

From: Symmes, Brian <BrianSymmes@gov.sc.gov>

To: Godfrey, Rob <RobGodfrey@gov.sc.gov>

CC: Adams, Chaney <ChaneyAdams@gov.sc.gov>

Date: 8/9/2016 3:37:02 PM

Subject: FW: For your review

Attachments: Overtime Model Policy March 2014.pdf

From: Coakley, Kelly

Sent: Tuesday, August 09, 2016 3:24 PM

To: Symmes, Brian

Subject: For your review

Importance: High

Brian-

Below is the draft of the initial response we discussed:

Maya-

Good afternoon. Regarding you email below, non-exempt state employees under the Fair Labor Standards Act (FLSA) may receive either compensatory time or overtime pay.

Each agency must develop an overtime policy and establish procedures that ensure compliance with federal and state laws, including the FLSA.

The South Carolina Department of Administration's Division of State Human Resources has developed the attached Hours of Work/ Overtime Model Policy to assist agencies in the development of agency specific policies.

It will take some time to generate a report that will satisfy your requested query. I will send you that information as soon as it is available.

Sincerely,

I've also attached the model policy for you to see.

Thanks-
Kelly

Kelly Coakley

Public Information Director, Office of the 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.