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July 11, 2022

VIA EMAIL

Marcia Adams, Executive Director
South Carolina Department of Administration
1200 Senate Street, Sixth Floor
Columbia, SC 29201
Marcia.adams@admin.sc.gov

Dear Director Adams:

The House Legislative Oversight Law Enforcement and Criminal Justice Subcommittee is currently performing an oversight study of the Attorney General's Office. The purpose of legislative oversight is to determine if agency laws and programs are being implemented and carried out in accordance with the intent of the General Assembly and whether they should be continued, curtailed, or even eliminated. Any House Member may file legislation to implement the Committee's recommendations.

The purpose of this letter is to seek input from your office about the questions attached. If your office would like to provide input, which would be appreciated, please do so before Friday, July 29, 2022. Additionally, the subcommittee welcomes any other input or feedback your office would like to provide.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Wooten".

Representative Chris Wooten
Subcommittee Chair

cc: The Honorable Wm. Weston J. Newton
Law Enforcement and Criminal Justice Subcommittee

Questions to Department of Administration

State Human Resources Division

Employee Performance Management System

1. Please explain the purpose of “Successful by Default” option within the Employee Performance Management System.
2. Please provide the percentage for employees at every agency that were “successful by default” within the Employee Performance Management System for each of the last five years. (See, [Attorney General’s Office Overview presentation to the House Legislative Oversight Committee](#), Slides 47-48)
3. As evaluations of an employee may become evidence in disputes about employment decisions regarding that employee, please explain the pros and cons of having a “successful by default” option, as opposed to no evaluation, or another option.
4. Please explain, or provide relevant materials which address limitations on or parameters within which, an agency can recognize high performing employees (e.g., dollar limit on luncheons, gift cards, bonuses, etc.)

Trainings

5. Please provide a list of trainings available to state agencies from or through the State Human Resources Division and the following for each:
 - a. Is it available in person, live online, and/or archived video online;
 - b. Number of agencies that have utilized the training in each of the past five years;
 - c. Number of personnel that have utilized the training in each of the past five years; and
 - d. Cost to agency to receive the training.

Overtime

6. How frequently, if at all, would you recommend agencies analyze whether to provide compensation time versus compensation dollars for their employee overtime?
7. Do you know how frequently, if at all, agencies analyze whether they can/will provide compensation time versus compensation dollars for their employee overtime?
8. What would you recommend an agency analyze when determining whether to provide compensation time versus compensation dollars for their employee overtime?
9. Please provide the following information on attorney positions throughout state government for each of the last five years:
 - a. Total hours of overtime logged;
 - b. Total hours of overtime for which compensation, as opposed to time off, was received; and
 - c. Percentage of time off earned from overtime that was utilized.
10. Please provide the following information on all applicable positions throughout state government for each of the last five years and by position:
 - a. Total hours of overtime logged;
 - b. Total hours of overtime for which compensation, as opposed to time off, was received; and
 - c. Percentage of time off earned from overtime that was utilized.

Exit Surveys

11. Please explain the steps State HR would take to create and implement a system by which it conducted electronic exit surveys of all attorney positions in state government. (NOTE: Exit interview response rate increased from approximately 44% to over 70% when Attorney General's office switched from paper surveys to electronic surveys – See, [Attorney General's Office presentation on Administration to the House Legislative Oversight Committee](#), Slide 15)
12. Please explain whether State HR is currently capable of conducting electronic exit surveys of all attorney positions in state government and, if not, what would be needed.

Facilities Management

Parking

1. Please provide a list of state Agencies that do not have guaranteed parking for all full-time employees and, the following for each: (a) number of years agency has not had guaranteed parking; (b) number of full-time employees that do not have parking; (c) reason(s) the agency does not have guaranteed parking; and (d) efforts being made, if any, to obtain guaranteed parking for all employees.