

Office of Employee Relations Explanation

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:

Explanation of the role of the Office of Employee Relations.

Division of Human Resources (continued)

- **Employee Relations and Benefits Branch**
 - **Handles/manages employee corrective action process, grievances, and appeals and well as sexual harassment/hostile work environment complaints**
 - **Oversees Employee Assistance Program (EAP) and ADA compliance and unemployment benefits**
- **Recruiting , Employment, and Retention Services Branch**
 - **Performs the recruiting and hiring of all positions for the agency**
 - **Announces positions, keying of the applications and ensuring that current and perspective employees meet SCDC requirements as well as those requirements that are governed by the state of South Carolina for state employees and law enforcement personnel**
 - **Schedules new hires for the one day new hire process, which includes the pre-employment physicals, processing of payroll and benefits as well as start date, orientation date, and basic training date as applicable**
 - **Oversees the Benefits Section which is responsible for administering employee benefits**



Employee Grievances

The following actions are considered grievable or appealable under the Agency's Employee Grievance and Appeals System:

- Terminations, demotions, and suspensions
- Salary decreases based on performance evaluations
- Punitive reclassifications
- Improperly applied reductions-in-force
- Some involuntary reassignments
- Promotions in certain instances

The following actions are not grievable or appealable under the Agency's Employee Grievance and Appeals System:

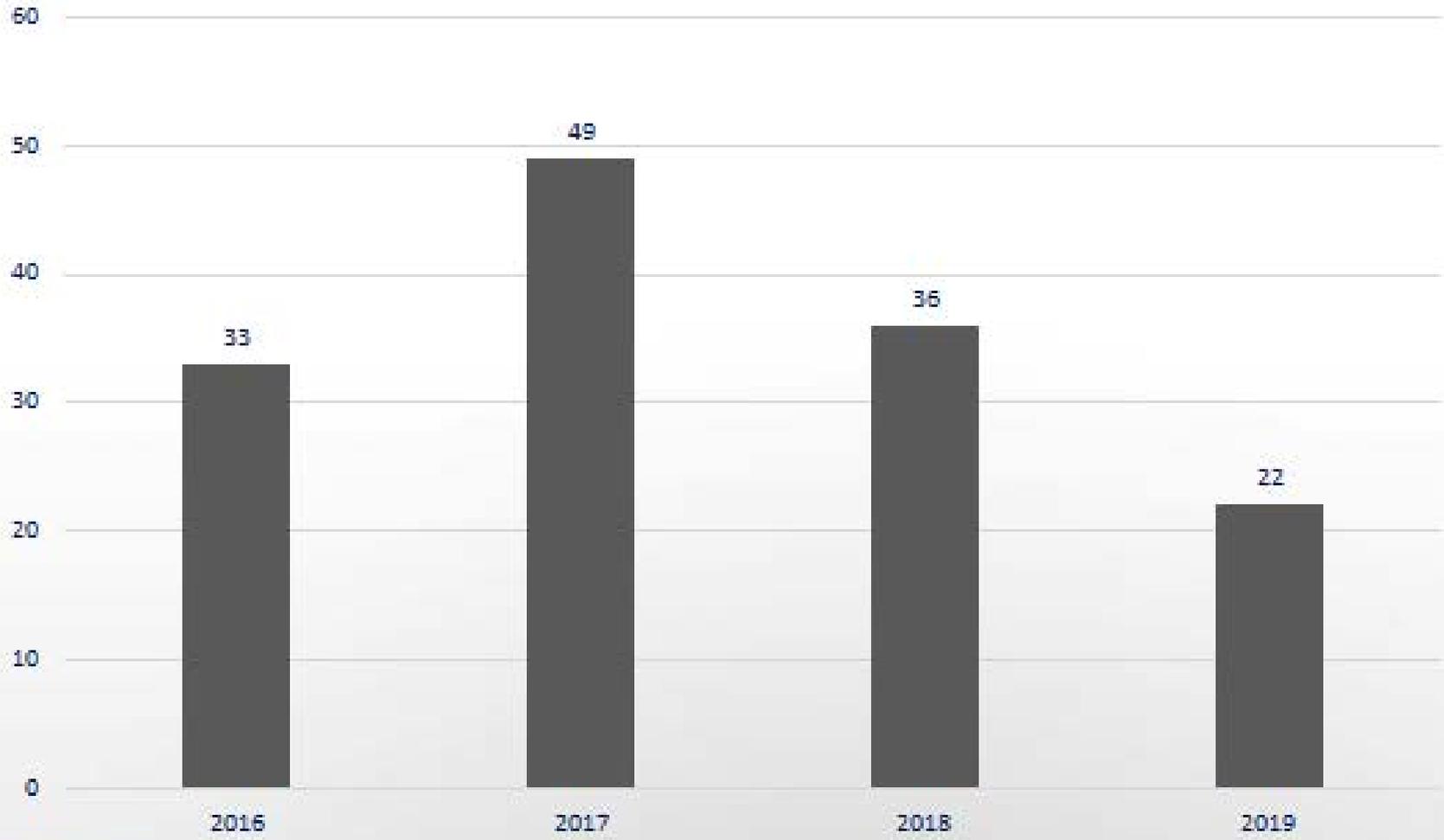
- Written warnings or disciplinary probation periods
- Employee Performance Management System appraisals
- Reclassifications, reassignments, and transfers within the same pay band
- Demotions in certain instances
- Voluntary reassignments or resignations



Employee Grievances Received in the Office of General Counsel

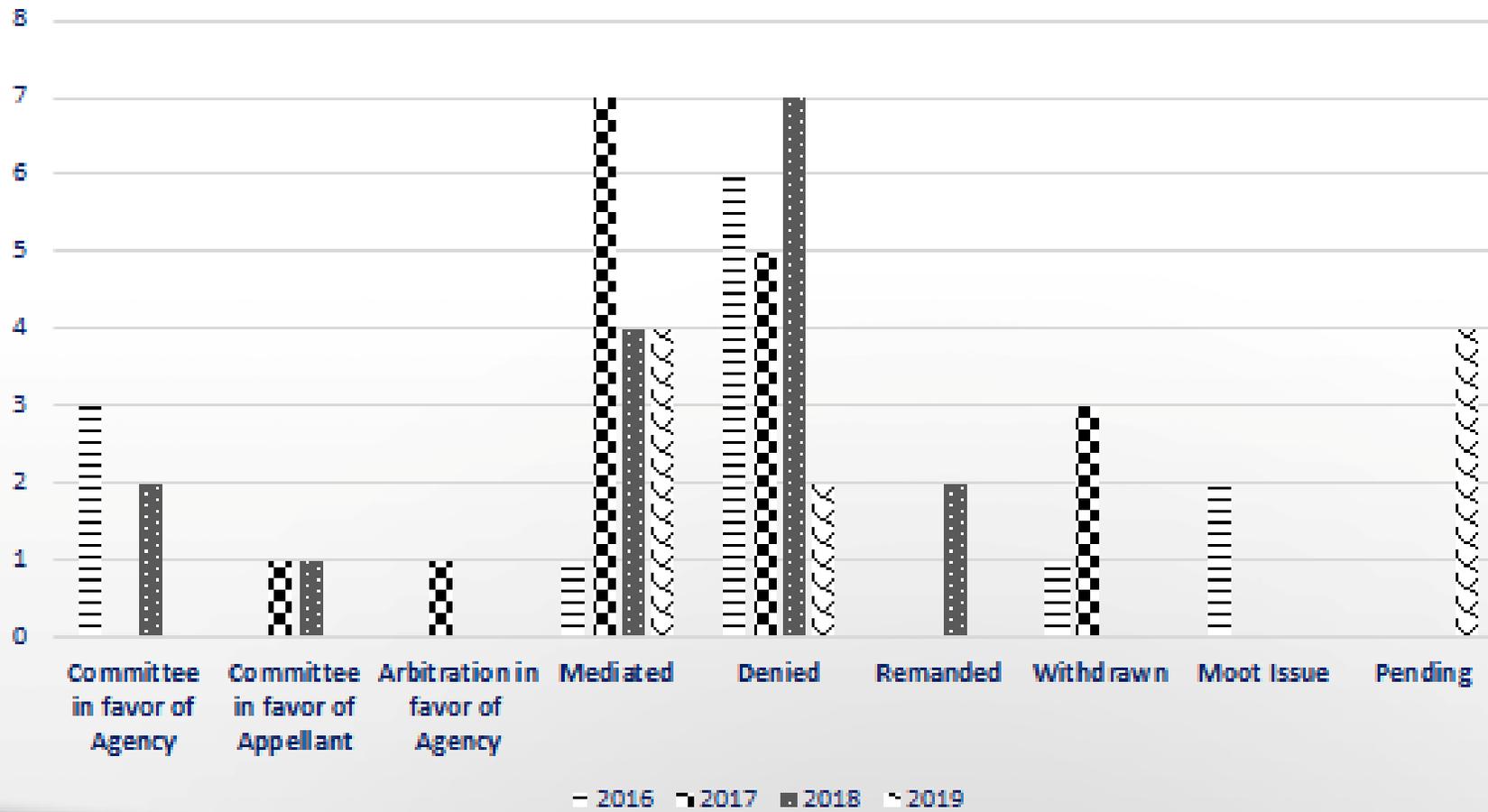
Total Number of Employee Grievances Received in OGC

January 1, 2016 – October 14, 2019



Employee Grievances Appealed to the State Office of Human Resources

January 1, 2016 – October 14, 2019



Equal Employment Opportunity Commission (EEOC) Claims by Employees

Total Number of Claims Filed with EEOC
January 1, 2016 – October 14, 2019

