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**Richland County Recreation Commission
Regular Board Meeting Minutes
January 25, 2016
6:00PM**

Commissioners in Attendance:

J. Marie Green, Chair
Barbara Mickens, Vice Chair
Weston A. Furgess, Jr., Secretary
Wilbert Lewis
G. Todd Weiss

RCRC Staff in Attendance:

James Brown, III
Tara Dickerson
Andrea James
David Stringer
Robert Hickman
Tony Cooper
Cornelia Watts

1. Call to Order:

Chair Green called the meeting to order at 6:00pm and welcomed any special guest.

2. Adoption of Agenda: (Action)

Motion to adopt the agenda made by Commissioner Furgess, second by Commissioner Mickens. Motion approved unanimously by all members present: Green, Furgess, Weiss, Mickens and Lewis.

3. Approval of Minutes: (Action)

Motion to approve the minutes from the December 21, 2015 Special Call and Regular Board Meetings made by Commissioner Furgess, second by Commissioner Mickens. Minutes approved unanimously by all members present; Green, Furgess, Lewis, Mickens and Weiss.

4. Public Input:

No public input

5. Financial Report: (Information)

Ms. Andrea James reviewed financial reports included in the Board's packet.

Commissioner Weiss questioned damage at LinRick from the flood and Mr. Brown stated that there was no major damage.

Chair Green stated that Commissioner Furgess asked her to attend a Foundation Board meeting Thursday because he is not able to attend and she was under the impression that the Foundation was not functioning with a Board for the last two years and also she understood that the Board of Commissioners appoint two people to serve on the Board.

Ms. James stated that Ms. Green was right and that we had some Board members to leave and the auditor is aware of this and we were not able to have regularly scheduled Board meetings, however in terms of the finances we do have a Board treasurer who oversees the finances. There are two signatures on the check per the bylaws over a certain dollar amount and Lisa Lewis stays in constant contact and can provide any records that you may need in terms of her contact with the Board members that we do have; however this year it is our goal to get the Board up and functioning to make sure we stay in compliance with the Secretary of State and thus far we have remained compliant; the auditor is aware of the Board resignations that we have had. Ms. James stated that yes, there are two Commissioners that have to be appointed to the Board, Mr. Furgess was going to be one and Mr. Latiff use to be the other; we were going to come together and another Commissioner would have to be appointed. Ms. James reported that everything is in order and documented and Lisa Lewis has two new Board members that she has put out to the current Board members to be voted on to come onto the Board so that there can hopefully have a constant quorum. Ms. James stated that the Foundation Board probably would not meet monthly because there is not much activity so the meetings would be quarterly.

Chair Green acknowledged that she understood what Ms. James reported but the Board would like to decide which members will serve on the Foundation Board.

Ms. James stated that this will be fine.

Commissioner Furgess requested the names of the 2 new members coming on Board and he added that he would not be at the meeting Thursday, so please give the names to Chair Green; he also requested names of past and present members.

Chair Green asked Mr. Brown about the alignment of the Foundation on the organizational chart.

Mr. Brown stated that he questioned David about it and it was shown to him on the chart that the Foundation Executive Director is supposed to report to him. Mr. Brown stated that it is confusing because when Mr. Curtis Wilson was here, he was under the impression that the Foundation was reporting to Curtis and there was some discussion between him, Kenya and David to try and find out what happened; we're trying to figure it out. Chair Green asked that Mr. Brown follow-up with her before the meeting on Thursday.

Chair Weiss stated that the Foundation is a 5013C so by definition of laws to attain that number it has to be at arms' length.

Ms. James stated that she is aware of the confusion but since she has been here, the Foundation has not reported to the Executive Director and she does not know if that is the way that it should have been, but she has not been made aware of it.

6. Policy Updates: (Action)

Ms. David Stringer presented four policies for action: Policy No. S-098 Grievance Procedure Under the Americans With Disabilities Act, Policy No. S-005 Accessibility and Non-Discrimination Policy, Policy No. 050 Dress Code and Personal Appearance and Policy No. 070 Employment of Relatives.

Mr. Stringer stated that the first two policies are new and deal with the Americans With Disabilities Act which is something that we have been working on as an Agency the last several months in preparation for the upcoming CAPRA visit which are required under CAPRA but something we need to have in place regardless. Mr. Stringer reported that with the complaint procedure, Sabrina Collins, Risk Manager, has been designated as ADA coordinator where all complaints will go in the future. Mr. Stringer stated that Ms. Collins has been to training and is ready to assume the role.

Motion to approve Policy Numbers S-098 and S-005 as set forth by Staff made by Commissioner Weiss, second by Commissioner Furgess. Motion approved unanimously by all members present; Green, Weiss, Furgess, Lewis and Mickens.

Mr. Stringer stated that at the December meeting there was discussion about Policy No. 070 Employment of Relatives and Chair Green asked Mr. Stringer to do a thorough review of Policy. Mr. Stringer stated that the Policy was approved in June but in light of some issues, Staff is recommending some changes to Policy- adding an Addendum that is the actual wording from the South Carolina State Ethics Act and adding in item 4 referral to the website Ethics.sc.gov for additional information on how to file a claim.

Commissioner Lewis stated that one of the things he has asked for, that he would like to have seen on this policy is an opinion from the Ethics Commission about our policy.

Mr. Stringer stated that he did talk to an attorney at the Ethics Commission and this was part of their advice but he does not have it in writing.

Discussion among Commissioners and Staff with input from Mr. Rick Morgan, Attorney regarding Policy No. 070 Employment of Relatives resulted in tabling the Policy.

Motion to table Policy No. 070 Employment of Relatives until such time that we can ask the Ethics Commission to make a ruling, second by Commissioner Lewis. Motion carried 4 to 1 abstained Chair Green.

Commissioner Lewis stated that particularly when you ask that question, the policy would probably be appropriate for everyone except the Executive Director, his issue is with the Executive Director position so make sure they know that this is focus of his concern.

Mr. Stringer presented updates to Policy No. 050 Dress Code and Personal Appearance stating that Chair Green asked that we tighten up the policy by being more detailed.

Commissioner Lewis asked for a summary of what this policy changes from the previous one to how we designate what's appropriate. Tara Dickerson summarized specific changes per the policy. Commissioner Lewis questioned if we anticipate any problems with the policy changes as written interfering with an individual's religious or cultural beliefs. Mr. Stringer and Ms. Dickerson responded with a no.

Motion to approve Policy No. 050 Dress Code and Personal Appearance made by Commissioner Furgess, second by Commissioner Mickens. Motion approved unanimously by all members present; Green, Furgess, Mickens, Lewis and Weiss.

7. Bond Construction Update: (Information)

Mr. Tony Cooper reviewed Bond Projects listed on the Bond Construction Updates included in the Board's package.

Chair Green questioned the funding for Royal Pine to be moved to Kelly Mill and Mr. Cooper explained that Councilwoman Julie Ann Dixon approved moving the funds since no land could be located in her District. Chair Green asked what will the funds be used for and Mr. Brown stated that the funding will be used to upgrading some things at the Kelly Mill Facility and also maybe upgrading the house on the property so that we can use it as a rental.

Commissioner Weiss congratulated Staff on a great job managing the budget for all the projects.

8. Executive Director Report: (Information-Handout)

Mr. James Brown reported Agency Updates as outlined on the handout.

9. Other Business:

Commissioner Weiss asked everyone to rise for a moment of silence in honor of Mr. James Bridgett.

Motion to go into Executive Session to discuss a personnel matter made by Commissioner Lewis, second by Commissioner Weiss. Motion approved unanimously by all members present; Green, Weiss, Lewis, Mickens and Furgess.

10. Executive Session

No votes were taken in Executive Session.

11. Adjournment:

The meeting adjourned at 7:10pm.


J. Marie Green, Chair

Minutes approved on this 21st day of March 2016.

David Stringer

To: Burchstead, Michael
Subject: RE: Nepotism Policy

From: Burchstead, Michael [<mailto:mburchstead@ethics.sc.gov>]
Sent: Monday, February 22, 2016 3:39 PM
To: David Stringer
Subject: RE: Nepotism Policy

1. 8-13-700 addresses, among other things, situations in which public officials use their official position to obtain an economic interest for a family member. Causing a family member to be employed is an action that would fall within 8-13-700, and therefore it needs to be addressed in the policy.
2. 2.1 is an extraordinary circumstance exception that is not supported by the Ethics Act. This should be deleted.
3. 2.3 should be deleted as well. Temporary employees themselves may not be employees subject to the Ethics Act. However, if a person caused a family member to be hired as a temporary employee, this could still violate 8-13-700.

Thanks, and let me know if you have any questions.

Michael
Michael R. Burchstead
General Counsel
SC State Ethics Commission
5000 Thurmond Mall, Suite 250
Columbia, SC 29201
(803) 253-4192
<http://ethics.sc.gov/>

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**Richland County Recreation Commission
Regular Board Meeting Minutes
March 21, 2016
6:00PM**

Commissioners in Attendance:

J. Marie Green, Chair
Barbara Mickens, Vice Chair
Weston A. Furgess, Jr., Secretary
George Martin
Wilbert Lewis
Thomas Clark
Joseph B. Weeks

RCRC Staff in Attendance:

James Brown, III
Kenya Bryant
Tara Dickerson
Taurus Lewis
David Stringer
Robert Hickman
Bryan Crider
Tony Cooper
Kasey Wilson
Cornelia Watts

1. Call to Order:

Chair Green called the meeting to order at 6:03pm and welcomed Mr. James E. Gray and his family to the meeting for a special presentation.

2. Adoption of Agenda: (Action)

**Motion to adopt the agenda made by Commissioner Furgess, second by Commissioner Lewis.
Motion approved unanimously by all members present: Green, Furgess, Lewis, Weeks,
Mickens, Clark and Martin.**

3. Approval of Minutes: (Action)

Motion to approve the minutes with noted correction, from the March 3, 2016 Special Call Board Meeting and January 25, 2016 Regular Board Meeting made by Commissioner Mickens, second by Commissioner Furgess. Minutes approved unanimously by all members present; Green, Furgess, Mickens, Lewis, Clark, Martin and Weeks.

4. Public Input:

No public input.

5. Recognition of Mr. James E. Gray's Contributions to Killian Park:

Senator John Scott expressed that it was with honor and pleasure that he pay special tribute to a very good friend who he met more than twenty five years ago.

Senator Scott stated that Mr. Gray is being honored and recognized for his extraordinary service he has provided his community.

Senator Scott presented the Resolution.

Senator Scott stated that this Resolution will be archived in the history of South Carolina's S1021; this is a concurrent resolution not a House resolution.

Chair Green read the inscription under Mr. Gray's portrait and thanked Mr. Gray for his service and contributions. The portrait will be hung at Killian Park.

6. Financial Report: (Information)

Kasey Wilson, Financial Operations, reviewed financial reports included in the Board's packet.

7. Policy Updates: (Action)

David presented Policy No. 6010 After School Programs, Policy No. 025 Career Development, Policy No. 070 Employment of Relatives, Policy No. 6015 Summer Day Camps and Policy No. 6020 Summer Playground Program included in the Board's packet.

Commissioner Lewis commented that he is glad that he insisted on the review from the Ethics Commission and he's also appreciative of the Board supporting the motion to have it go back before the Ethics Commission and they evidently raised the same issues that he raised in terms of the particular aspects of the policy we were considering. Mr. Lewis added that reflecting back to the minutes of that meeting, he requested particularly that this policy be reviewed in light of the role of the Executive Director and was that brought to their attention that as one Board member, I was primarily concerned that the role of the Executive Director is addressed in whatever policy that we bring forth and put in place.

Mr. Stringer stated that yes, it was and it was the reason we were mainly looking at it and we have gone above and beyond in creating a new internal form, whenever a family member is hired or promoted, the form will be completed and reviewed by HR and also the Chief of Staff for approval.

Commissioner Lewis stated for clarity, what you are bringing back before the Board today, indicates that the Ethics Commission supports the language in the policy that talks about on page 1 of 2 Policy 070, "Richland County Recreation Commission employee directly supervises or manages".

Mr. Stringer responded yes they support that, they had no problem with that and it goes on to say not only directly but it also says manages.

Commissioner Lewis inquired, they were fine from the prospective that he asked in terms of the Executive Director being in that same role, that as long as we define that he is not the direct supervisor or manager, and they support this language. David answered yes, this conforms to the Ethics Act.

Motion to accept Policies 6010, 025, 070, 6015 and 6020 made by Commissioner Furgess, second by Commissioner Mickens. Motion approved unanimously by all members present; Green, Furgess, Mickens, Martin, Weeks, Lewis and Clark.

8. Bond Construction Update: (Information)

Mr. Tony Cooper reviewed Bond Projects listed on the Bond Construction Updates included in the Board's packet.

Commissioner Furgess stated that a couple of years ago at Caughman Road, the community questioned the refurbishing of the tennis courts.

Mr. Cooper reported that under the Bond we did fencing replacement under that project but there were no plans for tennis court resurfacing. Commissioner Furgess asked if there were any plans in the future for the project and Tony stated at this point, not that he is aware of.

Mr. Bryant added that we did St. Andrews last year and looking at Parklane next.

Chair Green asked for a repeat regarding tennis courts.

Mr. Cooper stated that tennis courts were resurfaced at Parklane and Mr. Brown made a correction stating the courts were replaced at St. Andrews and in the near future we will replace the ones on Parklane.

Chair Green questioned if there were any future plans for Caughman Road and Mr. Brown stated that we would have to look at funding in the near future.

9. Construction Auction List: (Action)

Mr. Crider reviewed the handout of the Property Management Equipment and Vehicles for auction. Mr. Crider stated that per our policy, he is requesting to send to listed items to South Carolina Surplus Auction.

Motion to accept the recommendation of Administration for Property Management Equipment and Vehicles for auction made by Commissioner Lewis, second by Commissioner Clark. Motion approved unanimously by all members present; Green, Lewis, Clark, Martin, Mickens, Weeks and Furgess.

10. Executive Director Report: (Information-Handout)

Mr. James Brown reported Agency Updates as outlined on the handout.

Commissioner Lewis questioned a target date for the work to be finished at Pine Grove and Mr. Brown stated by the end of April.

11. Other Business:

Ms. Tara Dickerson recapped the 2014-15 Annual Report and The Team Times Newsletter.

Motion to go into Executive session to discuss a personnel issue made by Commissioner Mickens, second by Commissioner Furgess. Motion approved unanimously by all members present; Green, Furgess, Mickens, Martin, Lewis, Weeks and Clark.

12. Executive Session

Commissioner Furgess stated that no actions were taken in Executive Session.

Motion to come out of Executive Session made by Commissioner Mickens, second by Commissioner Clark. Motion approved unanimously by all members present; Green, Mickens, Clark, Lewis, Furgess, Weeks and Martin.

Chair Green stated that no decisions were made in Executive Session and a Special Called Meeting has been scheduled for April 4, 2016 at 6:00pm to discuss personnel matter.

Motion to adjourn made by Commissioner Mickens, second by Commissioner Furgess. Motion approved unanimously by all members present; Green, Furgess, Mickens, Martin, Weeks, Lewis and Clark.

13. Adjournment:

The meeting adjourned at 8:58pm.



J. Marie Green, Chair

Minutes approved on this 18th day of April 2016.

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IMPORTANT NOTICE

NOTHING CONTAINED IN THIS POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE AND APPROVED BY VOTE OF THE BOARD.



Employment of Relatives

Human Resources
Policy No. 070

Review Date: March 21, 2016
Last Revised: June 15, 2015

Policy Statement

Relatives, Household or Close Family members of current Richland County Recreation Commission employees may not be hired, promoted or reassigned to a position in which the current Richland County Recreation Commission employee directly supervises or manages. This policy is adopted to prevent the appearance of favoritism by a supervisor and to prevent potential safety, security and employee morale issues.

1. Definition of Relative, Household or Close Family Member:

A relative, Household or Close Family member is an individual who is a spouse, parent, brother or sister (and their spouse or children), child (and their spouse), mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent or grandchild, first cousin, or step-parents or step-children of a current Richland County Recreation Commission employee. Additionally, unrelated associates residing together or otherwise engaged in an apparently romantic relationship (such as a domestic partner, co-habitant or significant other) are treated as being Close Family members for purposes of this policy.

2. Exceptions:

2.1 Recruitment - DELETE

In the extraordinary circumstance that the Director of Human Resources determines that the Richland County Recreation Commission is unable to recruit a qualified individual to fill a particular position, the Executive Director may grant an exception to this policy.

2.2 Marriage

If employees marry, become Household or Close Family members after employment and a conflict of interest or a management problem of supervision, safety, security or morale result (determined at the sole discretion of the Richland County Recreation Commission) or, if a reorganization creates such a conflict, reasonable time may be provided to resolve the matter. If resolution is not possible, the Richland County Recreation Commission may require one or both of the employees to transfer or resign.

2.3 Temporary Employment - DELETE

Temporary employees or temporary assignment are not within the purview of this policy.

3. South Carolina Ethics Act:

The Richland County Recreation Commission complies with all aspects of the South Carolina Ethics Act as it relates to employment of relatives in Section 8-13-750, and any other applicable Sections. See attached Addendum A.

4. Additional information

Additional information regarding the State Ethics Act including how to file a claim can be obtained online at Ethics.sc.gov

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: March 21, 2016
(Date Approved)

APPROVED: _____

Employment of Relatives – Addendum A

Human Resources
Policy No. 070

Review Date: March 21, 2016
Last Revised: June 15, 2015

1. South Carolina Ethics Act – January 1, 1992. SECTION 8-13-700

(A) No public official, public member, or public employee may knowingly use his official office, membership, or employment to obtain an economic interest for himself, a family member, an individual with whom he is associated, or a business with which he is associated. This prohibition does not extend to the incidental use of public materials, personnel, or equipment, subject to or available for a public official's, public member's, or public employee's use that does not result in additional public expense.

(B) No public official, public member, or public employee may make, participate in making, or in any way attempt to use his office, membership, or employment to influence a governmental decision in which he, a family member, an individual with whom he is associated, or a business with which he is associated has an economic interest. A public official, public member, or public employee who, in the discharge of his official responsibilities, is required to take an action or make a decision which affects an economic interest of himself, a family member, an individual with whom he is associated, or a business with which he is associated.

2. South Carolina Ethics Act – October, 1991. SECTION 8-13-750 Employment, promotion, advancement, or discipline of a family member, of a public official, member, or employee.

(A) No public official, public member, or public employee may cause or participate in the employment, appointment, promotion, transfer, or advancement of a family member to a state or local office or position in which the public official, public member, or public employee supervises or manages.

(B) A public official, public member, or public employee may not participate in an action relating to the discipline of the public official's, public member's, or public employee's family member.

David Stringer

To: Burchstead, Michael
Subject: RE: Nepotism Policy

From: Burchstead, Michael [<mailto:mburchstead@ethics.sc.gov>]

Sent: Monday, February 22, 2016 3:39 PM

To: David Stringer

Subject: RE: Nepotism Policy

1. 8-13-700 addresses, among other things, situations in which public officials use their official position to obtain an economic interest for a family member. Causing a family member to be employed is an action that would fall within 8-13-700, and therefore it needs to be addressed in the policy.
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Richland County Recreation Commission
Nepotism Policy Checklist/Immediate Family Member Worksheet

Applicant Name / Immediate Family Member Name: _____
Last First MI

Position

Are you responsible for the decision to hire, or the supervision, direction, evaluation, or salary recommendation of a member of your immediate family listed above?

☐ YES ☐ NO

Name: _____ Relationship: _____

Is an immediate family member responsible for the decision to hire, or the supervision, direction, evaluation, or salary recommendation of a member of your immediate family? If so, please provide the name and relationship of the family member. ☐ YES ☐ NO

Name: _____ Relationship: _____

I affirm that the above information is true and complete to the best of my knowledge. I accept responsibility for complying with RCRC policies on Nepotism. I assume responsibility for updating this disclosure in the event my situation changes relative to the Nepotism policy.

Signature of Employee: _____ Date: _____

After signing, please forward to the HR Department

I have reviewed the RCRC Nepotism Policy and the information provided and in my judgment:

- ☐ No nepotism exists
- ☐ A nepotism concern may exist, but does not appear significant
- ☐ A nepotism concern may exist and a written management plan (attached) should be drafted and reviewed regularly
- ☐ I recommend the following action:

Signature of HR: _____ Date: _____

I have reviewed the RCRC Nepotism Policy and the information provided and in my judgment:

- ☐ No nepotism exists
- ☐ A nepotism concern may exist, but does not appear significant
- ☐ A nepotism concern may exist and a written management plan (attached) should be drafted and reviewed regularly
- ☐ I recommend the following action:

Signature of COS: _____ Date: _____

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< CLOSE

HOME RESOURCE

Employer

JB

Brown,
AACM - Adt
Home Dept

Regular Pay History

Show Changes for:

all

Show as of 10/24/2016

Position

Adult Activity
Center ManagPosition Start Date
5/30/2010

EFFECTIVE DATE	COMPENSATION...	RATE TYPE	AMOUNT	RATE 2	PAY FREQ...	STAN...	PERCENT CHA...	AMOUNT CHA...	ANNUAL AP
(Current)									
10/01/2015	PAY IN - Pay Incr...	Salary	1,917.70	23.97...	Biweekly		8.7224	4,000.10	49,860.20
(History)									
07/21/2013	PAY IN - Pay Incr...	Salary	1,763.85	22.04...	Biweekly	80.00	15.0512	5,999.50	45,860.10
05/27/2012	PAY IN - Pay Incr...	Salary	1,533.10		Biweekly	80.00	8.1392	3,000.14	39,860.60
07/01/2011	COST - Cost of L...	Salary	1,417.71		Biweekly	80.00	2.9998	1,073.54	36,860.46
03/06/2011	PAY IN - Pay Incr...	Salary	1,376.42		Biweekly	80.00	12.5841	4,000.10	35,786.92
05/30/2010	NH	Salary	1,222.57		Biweekly	80.00	9.10266	15,146.82	31,786.82
03/19/2010	NH	Hourly	8.0000		Biweekly	80.00		16,640.00	16,640.00

Corporate

Privacy

Legal

TERMS OF EMPLOYMENT

Name Jeffrey A. Brown

SSN [REDACTED]

Date of Employment or Change in Terms March 19, 2010

Position PT Assistant Park Manager

Full-Time

Part-Time XX

In compliance with Section 41-10-30 of the South Carolina Code of Law, 1976, as amended, you are hereby notified of the terms of your employment:

1. **Method of Payment:** ☒ Wages \$ 8.00 per hour
☐ Salary \$ per year

2. **Payday is bi-weekly. Day of payment is FRIDAY.**

Time of payment is: ☐ 3:00 p.m. (Parks Division)

☒ 5:00 p.m. (All others)

Place of payment is facility where employed.

3. **Vacation:** Full-time employees receive Annual Leave at a rate of 1 ¼ days per month to be used as vacation or personal time off. Part-time employees receive no annual leave.

4. **Sick Leave Policy:** Full-time employees receive 120 hours of sick leave during the calendar year (January 1 to December 31). Sick leave may be taken for personal illness or illness in the immediate family. Part-time and temporary employees receive no sick leave.

Verification: The use of sick leave shall be subject to verification. When there is reason to believe that sick leave is being abused, the supervisor may, before approving the use of sick leave require the certification of a physician or other acceptable documentation describing the disability and giving the inclusive dates.

Any employee taking (3) or more consecutive days of sick leave may be required to provide a written doctor's statement. If a written doctor's statement is required, failure to do so upon request may result in termination. Sick leave may not be used for vacation and there is no sick leave severance pay.

5. **Paid Holidays:** Paid holidays for full-time employees are the same as provided by South Carolina Law for State employees. Part-time employees receive no paid holidays.

6. **Severance Pay Policy:** Full-time employees will receive any unused annual leave pay at the time of termination. Part-time employees receive no severance pay.

Any changes in these terms shall be made in writing and at least seven (7) days before they become effective.

Jeffrey A. Brown 19 Mar 2010 Trigiana White 3-19-2010
Employee's Signature Date Employer's Signature Date



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input checked="" type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other

I. Current Information: This section must be completed

1. Employee Name: Jeff Brown		2. Job Title: PT Assistant Park Manager	
3. Department Name: Parks Division	4. Job Code: PT	5. Job Grade: N/A	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$8.00	To: \$31,787.70	Percentage Increase:
7. Class Code Change:	New Class Code: Class Code 1 Full-time (1.0 FTE)		
8. Job Code / Title Changes:	New Job Code: 545	Salary Class: Exempt	
New Job Title: Park Manager		New Job Grade: 5	
9. Department Change:	Old Dept. Name: Parks Division	New Department Name: Parks Division	
10. Reason for change(s) noted above: Promoted from part time Assistant Park Manager to Park Manager			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 5/30/2010 The effective date should coincide with the start date of a payroll period.			

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Head Taurus Lewis (please include dept name & telephone number)	<i>Taurus Lewis</i>
Executive Director James Brown (required for pay changes exceeding normal guidelines and terminations)	<i>James Brown</i>
Human Resources Representative	<i>Jiyana White</i>

By typing my name in the appropriate area above, I certify this to be my electronic signature.



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jeffrey Brown		2. Job Title: Park Manger	
3. Department Name:	4. Job Code: 545	5. Job Grade: 5	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$31,786.82	To: \$35,786.82	Percentage Increase:
\$11376.42			
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code:	Salary Class: Click Here	
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	

D. Reason for change(s) noted above: **Job reclassification/additional duties.**

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: **3/6/2011**

The effective date should coincide with the start date of a payroll period.

Increase / Experience

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director	
Division Head	Samuel L. Linn 3/15/11
Assistant Executive Director	Keryn Bryant 3/15/11
Executive Director	
Required for pay changes exceeding normal guidelines and terminations)	
Human Resources Representative	Kerolyn Benson 03/17/11

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

BOARD OF COMMISSIONERS:

J. Marie Green, Chair
G. Todd Weiss, Secretary
C. Todd LaTiff
Weston A. Furgess, Jr.
Wilbert Lewis
George D. Martin, Jr.
Barbara Mickens



"Enriching Lives, Connecting Communities."

EXECUTIVE DIRECTOR

James Brown, III
5819 Shakespeare Road
Columbia, SC 29223
Phone: (803) 754-7275
Fax: (803) 786-2028

Email: info@rcrc.state.sc.us
www.richlandcountyrecreation.com

MEMORANDUM

To: Jeffrey Brown

From: James Brown, III *SB*
Executive Director

Subject: Employment Confirmation

Date: June 27, 2011

This is to confirm your employment with the Richland County Recreation Commission. Your annual salary for the period of July 1, 2011 – June 30, 2012 with the 3% Cost of Living increase is \$36,860.53.

Employee's Acknowledgment Signature: *Jeffrey Brown*

Date: *11 July 2011*

Please Sign and Return to Keira Session – Human Resources.

NOTHING CONTAINED IN THIS CONFIRMATION CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT-WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE.

CONFIDENTIAL



Nationally Accredited:
The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.

Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment practices or in the participation policies for its facilities.



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jeff Brown		2. Job Title: Park Manager	
3. Department Name: Parks	4. Job Code: 545	5. Job Grade: 5	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$36,860.46	To: \$39,860.46	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code:	Salary Class: Click Here	
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above: Pay Increase			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: Click Here			
The effective date should coincide with the start date of a payroll period. 05-27-12 <i>df</i>			

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director	
Department Head	<i>Laura Lunn</i> 6/6/12
Assistant Executive Director	
Executive Director	<i>James Brown</i> 6/6/12
Executive Director (required for pay changes exceeding normal guidelines and terminations)	<i>Sandra James</i> 6/7/12
Human Resources Representative	

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input checked="" type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input checked="" type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jeff Brown		2. Job Title: Park Manager	
3. Department Name: Parks	4. Job Code:	5. Job Grade:	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$0.00	To: \$0.00	Percentage Increase:
7. Class Code Change:	New Class Code: Class Code 2 Regular Part-time		
8. Job Code / Title Changes:	New Job Code:	Salary Class: Click Here	
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name: Blythwood Park	New Department Name: Program Coordinator	
10. Reason for change(s) noted above:			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 09/02/2012 The effective date should coincide with the start date of a payroll period.			

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director	<i>Ignacio Arango</i>	8/31/12
Department Head	<i>Tawana Lanning</i>	9/4/12
Assistant Executive Director	<i>Cheryl B.</i>	9/4/12
Executive Director	<i>Ignacio Arango</i>	9/4/12
Required for pay changes exceeding normal guidelines and terminations		
Human Resources Representative	<i>Kristal Sessini</i>	09-14-2012

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jeff Brown		2. Job Title: Program Coordinator	
3. Department Name: Executive	4. Job Code: 445	5. Job Grade: 5	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$39,860.00	To: \$45,860.00	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code:	Salary Class: Click Here	
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above: Pay Increase			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 7/21/2013 The effective date should coincide with the start date of a payroll period.			

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Assistant Executive Director: Kenya Bryant	Date: 7/26/13
Executive Director: James Brown	Date: 7/26/13
Human Resources Representative: Keirley Sessin	Date: 07-26-13

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input checked="" type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jeff Brown		2. Job Title: Program Coordinator	
3. Department Name: Executive	4. Job Code: 445	5. Job Grade: 5	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From:	To:	Percentage Increase:
7. Class Code Change:	New Class Code: Class Code 1 Full-time (1.0 FTE)		
8. Job Code / Title Changes:	New Job Code: 405	Salary Class: Exempt	
New Job Title: Program Manager		New Job Grade: 6	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above: Job Title Change			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 11/24/2013 The effective date should coincide with the start date of a payroll period.			

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Assistant Executive Director: <i>Kenya V Bryant</i>	Date: 12/02/2013
Executive Director: <i>James Brown, III</i>	Date: 12/03/2013
Human Resources Representative: <i>Keriel J. Sison</i>	Date: 12/02/2013

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input checked="" type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input checked="" type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jeffery A. Brown		2. Job Title: Program Manager	
3. Department Name: Facility Operations	4. Job Code: 405	5. Job Grade: 6	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From:	To:	Percentage Increase:
7. Class Code Change:	New Class Code: Class Code 2 Regular Part-time		
8. Job Code / Title Changes:	New Job Code: 405	Salary Class: Exempt	
New Job Title: Manager - Adult Activity Center Parklane		New Job Grade: 6	
9. Department Change:	Old Dept. Name: Denny Terrace	New Department Name: Adult Activity Center - Parklane	
10. Reason for change(s) noted above: Restructuring: Job Transfer / Title Change			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: Click Here The effective date should coincide with the start date of a payroll period.			

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director	<i>[Signature]</i>	10/21/14
Department Head	<i>[Signature]</i>	10/22/14
Assistant Executive Director	<i>[Signature]</i>	10/22/14
Executive Director (required for pay changes exceeding normal guidelines and terminations)	<i>[Signature]</i>	10/22/14
Human Resources Representative	<i>[Signature]</i>	10/27/2014

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input checked="" type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jeffrey Brown		2. Job Title: Program Coordinator	
3. Department Name: Programmin	4. Job Code: 505	5. Job Grade: 5	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$45,860.10	To: \$49,860.20	Percentage Increase:
7. Class Code Change:	New Class Code: Class Code 1 Full-time (1.0 FTE)		
8. Job Code / Title Changes:	New Job Code: 625	Salary Class: Exempt	
New Job Title: Site Manager - AAC		New Job Grade: 5	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above: Promotion			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 09/13/2015 The effective date should coincide with the start date of a payroll period.			

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director	<i>[Signature]</i>	9/14/15
Department Head	<i>[Signature]</i>	9/14/2015
Assistant Executive Director	<i>[Signature]</i>	10/19/15
Executive Director	<i>[Signature]</i>	
Required for pay changes exceeding normal guidelines and terminations:		
Human Resources Representative	<i>[Signature]</i>	10/19/15

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

04/2015

In Payroll

16



< CLOSE

HOME RESOURCE

Regular Pay History

Show Changes for

all

EFFECTIVE DATE	COMPENSATION..	RATE TYPE	AMOUNT	RATE 2	PAY FREQ...	STAN..	PERCENT CHA...	AMOUNT CHA...	ANNUAL A...
(Current)									
06/09/2013	PROMO Promo	Salary	2,692.31	33.65	Biweekly		206897	12,000.04	70,000.06 N
(History)									
11/13/2011	PAY IN Pay Incr	Salary	2,230.77		Biweekly	80.00	173135	8,559.88	58,000.02 N
07/01/2011	COST Cost of L	Salary	1,901.54		Biweekly	80.00	29997	1,439.88	49,440.04 N
01/09/2011	PROMO Promo	Salary	1,846.16		Biweekly	80.00	396247	13,622.18	48,000.16 N
07/01/2009	COST Cost of L	Salary	1,322.23		Biweekly	80.00	29999	1,001.26	34,377.98 N
06/14/2009	PROMO Promo	Salary	1,283.72		Biweekly	80.00	50000	1,589.38	33,376.72 N
03/08/2009	PAY IN Pay Incr	Salary	1,222.59		Biweekly	80.00	161297	4,415.06	31,787.34 N
01/13/2008	PAY IN Pay Incr	Salary	1,052.78		Biweekly	80.00	50595	1,318.20	27,372.28 N

Rows Per Page 10 1 - 10

Officer/Owner

Corporate

Business Unit

Benefits Eligibility Class

Home Department
Full Time Facility/Com

Home Cost Number

Change Reason
DBLOAD

Privacy Legal



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input checked="" type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: James A. Brown		2. Job Title: Athletics Coordinator	
3. Department Name: Athletics	4. Job Code: 505	5. Job Grade: 5	

II. Changes in Salary, Job Info, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$34,377.98	To: \$48,000.00	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code:	Salary Class: Click Here	
New Job Title: Director of Programming		New Job Grade: 7	
9. Department Change:	Old Dept. Name: Athletics	New Department Name: Programs	
10. Reason for change(s) noted above: Promotion			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 1/9/2011 The effective date should coincide with the start date of a payroll period.			

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge): Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no retire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director	
Division Head	
Assistant Executive Director	
Executive Director	
Required for pay changes exceeding normal guidelines and terminations	
Human Resources Representative	

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

1/2011

BOARD OF COMMISSIONERS:

Marie Green, Chair
G. Todd Weiss, Secretary
C. Todd LaTiff
Weston A. Furgess, Jr.
Wilbert Lewis
George D. Martin, Jr.
Barbara Mickens



EXECUTIVE DIRECTOR

James Brown, III
5819 Shakespeare Road
Columbia, SC 29223
Phone: (803) 754-7275
Fax: (803) 786-2028
Email: info@rcrc.state.sc.us
www.richlandcountyrecreation.com

MEMORANDUM

To: James Brown

From: James Brown, III *JB*
Executive Director

Subject: Employment Confirmation

Date: June 27, 2011

This is to confirm your employment with the Richland County Recreation Commission. Your annual salary for the period of July 1, 2011 – June 30, 2012 with the 3% Cost of Living increase is \$49,440.16.

Employee's Acknowledgment Signature: _____

Date: 6-28-2011

Please Sign and Return to Keira Session – Human Resources.

NOTHING CONTAINED IN THIS CONFIRMATION CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT-WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE.

CONFIDENTIAL



Nationally Accredited:
The Richland County Recreation Commission
became South Carolina's first nationally
accredited parks and recreation agency in 2006.

Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment practices or in the participation policies for its facilities.



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: James A. Brown			2. Job Title: Director, Programming	
3. Department Name: Programming	4. Job Code: 250	5. Job Grade: 7		

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$49,440.00	To: \$58,000.00	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code:	Salary Class: Click Here	
	New Job Title:	New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above: Adjustment for Promotion to Director of Programming			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 11/13/2011 The effective date should coincide with the start date of a payroll period.			

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director	
Division Head	<i>James Brown</i> 11/24/11
Assistant Executive Director	<i>George Bryant</i> 11/18/11
Executive Director	<i>James Brown</i>
Human Resources Representative	<i>Keenel Benson</i> 11/22/2011

When approval is e-mailed: By typing my name in the appropriate area above I certify this to be my electronic signature.



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input checked="" type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input checked="" type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: James A Brown		2. Job Title: Director of Programming	
3. Department Name: Programming	4. Job Code: 250	5. Job Grade: 7	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$58,000.00	To: \$70,000.00	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code:	Salary Class: Click Here	
New Job Title: Director of Recreation		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	

D. Reason for change(s) noted above: New Position With Increased Responsibilities

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 06/09/2013

The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director

Department Head

Assistant Executive Director

Executive Director

(required for pay changes exceeding normal guidelines and terminations)

Human Resources Representative

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.

02/2013

James Anthony Brown

Summary

Experienced professional skilled in achieving operational efficiency and increasing revenue with over 18 years of experience in the Parks & Recreation Industry. Results oriented, decisive leader with proven success in providing programming, external/internal fundraising, and securing sponsorships all while providing a stellar service to the community. Instrumental in developing policies and procedures to improve processes.

Education

WEBSTER UNIVERSITY

- Masters of Arts in Management and Leadership June 2016 Columbia, SC
- 3.22 Cumulative GPA

BENEDICT COLLEGE

- Bachelors of Science in Community Recreation May 2001 Columbia, SC
- Minor in Therapeutic Recreation
- Awarded 4-year Baseball Scholarship

Work Experience

RICHLAND COUNTY RECREATION COMMISSION

Director of Recreation

May 2013 - Present

- Supervises the athletic department which organize and oversee all youth and adult leagues.
- Supervises tennis professionals that manage county courts and tennis centers.
- Oversee the Linrick golf course supervisor that manages all staff and course maintenance.
- Plan, organize, and oversee all Kelly Mill Sports Complex operations.
(Softball/Baseball tournaments, Canteen operations, field maintenance etc.)
- Manages field rentals and all community league field leases.
- Responsible for monitoring and managing the department's budget for programs/events.

Director of Programs

Jan. 2011 – May 2013

- Supervised the programming department that manages the operation of all of the after-school and summer camp programs.
- Supervised the adaptive recreation department supervisor that manages all patient day programs, adaptive sports, and summer camps.
- Supervised all community center staff that oversee all facility rentals, and senior programs.

Athletic Coordinator

March 2010 – Jan. 2011

- Organized, implemented, and supervised all adult and youth leagues.
- Served as a liaison between RCRC and the community leagues who lease the athletic fields.
- Assisted park staff with in house programs, camps, and workshops.

Grant Writer**Aug 2009 – March 2010**

- Gathered documentation and fulfilled necessary requirements of various funding bodies to formally seek funding on behalf of the agency.
- Secured grants for projects, agency improvements, and program scholarships assigned by the Executive Director of the Richland County Recreation Foundation.

Athletic Compliance Officer**March 2009 – Aug 2010**

- Acted as an independent review and evaluation body to ensure that all external and internal athletic programs are following policies/procedures.
- Ensure that compliance issues with external and internal athletic leagues are being appropriately evaluated, investigated, and resolved.

Assistant Park Director**Aug 2002 – March 2009**

- Organized, planned, and implemented programs for youth and adults.
- Organized, planned, and implemented community awareness programs.
- Assisted the Park Director with day to day operations.
- Managed facility rental schedules.
- Supervised part-time employees, and managed part-time schedules.

Accomplishments

- Secured a sponsorship from a national brand for 12k annually to be used for mentor groups, program, and athletic sponsorships.
- Established a Golf Tournament that raises between 5k – 7k annually for scholarships and course exposure in addition to donating funds to a pre-selected foundation in an effort to support their awareness.
- Created and implemented a policy change that increased community organization lease revenue over 350% while keeping the fee scale fair and competitive.
- Secured a partnership that provided hot meals for afterschool and summer camp programs.
- Established a volunteer initiative to nourish the agency's volunteer coaches pool to increase quality participation.
- Established a partnership with nationally recognized baseball/softball organizations to bring tournaments to increase hospitality traffic to boost economic growth in Richland County.
- Created a girl's mentor group that operated with a softball foundation that was geared toward helping them create and maintain social relationships while participating in community service projects, workshops, and team bonding activities.

EMPLOYMENT APPLICATION

RICHLAND COUNTY RECREATION COMMISSION
5819 SHAKESPEARE ROAD
COLUMBIA, SOUTH CAROLINA 29223
Phone 754-PARK

POSITIONS APPLIED FOR	DO NOT WRITE IN THIS SPACE
Counselor	

This is your application for employment with the Richland County Recreation Commission. Please prepare it accurately and neatly. Willful falsification of any information may result in rejection of your application or in your dismissal if you are employed by the Recreation Commission.

The Richland County Recreation Commission does not discriminate on the basis of race, sex, national origin, age or handicap.

Date: 5/11/99 (TYPE OR PRINT IN INK)

A. NAME <u>BLOU</u> <u>John</u> <u>Anthony</u> (Last) (First) (Middle)				
ADDRESS <u>[REDACTED]</u> <u>Columbia</u> <u>SC</u> <u>29223</u> (Number and Street or R.F.D.) (City) (County) (State) (Zip Code)				
Social Security Number <u>[REDACTED]</u> Telephone Number (Home) <u>[REDACTED]</u>				
B. State the salary which you are willing to accept <u>17.50</u> When could you begin work? <u>12AP</u> Check type of employment you would accept: Part-time <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> (Hours Preferred) <u>8-4</u> Do you possess a valid S.C. Driver's License? <u>yes</u> Chauffeur's License? <u>no</u> Number <u> </u>				
C. PRESENT DRAFT CLASSIFICATION: Have you served in the U.S. Armed Forces? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Branch of Service: Army <input type="checkbox"/> Navy <input type="checkbox"/> Marines <input type="checkbox"/> Air Force <input type="checkbox"/> Other <u> </u> Date Entered <u> </u> Date Discharged or Separated <u> </u> Type of Discharge <u> </u> Highest Rank Attained <u> </u> RESERVE STATUS: National Guard <input type="checkbox"/> Inactive <input type="checkbox"/> Ready Reserve <input type="checkbox"/> Standby Reserve <input type="checkbox"/> Non-Member <input type="checkbox"/> ARE YOU REQUIRED TO ATTEND: Summer Training? Yes <input type="checkbox"/> No <input type="checkbox"/> Weekly or Monthly Drills? Yes <input type="checkbox"/> No <input type="checkbox"/> Date Active Reserve Obligation Will End <u> </u> Military Branch and Name of Reserve Unit <u> </u>				
D. In Case of Emergency Notify <u>Annie L. Young</u> <u>[REDACTED]</u> <u>[REDACTED]</u> <u>Grandmother</u> (Name) (Address) (Phone) (Relationship) Have you every been employed by the Richland County Recreation Commission? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, dates <u> </u> Were you a member of the South Carolina Retirement System? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Retirement Number <u> </u>				

AN EQUAL OPPORTUNITY EMPLOYER

E. Have you ever been convicted of any violation of law other than minor traffic violations? Yes ☐ No ☒

If yes, give details below:

Where Arrested	Date	Nature of Charge	Disposition

F. EDUCATION	Name and Location of School	Course of Study	Years Attended From To	Circle Last Year Completed	Did You Graduate?	Certificate or Degree Received
School						
Elementary	Greenwich Elem		83 to 89	1 2 3 4 <u>5</u> 6 7 8	Yes No	
High	Appleton High		92 to 96	9 10 11 <u>12</u>	Yes No	Diploma
Business, Technical or Trade School				1 2 3 4	Yes No	
College		Education	96 to Present	1 2 <u>3</u> 4	Yes No	
Graduate School				1 2 3 4	Yes No	
Other Studies					Yes No	

G. PROFESSIONAL CERTIFICATES OR LICENSES

Profession	Date of Current License or Registration	State Issuing License or State in Which Registered	Date of First License or Registration	Check Exam. Reciprocity
				Yes No <input type="checkbox"/> <input type="checkbox"/>
				<input type="checkbox"/> <input type="checkbox"/>

H. List any professional honors, awards, publications, etc.

I. Give details of any special skills, training or apprenticeship Cooking, many children, very good with kids

Indicate types of machines you have operated: ☐ Adding Machine ☐ Bookkeeping Machine ☐ Calculating Machine ☐ Dictaphone

☐ Mimeograph ☐ Other Machines (Type) _____ Shorthand Speed _____ Typing Speed 50 wpm

J. REFERENCES

Give names and addresses of three persons, not relatives, who have known you for at least one year.

Name <u>Vance King</u>	Address <u>1 Quail Hill</u>	Occupation <u>Baseball Coach</u>
Name <u>Vicki Scorsen</u>	Address <u>514 Danbury Dr.</u>	Occupation <u>Administrative Asst.</u>
Name <u>Marlene Moten</u>	Address <u>514 Danbury Dr.</u>	Occupation <u>Wedding Arranger</u>

K. Have you any objections to this agency making inquiry of your PRESENT employer regarding your character, qualifications, etc.?
☐ Yes ☒ No

Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any job? ☐ Yes ☒ No

EXPERIENCE: Begin with your present or last job and describe in detail all periods of employment, including self-employment. Include military service and part-time employment. Account for your time during any intervals of unemployment other than those when you were attending school. Use additional sheet if necessary.

Name of Employer <u>Hope Deen/Nations Bank Control Gate</u>	From (Mo.) <u>July</u> (Yrs.) <u>98</u>
Address of Employer _____	To (Mo.) <u>October</u> (Yrs.) <u>98</u>
Your Job Title <u>Post Operator</u>	Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/>
Specific Duties <u>validate checks and balance accounts</u>	Starting Salary <u>\$5.25</u>
_____	Last Salary <u>\$6.00</u>
_____	Supervisor's Name <u>Henry Brown</u>
Reason for Leaving <u>Husband Susan Started</u>	_____
_____	Title _____
Name of Employer <u>Peggy Wigg</u>	From (Mo.) <u>September</u> (Yrs.) <u>97</u>
Address of Employer _____	To (Mo.) <u>January</u> (Yrs.) <u>98</u>
Your Job Title <u>Sticker</u>	Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/>
Specific Duties <u>stick shelves</u>	Starting Salary <u>\$5.00</u>
_____	Last Salary <u>\$5.75</u>
Reason For Leaving <u>Store Closed Down</u>	Supervisor's Name <u>Ernest Belden</u>
_____	_____
_____	Title <u>Store Manager</u>
Name of Employer <u>Michelin Tire Factory</u>	From (Mo.) <u>May</u> (Yrs.) <u>97</u>
Address of Employer _____	To (Mo.) <u>July</u> (Yrs.) <u>97</u>
Your Job Title <u>Bill Machine Worker</u>	Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/>
Specific Duties <u>Ran Rubber through machine & inspect</u>	Starting Salary <u>\$10.00</u>
_____	Last Salary <u>\$10.00</u>
Reason For Leaving <u>Got Offer from Towing Service</u>	Supervisor's name <u>Neil Hunter</u>
_____	_____
_____	Title <u>Senior Supervisor</u>

A RESUME OF YOUR EMPLOYMENT WILL NOT BE ACCEPTED IN LIEU OF THE ABOVE INFORMATION.

APPLICANT'S REMARKS

(List any other information that would be pertinent or helpful.)

I hope to work with kids and I'm sure this job could help me play a role in a child's life. Also, I am in the Residential Program in college now and I think this job could give me the skill and experience I need in future situations.

CERTIFICATE OF APPLICANT — READ CAREFULLY BEFORE SIGNING

I hereby certify that all statements made in this application are true, and I agree and understand that any willful misstatements of material facts herein will cause forfeiture on my part of all rights to any employment in this agency. The Richland County Recreation Commission is authorized to request a transcript where necessary to verify my education record and make whatever background investigation necessary for employment purposes. I have no objections to being fingerprinted and having my record cleared through the F.B.I. I further agree to a physical examination if such examination is required as a condition of employment by an agency.

Applicant's Signature

James C. Brown

Date

5/11/99

INTERVIEWER'S REMARKS

Interviewed By

Date

17

Richland County



Recreation
COMMISSION

5819 Shakespeare Road
Columbia, SC 29223
(803) 754-7275

POSITIONS APPLIED FOR	DO NOT WRITE IN THIS SPACE
Counselor	

The Richland County Recreation Commission does not discriminate on the basis of race, sex, national origin, age or handicap.

EMPLOYMENT APPLICATION

This is your application for employment with the Richland County Recreation Commission. Please prepare it accurately and neatly. Willful falsification of any information may result in rejection of your application or in your dismissal if you are employed by the Recreation Commission.

All qualified applications will be referred to the department where the vacancy is located. That department head is responsible for the review and evaluation of applications and recommending the most qualified applicants to be selected for an interview.

Date: May 18, 2010 (TYPE OR PRINT IN INK)

1. Name Brown Jewel Ariel
(Last) (First) (Middle)

Address [REDACTED]
(Number and Street or RFD) (City) (County) (State) (Zip Code)

Social Security Number [REDACTED] Telephone Number (Home) [REDACTED]

2. State the salary which you are willing to accept \$ _____ When could you begin work? June 7, 2010

Check type of employment you would accept: Part-Time ☐ Full-Time ☒
Hours Preferred 7:30am - 5:30pm

Do you possess a valid S. C. Driver's License? Yes What class? D Number [REDACTED]

3. Have you served in the U.S. Armed Forces? Yes ☐ No ☒
Branch of Service: Army ☐ Navy ☐ Marines ☐ Air Force ☐ Other _____
Date Entered _____ Date Discharged or Separated _____ Type of Discharge _____
Highest Rank Attained _____
Reserve Status: National Guard ☐ Inactive ☐ Ready Reserve ☐ Standby Reserve ☐ Non-Member ☐
Are you required to attend: Summer Training? Yes ☐ No ☐ Weekly or monthly drills? Yes ☐ No ☐
Date Active Reserve Obligation Will End _____
Military Branch and Name of Reserve Unit _____

4. In case of emergency notify Jackie Brown
(Name) (Address) (Phone)
Relationship to you Mother
Have you ever been employed by the Richland County Recreation Commission? Yes ☐ No ☒
If yes, dates _____
Were you a member of the South Carolina Retirement System? Yes ☐ No ☒
If yes, Retirement Number _____

Please Print
Brown
Jewel

5. Have you pled no contest or been convicted of any violation of law other than minor traffic violations? Yes ☐ No ☒

**If yes, give details below:

Where Arrested	Date	Nature of Charge	State	Disposition/Status

****NOTE:** Report criminal offenses including felonies, misdemeanors and summary offenses. **EXAMPLES:** Driving under the influence of intoxicating beverages, drugs, fraudulent or bad checks, disturbing the peace, leaving the scene of an accident, robbery, etc. Omit minor vehicle violations and any offense committed before your 17th birthday, which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to employment in all cases. The nature, severity and date of the offense in relation to the position for which you are applying are considered. Failure to accurately report offenses will be considered a serious offense by the Recreation Commission and will be grounds for disqualification from consideration and/or termination if employed.

6. EDUCATION		Name and Location of School	Course of Study	Years Attended		Circle Last Year Completed	Did you Graduate?		Certificate or Degree Received
School	From			To	Yes		No		
Elementary / Middle		Pine Creek / Summit Parkway				1 2 3 4 5 6 7 8	Yes No		
High		Bridge View				9 10 11 12	Yes No	Will graduate June 20	
Business, Technical or Trade School						1 2 3 4	Yes No		
College						1 2 3 4	Yes No		
Graduate School						1 2 3 4	Yes No		
Other Studies							Yes No		

7. Professional Certificate or Licenses

Profession	Date of Current License or Registration	State Issuing License or State in Which Registered	Date of First License or Registration

8. List any professional honors, awards, publications, etc.

9. Give details of any special skills, training or apprenticeship

Indicate type of machines you have operated ☒ Calculator ☐ Dictaphone ☒ Computer ☐ Heavy Construction Equipment
☐ Light Construction Equipment

List any computer software with which you are familiar Microsoft Word, Excel, Power Point

Shorthand Speed _____ Typing Speed _____

10. References - Please provide names, addresses and phone number of three people, not relatives, who have known you for at least one year.

Name	Ms. Doris P. Waddell	Address	[Redacted]	Phone	[Redacted]	Occupation	Teacher
Name	Ms. Donya Atwood	Address	[Redacted]	Phone	[Redacted]	Occupation	Human Svcs. Specialist
Name	Mrs. Cynthia Kelly	Address	[Redacted]	Phone	[Redacted]	Occupation	Financial Deputy

11. Have you ever been discharged or forced to resign from any job for misconduct or unsatisfactory service? ☐ Yes ☒ No
 Have you any objections to this agency making inquiry of your present employer regarding your character, qualifications, etc.? (circle one) Yes ☒ No
EXPERIENCE: Begin with your present or last job and describe in detail all periods of employment, including self employment. Include military service and part-time employment. Account for your time during any intervals or unemployment other than those when you were attending school. Use additional sheet if necessary.

Name of Employer V.V. Reid Dance Program
 Address of Employer 1005 David St., Col. SC 29203
 Phone Number of Employer 803-319-1988
 Your Job Title Assistant Teacher (Dance)
 Specific Duties Assist dance teacher with ballet classes; help prepare classes for end of year recitals
 Reason for Leaving _____

From (Mo.) _____ (Yr.) 2006
 To (Mo.) _____ (Yr.) 2008
 Full-Time ☐ Part-Time ☒
 Starting Salary Volunteer
 Last Salary _____
 Supervisor's Name Ms. Wendi
Nance
 Supervisor's Title Dance
Program Director

Name of Employer S.C. Boys & Girls Club
 Address of Employer 1016 Summer Street Col. SC 29201
 Phone Number of Employer 231-3300
 Your Job Title Jr. Counselor Volunteer
 Specific Duties Assist with youth participating in summer camp
 Reason for Leaving Summer Only

From (Mo.) Summer (Yr.) 2006
 To (Mo.) _____ (Yr.) _____
 Full-Time ☐ Part-Time ☒
 Starting Salary Volunteer
 Last Salary _____
 Supervisor's Name Mrs. Vanessa
Hall
 Supervisor's Title Camp
Director

Name of Employer A+A Youth Community & Learning Center
 Address of Employer 6920 N. Main St Suite T Col. SC 29203
 Phone Number of Employer 735-7671 or 466-9628
 Your Job Title Jr. Staff Member
 Specific Duties Assisting youth camp members field trips; camp activities
 Reason for Leaving Summer Only

From (Mo.) Summer (Yr.) 2005
 To (Mo.) _____ (Yr.) _____
 Full-Time ☐ Part-Time ☒
 Starting Salary _____
 Last Salary _____
 Supervisor's Name _____
 Supervisor's Title _____

A RESUME OF YOUR EMPLOYMENT WILL NOT BE ACCEPTED IN LIEU OF THE ABOVE INFORMATION

12.

EQUAL EMPLOYMENT OPPORTUNITY REPORTING AND PERSONNEL RESEARCH

NOTE: The information requested in this section is not used to evaluate your application. This information is needed to satisfy equal opportunity reporting and personnel research requirements.

Name Brown Jewel Ariel
 LAST FIRST MIDDLE

Social Security Number [REDACTED] Sex: Male ☐ Female ☒

Date of Birth 2/3/1992 Age 18

Race (Please check one) White/Non-Hispanic ☐ African American ☒ Asian or Pacific Islander ☐
 Native American or Alaskan Native ☐ Hispanic ☐

Position applied for Counselor

APPLICANTS PLEASE COMPLETE (This tab is detached by the EEO before application is forwarded for review and evaluation.)

5/18/2010
 Date

13. List any information that you think would be pertinent or helpful. Please use additional sheets if necessary.

I have worked with several summer camps in the past. I have experience working with youth from ages 5-12 as I have volunteered as a cheerleading coach with the Ruth C. Simons Basketball League; volunteered with the S.C. Boys and Girls Club and other programs. I am also an active member of the Youth Ministry at my church where I serve in several leadership roles.

14. CERTIFICATE OF APPLICATION - READ CAREFULLY BEFORE SIGNING

I hereby certify that all statements made in this application are true, and I agree and understand that any willful misstatements of material facts herein will cause forfeiture on my part of all rights to any employment in this agency. The Richland County Recreation Commission (RCRC) is authorized to request a transcript where necessary to verify my education record and make whatever background investigation necessary for employment purposes. I have no objections to being fingerprinted and having my record cleared through the FBI and/or the South Carolina Law Enforcement Division (SLED). I further agree to a physical examination and/or a pre-employment drug-screening test, if such examination is required as a condition of employment by the agency.

I hereby consent to authorized representatives of RCRC contacting any of my former employers or educational institutions that I have attended and any other person or organization they determine may have information concerning my past and present work. I understand this would include my official personnel files, attendance records, background information, evaluations, educational records, military service, law enforcement records and/or any personal records deemed necessary. I also understand RCRC may make inquiries of third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organizations and all third parties from any and all claims, of whatever nature, that I may have, as a result of any inquiry or response to such inquiries, made in connection with my application for employment. I understand that any information obtained by RCRC in the course of those contacts will be treated with the strictest confidence. However, I understand it is not possible to guarantee total confidentiality.

Applicant's Signature

Paul Benson

Date

5/18/10

Interviewer's Remarks

Interviewed By

Date

11. Have you ever been discharged or forced to resign from any job for misconduct or unsatisfactory service? ☐ Yes ☒ No
 Have you any objections to this agency making inquiry of your present employer regarding your character, qualifications, etc.? (circle one) Yes No
EXPERIENCE: Begin with your present or last job and describe in detail all periods of employment, including self employment. Include military service and part-time employment. Account for your time during any intervals or unemployment other than those when you were attending school. Use additional sheet if necessary.

Name of Employer <u>V.V. Reid Dance Program</u> Address of Employer <u>16005 David St. Col. SC 29920-3</u> Phone Number of Employer <u>319-3828</u> Your Job Title <u>Assistant Teacher</u> Specific Duties <u>Assist dance teacher with ballet classes, help prepare classes for end of year recitals</u> Reason for Leaving _____	From (Mo.) _____ (Yr.) <u>2006</u> To (Mo.) _____ (Yr.) <u>2008</u> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Starting Salary <u>Volunteer</u> Last Salary _____ Supervisor's Name <u>Ms. Wendi Nance</u> Supervisor's Title <u>Dance Program Director</u>
--	--

Name of Employer <u>S.C. Boys & Girls Club of Col.</u> Address of Employer <u>Sumter Street, Col. SC</u> Phone Number of Employer _____ Your Job Title <u>Jr. Counselor Volunteer</u> Specific Duties <u>Assist with youth participating in summer camp</u> Reason for Leaving <u>Summer only</u>	From (Mo.) <u>Summer</u> (Yr.) <u>2006</u> To (Mo.) _____ (Yr.) _____ Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Starting Salary _____ Last Salary _____ Supervisor's Name <u>Mr. Allen Smith, Sr.</u> Supervisor's Title <u>Owner, Director</u>
--	---

Name of Employer <u>A+A Youth Community & Learning Center</u> Address of Employer <u>North Main St., Col. SC</u> Phone Number of Employer _____ Your Job Title _____ Specific Duties _____ Reason for Leaving _____	From (Mo.) <u>Summer</u> (Yr.) <u>2005</u> To (Mo.) _____ (Yr.) _____ Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Starting Salary _____ Last Salary _____ Supervisor's Name _____ Supervisor's Title _____
--	--

A RESUME OF YOUR EMPLOYMENT WILL NOT BE ACCEPTED IN LIEU OF THE ABOVE INFORMATION

12.

EQUAL EMPLOYMENT OPPORTUNITY REPORTING AND PERSONNEL RESEARCH

NOTE: The information requested in this section is not used to evaluate your application. This information is needed to satisfy equal opportunity reporting and personnel research requirements.

Name Brown Jewel Arriel
 LAST FIRST MIDDLE
 Social Security Number [REDACTED] Sex: Male ☐ Female ☒
 Date of Birth 2/3/92 Age 18
 Race (Please check one) White/Non-Hispanic ☐ African American ☒ Asian or Pacific Islander ☐
 Native American or Alaskan Native ☐ Hispanic ☐
 Position applied for Collector

APPLICANTS PLEASE COMPLETE (This tab is detached by the HRD before application is forwarded for review and evaluation.)



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jewel Brown		2. Job Title: Counselor
3. Department Name: Programming	4. Job Code: 100015	5. Job Grade:

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$8.00	To: \$8.00	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code: 100066	Salary Class: Click Here	
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name: Blythewood Park	New Department Name: Blythewood Park	

10. Reason for change(s) noted above:

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE 02/19/2012

The effective date should coincide with the start date of a payroll period

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here

For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.

16. If voluntary resignation, why? If no rehire recommendation, why?

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a 5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director	<i>[Signature]</i> 2-7-2012
Department Head	<i>[Signature]</i> 2/8/12
Assistant Executive Director	<i>[Signature]</i> 2/10/12
Executive Director	<i>[Signature]</i> 02/10/2012
Human Resources Representative	<i>[Signature]</i> 02/10/2012

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.



Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jewel Brown		2. Job Title: Counselor	
3. Department Name: Programming	4. Job Code: 551	5. Job Grade: N/A	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$8.00	To: \$9.50	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code:	Salary Class: Click Here	
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above:			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 05/27/2012 The effective date should coincide with the start date of a payroll period.			

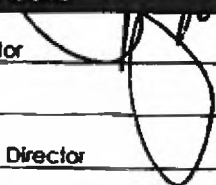
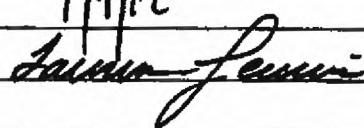
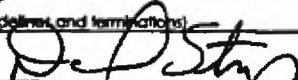
III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge) - Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director		7/9/12
Department Head		7/9/12
Assistant Executive Director		
Executive Director		
<small>(required for pay changes exceeding normal guidelines and terminations)</small>		
Human Resources Representative		

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current information: This section must be completed

1. Employee Name: Jewel Brown		2. Job Title: Asst. Director	
3. Department Name: Programming	4. Job Code: 100015	5. Job Grade:	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$9.50	To: \$10.50	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code:	Salary Class: Click Here	
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above:			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: Click Here 6/22/14 The effective date should coincide with the start date of a payroll period.			

III. Resignations (Voluntary Discharge) and Termination (Involuntary Discharge) Choose only one, not both

12. Voluntary or involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehke recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director	<i>Sydney A. Gooch</i>	6/18/14
Department Head	<i>James Gooch</i>	6/18/14
Assistant Executive Director	<i>Kenny V. Bryant</i>	6/18/14
Executive Director (required for pay changes exceeding normal guidelines and termination)	<i>James Gooch</i>	6/18/14
Human Resources Representative	<i>D. P. Stith</i>	7/2/14

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input checked="" type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Jewel Brown		2. Job Title: Assistant Director	
3. Department Name: Programming	4. Job Code: 554	5. Job Grade: N/A	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$10.50	To: \$11.50	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code:	Salary Class: Non-Exempt	
New Job Title: After School / Summer Camp Director		New Job Grade: N/A	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above: Promotion from Assistant Director to Director			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 05/24/2015 The effective date should coincide with the start date of a payroll period.			

III. Designation (Voluntary Dismissal and Termination/Involuntary Dismissal) - Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signature & Date

Department Director	
Department Head	<i>Jawun Lewis</i> 5/8/15
Assistant Executive Director	<i>Kenneth V. Bryant</i> 5/8/15
Executive Director	<i>Gina Busch</i> 5/8/15
Human Resources Representative	<i>Debra Shipp</i> 5/15/15

When approval is e-mailed: By typing my name in the appropriate area above I certify this to be my electronic signature.

18



Enriching Lives & Connecting Communities

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com/NSP

APPLICATION FOR EMPLOYMENT RICHLAND COUNTY RECREATION COMMISSION

Human Resources Department
7473 Parklane Road, Columbia, SC 29223

Phone: 803-741-RCRC (7272) • Fax: 803-741-2495 • Jobline Website: richlandcountyrecreation.com

DATE: 5/26/15

POSITION APPLIED FOR: Counselor

INSTRUCTIONS TO APPLICANT

Please type or print in ink all information except signature. Incomplete applications will not be accepted. Applications must have all sections completed and the form signed by the applicant. A separate application must be completed for each vacancy. A resume may be attached but must not be substituted for completing the application. All qualified applications will be referred to the department where the vacancy exists. The department head is responsible for the review and evaluation of applications and recommending the most qualified applicants to be selected for an interview. Applications will remain active until the vacancy is filled. If you wish to remain informed of positions available at the Richland County Recreation Commission, please visit our website at www.richlandcountyrecreation.com.

Thank you for your interest in the Richland County Recreation Commission.

PERSONAL DATA

NAME (Last, First, MI) <u>Brown, Jada A.</u>		
LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: XXX-XX- <u> </u>		
MAILING ADDRESS: <u> </u>		
CITY: <u>Columbia</u>	STATE: <u>SC</u>	ZIP CODE: <u>29229</u> COUNTY: <u>Richland</u>
HOME PHONE #:	CELL PHONE #:	Email: <u> </u>
ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
DO YOU HAVE RELATIVES EMPLOYED BY THE RICHLAND COUNTY RECREATION COMMISSION? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
IF YES, NAME(S) / RELATION: <u>Jeffrey Brown / Father: James Brown III / Uncle</u>		
WHAT DEPARTMENT(S): <u>Adult Activity Center (Jeffrey); Corporate Office (James)</u>		
DO YOU POSSESS A VALID S.C. DRIVERS LICENSE? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> NUMBER: <u> </u> EXP. DATE: <u> </u>		
HAVE YOU BEEN CONVICTED OR PLED NO CONTEST TO A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION (E.g. Parking Ticket)? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
**IF YES: CHARGES: <u> </u>		
WHERE CONVICTED	DATE	DISPOSITION/STATUS

****NOTE:** Criminal Offenses include felonies, misdemeanors, and summary offenses. Examples include but are not limited to: driving under the influence of intoxicating beverages or drugs; fraudulent or bad checks; disturbing the peace; leaving the scene of an accident; robbery, etc. (omit minor vehicle violations and any offenses committed before your 17th birthday, which was ultimately adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar of employment in all cases. The nature, severity and date of the offenses in relation to the position for which you are applying are considered. Failure to accurately report offenses will be considered seriously by the Commission and grounds for disqualification from consideration and/or termination if employed.

EDUCATION

Starting with High School, provide COMPLETE information on all schools attended, including special courses or schools.

	School/Institution and Location	Major/Minor Subject Areas	Graduate	Degree/Diploma
High School or Equivalent	Ridge View High School (Columbia, SC)		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Diploma (2015)
College/Universtiy			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/Universtiy			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/Universtiy			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Technical School			Yes <input type="checkbox"/> No <input type="checkbox"/>	

SKILLS

DO YOU HAVE PERSONAL COMPUTER/SOFTWARE SKILLS?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
DO YOU HAVE WORD PROCESSING SKILLS? WPM:	YES	<input checked="" type="radio"/> NO
DO YOU HAVE DATA ENTRY SKILLS?	YES	<input checked="" type="radio"/> NO
SUPERVISORY EXPERIENCE/TRAINING?	YES	<input checked="" type="radio"/> NO
TECHNICAL EXPERIENCE/TRAINING?	YES	<input checked="" type="radio"/> NO
MILITARY EXPERIENCE/TRAINING?	YES	<input checked="" type="radio"/> NO

LIST ANY EQUIPMENT, SOFTWARE OR MACHINES, WITH WHICH YOU ARE PROFICIENT, RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING:

Microsoft Office Word, Power Point, Publisher,
Google Chrome Applications, Web Page Design

LIST ANY PROFESSIONAL LICENSES OR CERTIFICATIONS:

PROFESSION/CRAFT:	CERTIFICATION OR LICENSE NUMBER:	DATE OF CERTIFICATION:	EXPIRATION DATE:
	CPR	February 2014	February 2016

EMPLOYMENT DATA

TYPE OF EMPLOYMENT YOU WILL ACCEPT:	<u>FULL-TIME</u>	PART-TIME
WILL YOU ACCEPT A POSITION WITH VARYING SHIFTS?	<u>YES</u> NO	IF NO, LIST HOURS PREFERRED:
MINIMUM SALARY YOU WILL ACCEPT:	PER	EARLIEST DATE YOU COULD BEGIN WORK: <u>JUNE 2, 2015</u>

EMPLOYMENT RECORD

List ALL work history starting with your present or last position. List any self-employment, temporary, and military jobs. Account for ALL periods of unemployment. This section must be accurate and complete. If more space is needed, attach additional sheets in the same format, including your name and social security number on each sheet. DO NOT SUBSTITUTE A RESUME FOR AN APPLICATION.

1. Title of present or recent position Jr. Counselor From Month June Year 2014 To Month Aug Year 2014
 Employer Richland County Recreation Phone (803) 491-9786
 Address Blythewood Park, Blythewood, SC
 Supervisor's Name Parris Coles Title Director May we contact? Yes
 Hours per week _____ Salary (weekly, monthly, annual) _____
 Name on Employment Record if different from present name _____
 Reason for Leaving Summer camp employment
 Duties Leading summer camp group in daily activities to include sports, games, art & crafts, field trips, tutoring with reading & math, etc.

2. Title of position _____ From Month _____ Year _____ To Month _____ Year _____
 Employer _____ Phone _____
 Address _____
 Supervisor's Name _____ Title _____ May we contact? _____
 Hours per week _____ Salary (weekly, monthly, annual) _____
 Name on Employment Record if different from present name _____
 Reason for Leaving _____
 Duties _____

EMPLOYMENT RECORD (continued)

3. Title of position _____ From Month _____ Year _____ To Month _____ Year _____
Employer _____ Phone _____
Address _____
Supervisor's Name _____ Title _____ May we contact? _____
Hours per week _____ Salary (weekly, monthly, annual) _____
Name on Employment Record if different from present name _____
Reason for Leaving _____
Duties _____

4. Title of position _____ From Month _____ Year _____ To Month _____ Year _____
Employer _____ Phone _____
Address _____
Supervisor's Name _____ Title _____ May we contact? _____
Hours per week _____ Salary (weekly, monthly, annual) _____
Name on Employment Record if different from present name _____
Reason for Leaving _____
Duties _____

PERSONAL REFERENCES

Give name, address and phone number of three personal references.

Name	Address	Phone Number
Fern Wilson	[REDACTED]	[REDACTED]
Cynthia Williams	[REDACTED]	[REDACTED]
Brenda Branick	[REDACTED]	[REDACTED]

Have you ever been asked or forced to resign from any job?

Yes _____

No ☒

If yes, what position and reason, please explain: _____

APPLICATION CERTIFICATION

1. I affirm and/or understand all statements on this form are true and accurate; and any misrepresentation or omission of facts may result in exclusion from further consideration and/ or if hired, termination or employment. If I have requested that my present employer not be contacted, I understand an offer of employment may be contingent upon information and verification of other former employers, prior to beginning work.
2. I agree to conform to the rules and regulations of the Richland County Recreation Commission. According to the State of South Carolina Law, I understand my employment with the Richland County Recreation Commission will be at-will.
3. I hereby consent to authorized representatives of the Richland County Recreation Commission contacting any of my former employers or education institutions that I have attended and any other person or organization they determine may have information concerning my past and present work. I understand this would include my official personnel files, attendance records, background information, evaluations, educational records, military service, law enforcement records and/or any personnel records deemed necessary. I also understand Richland County Recreation Commission may make inquiries of third parties such as credit bureaus. I further release organizations, educational entities, present and former employers, law enforcement organizations and all third parties from any and all claims, of whatever nature, that I may have, as a result of any inquiry or response to such inquiries, made in connection with my application for employment. I understand that any information obtained by Richland County Recreation Commission in the course of those contacts will be treated with strictest of confidence. However, I understand it is not possible to guarantee total confidentiality.
4. I understand and acknowledge that Richland County Recreation Commission requires all applicants who are tentatively selected for employment to submit to and pass a drug test, failure to take the test, failure to cooperate in taking the test, failure to follow test procedures, or testing positive for the use of illegal drugs or substances will result in disqualification from employment.

The drug test will be urinalysis and if the collector of the test sample believes that there is a reasonable possibility that I have or will tamper with or substitute the urine sample, the sample or an additional sample may be collected under conditions in which a person of the same gender of the applicant may witness the collection.

Signature: Jackie A. Brown Date 5/26/15

The Richland County Recreation Commission is sensitive to the needs of qualified applicants and employees with disabilities. The Richland County Recreation Commission is also willing to make reasonable accommodations to assist such applicant and employee.

EEO STATEMENT

The Richland County Recreation Commission is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, military status, religion, sex, national origin, age, a legally defined disability to a qualified applicant or other status as protected by law.



RICHLAND COUNTY RECREATION COMMISSION

Human Resources Department

7473 Parklane Road, Columbia, SC 29223

Phone: 803-741-RCRC (7272) • Fax: 803-741-9288 • Jobline Website: richlandcountyrecreation.com

Applications are accepted and applicants are considered for employment without regard to race, color, military status, religion, sex, national origin, age, a legally defined disability to a qualified applicant or other status as protected by law.



TERMS OF EMPLOYMENT

Name Jada A. Brown SSN [REDACTED]

Date of Employment or Change in Terms June 4, 2015 Department Code 100015

Position Counselor Full-Time ☐ Part-Time ☐ Seasonal ☒

In compliance with Section 41-10-30 of the South Carolina Code of Law, 1976, as amended, you are hereby notified of the terms of your employment:

1. Method of Payment:

☒ Wages \$ 9.00 per hour ☐ Salary \$ _____ per year

- 2. Work Hours:** ☐ Monday – Friday 10am to 6pm ☐ Monday – Friday 8:30am to 5pm ☐ Monday - Friday 7:00am to 3:30
- ☐ Monday – Friday 2:00 pm to 9pm and Saturday 9:00am to 2:00pm and Sunday 1:00 pm to 6:00pm or 2:00pm to 8:00pm

☒ Other Monday – Friday
8:00am to 6:00pm

- 3. Payday is bi-weekly. Day of payment is FRIDAY.** (Place of payment is facility where employed)

Time of payment is: ☒ 3:00 p.m. (Parks Division)

☐ 5:00 p.m. (All others)

- 4. Annual Leave:** Full-time employees receive annual leave at a rate of 1 ¼ days per month to be used as vacation or personal time off. Part-time employees and temporary receive no annual leave.
- 5. Sick Leave:** Full-time employees receive 120 hours of sick leave during the calendar year (January 1 to December 31). Sick leave may be taken for personal illness or illness/death in the immediate family. Part-time employees and temporary employees receive no sick leave.
- 6. Paid Holidays:** Paid holidays for full-time employees are the same as provided by South Carolina Law for State employees. Part-time employees and temporary receive no paid holidays.
- 7. Severance Pay Policy:** Full-time employees will receive any unused annual leave balance up to 360 hours at the time of termination. Part-time employees receive no severance pay.

Any changes in these terms shall be made in writing at least seven calendar days before they become effective.

Jada A. Brown 6/4/2015
Employee's Signature Date

[Signature] 6/4/15
Employer's Signature Date

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APPLICATION FOR EMPLOYMENT RICHLAND COUNTY RECREATION COMMISSION

Human Resources Department
7473 Parklane Road, Columbia, SC 29223

Phone: 803-741-RCRC (7272) • Fax: 803-741-2495 • Jobline Website: richlandcountyrecreation.com

DATE: 5/26/15

POSITION APPLIED FOR: Counselor

INSTRUCTIONS TO APPLICANT

Please type or print in ink all information except signature. Incomplete applications will not be accepted. Applications must have all sections completed and the form signed by the applicant. A separate application must be completed for each vacancy. A resume may be attached but must not be substituted for completing the application. All qualified applications will be referred to the department where the vacancy exists. The department head is responsible for the review and evaluation of applications and recommending the most qualified applicants to be selected for an interview. Applications will remain active until the vacancy is filled. If you wish to remain informed of positions available at the Richland County Recreation Commission, please visit our website at www.richlandcountyrecreation.com.

Thank you for your interest in the Richland County Recreation Commission.

PERSONAL DATA

NAME (Last, First, MI) <u>Brown, Jenai, A</u>		
LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: XXX-XX- <u> </u>		
MAILING ADDRESS: <u> </u>		
CITY: <u> </u>	STATE: <u>SC</u>	ZIP CODE: <u>29229</u> COUNTY: <u>Richland</u>
HOME PHONE #: <u> </u>	CELL PHONE #: <u> </u>	Email: <u> </u>
ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
DO YOU HAVE RELATIVES EMPLOYED BY THE RICHLAND COUNTY RECREATION COMMISSION? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
IF YES, NAME(S) / RELATION: <u>Jeffrey Brown (father); James Brown III (Uncle)</u>		
WHAT DEPARTMENT(S): <u>AAC (Father); Corporate Office (Uncle)</u>		
DO YOU POSSESS A VALID S.C. DRIVERS LICENSE? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NUMBER: <u> </u> EXP. DATE: <u> </u>		
HAVE YOU BEEN CONVICTED OR PLED NO CONTEST TO A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION (E.g. Parking Ticket)? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
**IF YES: CHARGES: <u> </u>		
WHERE CONVICTED	DATE	DISPOSITION/STATUS

****NOTE:** Criminal Offenses include felonies, misdemeanors, and summary offenses. Examples include but are not limited to: driving under the influence of intoxicating beverages or drugs; fraudulent or bad checks; disturbing the peace; leaving the scene of an accident, robbery, etc. (omit minor vehicle violations and any offenses committed before your 17th birthday, which was ultimately adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar of employment in all cases. The nature, severity and date of the offenses in relation to the position for which you are applying are considered. Failure to accurately report offenses will be considered seriously by the Commission and grounds for disqualification from consideration and/or termination if employed.

EDUCATION

Starting with High School, provide COMPLETE information on all schools attended, including special courses or schools.

	School/Institution and Location	Major/Minor Subject Areas	Graduate	Degree/Diploma
High School or Equivalent	Ridge View HS Columbia, SC		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Diploma (2015)
College/University			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/University			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/University			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Technical School			Yes <input type="checkbox"/> No <input type="checkbox"/>	

SKILLS

DO YOU HAVE PERSONAL COMPUTER/SOFTWARE SKILLS?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
DO YOU HAVE WORD PROCESSING SKILLS? WPM:	YES	<input checked="" type="radio"/> NO
DO YOU HAVE DATA ENTRY SKILLS?	YES	<input checked="" type="radio"/> NO
SUPERVISORY EXPERIENCE/TRAINING?	YES	<input checked="" type="radio"/> NO
TECHNICAL EXPERIENCE/TRAINING?	YES	<input checked="" type="radio"/> NO
MILITARY EXPERIENCE/TRAINING?	YES	<input checked="" type="radio"/> NO

LIST ANY EQUIPMENT, SOFTWARE OR MACHINES, WITH WHICH YOU ARE PROFICIENT, RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING:

Microsoft Word, Power Point, Publisher,
Google Chrome Apps

LIST ANY PROFESSIONAL LICENSES OR CERTIFICATIONS:

PROFESSION/CRAFT:	CERTIFICATION OR LICENSE NUMBER:	DATE OF CERTIFICATION:	EXPIRATION DATE:
	CPR	Feb. 2014	

EMPLOYMENT DATA

TYPE OF EMPLOYMENT YOU WILL ACCEPT:	<u>FULL-TIME</u>	PART-TIME
WILL YOU ACCEPT A POSITION WITH VARYING SHIFTS?	<u>YES</u> NO	IF NO, LIST HOURS PREFERRED:
MINIMUM SALARY YOU WILL ACCEPT:	PER	EARLIEST DATE YOU COULD BEGIN WORK: <u>June 10, 2015</u>

EMPLOYMENT RECORD

List ALL work history starting with your present or last position. List any self-employment, temporary, and military jobs. Account for ALL periods of unemployment. This section must be accurate and complete. If more space is needed, attach additional sheets in the same format, including your name and social security number on each sheet. DO NOT SUBSTITUTE A RESUME FOR AN APPLICATION.

1. Title of present or recent position C. Counselor From Month June Year 2011 To Month Aug Year 2014

Employer PCRC Phone (803) 691-9790

Address Blythewood Park (206 Boney Rd., Blythewood, SC)

Supervisor's Name PAUL LOTS Title Director May we contact? Yes

Hours per week _____ Salary (weekly, monthly, annual) _____

Name on Employment Record if different from present name _____

Reason for Leaving _____

Duties Providing fun and educational activities for the campers too assist the counselors

2. Title of position _____ From Month _____ Year _____ To Month _____ Year _____

Employer _____ Phone _____

Address _____

Supervisor's Name _____ Title _____ May we contact? _____

Hours per week _____ Salary (weekly, monthly, annual) _____

Name on Employment Record if different from present name _____

Reason for Leaving _____

Duties _____

EMPLOYMENT RECORD (continued)

3. Title of position _____ From Month _____ Year _____ To Month _____ Year _____

Employer _____ Phone _____

Address _____

Supervisor's Name _____ Title _____ May we contact? _____

Hours per week _____ Salary (weekly, monthly, annual) _____

Name on Employment Record if different from present name _____

Reason for Leaving _____

Duties _____

4. Title of position _____ From Month _____ Year _____ To Month _____ Year _____

Employer _____ Phone _____

Address _____

Supervisor's Name _____ Title _____ May we contact? _____

Hours per week _____ Salary (weekly, monthly, annual) _____

Name on Employment Record if different from present name _____

Reason for Leaving _____

Duties _____

PERSONAL REFERENCES

Give name, address and phone number of three personal references.

Name	Address	Phone Number
Brenda Branic	[REDACTED]	[REDACTED]
Cynthia Williams	[REDACTED]	[REDACTED]
Jennifer Davis	[REDACTED]	[REDACTED]

Have you ever been asked or forced to resign from any job?

Yes _____

No ☒ _____

If yes, what position and reason, please explain: _____

APPLICATION CERTIFICATION

1. I affirm and/or understand all statements on this form are true and accurate; and any misrepresentation or omission of facts may result in exclusion from further consideration and/ or if hired, termination or employment. If I have requested that my present employer not be contacted, I understand an offer of employment may be contingent upon information and verification of other former employers, prior to beginning work.
2. I agree to conform to the rules and regulations of the Richland County Recreation Commission. According to the State of South Carolina Law, I understand my employment with the Richland County Recreation Commission will be at-will.
3. I hereby consent to authorized representatives of the Richland County Recreation Commission contacting any of my former employers or education institutions that I have attended and any other person or organization they determine may have information concerning my past and present work. I understand this would include my official personnel files, attendance records, background information, evaluations, educational records, military service, law enforcement records and/or any personnel records deemed necessary. I also understand Richland County Recreation Commission may make inquiries of third parties such as credit bureaus. I further release organizations, educational entities, present and former employers, law enforcement organizations and all third parties from any and all claims, of whatever nature, that I may have, as a result of any inquiry or response to such inquiries, made in connection with my application for employment. I understand that any information obtained by Richland County Recreation Commission in the course of those contacts will be treated with strictest of confidence. However, I understand it is not possible to guarantee total confidentiality.
4. I understand and acknowledge that Richland County Recreation Commission requires all applicants who are tentatively selected for employment to submit to and pass a drug test, failure to take the test, failure to cooperate in taking the test, failure to follow test procedures, or testing positive for the use of illegal drugs or substances will result in disqualification from employment.

The drug test will be urinalysis and if the collector of the test sample believes that there is a reasonable possibility that I have or will tamper with or substitute the urine sample, the sample or an additional sample may be collected under conditions in which a person of the same gender of the applicant may witness the collection.

Signature: Jenei A. Brown Date 5/26/15

The Richland County Recreation Commission is sensitive to the needs of qualified applicants and employees with disabilities. The Richland County Recreation Commission is also willing to make reasonable accommodations to assist such applicant and employee.

EEO STATEMENT

The Richland County Recreation Commission is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, military status, religion, sex, national origin, age, a legally defined disability to a qualified applicant or other status as protected by law.

Richland County



Enriching Lives & Connecting Communities

RICHLAND COUNTY RECREATION COMMISSION

Human Resources Department

7473 Parklane Road, Columbia, SC 29223

Phone: 803-741-RCRC (7272) • Fax: 803-741-9288 • Jobline Website: richlandcountysc.com/recreation

Applications are accepted and applicants are considered for employment without regard to race, color, military status, religion, sex, national origin, age, a legally defined disability to a qualified applicant or other status as protected by law.



TERMS OF EMPLOYMENT

Name Jenai A. Brown SSN [REDACTED]

Date of Employment or Change in Terms June 4, 2015 Department Code 100015

Position Counselor Full-Time ☐ Part-Time ☐ Seasonal ☒

In compliance with Section 41-10-30 of the South Carolina Code of Law, 1976, as amended, you are hereby notified of the terms of your employment:

1. Method of Payment:

☒ Wages \$ 9.00 per hour ☐ Salary \$ _____ per year

2. **Work Hours:** ☐ Monday – Friday 10am to 6pm ☐ Monday – Friday 8:30am to 5pm ☐ Monday - Friday 7:00am to 3:30
- ☐ Monday – Friday 2:00 pm to 9pm and Saturday 9:00am to 2:00pm and Sunday 1:00 pm to 6:00pm or 2:00pm to 8:00pm

☒ Other Monday – Friday
8:00am to 6:00pm

3. **Payday is bi-weekly. Day of payment is FRIDAY.** (Place of payment is facility where employed)

Time of payment is: ☒ 3:00 p.m. (Parks Division)

☐ 5:00 p.m. (All others)

4. **Annual Leave:** Full-time employees receive annual leave at a rate of 1 ¼ days per month to be used as vacation or personal time off. Part-time employees and temporary receive no annual leave.
5. **Sick Leave:** Full-time employees receive 120 hours of sick leave during the calendar year (January 1 to December 31). Sick leave may be taken for personal illness or illness/death in the immediate family. Part-time employees and temporary employees receive no sick leave.
6. **Paid Holidays:** Paid holidays for full-time employees are the same as provided by South Carolina Law for State employees. Part-time employees and temporary receive no paid holidays.
7. **Severance Pay Policy:** Full-time employees will receive any unused annual leave balance up to 360 hours at the time of termination. Part-time employees receive no severance pay.

Any changes in these terms shall be made in writing at least seven calendar days before they become effective.

Employee's Signature

Date

Employer's Signature

Date

20



Receipt @ Tech Center
PT \$10

APPLICATION FOR EMPLOYMENT
RICHLAND COUNTY RECREATION COMMISSION

Human Resources Department

5819 Shakespeare Road
Columbia, SC 29223

Ph: 803-754-7275 • Fax: 803-786-2028 • www.richlandcountyrecreation.com

DATE: 12 9 10

POSITION APPLIED FOR: T.C. Administrative Assistant

INSTRUCTIONS TO APPLICANT

Please type or print in ink all information except signature. Incomplete applications will not be accepted. Applications must have all sections completed and the form signed by the applicant. A separate application must be completed for each vacancy. A resume may be attached but must not be substituted for completing the application. All qualified applications will be referred to the department where the vacancy exists. The department head is responsible for the review and evaluation of applications and recommending the most qualified applicants to be selected for an interview. Applications will remain active until the vacancy is filled. If you wish to remain informed of positions available at the Richland County Recreation Commission, please visit our website at www.richlandcountyrecreation.com.

Thank you for your interest in the Richland County Recreation Commission.

PERSONAL DATA

NAME (Last, First, MI) <u>Brown, Tiffani L</u>		
LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: XXX-XX- <u>[REDACTED]</u>		
MAILING ADDRESS: <u>[REDACTED]</u>		
CITY: <u>Columbia</u>	STATE: <u>SC</u>	ZIP CODE: <u>29206</u> COUNTY: <u>Richland</u>
HOME PHONE # <u>[REDACTED]</u>	CELL PHONE <u>[REDACTED]</u>	Email: <u>[REDACTED]</u>
ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
DO YOU HAVE RELATIVES EMPLOYED BY THE RICHLAND COUNTY RECREATION COMMISSION? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		
IF YES, NAME(S) / RELATION: <u>James Brown III (father) James A. Brown (brother)</u>		
WHAT DEPARTMENT(S): <u>Clerical</u>		
DO YOU POSSESS A VALID S.C. DRIVERS LICENSE? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> NUMBER <u>[REDACTED]</u> EXP. DATE: <u>[REDACTED]</u>		
HAVE YOU BEEN CONVICTED OR PLED NO CONTEST TO A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION (E.g. Parking Ticket)? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
**IF YES: CHARGES: _____		
WHERE CONVICTED	DATE	DISPOSITION STATUS

****NOTE:** Criminal Offenses include felonies, misdemeanors, and summary offenses. Examples include but are not limited to: driving under the influence of intoxicating beverages or drugs; fraudulent or bad checks; disturbing the peace; leaving the scene of an accident, robbery, etc. (omit minor vehicle violations and any offenses committed before your 17th birthday, which was ultimately adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar of employment in all cases. The nature, severity and date of the offenses in relation to the position for which you are applying are considered. Failure to accurately report offenses will be considered seriously by the Commission and grounds for disqualification from consideration and/or termination if employed.

EDUCATION

Starting with High School, provide **COMPLETE** information on all schools attended, including special courses or schools.

	School/Institution and Location	Major/Minor Subject Areas	Graduate	Degree/ Diploma
High School or Equivalent	W J Keenan	General Studies Diploma	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	diploma
College/University	Strayer Univ.	Accounting	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
College/University			Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/University			Yes <input type="checkbox"/> No <input type="checkbox"/>	
Technical School			Yes <input type="checkbox"/> No <input type="checkbox"/>	

SKILLS

DO YOU HAVE PERSONAL COMPUTER/SOFTWARE SKILLS?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
DO YOU HAVE WORD PROCESSING SKILLS? <i>yes</i> WPM: <i>34</i>	<input checked="" type="radio"/> YES	<input type="radio"/> NO
DO YOU HAVE DATA ENTRY SKILLS?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
SUPERVISORY EXPERIENCE/TRAINING?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
TECHNICAL EXPERIENCE/TRAINING?	<input type="radio"/> YES	<input checked="" type="radio"/> NO
MILITARY EXPERIENCE/TRAINING?	<input type="radio"/> YES	<input checked="" type="radio"/> NO

LIST ANY EQUIPMENT, SOFTWARE OR MACHINES, WITH WHICH YOU ARE PROFICIENT, RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING:

Microsoft Word, Excel, Powerpoint, Office
Fax, Telephone, Copier

LIST ANY PROFESSIONAL LICENSES OR CERTIFICATIONS:

PROFESSION/CRAFT:	CERTIFICATION OR LICENSE NUMBER:	DATE OF CERTIFICATION:	EXPIRATION DATE:

EMPLOYMENT DATA

TYPE OF EMPLOYMENT YOU WILL ACCEPT:	FULL-TIME <input checked="" type="checkbox"/>	PART-TIME <input checked="" type="checkbox"/>	
WILL YOU ACCEPT A POSITION WITH VARYING SHIFTS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	IF NO, LIST HOURS PREFERRED:
MINIMUM SALARY YOU WILL ACCEPT:	PER	EARLIEST DATE YOU COULD BEGIN WORK:	

EMPLOYMENT RECORD

List ALL work history starting with your present or last position. List any self-employment, temporary, and military jobs. Account for ALL periods of unemployment. This section must be accurate and complete. If more space is needed, attach additional sheets in the same format, including your name and social security number on each sheet. **DO NOT SUBSTITUTE A RESUME FOR AN APPLICATION.**

1. Title of present or recent position Act Services From Month 07 Year 09 To Month 07 Year 10
 Employer Handstad at Colonial Life Phone 803 798 7000
 Address Colonial Life Blvd. Columbia, SC 29210
 Supervisor's Name Lisa Evans Title Manager May we contact? yes
 Hours per week 40 Salary (weekly, monthly, annual) 25,000 Annually

Name on Employment Record if different from present name _____

Reason for Leaving temporary assignment

Duties balancing group payroll, data entry, obtain info from plan administrators

2. Title of position Customer Service Rep From Month 03 Year 08 To Month 05 Year 09
 Employer Venzon Wireless Phone _____
 Address Forest Drive Columbia, SC 29204
 Supervisor's Name Chryster Warren Title CS supervisor May we contact? yes
 Hours per week 40 Salary (weekly, monthly, annual) 28,000 Annually

Name on Employment Record if different from present name _____

Reason for Leaving Sick child

Duties assisted customers with billing inquiries and calling plans.

EMPLOYMENT RECORD (continued)

3. Title of position Customer Service Rep From Month 01 Year 2006 To Month 02 Year 2008
Employer SBC Aetna Phone _____
Address 321 Dawson Rd. Cula SC 29223.
Supervisor's Name Angie Link Title CS Manager May we contact? yes
Hours per week 40 Salary (weekly, monthly, annual) 26,000 Annually
Name on Employment Record if different from present name _____
Reason for Leaving department phased out
Duties Assisted providers as well as customers with health plan info.

4. Title of position _____ From Month _____ Year _____ To Month _____ Year _____
Employer _____ Phone _____
Address _____
Supervisor's Name _____ Title _____ May we contact? _____
Hours per week _____ Salary (weekly, monthly, annual) _____
Name on Employment Record if different from present name _____
Reason for Leaving _____
Duties _____

PERSONAL REFERENCES

Give name, address and phone number of three personal references.

Name	Address	Phone Number
Iris Rosa	[REDACTED]	[REDACTED]
Debra Brown	[REDACTED]	[REDACTED]
Annie Young	[REDACTED]	[REDACTED]

Have you ever been asked or forced to resign from any job? Yes _____ No _____
If yes, what position and reason, please explain: _____

APPLICANT CERTIFICATION

1. I affirm and/or understand all statements on this form are true and accurate; and any misrepresentation or omission of facts may result in exclusion from further consideration and/or, if hired, termination or employment. If I have requested that my present employer not be contacted, I understand an offer of employment may be contingent upon information and verification of other former employers, prior to beginning work.
2. I agree to conform to the rules and regulations of the Richland County Recreation Commission. According to the State of South Carolina Law, I understand my employment with the Richland County Recreation Commission will be at-will.
3. I hereby consent to authorized representatives of the Richland County Recreation Commission contacting any of my former employers or education institutions that I have attended and any other person or organization they determine may have information concerning my past and present work. I understand this would include my official personnel files, attendance records, background information, evaluations, educational records, military service, law enforcement records and/or any personnel records deemed necessary. I also understand Richland County Recreation Commission may make inquiries of third parties such as credit bureaus. I further release organizations, educational entities, present and former employers, law enforcement organizations and all third parties from any and all claims, of whatever nature, that I may have, as a result of any inquiry or response to such inquiries, made in connection with my application for employment. I understand that any information obtained by Richland County Recreation Commission in the course of those contacts will be treated with strictest of confidence. However, I understand it is not possible to guarantee total confidentiality.
4. I understand and acknowledge that Richland County Recreation Commission requires all applicants who are tentatively selected for employment to submit to and pass a drug test, failure to take the test, failure to cooperate in taking the test, failure to follow test procedures, or testing positive for the use of illegal drugs or substances will result in disqualification from employment.

The drug test will be urinalysis and if the collector of the test sample believes that there is a reasonable possibility that I have or will tamper with or substitute the urine sample, the sample or an additional sample may be collected under conditions in which a person of the same gender of the applicant may witness the collection.

Signature: Jyane Brown

Date 12-9-10

The Richland County Recreation Commission is sensitive to the needs of qualified applicants and employees with disabilities. The Richland County Recreation Commission is also willing to make reasonable accommodations to assist such applicant and employee.

EEO STATEMENT

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RICHLAND COUNTY RECREATION COMMISSION

Human Resources Department

**5819 Shakespeare Road
Columbia, SC 29223**

Ph: 803-754-7275 • Fax: 803-786-2028 • Jobline Website: richlandcountyrecreation.com

Applications are accepted and applicants are considered for employment without regard to race, color, military status, religion, sex, national origin, age, a legally defined disability to a qualified applicant or other status as protected by law.



TERMS OF EMPLOYMENT

Name Tiffani L. Brown SSN [REDACTED]

Date of Employment or Change in Terms January 9, 2011

Position Technology Center Administrative Coordinator Full-Time ☐ Part-Time ☒

In compliance with Section 41-10-30 of the South Carolina Code of Law, 1976, as amended, you are hereby notified of the terms of your employment:

- Method of Payment:** x Wages \$ 10.00 per hour
_____ Salary \$ _____ per year
- Payday is bi-weekly. Day of payment is FRIDAY.** (Place of payment is facility where employed)
Time of payment is: x 3:00 p.m. (Parks Division)
_____ 5:00 p.m. (All others)

Vacation: Full-time employees receive Annual Leave at a rate of 1 1/4 days per month to be used as vacation or personal time off. Part-time employees receive no annual leave.

- Sick Leave Policy:** Full-time employees receive 120 hours of sick leave during the calendar year (January 1 to December 31). Sick leave may be taken for personal illness or illness/death in the immediate family. Part-time and temporary employees receive no sick leave.

Verification: The use of sick leave shall be subject to verification. When there is reason to believe that sick leave is being abused, the supervisor may, before approving the use of sick leave require the certification of a physician or other acceptable documentation describing the disability and giving the inclusive dates.

Any employee taking (3) or more consecutive days of sick leave may be required to provide a written doctor's statement. If a written doctor's statement is required, failure to do so upon request may result in termination. Sick leave may not be used for vacation and there is no sick leave severance pay.

- Paid Holidays:** Paid holidays for full-time employees are the same as provided by South Carolina Law for State employees. Part-time employees receive no paid holidays.
- Severance Pay Policy:** Full-time employees will receive any unused annual leave pay at the time of termination. Part-time employees receive no severance pay.

Any changes in these terms shall be made in writing and at least seven (7) days before they become effective.

T. Brown
Employee's Signature

1/5/2011
Date

Keirall Session
Employer's Signature

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input checked="" type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Tiffani Brown	2. Job Title: Part-Time Administrative Coordinator
3. Department Name: Community Relations	4. Job Code: 552 5. Job Grade: NA

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$19/hr	To: \$25,000.00	Percentage Increase: NA
7. Class Code Change:	New Class Code: Class Code 1 Full-time (1.0 FTE)		
8. Job Code / Title Changes:	New Job Code: 115		Salary Class: Non-Exempt
New Job Title: Administrative Assistant		New Job Grade: 4	
9. Department Change:	Old Dept. Name: NA	New Department Name: NA	
10. Reason for change(s) noted above: Promotion to full-time			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 6/12/2011 <small>The effective date should coincide with the start date of a payroll period.</small>			

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
15. Would you re-employ? Click Here		
<small>For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.</small>		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")
19. Anticipated date leave begins:	20. Last scheduled work day:
21. Planned return date:	

V. Signatures & Date

Supervisor / Manager	[Signature]
Department Director	[Signature]
Division Head	[Signature]
Assistant Executive Director	[Signature]
Executive Director <small>(required for pay changes exceeding normal guidelines and terminations)</small>	6/22/11 [Signature]

BOARD OF COMMISSIONERS:

J. Marie Green, Chair
G. Todd Weiss, Secretary
C. Todd LaTiff
Weston A. Furgess, Jr.
Wilbert Lewis
George D. Martin, Jr.
Barbara Mickens



EXECUTIVE DIRECTOR

James Brown, III
5819 Shakespeare Road
Columbia, SC 29223
Phone: (803) 754-7275
Fax: (803) 786-2028
Email: info@rcrc.state.sc.us
www.richlandcountyrecreation.com

MEMORANDUM

To: Tiffani Brown

From: James Brown, III *J. Brown*
Executive Director

Subject: Employment Confirmation

Date: June 27, 2011

This is to confirm your employment with the Richland County Recreation Commission. Your annual salary for the period of July 1, 2011 – June 30, 2012 with the 3% Cost of Living increase is \$25,750.00.

Employee's Acknowledgment Signature: *J. Brown*

Date: 10/30/11

Please Sign and Return to Keira Session – Human Resources.

NOTHING CONTAINED IN THIS CONFIRMATION CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT-WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE.

CONFIDENTIAL



Nationally Accredited:
The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.

Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment practices or in the participation policies for its facilities.



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. EMPLOYEE INFORMATION: This section must be completed

1. Employee Name: Tiffani Brown		2. Job Title: Admin Assistant	
3. Department Name: Facilities	4. Job Code: 115	5. Job Grade: 4	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$25,750.14	To: \$28,750.14	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code:	Salary Class: Click Here	
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	
Reason for change(s) noted above: Pay Increase			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: Click Here The effective date should coincide with the start date of a payroll period. 05-27-12 D8			

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge): Choose only one, not both

12. Voluntary or involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no retire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director	
Department Head	<i>Tanner Lewis</i> 6/6/12
Assistant Executive Director	
Executive Director	<i>Jess Brown</i> 6/6/12
Used for pay changes exceeding normal guidelines and terminations	
Human Resources Representative	<i>Sandra James</i> 6/7/12

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input checked="" type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input checked="" type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Tiffani Brown		2. Job Title: Administrative Assistant Clyburn Technology Center	
3. Department Name: Community Relations	4. Job Code: 115	5. Job Grade: 4	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$28,750.00	To: \$36,000.00	Percentage Increase: 25%
7. Class Code Change:	New Class Code: Class Code 1 Full-time (1.0 FTE)		
8. Job Code / Title Changes:	New Job Code: 405	Salary Class: Exempt	
New Job Title: Technology Center Manager		New Job Grade: 6	
9. Department Change:	Old Dept. Name: Community Relations	New Department Name: Community Relations	
10. Reason for change(s) noted above: job promotion			

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: **07/01/2013**

The effective date should coincide with the start date of a payroll period.

07/01/2013 *KVB JMB JBR*

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge) - Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director	<i>Zanth R</i>	6/28/13
Department Head	<i>Don M. Duro</i>	6/28/13
Assistant Executive Director	<i>Kenya Bryant</i>	6/28/13
Executive Director	<i>John B. Smith</i>	6/28/13
Human Resources Representative	<i>Keinell Jensen</i>	06-28-2013

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature
02/2013



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Tiffany Brown		2. Job Title: Technology Center Manager - Gamers Ferry	
3. Department Name: Facility Operations	4. Job Code: 625	5. Job Grade: 5	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$36,000.12	To: \$42,000.14	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code:	Salary Class: Click Here	
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above: Pay Increase			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 02/01/2015 The effective date should coincide with the start date of a payroll period.			

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge): Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Assistant Executive Director	<i>Kerna V. Bryant</i>	2/18/15
Human Resources Representative	<i>David S. Hume</i>	2/18/15
When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.		

21

Dear Mr. Lewis Leopard

Robert Davis here, this is an official letter stating that I accept the position as assistant Center Director at Eastover Park. I would like to thank you for the opportunity to work for Richland County Recreation Commission.

Robert Davis 5/1/08

Richland County



Recreation
COMMISSION

5819 Shakespeare Road
Columbia, SC 29223
(803) 754-7275

RECEIVED
NOV 16 2007

BY: _____

EMPLOYMENT APPLICATION

POSITIONS APPLIED FOR	DO NOT WRITE IN THIS SPACE
Recreation Coordinator	
Recreation Director / Assistant	

The Richland County Recreation Commission does not discriminate on the basis of race, sex, national origin, age or handicap.

RECEIVED
FEB 04 2008

BY: _____

This is your application for employment with the Richland County Recreation Commission. Please prepare it accurately and neatly. Willful falsification of any information may result in rejection of your application or in your dismissal if you are employed by the Recreation Commission.

All qualified applications will be referred to the department where the vacancy is located. That department head is responsible for the review and evaluation of applications and recommending the most qualified applicants to be selected for an interview.

Date: _____ (TYPE OR PRINT IN INK)

1. Name DAVIS Robert I
(Last) (First) (Middle)

Address _____
(Number and Street or RFD) (City) (County) (State) (Zip Code)

Social Security Number _____ Telephone Number (Home) _____

2. State the salary which you are willing to accept \$ 24,858 When could you begin work? ASAP

Check type of employment you would accept: Part-Time ☐ - Full-Time ☒
Hours Preferred _____

Do you possess a valid S. C. Driver's License? Yes What class? D Number 011414575

3. Have you served in the U.S. Armed Forces? Yes ☐ No ☒

Branch of Service: Army ☐ Navy ☐ Marines ☐ Air Force ☐ Other _____

Date Entered _____ Date Discharged or Separated _____ Type of Discharge _____

Highest Rank Attained _____

Reserve Status: National Guard ☐ Inactive ☐ Ready Reserve ☐ Standby Reserve ☐ Non-Member ☐

Are you required to attend: Summer Training? Yes ☐ No ☐ Weekly or monthly drills? Yes ☐ No ☐

Date Active Reserve Obligation Will End _____

Military Branch and Name of Reserve Unit _____

4. In case of emergency notify IVY DAVIS _____
(Name) (Address) (Phone)

Relationship to you Mother

Have you ever been employed by the Richland County Recreation Commission? Yes ☐ No ☒

If yes, dates _____

Were you a member of the South Carolina Retirement System? Yes ☐ No ☒

If yes, Retirement Number _____

Robert
First Name

DAVIS
Last Name

Please Print

5. Have you pled no contest or been convicted of any violation of law other than minor traffic violations? Yes ☐ No ☒

**If yes, give details below:

Where Arrested	Date	Nature of Charge	State	Disposition/Status
----------------	------	------------------	-------	--------------------

**NOTE: Report criminal offenses including felonies, misdemeanors and summary offenses. EXAMPLES: Driving under the influence of intoxicating beverages, drugs, fraudulent or bad checks, disturbing the peace, leaving the scene of an accident, robbery, etc. Omit minor vehicle violations and any offense committed before your 17th birthday, which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to employment in all cases. The nature, severity and date of the offense in relation to the position for which you are applying are considered. Failure to accurately report offenses will be considered a serious offense by the Recreation Commission and will be grounds for disqualification from consideration and/or termination if employed.

6. EDUCATION

School	Name and Location of School	Course of Study	Years Attended From To	Circle Last Year Completed	Did you Graduate?	Certificate or Degree Received
Elementary	Wiggins Elementary			1 2 3 4 5 6 7 8	Yes No	
High	Lower Richland		1999-2003	9 10 11 12	Yes No	
Business, Technical or Trade School				1 2 3 4	Yes No	
College	S.C. State University		2003-2007	1 2 3 4	Yes No	B.A. Physical Ed/Activity
Graduate School				1 2 3 4	Yes No	Mg.
Other Studies					Yes No	

7. Professional Certificate or Licenses

Profession	Date of Current License or Registration	State Issuing License or State in Which Registered	Date of First License or Registration

8. List any professional honors, awards, publications, etc.

300 hours of Pre-Professional Experience. 96 hours of Professional hours at Lower Richland high school.

9. Give details of any special skills, training or apprenticeship

Indicate type of machines you have operated ☒ Calculator ☐ Dictaphone ☒ Computer ☐ Heavy Construction Equipment ☐ Light Construction Equipment

List any computer software with which you are familiar Microsoft Word, excel, Powerpoint, Access Media and Graphics.

Shorthand Speed _____ Typing Speed _____

10. References - Please provide names, addresses and phone number of three people, not relatives, who have known you for at least one year.

Name	Address	Phone	Occupation
Commissioner J. Marie Green	[REDACTED]	[REDACTED]	Commissioner
Judge Miller	[REDACTED]	[REDACTED]	Supervisor
Martin Kishaw	[REDACTED]	[REDACTED]	Engineer

11. Have you ever been discharged or forced to resign from any job for misconduct or unsatisfactory service? ☐ Yes ☒ No
 Have you any objections to this agency making inquiry of your present employer regarding your character, qualifications, etc.? (circle one) Yes ☒ No
EXPERIENCE: Begin with your present or last job and describe in detail all periods of employment, including self employment. Include military service and part-time employment. Account for your time during any intervals or unemployment other than those when you were attending school. Use additional sheet if necessary.

Name of Employer Square D Company
 Address of Employer Gwynn's Ferry Rd
 Phone Number of Employer (903) 726-7500
 Your Job Title Supply Associate III
 Specific Duties My responsibilities are ordering and loading
millions of lbs inventory. I mainly drive ordering and
loading for 221 Becker and Crowley lines.
 Reason for Leaving _____

From (Mo.) January (Yr.) 2007
 To (Mo.) Present (Yr.) _____
 Full-Time ☒ Part-Time ☐
 Starting Salary \$12.09 hourly
 Last Salary \$16.00 hourly
 Supervisor's Name Jickie Miller
 Supervisor's Title Supply Chain
Munger

Name of Employer South Carolina State University
 Address of Employer 200 College St Orangeburg SC
 Phone Number of Employer (803) 536-7000
 Your Job Title Work Study Student for Physical Ed. department
 Specific Duties Classical Lunch, and Assistant Director
of Intramural Activities
 Reason for Leaving Helped with office duties as well as
help implement Intramural Activities for students

From (Mo.) August (Yr.) 2006
 To (Mo.) May (Yr.) 2007
 Full-Time ☐ Part-Time ☒
 Starting Salary \$5.15 hourly
 Last Salary \$5.15 hourly
 Supervisor's Name _____
Eartha Mastey
 Supervisor's Title De. Prys

Name of Employer _____
 Address of Employer _____
 Phone Number of Employer _____
 Your Job Title _____
 Specific Duties _____
 Reason for Leaving _____

From (Mo.) _____ (Yr.) _____
 To (Mo.) _____ (Yr.) _____
 Full-Time ☐ Part-Time ☐
 Starting Salary _____
 Last Salary _____
 Supervisor's Name _____
 Supervisor's Title _____

A RESUME OF YOUR EMPLOYMENT WILL NOT BE ACCEPTED IN LIEU OF THE ABOVE INFORMATION

13. List any information that you think would be pertinent or helpful. Please use additional sheets if necessary.

14. CERTIFICATE OF APPLICATION - READ CAREFULLY BEFORE SIGNING

I hereby certify that all statements made in this application are true, and I agree and understand that any willful misstatements of material facts herein will cause forfeiture on my part of all rights to any employment in this agency. The Richland County Recreation Commission (RCRC) is authorized to request a transcript where necessary to verify my education record and make whatever background investigation necessary for employment purposes. I have no objections to being fingerprinted and having my record cleared through the FBI and/or the South Carolina Law Enforcement Division (SLED). I further agree to a physical examination and/or a pre-employment drug-screening test, if such examination is required as a condition of employment by the agency.

I hereby consent to authorized representatives of RCRC contacting any of my former employers or educational institutions that I have attended and any other person or organization they determine may have information concerning my past and present work. I understand this would include my official personnel files, attendance records, background information, evaluations, educational records, military service, law enforcement records and/or any personal records deemed necessary. I also understand RCRC may make inquiries of third parties such as credit bureaus. I further release the organization, educational entity, present and former employers, law enforcement organizations and all third parties from any and all claims, of whatever nature, that I may have, as a result of any inquiry or response to such inquiries, made in connection with my application for employment. I understand that any information obtained by RCRC in the course of those contacts will be treated with the strictest confidence. However, I understand it is not possible to guarantee total confidentiality.

Applicant's Signature

Robert D. Davis

Date

10/9/07

Interviewer's Remarks

Interviewed By

Date

SECOND INTERVIEW QUESTIONS

Robert Davis
3-20-08
MA, Gere, Taurus

1. How do you determine or evaluate success? Give me an example of one of your successful accomplishments.

Success is made when you accomplish a goal.
Overcoming growing up in tough area.
Obtain education + give back to community.

2. Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.

At Square D - trouble with NW breaker -
I stayed over + waited for truck to come
+ unload it.

3. You are the Director at _____ Park. You have ten children registered and paid for Ballet class all of the children/parents arrive for class at 4PM the instructor does not show up for class, how do you handle the situation.

Try to contact instructor - it doesn't show -
I don't have background in ballet - come up with
something - refund money.

4. Give me a specific example of something you did that helped build enthusiasm in others.

Substitute teacher - music class - kids singing song -
little boy I put with deep voice - he sat down
because he wanted to sing with higher voices -
I apologized + let him sing with higher voices.
I encouraged him.

Page 2
Second Interview Questions

5. We can sometimes identify a small problem and fix it before it becomes a major problem. Give an example(s) of how you have done this.

2 guys argue during ^{ball} game - I blow whistle - take them to side

6. Recall a time from your work experience when your manager or supervisor was unavailable and a problem arose. What was the nature of the problem? How did you handle the situation? How did that make you feel?

Park lift truck - breakers fell off - I called supervisor & reported it.

7. Tell of the most difficult customer service experience that you have ever had to handle - perhaps an angry or irate customer. Be specific and tell what you did and what was the outcome.

Food Lion in high school. Guy came in was real nasty. He threw money at cashier. I was the bigger. He told me not to touch groceries. manager told me you can't let people like that get you down to their level.

Football HS/College
and Sports
English Educ CC - Spanish D

Kobeil Davis
3-11-08

INTERVIEW QUESTIONS

1. Before we get started, could you tell me your impressions or idea of what this job is about?
Crest View District / District over sees everything
District Director implement Program to achieve D
of duties / Park run smooth.
Deal Supreme youth/adult at Park
2. Tell me about your education. What subjects did you enjoy/dislike?
Degree PE/PE Mgt Undergrad 4 years
Recreational course
Like Sports Market
Kinesiology did not enjoy more study & focus
3. Describe the primary job responsibilities of your present job/most current position?
Line Teacher - NW teacher - Brainer or Pull order
good Brainer since Park lost & load on to line
line works part time components inside.
Child times on Brainer.
4. If you were hiring someone for this position what qualities would you look for?
Person - Available Educator
Appreciate the person who deal w/ children
5. Tell me about a specific situation where you prevented a problem?
Substitute in morning / go D at night /
Last week kids walk blind line in gym
start walking / playing pushed student into wall /
resolve situation.
6. You are supervising the park; two yond men begin to argue about a foul called during a basketball game (pick up game - no referee). How would you handle the situation?
Adults come some later whether - stop get
attention ask come to side & resolve situation
act accordingly ask to leave - want gone
to prevent.
7. A park patron has a complaint concerning your weekend part time employee. The patron claims that the employee was rude and impolite while enforcing the gymnasium rules. How would you handle this situation?
Growth with w/ parent / PT individual deal w/ certain
explain to her rules Reg of KKKC accidents
Sometimes parents sensation be relief &
PT always bad reports deal on it. solution will
better.
8. Do you set goals for yourself?
Yes, I want to achieve my goals
What have you done to reach them?
Working, what does bad time in gym
want to wait for the
communion
Change the way students out they need a role model
American dream home, family
workout, run, eat healthy. Not perfect

Interview Questions

Page 2

9. Define Cooperation - Skill motivated they
work with individual follow direction
+ every going

10. Why are you interested in the field of recreation? I want to work out into
community. Good mentality. I want to
work out to the younger generation. Kids work out
to a fun comfortable more common w/ grow nationwide

11. How do you take direction? vision of play under family WFSB team
I think well, Coaching 40 yard dash, other skills to be
successful given + blossom.
Play staying focus. Job seriously do what is asked. Also
from parents.

12. What kinds of things bother you most about your job? from parents.
Lot of issues with coaches, parts malfunctioning
knows but we continue many units but some
Sealant is bad. mfg just done off brand 300 units
w/ this sealant. Need to be reworked. mfg make money
13. In what ways do you think you can make a contribution to the Richland County Recreation Commission? instead of
Recreation Commission? Provide longevity, increase quality product
revenue. Children coming to commission safety.

14. Describe your "dream" job. I want to grow I want to be
President. One day at a time
Coach of NFL Team
dash job was sent to
There is sweets go out to show how part are being working

15. What person do you most admire and why? with sports.
Daddy - about of people my family is family oriented
United, never left, Coaching, own on business grow
my family something they never had.

16. What are your future plans? Success in job start family
Successful career live American dream
cough man was

Telephone Reference Verification Form

Applicant Robert Davis

Reference #1 J. Marie Green Person queried [REDACTED]

Applicant Authorization to Contact ☒ Yes ☐ No
 Years Known all his life ☒ Yes ☐ No
 Relationship Nephew ☒ Yes ☐ No
 Strengths #1 College good ☒ Yes ☐ No
 Would you hire in a similar position Sure definitely ☒ Yes ☐ No

3/20/08

Notes: Very smart, College worked full time
good manner, Respect, Clean
Dependable, Organized, Sport, Honest
Good Ment, Judgment Skill, Asset to Company

Reference #2 Jackie Miller Person queried [REDACTED]

Applicant Authorization to Contact ☒ Yes ☐ No
 Years Known 2006 ☒ Yes ☐ No
 Relationship Immediate Supervisor ☒ Yes ☐ No
 Strengths Dedicated reliable ☒ Yes ☐ No
 Would you hire in a similar position Can not answer ☒ Yes ☐ No

3/20/08

Notes: he doesn't question assigned
will be good people skills

"Since I do not know what that position entails"
Sure, if this was a full time position

Reference #3 Martin Kershaw Person queried [REDACTED] X 776 726

Applicant Authorization to Contact ☒ Yes ☐ No
 Years Known 1-2 years at work ☒ Yes ☐ No
 Relationship Co-worker ☒ Yes ☐ No
 Strengths put up things quickly ☒ Yes ☐ No
 Would you hire in a similar position yes small ☒ Yes ☐ No

3/20/08
 3/21 Plant closed
 3/24/08

Notes: Self motivated / reliable
Shaw up to work, pleasant & R
respectful of others
any questions he will ask

Contacted by: Dedlin Date 3/24/08



< CLOSE

HOME RESOURCE

Employer

Regular Pay History

RD Davis, J
SM - Site M
Home Dept

Show Changes for

all

Show as of

Position

Site Manager

Position Start Date
3/1/2015

Job Function

Change Reason
DBLOAD

Job Class

Job Title

HAWES Workers' Comp
Club / Community Center

EEOC Job Classification

Officer/Owner

Corporate

Business Unit

Benefits Eligibility Class

Home Department
Full Time Facility/Comm

Home Cost Number

Change Reason
DBLOAD

Job Title

Privacy Legal

EFFECTIVE DATE	COMPENSATION..	RATE TYPE	AMOUNT	RATE 2	PAY FREQ..	STAN..	PERCENT CHA..	AMOUNT CHA..	ANNUAL AI
09/01/2013	PROMO Prom	Salary	538.47	19.23	Biweekly		11.9156	4,258.80	40,000.22 N
History									
5/27/2012	PAY N Pay In	Salary	374.67		Biweekly	80.00	91632	3,000.14	35,741.42 N
07/01/2011	COST Cost of L	Salary	1,259.28		Biweekly	80.00	3,0002	953.68	32,741.28 N
01/24/2011	PAY IN Pay In	Salary	1,222.6		Biweekly	80.00	13,5275	3,787.68	31,787.60 N
08/09/2009	PAY N Pay In	Salary	1,076.92		Biweekly	80.00	2,0294	556.92	27,999.92 N
07/01/2009	COST Cost of L	Salary	1,055.50		Biweekly	80.00	2,9997	799.24	27,443.00 N
06/14/2009	PROMO Promo	Salary	1,024.76		Biweekly	80.00	5,0002	1,268.80	26,643.76 N
08/06/2008	DBLOAD	Salary	975.96		Biweekly	80.00		25,374.96	25,374.96 N
04/29/2008	DBLOAD				Biweekly	80.00		0.00	0.00 N

BOARD OF COMMISSIONERS:

*Rev. Charles E. Epps, Chair
Delano R. Boulware, Vice Chair
J. Marie Green, Secretary
Wilbert Lewis
George D. Martin, Jr.
Barbara Mickens
Lynn E. Roth*



"Enriching Lives & Connecting Communities"

Executive Director
Lewis B. Leopard, CGBA
5819 Shakespeare Road
Columbia, SC 29223
Phone: 803.754.7275
Fax: 803.786.2828
Email: info@rcrc.state.sc.us
www.richlandcountyrecreation.com

MEMORANDUM

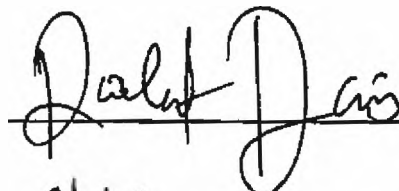
To: Robert I. Davis
From: Lewis Leopard, CGBA
Executive Director
Subject: Employment Confirmation
Date: April 21, 2008

This will confirm your employment as an Assistant Recreation Center Director with the Richland County Recreation Commission (RCRC) effective April 21, 2008. Your position is in a pay band 4 and your annual salary is \$24,636.00 for the fiscal year of 2007-2008.

As a new employee you are required to serve a one year introductory period which begins effective April 21, 2008.

Congratulations!

Employee's Signature


5/1/08

Date

CONFIDENTIAL



Nationally Accredited:
The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.

Equal Opportunity Statement:
The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status in its employment practices or in the participation policies for its facilities.

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Executive Director
Lewis B. Leopard, CGBA
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Phone: 803.754.7275
Fax: 803.786.2028
Email: info@rcrc.state.sc.us
www.richlandcountyrecreation.com

MEMORANDUM

To: Davis, Robert I.
From: David Stringer
Human Resources Director
Subject: Employment Confirmation
Date: July 16, 2008

This is to confirm your employment as a Asst Recreation Center Director with the Richland County Recreation Commission. Your annual salary for the fiscal year 2008-2009, as approved by our Board is \$25374.96.

Employee's Acknowledgment Signature

Robert I. Davis
7/22/08

Date

P.S. Is it 25,374.96?

After signing and dating this acknowledgment, please return in the envelope provided.

CONFIDENTIAL



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Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input checked="" type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input checked="" type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other

I. Current Information: This section must be completed

1. Employee Name: Robert I. Davis		2. Job Title: Assistant Park Manager	
3. Department Name: Park Operations	4. Job Code:	5. Job Grade:	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$25,374.96	To: \$26,643.70	Percentage Increase: n/a
7. Class Code Change:		New Class Code: Class Code 1 Full-time (1.0 FTE)	
8. Job Code / Title Changes:		New Job Code: Salary Class: Exempt	
New Job Title: Park Manager		New Job Grade:	
9. Department Change:		Old Dept. Name: New Department Name:	
Reason for change(s) noted above: Restructuring			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 6/14/2009 The effective date should coincide with the start date of a payroll period.			

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge): Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Head (Please include dept name & telephone number)
Chief of Staff
Executive Director (required for pay changes exceeding normal guidelines and terminations)
Human Resources Representative

By typing my name in the appropriate area above, I certify this to be my electronic signature.

BOARD OF COMMISSIONERS:

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Email: info@rcrc.state.sc.us
www.richlandcountyrecreation.com

MEMORANDUM

To: Robert I. Davis
From: David Stringer
Human Resources Director
Subject: Employment Confirmation
Date: July 1, 2009

This is to confirm your employment the Richland County Recreation Commission (RCRC).

Position: Park Manager

Your annual salary for the fiscal year 2009-2010, as approved by our Board will be:
\$27,443.00

If you have any questions regarding this letter please notify Human Resources or Payroll.

I Acknowledge the Receipt of This Letter (Employee Signature):

Date:

7/26/09

NOTHING CONTAINED IN THIS CONFIRMATION CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE.

After signing and dating this acknowledgement, please return to:

Tiyana White, Human Resources
Human Resources Manager



Nationally Accredited:

The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.

Equal Opportunity Statement:

The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status in its employment practices or in the participation policies for its facilities.

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other

I. Current Information: This section must be completed

1. Employee Name: Robert I. Davis		2. Job Title: Park Manager	
3. Department Name: Park Operations	4. Job Code: Pending	5. Job Grade: Pending	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$27,443.01	To: \$28,000.00	Percentage Increase: n/a
7. Class Code Change:	New Class Code: Class Code 1 Full-time (1.0 FTE)		
8. Job Code / Title Changes:	New Job Code:	Salary Class: Exempt	
	New Job Title:	New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	

10. Reason for change(s) noted above: Increase in minimum starting pay for Park Manager position

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 8/9/2009

The effective date should coincide with the start date of a payroll period.

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge) - Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Head (please include dept name & telephone number)	James Brown
Chief of Staff	6 Aug 2009
Executive Director (required for pay changes exceeding normal guidelines and terminations)	
Human Resources Representative	

By typing my name in the appropriate area above, I certify this to be my electronic signature.

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Marie Green, Vice Chairman
Rex Charles E. Epps, Secretary
Wilbert Lewis
George D. Martin, Jr.
Barbara Mickens
G. Todd Weiss



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EXECUTIVE DIRECTOR

Brian J. Devost, M.S.E.
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Fax: (803) 786-2028
Email: info@rcrc.state.sc.us
www.richlandcountyrecreation.com

MEMORANDUM

To: Robert Davis
From: David Stringer
Human Resources Director
Re: Employment Confirmation
Date: January 6, 2010

At the December 21, 2009 Board meeting, the Board approved new State of South Carolina pay band minimums for all positions. Those employees falling below the minimum are being brought up to the minimum of the newly established pay band.

Position: Park Manager Current Annual Salary: \$28,000.00

New Pay band: 5

Your new annual salary effective January 24, 2010, as approved by our Board will be:
\$31,787.70

If you have any questions regarding this letter please notify Human Resources or Payroll.

I Acknowledge the Receipt of This Letter (Employee Signature):

Date:

1/19/10

NOTHING CONTAINED IN THIS CONFIRMATION CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL EMPLOYEES ARE EMPLOYED "AT WILL" WHICH MEANS THAT THE EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT THE COMMISSION RETAINS THE SAME RIGHT. EXCEPTIONS TO THE POLICY THAT ALL EMPLOYEES ARE EMPLOYED "AT-WILL" MAY BE MADE ONLY BY WRITTEN AGREEMENT SIGNED BY THE COMMISSION AND THE EMPLOYEE.

After signing and dating this acknowledgement, please return to:

Tiyana White, Human Resources
Human Resources Coordinator



Nationally Accredited:
The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.

Equal Opportunity Statement: The Richland County Recreation Commission is dedicated to the concept of equal opportunity. The Commission will not discriminate on the basis of race, color, religion, sex, age, disability, national origin, or marital status, in its employment practices or in the participation policies for its facilities.

BOARD OF COMMISSIONERS:

J. Marie Green, Chair
G. Todd Weiss, Secretary
C. Todd LaTiff
Weston A. Furgess, Jr.
Wilbert Lewis
George D. Martin, Jr.
Barbara Mickens



EXECUTIVE DIRECTOR

James Brown, III
5819 Shakespeare Road
Columbia, SC 29223
Phone: (803) 754-7275
Fax: (803) 786-2028
Email: info@rcrc.state.sc.us
www.richlandcountyrecreation.com

MEMORANDUM

To: Robert Davis

From: James Brown, III *JB*
Executive Director

Subject: Employment Confirmation

Date: June 27, 2011

This is to confirm your employment with the Richland County Recreation Commission. Your annual salary for the period of July 1, 2011 – June 30, 2012 with the 3% Cost of Living increase is \$32,741.23.

Employee's Acknowledgment Signature: *Robert Davis*

Date: 6/29/11

Please Sign and Return to Keira Session – Human Resources.

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CONFIDENTIAL



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Enriching Lives &
Connecting Communities

Richland County Recreation Commission

Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Robert Davis		2. Job Title: Park Manager	
3. Department Name: Parks	4. Job Code: 545	5. Job Grade: 5	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$32,741.28	To: \$35,741.28	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code:	Salary Class: Click Here	
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above: Pay Increase			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: Click Here 05-27-12 DL			
The effective date should coincide with the start date of a payroll period.			

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge): Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director	
Department Head	<i>Lauren Lane</i> 6/6/12
Assistant Executive Director	
Executive Director	<i>Gina Brown</i> 6/6/12
Human Resources Representative	<i>Sandra James</i> 6/7/12

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.



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Indicate what change is occurring (choose all that apply):

<input type="checkbox"/> Termination (Involuntary)	<input checked="" type="checkbox"/> Salary Change	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Resignation (Voluntary)	<input checked="" type="checkbox"/> Job Title Change	<input type="checkbox"/> Scheduled Hours Change
<input type="checkbox"/> Retirement	<input type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other
<input type="checkbox"/> Seasonal Employee Returning	<input type="checkbox"/> Seasonal Employee Ending	<input type="checkbox"/> Seasonal Job Transfer

I. Current Information: This section must be completed

1. Employee Name: Robert I. Davis		2. Job Title: Park Manager	
3. Department Name: Parks	4. Job Code: 545	5. Job Grade: 5	

II. Changes in Salary, Job Title, Grade, Department, or Scheduled Hours

6. Salary Change:	From: \$35,741.42	To: \$40,000.00	Percentage Increase:
7. Class Code Change:	New Class Code: Click Here		
8. Job Code / Title Changes:	New Job Code: 505	Salary Class: Click Here	
New Job Title: Program Coordinator - GFAAC		New Job Grade: 5	
9. Department Change:	Old Dept. Name: Eastover Park	New Department Name: Gamers Ferry AAC	
10. Reason for change(s) noted above: Change in Position			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 9/1/2013 The effective date should coincide with the start date of a payroll period.			

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge) - Choose only one, not both

12. Voluntary or Involuntary? Click Here	13. Effective Date:	14. Proper Notice Given? Click Here
		15. Would you re-employ? Click Here
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
16. If voluntary resignation, why? If no rehire recommendation, why?		

IV. Leave of Absence

17. Leave type: Click Here	18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")	
19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

V. Signatures & Date

Department Director	<i>[Signature]</i>	9/3/13
Department Head	<i>[Signature]</i>	8/3/13
Assistant Executive Director	<i>[Signature]</i>	9/3/13
Executive Director	<i>[Signature]</i>	9/3/13
<small>(required for pay changes exceeding normal guidelines and terminations)</small>		
Human Resources Representative	<i>[Signature]</i>	09-04-2013

When approval is e-mailed: By typing my name in the appropriate area above, I certify this to be my electronic signature.