

DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF DIRECTOR
ACTION REFERRAL

TO	Hess
DATE	12-12-11

DIRECTOR'S USE ONLY		ACTION REQUESTED	
1. LOG NUMBER	68-222	<input checked="" type="checkbox"/> Prepare reply for the Director's signature	DATE DUE 12-20-11
2. DATE SIGNED BY DIRECTOR		<input type="checkbox"/> Prepare reply for appropriate signature	DATE DUE
cc: Mr. Rick Giese		<input type="checkbox"/> FOIA	DATE DUE
Cleared 2/3/12, letter attached.		<input type="checkbox"/> Necessary Action	DATE DUE

APPROVALS (Only when prepared for director's signature)	APPROVE	* DISAPPROVE (Note reason for disapproval and return to preparer)	COMMENT
1.			100% = B2
2.	ACT Decides		Will coordinate response
3.	Involved		
4.	in draft		

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OFFICE OF DIRECTOR

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cc: Mr. Kech, Giese		<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.			

Bakari T. Sellers
District No. 90 - Bamberg-Barnwell-
Orangeburg Counties
4231 Voorhees Drive
Denmark, SC 29042

Committee:
Judiciary

House of Representatives

State of South Carolina



314-A Blatt Building
Columbia, SC 29201
Tel. (803) 212-6877

RECEIVED

DEC 12 2011

Department of Health & Human Services
OFFICE OF THE DIRECTOR

December 9, 2011

Mr. Anthony Keck, Director
SC Department of Health and Human Services
1801 Main Street, 11th Floor
Columbia, South Carolina 29201

Mr. Keck:

It has come to my attention that the South Carolina Department of Health and Human Services has abolished its dental department and replaced it with "DentaQuest." I have been made aware of the RIF that occurred and have several questions regarding your actions.

First of all, while we all know there are severe cutbacks in federal Medicaid dollars, I am curious as to how the closing of an entire department and the subsequent contract will bring so much savings, as to justify wholesale firings and the loss of experienced workers. Please report to me in writing (so that I may share it with my fellow legislators) the exact nature of what happened and the savings by doing this. Please be explicit, precise and detailed. The vague promise of saving money at some future date while two people inefficiently do the work of nine will not suffice. Also, I have been told DHHS increased salaries for upper level management positions; please let me know how many positions and the amounts.

Moreover, I am very concerned that the RIF was of an irregular and questionable nature (including loss of annual and sick leave) especially concerning those who were near retirement, but not yet ready to retire. Were these persons offered other jobs that would have taken advantage of their skill sets? Why did DHHS only give the option to retire, or nothing? What are the agency's guidelines for a RIF and what are the options that should be given to state employees?

Thank you and I look forward to hearing what really happened.

Sincerely,

A handwritten signature in black ink, appearing to read "Bakari T. Sellers".

Bakari Sellers

BS/sse/dec9-11-3

cc:

The Honorable, Nikki Haley, Governor of SC, 1205 Pendleton Street,
Columbia, SC 29201
The Honorable Robert Harrell, Speaker of the House, 8316 Rivers Avenue
Charleston, SC 29406
The Honorable Harry L. Ott, Minority Leader, 461 Bull Swamp Road
St. Matthews, SC 29135



Bakari Sellers
Member, House of Representatives
4231 Voorhees Drive
Denmark, SC 29042

Hasler
12/09/2011
US POSTAGE
FIRST-CLASS MAIL
\$00.44⁰



ZIP 29201
011D12601984

RECEIVED

DEC 12 2011

Department of Health & Human Services
OFFICE OF THE DIRECTOR

Mr. Anthony Keck, Director
SC Department of Health and Human Services
1801 Main Street, 11th Floor
Columbia, South Carolina 29201

2920132409 0003



DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF DIRECTOR

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2.	LET Debus		will coordinate response
3.	Involved		
4.	in draft		

Blue - Disputing original

Bakari T. Sellers
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Orangeburg Counties
4231 Voorhees Drive
Denmark, SC 29042

Committee:
Judiciary

House of Representatives
State of South Carolina



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Bakari Sellers

BS/sse/dec9-11-3

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Department of Health & Human Services
OFFICE OF THE DIRECTOR

Mr. Anthony Keck, Director
SC Department of Health and Human Services
1801 Main Street, 11th Floor
Columbia, South Carolina 29201

2920132405 0003



Anthony E. Keck • Director
Nikki R. Haley • Governor

South Carolina Department of
Health & Human Services



February 3, 2012

The Honorable Bakari Sellers
South Carolina House of Representatives
4231 Voorhees Drive
Denmark, South Carolina 29042

Dear Representative Sellers:

The Department of Health and Human Services (Department) received your letter requesting information regarding its recent reduction in force (RIF), Voluntary Retirement Incentive Program (VRIP), upper level management salaries and associated cost savings. In addition to the Medicaid cutbacks you referenced, the Department is undergoing a critical change that is necessary to move us from an organization that devotes most of its efforts to processing paperwork and making payments, to an organization that is leading the effort to improve health for our citizens and manage costs for our taxpayers. To do this, we must realign our workforce and eliminate unnecessary processes and outdated work efforts.

Below please find the requested information relevant to the Department's decisions and a few facts about our recent personnel actions taken to realign our workforce for more efficient operations:

1. In August 2011 the Department's Executive and Human Resources staff began a personnel review in several program areas of Medical and Managed Care Services. Eleven total full time equivalent (FTE) positions in three program areas were reviewed. The conclusion of the analysis indicated that Department employees and contractors were duplicating functions. The Budget and Control Board's (B&CB) Office of Human Resources and labor attorneys of Fisher & Phillips LLP were consulted and participated in the analysis.
2. From October 3, 2011 through December 1, 2011, the Department implemented a Voluntary Retirement Incentive Program (VRIP) for eligible employees. [See Attachment II] Five employees were identified as eligible to participate; 80% (four employees) of the eligible employees participated in the VRIP. Highlights about the VRIP include:
 - a. On September 20, 2011, the VRIP program was approved by the B&CB's Office of Human Resources in accordance with prescribed guidelines approved by the Budget and Control Board.
 - b. For eligible employees, the Department offered to purchase up to two years of non-qualified retirement service credit, up to four years of qualified retirement service credit, or a combination of non-qualified retirement service credit and qualified retirement service credit, not to exceed the employee's annual base pay. The program was entirely voluntary.
 - c. Participating employees may not be employed with the Department in an FTE position for a period of two years from the date of separation and are not eligible to participate in the TBR program. Participating employees may still seek employment with other state agencies.
 - d. Over a two fiscal-year period, the Department's estimated annual cost savings is anticipated at just over \$200,000.
3. On November 14, 2011, the Department announced a reduction-in-force (RIF) based on work shortages as a result of outsourcing functions previously performed by Department employees. In eliminating these positions, the Department properly and consistently applied the Reduction in Force Policy and the RIF Plans for three program areas.

- a. As background, the Department's Reduction in Force Policy was approved by the B&CB in November 2008 and issued to all Department employees effective December 1, 2008.

[Attachment 2]

b. The aforementioned RLF Plans were approved by the B&CB's Office of Human Resources for procedural correctness on November 2, 2011.

c. On November 14, 2011, Executive Staff and Human Resources announced the RLF to the affected employees.

d. On November 15, 2011, Executive Staff and the Department's Office of Human Resources met with all affected employees and coordinated every available resource including the South Carolina Department of Employment and Workforce (SCDEW), the Employee Insurance Program, Employee Assistance Program and the State Retirement System in an attempt to assist employees with the separation. Affected employees were afforded the opportunity to speak about their feelings regarding the RLF to Executive Staff at the beginning of the session.

e. Affected employees have recall rights for up to one year from the date of separation to a vacancy within the same competitive area in the same State class title held prior to the reduction in force. If recalled, the Department will reinstate accumulated sick leave, and provide the option of buying back all, some or none of the annual leave at the rate it was paid out at the time of the separation.

f. Any employee returning to employment in an insurance eligible FTE position will be offered insurance benefits as a new hire.

g. Affected employees have reinstatement rights for up to one year from the date of separation and may apply for any State vacancy for which they meet the minimum training and experience requirements. Should they accept a job offer in an FTE position within one year of the reduction in force, they retain recall rights unless they choose to relinquish that right through written notification to the Department.

h. In addition, affected employees' contact information is recorded in the B&CB's Office of Human Resources' RLF Applicant Pool for priority consideration in finding another job in State government.

i. The RLF's effective date was December 1, 2011 so that affected employees would receive November holiday pay and could continue insurance coverage through the end of the calendar year. On December 1, 2011, a total of seven employees were involuntarily separated from the Department as a result of the RLF.

j. As a result of the Department's outsourcing efforts, the first full year of implementation by a broker has resulted in a 13% reduction in total expenditures for dental services. Additionally, the cost growth of the transportation program was 42% from FY 2002-2007 prior to outsourcing. After the first full year of implementation of the broker model FY 2008 to FY 2012 (projected), the growth rate is 16.5%.

4. Please find enclosed the compensation information for Department employees receiving compensation of \$50,000 or more annually. The information provided is for the periods of December 2010 and December 2011 for your review and comparison. The Department's annual salary expenditures have lowered by \$173,174 in this category over this period. [Attachment 3]

We appreciate your interest in the Department and thank you for the opportunity to share with you the reasons for the Department's decisions. Should you have questions, please feel free to contact me at (803) 898-2504.

Sincerely,



Anthony E. Keck

Director

The Honorable Nikki Haley

The Honorable Robert Harrell

The Honorable Harry L. Ott

Melanie Giese, SCDHHS Deputy Director

SCDHHS Office of Human Resources

Attachments

NICKI B. HALEY, CHAIR
GOVERNOR
CURTIS M. LOFTIS, JR.
STATE TREASURER
RICHARD ECKSTROM, CPA
COMPTROLLER GENERAL

SC BUDGET AND CONTROL BOARD



RICH K. LEATHERMAN, SR.
CHAIRMAN, SENATE FINANCE
COMMITTEE
W. BRIAN WHITE
CHAIRMAN, HOUSE WAYS AND MEANS
COMMITTEE
MARCIA S. ADAMS
EXECUTIVE DIRECTOR

Human Resources Division
Samuel L. Wilkins
DIRECTOR
803-896-5300
FAX 803-896-4050

September 30, 2011

Mrs. Tonya Chambers
Director of Human Resources
Department of Health and Human Services
Post Office 8206
Columbia, South Carolina 29202-8206

Dear Ms. Chambers:

The Division of Budget and Analyses has approved the request submitted by the Department of Health and Human Services for a Retirement Incentive Plan. This approval is based on the authority delegated to the Division of Budget and Analyses by the Budget and Control Board. This authority allows the Division of Budget and Analyses to approve retirement incentive plans within the guidelines approved by the Budget and Control Board. We have attached a copy of the approved Plan.

Please use the termination code "13" for RLP Retirement when terminating participants in the plan from the SC Enterprise Information System (SCBIS).

Please let me know if I can be of any further assistance.

Sincerely,

Samuel L. Wilkins

Samuel L. Wilkins
Director

Attachment



**SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
VOLUNTARY RETIREMENT INCENTIVE PROGRAM**

NOTIFICATION OF PROGRAM GUIDELINES

Effective October 3, 2011

PURPOSE

The South Carolina Department of Health and Human Services (the Department) continues to face budget shortages for Fiscal Year 2011-2012. Due to anticipated shortages, the Department must reduce personnel costs. Effective October 3, 2011, the Department is implementing a Voluntary Retirement Incentive Program (Program) for eligible employees in the Dental and Transportation units under the Deputy Director of Medical and Managed Care Services.

The purpose of the Program is to permanently downsize based on the ability of the Department to demonstrate long-term cost savings. This plan is submitted to fully outline a retirement incentive which will maximize savings for the Department by offering options for employees to voluntarily retire. The Program allows the Department to purchase service credit on behalf of employees who are currently eligible to retire or purchase the amount of time necessary to make employees eligible to retire. This Program is funded using existing funds and is constructed in accordance with South Carolina Code of Laws, §9-1-1140 (I) and §9-11-50 (I) under the South Carolina Retirement Systems (SCRS) or the Police Officers Retirement Systems (PORS).

A copy of this plan, in its entirety, along with an Acknowledgment of Notice form and Agreement and Release form, will be provided to every employee who is, or will be, eligible to participate in the Program on the effective date. All eligible employees must sign and date the "Acknowledgment of Notice" to confirm receipt of this notice. The completed "Acknowledgment of Notice" must be returned to the Department's Office of Human Resources immediately.

PARTICIPATION ELIGIBILITY

1. Any employee's decision to retire under this Program is entirely voluntary and is not considered grievable or appealable under the State Employee Grievance Procedure Act. An employee is not required to participate in the Program simply because they received notice of the Program.
2. Only employees in full-time equivalent (FTE) positions are eligible to participate.
3. Only employees of the Department's Dental and Transportation organizational units, who are currently eligible to retire or are within two and a half years (30 months) of retirement



SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES VOLUNTARY RETIREMENT INCENTIVE PROGRAM

eligibility as November 24, 2011, shall be eligible to participate in the Program. Retirement eligibility categories include state service time, age or the combination of state service time and age.

4. Employees participating in SCRS or FORS may purchase service credit (if approved and as defined by the South Carolina Retirement Systems) in order to become eligible to retire as of November 24, 2011 in combination with the incentives provided in this Program.

5. Employees who cannot purchase enough service credit, in addition to the amount purchased by the Department, to retire by November 24, 2011 are not eligible.

ELIGIBILITY EXEMPTIONS

1. The Department Director and all employees who are exempt from the State Employee Grievance Procedure Act are NOT eligible to participate in the Program.

2. Employees currently contributing to the South Carolina state sponsored Optional Retirement Program (ORP) are NOT eligible for participation in the Program.

3. Employees who submitted a notice of resignation, which was accepted by the Department on or after October 3, 2011, are NOT eligible to participate in the Program.

4. Employees who request to participate and then submit a notice of resignation, which was accepted by the Department prior to being notified of Program participation approval or disapproval, are NOT eligible to participate in the Program.

5. Employees who are participating in the Teacher Employee Retirement Incentive (TERI) program are NOT eligible to participate in the Program.

6. The Department may declare an employee, position, division, organizational unit or group of positions ineligible for the Program based on financial considerations or on a critical business need to retain the employee(s) for the Department to continue its mission. All decisions concerning approval of participants are within the discretion of the Department Director or his designee in accordance with the approved Program. The decision of the Department is final.



**SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
VOLUNTARY RETIREMENT INCENTIVE PROGRAM**

7. Under no circumstances will age, race, color, religion, creed, national origin, sex, disability or political affiliation be employed by any Department official in making any decision under this Program.

THE INCENTIVE

1. As voluntarily designated by the employee on the "Agreement and Release", the Department will provide the employee not more than one of the following two (2) options and no options may be combined:

A. The Department will purchase up to one (1) year of "nonqualified" and/or "qualified" service credit on behalf of an employee electing to participate in the Program, who is currently eligible to retire as of the close of business, November 24, 2011; or

B. The Department will purchase up to two and a half years (30 months) of "nonqualified" and/or "qualified" service credit (if approved and as defined by the South Carolina Retirement Systems) on behalf of an employee electing to participate in the Program, who, as a result of participating in the Program will become eligible to retire as of the close of business, November 24, 2011.

2. Participating employees will receive payment for any unused annual and compensatory leave balances as provided in the Human Resources Regulations and Department policy.
3. Employees who retire under this Program receive service credit for up to ninety (90) days of any unused sick leave. The service credit cannot be used to establish retirement eligibility.

LIMIT ON THE "INCENTIVE"

1. Under no circumstances will an incentive amount exceed one year's annual base salary as of October 3, 2011.

2. The Department will purchase no more than two and a half years (30 months) of "nonqualified" and/or "qualified" service credit.



**SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
VOLUNTARY RETIREMENT INCENTIVE PROGRAM**

APPLICATION

1. To officially agree to participate, the attached "Agreement and Release" form must be completed and submitted to the Department's Office of Human Resources on or before the close of business on November 17, 2011.

2. Eligible employees may have forty-five (45) days to consider whether to participate in the Program. If an eligible employee received notice of the Program after October 3, 2011, the final date to accept participation will be forty-five (45) days after the eligible employee received notice or November 17, 2011, whichever is later.

3. After an eligible employee agrees to participate in the Program, in accordance with the Older Worker Benefit Protection Act, the employee will have seven (7) days from the date of his or her acceptance to revoke his or her Agreement.

4. Eligible employees who are approved to participate in the Program must resign from employment with the Department of Health and Human Services no later than November 24, 2011, unless the Department Director or his designee and the employee set an alternative separation date.

5. Employees participating in the Program shall be considered to have voluntarily separated employment without good cause and be subject to the provisions of Section 41-35-120 (1) of the South Carolina Employment Security Law.

6. Employees who decide to participate in the Program will be required to sign the attached "Agreement and Release" form, which will also release any and all claims the employee could bring against the State or the Department, including claims under the Age Discrimination in Employment Act (ADEA) and the Older Workers Benefit Protection Act (OWBPA). Existing Worker's Compensation claims are excluded from this release.

7. All decisions to resign made by employees under the Program are voluntary and are not considered grievable or appealable under the State Employee Grievance Procedure Act nor under any of the Department's policies.

8. In addition to receiving copies of this notice and the "Agreement and Release," should an employee participate in this Program, the Age Discrimination in Employment Act (ADEA) requires the Department to provide a list of all job titles, ages of eligible



**SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
VOLUNTARY RETIREMENT INCENTIVE PROGRAM**

Department employees and all job titles and ages of Department employees that are not eligible to participate in the Program.

9. Participants of the Program may not participate in the TERI Program in the future.
10. Employees participating in the Program cannot be employed with the Department of Health and Human Services in any FTE position for a period of at least two years from the date of separation.

11. Eligible employees may consult with a private attorney prior to agreeing to participate in this Program. Any costs or fees for consultation with private attorneys are the responsibility of the employee.

12. Implementation of the Program will be based on fair and objective criteria developed by the Department of Health and Human Services. Implementation of this Program is the responsibility of the Department Director or his designee.

13. This Program was developed in consultation with the Budget and Control Board's Office of Human Resources. The Program is based on the Department's ability to demonstrate specific cost savings resulting from implementation of the plan. The results will be reported to the Budget and Control Board following the effective date of implementation.

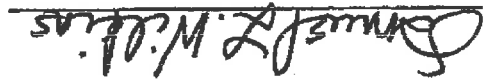
14. All decisions regarding this Program are the responsibility of the Department Director or his designee. Questions and applications for the Program should be referred to Bugenia Howard in the Department's Office of Human Resources at (803) 898-2670 or fax (803) 898-4500.



Signature
Anthony Keck, Department Director
Department of Health and Human Services

September 30, 2011

Date


Signature
Samuel L. Wilkins, Director
Office of Human Resources
Budget and Control Board

Date

9/30/2011



**SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
VOLUNTARY RETIREMENT INCENTIVE PROGRAM**

TIME LINE

Submission & Consultation to B&CB	September 28, 2011
Approval from B&CB	By September 30, 2011
Set-up, preparation and distribution	By October 3, 2011
Distribution to Eligible Employees	October 3, 2011
Acknowledgment of Program Receipt	October 3, 2011
Application Period & 45-day Consideration	October 3, 2011 - November 17, 2011
7-day Rescission Period for Last Applicants	November 17, 2011 - November 24, 2011
Separation Date	November 24, 2011

* November 24, 2011 is a state holiday; therefore, should an employee rescind the decision to participate in the Program, they must email or fax a written withdrawal to the Office of Human Resources not later than 5:00 p.m. Email: HumanRes@scdhs.gov or Fax: (803) 898-4500.

South Carolina Code of Laws, sections 9-1-1140 (I) and 9-11-50 (I)

Section 9-1-1140 (I) and 9-11-50 (I) An employer, at its discretion, may pay to the system all or a portion of the cost for an employee's purchase of service credit under this chapter. Any amounts paid by the employer under this subsection for all purposes must be treated as employer contributions.



**SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
VOLUNTARY RETIREMENT INCENTIVE PROGRAM**

ACKNOWLEDGMENT OF NOTICE

OF THE

**SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
VOLUNTARY RETIREMENT INCENTIVE PROGRAM**

Effective October 3, 2011

I, the undersigned, have received this plan explaining the provisions of the Department of Health and Human Services' Voluntary Retirement Incentive Program (Program) and I understand its contents. I understand that my participation in the Program is voluntary. I have also received a copy of the "Agreement and Release". To participate in the Program, I understand that I must sign and abide by the "Agreement and Release". I also understand that the Program is in accordance with South Carolina Code of Laws, sections 9-1-1140 (I) and 9-11-50 (I).

Printed Name

Signature

Division/Office

Date

**PLEASE RETURN THIS ACKNOWLEDGMENT TO THE DEPARTMENT OF
HEALTH AND HUMAN SERVICES' OFFICE OF HUMAN RESOURCES
IMMEDIATELY.**



**SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
VOLUNTARY RETIREMENT INCENTIVE PROGRAM**

AGREEMENT AND RELEASE

**STATE OF SOUTH CAROLINA/COUNTY OF RICHLAND
DEPARTMENT OF HEALTH AND HUMAN SERVICES (The Department)**

This Agreement and Release ("Agreement") is agreed to this _____ day of _____, by and between _____ ("Employee") and the South Carolina Department of Health and Human Services.

WHEREAS, the Employee is currently employed by the Department of Health and Human Services, and

WHEREAS, the Department of Health and Human Services began offering a Voluntary Retirement Incentive Program ("Program"), which is attached to this Agreement, to eligible employees of the Department on October 3, 2011, and

WHEREAS, the time period in which eligible employees of the Department of Health and Human Services may agree to participate in the Program begins October 3, 2011 and ends November 17, 2011, and

WHEREAS, the Employee is currently employed by the Department of Health and Human Services, is eligible to participate in the Program and voluntarily chooses to participate in the Program in a timely manner, and

WHEREAS, the Employee agrees to voluntarily resign and separate from employment with the Department of Health and Human Services no later than November 24, 2011, and

WHEREAS, the Employee understands he or she may not be employed with the Department of Health and Human Services in an FTE position for a period of at least two years from the date of separation.

THEREFORE, the Employee and the Department of Health and Human Services enter into the following Agreement:

1. Employee's Voluntary Resignation. The Employee voluntarily retires from employment with the Department of Health and Human Services and the State of South Carolina effective close of business on _____, 2011. The

**SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
VOLUNTARY RETIREMENT INCENTIVE PROGRAM**



Department of Health and Human Services accepts the Employee's voluntary retirement and resignation.

2. Incentive. The Department of Health and Human Services agrees, in accordance with the terms of the Program, the Department is purchasing Employee's "nonqualified" and/or "qualified" retirement service credit pursuant to South Carolina Code Ann. § 9-1-1140 or to South Carolina Code Ann. § 9-11-50. In order to purchase the _____ year(s) of "nonqualified" and/or "qualified" service retirement credit, the Department and Employee agree that the Department will pay the amount of \$ _____ THOUSAND DOLLARS (\$ _____,00), not to exceed 100% of one year's current base salary. The total amount that shall be paid is \$ _____ THOUSAND DOLLARS (\$ _____,00), as an "Employer Contribution" to the Employee's retirement account maintained by the South Carolina Budget and Control Board's Division of Retirement Systems. The Employee attests that he or she will be responsible for all tax liability, if any, resulting from his or her acceptance of this Incentive. The Department will make the purchase described in this Paragraph in a manner that will allow the Employee to retire on the date listed in Paragraph 1 of this agreement.

3. Release. The Employee, on behalf of himself or herself and his or her respective heirs, executors, successors and assigns, releases the Department its present and past officers, and employees to the fullest extent possible by law, from any and all claims, obligations, duties, causes of action, whether now known or unknown, that the Employee may possess based upon or arising out of any matter, cause, fact, thing, act, or omission whatsoever occurring or existing at any time prior to and including without limitation:

(a) any and all claims relating to or arising from the Employee's employment with the Department from the start of the Employee's employment with the Department to the date of this Agreement and Release;

(b) any and all claims including, but not limited to discrimination, civil conspiracy or breach of contract;

(c) any and all claims for violation of any federal, state or municipal statute, including, but not limited to, Title VII of the Civil Rights Act, the Civil Rights Act, the Americans with Disabilities Act, the Fair Labor Standards Act (only if there is



**SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
VOLUNTARY RETIREMENT INCENTIVE PROGRAM**

Judicial approval or administrative supervision by the U.S. Department of Labor, and the Employee Retirement Income Security Act;

(d) any and all claims for violation of federal or state constitutions; and

(e) any and all claims for attorneys' fees and costs.

Exceptions to this release, however, include future claims made under the Family and Medical Leave Act and future or pending Workers' Compensation claims.

4. Adequate Consideration. The Employee affirms that the Incentive described in Paragraph 2 of this Agreement is adequate consideration for the release of claims described in Paragraph 3 of this Agreement. The Employee affirms that, absent this Agreement, he or she would not otherwise be entitled to the Incentive described in Paragraph 2 of this Agreement.

5. Confidentiality. The Department of Health and Human Services and the Employee will keep the terms, conditions, and circumstances of this Agreement confidential, except as required by law and as necessary to enforce this Agreement. A copy of the Agreement will be placed in the Employee's official personnel file for record.

6. Voluntary Waiver. This Agreement and Release is executed voluntarily and without any duress or undue influence on the part or behalf of the parties hereto, with the full intent of releasing all claims. The Employee and the Department further acknowledge the Release does not release claims that cannot lawfully be released. The Employee and the Department acknowledge that (a) they have read this Agreement and Release; (b) they have been represented in the preparation, negotiation, and execution of this Agreement and Release by legal counsel of their own choice or that they have voluntarily declined to seek such counsel; (c) they understand the terms and consequences of this Agreement and Release and of the releases it contains; and (d) they are fully aware of the legal and binding effect of this Agreement and Release.

The Employee acknowledges that he or she is waiving and releasing any current rights he or she may have under the Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), and the Family and Medical Leave Act (FMLA) and that this waiver and release is knowing and voluntary. The employee and

- the Department agree that this waiver and release does not apply to any rights or claims that may arise under the ADEA, OWBPA, or FMLA after the effective date of this release.
7. Forty-Five Day Period. The Employee affirms that he/she has been afforded the opportunity to consider this Agreement for a forty-five (45) day period.
8. Revocation Period. The Employee understands that he or she has seven (7) days after signing this Agreement to revoke his/her acceptance of the Agreement, and that the Department of Health and Human Services will make the incentive payment described in Paragraph 2 of this Agreement only after the passage of these seven (7) days and only after this Agreement comes into full and binding effect. Revocations must be made in writing to the Department's Human Resources Director on or before the close of business on November 24, 2011.
9. Governing Law. This Agreement is governed by the laws of the State of South Carolina and constitutes the entire agreement between the Department and the Employee.
10. Entire Agreement. This Agreement constitutes the entire agreement of the parties and supersedes all prior communications, understandings and agreements relating to the subject matter, whether oral or written.

**SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
VOLUNTARY RETIREMENT INCENTIVE PROGRAM**



**SOUTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES
VOLUNTARY RETIREMENT INCENTIVE PROGRAM**



Agreed to this _____ day of _____, 2011

FOR THE EMPLOYEE:

FOR THE DEPARTMENT OF HEALTH AND HUMAN SERVICES:

Employee Name

Office of Human Resources
Department of Health and Human Services

Sworn and Subscribed to this the _____ day of _____, 2011

Sworn and Subscribed to this the _____ day of _____, 2011

Witness or Notary Public

Witness or Notary Public

My commission expires:

My commission expires:

**SOUTH CAROLINA
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**THE LANGUAGE USED IN THIS POLICY DOES NOT CREATE AN
EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.
THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR
ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE
CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR
ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO
OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY
CONTRACT OF EMPLOYMENT.**

HR006.00

Reduction in Force Policy

EFFECTIVE:

December 1, 2008

APPLIES TO:

All Covered Full Time Equivalent Position Employees of the

South Carolina Department of Health and Human Services (the

Department)

POLICY

This policy prescribes the manner in which covered full time equivalent (FTE) position employees of the Department of Health and Human Services (the Department) are released in an equitable manner should a reduction in force (RLF) become necessary. A reduction in force may require the separation, involuntary demotion, reassignment, or reduction in work hours of the Department's covered employees. This reduction in force policy does not apply to non-covered employees (e.g., probationary employees, temporary employees, unclassified employees, contract employees, temporary grant employees, time-limited project employees, or any other employees exempt from the State Employee Grievance Procedure Act such as retirees and TERI employees).

PURPOSE

The purpose of this policy and procedure is to prescribe the manner in which covered FTE position employees of the Department will be released should a reduction in force become necessary.

**Reduction in Force Policy
Effective December 1, 2008**

6.01 Management Decisions

A. The Department may implement a reduction in force for one or more of the following reasons:

1. Reorganization;

2. Work Shortage;

3. Loss of Funding; or

4. Outsourcing/Privateization.

B. The Department shall determine the following items prior to developing a reduction in force plan:

1. The reason(s) for the reduction in force;

2. The area(s) of the department to be impacted by the reduction in force

[Competitive Area(s)];

3. The State class title(s) within the competitive area(s) to be affected

[Competitive Group(s)]; and

4. The number of positions in each State class title(s) to be eliminated.

6.02

Procedures

A. Competitive Area(s) - The Department shall determine the competitive area(s) the reduction in force will impact. The competitive area identifies the organizational limits within which employees compete for retention during the implementation of a reduction in force. A competitive area may consist of all or part of the Department.

1. In the event a reduction in force is necessary, the Office of Human Resources and Executive Management will define the competitive area(s) and the competitive classes within the competitive area(s) within which the reduction in force is to apply. Examples may include but are not limited to Agency-wide, Bureau, Division, Section, Departmental units, geographical area or region, Office, etc.

2. The Department may establish a more restricted competitive area where the staff in that area is separately organized and clearly distinguishable from the staff in other areas and where interchange of employees of the

class involved would not be practical.

- B. **Competitive Group(s)** - The Department shall determine the competitive group(s) based on the State class title(s) within the competitive area(s) that the reduction in force would affect. If the reduction in force is to apply to more than one State class title, each State class title will be treated separately, except where the reductions are to be made in a State class title series (e.g., Auditor I, Auditor II, Auditor III, Auditor IV, Audits Manager I, Audits Manager II) or in State class titles that are part of the Department's customary career path (e.g. Administrative Assistant, Communications Coordinator, Program Coordinator II, Program Manager).

- C. **Position Identification** - The Department shall identify the position(s) within the competitive area(s) and competitive group(s) by identifying the following information:

1. State Class Title;
2. State Class Code;
3. State Band Level;
4. Total number of positions in the State class title within the competitive area; and
5. Total number of positions in the State class title within the competitive area to be eliminated.

6.03 Reduction in Force Plan

- A. Once the Department has made the decisions outlined above and prior to the implementation of a reduction in force, the Department Director or his designee shall develop the reduction in force plan. This plan must include the following:

1. The reason for the reduction in force;
2. The identification of the competitive area(s);
3. The identification of the competitive group(s) [State class title(s)];
4. The number of position(s) to be eliminated in each State class title;
5. A list of the covered employees, in order of retention points, in the competitive area(s) and competitive group(s) to include the following:

corresponding to the higher performance rating. If the covered employee's most recent performance rating is a Below Performance Requirements rating (0) which is more than two years old, the Department will assign the points equivalent to a Meets Performance Requirement rating.

3. **Official Performance Appraisals – Appraisals** will only be considered official if administered properly and in accordance with the Department's Employee Performance Management System (EPMs) Human Resources Policy and Procedures.

4. **Continuous State Service Points** - Covered employees will receive one retention point for each year of continuous service after completion of a 12-month probationary period. Six months or more of continuous service will be considered as one year of service and less than six months of service will receive no retention points.

5. **Additional Retention Points For Competition in a Lower Band - When** a covered employee is bumped from a position with a higher pay band in a state class title series or the Department's established normal career path of state class titles to compete with others for a position in a lower pay band, covered employees will receive an additional two (2) retention points.

6. **Exception to Procedure for Retention Point Calculation** - If every position in the competitive area is being eliminated, the Department is not required to calculate retention points. For positions reestablished within one year of the RLF, in the same competitive area and in the same state class title, the Department must calculate retention points at the time of recall or reinstatement. The Department must calculate retention points using continuous state service and performance appraisal points based on the effective date of the reduction in force.

6.05

Sequence of Reduction in Force

- A. **Department Hire Date** - The total number of retention points assigned to each

covered employee in each State class title(s) shall determine the order of the reduction in force. If two or more employees affected by a reduction in force have the same number of retention points and not all are to be affected by the reduction in force, the Department hire date will determine the order of the employees affected.

B. Bumping Rights - Bumping rights are provided for covered employees who have accumulated more retention points than those with whom they are competing. Under no circumstances can an employee gain from a reduction in force. Bumping rights are provided only downward and not upward in the organizational unit or competitive area.

C. Retention of Necessary Qualifications - No employee with a lower number of retention points shall be retained in preference to another employee in a competitive area(s) and group(s) with a higher number of retention points except when the Department determines that Retention of Necessary Qualifications applies.

1. Exception - If an employee is competing for a position that is not being eliminated and the Department asserts that an employee with higher retention points who has rights to be placed in that position cannot satisfactorily perform the duties of the position within a reasonable training period, the employee with lower retention points may be retained in preference to the employee with higher retention points. The Department may determine that the employee with higher retention points will not be able within a reasonable training period to satisfactorily perform the duties of the job based on the lack of knowledge, abilities, skills, supervisory responsibilities, or necessary experience.

2. Justification - When a Retention of Necessary Qualifications is used in a reduction in force plan, justification for this retention must be documented and approved by the Department prior to submitting the reduction in force plan to the Budget and Control Board's Office of Human Resources (the Board) for review and approval for procedural correctness. The Department should retain documentation to support any retentions made

on this basis.

6.06 Approval Process

A. Once the Reduction in Force Plan has been completed, the Department shall submit the information to the Budget and Control Board's Office of Human Resources for review and approval for procedural correctness.

B. The Reduction in Force Plan as outlined in Section 6.06 Writing the Reduction in Force Plan along with the following information will be submitted to the Board:
1. An organizational chart including each position within the competitive area(s) (*designated with the State class title and incumbent's name*);
2. A copy of the Department's Reduction in Force Policy; and
3. A sample letter to employees affected by the reduction in force including information as outlined in Section 6.09 Implementation of the Reduction in Force, along with:

- a. A list of the employee's recall and reinstatement rights;
- b. The Department's procedure for the recall of an employee; and
- c. The employee's grievance rights.

6.07

Implementation of the Reduction in Force

A. The Department shall communicate the following information to each affected employee after the Board approves the Reduction in Force Plan for procedural correctness and before the reduction in force becomes effective:

1. The reason for the reduction in force;
2. The competitive area(s) and competitive group(s) in which the employee competed;
3. The benefits to which the employee is entitled and the manner in which the reduction in force will affect the employee's State benefits, (e.g., health insurance, optional life insurance, retirement);
4. The employee's reinstatement rights, (e.g., reinstatement of all sick leave; option of buying back all, some, or none of the annual leave at the rate at which it was paid out);

5. The employee's recall rights to any position, within the competitive area, that becomes available in the same State class title as the position the employee held prior to the reduction in force;
6. The manner in which the Department will notify the employee of any such vacancies; and
7. The requirements of South Carolina Code of Laws Ann. Section 8-11-185, which requires the Department to report information about the employees (separated) in a reduction in force to the Board.

6.08

Recall and Reinstatement Rights

- A. **Summary** - An employee affected by a reduction in force has recall and reinstatement rights to a position in State government for one year after the effective date of the reduction in force. At the time of recall or reinstatement, the Department will reinstate all employee benefits, including the employee's accumulated sick leave, and will offer the employee the option of buying back all, some, or none of his annual leave at the rate it was paid out at the time of the separation.
- B. **Recall Rights** - If a vacancy occurs within the competitive area which is in the same State class title as the position the employee held prior to the reduction in force, the Department will recall employees in the inverse order of the reduction in force. The Department will notify the employee in writing of the job offer and recall rights. If the employee does not accept the job offer within ten (10) days, the employee's recall rights are waived.
- C. **Waiver of Recall Rights** - An employee affected by a reduction in force may voluntarily waive his recall rights by submitting a written notification to the Department. Additionally, if the employee does not accept the job offer within ten (10) days, the employee waives his recall rights.
- D. **Reinstatement Rights** - An employee affected by a reduction in force may apply for any State job for which he meets the minimum training and experience requirements. Should the employee accept a job offer to a Full-Time Equivalent (FTE) position, which receives benefits, he is entitled to the restoration of

employee benefits. These benefits include the employee's accumulated sick leave, and the option of buying back all, some, or none of his annual leave at the rate it was paid out at the time of the separation from the Department where he was previously employed. If the employee is reinstated to another position, he still retains his recall rights to a position in the same State class in the competitive area.

6.09

Grievance Rights

A covered employee who is affected by a reduction in force has the right to file a grievance to the Department and an appeal to the State Human Resources Director only if the grievance or appeal is based on improper or inconsistent application of a reduction in force policy or plan.

6.10

Definitions

- A. Break In Service** - An interruption of continuous State service. An employee experiences a break in State service when the employee (1) separates from State service and is paid for unused annual leave; (2) moves from one State agency to another and is not employed by the receiving agency within 15 calendar days following the last day worked (or approved day of leave at the transferring agency); (3) remains on leave for a period of more than one calendar year; (4) separates from State service as a result of a reduction in force and is not recalled to the original position or reinstated with State government within 12 months of the effective date of the separation; (5) involuntarily separates from State service and the agency's decision is upheld by the State Employee Grievance Committee or by the courts; or (6) moves from a full-time equivalent (FTE) position to a temporary, temporary grant, or time-limited position.
- B. Bumping** - Means displacing an employee in the same competitive area who is in a lower pay band or who received lower retention points.
- C. Class** - Means a group of positions sufficiently similar in duties performed, degree of supervision exercised or received, minimum requirements of education,

experience or skill, and the other characteristics that the same state class title and same state salary range are applied to each position in the group.

D. Contract Employee – Means a skilled temporary employee who is employed by a contract employment agency and assigned to the Department under terms specified by a contract between the contract employment agency and the Department.

E. Covered Employee – Means a full-time or part-time employee occupying a part or all of an established full-time equivalent (FTE) position who has completed the probationary period and has a "meets" or higher overall rating on the employee's performance evaluation and who has grievance rights.

F. Continuous State Service Date - The date that reflects the first or initial date of State employment without a break in service.

G. Demotion - The assignment of an employee by the appointing authority from one established position to a different established position having a lower State salary range.

H. Department (The) – For the purposes of this policy the Department of Health and Human Services is referred to as "the Department" or Agency. There may be smaller units within the organization that are considered "Departmental Units".

I. Full Time Equivalent Employee - Any person in the service of an agency in a full time equivalent position who receives compensation from the agency and where the agency has the right to control and direct the employee in how the work is performed.

J. Grievance - A complaint filed by a covered employee or the employee's representative regarding an adverse employment action taken by an agency designated in of the South Carolina Code of Laws.

K. Involuntary Reassignment - The movement of an employee's principal place of employment in excess of 30 miles from the prior workstation at the initiative of the agency. The reassignment of an employee by an agency in excess of 30 miles from the prior workstation to the nearest facility with an available position having the same State salary range for which the employee is qualified is not considered involuntary reassignment.

L. Non-covered employees – Include but not limited to probationary employees,

unclassified employees, temporary employees, contract employees, project employees, grant employees, unclassified employees, time-limited project employees, retired Teacher Employee Retirement Incentive (TERI) Program, employees entering the TERI program at the beginning of business June 6, 2005 forward are considered non-covered employees.

M. Office of Human Resources - An office of the Department responsible for personnel administration for full time equivalent employees, temporary grant employees, state temporary employees, interns, and volunteers.

N. Office Of Human Resources (The Board) - The central State human resources entity under the Budget and Control Board.

O. Probationary Employee - A full-time or part-time employee occupying a part or all of an FTE position in the initial working test period of employment with the State of 12 months duration. An employee who receives an unsatisfactory performance evaluation during the probationary period must be terminated before becoming a covered employee.

P. Probationary Status - The status of an employee during the probationary period. Retiree - An employee who has retired under the South Carolina Retirement System and who has returned to work.

R. Temporary Employee - Means a full-time or part-time employee who does not occupy an FTE or temporary grant position, whose employment is not to exceed one year, and who is not covered.

S. Temporary Grant Employee - A full-time employee who does not occupy an FTE position and is hired to fill a position specified in and funded by a federal grant, public charity grant, private foundation grant or research grant and who is not a covered employee.

T. TERI Employee - An employee who is participating in the Teacher Employee Retirement Incentive Program who is retired and accumulating a retirement annuity on a deferred basis without terminating employment. FTE employees



entering the TERI program at the beginning of business June 6, 2005 forward are

considered non-covered employees.

- U. **Time-Limited Project Employee** - A full-time or part-time employee who does not occupy an FTE position who is hired to fill a position with time-limited project funding approved or authorized by the appropriate State authority, and who is not a covered employee.

DHHS Employee Roster December 2010

Employees \$50,000 & Over			
Employee Name	Position Title	Hire Date	Annual Salary
Adams, Mary	Registered Nurse II	03/17/02	\$62,833
Backman, Kimberly	Human Resource Manager II	09/25/06	\$58,646
Baranski, Margaret	Registered Nurse I	06/02/03	\$53,914
Bass, Kathryn	Accounting/Fiscal Manager II	05/02/97	\$92,435
Beckley, Kandee	Program Manager I	02/02/89	\$57,021
Best, Wayne	Program Manager I	02/02/87	\$56,599
Boykin, Margaret	Program Coordinator II	02/02/89	\$60,716
Brace, Thomasina	Registered Nurse I	06/17/05	\$50,671
Bradford, James	Program Manager I	11/02/00	\$56,231
Brown, Harvey	Senior Information Reso Conlt	03/17/93	\$65,125
Brown, Stanley	Program Manager I	05/15/02	\$52,062
Bryson, William	Hearings Officer III	06/02/00	\$50,189
Burnett, George	Attorney III	03/17/89	\$63,017
Campbell, Jennifer	Program Manager I	02/17/04	\$56,097
Cannon, Robert	Administrative Manager II	01/02/96	\$88,586
Carlton, Jeanne	Program Manager I	11/02/97	\$55,032
Carlyle, Elizabeth	Program Manager I	04/17/05	\$55,601
Carlyle, James	Project Manager I	05/17/06	\$54,600
Carroll III, William	Info Resource Consultant II	01/17/01	\$58,819
Carton, Cynthia	Program Manager I	05/15/02	\$60,550
Carter, Bruce	Attorney III	08/02/07	\$76,356
Casey, Cheryl	Registered Nurse II	02/02/10	\$50,000
Cato, Dorothy	Nurse Administrator/Manager I	06/02/05	\$52,500
Chambers, Tonya	Human Resources Director II	03/02/04	\$96,730
Chelcois, Rhonda	Registered Nurse II	01/17/92	\$54,698
Church, Betty	Program Manager I	12/02/10	\$60,000
Crisp, Virginia	Program Manager I	12/02/87	\$57,239
Davis, Robert	Information Technology Mgr II	11/02/89	\$88,588
Douglas, Tamara	Program Coordinator II	01/02/97	\$50,395
Durett, Cindy	Auditor IV	09/17/04	\$50,319
Eddins, Laurel	Senior Consultant	02/02/01	\$66,660
Feaster, Rhonda	Program Coordinator II	07/17/92	\$51,746
Forkner, Mary	Agency Head	08/03/07	\$144,746
Fowler, Jennifer	Registered Nurse II	04/02/10	\$50,000
French, Robert	Program Manager I	01/02/03	\$57,178
Fuller, Elizabeth	Program Manager I	04/15/99	\$82,930
George, Robert	Training & Development Dir I	11/02/04	\$57,749
German, Milton	Accounting/Fiscal Manager I	05/17/89	\$81,058
Giese, Mary Melanie	Program Manager II	08/25/03	\$96,585
Gill, Stephen	Accountant/Fiscal Analyst III	04/02/05	\$53,099
Goode, Janet	Hearings Officer III	02/02/08	\$50,239
Green, Gina	Program Manager I	04/17/10	\$57,182
Hall, Christopher	Senior Information Reso Conlt	12/02/05	\$67,860
Hall, Mark	Applications Analyst II	03/17/08	\$50,500
Hamilton, Beverly	Program Manager II	02/17/04	\$90,703

DHHS Employee Roster December 2010

Employees \$50,000 & Over			
Employee Name	Position Title	Hire Date	Annual Salary
Hampton, Jimmy	Program Manager I	05/15/02	\$52,522
Harbaugh, Bruce	Program Coordinator II	12/17/89	\$50,154
Hartnett, Susan	Project Manager I	09/02/10	\$73,532
Hartnett, Timothy	Program Coordinator II	05/17/08	\$52,500
Henderson, Gwendolyn	Program Coordinator II	08/17/88	\$53,517
Hepfer, Richard	Attorney IV	09/02/10	\$84,500
Herbkersman, Timothy	Senior Consultant	12/02/03	\$63,128
Hess, Roy	Program Manager I	06/17/08	\$74,578
Hinson, Carley	Auditor IV	03/02/07	\$62,225
Hopkins, Jeffrey	Senior Information Reso Conlt	11/17/04	\$72,775
Hutto, Linda	Info Resource Consultant II	06/02/08	\$51,565
Hyleman, Brenda	Program Manager I	05/17/96	\$66,814
Hyman, Catherine	Senior Consultant	03/17/91	\$57,506
Ikenachio, B Mbato	Research & Planning Administ	11/30/09	\$53,344
Jackson, Mary Elizabeth	Accounting/Fiscal Manager I	05/17/86	\$64,806
Jacobs, Alicia	Dpty/Div Director-Exec Comp	12/02/08	\$103,979
Johnson, Kathleen	Registered Nurse II	08/02/10	\$51,000
Johnson, Vicki	Attorney III	05/02/10	\$75,000
Jones, Michael	Program Manager II	04/02/02	\$81,062
Jones, Pamela	Program Manager I	02/02/89	\$53,085
Kelley, William	Data Base Administrator I	04/02/05	\$55,320
Kelly, Stella	Program Manager I	04/02/88	\$58,331
Kent, Douglas	Project Manager I	11/02/10	\$55,000
King, Sharon	Senior Applications Analyst	09/02/97	\$57,818
Kost, Bryan	Senior Consultant	10/02/02	\$79,070
Larimore, Patty	Procurement Manager II	08/02/04	\$68,087
Lewis, Kara	Program Coordinator II	08/02/89	\$50,021
Lingard Gore, Cynthia	Human Resource Manager II	08/17/97	\$61,426
Long, Rudolph	Program Manager II	02/17/02	\$94,356
Maky, George	Program Manager I	12/02/91	\$54,333
Martin, Lynn	Project Manager II	05/17/10	\$85,000
Mattison, Gregory	Info Resource Consultant II	12/02/89	\$57,298
McCoy, William	Information Technology Mgr I	06/17/93	\$76,847
Mcwhite, Patricia	Program Manager I	05/15/02	\$60,067
McWilliams, Cheryl	Program Manager I	05/15/02	\$53,008
Miller, Deborah	Registered Nurse II	06/02/02	\$54,094
Moore, Cynthia	Accounting/Fiscal Manager I	12/17/89	\$73,723
Morris, Aegina	Program Coordinator II	04/02/04	\$54,635
Morrison, Rhonda	Information Technology Mgr II	07/02/90	\$91,189
Moses, Betty	Program Manager I	02/17/02	\$53,307
Myers, Debra	Accounting/Fiscal Manager I	07/17/06	\$64,146
Myers, Felicity	Dpty/Div Director-Exec Comp	06/17/07	\$110,292
Nesbitt, Joann	Program Manager I	02/02/89	\$53,799
Nowell, Stephen	Audits Manager I	06/02/05	\$62,403
Paeth, Brian	Accountant/Fiscal Analyst III	04/17/98	\$50,681

DHHS Employee Roster December 2010

Employees \$50,000 & Over			
Employee Name	Position Title	Hire Date	Annual Salary
Parker, Donna	Accounting/Fiscal Manager I	12/02/86	\$79,139
Patterson, Jennifer	Registered Nurse II	12/02/00	\$50,484
Perry, Donna	Registered Nurse II	03/02/91	\$50,681
Pittman, Nancy	Program Manager I	05/17/91	\$52,148
Platts, Sheila	Program Manager I	09/02/07	\$55,566
Polatty, Janice	Administrative Coordinator II	08/02/03	\$57,643
Priest, Mark	Info Resource Consultant II	09/02/06	\$52,639
Quinton, Kendall	Executive Assistant III	09/02/05	\$79,830
Radloff, Rosalynn	Registered Nurse II	05/24/91	\$54,189
Risher, Anita	Accountant/Fiscal Analyst III	11/02/93	\$57,432
Roach, Carolyn	Program Manager I	01/02/09	\$53,255
Roberts, Byron	Attorney III	05/17/09	\$76,000
Rogers, Kevin	Program Manager II	03/02/04	\$89,104
Sanders Carter,靖sine	Program Manager I	02/02/89	\$54,130
Saxon, Jeffery	Program Manager II	06/17/84	\$99,554
Schindler, Elizabeth	Hearings Officer III	06/02/98	\$50,111
Sechrest, Mona	Program Manager I	08/17/87	\$62,990
Sessions, Alexander	Info Resource Consultant II	08/16/05	\$55,382
Sharpe, Nancy	Program Manager I	05/02/90	\$60,322
Shealy, William	Human Resource Manager II	02/17/05	\$54,537
Singleton, Delindra	Attorney V	09/02/89	\$117,360
Simmons, Harriet	Registered Nurse II	05/02/10	\$51,000
Smith, Leroy	Program Manager I	01/02/86	\$69,877
Smith, William	Program Coordinator II	02/02/86	\$51,624
Snider, Kathleen	Program Manager II	07/02/03	\$83,483
Staley, Ernestine	Procurement Manager II	01/17/89	\$66,589
Stensland, Jeffrey	Senior Consultant	11/22/05	\$79,119
Strat, Debra	Audit Manager I	04/22/96	\$64,447
Tapley, Jonathan	Program Coordinator II	09/17/96	\$50,857
Taylor, Kristin	Program Manager I	10/02/88	\$57,021
Taylor, Robert	Human Resource Manager II	05/14/10	\$50,470
Thomas, Linda	Registered Nurse II	04/17/02	\$53,640
Vaughn, Zenovia	Program Manager I	01/05/04	\$68,922
Waldrep, Samuel	Program Manager II	06/17/84	\$96,014
Wanket, Kathie	Program Manager I	08/17/95	\$56,394
Wanket, Tony	Audit Manager I	12/17/87	\$60,759
Wardlaw, Yolanda	Auditor IV	02/02/07	\$52,638
Wellborn, Cynthia	Registered Nurse II	09/17/09	\$52,000
Wells, William	Dpty/Div Director-Exec Comp	06/02/97	\$118,366
Williams, Valeria	Program Manager I	11/02/04	\$74,707
Wilson, Lynette	Accountant/Fiscal Analyst III	07/17/97	\$50,812
Wright, Althea	Program Coordinator II	10/02/89	\$53,250
Total			\$8,560,132

DHHS Employee Roster \$50,000 and Over December 2011

Employee Name	Position Title	Hire Date	Annual Salary
Adams, Mary	Registered Nurse II	03/17/02	\$62,833
Backman, Kimberly	Human Resources Manager II	09/25/06	\$58,646
Bass, Kathryn	Accounting/Fiscal Manager II	05/02/97	\$92,435
Beckley, Kandee	Program Manager I	02/02/89	\$57,021
Best, Wayne	Program Manager I	02/02/87	\$56,599
Boykin, Margaret	Program Coordinator II	02/02/89	\$60,716
Brace, Thomasina	Registered Nurse I	06/17/05	\$50,671
Bradford, James	Program Manager I	11/02/00	\$56,231
Brown, Harvey	Senior Information Resource Consultant	03/17/93	\$65,125
Brown, Stanley	Program Manager I	05/15/02	\$52,062
Bryson, William	Program Coordinator II	06/02/00	\$50,189
Busbee, Vanessa	Program Manager I	03/02/91	\$52,802
Campbell, Jennifer	Program Manager I	02/17/04	\$56,097
Canon, Robert	Administrative Manager II	01/02/96	\$88,586
Carlton, Jeanne	Program Manager I	11/02/97	\$55,032
Carlyle, Elizabeth	Program Manager I	04/17/05	\$55,601
Carlyle, James	Project Manager I	09/02/10	\$54,600
Carroll, William	Information Resource Consultant II	01/17/01	\$58,819
Carron, Cynthia	Program Manager I	05/15/02	\$60,550
Carter, Bruce	Attorney III	08/02/07	\$76,356
Casey, Cheryl	Registered Nurse II	02/02/10	\$50,000
Cato, Dorothy	Nurse Administrator/Manager I	11/02/10	\$52,500
Chambers, Tonya	Human Resources Director II	03/02/04	\$96,730
Cheleotis, Rhonda	Registered Nurse II	01/17/92	\$54,698
Church, Betty	Program Manager I	12/02/10	\$60,000
Cooper, Pheobia	Program Manager I	01/17/98	\$51,563
Crisp, Virginia	Program Manager I	12/02/87	\$57,239
Davis, Robert	Information Technology Manager II	11/02/89	\$89,474
Douglas, Tamara	Program Coordinator II	01/02/97	\$50,395
Durrett, Cindy	Auditor IV	09/17/04	\$50,319
Eddins, Laurel	Senior Consultant	02/02/01	\$78,005
Feaster, Rhonda	Program Coordinator II	07/17/92	\$51,746
Fowler, Jennifer	Registered Nurse II	04/02/10	\$50,000
French, Robert	Program Manager I	01/02/03	\$57,178
Fuller, Elizabeth	Program Manager I	04/15/99	\$82,930
Gardner, Janice	Registered Nurse II	12/02/11	\$50,000
George, Robert	Training and Development Director I	11/02/04	\$57,749
German, Milton	Accounting/Fiscal Manager I	05/17/89	\$81,058
Giese, Mary Melamie	Deputy Director	08/25/03	\$106,000
Gill, Stephen	Accountant/Fiscal Analyst III	04/02/05	\$53,099
Goode, Janet	Hearings Officer III	02/02/08	\$50,239
Green, Gina	Program Manager I	04/17/10	\$57,182
Hall, Christopher	Senior Information Resource Consultant	12/02/05	\$67,860
Hall, Mark	Applications Analyst II	03/17/08	\$50,500
Hampton, Jimmy	Program Manager I	05/15/02	\$52,522
Harbaugh, Bruce	Program Coordinator II	12/17/89	\$50,154
Hartnett, Susan	Project Manager I	09/02/10	\$73,532
Hartnett, Timothy	Program Coordinator II	05/17/08	\$52,500
Henderson, Gwendolyn	Program Coordinator II	08/17/88	\$53,517
Hepfer, Richard	Attorney IV	09/02/10	\$84,500

DHHS Employee Roster \$50,000 and Over December 2011

Employee Name	Position Title	Hire Date	Annual Salary
Herbkersman, Timothy	Senior Consultant	12/02/03	\$63,128
Hess, Roy	Program Manager I	06/17/08	\$74,578
Hinson, Carley	Auditor IV	03/02/07	\$62,225
Hobbs, Georgiana	Project Manager I	01/04/11	\$62,755
Hopkins, Jeffrey	Senior Information Resource Consultant	11/17/04	\$72,775
Hutto, Linda	Information Resource Consultant II	06/02/08	\$51,565
Hyleman, Brenda	Program Manager II	05/17/96	\$76,836
Hyman, Catherine	Senior Consultant	03/17/91	\$57,506
Ithenacho, B Mbato	Research and Planning Administrator	11/30/09	\$53,344
Jackson, Mary Elizabeth	Accounting/Fiscal Manager I	05/17/86	\$64,806
Johnson, Kathleen	Registered Nurse II	08/02/10	\$51,000
Johnson, Vicki	Attorney III	05/02/10	\$75,000
Jones, Michael	Program Manager II	04/02/02	\$91,000
Jones, Pamela	Program Manager I	02/02/89	\$53,085
Keck, Anthony	Agency Head	01/26/11	\$144,746
Kelly, Stella	Program Manager I	04/02/88	\$58,331
Kent, Douglas	Project Manager I	11/02/10	\$55,000
King, Sharon	Senior Applications Analyst	09/02/97	\$57,818
Kost, Bryan	Director of Information Services	10/02/02	\$85,000
Larimore, Patty	Procurement Manager II	08/02/04	\$68,087
Lewis, Kara	Program Coordinator II	08/02/89	\$50,021
Linguard Gore, Cynthia	Human Resources Manager II	08/17/97	\$61,426
Long, Rudolph	Program Manager II	02/17/02	\$94,356
Maky, George	Program Manager I	12/02/91	\$65,199
Martin, Lynn	Project Manager II	05/17/10	\$85,000
Mattison, Gregory	Information Resource Consultant II	12/02/89	\$57,298
McCoey, William	Information Technology Manager I	06/17/93	\$76,847
McWhite, Patricia	Program Manager I	05/15/02	\$60,067
Miller, Deborah	Registered Nurse II	06/02/02	\$54,094
Moore, Cynthia	Accounting/Fiscal Manager I	12/17/89	\$73,723
Morris, Aegina	Program Coordinator II	04/02/04	\$54,635
Morrison, Rhonda	Project Manager II	07/02/90	\$95,748
Moses, Betty	Program Manager I	02/17/02	\$53,307
Myers, Debra	Accounting/Fiscal Manager I	07/17/06	\$64,146
Nesbitt, Joann	Program Manager I	02/02/89	\$53,799
Nowell, Stephen	Audits Manager I	06/02/05	\$62,403
Pach, Brian	Accountant/Fiscal Analyst III	04/17/98	\$50,681
Parker, Donna	Accounting/Fiscal Manager I	12/02/86	\$79,139
Patterson, Jennifer	Registered Nurse II	12/02/00	\$50,484
Patterson, Nathaniel	Project Manager I	07/18/11	\$55,000
Perry, Donna	Registered Nurse II	03/02/91	\$50,681
Pittman, Nancy	Program Manager I	05/17/91	\$52,148
Polatty, Janice	Administrative Coordinator II	08/02/03	\$57,643
Priest, Mark	Information Resource Consultant II	09/02/06	\$52,639
Radloff, Rosalynn	Registered Nurse II	05/24/91	\$54,189
Reibold, Shealy	Attorney III	10/02/11	\$72,000
Risher, Anita	Accountant/Fiscal Analyst III	11/02/93	\$57,432
Roach, Carolyn	Program Manager I	01/02/09	\$53,255
Roberts, Byron	Attorney III	05/17/09	\$76,000
Rogers, Kevin	Project Manager II	03/02/04	\$89,104

DHHS Employee Roster \$50,000 and Over December 2011

Employee Name	Position Title	Hire Date	Annual Salary
Sanders Carter, Jestine	Program Manager I	02/02/89	\$54,130
Saxon, Jeffery	Program Manager II	06/17/84	\$99,554
Schindler, Elizabeth	Hearings Officer III	06/02/98	\$50,111
Sechrest, Mona	Program Manager I	08/17/87	\$62,990
Sessions, Alexander	Information Resource Consultant II	08/16/05	\$55,382
Shalosky, Vanessa	Program Manager I	11/02/93	\$50,203
Sharpe, Nancy	Program Manager I	05/02/90	\$60,322
Shuster, Monica	Program Manager I	10/17/11	\$60,000
Singleton, Deirdra	Attorney V	09/02/89	\$117,360
Simmons, Harriet	Registered Nurse II	05/02/10	\$51,000
Smith, Leroy	Program Manager II	01/02/86	\$80,358
Smith, William	Program Coordinator II	02/02/86	\$51,624
Snider, Kathleen	Program Manager II	07/02/03	\$83,483
Staley, Ernestine	Procurement Manager II	01/17/89	\$66,589
Stensland, Jeffrey	Public Information Director II	11/22/05	\$79,119
Strait, Debra	Audits Manager I	04/22/96	\$64,447
Tapley, Jonathan	Program Coordinator II	09/17/96	\$50,857
Taylor, Kristine	Program Manager I	10/02/88	\$57,021
Taylor, Robert	Human Resources Manager II	05/14/10	\$50,470
Thomas, Linda	Registered Nurse II	04/17/02	\$53,640
Vaughn, Zenovia	Program Manager II	01/05/04	\$76,503
Waldrep, Samuel	Deputy Director	06/03/11	\$104,002
Wanker, Kathie	Program Manager I	08/17/95	\$56,394
Wanker, Tony	Audits Manager I	12/17/87	\$60,759
Ward, Sherry	Program Manager I	09/02/10	\$56,960
Wardlaw, Yolanda	Auditor IV	02/02/07	\$52,638
Wellborn, Cynthia	Registered Nurse II	09/17/09	\$52,000
Whisenant, Kimberly	Project Coordinator	10/02/05	\$56,847
Williams, Valeria	Program Manager II	11/02/04	\$82,924
Wilson, Lynette	Accountant/Fiscal Analyst III	07/17/97	\$50,812
Wright, Althea	Program Coordinator II	10/02/89	\$53,250
Total			\$8,386,958