

## **INFORMATION FOR HIRING A NEW AGENCY HEAD COVERED BY THE AGENCY HEAD SALARY COMMISSION**

### **SALARY OFFERS:**

In the event of an agency head or technical or community college president vacancy, the governing board of the agency or the Governor, or the appointing authority of a technical or community college president, must have the prior favorable recommendation of the Agency Head Salary Commission to set, discuss, offer, or pay a salary for the agency head or technical or community college president at a rate that exceeds the minimum of the range established by the Agency Head Salary Commission.

Requests to hire an agency head above the minimum of the established salary range are submitted to the Agency Head Salary Commission for its review. The Agency Head Salary Commission recommends a salary.

Such requests should provide the rationale for the salary request and include such information as:

- qualifications of applicants
- current and requested salaries of applicants
- résumé of candidate
- any information to justify salary requested

In extending an offer to the selected candidate, the agency should include language specifying that the salary offer is contingent upon review by the Agency Head Salary unless the salary is at the minimum of the salary range.

Questions and assistance regarding the salary process should be referred to the Budget and Control Board (737-0901 or 896-5300).

### **FUTURE SALARY INCREASES:**

In accordance with Appropriation Act, the Agency Head Salary Commission may recommend agency head salary increases.

### **MOVING EXPENSES:**

Section 8-11-135 of the S.C. Code of Laws states that a state agency may pay the costs of moving expenses for newly employed agency heads if the new agency head's place of residence is outside the State of South Carolina at the time of employment, if the agency can demonstrate that the costs are necessary to fill the position, if the maximum payment does not exceed \$5,000, and if the payment is certified by the board or commission chairman to be the total amount of actual moving costs incurred by the new agency head. The State Auditor, in the regular agency audit, shall determine the agency's compliance with these requirements.

### **DUAL EMPLOYMENT:**

Section 8-11-170 of the S.C. Code of Laws states that agency heads may not be dually employed by another state agency or institution of higher education without prior approval by the Agency Head Salary Commission and the Budget and Control Board. Requests for dual employment consideration may be submitted to the Agency Head Salary Commission.