 9 members of the 3 existing Merit System Councils in the State continue to serve the Interagency Merit System Council during their current tenure of appointment and until the Merit System Council can be reduced to 7 members by attrition. The members shall be public-spirited persons of recognized standing having interest in the improvement of public administration and in the impartial selection of efficient government personnel. No member shall have held political office or have been an officer in a political organization during the year preceding his appointment, nor shall he hold such office during his term. No member of the Council shall be a member or an official of the agencies served within one year prior to his appointment.

Each participating grant-aided agency with existing councils shall submit three names to the Governor who shall appoint the members from the list within thirty days after passage of this Act. Thereafter, appointments shall be made from the lists of names submitted to the Governor by the agencies served. When a vacancy occurs each agency shall submit a name for the Governor's consideration to appointment of the unexpired portion of the term. Members of the council shall serve for a term of five years or until their successors have been appointed and qualify, except that of those first appointed, two shall be ap-

pointed for four years and three shall be appointed for five years. Council members may only be removed for cause.

The Governor shall appoint a chairman and the council shall elect such other officers as it sees fit from its membership, and shall determine the length of terms of the officers. The State Personnel Director shall administer the policies and procedures set forth by the council. It shall also designate a recording secretary whose duty it shall be to keep a record of the proceedings of all meetings. The council shall adopt procedures for the conduct of its activities. Meetings of the council shall be held monthly and at such other times as may be necessary upon call of the chairman or a majority of the members. Four members shall constitute a quorum. The agencies served shall have the right to be represented at all meetings of the council but such representation will be without voting power. The agencies shall be notified of all meetings sufficiently prior to such meetings to arrange for their representatives to attend. Members shall receive no salary but shall receive compensation provided by law for members of boards, committees and commissions.

It shall be the duty of the council:

- (1) To insure proper administration of the uniform Merit System rules and regulations in accordance with the applicable Federal standards.
- (2) To establish the general policies for the administration of the rules.
- (3) To establish a single office and insure, in accordance with the Merit System rules, such staff as may be required for an efficient operation and that rights of present personnel be protected.
- (4) To establish procedures whereby the council may enter into agreement with additional State agencies, municipalities or political subdivisions to furnish facilities and services in the administration of their Merit System programs for a reasonable cost.
- (5) To hear appeals or establish impartial bodies to hear such appeals in its

behalf.

(6) To make recommendations, in cooperation with agencies served, to the Budget and Control Board, legislative committees and other interested bodies.

(7) To make written recommendations to the Governor and the agencies served with respect to any amendments or changes to this Act.

(8) To promote public understanding of the purposes, policies and practices of the Interagency Merit System.

(9) To review and present, on behalf of the agencies served, written recommendations to the State Personnel Division with respect to any rules of classification and compensation, records and reports, and any and all rules and regulations effecting proper and efficient personnel administration.

(10) To insure that the total cost of the merged Interagency Merit System be prorated among the participating agencies as determined by the council.

(11) To insure that fiscal accounting of the budgeted funds of the merged Merit Systems be placed in the fiscal section of the State Personnel Division.

(12) To operate under the South Carolina State Classification and Compensation Plan.

(13) To insure that equipment now being used by the present Merit System offices of each participating agency be made available to the Interagency Merit System and be carried on their fiscal records.

Existing and new equipment purchased in the future shall be carried in the name of the Single Cooperative Interagency Merit System and belong jointly to participating agencies in the same relationship as each agency contributed to the total initial cost.

Section 5. The provisions of this Act shall apply to all State employees not herein exempt. The provisions shall not apply to:

- (1) members of the General Assembly and its supporting staffs,
- (2) officers and employees of the General Assembly and persons employed to conduct temporary or special inquiries, investigations, or investigations on its behalf,
- (3) officers elected by popular vote and persons appointed to fill vacancies in such offices.
- (4) judges, referees, receivers, jurors and notaries public,
- (5) members of boards, commissions, councils and advisory councils compensated on a per diem basis,
- (6) salaried heads of State agencies who are appointed by the Governor or a legally constituted board or commission,
- (7) members of the military force of the State while engaged in military service,
- (8) all inmate help in all charitable, penal and correctional institutions and students employed in institutions of learning,
- (9) part-time professional personnel engaged in professional services without administrative duties and personnel employed for less than ninety working days per year,
- (10) public school superintendent, principals, teachers, and other public school employees,

Section 6. The Classification and Compensation Plan shall not apply to:

- (1) Exempt employees specified in Section 5 of this Act;
- (2) Presidents, provosts, vice-presidents, deans, teaching and research staffs, and others of academic rank employed by the State educational institutions;
- (3) Officials or employees whose salaries are fixed by statute; and
- (4) Such other positions and employees the Board may elect to exempt from

time to time.

Section 7. As individuals, employees in the State service retain all rights and obligations of citizenship provided in the constitution and laws of the State and the constitution and laws of the United States. However, no employees other than those elected to office by popular vote or appointed for specified terms of office shall:

(a) Directly or indirectly solicit or receive subscriptions or contributions for any partisan political party or any political purpose.

(b) Orally or by letter solicit or be in any manner concerned in soliciting any assistance, subscription or support for any partisan political party or purpose from any person holding any position in the State service.

(c) Engage, during the hours when they are on duty, in any form of political activity calculated to favor or improve the chances of any political party or any persons seeking or attempting to hold partisan political office, nor engage in any political activity when not on duty to such an extent that their efficiency during working hours will be impaired or that they will be tardy or absent from work.

Any employee in the State service who violates any of the foregoing provisions of this Section shall forfeit his office or position and for one year shall be ineligible for reinstatement in the service.

Section 8.

DEFINITIONS

1. Agency

Any department, institution, commission, board, or any other unit of government of the State, or two or more of them, under the control of an appointing authority who is independent of any other appointing authority.

2. Appointing Authority

Any person having power by law, or by lawfully delegated authority to make an appointment of a person for employment to any position in the State service.

3. Agency Head

The chief executive of a State agency in whom is vested final appointing authority for the agency.

4. Classified Service

All of those positions in the State service which are subject to the classification policies and regulations as authorized by the provisions of this Act.

5. Unclassified Service

All of those positions in the State service which are exempt from the position classification policies and regulations or are otherwise placed in an unclassified category authorized by the provisions of this Act.

6. Exempt Positions

All of those positions in the State Service which are exempt from the provisions of this Act, as specified in Section 5.

7. Position

Any employment requiring the services of one salaried person

or

Any office or employment in any agency requiring specific duties to be performed by one person.

8. Register

The officially promulgated roster of persons eligible for appointment to a class of positions listed in order of their final ratings on a test or tests of fitness for such class positions.

9. Certificate of Eligibles

An official list of the names of the highest ranking available eligibles on the registers for the respective classes of positions.

EXHIBIT VII
JAN. 23, 1974

A B I L L

AN ACT TO PROVIDE ANNUAL LEAVE FOR STATE EMPLOYEES AND TO REPEAL ACT NUMBER 1348 OF 1972.

Be it enacted by the General Assembly of the State of South Carolina:

SECTION 1. This act shall apply to all State agencies, departments and institutions and shall be administered by each such agency, department and institution under such regulations as may be adopted by the State Budget and Control Board to carry out the provisions of this act. These provisions, however, shall not apply to teaching personnel and officials of academic rank at State supported institutions of higher learning. The personnel records of all agencies, departments and institutions coming under the provisions of this act shall be subject to audit.

SECTION 2. Any permanent full-time State employee shall be entitled to annual leave with pay which shall be computed as follows:

For the first ten years of State service, he shall earn one and one-fourth working day's leave for each month of full-time employment per year. Thereafter, he shall earn an additional one and one-fourth working day's annual leave for each year of continuous service; however, the combined regular and bonus earnings shall not exceed thirty days in any one year. No employee shall be required to use all his annual leave in any one year. Any unused annual leave may be accumulated, not to exceed forty-five days. Provided, however, that any employee of a State department having an existing merit system who as of June 2, 1972 had accumulated annual leave in excess of forty-five days may carry over and retain such excess leave which shall be the maximum amount the employee may carry over into future years. If the employee subsequently reduces the amount of such leave carried over, the reduced amount, if in excess of forty-five days, shall become the employee's

maximum carry-over into future years. If the employee further reduces the amount of such leave carried over to forty-five days or less, forty-five days shall become the maximum amount of unused annual leave the employee may thereafter accumulate. It shall be at the discretion of the department heads to determine the maximum number of consecutive days any employee may have in any one period of leave; provided, however, the total number of days of annual leave used in any one calendar year shall not exceed thirty days.

SECTION 3. Upon termination from State employment, an employee may take both annual leave and a lump sum payment for unused leave, but in no event shall such combination exceed forty-five days in a calendar year except as provided for in Section 2. If an employee dies, his legal representative shall be entitled to a lump sum payment for his unused leave, not to exceed forty-five working days, except as provided for in Section 2. Such payment for annual leave shall be calculated according to the above procedure described for payment of annual leave upon termination.

SECTION 4. No department head shall hire additional employees to replace employees on annual leave, but vacancies may be filled immediately for persons whose services have been terminated.

SECTION 5. All employees of the State as of June 2, 1972, shall receive full credit for employment prior to such date. Following the date of this act, all employees who are re-hired following a break in service shall be given credit for prior State service to a maximum of ten years. In the event an employee transfers from one State agency to another, his annual leave balance shall also be transferred.

SECTION 6. Leave, as authorized by this act, shall be based upon a five-day work week except where services are maintained seven days a week; provided, however, that no agency shall schedule a workweek of less than 37½ hours. The State Budget and Control Board, through the State Personnel Division, may establish, by appropriate

regulation, procedures for the equitable calculation of leave for those employees who work a different number of days, including permanent part-time employees.

SECTION 7. Employees shall not be credited with leave earnings for any month in which they are not in pay status for one half or more of the work days of the month.

SECTION 8. Act No. 1348 of 1972 is hereby repealed.

SECTION 9. This act shall take effect upon approval by the Governor.

EXHIBIT VIII
Jan. 23, 1974

Section ____ . As individuals, employees in the State service retain all rights and obligations of citizenship provided in the constitution and laws of the State and the constitution and laws of the United States. However, no employees other than those elected to office by popular vote or appointed for specified terms of office shall:

(a) Directly or indirectly solicit or receive subscriptions or contributions for any partisan political party or any political purpose.

(b) Orally or by letter solicit or be in any manner concerned in soliciting any assistance, subscription or support for any partisan political party or purpose from any person holding any position in the State service.

(c) Engage, during the hours when they are on duty, in any form of political activity calculated to favor or improve the chances of any political party or any persons seeking or attempting to hold partisan political office, nor engage in any political activity when not on duty to such an extent that their efficiency during working hours will be impaired or that they will be tardy or absent from work.

Any employee in the State service who violates any of the foregoing provisions of this Section shall forfeit his office or position and for one year shall be ineligible for reinstatement in the service.

EXHIBIT 18
JAN. 23, 1974

EDUCATIONAL LEAVE PROGRAM
FOR
AGENCIES OF SOUTH CAROLINA STATE GOVERNMENT

1. General

- A. Purpose - to provide a means by which agencies of South Carolina State Government may encourage each of their employees, without regard to race, color, religion, sex, age, or national origin, to further his education so that he may become more proficient in his present position and/or prepare himself for opportunities for advancement within State services.

These provisions refer to and cover only those courses offered by accredited technical schools, colleges, universities and other institutions of higher learning as part of a curriculum leading to a diploma, certificate or degree. Nothing herein shall be interpreted to restrict any agency's authority to develop in-house on-the-job training programs or to participate in workshops, seminars or other similar single courses which are offered to present a specific subject in a concentrated manner in a short period of time.

However, these provisions shall not apply to teaching personnel or officials of academic rank at State supported institutions of higher learning.

B. Agency Responsibility for Administering and Budgeting

The Director of each agency or his designee shall be responsible for administering the Educational Leave and Tuition Reimbursement Program within his agency.

Each agency shall budget, approve and expend funds considered necessary to the establishment and administration of this program within the agency.

C. Duration of Approved Educational Leave

Leave granted under this provision may be for the length of the school term or terms required not to exceed 12 consecutive months or a total of 18 months in a 36 month period. Extensions of up to 12 months may be approved by the Budget and Control Board.

D. Status of Employees While on Educational Leave

Employees on educational leave retain all rights and privileges of employment with the State of South Carolina, with the following exceptions:

1. No merit salary increases may be authorized for any employee on full-time Educational Leave Without Pay or full-time Agency Directed Educational Leave. The scheduled review date for merit increases shall be extended one full pay period for each full or partial pay period of leave used.

However, any employee on Agency Directed Educational Leave shall receive legislated general increases or increases resulting from grade reallocation of the classification to which he was assigned at the time leave was granted.

2. An employee on full-time leave shall not accrue annual leave, sick leave, holiday or compensatory time while in leave status. However, accrued annual and sick leave earnings shall be carried over until the employee returns to work.
3. Employees on full-time leave without pay, for any purpose, are not covered by Workmen's Compensation.

4. An employee going on full-time Educational Leave Without Pay shall:

- A. Choose whether or not to keep his group health insurance in effect. An employee who chooses to keep his group health insurance in effect must pay the entire premium (both his portion and the State's portion) and make arrangements with the agency for the timely payment of such premium.
- B. Choose whether or not to continue making his normal contributions to the S. C. Retirement System. An employee who chooses to continue making his normal contributions must make arrangements with the agency or the Retirement System for the timely payment of such contributions. (It should be noted that unless his normal contributions are made, the employee will not earn service credits towards retirement while in a non-pay status, nor will he be covered by the group life insurance, previously known as the pre-retirement death benefit, after the first 90 days of leave.)

II. Time-off for Educational Purposes

Employees are encouraged to schedule classes during off-duty hours, whenever possible.

When a desired class cannot be scheduled during off-duty hours, the agency may elect to adjust the employee's work schedule, if doing so will not interfere with the normal efficient operations of the agency. (Example - An agency whose normal workday is 8:30 a.m. to 5:00 p.m. may allow the employee to work 9:30 a.m. to 6:00 p.m. so that he may meet an 8:00 a.m. class.)

When a desired class cannot be scheduled during off-duty hours and it is not feasible to adjust work schedules in this way, permanent, full-time employees may be allowed to take annual leave or may be granted leave without pay in order to attend classes.

III. Educational Leave Without Pay

- A. Definition - Full or part-time leave in a non-pay status requested by the employee so that he may further his education; such leave is approved in advance by the employee's supervisor, agency head, and agency board or commission, if appropriate.
- B. Purpose - To enable permanent full-time employees of the State of South Carolina to improve their overall competence in their present positions and/or provide opportunity for advancement within the agency.
- C. Eligibility - Any permanent, full-time employee who has satisfactorily completed at least six months of continuous employment during his current period of employment with the State is eligible to apply for Educational Leave Without Pay.
- D. Applying for Leave - An eligible employee may apply by submitting a letter of request through organizational channels to the agency head or his designee at least sixty (60) days before the first day of leave requested or within five days of notification of his acceptance for admission by the school, which ever is later. The letter of request must include:
 - 1. The type and purpose of the leave requested.
 - 2. The duration.
 - 3. An attached copy of the letter of acceptance from the school at which the leave will be taken.

4. Such other information as may be helpful to the reviewing authority in reaching its determination.

- E. Notification - Insofar as possible, the employee's request shall be acted upon and the employee notified no later than twenty-one days prior to the first day of leave requested.
- F. Reinstatement - Upon an employee's successful completion of a full-time leave, the agency shall reinstate the employee to his former position, a position of like status and pay, or promote him to a higher position.

IV. Agency Directed Educational Leave

A. General

Agency Directed Educational Leave must be approved in advance by the Budget and Control Board. Such leave may be authorized only when in order to fulfill its obligations and in the conduct of its business within its assigned area of responsibility, an agency must have in its employ persons with specific skills and/or knowledge, and it may reasonably be expected that reasonable recruiting efforts by the agency and the S. C. State Personnel Division will not produce a sufficient number of acceptable candidates with these skills and/or knowledge at the time they are needed by the agency.

- B. Definition - Full or part-time leave, specifically directed by the agency head, with full salary, tuition, and agency approved fees paid by the agency.
- C. Purpose - To develop within the agency skills and/or abilities to meet current or projected agency needs where it can be shown that reasonable recruiting efforts may not produce these skills and/or abilities from the available labor supply.

- D. Eligibility - Any permanent, full-time employee who has satisfactorily completed at least 12 months of continuous employment during his current period of employment with the State may be selected by the agency for Agency Directed Educational Leave.
- E. Selection of Training Recipients - After the agency has determined that in order to fill the position in question, it will be necessary to train a person currently on the payroll by sending him to an institution of higher learning, an announcement shall be circulated throughout the agency at least 1 month prior to the deadline for applications.

The announcement shall include:

1. The position to be filled.
2. The training being offered.
3. The minimum qualifications one must have in order to be considered.
4. When and how to apply.
5. The date the selection will be made.

Final selection shall be made by a committee to include but not limited to the immediate supervisor for the position being filled, the next higher level supervisor, the agency personnel director and the agency head or his designee. The committee's decision may be reviewed by the agency's board or commission, as appropriate.

- F. Request for Consideration - Employees wishing to be considered for training shall submit a request in writing prior to the announced cut-off-date. Such submittal shall be made by the employee to his immediate supervisor, who may attach his recommendations before forwarding the letter of application to the agency head or his designee.

G. Request for Authorization - A letter of Request for Authorization of Agency Directed Educational Leave must be prepared by the agency, approved by the agency head and agency's board or commission, if appropriate, and submitted to the Budget and Control Board for approval at least 45 days before classes are scheduled to begin. The letter of request must include:

1. The need for someone with this skill or knowledge within the agency.
2. A description of the efforts made to recruit candidates with appropriate training and experience for the position in question, or to determine the availability of such candidates at the time they will be needed by the agency.
3. The purpose and duration of the leave.
4. Such other information as may be helpful to the Budget and Control Board in reaching its determination.
5. The original and two copies of the Agency Directed Educational Leave Contract, bearing the signatures of both the employee and the agency head, must accompany the letter of request.

The State Director of Personnel shall indicate the Board's approval by signing the contract in the space provided. The original and one copy shall be returned to the agency; the remaining copy shall be retained by the State Personnel Division.

H. Agency Directed Educational Leave Contract - An employee selected for Agency Directed Educational Leave and the agency shall enter into an agreement which shall include the following:

1. Obligation of Employee to Agency

- a. The employee shall be committed to serve the agency for a period equal to not less than two full pay periods for each full or partial pay period of full-time leave used. However, the service commitment for an employee whose full-time leave exceeds ninety (90) days shall not be less than one full year. If he is placed on part-time leave, his service commitment shall be reduced proportionately.
- b. If an employee fails to return to work within 30 days of completing requirements for graduation or terminates his employment with the agency before completing his obligatory service for any reason other than good cause, repayment to the agency must be made within 30 days in an amount equal to his salary per pay period multiplied by the number of pay periods remaining in his obligation. Good cause shall be limited to long-term disability resulting from personal illness or injury, or illness within the immediate family (spouse or child) which makes it necessary for the family to relocate.

The amount of the repayment shall not exceed the total expenses paid by the agency during the leave period (salary, tuition, fees, etc.) The agency may deduct the amount owed from checks due the employee for salary and unused annual leave earnings.

- c. In the event the employee is called into service by a branch of the United States armed forces, he may complete his obligation to the agency upon release from the military.

- d. The employee shall agree to authorize the school to send a copy of the employee's grade report to the agency at the end of each school term.

2. Obligation of Agency to Employee

- a. The agency may dismiss or suspend the employee, or cancel his leave only for good cause. Good cause includes breach of contract, failure to meet the social or academic standards of the school, or the established standards required for all agency employees.
- b. The employee shall receive full salary during the period of authorized leave, less financial aid he receives from other public or institutional sources. The agency shall pay full tuition and necessary fees directly to the school. If the school is at least 30 miles from both his normal work station and official residence, the employee may be reimbursed transportation costs for up to two round trips per semester. All other costs, including the cost of books and supplies, shall be paid by the employee.
- c. Upon the employee's successful completion of his course of study, the agency may place him in the position for which he was trained. If, for any reason, the position will not be filled at the time the employee becomes available, the agency may reinstate him to his former position, a position of like status and pay, or promote him to a higher position.

3. Leave Cancellation and Standards of Conduct

- a. Academic Standing: If the employee fails to maintain an

academic average of "B" or better for graduate or post-graduate study, or "C" or better for all other study, the agency may cancel his leave. If a course is taken on a "pass-fail" basis, satisfactory performance must be maintained.

- b. Conduct: Employees on educational leave shall be aware that they are representatives of the agency and the State and, as such, responsible for the image they reflect. Excessive absence, participation in campus disturbances or any other activity which could bring discredit to the agency or the State of South Carolina may result in cancellation of the leave and/or such other appropriate action as the misconduct may warrant.
- c. Cancellation: Upon cancellation of educational leave, the employee shall be either reinstated by the agency in the same or like position held at the time the leave was granted, or discharged, as appropriate.

EXHIBIT X
JAN. 23, 1974

Unless extremely serious conditions prevail, no announcement will be made concerning the closing of State offices. Such announcement will be made by the Governor's Office.

Charges for absences of State employees due to hazardous weather conditions shall be as follows:

If hazardous weather conditions make it impossible for an employee to get to his place of work, the employee shall be allowed to:

1. Make up the time lost from work at a time scheduled by the employing department;
2. Use accrued annual leave; or
3. Take leave without pay.

When unable to report to work due to weather conditions, employees should notify their supervisors if possible.

If hazardous conditions develop during a work day, the top administrative personnel of agencies in the Columbia area will be notified by the State Personnel Division whenever it is determined State employees should leave early. In such cases, employees may arrange for the time lost as specified above.

Agencies outside the Columbia area should deal directly with emergency situations on a local basis. In such instances, the appointing authorities should consult with their counterparts in other agencies of the area so that, when practicable, concerted action may be taken. Time lost, however, shall be charged in accordance with the provisions of this policy.

Those agencies which must be staffed at all times should develop emergency plans for providing transportation to and from work for the necessary personnel who cannot arrange transportation on their own.

EXHIBIT XI
JAN. 23, 1974

GUIDELINES FOR THE DEVELOPMENT OF A STIPEND PROGRAM
FOR
AGENCIES OF SOUTH CAROLINA STATE GOVERNMENT

I. Statement of Policy

Each agency or department of South Carolina State Government may develop a program, within the guidelines stated herein, to offer educational assistance for designated curriculums in those fields in which the demand for highly trained, entry level professional and technical personnel exceeds the output of the schools training them. Such programs shall be reduced to writing and submitted to the State Director of Personnel for approval by the Budget & Control Board.

II. Agency Responsibility for Administration and Budgeting

The Director of each agency or his designee shall be responsible for administering the Stipend Program within his agency.

Each agency shall budget, approve and expend funds considered necessary to the establishment and administration of this program within the agency. State funds for the Stipend Program shall be identified in the Annual Appropriations Act, or the Budget and Control Board may approve transfers of funds for this purpose.

III. Definition

Stipend - The cost of tuition and course related fees plus a basic living allowance paid to provide support to a person, otherwise motivated to continue his studies, as a means of eliminating or reducing the necessity to engage in outside employment or to defer completion of his studies because of lack of adequate financial resources.

IV. Amount of Stipend

Stipends awarded by an agency of South Carolina State Government shall pay tuition and course related fees plus an amount paid to the student at the end of each bi-weekly pay period during the school term. The amount of this payment may be determined by first multiplying the annual minimum rate for the appropriate salary grade, as indicated below, by 60%, then dividing the product by 26 (the number of pay periods in a calendar year).

- A. Stipends in support of study leading to a B. S. in Nursing, a Diploma in Nursing (3 year program) or certificate as a therapist in a health related field shall be based on salary grade II.
- B. Stipends in support of study leading to a master's degree or the first 30 semester hours of graduate study in a program in which a Ph. D. is the terminal degree shall be based on salary grade 14.
- C. Stipends in support of study beyond (B) above shall be based on salary grade 17.

Example: the stipend per pay period for a master's degree program using the fiscal '73-'74 pay schedule equals:

$$\$8350.00 \times 60\% = \$5,010.00 \text{ (base per annum)}$$

$$\$5010.00 \div 26 = \$192.69 \text{ (per bi-weekly pay period)}$$

(In most schools the academic year covers about 18 pay periods; the amount of these payments during the school year would total:

$$\$192.69 \times 18 = \$3,468.42)$$

It should be noted that stipends awarded under this program are considered taxable income by both the South Carolina Tax Commission and the Federal Internal Revenue Service. Therefore, these payments

are subject to withholdings for income taxes, South Carolina Retirement System contributions, F.I.C.A. and any other deductions the employee may authorize.

V. Approved Curriculums

In its program, each agency shall list the courses of study for which the agency intends to offer one or more stipends. For each curriculum, the agency shall list the number of stipends to be offered, the classifications into which graduates would be placed and the number of authorized positions in each classification.

VI. Where the Stipend May be Used

If the program of study for which a stipend is awarded under these provisions is offered by one or more accredited institutions of higher learning within the State of South Carolina and the recipient is able to gain admission to one of these, the stipend shall be used at said school. If not, the stipend may be used at any accredited school offering the program to which the recipient is able to gain admission.

VII. Announcing Available Stipends

As part of its program, each agency shall establish a timetable for the selection of recipients for each stipend to be offered. In developing its timetables, the agency should keep in mind the cut-off dates for accepting applications for admission observed by the various schools at which the stipends would most likely be used, so that those selected to receive stipends will have adequate time to apply for admission.

VIII. Eligibility

Any permanent employee who has completed at least 12 months of continuous service during his current period of employment with the State may be selected to receive a stipend.

IX. Request for Consideration

An employee wishing to be considered for a stipend shall submit a request in writing prior to the announced cut-off date. Such submittal shall be made by the employee to his immediate supervisor, who may attach his recommendations before forwarding the letter of application to the selection committee.

X. Selection of Stipend Recipients

Final selection of stipend recipients shall be made by a committee to include but not limited to the agency personnel officer and at least two other officers of the agency appointed by the agency director.

Recipients shall be selected on the basis of promise of future benefit to the agency without regard to race, color, religion, age, sex or national origin.

Factors considered in the selection process shall include:

- A. Past performance reviews.
- B. Demonstrated interest and/or career goals in the field.
- C. An interview with each candidate.
- D. The candidate's ability to gain admittance to an accredited school.

XI. Concurrent Awards and Benefits

An employee who accepts a stipend award under these provisions may apply for and accept a research assistantship or a teaching assistantship through the university he is to attend. Recipients may also apply for any of the various student loans available from governmental agencies, private lending institutions, etc. However, recipients may not concurrently accept educational assistance in the form of financial aid from any other public or institutional source. To accept such aid will result in the

immediate forfeiture of the stipend. A person who forfeits a stipend in this manner will be obligated to fulfill his service commitment or make repayments to the agency under the terms of the Training Agreement.

XII. Training Agreement

An employee selected to receive a stipend and the agency shall enter into an agreement which shall include the following.

A. Obligation of Recipient to Agency

1. The recipient shall be committed to serve the agency for at least 6 months for each full or partial semester the stipend is received. The service commitment for those attending summer school shall be 3 months for each of the 2 summer school sessions (6 months for the whole summer term). However, the service commitment for an employee whose full-time leave exceeds 90 days shall not be less than 1 full year.
2. If an employee fails to return to work within 30 days of completing requirements for graduation or terminates his employment with the agency before completing his obligatory service for any reason other than good cause, repayment to the agency must be made within 30 days in an amount equal to his salary per pay period multiplied by the number of pay periods remaining in his obligation. Good cause shall be limited to long-term disability resulting from personal illness or injury, or illness within the immediate family (spouse or child) which makes it necessary for the family to relocate.

The amount of the repayment shall not exceed the total expenses paid by the agency during the leave period (salary, tuition, fees, etc.) The agency may deduct the amount owed from checks due the employee for salary and unused annual leave earnings.

3. In the event the employee is called into service by a branch of the United States armed forces, he may complete his obligation to the agency upon release from the military.

B. Course Load

A recipient shall take no less than the normal course work-load as defined by the institution he attends with the exception of his last term in school during which he may take as few hours as are necessary to complete requirements for graduation.

C. Obligation of Agency to Employee

1. The agency may dismiss or suspend the employee, or cancel his leave only for good cause. Good cause includes breach of contract, failure to meet the social or academic standards of the school, or the established standards required of all agency employees.
2. Upon the recipient's successful completion of his course of study, the agency shall appoint him to an established, full-time position in an appropriate classification, as set forth above. If, for any reason, the agency is not able to place him in such a position, he shall be referred to the State Personnel Division for referral to other State agencies having vacancies in appropriate classifications. If the recipient is successfully placed with another agency, his service obligation shall be transferred to that agency. If he has not been so placed within 30 days after notifying the agency of his having completed his studies, he shall be released from any further service obligation to the State of South Carolina under this agreement.
3. If, for any reason, a recipient does not complete the course of study for which the stipend was granted, the agency shall reinstate

him to a position of like status and pay as that held at the time he began leave or promote him to a higher position.

D. Leave Cancellation and Standards of Conduct

1. Academic Standing: If the employee fails to maintain an academic average of "B" or better for graduate or post graduate study, or "C" or better for all other study, the agency may cancel his stipend.
2. Conduct: Recipients shall be aware that they are representatives of the agency and the State and, as such, responsible for the image they reflect. Excessive absence, participation in campus disturbances or any other activity which could bring discredit to the agency or the State of South Carolina may result in cancellation of the stipend and/or such other appropriate action as the misconduct may warrant.
3. Cancellation: Upon cancellation of the stipend, the recipient may be either reinstated by the agency in the same or like position held at the time the leave was granted, or discharged as appropriate.

XIII. Status of Stipend Recipients While in School

- A. Employees receiving stipends under this program shall be considered to be on full-time educational leave with part-pay.
- B. While in leave status, recipients shall not earn annual leave or sick leave. Accrued annual and sick leave earnings shall be carried over until the employee returns to work. They are, however, entitled to the normal short student holidays observed by the institutions attended, such as Christmas and New Year's, spring recess, and the short period between academic sessions.

EXHIBIT XII
JAN. 23, 1974

TO: Budget and Control Board
FROM: Jack S. Mullins
DATE: January 22, 1974
SUBJECT: Proposed revision to the Blue Cross-Blue Shield Master Group Contract

Article XI, Sub Paragraph 1(a) of the Major Medical Contract with Blue Cross-Blue Shield reads as follows:

"This Contract and the certificates issued hereunder may be changed only by mutual agreement between Blue Cross and the South Carolina State Budget and Control Board. No such changes will be effective (a) until after thirty (30) days after a written agreement has been reached or (b) until such date as is mutually agreed upon by the Contracting parties."

We propose that the Master Contract be changed by mutual agreement effective March 1, 1974, to eliminate the following statement under Article 1, Sub Paragraph 8:

"For purposes of this Contract, Hospital shall also mean a Hospital with which any Blue Cross Plan, approved by the American Hospital Association, has an operating agreement."

The present Contract provides that any institution which is, other than incidentally, a nursing home, or a place for: rest, the aged, drug addicts, alcoholics, or the treatment of pulmonary tuberculosis or mental disorders is not a Hospital for insurance purposes. Four exceptions have been made to the Contract to provide services in the following facilities: William S. Hall Psychiatric Institute in Columbia, the Palmetto Center in Florence, the Holmes View Center in Greenville and the Central Addictions Facility Demonstration Project in Columbia, all of which are State supported facilities.

The sole purpose of deleting the above statement is to eliminate the payment of psychiatric benefits in institutions located outside of the State of South Carolina that exist only for the treatment of mental disorders but which are covered by an operating agreement of a Blue Cross Plan with another state, since these same benefits are not available inside the State of South Carolina.

This does not alter in any way the existing agreements within the State of South Carolina.

REQUESTS FOR APPROVAL OF DUAL EMPLOYMENT

January 23, 1974

REQUESTING (SECONDARY) AGENCY	NAME OF APPLICANT AND PRESENT CLASSIFICATION	EMPLOYING (PRIMARY) AGENCY	DESCRIPTION OF EMPLOYMENT	AMOUNT & TERMS OF COMPENSATION	PRESENT SALARY
1. University of South Carolina	Allen Gibson Custodial Worker I (5:30 p.m.-12:30 a.m.)	S. C. Highway Department	Custodial Duties	\$4,167 8:00 a.m.-4:30 p.m. Indefinite Duration	\$ 4,540.00
2. University of South Carolina	Harvey A. Stackman Research & Statistics Administration	Division of Administration	Teacher, Psychology 546	\$1,371-Mon, Wed. Fri. 8:00-8:50 a.m. Jan 11-May 7, 1974	\$16,159.00
3. University of South Carolina	B. R. Skelton Associate Professor	Clemson University	Instructor, Economic Growth Appalachian Leadership Dev. Conf.	\$334- 30 Hrs. Sept 13,20,27, 1973	\$15,538.00
4. University of South Carolina	Alan L. Pollack Dir. Research & Data Systems	State Personnel Div.	Teacher, Education 700 USC Campus	\$1,000-2 Hrs,45 Min. Jan 14-May 7, 1974	\$21,504.00
5. University of South Carolina	Ed Ellis Education Program Director III	S. C. Department of Education	Teacher, Education 877 USC Campus	\$1,000-2 Hrs, 45 Min. Jan 14-May 7, 1974	\$21,407.00
6. University of South Carolina	John L. Saunders Education Program Supervisor III	S. C. Department of Education	Teacher, Education 700 USC Campus	\$900- 2Hrs, 45 Min. Jan 14-May 7, 1974	\$18,500.00
7. University of South Carolina	Charles R. Statler Education Program Supervisor I	S. C. Department of Education	Teacher, Education 700 USC Campus	\$900- 2 Hrs, 45 Min. Jan 14-May 7, 1974	\$16,628.00
8. University of South Carolina	Hugh Eaker Chief Psychologist	Department of Mental Health (Community Mental Health)	Teacher, Psychology 410	\$1,300-Mon,Wed,Fri. 11:15 - 12:05 Jan 14-May 7, 1974	\$18,919.00

REQUESTS FOR APPROVAL OF DUAL EMPLOYMENT

January 23, 1974

<u>REQUESTING (SECONDARY) AGENCY</u>	<u>NAME OF APPLICANT AND PRESENT CLASSIFICATION</u>	<u>EMPLOYING (PRIMARY) AGENCY</u>	<u>DESCRIPTION OF EMPLOYMENT</u>	<u>AMOUNT & TERMS OF COMPENSATION</u>	<u>PRESENT SALARY</u>
9. University of South Carolina	Robert L. Brown, Jr. Asst. Professor	The Citadel	Teacher, Economics 291 Charleston Navy Base	\$600 - 45 Hrs. Nov 13-Dec 20, 1973	\$11,460.00
10. University of South Carolina	Elmer Knight Chief Supervisor	S. C. Department of Education	Teacher, Education 725	\$1,000-7:30 - 10:15p.m. Jan 14-May 6, 1974	\$17,500.00
11. Palmer College	Jesse P. Pratt III Deputy Director	S. C. Probation & Parole Board	Teacher, Probation & Parole Course	\$475 - 45 Hrs. Jan 3-March 19, 1974	\$15,150.00
12. S. C. Department of Education	Morris King Chairman, Elementary & Secondary Education	Clemson College	Committee for Evaluation of "The Teacher Educ. Prog. Central Wesleyan College	Expenses Only	\$23,794.00
S. C. Department of Education	Clemmie Webber Professor of Science Education	S. C. State College	SAME AS ABOVE	SAME AS ABOVE	\$2,661.00
S. C. Department of Education	Cecil Main Asst. Professor of Education	Winthrop College	SAME AS ABOVE	SAME AS ABOVE	\$18,395.00
S. C. Department of Education	Alba Lewis Professor of Education	S. C. State College	Committee for Evaluation of "The Teacher Educ. Prog. Francis Marion College	Expenses Only	\$22,800.00
S. C. Department of Education	Louise Pettus Asst. Professor of Education	Winthrop College	SAME AS ABOVE	SAME AS ABOVE	\$15,996.00

REQUESTS FOR APPROVAL OF DUAL EMPLOYMENT

January 23, 1974

REQUESTING (SECONDARY) AGENCY	NAME OF APPLICANT AND PRESENT CLASSIFICATION	EMPLOYING (PRIMARY) AGENCY	DESCRIPTION OF EMPLOYMENT	AMOUNT & TERMS OF COMPENSATION	PRESENT SALARY
13. S. C. E.T.V. Network	David G. Phillips Associate Professor	University of South Carolina	Moderator, Radio Program "Speaking of Music"	\$15.00 per ½ Hr. Weekly	\$19,110.00
14. Governor's Office	L. D. Milne Associate Professor	University of South Carolina	To implement state plan for Drug Abuse as required by U.S. Government	\$5,400-Dec 17, 1973 June 30, 1974	\$25,450.00
Governor's Office	David E. Stenmark Asst. Professor	University of South Carolina	SAME AS ABOVE	SAME AS ABOVE	\$18,282.00
15. S. C. Department of Mental Retardation	Jimmy Crooks Dir. of Accounting	S. C. Department of Health & Environmental Control	Perform Audit of Title I,II,III Federal Project	\$400 - Completion Jan 15, 1974	\$18,329.00
16. S. C. Department of Mental Health	R. Gordon Crandall Clinical Advisory Group	Community Mental Health (Pee Dee Mental Health Florence, S. C.)	Psychiatric Consultant	\$111- 9½ Hrs. Plus Travel-Wed Only 12:00 p.m. to 9:30p.m. Indefinite Duration	\$35,955.00
17. S. C. Department of Health & Environmental Control	George C. Means, Jr. Professor	Clemson University	Attendance at Advisory Hospital Council Meeting Sept 12, 1973	Travel & Subsistance	\$25,594.00
S. C. Department of Health & Environmental Control	Vince Moseley Program Coordinator	S. C. Medical College	SAME AS ABOVE	SAME AS ABOVE	\$41,000.00
18. Department of Social Services	George S. Inman Control Substan Inspector	S. C. Department of Health & Environmental Control	Attendance, Drug Advisory Committee Meetings	Travel, once per month	\$12,755.00
19. S. C. Department of Mental Retardation	Alleene T. Walker Secretary II	S. C. Department of Mental Retardation	Transcribing for 3 Day Conf. on Institutional Reform	\$150 - 50 Hrs. Completion Feb 1, 1974	\$ 6,765.00

REQUESTS FOR APPROVAL OF DUAL EMPLOYMENT

January 23, 1974

REQUESTING (SECONDARY) AGENCY	NAME OF APPLICANT AND PRESENT CLASSIFICATION	EMPLOYING (PRIMARY) AGENCY	DESCRIPTION OF EMPLOYMENT	AMOUNT & TERMS OF COMPENSATION	PRESENT SALARY
20. Attorney General's Office	Joseph C. Coleman Deputy Attorney General	Attorney General's Office	Consultant for production of a Magistrates' & Law Enforcement Officers Manual	\$3,000 - 225 Hrs.	\$29,510.00
21. S. C. State Personnel Div.	William M. Morgenroth Professor	University of South Carolina	Instructor, Elements of Management for State, County & Municipal Managers	\$1,800 - 81 hrs. Jan 9-Mar. 12, 1974 7:30-10:30 p.m.	\$32,902.00
22. S. C. State Personnel Div.	James N. McDill, Jr. Dept. Chairman	Beaufort Tech Center	Participation in Instructors Workshop- Supervisory Training	Mileage & Subsistence	\$11,000.00
S. C. State Personnel Div.	George N. Dorn, Jr. Director	Clarke Hill Authority	SAME AS ABOVE	SAME AS ABOVE	\$14,000.00
S. C. State Personnel Div.	Thomas Miller Instructor	Greenville Tech Center	SAME AS ABOVE	SAME AS ABOVE	\$15,000.00
23. S. C. State Personnel Div.	C. Blease Graham Asst. Professor	University of South Carolina	Develop & Instruct Course in Elements of Management	\$1800 - 113 Hrs. 7:30 - 10:30 p.m. Jan 9-March 12, 1974	\$17,522.00
24. University of South Carolina	Robert F. Sabalis Teaching Psychologist II	S. C. Department of Mental Health (Wm. S. Hall Psch. Inst.)	Teacher, Psychology	\$1300-Mon & Fri. 2:30 - 3:45 p.m. Appx. 4 Months	\$18,540.00

25. Mr. Miller requested that J. C. Coleman, Asst. Attorney General, be added for work done on the Law Enforcement Officers manual. (Approp. compensation - \$3,000.)

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