

From: Smith, Austin <AustinSmith@gov.sc.gov>
To: Pisarik, Holly <HollyPisarik@gov.sc.gov>
Date: 7/19/2016 3:01:41 PM
Subject: FW: State HR Regulations
Attachments: Summary of Changes to HR Regulations 072016.docx

From: Adams, Marcia
Sent: Tuesday, July 19, 2016 2:25 PM
To: Smith, Austin
Cc: Koch, Paul; Aydlette, Kim
Subject: State HR Regulations

Austin,

Kim Aydlette has drafted some minor changes to the State's HR regulations. HR regulations are exempt from the normal regulation process, and as a result, can be changed without going through the legislative process.

Attached is a summary of changes. I will call your attention to 19-707 and 19-708 requiring non-exempt employees be paid out for any unused compensatory time prior to transferring to another agency. In addition 19-707 requires that exempt employees shall not accumulate more compensatory time than FLSA allows for a non-exempt employee. We have a few agencies that have accumulated large balances of comp time for exempt employees. As you know, it is at the agency's discretion to award comp time to exempt employees. Finally, 19-712.01 adds more defined language to the court leave section so that victims of or witnesses to crimes may have leave to attend court hearings and/or file Orders of Protection or restraining orders. This practice fits with the Governor's Executive Order concerning domestic violence.

Kim has reviewed all of the changes with the HR Advisory group, and agencies' HR staff are aware of the changes and have had time to comment on the proposed regulations. Kim has not received any objections to the changes. Therefore, she would like to send out the new regulations and summary document on August 1, 2016 with an effective date of September 1, 2016. This should give agencies sufficient time to make policy changes that may be necessary to conform to the new regulations.

Thanks,
Marcia

Marcia S. Adams
Executive Director

**The South Carolina
Department of Administration**

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Note: Act 121 of 2014 (SC Restructuring Act of 2014) abolished the Budget and Control Board. Effective July 1, 2015, the Department of Administration has been established. **Please update your contact information.**