

From: Philpott, Katie <KatiePhilpott@gov.sc.gov>
To: Schimsa, Rebecca <RebeccaSchimsa@gov.sc.gov>
CC: Pisarik, Holly <HollyPisarik@gov.sc.gov>
Smith, Austin <AustinSmith@gov.sc.gov>
Date: 1/29/2016 11:09:14 AM
Subject: RE: Urgent: Dual Office Check

Thank you!!

Katie R. Philpott
Director of Boards and Commissions
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From: Schimsa, Rebecca
Sent: Friday, January 29, 2016 10:52 AM
To: Philpott, Katie
Cc: Pisarik, Holly; Smith, Austin
Subject: Re: Urgent: Dual Office Check

Study committees (that don't take official actions on behalf of the state but simply make recommendations) are generally not considered offices for Dual Office Holding purposes. Therefore, it would be appropriate for Adams and Upchurch to serve on this study committee.

Sent from my iPhone

On Jan 29, 2016, at 10:44 AM, Philpott, Katie <KatiePhilpott@gov.sc.gov> wrote:

Can you please verify that serving on the Classification and Compensation System Study Committee does not constitute an office?

Here is the language in the proviso:

****93.33. (DOA: Classification and Compensation System Study) (A) The Department of Administration, Human Resources Division shall enter into a contract to conduct an in-depth study of the state's classification and compensation system. For purposes of the study, compensation shall include comprehensive employee benefits. The vendor must have experience with a state's compensation system. The study shall include, but not be limited to:**

- (1) methods used to develop and determine position classifications;**
- (2) methods used to set pay grade minimum, midpoint, and maximum;**
- (3) appropriate market comparisons including, but not limited to, the private sector and local governments;**
- (4) methods to minimize salary disparities within an agency and within state government;**
- (5) methods of developing and sustaining a consistent long-term salary increase administrative policy for state government;**
- (6) recruitment and retention tools including, but not limited to, the impact of the Teacher and Employee Retirement Incentive program;**
- (7) a process to address longevity pay deficits that currently exist;**
- (8) a state compensation philosophy statement;**
- (9) an analysis of merit-based compensation for employees and**

(10) *an analysis of unnecessary, underutilized, and duplicative positions in order to use that pay to increase salaries of existing employees.*

The study should also include interviews with agency heads and human resource staff from state agencies of various sizes. The cost of the study shall not exceed \$300,000.

The findings of the study along with an implementation plan outlining the steps, sequences, and costs for implementing study recommendations and findings shall be submitted by January 4, 2016 to the Classification and Compensation System Study Committee as defined herein.

(B) There is created the Classification and Compensation System Study Committee which shall examine the findings and recommendations submitted by the Department of Administration, Human Resources Division on the state's classification and compensation system.

The committee shall be composed of eleven members, which shall be appointed as follows: two members appointed by the Governor; two members appointed by the President Pro Temporary of the Senate; two members appointed by the Speaker of the House of Representatives; two members appointed by the Chairman of the Senate Finance Committee; two members appointed by the Chairman of the House Ways and Means Committee; and one member appointed by the SC State Employees Association. The members shall elect a chairman at the first meeting of the committee.

No later than six months after the date from which a vendor contract has been signed, the committee shall prepare and deliver a report and recommendation to the Chairman of the Senate Finance Committee and the Chairman of the House Ways and Means Committee.

Staff for the committee shall be provided by the Senate Finance Committee and the House Ways and Means Committee. Members of the study committee shall serve without compensation for per diem, mileage, and subsistence.

Please note: Text printed in italic, boldface indicates sections vetoed by the Governor on June 29, 2015.

**Indicates those vetoes overridden by the General Assembly on July 6 and 7, 2015.

We would like to appoint Marcia Adams (DOA Director) and John Uprichard (also serves on the State Workforce Development Board). Please let me know as soon as possible if there are any dual-office issues with making these appointments.

Thank you,

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