



FIRST EDITION
MAY 2025

HR INSIGHTS EMPLOYEE NEWSLETTER

ATTN: Supervisors & Managers: PERFORMANCE EVALUATIONS

As we approach the last quarter, please remember that the performance evaluation process should be completed by July 31, 2025.

Evaluations are an important part of the continuous improvement of the County's performance and also serve to let employees know their contributions to that performance.

NEED ASSISTANCE?

A how-to video is available on the HC Cafe in the Forms and Tools tab.

If you need further assistance with evaluations, contact HR at your convenience.



Q&A LUNCHEON WITH EXECUTIVE TEAM

County employees participating in the Leadership Development Program (LDP) had the opportunity to attend a Q&A luncheon with the Executive Team. The session was engaging, with valuable questions and thoughtful responses.



SCAC AWARD WINS FOR TEAM HORRY

Horry County accepted two awards from the SC Association of Counties:
The Sustained Excellence in Risk Management award
& The Most Improved County award.

These awards are for meeting and exceeding risk management standards, and the County's continued demonstration of excellence and dedication to safety culture.



EMPLOYEE OF THE YEAR



Horry County Government is privileged to have thousands of hardworking team members serving our community, but only a small group is considered for this prestigious honor. "For your name to be on this list, you have stepped up. You have shown that you are a cut above," Barry Spivey, County Administrator said.

Brenna DeWalt from the Assessor's Office was selected as the 2024 Employee of the Year. Brenna joined Horry County Government nearly three years ago. She currently serves as Taxpayer Services Representative.

REPORTING WORKPLACE INJURIES

If you are injured while performing a work-related task, inform your supervisor right away. Even if you don't need medical treatment, it's important to document the injury just in case it gets worse and you change your mind about treatment.

Initial reports should be emailed to rmclaims@horrycountysc.gov within 24 hours. Reports must be typed and not hand-written.



Be sure to use the correct reporting documents. Employee injuries should be reported on the Workers Compensation S&E Employee Injury Report. Property damage reports, including minor vehicle collisions where the employee was uninjured, should be reported on the Post Vehicle Accident Report Non Injury report. The current versions of both reporting packets can be found on the HCCafe under Human Resources, Risk Management.

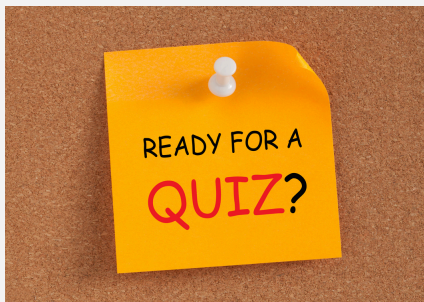
Reporting an injury does not guarantee compensability. Every situation is unique and the facts must be evaluated before your claim is approved. Contact Risk Management with any questions.

EXCELLENCE IN ACTION

A round of applause is in order for Horry County's Assistant County Administrator, Shannon Todd!

Shannon was honored with the 2025 ATHENA Young Professional Award at the South Carolina Chamber of Commerce's 2025 Women's Leadership Symposium. She was recognized for her creativity, initiative, and dedication to improving the quality of life for others.

Congratulations on this remarkable achievement, Shannon! Your hard work and dedication truly reflect Horry County's commitment to excellence!



HR QUIZ CORNER

Answers on page 5

1. What section of the Employment Guidelines covers holiday leave?

- A. Section 4.6
- B. Section 4.3
- C. Section 4.5
- D. Section 4.7

2. What is the County's policy on secondary employment (working a second job)?

- A. Not allowed under any circumstance
- B. Allowed with department head approval
- C. Requires both HR and department head approval
- D. Must be disclosed but does not require approval

3. Which section explains how employee personnel files are maintained?

- A. Section 3.1 - Purpose
- B. Section 3.9 - Notification
- C. Section 3.3 - Personnel File Management
- D. Section 3.8 - Records Retention

TEAM HORRY HEALTH HUB

Horry County Wellness Committee hosted a two-day Health and Wellness Event. Vendors such as Alzheimer's Association, Senior Helpers, Bowled CO. Scalar Energy Wave and many more had a great time interacting with employees and passing out swag.

With such a success, we plan to host more events in the future.



BENEFITS BASICS

Did you know the MyBenefits Portal is the fastest, most convenient way to manage your PEBA benefits?

To make changes, log in to MyBenefits 24/7 by entering your BIN, the last four digits of your Social Security number and your password.



UPCOMING WELLNESS EVENTS

MAY:

- 7th – Mental Health Matters Lunch & Learn
- 15th – Yoga
- 27th – Yoga
- 17th – Blue Crab 5k Race

June:

- 10th – Meal Prep Education
- (Check the HC Cafe for more information)

Upcoming HRA Events:

Public Works Complex: May 15th & 20th

RSW EOC Building: May 13th & 14th

Gov & Justice Building: May 21st

HELLO THERE! MEET THE TEAM

HUMAN RESOURCES

- Patrick Owens – Director of HR & Risk Management
- Frankie Bellamy – Assistant Director of HR & Risk Management
- Jamaal George – HR Manager
- Ashley Maher – Senior HR Generalist
- Rosie Yordanova – HR Generalist
- Donna Sutton – HR Generalist
- Polina Ampirska – HR Generalist
- Michelle Hutchins – HR Generalist
- Rebekah Hopper – HR Specialist
- April Novak – HR Assistant
- Gabriela Loggins – HR Assistant
- Kathy Elmore – Mail Room
- Kellie Havey – Mail Room



RISK MANAGEMENT

- Shelly Moore – Risk Manager
- Allison Mackey – Assistant Risk Manager
- Angela Howell – Safety Manager
- Tara Strickland – Workers' Comp/Claims Manager
- Vicki Todd – Claims and Safety Coordinator
- Veronica Owens – Project Manager



QUIZ CORNER ANSWERS

- 1: B (Section 4.3 – Holiday)
- 2: C (Section 1.11 – Outside Employment)
- 3: C (Section 3.3 – Personnel Fire Maintenance)

Have questions you would like answered on Quiz Corner?

Submit them at
askhr@horrycountysc.gov