Overtime Memorandums (April 1, 2019 and October 24, 2019)

The S.C. Department of Corrections (SCDC) provides this information as a handout to accompany its presentation on its Administration unit and in response to information the House Legislative Oversight Committee (LOC) requested SCDC present in LOC's October 8, 2019, letter to SCDC. In particular, this information is responsive to the following requests from LOC:

Explain whether overtime is mandatory for any positions; and
Explain whether there are any parameters on the amount of overtime employees are allowed to work as a means of helping ensure employees do not work too many consecutive hours and have sufficient rest between shifts.

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
OFFICE OF THE DEPUTY DIRECTOR FOR OPERATIONS

MEMORANDUM

TO: Wardens

FROM: Joel Anderson, Interim Deputy Director – Division of Operations

SUBJECT: **Overtime**

DATE: April 1, 2019

Certified employees (12 hour shift employees) working overtime in excess of their regular hours for the work cycle must be approved in advance by their supervisor and be based on Institutional and/or Agency needs to address staff shortages. Accordingly, certified employees authorized overtime **shall not**:

1) Work more than 16 hours in a day,
2) Work more than 72 hours in a 7 day period, or
3) Work more than 6 days consecutively.
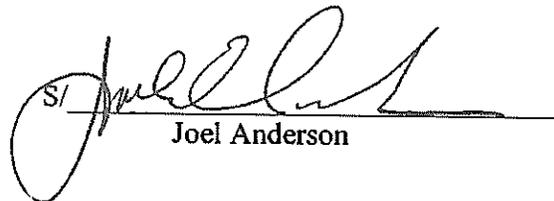
S/ _Joel Anderson_ _____
Joel Anderson

DRP

cc: Regional Directors
    File

SOUTH CAROLINA DEPARTMETN OF CORRECTION
DIVISION OF HUMAN RESOURCES

M E M O R A N D U M

TO: All Employees

FROM: Donnette Jeffcoat, Director
                 Division of Human Resources

SUBJECT: Mandatory Overtime

DATE: October 24, 2019

Certified uniform employees are to adhere to the overtime memorandum from Joel Anderson, Deputy Director of Operations, dated April 1, 2019.

Certified non-uniform employees, with the approval of their supervisor, are encouraged to assist at institutions where uniform staff shortages could possibly require their assistance. South Carolina Department does not mandate employees to work overtime.

S/_____
                    Donnette Jeffcoat