

11

**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](http://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 21<sup>st</sup> day of March 2016.

## David Stringer

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**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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12

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13



**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.

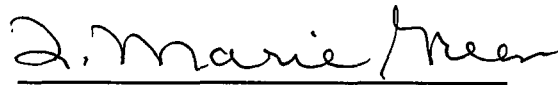
**Motion to come out of Executive Session made by Commissioner Mickens, second by Commissioner Clark. Motion approved unanimously by all members present; Green, Mickens, Clark, Lewis, Furgess, Weeks and Martin.**

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 18<sup>th</sup> day of April 2016.

14

## **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](http://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

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

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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: \_\_\_\_\_

15



&lt; 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 Trigana 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:
91376.42			
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

Assistant Executive Director

Executive Director

Required for pay changes exceeding normal guidelines and terminations)

Human Resources Representative

Samuel L. Linn 3/15/11  
Kerry Bryant 3/15/11  
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](mailto:info@rcrc.state.sc.us)

[www.richlandcountyrecreation.com](http://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 &  
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### 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 *df*

#### 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 (required for pay changes exceeding normal guidelines and terminations)	<i>James 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.



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 Luning</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: Keiraly 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: <b>Jeff Brown</b>		2. Job Title: <b>Program Coordinator</b>	
3. Department Name: <b>Executive</b>	4. Job Code: <b>445</b>	5. Job Grade: <b>5</b>	

#### 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: <b>Class Code 1 Full-time (1.0 FTE)</b>			
8. Job Code / Title Changes:		New Job Code: <b>405</b>	Salary Class: <b>Exempt</b>
New Job Title: <b>Program Manager</b>		New Job Grade: <b>6</b>	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above: <b>Job Title Change</b>			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: <b>11/24/2013</b> 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: <b>12/02/2013</b>
Executive Director: <i>James Brown III</i>	Date: <b>12/03/2013</b>
Human Resources Representative: <i>Keriel J. Sison</i>	Date: <b>12/02/2013</b>

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





Enriching Lives &  
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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
<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: <b>Jeffery A. Brown</b>		2. Job Title: <b>Program Manager</b>	
3. Department Name: <b>Facility Operations</b>	4. Job Code: <b>405</b>	5. Job Grade: <b>6</b>	

### 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: <b>Class Code 2 Regular Part-time</b>		
8. Job Code / Title Changes:	New Job Code: <b>405</b>	Salary Class: <b>Exempt</b>	
New Job Title: <b>Manager - Adult Activity Center Parklane</b>		New Job Grade: <b>6</b>	
9. Department Change:	Old Dept. Name: <b>Denny Terrace</b>	New Department Name: <b>Adult Activity Center - Parklane</b>	
10. Reason for change(s) noted above: <b>Restructuring: Job Transfer / Title Change</b>			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: <b>Click Here</b> 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? <b>Click Here</b>	13. Effective Date:	14. Proper Notice Given? <b>Click Here</b>
		15. Would you re-employ? <b>Click Here</b>
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: <b>Click Here</b>	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>	<b>10/21/14</b>
Department Head	<i>[Signature]</i>	<b>10/22/14</b>
Assistant Executive Director	<i>[Signature]</i>	<b>10/22/14</b>
Executive Director (required for pay changes exceeding normal guidelines and terminations)	<i>[Signature]</i>	<b>10/22/14</b>
Human Resources Representative	<i>[Signature]</i>	<b>10/27/2014</b>

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: <b>Jeffrey Brown</b>		2. Job Title: <b>Program Coordinator</b>	
3. Department Name: <b>Programmin</b>	4. Job Code: <b>505</b>	5. Job Grade: <b>5</b>	

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

6. Salary Change:	From: <b>\$45,860.10</b>	To: <b>\$49,860.20</b>	Percentage Increase:
7. Class Code Change:	New Class Code: <b>Class Code 1 Full-time (1.0 FTE)</b>		
8. Job Code / Title Changes:	New Job Code: <b>625</b>	Salary Class: <b>Exempt</b>	
New Job Title: <b>Site Manager - AAC</b>		New Job Grade: <b>5</b>	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above: <b>Promotion</b>			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: <b>09/13/2015</b> 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>	<b>9/14/15</b>
Department Head	<i>[Signature]</i>	<b>9/14/2015</b>
Assistant Executive Director	<i>[Signature]</i>	<b>10/19/15</b>
Executive Director	<i>[Signature]</i>	
Required for pay changes exceeding normal guidelines and terminations:		
Human Resources Representative	<i>[Signature]</i>	<b>10/19/15</b>

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 *[Signature]*

16



&lt; 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 AMT
(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: <b>James A. Brown</b>		2. Job Title: <b>Athletics Coordinator</b>	
3. Department Name: <b>Athletics</b>	4. Job Code: <b>505</b>	5. Job Grade: <b>5</b>	

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

6. Salary Change:	From: <b>\$34,377.98</b>	To: <b>\$48,000.00</b>	Percentage Increase:
7. Class Code Change:	New Class Code: <b>Click Here</b>		
8. Job Code / Title Changes:	New Job Code:	Salary Class: <b>Click Here</b>	
New Job Title: <b>Director of Programming</b>		New Job Grade: <b>7</b>	
9. Department Change:	Old Dept. Name: <b>Athletics</b>	New Department Name: <b>Programs</b>	

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? <b>Click Here</b>	13. Effective Date:	14. Proper Notice Given? <b>Click Here</b>
		15. Would you re-employ? <b>Click Here</b>
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. Leaves of Absence

17. Leave type: <b>Click Here</b>	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  
Wesley 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](mailto:info@rcrc.state.sc.us)  
[www.richlandcountyrecreation.com](http://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: <b>James A. Brown</b>			2. Job Title: <b>Director, Programming</b>	
3. Department Name: <b>Programming</b>	4. Job Code: <b>250</b>	5. Job Grade: <b>7</b>		

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

6. Salary Change:	From: <b>\$49,440.00</b>	To: <b>\$58,000.00</b>	Percentage Increase:
7. Class Code Change:	New Class Code: <b>Click Here</b>		
8. Job Code / Title Changes:	New Job Code:	Salary Class: <b>Click Here</b>	
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above: <b>Adjustment for Promotion to Director of Programming</b>			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: <b>11/13/2011</b> 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? <b>Click Here</b>	13. Effective Date:	14. Proper Notice Given? <b>Click Here</b>
		15. Would you re-employ? <b>Click Here</b>
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: <b>Click Here</b>	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 A. Brown</i> 11/24/11
Assistant Executive Director	<i>George Bryant</i> 11/18/11
Executive Director	<i>James A. Brown</i>
Required for pay changes exceeding normal guidelines and terminations)	
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

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## 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

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### 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

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### 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**

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- 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)

<b>A. NAME</b> <u>BLOU</u> <u>John</u> <u>Anthony</u> (Last) (First) (Middle)				
<b>ADDRESS</b> <u>[REDACTED]</u> <u>Columbia</u> <u>SC</u> <u>29223</u> (Number and Street or R.F.D.) (City) (County) (State) (Zip Code)				
<b>Social Security Number</b> <u>[REDACTED]</u> <b>Telephone Number (Home)</b> <u>[REDACTED]</u>				
<b>B. State the salary which you are willing to accept</b> <u>17.50</u> <b>When could you begin work?</b> <u>12AP</u> <b>Check type of employment you would accept:</b> Part-time <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> <b>(Hours Preferred)</b> <u>8-4</u> <b>Do you possess a valid S.C. Driver's License?</b> <u>yes</u> <b>Chauffeur's License?</b> <u>no</u> <b>Number</b> <u>          </u>				
<b>C. PRESENT DRAFT CLASSIFICATION:</b> Have you served in the U.S. Armed Forces? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Branch of Service:</b> Army <input type="checkbox"/> Navy <input type="checkbox"/> Marines <input type="checkbox"/> Air Force <input type="checkbox"/> Other <u>          </u> <b>Date Entered</b> <u>          </u> <b>Date Discharged or Separated</b> <u>          </u> <b>Type of Discharge</b> <u>          </u> <b>Highest Rank Attained</b> <u>          </u> <b>RESERVE STATUS:</b> National Guard <input type="checkbox"/> Inactive <input type="checkbox"/> Ready Reserve <input type="checkbox"/> Standby Reserve <input type="checkbox"/> Non-Member <input type="checkbox"/> <b>ARE YOU REQUIRED TO ATTEND:</b> Summer Training? Yes <input type="checkbox"/> No <input type="checkbox"/> Weekly or Monthly Drills? Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Date Active Reserve Obligation Will End</b> <u>          </u> <b>Military Branch and Name of Reserve Unit</b> <u>          </u>				
<b>D. In Case of Emergency Notify</b> <u>Annie L. Young</u> <u>[REDACTED]</u> <u>[REDACTED]</u> <u>Grandmother</u> (Name) (Address) (Phone) (Relationship) <b>Have you every been employed by the Richland County Recreation Commission?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>If yes, dates</b> <u>          </u> <b>Were you a member of the South Carolina Retirement System?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If yes, Retirement Number</b> <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>Yancy King</u>	Address <u>1 Quail Hill</u>	Occupation <u>Baseball Coach</u>
Name <u>Vikki Scalesen</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 Deann/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>
Reason for Leaving <u>Husband Susan Started</u>	Supervisor's Name <u>Henry Brown</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>802 Machine Worker</u>	Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/>
Specific Duties <u>Ran Rubber through machine &amp; inspect</u>	Starting Salary <u>\$10.00</u>
_____	Last Salary <u>\$10.00</u>
Reason For Leaving <u>Cut off from turning frames</u>	Supervisor's name <u>Neil Hunter</u>
_____	Title <u>Section 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
<u>Counselor</u>	

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  
Last Name First Name



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 17<sup>th</sup> 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	Will graduate June 20
High		Ridge View				9 10 11 12	Yes	No	
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	<u>Ms. Doris P. Waddell</u>	Address	<u>[REDACTED]</u>	Phone	<u>[REDACTED]</u>	Occupation	<u>Teacher</u>
Name	<u>Ms. Donya Atwood</u>	Address	<u>[REDACTED]</u>	Phone	<u>[REDACTED]</u>	Occupation	<u>Human Svcs. Specialist</u>
Name	<u>Mrs. Cynthia Kelly</u>	Address	<u>[REDACTED]</u>	Phone	<u>[REDACTED]</u>	Occupation	<u>Financial Deputy</u>

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 2016 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.)

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 V.V. Reid Dance Program  
 Address of Employer 6005 David St. Col. SC 29920-3  
 Phone Number of Employer 319-3828  
 Your Job Title Assistant Teacher  
 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 of Col.  
 Address of Employer Sumter Street, Col. SC  
 Phone Number of Employer \_\_\_\_\_  
 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 \_\_\_\_\_  
 Last Salary \_\_\_\_\_  
 Supervisor's Name Mr. Allen Smith, Sr.  
 Supervisor's Title Owner, Director

Name of Employer A+A Youth Community & Learning Center  
 Address of Employer North Main St., Col. SC  
 Phone Number of Employer \_\_\_\_\_  
 Your Job Title \_\_\_\_\_  
 Specific Duties \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 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 April  
 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	

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: <a href="#">Click Here</a>		
8. Job Code / Title Changes:	New Job Code:	Salary Class: <a href="#">Click Here</a>	
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.			

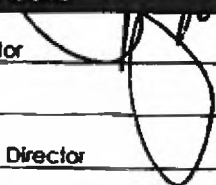
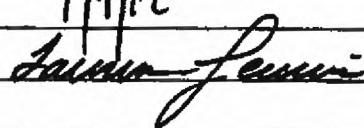
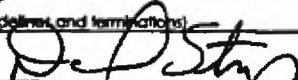
## III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge) - Choose only one, not both

12. Voluntary or Involuntary? <a href="#">Click Here</a>	13. Effective Date:	14. Proper Notice Given? <a href="#">Click Here</a>
		15. Would you re-employ? <a href="#">Click Here</a>
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: <a href="#">Click Here</a>	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 &amp; 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.





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### 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: <b>Jewel Brown</b>		2. Job Title: <b>Asst. Director</b>	
3. Department Name: <b>Programming</b>	4. Job Code: <b>100015</b>	5. Job Grade:	

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

6. Salary Change:	From: <b>\$9.50</b>	To: <b>\$10.50</b>	Percentage Increase:
7. Class Code Change:	New Class Code: <a href="#">Click Here</a>		
8. Job Code / Title Changes:	New Job Code:	Salary Class: <a href="#">Click Here</a>	
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: <a href="#">Click Here</a> <b>6/22/14</b> The effective date should coincide with the start date of a payroll period.			

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

12. Voluntary or involuntary? <a href="#">Click Here</a>	13. Effective Date:	14. Proper Notice Given? <a href="#">Click Here</a>
		15. Would you re-employ? <a href="#">Click Here</a>
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: <a href="#">Click Here</a>	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>	<b>6/18/14</b>
Department Head	<i>James Gooch</i>	<b>6/18/14</b>
Assistant Executive Director	<i>Kenny V. Bryant</i>	<b>6/18/14</b>
Executive Director (required for pay changes exceeding normal guidelines and termination)	<i>Jewel Brown</i>	<b>6/18/14</b>
Human Resources Representative	<i>D. S. Thomas</i>	<b>7/2/14</b>

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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## 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	Jawana Lewis 5/8/15
Assistant Executive Director	Kenneth V. Bryant 5/8/15
Executive Director	Gina Busch 5/8/15
Human Resources Representative	Debra Shipp 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



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\$9  
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](http://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](http://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>29329</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 17<sup>th</sup> 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](http://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



19



\$9 coun/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](http://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](http://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 17<sup>th</sup> 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 PARKS 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.org/recreation.com](http://richlandcountysc.org/recreation.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 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](http://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](http://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: <u>XXX-XX-XXXX</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 17<sup>th</sup> 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

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***

**5819 Shakespeare Road  
Columbia, SC 29223**

**Ph: 803-754-7275 • Fax: 803-786-2028 • Jobline Website: [richlandcountyrecreation.com](http://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>			

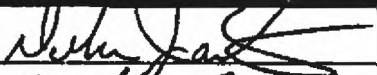
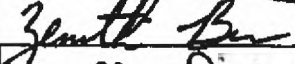
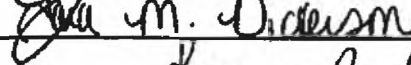
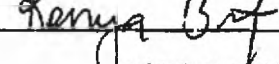
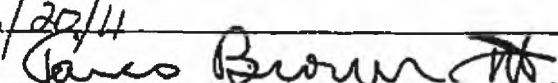
### III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

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	
Department Director	
Division Head	
Assistant Executive Director	
Executive Director (required for pay changes exceeding normal guidelines and terminations)	 6/22/11

**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: <b>Tiffani Brown</b>		2. Job Title: <b>Admin Assistant</b>	
3. Department Name: <b>Facilities</b>	4. Job Code: <b>115</b>	5. Job Grade: <b>4</b>	

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

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

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

12. Voluntary or involuntary? <b>Click Here</b>	13. Effective Date:	14. Proper Notice Given? <b>Click Here</b>
		15. Would you re-employ? <b>Click Here</b>
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: <b>Click Here</b>	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: <b>Tiffani Brown</b>		2. Job Title: <b>Administrative Assistant</b> <b>Clyburn Technology Center</b>	
3. Department Name: <b>Community Relations</b>	4. Job Code: <b>115</b>	5. Job Grade: <b>4</b>	

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

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

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: <b>07/01/2013</b>
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>	<b>6/28/13</b>
Department Head	<i>[Signature]</i>	<b>6/28/13</b>
Assistant Executive Director	<i>[Signature]</i>	<b>6/28/13</b>
Executive Director	<i>[Signature]</i>	<b>6/28/13</b>
Human Resources Representative	<i>[Signature]</i>	<b>06-28-2013</b>

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: <b>Tiffany Brown</b>		2. Job Title: <b>Technology Center Manager - Gamers Ferry</b>	
3. Department Name: <b>Facility Operations</b>	4. Job Code: <b>625</b>	5. Job Grade: <b>5</b>	

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

6. Salary Change:	From: <b>\$36,000.12</b>	To: <b>\$42,000.14</b>	Percentage Increase:
7. Class Code Change:	New Class Code: <b>Click Here</b>		
8. Job Code / Title Changes:	New Job Code:	Salary Class: <b>Click Here</b>	
New Job Title:		New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above: <b>Pay Increase</b>			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: <b>02/01/2015</b> 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? <b>Click Here</b>	13. Effective Date:	14. Proper Notice Given? <b>Click Here</b>
		15. Would you re-employ? <b>Click Here</b>
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: <b>Click Here</b>	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>Kerry V. Bryant</i>	<b>2/18/15</b>
Human Resources Representative	<i>David S. Hume</i>	<b>2/18/15</b>
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



**RECEIVED**  
NOV 16 2007

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.

BY: \_\_\_\_\_

### EMPLOYMENT APPLICATION

**RECEIVED**  
FEB 04 2008

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 JVH 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 \_\_\_\_\_

Please Print  
First Name  
Last Name



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 17<sup>th</sup> 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		Circle Last Year Completed	Did you Graduate?		Certificate or Degree Received
			From	To		Yes	No	
Elementary	Wilkins 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	Commissioner J. Marie Green	Address	[REDACTED]	Phone	[REDACTED]	Occupation	Commissioner
Name	Judge Miller	Address	[REDACTED]	Phone	[REDACTED]	Occupation	Supervisor
Name	Martin Kishaw	Address	[REDACTED]	Phone	[REDACTED]	Occupation	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 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 Jackie 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 <sup>ball</sup> 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  
Crest District 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 also 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 KCKC 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 w/ individual follow direction  
+ every going

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

11. How do you take direction? vision of play under family WFSB talk  
I think well, Coaching 40 year old, 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 leaders parts malfunctioning might  
knows but we continue many units but some  
Sealant is bad. mfg just done off brand 300 units  
w/ this sealant. Need needs 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.

Learn about doing. Fit feel good procedure. Children  
who can be successful in recreation. Love - Commission  
des so much for me. I want to grow I want to be  
14. Describe your "dream" job. President. One day out at time  
Coach of NFL Team. Younger elite  
dash job were sent to  
There a sweets go out to show how park are using working

15. What person do you most admire and why? with sports.  
Daddy - about of people my family is family over the  
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





&lt; 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](mailto:info@rcrc.state.sc.us)  
[www.richlandcountyrecreation.com](http://www.richlandcountyrecreation.com)

**MEMORANDUM**

**To:** Robert I. Davis

**From:** Lewis Leopard, CGBA  
Executive Director 

**Subject:** Employment Confirmation

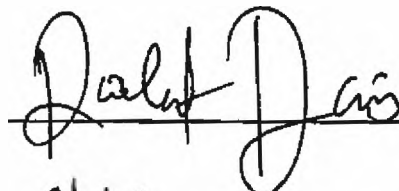
**Date:** April 21, 2008

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.

**BOARD OF COMMISSIONERS:**

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Fax: 803.786.2028  
Email: [info@rcc.state.sc.us](mailto:info@rcc.state.sc.us)  
[www.richlandcountyrecreation.com](http://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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The Richland County Recreation Commission became South Carolina's first nationally accredited parks and recreation agency in 2006.

**Equal Opportunity Statement:**  
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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: <b>Robert I. Davis</b>			2. Job Title: <b>Assistant Park Manager</b>
3. Department Name: <b>Park Operations</b>	4. Job Code:	5. Job Grade:	

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

6. Salary Change:	From: <b>\$25,374.96</b>	To: <b>\$26,643.70</b>	Percentage Increase: <b>n/a</b>
7. Class Code Change:	New Class Code: <b>Class Code 1 Full-time (1.0 FTE)</b>		
8. Job Code / Title Changes:	New Job Code:	Salary Class: <b>Exempt</b>	
	New Job Title: <b>Park Manager</b>		New Job Grade:
9. Department Change:	Old Dept. Name:	New Department Name:	
Reason for change(s) noted above: <b>Restructuring</b>			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: <b>6/14/2009</b> 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? <b>Click Here</b>	13. Effective Date:	14. Proper Notice Given? <b>Click Here</b>
		15. Would you re-employ? <b>Click Here</b>
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: <b>Click Here</b>	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:**

*Delano R. Boulware, Chair*  
*J. Marie Green, Vice Chair*  
*Charles Epps, Secretary*  
*Wilbert Lewis*  
*George D. Martin, Jr.*  
*Barbara Michens*  
*G. Todd Weiss*



*"Enriching Lives & Connecting Communities"*

5819 Shakespeare Road  
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Fax: 803.786.2028  
Email: [info@rcrc.state.sc.us](mailto:info@rcrc.state.sc.us)  
[www.richlandcountyrecreation.com](http://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:**  
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**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: <b>Robert I. Davis</b>		2. Job Title: <b>Park Manager</b>	
3. Department Name: <b>Park Operations</b>	4. Job Code: <b>Pending</b>	5. Job Grade: <b>Pending</b>	

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

6. Salary Change:	From: <b>\$27,443.01</b>	To: <b>\$28,000.00</b>	Percentage Increase: <b>n/a</b>
7. Class Code Change:	New Class Code: <b>Class Code 1 Full-time (1.0 FTE)</b>		
8. Job Code / Title Changes:	New Job Code:	Salary Class: <b>Exempt</b>	
	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)	<b>James Brown</b>
Chief of Staff	<b>6 Aug 2009</b>
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:**

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



*"Enriching Lives & Connecting Communities"*

**EXECUTIVE DIRECTOR**

**Brian J. Devost, M.S.E.**  
5819 Shakespeare Road  
Columbia, SC 29223  
Phone: (803) 754-7275  
Fax: (803) 786-2028  
Email: [info@rcrc.state.sc.us](mailto:info@rcrc.state.sc.us)  
[www.richlandcountyrecreation.com](http://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



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**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](mailto:info@rcrc.state.sc.us)  
[www.richlandcountyrecreation.com](http://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.

**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**



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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: <a href="#">Click Here</a>		
8. Job Code / Title Changes:	New Job Code:	Salary Class: <a href="#">Click Here</a>	
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: <a href="#">Click Here</a> 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? <a href="#">Click Here</a>	13. Effective Date:	14. Proper Notice Given? <a href="#">Click Here</a>
		15. Would you re-employ? <a href="#">Click Here</a>
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: <a href="#">Click Here</a>	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
Required 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 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.

22



## APPLICATION FOR EMPLOYMENT RICHLAND COUNTY RECREATION COMMISSION

Human Resources Department  
5819 Shakespeare Road  
Columbia, SC 29223

Ph: 803-754-7275 • Fax: 803-754-9288 • Jobline Website: [richlandcountyrecreation.com](http://richlandcountyrecreation.com)

DATE: 04/12/12

POSITION APPLIED FOR: Summer Counselor - Eastover

### 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](http://www.richlandcountyrecreation.com).

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

### PERSONAL DATA

NAME (Last, First, MI) <u>Duckett Todd H</u>		
LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: XXX-XX- <u>0081</u>		
MAILING ADDRESS: <u>[REDACTED]</u>		
CITY: <u>Eastover</u>	STATE: <u>SC</u>	ZIP CODE: <u>[REDACTED]</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 type="checkbox"/> NO <input checked="" type="checkbox"/>		
DO YOU HAVE RELATIVES EMPLOYED BY THE RICHLAND COUNTY RECREATION COMMISSION? YES <input type="checkbox"/> NO <input type="checkbox"/>		
IF YES, NAME(S) / RELATION: <u>Charles T. Duckett</u>		
WHAT DEPARTMENT(S): <u>Maintenance</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>		
HAYDE 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>[REDACTED]</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 17<sup>th</sup> 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	Lower Richland Hs Nopkins, SC	General Edu	Yes___ No <input checked="" type="checkbox"/>	
College/Universtiy			Yes___ No___	
College/Universtiy			Yes___ No___	
College/Universtiy			Yes___ No___	
Technical School			Yes___ No___	

## SKILLS

DO YOU HAVE PERSONAL COMPUTER/SOFTWARE SKILLS?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
DO YOU HAVE WORD PROCESSING SKILLS? WPM: 30	<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:

Personal Computer

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:		<u>FULL-TIME</u>	<u>PART-TIME</u>
WILL YOU ACCEPT A POSITION WITH VARYING SHIFTS?		<u>YES</u>	NO
MINIMUM SALARY YOU WILL ACCEPT: <u>8.00</u> PER HOUR		IF NO, LIST HOURS PREFERRED: EARLIEST DATE YOU COULD BEGIN WORK: <u>05/28/12</u>	

## EMPLOYMENT RECORD

List ALL work history stating 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 Counselor From Month 06 Year 2011 To Month 08 Year 2011  
 Employer Richland County Parks & Rec Phone 803-754-6720  
 Address 6429 Bishop Ave Columbia, SC 29203  
 Supervisor's Name Ms. Felicia Flemming Title Camp Coordinator May we contact? Yes  
 Hours per week 20 Salary ( weekly, monthly, annual) \$8.00

Name on Employment Record if different from present name

Reason for Leaving SUMMER POSITION

Duties Assist children that attended the camp with various activities, Assist the camp coordinator as needed with various duties  
 =====

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
Paul Brawley SR	[REDACTED]	[REDACTED]
Hiziah Goodwin	[REDACTED]	[REDACTED]
Marie Gibson	[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 of 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: Bob H. Duckett

Date 04/12/12

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





***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](http://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.



CLOSE

HOME RESOURCE

Employee

 TD Duckel  
 SCD - Sum  
 Home Dept

Show as of 10/24/2016

Position

 Summer Cam  
 Director

 P. 10/24/2016  
 7/3/2016

Job Full Title

 Job Change Reason  
 DBLOAD

Job Class

FLSA

 MAX'S Workers Comp  
 Recreation Centers - C  
 EEOC Job Classification

Officer/Owner

Corporate

Business Unit

Benefits Eligibility Class

 Home Department  
 PT Self Sust AS Camp

Home Cost Number

 Change Reason  
 DBLOAD

Privacy

Legal

## Regular Pay History

Show Changes for

all

EFFECTIVE DATE	COMPENSATION	RATE TYPE	AMOUNT	RATE 2	PAY FREQ	STAN	PERCENT CHA	AMOUNT CHA	ANNUAL AM
(Current)									
07/03/2016	PROMO - Promo	Hourly	11.5000	8.0000	8 week		210526	4,160.00	23,920.00
(History)									
05/24/2015	PAY IN - Pay Incr	Hourly	9.5000	8.0000	8 weekly	80.00	117647	2,080.00	19,760.00
05/11/2012	NH	Hourly	8.5000	8.0000	8 weekly	80.00		17,680.00	17,680.00



## TERMS OF EMPLOYMENT

Name Todd Duckett SSN \_\_\_\_\_

Date of Employment or Change in Terms: May 17, 2012 Department Code \_\_\_\_\_

Position: Counselor 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:

### 1. Method of Payment:

- ☒ Wages \$8.50 per hour  
☐ Salary \$ \_\_\_\_\_ per year

### 2. 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)

### 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/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.

### 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.

Todd Duckett  
Employee's Signature

5-17-12  
Date

[Signature]  
Employer's Signature



Ensuring Life &  
Connecting People

## 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: <b>Todd Duckett</b>		2. Job Title: <b>Counselor</b>	
3. Department Name: <b>Programming</b>	4. Job Code: <b>554</b>	5. Job Grade: <b>N/A</b>	

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

6. Salary Change:	From: <b>\$8.50</b>	To: <b>\$9.50</b>	Percentage Increase:
7. Class Code Change:	New Class Code: <b>Click Here</b>		
8. Job Code / Title Changes:	New Job Code:	Salary Class: <b>Non-Exempt</b>	
New Job Title:		New Job Grade: <b>N/A</b>	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above: <b>Increase for Experience</b>			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: <b>05/24/2015</b> 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? <b>Click Here</b>	13. Effective Date:	14. Proper Notice Given? <b>Click Here</b>
		15. Would you re-employ? <b>Click Here</b>
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: <b>Click Here</b>	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>Christine A. Good</i> 6/2/15
Department Head	<i>Laura Lunn</i> 6/2/15
Assistant Executive Director	<i>Kenneth V. Bryant</i> 6/2/15
Executive Director	<i>James Beaman</i> 6/2/15
Human Resources Representative	<i>Don Styer</i> 6/3/15

## 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: <b>Todd Dukeff</b>		2. Job Title: <b>Counselor</b>
3. Department Name: <b>Programming</b>	4. Job Code: <b>100014</b>	5. Job Grade:

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

6. Salary Change:	From: <b>\$9.50</b>	To: <b>\$11.50</b>	Percentage Increase:
7. Class Code Change:	New Class Code: <b>Click Here</b>		
8. Job Code / Title Change:	New Job Code:	Salary Class: <b>Click Here</b>	
New Job Title: <b>Director Cross Roads Community Center</b>		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**

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

**07-03-2016**

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

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

**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: <b>Click Here</b>	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	<b>Kim Stahl</b> 7/11/2016
Department Head	
Chief of Staff	<b>John M. Dickerson</b> 7/12/16
Executive Director	
Human Resources Representative	<b>Keralee Serrin</b> 07-12-16

When approval is e-mailed: By typing my name in the appropriate

ify this to be my electronic signature

23

Richland County



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

POSITIONS APPLIED FOR	DO NOT WRITE IN THIS SPACE
<i>Part time Park manager</i>	

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: 8-01-09 (TYPE OR PRINT IN INK)

1. Name Duckett Charles Torano  
(Last) (First) (Middle)

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

Social Security Number 250-67-0849 Telephone Number (Home) [REDACTED]

2. State the salary which you are willing to accept \$ N/A When could you begin work? 8-01-09

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 [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 Viola Duckett [REDACTED] [REDACTED]  
(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 \_\_\_\_\_

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 17<sup>th</sup> 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	Wigmore School		77 - 85	1 2 3 4 5 6 7 8	<input checked="" type="checkbox"/> No	
High			86 - 90	9 10 11 12	<input checked="" type="checkbox"/> No	
Business, Technical or Trade School	Midlands Technical College	EET		1 2 3 4	Yes <input checked="" type="checkbox"/>	
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 \_\_\_\_\_

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 Joseph Nathan Address Gadsden SC Phone [REDACTED] Occupation Truck driver

Name Marie Gibson Address Hopkins SC Phone [REDACTED] Occupation Home Care

Name Curtis Randall Address Columbia SC Phone [REDACTED] Occupation Law Care



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 MEP Electric  
Address of Employer 466 S. Main St. Chapin S.C. 29030  
Phone Number of Employer \_\_\_\_\_  
Your Job Title Electrical helper  
Specific Duties read on interpret information from blue prints, and terminate panels  
Reason for Leaving Job was downsized

From (Mo.) 2 (Yr.) 06  
To (Mo.) 3 (Yr.) 09  
Full-Time ☒ Part-Time ☐  
Starting Salary 12.00  
Last Salary 13.65  
Supervisor's Name Mike Peters  
Supervisor's Title Owner

Name of Employer Snagos Electric  
Address of Employer 906 S. 10th Ave Columbia S.C. 29205  
Phone Number of Employer 803-252-4140  
Your Job Title Helper  
Specific Duties terminate devices, trouble shooting, and pull wires  
Reason for Leaving Better opportunity

From (Mo.) 6 (Yr.) 2001  
To (Mo.) 2 (Yr.) 2006  
Full-Time ☒ Part-Time ☐  
Starting Salary 9.50  
Last Salary 10.00  
Supervisor's Name Harold Snagos  
Supervisor's Title owner

Name of Employer H.A. Sack Co  
Address of Employer P.O. Box 525 State Hwy 6A 26459  
Phone Number of Employer \_\_\_\_\_  
Your Job Title helper  
Specific Duties To lay pvc pipe and burial conduit  
Reason for Leaving Moved back to S.C

From (Mo.) 8 (Yr.) 99  
To (Mo.) 4 (Yr.) 2001  
Full-Time ☐ Part-Time ☒  
Starting Salary 8.00  
Last Salary 8.75  
Supervisor's Name R. Atwood  
Supervisor's Title Site Supervisor

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

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.

12. Name Duckett Charles Faraid  
LAST FIRST MIDDLE  
Date 8-01-09  
Social Security Number [REDACTED] Sex: Male ☒ Female ☐  
Date of Birth [REDACTED] Age 36  
Race (Please check one) White/Non-Hispanic ☐ African American ☒ Asian or Pacific Islander ☐  
Native American or Alaskan Native ☐ Hispanic ☐  
Position applied for \_\_\_\_\_

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

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

*CHL 2 P. [Signature]*

Date 8-01-09

**Interviewer's Remarks**

Interviewed By \_\_\_\_\_

Date \_\_\_\_\_

Charles Duckett

Grounds

- limited maintenance experience
- P.T. assistant manager, electrical work experience (Associate electrical license)
- hard working, ambitious, laid back, easy going
- likes hands-on work, likes to stay busy
- Basic maintenance equipment usage (lawn mower, weed eater, etc.)
- Works well with others, no problem working alone
- Starting date: ASAP

GOOD INTERVIEW

A LOT OF ELECTRICAL EXPERIENCE / WANTS TO OWN HIS OWN ELEC. BUSINESS ONE DAY

WORKS HARD - GET THE JOB DONE ATTITUDE

BODDY / DS OK WITH HIM DS CCLW

7/22/01 ~~PS~~



4:30am Int  
7-22-10

**RICHLAND COUNTY RECREATION COMMISSION  
EMPLOYEE INTERNAL TRANSFER APPLICATION FORM**

Building Maintenance  
Position Applied For

Hopkins Park  
Location (Park, District, Etc.)

This form must be submitted in person to Human Resources. Employees are not normally eligible to transfer during their initial one-year introductory period. Employees who incur a disciplinary suspension are not eligible to transfer until six months after the date of the suspension.

Name Charles T. Duckett

Work Phone [REDACTED] Home Phone [REDACTED]

Present Position P.T. Assistant Manager Department

Date of Hire 8-16-09 Length of Service in Present Position 7 months

Specific Duties in Present Position To help patrons with their community affairs, and  
also maintain a clean environment

Indicate the specific training, education & experience you possess that qualifies you for the position for which you are applying (use back of form if needed); also attach resume:

I understand this application will be considered should a vacancy occur, but it in no way guarantees me the position. I further certify that all statements made on this application are true and I agree and understand that any miss-statements of fact may cause this application not to be considered or my employment to be terminated.

Charles T. Duckett  
Signature of Employee

6-10-10  
Date

For the Department with Vacancy (Return to Human Resources)

Hired: Yes No Effective Date

Department Director's Signature

**HUMAN RESOURCES USE:**

Date submitted by Employee:  Date Forwarded to Department:

10/24/2016

ADP



+ CLOSE

## Regular Pay History

Show Changes for

all

	EFFECTIVE DATE	COMPENSATION	RATE TYPE	AMOUNT	RATE 2	PAY FREQ.	STAN.	PERCENT CHA.	AMOUNT CHA.	ANNUAL AMT
(Current)	10/01/2015	PAY IN: Pay Incr	Salary	1,364.45	17.05	Biweekly		39.2537	10,000.12	35,475.70
(History)	07/01/2011	COST - Cost of L	Salary	979.83	12.24	Biweekly	8000	3.0001	742.04	25,475.58
	06/12/2011	PAY IN: Pay Incr	Salary	951.29		Biweekly	8000	10.0012	1,248.74	24,733.54
	08/09/2010	PROMO - Promo	Salary	864.80		Biweekly	8000	35.1250	5,844.80	22,484.80
	08/24/2009	NH	Hourly	8.0000		Biweekly	8000		16,640.00	16,640.00

FLSA

NAICS Workers' Comp  
Parks Maintenance

GEOC Job Classification

Officer/Owner

Corporate

Business Unit

Benefits Eligibility Class

Home Department  
Full Time Property  
Management

Home Cost Number

Change Reason  
DBLOAD

Privacy Legal

## TERMS OF EMPLOYMENT

Name Charles T. Duckett SSN [REDACTED]

Date of Employment or Change in Terms 8-01-02

Position Part-time Park manager 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:**

1. Method of Payment: ✓ Wages \$ 8.00 per hr  
         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/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.

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.**




Employee's Signature Date 8-01-09 Employer's Signature Date 8-01-09

Revised 10-22-01

## 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 checked="" type="checkbox"/> Job Reassignment	<input type="checkbox"/> Other

### II. Current Information: This section must be completed

1. Employee Name: <b>Charles Duckett</b>	2. Job Title: <b>PT - Assistant Park Manager</b>
3. Department Name: <b>Parks</b>	4. Job Code:
	5. Job Grade:

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

6. Salary Change:	From: <b>\$8h.00</b>	To: <b>\$22,485.00</b>	Percentage Increase:
7. Class Code Change:	New Class Code: <b>Class Code 1 Full-time (1.0 FTE)</b>		
8. Job Code / Title Changes:	New Job Code: <b>160</b>		Salary Class: <b>Non-Exempt</b>
	New Job Title: <b>Building and Grounds Worker</b>		New Job Grade: <b>3</b>
9. Department Change:	Old Dept. Name: <b>Parks</b>	New Department Name: <b>Grounds Maintenance</b>	

Reason for change(s) noted above:

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? <b>Click Here</b>	13. Effective Date:	14. Proper Notice Given? <b>Click Here</b>
		15. Would you re-employ? <b>Click Here</b>
<p><i>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.</i></p>		
16. If voluntary resignation, why? If no retire recommendation, why?		

### IV. Leave of Absence

17. Leave type: <b>Click Here</b>	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)	
Division Head	<i>Samuel L. Linn</i>
Interim Executive Director (required for pay changes exceeding normal guidelines and terminations)	<b>8/9/10</b> <i>James Brown</i>
Human Resources Representative	<i>[Signature]</i>

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

**BOARD OF COMMISSIONERS:**

*J. Marie Green, Chair  
Rev. Charles E. Epps, Vice Chair  
G. Todd Weiss, Secretary  
Winston A. Furgess, Jr.  
Wilbert Lewis  
George D. Martin, Jr.  
Barbara Mickens*



*"Enriching Lives, Connecting Communities."*

**INTERIM 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](mailto:info@rcrc.state.sc.us)  
[www.richlandcountyrecreation.com](http://www.richlandcountyrecreation.com)

August 3, 2010

Charles T. Duckett  
[REDACTED]

Dear Mr. Duckett:

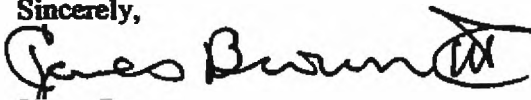
On behalf of the Richland County Recreation Commission, I am pleased to offer you the position of Building and Grounds Worker in the Property Management Department. The starting salary for this position is \$22,485.00 annually. This position is a full-time position with full RCRC benefits.

We have made arrangements for your starting date of employment to be August 9, 2010. Please report to the RCRC 5819 Shakespeare Road Columbia, South Carolina 29223 at 10:00am for new employee orientation. Enclosed is the RCRC benefits information packet for your review prior to orientation.

Please signify your acceptance of this offer by signing and returning to me the enclosed copy of this letter. I hope you will find your employment with RCRC to be a rewarding experience. If you have any questions, you may contact our Human Resources Department at 754-7275.

Welcome to RCRC! It is our pleasure to have you as part of our team.

Sincerely,

  
James Brown, III  
Interim Executive Director

Enclosures: Benefits Information



*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](mailto:info@rcrc.state.sc.us)  
[www.richlandcountyrecreation.com](http://www.richlandcountyrecreation.com)

**MEMORANDUM**

To: Charles Duckett

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 is \$24,733.28 and with the 3% Cost of Living increase is \$25,475.28.

Employee's Acknowledgment Signature: *Charles P. Duckett*

Date: 6-30-11

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 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 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: Charles Duckett		2. Job Title: Building and Grounds Worker	
3. Department Name: Property Management	4. Job Code: 340	5. Job Grade: 4	

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

6. Salary Change:	From:	To:	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: District 4 - Buddy	New Department Name: District 1 - Antonio	
10. Reason for change(s) noted above: Job Reassignment			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 08/25/2014 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>Rodney Duckett</i>
Assistant Executive Director	<i>Kenya V. Bryant</i> 8-21-14
Executive Director	<i>Geoff Brown</i> 8/21/14
Human Resources Representative	<i>Keirah Sessin</i> 08/26/2014
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 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: Charles Duckett		2. Job Title: Interim Facility Repairman	
3. Department Name: Property Management	4. Job Code: 380	5. Job Grade: 5	

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

6. Salary Change:	From: \$25,475.58	To: \$35,475.70	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: 380	Salary Class: Non-Exempt	
New Job Title: Facility Repairman		New Job Grade: 5	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above: Salary Increase - Job Duties Increased			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: 11/22/2015 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 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

Assistant Executive Director	<i>Kerrie L. Holt</i> 12/7/15
Executive Director (required for pay changes exceeding normal guidelines and terminations)	<i>Gary Burchett</i> 12/8/15
Human Resources Representative	<i>Doreen Shup</i>

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

IN ADP

24



## TERMS OF EMPLOYMENT

Name Jasmine Duckett SSN [REDACTED]

Date of Employment or Change in Terms 5/16/13 Department Code 100014

Position Summer Camp Counselor 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:

o

1. Method of Payment: X Wages \$ 8.50 per Hour

       Salary \$        per year

2. 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)

       x        5:00 p.m. (All others)

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/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.

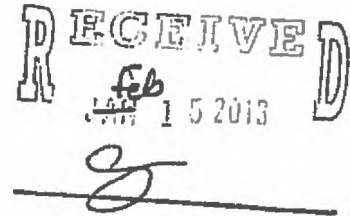
5. **Paid Holidays:** Paid holidays for full-time employees are the same as provided by South Carolina Law for State employees. Part-time employees receive no paid holidays.

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.

Jasmine Duckett 5/3/13  
Employee's Signature Date

[Signature]  
Employer's Signature



**APPLICATION FOR EMPLOYMENT**  
**RICHLAND COUNTY RECREATION COMMISSION**  
*Human Resources Department*  
5819 Shakespeare Road  
Columbia, SC 29223

Ph: 803-754-7275 • Fax: 803-754-9288 • Toll-free Website: [richland-countyrec.com](http://richland-countyrec.com)

DATE: 2/6/13

POSITION APPLIED FOR: Jasmine C. Duckett

**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.richland-countyrec.com](http://www.richland-countyrec.com).

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

**PERSONAL DATA**

NAME (Last, First, MI) <u>Duckett Jasmine C.</u>		
LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: XXX-XX- <u>0778</u>		
MAILING ADDRESS: <u>[REDACTED]</u>		
CITY: <u>[REDACTED]</u>	STATE: <u>S.C.</u>	ZIP CODE: <u>29044</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>Charles Duckett, Jr. (Brother) Marie Green (Aunt)</u>		
WHAT DEPARTMENT(S): _____		
DO YOU POSSESS A VALID S.C. DRIVERS LICENSE? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> NUMBER: _____ EXP. DATE: _____		
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 17<sup>th</sup> 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.

## EMPLOYMENT DATA

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

## EMPLOYMENT RECORD

List ALL work history stating 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 Junior Volunteer From Month June Year 2009 To Month Jul Year 2009

Employer Bob Hickman Phone \_\_\_\_\_

Address 5819 Shakespeare Road Columbia, SC 29223

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_ May we contact? No

Hours per week 25 Salary ( weekly, monthly, annual) weekly

Name on Employment Record if different from present name \_\_\_\_\_

Reason for Leaving Summer Job

Duties Signing In, clean up, monitoring

=====

2. Title of position Urban League From Month Jun Year 2010 To Month Jul Year 2010

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_ May we contact? \_\_\_\_\_

Hours per week 30 Salary ( weekly, monthly, annual) monthly

Name on Employment Record if different from present name \_\_\_\_\_

Reason for Leaving Summer Job

Duties Typing, Organizing, Monitoring children

=====

### EMPLOYMENT RECORD (continued)

3. Title of position Youth Leadership Institute From Month June Year 2012 To Month Jul Year 2012

Employer Tondaleya Jackson Phone \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name [Signature] Title \_\_\_\_\_ May we contact? No

Hours per week 35 Salary (weekly, monthly, annual) monthly

Name on Employment Record if different from present name \_\_\_\_\_

Reason for Leaving Summer Job

Duties Participation, volunteering

=====

4. Title of position Eastover Summer Camp From Month June Year 2011 To Month July Year 2011

Employer Cynthia Tyler Phone \_\_\_\_\_

Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_ May we contact? No

Hours per week 25 Salary (weekly, monthly, annual) weekly

Name on Employment Record if different from present name \_\_\_\_\_

Reason for Leaving Summer Job only

Duties Work with children, Play games and help with other duties

=====

### PERSONAL REFERENCES

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

Name	Address	Phone Number
Wendy Brawley	Sagemont Dr.	
Kiziah Goodwin	Hickoryhill Rd	[REDACTED]
Paul Brawley		

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



## EEO Data Reporting Form

Note: The information requested in this section is not used to evaluate your application. This information is needed to satisfy federal government equal opportunity reporting and personnel research requirements. The form will be removed by Human Resources prior to the application being forwarded to the respective department for consideration.

Today's Date: 2/6/13

A. Last Four Digits of Social Security No.: XXX - XX - \_\_\_\_\_

B. Last Name: Duckett First Name: Jasmine

C. Position for which you are applying

Title: \_\_\_\_\_ Department: \_\_\_\_\_

D. Sex (Check appropriate box) Male ☐ Female ☒

E. Race (Check appropriate box)

White/Non Hispanic	<input type="checkbox"/>
American Indian/Alaskan Native	<input type="checkbox"/>
Black/Non Hispanic	<input checked="" type="checkbox"/>
Asian/Pacific Islander	<input type="checkbox"/>
Hispanic	<input type="checkbox"/>

F. Date of Birth: 12/21/94

G. Do you have any disabling conditions for which you desire reasonable accommodation? Yes ☐ No ☒

H. Veteran: Vietnam Era Veteran Yes ☐ No ☒ Date of last separation: \_\_\_\_\_

Disabled Veteran (Disability of 30 per centum or more administered by the VA; or discharged or release for disability) Yes No

I. How did you become aware of this position vacancy?: Family, Ads

## 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	Lower Richland High		Yes <input checked="" 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"/>	
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:	<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 checked="" type="radio"/> YES	<input 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:

Computer

LIST ANY PROFESSIONAL LICENSES OR CERTIFICATIONS:

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

## 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 of 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: Glenn C. Duckett

Date 2/6/13

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.

25



Senator Joel Lourie  
Senate District #22  
L. Marion Gressette Building,  
Suite 601  
Post Office Box 142  
Columbia, South Carolina 29202

Hasler

06/26/2014

US POSTAGE



FIRST-CLASS MAIL

\$00.90<sup>0</sup>

ZIP 29202  
014041609361

Mr. G. Todd Weiss  
Richland County Recreation Commission  
7473 Parklane Rd.  
Columbia, SC 29223



JOEL LOURIE  
SENATOR, RICHLAND COUNTY  
SENATORIAL DISTRICT NO. 22

COLUMBIA ADDRESS  
P O BOX 142  
601 GRESSETTE SENATE OFFICE BLDG  
COLUMBIA, SC 29202  
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HOME ADDRESS  
P O BOX 8212  
COLUMBIA, SC 29260

June 24, 2014

Ms. J. Marie Green  
Chair, Richland County Recreation Commission  
7473 Parklane Road  
Columbia, SC 29223

Dear Ms. Green,

Please find attached a letter from Mr. and Mrs. Eric Ruschky regarding the conditions of the tennis courts in the Richland County parks system. They have raised legitimate concerns about the condition and ongoing maintenance of Richland's public tennis courts.

Could you please inquire as to what the maintenance plans are for these facilities and let me know this information at your earliest convenience. Thank you for your assistance in this matter and for your service to our county.

Sincerely,

A handwritten signature in dark ink, appearing to be "Joel Lourie", written over a light blue horizontal line.

Joel Lourie

JL/mw

CC: Mr. and Mrs. Eric Ruschky  
Mr. Weston A. Furgess, Jr.  
Mr. George D. Martin, Jr.,  
Mr. Wilbert Lewis  
Mr. C. Todd Latiff  
Mr. G. Todd Weiss  
Ms. Barbara Mickens

## WHO HOLDS THE RICHLAND COUNTY RECREATION COMMISSION ACCOUNTABLE?

I have been a resident of Richland County since 1974 and have played tennis on many of the tennis courts in Richland County since 1978. For 30 years, the courts at all of the parks were in good, playable condition. There was a schedule for resurfacing and repairs for each of the 61 courts in the county every 6 years. The condition of tennis courts in the county has deteriorated disgracefully. Because RCRC has such a large geographic area to serve, many districts have two- or four-court complexes. The programs, lessons, camps, and professional attention have disappeared from these courts. The physical problems with court structural deterioration can be seen. The problems with lack of programming and supervision at most of our tennis facilities can be felt even deeper by present and future generations of tennis players. Tennis has been put on the back burner and on hold in Richland County. Five years ago, RCRC elected not to host the Southern 12s tennis tournament. This tournament brought 256 of the South's best 12-year old tennis players, their families and coaches for a week to Richland County. The economic impact was millions of dollars to area businesses, restaurants, amusements, stores, and hotels. There are now no local tournaments held in the county that could contribute money to local charities and bring in revenue to the county. One tournament, the John Newcomb Memorial, raised money for Juvenile Diabetes, cancer research, heart fund, bullet-proof vests for the Richland County Sheriff's Office, and a scholarship fund at Winthrop University. In my opinion, this is just another example of either laziness or fiscal irresponsibility. Finally, there is now only one tennis pro for the county.

For the past 5 years, when there has been a serious problem on any court, I have reported it to Mr. James Brown, Sr. at the Richland County Recreation Commission (RCRC). I have not dealt with Mr. Brown's son or daughter who also work for the RCRC. The usual response was to remove the nets, thereby solving the problem. I called him about the drainage problem at TRENHOLM PARK, and the answer was to dig a trench. Most recently, I called about ST. ANDREWS PARK. Less than 2 years ago, the entire park was redone. All the trees were cut, a swimming pool was built, as was a new gym, new fences were put around the tennis courts, the courts were resurfaced, and landscaping was done. However, there was still a drainage problem, which I reported. The answer was to dig a small trench. Less than six months after the courts were resurfaced, cracks began to appear in the courts. I again called Mr. Brown. The answer this time was to put blue paint on the cracks. I do not understand why the company that resurfaced the courts was not called. Did the company not warranty its work? Six months later I again notified Mr. Brown. This time the surface had come up and I was concerned that someone might be injured. Huge sections of the court have completely come off. I called Mr. Brown again, and he told me the following: "That is water over the dam. We will have to start all over. We cannot call

the company that fixed the courts.” Again, I do not understand that response. As a taxpayer, I am irate at such fiscal irresponsibility. The Recreation Commission’s answer was to take down the nets.

Tennis teams that use the county courts pay at least \$200.00 per season. At one time, Richland County had the largest number of players in South Carolina. Currently, as far as I know, this revenue is coming in only from PARKLANE, and possibly a small amount from TRENHOLM. The RCRC is losing a source of revenue, because there are not enough playable courts at other parks in the county.

All the teams that paid money to play on the ST. ANDREWS courts had to find other courts on which to play. This has been going on at ST. ANDREWS since December 2013. Teams now play on courts which Lexington County has allowed them to use that are in poor condition, but Lexington County is replacing these courts with new ones in the fall.

As a result of my frustration in dealing with the RCRC, I started inquiring about tennis court resurfacing in Richland County. I was told by a tennis professional that it was possible that the new surface would not adhere if the materials used for the job were watered down so more area could be covered with less product, or that the foundation needed to be redone. This information has made me suspicious and cynical about the company that did the resurfacing, and about the Recreation Commission, which obviously failed to oversee the work. This exact thing happened to the Richland County Tennis Courts (Parklane) and the resurfacing company was held to task and resurfaced all of the courts.

I was curious about who supervised the RCRC. I called Richland County Council and was told it had no authority over the RCRC, that the RCRC answered to the Richland County Legislative Delegation. I then began calling members of the legislative delegation. One senator’s office actually told me to call Richland County Council.

I decided that I would personally check the condition of the 61 tennis courts in the county. Here are the results of my inspection:



On Saturday, May 3, I inspected and photographed tennis courts in Lower Richland County:

## **EASTOVER PARK**

- two courts
- the courts have holes, are covered with mud, rocks, and debris
- there are tire marks from bikes or skates
- the backboards are rotten
- there are no windscreens
- the nets cannot be adjusted
- not sure what color the courts were originally
- paved parking
- gym, swimming pool, and ball fields at this park
- 3 cars in parking lot

There were no indications that tennis had been played on these courts in years.

## **HOPKINS PARK**

- two courts with lights
- the gate across the roadway leading to the courts at the back of the park was locked, thereby limiting access to the courts
- the surface of each court was worn down to the concrete
- there were holes and cracks, as well as water stains, which would indicate standing water from a drainage problem
- there were lights on poles, but the wires appeared to have been cut
- paved parking
- gym, ball fields, and outdoor basketball courts at this park
- 4 adults were in the gym working on a party

There were no indications that tennis had been played on these courts in years.

## **CAUGHMAN ROAD**

- this is the premier tennis center in Lower Richland
- 12 lighted courts
- a pro shop with bathrooms
- a covered picnic area
- stadium seating
- entire tennis center is enclosed by a fence
- the gate was locked, but the air conditioner was running in the pro shop
- five courts had no nets
- grass is growing up through huge cracks on other courts
- gym, ball fields, and playground in this park
- paved parking
- many people in gym and on ball fields

## **BLUFF ROAD**

- 2 courts
- new fences
- no nets
- weeds
- cracks
- no benches
- totally ruined
- paved parking
- gym and ball fields in this park
- 2 cars in parking lot

IN MY OPINION, THERE ARE NO PLAYABLE TENNIS FACILITIES IN LOWER RICHLAND COUNTY.

On May 7, I inspected and photographed **TRENHOLM PARK, PARKLANE, BLYTHEWOOD, MEADOWLAKE, and DENNY TERRACE.**

## **TRENHOLM PARK**

- 8 lighted courts
- nets are down on 3 courts
- there were cracks in the courts
- stains from standing water indicates an obvious drainage problem
- trash has accumulated in the corners of the courts
- the surface is coming up on some of the courts
- the lights on the lower courts have needed replacing for years
- there are marks on the courts from skateboards and roller skates
- paved parking
- access to bathrooms
- park in a highly populated neighborhood
- four courts are not playable
- one net broken
- weeds on courts
- walkway overgrown
- fence covered with vines
- gym, pool, and ball fields in this park

A major problem at Trenholm Park is that the courts cannot be seen by a Recreation Commission employee from inside the recreation building.

## **PARKLANE**

- THE PREMIER TENNIS COMPLEX FOR THE COUNTY
- 12 lighted courts
- paved parking
- fence rusting
- courts are beginning to show wear
- one broken gate
- picnic area
- fantastic new office with bathrooms
- fence on court 6 broken
- courts 9, 10, 11, and 12 have weeds growing on the courts
- cracks in courts
- stadium seating
- new benches on courts
- nothing happening there
- no cars in parking lot

In the central part of the county where courts receive much use, Parklane is usable but needs attention and Trenholm Park needs IMMEDIATE attention.

On May 3, I inspected St. Andrews Park and Friarsgate.

## **ST. ANDREWS PARK**

- 8 lighted courts
- completely redone less than 2 years ago
- nets down on 6 courts
- huge cracks on courts
- surface coming up
- several places the surface is completely up and the old surface is visible
- paved parking
- bathrooms
- new fencing
- new windscreens
- only 1 court is usable but not for team play
- totally ruined
- torn net on the only court that is usable
- stadium seating
- benches on courts
- gym, swimming pool, and ball fields at this park
- no one there

## **FRIARSGATE**

- 4 lighted courts
- TOTALLY RUINED
- 1 net with no center strap
- surface has come up
- holes
- cracks
- weeds
- gorgeous, residential setting
- 40 paved parking places
- gates missing
- fencing coming down
- covered with leaves
- no maintenance in years
- no playable court
- no one around

ACROSS THE RIVER IN RICHLAND COUNTY THERE IS **ONLY ONE** TENNIS COURT THAT IS EVEN USABLE.

UPPER RICHLAND COUNTY

## **MEADOWLAKE**

- 2 lighted courts
- paved parking
- fence rusted
- surface coming up
- cracks
- holes in nets
- has a bench
- courts built in low area prone to flooding
- COURTS NOT USABLE
- one car there
- gym and ball fields in this park

## **BLYTHEWOOD**

- 2 courts
- great location
- paved parking
- bathrooms available
- no benches
- no lights
- major crack across both courts

- one net
- drainage problems
- weeds on courts
- only one court usable
- gym and many ball fields at this park
- one car in parking lot

## **DENNY TERRACE**

- one court
- paved parking
- great fencing but gate torn up with warning tape on it
- cracks
- worn surface
- great access to gym
- no windscreens
- playground adjacent
- bathroom accessible
- water damage on courts
- not usable
- gym at this park

On May 9, I inspected Killian Park, Polo Road, and North Springs.

## **KILLIAN PARK**

- no tennis courts
- gym and ball fields
- the outdoor basketball court appears to have been a tennis court
- 3 cars there

## **POLO ROAD**

- 2 lighted courts
- both courts in use (the only ones being used I saw)
- new fences
- great condition
- benches
- paved parking
- ball fields, gym and soccer fields at this park
- at least 50 cars in the parking lot
- access to bathroom
- great location

## NORTH SPRINGS

- 4 lighted courts
- paved parking
- good nets
- windscreens
- deep cracks on court #1
- no benches
- fence rusting
- stadium seating
- great location
- gym and ball fields at this park
- sign up sheet, advertising times for tennis lessons
- banners up for teams and individuals who have won tournaments

My questions are the following:

FIRST: IS THERE ANY NEIGHBORHOOD INVOLVEMENT IN THE DECISION OF WHAT AN AREA WANTS OR NEEDS?

SECOND: WHO MAINTAINS WHAT WE ALREADY HAVE?

THIRD: DO WE INVEST IN FACILITIES THAT CAN BE USED ALL YEAR LONG?

FOURTH: HOW MUCH WILL IT COST TO MAINTAIN AND MANAGE THE NEW PROJECTS RCRC WANTS?

FIFTH: WAS THERE A MASTER PLAN AS TO THE PLACEMENT OF THE PARKS? SOME ARE WITHIN 3 MILES OF EACH OTHER.

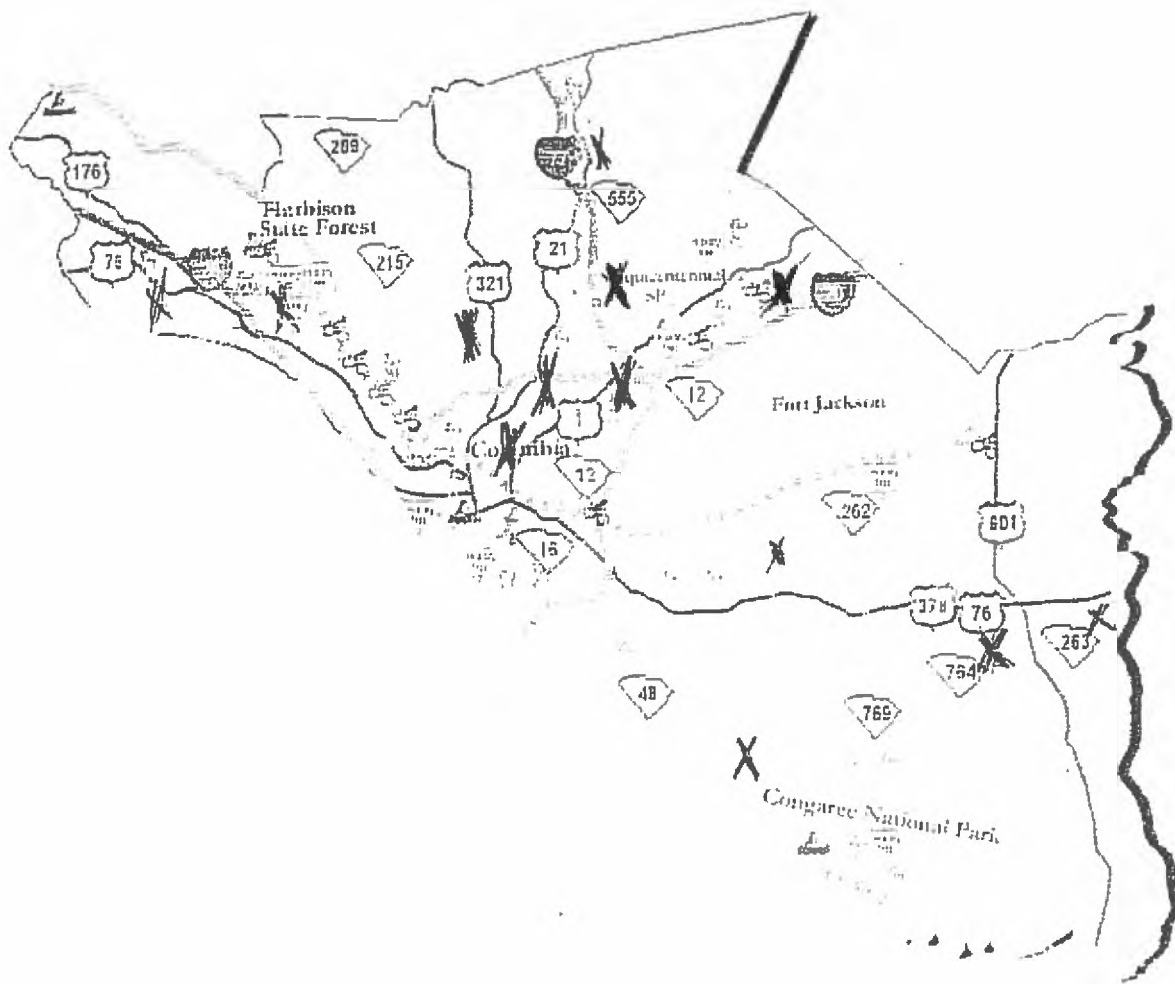
I recently read in THE STATE newspaper that RCRC has asked for a large sum of money to build a water park and amphitheaters, and other things. If the RCRC cannot maintain what we have, why does RCRC ask for more money for new projects? Tennis courts require the least maintenance of any facility that can be built. Net repair, blowing off debris, periodic visits, and a regular schedule for resurfacing is all that is required. If the RCRC has allowed 61 courts to deteriorate, what is the condition of the gyms, pools and ball fields which require much supervision, insurance and maintenance?

I also have enclosed a special section to THE STATE where RCRC advertises all the programs for the summer. With 61 courts, only Parklane is mentioned as a place to go for tennis lessons.

My last pictures are of the Cayce Tennis Center, one of the 2 tennis facilities in Lexington County. There are 30 courts, a workout facility, showers and bathrooms, conference rooms, a pro shop, tennis instructors, and a snack bar in both of the Lexington facilities. There are other courts in Lexington County, but 2 great tennis facilities.

Richland County has 2 premier centers (Parklane and Caughman) but RCRC has neglected to maintain them and the facilities are in poor condition or completely unusable. As a tax payer, I am very upset. I want someone to hold RCRC accountable for the money that is spent and the condition of the existing facilities. Millions of dollars have been spent on tennis courts. Tennis courts require the least maintenance of any athletic facility. Maybe it would be a good idea for someone to inspect the gyms, pools and ball fields that RCRC is supposed to manage. I am opposed to allowing money to be spent on things that cannot be used all year long and require large sums of money to operate. Tennis courts are multi-generational recreation facilities that can be used 12 months a year. Who will hold RCRC accountable for this abuse and mismanagement of tax payer money? If RCRC cannot manage what we already have, why should RCRC receive more money to build more facilities?

Mary D. Ruschley



General Location of 13 Tennis complexes.

There are also gyms at Bullentine (29063)  
 Crossroads (Eastover) (29044)  
 Gadsden (29052)  
 Pine Grove (29210)  
 Crane Creek (29203)  
 ForestLake Park (29206)



## OPINION

THURSDAY, MAY 15, 2014 • WWW.THESTATE.COM • A8

Sara Johnson Borton, President &amp; Publisher • Mark E. Lett, Vice President/Executive Editor

EDITORIAL Warren S. Bolton, Associate Editor • Gindi Ross Scappe, Associate Editor

NEWS Steve Brock, Managing Editor • Eileen Waddell, Assistant Managing Editor

## Rein in Richland pork-barrel park spending

**F**ORGET ABOUT a chicken in every pot. That's small potatoes. What about an Olympic-sized swimming pool or expansive water park or mega-sports facility in each corner of the county?

That's the direction Richland County Council is headed with a proposal to use proceeds from the 2 percent hospitality tax to fund a list of grandiose projects that would in effect establish a duplicative, rogue park system. It's unknown who would operate the proposed facilities or how the county would fund operations. But why let such minor details get in the way?

For years, some County Council members have been itching to spend taxes from prepared foods on big-ticket items in unincorporated areas, whether it makes sense or not. They've tried twice with regional projects — a state farmers market in southeast Columbia and a soccer complex in Northeast Richland — and failed. That didn't stop action on a third, smaller but more unrealistic plan

that calls for establishing a 44-acre park to draw tourists to Lower Richland.

It's understandable that council members desire to fund flashy tourist attractions in unincorporated areas; most of the actual attractions the county supports via hospitality taxes are inside the city, which is typical. But Richland officials shouldn't manufacture ways to spend the millions of dollars in unincorporated areas out of some misguided sense of wounded pride.

The grandiose idea of distributing elaborate projects across the county only serves to expose the hospitality tax for what it really is: a slush fund that can be spent only on tourism-related projects, as opposed to basic services.

Recently, consultants outlined five new tourist attractions for Richland County — a water park that would be the largest in South Carolina and an arena with more basketball courts than anywhere else in the southeastern United States are among them — that

would be paid for using hospitality taxes.

The \$50 million-plus construction package would be the second large recreation expenditure in less than a decade. In 2008, the council approved a \$50 million expansion of the Richland County Recreation Commission park system, funded by property taxes.

Why build even more recreation projects when the county is just completing a large parks expansion — and struggling to operate those facilities? Compounding the problem, the county doesn't have a parks department to oversee the proposed facilities, and it's questionable whether the autonomous Recreation Commission would — or should — take on the job.

Frankly, the commission is having a tough enough time managing what it has. While the council authorized the park improvements, it didn't factor in the cost of operating the facilities. Recreation officials were fortunate to get operating funds for facilities that opened last year, when the auditor said

growth plus a small increase would suffice. But the commission has even more facilities coming on line, and the county must find money to fund them as well.

We'd prefer lawmakers allow cities and counties to spend hospitality taxes to pay for important service and operational needs rather than force local officials to invent ways to use these public dollars.

Until that day comes, Richland County Council must manage these funds wisely. It's difficult to fathom the council taking on even one project from its grand wish list without knowing who will manage it or how it will pay to operate it. And it's irresponsible to even consider new projects when existing parks aren't properly funded. The county should explore every avenue to use this money to help the Recreation Commission operate its improved facilities.

The bottom line: While the council obviously has put a lot of effort into dreaming, it has put too little thought into what constitutes good stewardship over hospitality taxes.

26

August 11, 2014

**AN OPEN LETTER CONCERNING THE RICHLAND COUNTY RECREATION COMMISSION**

**To Whom It May Concern:**

Many employees at the agency have been quietly expressing deep concerns about the leadership of the Richland County Recreation Commission. There are serious issues about how employees have been mistreated by the current Executive Director James Brown III and his leadership team. Staff at the agency are reluctant to come forward about their concerns for fear of losing their jobs, which they are often threaten with by Brown in private and at public staff meetings. The agency staff across the board feels repeatedly disrespected, mistreated and verbally abused by Brown. This behavior has taken place throughout his tenure as Executive Director and shows no sign of discontinuing.

The list of complaints regularly expressed by employees include:

**Unfair Nepotism in leadership positions**

Brown's brother, son and daughter all hold leadership positions above their qualifications  
Constant accusations of misappropriation of funds and improper spending by the Brown family  
Jeff Brown (brother) has been accused of sexually harassing two young female employees:  
Kandice Hunter and Jasimin Corley and on both occasions he was only given slaps on the wrist

**No staff raises across the board in four years**

Only certain individuals that Brown favors receive raises but not the general staff. And those people receiving raises are usually those in leadership positions at the main office, but never the workers at the parks, community centers or maintenance and grounds crews  
Exorbitant salaries for people in leadership positions  
Exorbitant salaries for people in certain positions like receptionists and secretaries

**Pay scale based on favoritism**

James Brown Jr. makes a huge salary to lead athletics and he and his staff do not generate any profits comparable to what they make. The Kelly Mills athletic property will not be profitable under his leadership. James Jr. was given the position over more qualified staff. One person BJ Bellville was capable of making athletics profitable with his education and background but he was overlooked and went to Lexington Recreation Commission and is part of the staff operating sports events like the Dixie Youth World Series that brought in money. Richland County will not have anything like that under this leadership. The swimming pools continue to lose money as new pools are being built.  
Demetria Goodman was a secretary and was promoted to a director with a huge salary and she had no experience and no qualifications for the position

**Leadership is mismanaging agency funds**

Brown bought a fleet of cars and trucks then parks them several days a week  
People get demoted from high paying positions and then keep the same pay  
The agency is very top heavy as far as pay but it doesn't go down to the regular staff  
James Brown is a bully, uses foul language when talking to people in the workplace. And his entire leadership staff follows him blindly because they are paid to do so. The agency staff has low morale due to the pay and constant bullying, threatening and mistreatment they receive from James Brown. No one will say it publicly on the record but we need help and have not been getting it from the Board or anyone else and they know what's going on. Please investigate James Brown and the Richland County Recreation Commission.

*27*

Dear Commissioner:

Let me first start by saying that I have the upmost respect for you and the work that you do for the agency. I know that you are a volunteer and do not get paid to serve as a commissioner. You do it because it is your civil duty and you take pride in service. I know that every decision you make, you make with the agency's best interest in mind. That being said, I and a number of colleagues believe it is time for you to make another important decision and relieve us of our current executive director. We understand that this is a bold request, but we are prepared to lay out the case for his dismissal.

First of all, he is costing the agency too much money. Both in salary and in legal fees. He has made the comment himself to many of us about the number of lawsuits and complaints against him. Also, we keep hearing that the agency is having financial troubles while we are paying Prick a six figure salary for doing nothing. He does nothing. He doesn't go to meetings. He won't sign anything. He won't sign documents and he won't address the public. Whenever there is a grand opening or a public meeting, he doesn't even think enough of the tax payers to get up and thank them for coming and thank them for their support. He just sits in the back like he's too good to talk to people. He serves no purpose except to bully us, threaten us and screw with our lives by moving us around every other week. He is a 6 figure figurehead. While he's trying to fix his screw up by trying to force custodians to retire, he's sitting there collecting a check for doing nothing. He's Terrying. Why are we paying him all that money and trying to get rid of custodians who are just getting by? He creates more problems than he solves. He's supposed to be going out and fighting for the agency. Instead he's just milking this whole bond thing. What has he done new since we got the bond?

Also, he's using the agency as his own personal employment agency and setting a bad example for the entire staff. His family members are the worst employees in the agency. Poocho is hardly ever at work. We have no idea how he still has leave to take. He's out of the office whole weeks at a time, leaving everyone to contact Tiyana who does all of his work. She runs the entire athletics department. He has no idea what he's doing, but makes more than most people at the agency. And as for Jeff, no one knows what he really does, including Jeff. The way we understand it, he comes in the office and gets a vehicle and is gone for the rest of the day. The rumor is that Kenya sends him home until the end of the day to keep him out of trouble. Everybody knows that Jeff hits on all the community center staff and touches them and harasses them. But he doesn't get in trouble for it. They just sweep it under the rug.

Now that the budget is all screwed up, they want to yell at us about revenue. Revenue, revenue, revenue. That's all we hear. Well, check and see how much revenue his daughters center brings in and then see how much she makes compared to the average park director. She has no special training at all, but she makes a lot more. Just a year ago she was a receptionist. They by passed all of us and put her in charge of the Tech Center. They did the same thing with the director of programming. How are we supposed to get ahead and

move up the ladder if you keep promoting secretaries over us. The message to the rest of the staff in the agency is that you don't have to work hard to get ahead, you just have to be related to the executive director or sleep with him.

I understand that as a Commissioner it is difficult to accept an anonymous letter as truth, but I have to tell you that you will never get any staff of RCRC to put their name on a letter. We are way too afraid of retaliation. You may not get fired but you will get moved around. Because that is what he does with his position. He uses it to bully and intimidate. That's all he understands. He's daddy and we have to do as he says because he said so. He doesn't know how to reward, praise or recognize. All he knows how to do is yell and threaten. He even screwed up our way of rewarding each other. We used to be able to nominate other staff members for Employee of the Quarter, but he's taken that over. He uses it to reward his people to justify giving them more money or thank them for being loyal. We all asked around and couldn't find one person who nominated Connie, Demetria or Taurus. Now that everyone has caught on to that they are trying to give us these good job pins. They don't even go on our evaluations.

Again, I understand that it's difficult to accept an unsigned letter, so I offer you this challenge. Strip away the veil of anonymity by talking to us all. Choose 10, 15, 20 key employees that you'd like to hear from. Call them in and guarantee them confidentiality and ask them whatever it is you want to know. People are afraid. They know that he will punish them so they have to feel safe. You have the right as Commissioners to question any employee you like, but you have to protect us. As Commissioners you have the right to even place him on paid administrative leave until you've completed your inquiry. Get him out of the office for a while so that people feel safe.

Commissioner, please know that this is not a threat of any kind. This letter isn't going to the press if you don't act. I'm not trying to force your hand. I'm just asking you to take action and save this agency before things get out of hand and they will if he remains in office. We are desperate for help and that help can only come from you. Please do your diligence and give us the leader we need and the leader that the tax payers of Richland County deserve. You were put in this job for a reason and when things hit the fan, the people that appointed you are going to want to know what you knew and what you did about it. They are going to want to know what you did to save the Richland County Recreation Commission.

Unfortunately, I was not able to secure addresses of all the Commissioners, so please share this with your colleagues and do what you can to save the agency before it is too late.

28

### 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.



## **Staff Reductions**

Human Resources  
Policy No. 190

New Policy Date: July 21, 2010

### Policy Statement

The long-term success of the Richland County Recreation Commission is contingent upon our ability as an agency to manage costs and generate revenue in excess of expenses. Elimination or reduction of funding or work, reorganization or other changing business needs may result in the elimination of one or more regular classified staff positions through a layoff/reduction in force. It is important that separation from the Richland County Recreation Commission be done in a way that preserves the employee's dignity.

### **GUIDANCE:**

1. **Work Force:** The Richland County Recreation Commission retains the right to adjust the number of employees and/or their work hours to a level commensurate with providing the most efficient service possible considering productivity, workload and seasonal fluctuations. This is an ongoing process and in the case of work hours, it is to be applied by supervisors at any appropriate time.
2. **Supporting Circumstances:** The following circumstances may support the need for a staff reduction:
  - 2.1. Decrease in funding from sources including Richland County Council appropriation
  - 2.2. Decrease in utilization
  - 2.3. Poor financial outlook (short-term, long-term)
  - 2.4. Change in services or organizational structure
  - 2.5. Poor productivity (overall staffing)
  - 2.6. Reduction or elimination of grant funding
  - 2.7. Other indicators of need for reduced staffing



3. **Consideration for Avoiding a Staff Reduction:** All realistic alternatives, including the following, may be explored before proceeding with a staff reduction:
  - 3.1. Hiring freeze
  - 3.2. Salary freeze
  - 3.3. Reduced hours
  - 3.4. Unpaid Furloughs
  - 3.5. Reduced pay (temporary or permanent)
  - 3.6. Reduced benefits
  - 3.7. Increase User Fees
  - 3.8. **Redeployment:** At certain times, the Richland County Recreation Commission may choose to move employees to other positions. This redeployment may occur when the Richland County Recreation Commission desires to reduce staffing levels while maintaining the talent and skills of its incumbent workforce. Human Resources, in collaboration with the department reducing its staff, will match the affected employee(s) with available jobs as approved by administration. It may be necessary to adjust the employees' pay to insure consistency with the pay grade requirements of the alternative position. The identification of employees to be redeployed should utilize the criteria outlined in Section 5 of this policy.
  - 3.9. Temporary layoff
4. **Needs Assessment:** A needs assessment of personnel requirements for services to be provided will usually be prepared by the responsible Department Heads during the annual budget process to include:
  - 4.1. Classification (Job Code)
  - 4.2. Employment category (Full-time, Part-time)
  - 4.3. Assignment (Department)
5. **Reduction-In-Force or Lay-off Criteria.** Criteria (not necessarily in order of importance) which may be used to reduce the number of agency staff are as follows:
  - 5.1. **Job Classification and/or Grade:** May be within department or between departments or same job with different classification.
  - 5.2. **Length of Service:** Continuous employment with the Richland County Recreation Commission apply equally to full-time and part-time employees, not date assigned to the department or job classification. Where all other criteria used to compare two employees appears to be equal, length of service will be the determinative factor.

- 5.3. **Department or Area:** Critical areas may be exempted
- 5.4. **Performance/Discipline:** Personnel record review of performance appraisals and disciplinary actions.
- 5.5. **Employee Skills:** Employee skills, certification and training which might enable the employee to perform more tasks within a department.
- 5.6. **TERI / Retiree:** TERI and/ or Working Retiree Job Status.
- 5.7. **Shifting Job Classification:** Displacing "bumping" a less senior employee in a different job classification or department will not be permitted.
- 6. **Reduction-In-Force and Lay-Off Procedures:**
  - 6.1. **Unemployment Compensation:** Arrangements may be made to have a representative from the S.C. Employment Security Commission available to make the process for filing for unemployment compensation as easy as possible.
  - 6.2. **Outplacement Assistance:** Employees may request assistance through reference checks, referrals, resume assistance, public/private job search methods/assistance etc.
  - 6.3. **Benefit Continuation:** Benefit continuation (i.e., Health Insurance, Life Insurance, etc.) will follow federal and state regulation (i.e. COBRA continuation rights, etc.).
  - 6.4. **Financial and social Assistance:** Every effort will be made to assist employees in their application for assistance from social agencies.
  - 6.5. **Severance Pay:** Severance pay may be awarded during a layoff or reduction in force at the sole discretion of the Board.
  - 6.6. **Leave of Absence:** Employees on leave of absence whose positions would otherwise be eliminated under a reduction in force will be dealt with in accordance with applicable law.
  - 6.7. **Terminal Vacation Pay:** Employees who are laid off or discharged during a reduction in force are deemed to have given the proper notice and to have satisfactorily worked any notice period prerequisite to receiving terminal vacation pay.

7. **Recall Procedure:**

7.1. In the event that a layoff or reduction in force appears to be of such duration that a recall of employees may be practical and the Richland County Recreation Commission decides to recall employees, the following criteria should be considered:

- 7.1.1. Method of Selection of employees to be recalled.
- 7.1.2. Process to be utilized to notify recalled employees. (Time limits for acceptance, notification method, etc.)
- 7.1.3. Effect of reinstatement on benefits, pay rates, length of service.
- 7.1.4. Handling of new vacancies in classifications or departments where no layoff took place.

8. **Employee Information and Responsibilities:** Information and clarification regarding the following issues should be provided to each employee:

- 8.1. Benefits (COBRA continuation rights, etc.)
- 8.2. Severance pay (if applicable)
- 8.3. Unemployment compensation

9. **Appeals Process:** If an employee feels that he has been improperly selected, he must appeal in writing within 10 calendar days after he has been terminated or laid off. All such appeals must be sent to the Director of Human Resources.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: July 21, 2010  
(Date Approved)

APPROVED: J. Marie Green  
J. Marie Green, Chair

For more information about this policy, contact Human Resources

29

### 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.



## Grievances

Human Resources  
Policy No. 090

Revision Date: July 18, 2011  
Last Revised: June 21, 2010

### Policy Statement

It is the policy of the Richland County Recreation Commission to provide a procedure for **regular full-time** employees to present concerns and seek clarification without fear of restraint, interference, coercion, discrimination, or reprisal on certain grievable actions. Regular full-time employees who have not completed their one-year introductory period are not eligible to submit a grievance under this policy but may seek redress arising from acts of discrimination or abuse.

#### 1. Time Limitation:

If an employee has experienced a grievable action (as define in section 2 below) with the Commission, the employee may, within fifteen (15) workdays after such an action, make appeal through the grievance procedure of the Commission. If an employee has experienced a grievable action of a recurring nature, the appeal will be considered within the time limit if it is filed within fifteen (15) work days following the latest occurrence of the act. If the employee fails to file an appeal within the time limit, he or she may not appeal thereafter. An employee may only file an appeal for the grievable actions listed in section 2 of this policy.

#### 2. Grievable Actions:

Grievable actions include dismissals, suspensions, involuntary reassignments, and demotions. Involuntary reassignments are only a proper subject for grievance where (1) the reassignment is in excess of fifteen miles from the prior work station and (2) a position of comparable status for which an employee is qualified is available 15 miles or less from the prior work station. The reassignment of an employee by the agency in excess of fifteen miles from the prior work station to the nearest facility with an available position of comparable status for which he or she is qualified is not a grievable matter.

3. Non-Grievable Actions:

3.1 Reclassifications, reassignments, and transfers to the same pay grade are not grievable. Promotions are not grievable. However, where the grievant alleges he was excluded from consideration for promotion to a position for which he was qualified and that was greater than one organizational level above his present level, and the grievant applied or would have applied had he known of the opportunity, the Executive Director may, in his sole discretion, allow the grievance.

3.2 Compensation is not grievable, except as it applies to alleged inequities.

3.3 A reduction in force may be grieved by an affected employee only if the grievance is based on alleged inconsistent or improper application of a reduction in force plan.

3.4 Should it be determined that a grievance filed is not grievable, the employee will be notified of such in writing.

3.5 Part-time employees and temporary employees are not eligible to submit a Grievance under this policy.

4. Matters that are considered grievable are handled according to the process set forth below. An employee who feels that he/she has a grievance should follow this procedure.

5. Grievance Steps (Internal Process):

Step 1. The employee must discuss the grievance with his immediate supervisor. If his supervisor is unable or unwilling to adjust the grievance to the satisfaction of the employee, the employee must take Step 2.

Step 2. The employee must follow the chain of command in his department, presenting his grievance to each successive level of supervision. All Step 1 and Step 2 appeals may be oral. At each level each supervisor has two (2) work days (Saturday, Sunday and Holidays excluded) to render a decision. If a supervisor at a particular level is unavailable to consider the grievance, it is considered denied and the employee may continue the grievance with the next level of supervision.

Step 3. If the head of the department in which the employee is employed denies the grievance, the employee may present the grievance to the Executive Director's office. This must be done within 10 workdays of the time at which the facts on which the grievance is based became available to the employee.

6. Executive Director Review:

- 6.1 The written request for an Executive Director review must include the purpose of the grievance and what action is requested of the Executive Director.
- 6.2 The Human Resources staff may assist in the grievance process, if requested by the employee. The employee should submit along with the grievance request any documents or other things he wishes the Executive Director to review.
- 6.3 The Executive Director will render a final decision. The Executive Director may, in his sole discretion, review material submitted to him by the employee and/or the department, if any, and he may review any documents contained in the employee's personnel file and any other documents and things deemed relevant. In the Executive Director's sole discretion, he may request interviews with the grieving employee and other commission employees. Such interviews may be conducted by the Executive Director or anyone he designates. The employee may not have the assistance of an attorney during any interviews. The Executive Director may designate someone to render a decision on the grievance should he be unable to do so.

7. Appeal Hearing (Appeal of Final Decision):

- 7.1 In the event the employee is not satisfied with the final Executive Director decision the employee then has ten (10) calendar days to appeal the final decision to the Richland County Recreation Commission Board by filing a written appeal (one that gives a reason for the appeal) with the Commission Chairman. The Commission shall act on a grievance within forty-five (45) calendar days. At least five (5) Commission members must constitute a quorum for an appeal hearing.
- 7.2 If the employee is going to be represented by an attorney during the appeal hearing, the employee must inform RCRC at least 5 days in advance of the hearing and furnish the name of the attorney.
- 7.3 Procedures (Appeal Hearings will normally proceed as follows):
  - 7.3.1 Appeals are personnel matters that will be heard in executive session.
  - 7.3.2 Management Presentation, Present any Witnesses and Board Questions  
– 15 minute limit;
  - 7.3.3 Employee Presentation, Present any Witnesses, Rebuttal and Board Questions  
– 15 minute limit;
  - 7.3.4 Brief Rebuttal by Management or Employee – 5 minutes each.
- 7.4 Board will return from executive session and follows normal motion/note protocol coming out of executive session.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: July 18, 2011  
(Date Approved)

APPROVED: J. Marie Green  
J. Marie Green, Chair

For more information about this policy, contact Human Resources



30

[http://www.scnw.com/news/state/article\\_b54704f4-25a7-11e6-bb43-37f4b1305568.html](http://www.scnw.com/news/state/article_b54704f4-25a7-11e6-bb43-37f4b1305568.html)

## Richland County Recreation Commission member arrested

By Sarah Ellis [sellis@thestate.com](mailto:sellis@thestate.com) May 29, 2016

A top-ranking official in the under-fire Richland County Recreation Commission, the son of commission's executive director, has been arrested and charged with multiple drug trafficking and possession offenses, including crimes allegedly committed near a school.

James Anthony Brown, 38, director of recreation for the commission, was arrested by Richland County Sheriff's deputies Friday and charged with:

- Trafficking more than 10 pounds of marijuana
- Trafficking more than 400 grams of methamphetamine, a felony carrying 25 to 30 years in prison
- Possession with intent to distribute marijuana
- Possession with intent to distribute Ecstasy
- Possession of a weapon during a violent crime
- Possession with intent to distribute marijuana near a school
- Possession with intent to distribute Ecstasy near a school
- Possession with intent to distribute methamphetamine near a school.

Brown was arrested Friday near Killian Elementary School, at Killian Green Drive and Clemson Road in northeast Richland County. He is being held at Alvin S. Glenn Detention Center.



Brown's arrest grew out of the sheriff's department's investigation into the Recreation Commission, initiated by Richland County legislators after numerous lawsuits and complaints have come against the commission and its executive director, Brown's father, James Brown III.

The FBI and the State Law Enforcement Division also are continuing to probe the commission, which receives more than \$13 million in Richland County taxpayer funding each year but operates with little oversight.

Since March, at least four current or former employees of the Recreation Commission have filed lawsuits against the agency, alleging various complaints against Brown III and others associated with the commission. The allegations include sexual harassment and other inappropriate behaviors on the part of Brown III and some staffers and board members.

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# Recreation Commission director busted on drug charges

Published: Saturday, May 28th 2016, 4:56 am EST

Updated: Monday, May 30th 2016, 8:58 am EST

By Jack Kuenzie, Reporter [CONNECT](#)

RICHLAND COUNTY, SC (WIS) - The Richland County Sheriff's Department has arrested a top manager of the Richland County Recreation Commission on charges including weapon possession and multiple counts of drug trafficking and possession.

38-year-old James Anthony Brown was taken into custody Friday in Richland County, and is being held at the Alvin S. Glenn Detention Center.

Brown is the son of Commission Executive Director James Brown III.

The younger Brown is listed as the agency's Director of Recreation. He is one of several members of Executive Director Brown's family holding management positions at the Commission.

Three of the seven drug charges filed against James Anthony Brown accuse him of distribution or possession near a school.

**The arrest comes as the sheriff's department, SLED and the FBI are conducting investigations into a variety of allegations against James Brown III and others linked to the Commission.**

**Five lawsuits have been filed by current and former employees.** The complaints cover a range of allegations from kickbacks and misuse of county resources to harassment and intimidation.

Criticism of the agency and its leadership has also prompted members of the Richland legislative delegation to call for county council oversight of the Commission's operations.

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## I Doubt this James Brown is Singing "I Feel Good"

Kevin Fisher Jun 1, 2016

On the one hand, now that the FBI is involved in the investigation of the Richland County Recreation Commission, I suspect the truth is going to come out.

Whether that truth exposes corruption at the commission as alleged in five lawsuits filed against it and executive director James Brown III by former employees remains to be seen. But those lawsuits, along with news pieces featuring employees telling dramatic stories, suggest Brown's days are likely numbered.

And unlike the great soul singer James Brown, I doubt this one is singing "I feel good" as the feds close in.

The FBI is joined by parallel investigations from SLED, the Richland County Sheriff's Department and the 5th Circuit Solicitor's Office.

Even the combination of a notorious state law, a suspect board of commissioners and a look-the-other-way legislative delegation that allowed the Recreation Commission to become Brown's personal fiefdom won't protect him this time.

Now Brown's son, a Recreation Commission employee, has been charged with drug dealing.

If you missed that story over the Memorial Day weekend it's worth looking up, as the younger Brown was charged on Friday with possession with intent to distribute large quantities of meth, ecstasy and pot near a school. An elementary school.

On the other hand, his father, the rec boss, might end up with a nice job and a pay raise at the Richland County Elections Commission.

If only that were just a joke, instead of an historical precedent.

Speaking of the worst election debacle in modern South Carolina history and the lack of consequences associated with it (are you listening U.S. Attorney Bill Nettles, supposed protector of the people's right to vote?), here's state Rep. Leon Howard of Columbia in a 2012 interview with The Nerve: "[H]e has 'complete confidence in Lillian McBride to do that job,' noting that the Election Day problems in Richland County were caused partly by factors outside McBride's control, such as the lack of early voting."

So that's what it was, those damn voters voting on Election Day! Of course, no such problem (or any other significant problems) had occurred with elections in Richland County during the previous 37 years under the watch of executive director Mike Cinnamon, whom the Richland County legislative delegation booted in favor of Lillian McBride in advance of the 2012 election.

But Howard wasn't finished. This is what he went on to tell The Nerve: "(H)e believes the Richland County delegation's appointment authority in certain county areas has been successful, citing the Recreation Commission as an example."

It's hard to know whether to laugh or cry. But it gets better/worse, as Howard finished it off with this comment in favor of the legislative delegation running county commissions: "There are some things we need to keep our hands on."

Howard, of course, is a Democrat. But if you think that matters when it comes to goofball statements, listen to this from his Republican colleague Nathan Ballentine, reported by The Nerve in April: "Ballentine voted to put former director Lillian McBride in charge over longtime director Mike Cinnamon... Speaking to The State, Ballentine said, 'Given the nightmare of 2012, I have to believe they [county leaders] know how important elections are and that they can't fail the voters again.'"

Again, it's hard to know whether to laugh or cry. The article continued: "County Council members said they were appalled at Ballentine's comments. 'When I read that, I was livid,' said a council member who preferred to remain anonymous. 'It was the legislative delegation's failure. Everybody knows that... He knows we don't have the authority to change anything, only they do.'"

That's exactly right, folks. While the FBI and other investigating agencies may take care of the open sewer that is the Richland County Recreation Commission, only the legislative delegation can cap the political sludge and send it to the treatment plant.

Though the delegation cannot fire Brown or even remove the commissioners they appointed, they can change state law to eliminate having this (and other) bastard agencies that answer to no one, placing them under the control of the county governments that fund them.

Any citizen of any party of any color of any age of any sex of any legislative district of Richland County should demand that change, starting right now and to be completed in next year's legislative session.

*Fisher is president of Fisher Communications, a Columbia advertising and public relations firm. He is active in local issues involving the arts, conservation, business and politics.*