

South Carolina Department of Public Safety

House Legislative Oversight Committee—Ms. Jennifer Dobson's Request dated September 8, 2015

### **Overtime**

#### **What is the agency's policy for overtime?**

SCDPS policy states that employees should only be required to work overtime on an occasional basis to meet a sudden increase in workload or to meet the demands of a crisis situation. Please see attached Policy 400.15 Overtime and State regulations 19-707 for additional information on overtime.

#### **If a person is given comp time, is the person required to take it in a certain amount of time?**

Based on State regulations 19-708.04, employees who work on state holidays receive holiday comp time. Employees can take the holiday comp within 90 days of the holiday. If employees are unable to take holiday comp time within 90 days of receiving it due to staffing, the agency director has the authority to extend the 90-day period for an additional 90 days. At SCDPS, the practice is to extend holiday comp to a total of 180 day. After 180 days, the employee is paid out for the holiday comp at a straight hourly pay rate. The person is not required to take regular comp time in a certain amount of time. However, whenever practical, accrued comp time shall be scheduled for use in lieu of annual leave. Managers are given the authority to schedule comp time leave based on staffing and other circumstances warranting use.

#### **What is the policy with regards to officers going to court when not on duty?**

Troopers or officers, who attend court when not on duty, are given compensatory time, if warranted or have their schedules flexed within the 14 day work period to accommodate.

### **Employee Retention**

#### **What are the turnover rates by each year and for what reason, and does the agency know why people leave?**

Please see attached documents containing turnover data along with the top five reasons for leaving the agency.

#### **Does the agency conduct exit interviews?**

Yes.

#### **What internal measures has the agency taken to address any issues with employee retention/turnover rates?**

A benefits packet is mailed to employees who separate (involuntary and voluntary) from the agency. The packet includes the exit interview forms along with a pre-addressed and stamped return envelope. The employees have the option to complete the exit interview forms and return back to the agency.

If the employees choose to complete and return the exit interview forms, the forms are forwarded to the Office of Human Resources. Once the Human Resources Office receives the forms, the forms are routed to the Human Resources Director and all Human Resources Managers for review. Once the forms are reviewed by the management staff of the Human Resources Office, the information and data from the forms are logged onto a spreadsheet for analyzing (see attached). In addition, exit interview forms with positive and constructive information are forwarded to the Directors' Office and to the Division Directors for review and action, if needed.

**Does the agency know if employees are buying time to retire? If yes, how many?**

Ordinarily, the Office of Human Resources is not notified that an employee is buying time to retire. There are very few times when an employee will come to the Office of Human Resources or contact the agency's Benefits Manager directly to inform her of their intent to retire. Employees generally deal directly with PEBA when contemplating retirement or purchasing state service time.

**For the troopers that have resigned, please provide how much service they have at the time of resignation.**

Please see attached document entitled, "SCDPS Turnover 5 Years" for the length of service of all DPS employees at the time of separation for the last five years.

#### **Open Positions**

**How long are vacancies open?**

Vacancies are opened until applicants are hired to fill positions. Please see attached document entitled, "SCDPS Vacant Positions" for all positions vacant in the agency and the reasons the positions remain vacant.

**What is the agency's policy for promotions?**

Please see attached policies referencing promotions.