

MINUTES OF
Budget and
Control Board
Meeting

November 16, 1977

Executive Session

MINUTES OF BUDGET AND CONTROL BOARD MEETING

NOVEMBER 16, 1977

EXECUTIVE SESSION

State Personnel Division Director Jack Mullins on this date completed a poll of the following Budget and Control Board members on the item of business described below:

Governor James B. Edwards (through Executive Assistant Pettiss)
Mr. Grady L. Patterson, Jr.
Mr. Earle E. Morris, Jr.
Senator Rembert C. Dennis
Representative Tom G. Mangum

STATE EMPLOYEE GRIEVANCE COMMITTEE - LAKE ERIE HIGH, SR., GRIEVANT, VERSUS DSS - The Grievance Committee findings and recommendations, along with the complete record on this case which involves the "denial of merit increase," had been furnished to Budget and Control Board members prior to the Board meeting held on 11/8/77.

The Grievance Committee had recommended "... that the Agency be upheld in its actions from 1/13/70 - 11/2/72..." and "...that the first merit increase paid to the appellant be adjusted to 11/2/72, and subsequent merit increases, if granted, be based on a 11/2 date..." and that "...any compensation due to the appellant based on these adjustments be paid."

The Budget and Control Board postponed action on this matter at the 11/8/77 meeting pending further study of the case.

The Board members polled voted unanimously to receive as information the Grievance Committee's findings and recommendations in this case.

Information relating to this matter has been retained in these files and is identified as Exhibit I.



EXHIBIT I
11/16/77

State Budget & Control Board
PERSONNEL DIVISION
1205 Pendleton Street
Columbia, South Carolina 29201

Jack S. Mullins, Ph.D.
Director

803-758-3334

M E M O R A N D U M

TO: Members of the State Budget and Control Board
FROM: Jack S. Mullins *Jack S. Mullins*
DATE: November 1, 1977
SUBJECT: State Employee Grievance Committee findings and recommendations

The State Employee Grievance Committee held a hearing on October 25, 1977, on the appeal of Lake Erie High, Sr., against the Department of Social Services, on denial of merit increase. The State Grievance Committee met following the hearing and rendered its decision, a copy of which is attached.

Enclosed, also, is a copy of the case records along with the decision at each level of appeal within the agency's grievance procedure.

The State Employee Grievance Committee hearing was recorded and can be transcribed for review by members of the Board should such be desired.

Under the Grievance Act, the Board has fifteen (15) days in which to render its decision dating from November 2, 1977.

It is the desire of the State Employee Grievance Committee that no indication of the Committee's action be made public or released to the parties until the Board has rendered its decision or elects to permit the Committee's decision to take effect after fifteen (15) days. Therefore, your confidence in the interim would be greatly appreciated.

Mr. Albert D. Ray attended the hearing for me on October 25, 1977. We will be happy to appear before the Board to answer any questions.

If we may be of further assistance prior to your meeting to deliberate your action, please let us know.

JSM:gm

Enclosures

NOTICE TO BUDGET AND CONTROL BOARD OF GRIEVANCE COMMITTEE ACTION

GRIEVANCE HEARING

APPELLANT'S NAME: Lake Erie High, Sr.
JOB CLASSIFICATION: Building Design Associate
AGENCY: Department of Social Services DATE: October 25, 1977
NATURE OF CASE: Denial of merit increase
FINDINGS AND RECOMMENDATIONS: (use additional pages if necessary.)

Statements of Facts

1. Mr. Lake E. High testified that he received a verbal commitment from then director, Dr. Arthur Rivers, that he would receive a 10% increment at the end of his six months probationary period and a yearly increment thereafter.
2. The agency presented evidence and testimony to indicate that, in accordance with existing agency procedures, Mr. High, who was hired at a Step 4, Grade 16, would not be eligible for a merit increment for a minimum of 15 months.
3. In April, 1971, Mr. High was evaluated by his supervisor, Mr. Roy Loyd, who did not recommend a merit increase. Further testimony by Dr. Archie Ellis supported the fact that he would not have approved a merit increase for Mr. High at that time, as was his prerogative.
4. The agency stipulated that Mr. High's continued provisional status did not preclude his receiving a merit increase.
5. The agency's policy indicated that Mr. High was eligible for consideration for a merit increment 15 months from his initial date of hire. He was not recommended for merit increment at that time. The policy further indicated that he should have again been eligible for consideration for a merit increase 15 months later on July 13, 1972. Due to the fact that he was on leave without pay for three months and three weeks, his eligibility date was advanced to November 2, 1972. Mr. High did not receive his merit increase until January 26, 1973.

(CONTINUED)

For the Committee

Leroy Mosely
COMMITTEE CHAIRMAN

Date 10-25-77

Statement of Policy

1. The policy under which merit increases were granted was S. C. Department of Social Services Employee Performance Appraisal Number 1550 which states that "Step increases are to be recommended for those employees whose performance is judged to be satisfactory or better."
2. The statewide compensation plan (pay schedule) in effect at that time dictated that an employee hired at Step 4, Grade 16 would not be eligible for consideration for merit increase until a 15 month period had passed.

Recommendation

The Committee recommends that the agency be upheld in its actions from January 13, 1970, through November 2, 1972. However, the Committee recommends that the first merit increase paid to the appellant be adjusted to November 2, 1972, and subsequent merit increases, if granted, be based on a November 2 date. Further, we recommend that any compensation due to the appellant based on these adjustments be paid.



State Budget & Control Board
PERSONNEL DIVISION
1205 Pendleton Street
Columbia, South Carolina 29201

Jack S. Mullins, Ph.D.
Director

803-758-3334

M E M O R A N D U M

TO: Budget and Control Board Members
FROM: Jack S. Mullins *Jack S. Mullins*
DATE: November 1, 1977
SUBJECT: Summary of facts to the Budget and Control Board
Appeal of: Lake Erie High, Sr. vs Department of Social Services

The State Employee Grievance Committee convened on October 25, 1977, to hear the grievance of Lake Erie High, Sr. vs the Department of Social Services concerning a denial of merit increases.

The hearing was recorded, and transcripts can be made available upon request of the Board. Mr. Albert D. Ray attended the hearing as my designee.

Mr. High was employed on a provisional appointment on January 13, 1970, as a Public Welfare Examiner. On June 23, 1977, Mr. High retired and filed a grievance concerning the denial of merit increases from 1970 until 1973.

The circumstances surrounding the time period from 1970 until 1973 are as follows:

1. Mr. High was employed on January 13, 1970 under a provisional appointment. Dr. Rivers verbally promised him an increase after 6 months if his performance was satisfactory and each subsequent year. Dr. Rivers retired in June of 1970.
2. Mr. High was appraised on July 13, 1970, at which time his provisional status was extended and he did not receive any increase.
3. He was employed at a Grade 16, Step 4, which placed him in a 15 month review bracket.
4. On May 21, 1971, Mr. High was appraised and placed in permanent status but with no merit increase. At this time he was placed in an 18 month review bracket.
5. On January 26, 1973, after being out on leave without pay for three months and 21 days, Mr. High was appraised and received his first merit increase.

The agency's case was based on the following:

1. That it was very hard to reconstruct the events of six years ago during which time Mr. High had not filed any formal grievance or placed anything in writing concerning the events involved.
2. That even though there was no state plan of administration or compensation, the agency acted in accordance with the provisions of its own internal merit system.
3. That even though Mr. High received above satisfactory performance appraisals, the agency had the discretion of granting or not granting a merit increase, as is the policy now.
4. That the denial of merit increases was apparently due to the fact that he was hired in the middle of the pay range for grade 16 while another employee who had been with the Department of Social Services for more than 20 years was also in grade 16 at less pay. The new agency head felt equity was very important and until the other employee reached Mr. High's rate of pay, Mr. High would not receive a merit increase. Mr. High's case was based on the following:
 1. Dr. Arthur Rivers had promised an increase, which he never received.
 2. That he was discriminated against and treated unfairly because of the equity theory. He also felt he had been singled out of all the other employees in being denied a merit increase.
 3. That he was more qualified than the other employee and subsequently should have been paid more instead of being frozen at his pay rate until the other employee caught up with him.

(NOTE: The amount of money due Mr. High as a result of the State Employee Grievance Committee recommendation would be \$131.76.)

EMPLOYEE GRIEVANCE APPLICATION FORM

(THIS FORM TO BE COMPLETED BY THE EMPLOYEE INITIATING THE APPEAL)

Employee's Name Lake Erie High, Sr.

1. Have you been a permanent employee for at least six (6) months? Yes (7 years)
2. Have you complied fully with the grievance policies and procedures within your agency? Yes
3. Have you received a final decision from your agency? Yes (but it was not completely processed-State Office) There was no committee hearing

(IF YOUR ANSWER IS "YES" TO THE THREE QUESTIONS ABOVE AND YOU WISH TO APPEAL THE DECISION OF YOUR AGENCY TO THE SOUTH CAROLINA STATE EMPLOYEE GRIEVANCE COMMITTEE, YOU MAY DO SO BY COMPLETING THIS FORM.)

APPELLANT'S NAME: Lake Erie High, Sr.
JOB CLASSIFICATION: Blg. Design Associate
AGENCY: S. C. Department of Social Services
HOME ADDRESS: 2315 Durham Drive, West Columbia, S. C. 29169
TELEPHONE: 794-1556

GRIEVANCE

STATEMENT OF FACTS INVOLVED:

(Be as specific as possible as to names, dates and location. Continue on additional page or pages if necessary.)

I was hired on January 13, 1970 by DPW as a Public Welfare Examiner, Provisional Appointment. At the end of 6 months, my rating by my supervisor, Mr. Womack who was P. A. Chief was Excellent, and my rating by Dr. Arthur Rivers was a VG-2. With this rating Dr. Rivers advised me I would be Permanent on July 13, 1970 after he left the Department, and I was to receive an increase each year if my work was satisfactory. I did not receive any raise for 3 years and 10 days. From the date I was due a Permanent status and since that time each date I was due an increase I did not receive one, I talked with different officials of the Department but nothing has ever been done to the date I retired. I have been treated unfairly, unequivocally, and have been discriminantly treated in other ways during this service.

RELIEF SOUGHT:

I request assistance from the State Grievance Committee in collecting the financial compensation I should have had under the rules of the Department. DPW had its own Merit System until 1973, and I was due increases under those rules.

Signature Lake Erie High Sr. Date August 18, 1977
APPELLANT

Original (white) returned to State Personnel Division
Copy (blue) retained by Employee-Complainant

September 12, 1977

Dr. Jack S. Mullins
Director
S. C. State Personnel Division
1205 Pendleton Street
Columbia, S. C. 29201

Dear Dr. Mullins:

I have received your letter of September 7, 1977 requesting illustrations of inequitable treatment I received while working at Social Services.

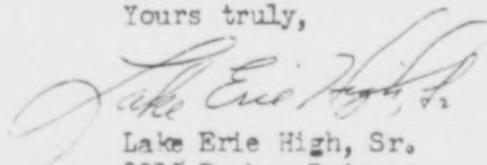
Six months after I was employed with the Department of Social Services as a Public Welfare Examiner which was later changed to Boarding Home Licensor, I was rated by Dr. Arthur B. Rivers as VG-2 which was above average rating of my efficiency. It was the procedure at that time for employees receiving a good efficiency rating to be given a permanent rating whether provisional or probational employee after six months of satisfactory service, but I did not.

My increase was due in fifteen months on April 13, 1971. Mr. Loyd gave me a rating of VG-2 or 3, but I had to go on leave without pay until September. I thought sure when I returned in September I would get my increase, but when I received my pay-check I still did not receive my increase. My fellow employee Eugene Fulmer was due an increase in the fifteen months time, but received his in January of 1973 in twelve months from his last increase when he should not have received his increase until April of 1973. I received the first one in January of 1973 that I received from the date of my employment, a total of three years work without an increase.

I was told by R. H. Bucknell, Jr. I would not get another increase until my co-worker and I got to the same salary. He was not my supervisor. I feel he discriminated against me in holding my salary down when all the time I had good efficiency ratings. I believe it was my age as well as being prejudiced against me as an individual as I would not be a puppet for him or anyone else.

Dr. Mullins, when these things took place there was no grievance law, but I went to people in positions I felt I could depend on their word, some of them made honest efforts year after year by returning to personnel to get the problem settled honestly, but since the problem originated there it has never been settled, therefore, I felt I had to make a last effort to recover what I felt and feel was my rights as a state employee who has worked hard since I have been in state service.

Yours truly,



Lake Erie High, Sr.
2315 Durham Drive
West Columbia, S. C. 29169

RECEIVED
SEP 14 1977

LEHsr:clc

ER UNIT

September 7, 1977

Mr. Lake Erie High
2315 Durham Drive
West Columbia, South Carolina 29169

Dear Mr. High:

This is in regard to your grievance appeal to the State Employee Grievance Committee on compensation.

According to the State Grievance Act #1025, as amended, Section 2, "Compensation shall not be deemed a proper subject for consideration under the grievance procedure except as it applies to alleged inequities within a particular agency or department." We need for you to state specifically the inequity which has occurred as it relates to how you were treated, in relationship to how others were treated. This will aid us in determining if your grievance comes within the jurisdiction of the State Employee Grievance Committee.

Please let us know if you have any questions concerning this matter.

Sincerely,

Jack S. Mullins
Director

JSM:gm

August 9, 1977

Dr. Jack S. Mullins,
State Personnel Director.

Dear Dr. Mullins:

Please mail me a form, so that I may fill out that request, that I be given a State Personnel grievance hearing.

I filled out a grievance form, as to the rules, and submitted it to the grievance division of the State dept. of Social Service on the day of my retirement, June 23, 1977.

I was informed in person by Mr. Williams, a party of the grievance unit of the D.S.S. at my home yesterday, that there was no explanitory reason to give to me the reason why I was denied a grievance ~~HEARING~~ hearing at my former place of work, in the 45 days that the law allows for such persuit of my grievance.

Your,

Lake E. High, Sr.

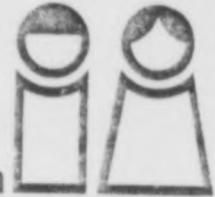
Lake E. High, Sr.
2315 Durham Drive
West Columbia, S. C. 29169
Phone; 794-1456

RECEIVED
AUG 15 1977

S. C. STATE
PERSONNEL DIVISION

ROBERT D. FLOYD
INTERIM COMMISSIONER

6
South Carolina
Department of Social Services



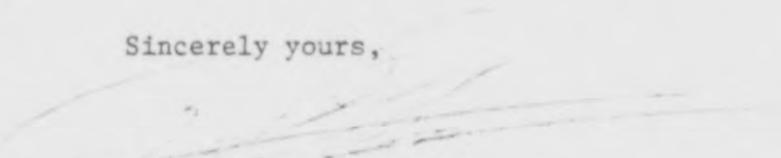
September 13, 1977

Dr. Jack S. Mullins, Personnel Director
State Budget and Control Board
State Personnel Division
1205 Pendleton Street
Columbia, South Carolina 29201

Dear Dr. Mullins:

As requested in your letter of September 2, 1977, the enclosed grievance information and personnel file on Mr. Lake Erie High is submitted for your review.

Sincerely yours,


Robert D. Floyd, ACSW
Interim Commissioner

RDF:jslr

Enclosures



High, Lake Erie, Sr.

SERVICE RATINGS

DATE	TYPE	RATING	DATE	TYPE	RATING	DATE	TYPE	RATING	DATE	TYPE	RATING
5-14-71		G-5									
1-4-73		S									
3-2-74	R	H3									
13-75	Reg	HS									
1/25/76	Reg	AS									

PRIOR SERVICE						EMERGENCY ADDRESSEE					
FROM	TO	POSITION	LOCATION	YRS.	MOS.	DAYS	NAME	ADDRESS	RELATIONSHIP	P ONE	S. C. RETIREMENT
											ACTIVE REGISTER NUMBER: 235282
											NON-MEMBER NUMBER:

PAY INCREMENT DUE

F/Y	MONTH	DAY									

FORM - 15-0-01

PERSONNEL SERVICE RECORD CARD

NO.	FUND	PROGRAM	POSITION TITLE	ANNUAL SALARY	BI-WEEKLY SALARY	GR/S.	NATURE OF ACTION	EFFECTIVE DATE
0	60	PA Licensing	Public Welfare Examiner	10,190	392.92	16	Ext. Prov.	1-13-70
"	"	"	"	"	"	"	Ext. Prov.	7-13-70
"	"	"	"	"	"	"	Proc. <i>G-5</i>	5-20-71
"	"	"	"	"	"	"	LWOP	6-2-71
"	"	"	Boarding Home Licensor	"	"	"	Rein. & Class. Chg.	9-23-71
"	"	"	"	10,540	405.38	"	Gen. Inc.	7-1-72
"	"	"	" <i>1st Incr =></i>	11,037	425.65	"	Incr.	1-25-73
3	"	"	"	11,662	448.53	"	Gen. Inc. + Disc. Chg.	6-29-73
"	"	Adt Serv Lic	"	"	"	"	Loc & Prog Cge	3/3/74
"	"	"	"	12,537	482.19	"	Increment 7 1/2%	5/03/74
"	"	"	"	13,415	515.96	425	<i>Gen Inc.</i>	6/28/74
1	"	Bur. of Fin Mgmt	Building Design Assoc	"	"	25	Loc, Prop & Title cge	11/26/74
"	"	Facility Mgmt	"	"	"	"	Program change	5/02/75
"	"	"	"	14,421	554.65	"	Increment 7 1/2%	6/13/75
(Paid retro on 6/27 - 7/10 payroll)								
"	"	"	"	14,962	575.46	"	Gen. Inc.	6/27/75
7	"	Executive Asst.	"	"	"	"	Loc & Prog change	11/28/75
"	"	Facility Mgmt	"(over)"	"	"	"	Program change	2/20/76

ARC CODE	FUND	PROGRAM	POSITION TITLE	ANNUAL SALARY	BI-WEEKLY SALARY	GRST	NATURE OF ACTION	EFFECTIVE DATE
A7	G0	Facility Mgmt	Building Design Associ	15,560	598.46	25	Gen. Inc.	6/25/76
"	"	"	"	16,592	638.15	"	Inc. 7% (PERG/13/76)	6/25/76
L5	"	"	"	"	"	"	Location Corr.	11/26/76
"	"	"	"	"	"	"	Retired; 45 days A.L.	06/23/77
Final payment 6/24 - 7/07 for 45 days								

HOME ADDRESS (STREET — ROUTE)	(CITY)	(COUNTY)	(PHONE)
2315 Durham Drive	West Columbia, S.C.	Richland	

EDUCATIONAL TRAINING				
	NAME — LOCATION OF SCHOOL	MAJOR COURSES	YEAR GRAD.	DEGREE
GRAMMAR: 1 2 3 4 5 6 7 8				
HIGH SCHOOL: 9 10 11 12				
COLLEGE: 1 2 (3) 4				
SPECIAL:				
ADDITIONAL STUDY:				
ADJ. HIRE DATE: 1/13/70				

WITHHOLDING, INSURANCE, ETC.	YEARS OF SERVICE
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34
	SERVICE AWARDS
	TYPE OF AWARD DATE OF AWARD
CURRENT CLASSIFICATION CODE: 6-95	

MARITAL STATUS	SEX	SOCIAL SECURITY NUMBER			NAME AS SHOWN ON SOCIAL SECURITY CARD			ACCESSION SOURCE	CODE
M <input type="checkbox"/> S <input type="checkbox"/> D <input type="checkbox"/>		000	00	0000	Lake Erie High			Rec. by employee	04
SEPO <input type="checkbox"/> WIDOWER <input type="checkbox"/>	M	249	09	6491					
MILITARY STATUS	RACE	LAST NAME	FIRST NAME	MIDDLE INITIAL	DATE OF BIRTH		PLACE OF BIRTH	U.S. CITIZENSHIP	
	W <input type="checkbox"/> B <input type="checkbox"/> O <input type="checkbox"/>	Mich. Lake E.	Sr.		MO.	DAY	YEAR	Columbia, S.C.	<input type="checkbox"/> BIRTH <input type="checkbox"/> NATURALIZED <input type="checkbox"/> NON-CITIZEN
	X				5	31	10		

4200 p. 9

OR: DISTRICT CODE
C. CODE
COMP. CODE

U.S. DEPARTMENT OF SOCIAL SECURITY
WASHINGTON, D.C. 20535

APPLICATION FOR SERVICE RETIREMENT

(Application may be filed as much as 6 months in advance of the date retirement is desired provided the employee is still the payroll for the calendar year 1977.)

I PERSONAL DATA

Full Name (Last, First, Middle Initial) LOPEZ E. HIGH SR

Date of Birth 05 31 19 Month Day Year Male Female

Social Security Number 849 00 6491 Area No. Account No.

Present Employer DEPARTMENT OF SOCIAL SERVICES

Your Job Title MANAGING DESIGN ASSOC. Home Phone 914-1556

II PAYROLL DATA

My last day on the payroll will be/was JUNE 23 1977
Month Day Year

I would like my retirement to become effective JUNE 24 1977
Month Day Year

Please mail my checks to 2315 DURHAM DR
Street, Locality, P. O. Box

WEST COLUMBIA SC 29119
City State Zip Code

III OPTION SELECTION

Method of payment (check 1 block only)--BEFORE you check the plan you want READ THE EXPLANATION ON THE REVERSE SIDE.

ANNUITY

Name: William Thomas High Date of Birth: 11/22/1933
 Address: 1111 Hilltop Road City: North State: SC
 Date of Issue: 11/22/1933
 Place of Birth: North
 Date of Issue: 11/22/1933
 Place of Birth: North
 Date of Issue: 11/22/1933
 Place of Birth: North

I certify that the above information is true to the best of my knowledge and belief.
 Signature: [Handwritten Signature]
 Date: 11/22/1933

DO NOT WRITE BELOW THIS LINE

ATTEST: OFFICE OF SUPERVISOR OF REGISTRATION

Kind of Document	Issued at	Date of Issue
1. Registration Card # 5678	Columbia, S.C.	October 1, 1933
2. Birth Certificate (Parents)	Michael Co., S.C.	April 19, 1933
3. Commercial Auto License # 12345	Louisville, Kentucky	April 19, 1933
4. Marriage License # 12345	Richland Co., SC	March 9, 1933
5. Driver's License	Richland Co., SC	March 9, 1933
6. May 31, 1933	Columbia, SC	
7. 11/22/1933	William High	11/22/1933

Signature: [Handwritten Signature]
 Date: 11/22/1933

WILLIAM THOMAS HIGH
 1111 HILLTOP ROAD
 COLUMBIA SC 29203

Wage and Tax Statement 10-10-33
 Copy G for

FEDERAL TAX INFORMATION		SOCIAL SECURITY INFORMATION		STATE OR LOCAL TAX INFORMATION			
1	2	3	4	5	6	7	8
12-673.01		741.37	12-673.01	500.12	12-673.01		
Property number: 243 09 6491							
NAME: WILLIAM THOMAS HIGH SR							
ADDRESS: 1111 HILLTOP ROAD							
CITY: COLUMBIA SC							
Type or print EMPLOYER'S name, address and ZIP code above.							
Form W-2							

STATUS: Single Married Widowed Divorced
 OTHER INFORMATION (Check all that apply):
 1. Single person with no dependent children.
 2. Married by a religious person and no civil ceremony.
 3. Married by a civil ceremony and no religious ceremony.
 4. Divorced and remarried.
 5. Widowed and remarried.
 6. Divorced and no remarriage.
 7. Widowed and no remarriage.
 8. Divorced and remarried.
 9. Widowed and remarried.
 10. Divorced and remarried.
 11. Widowed and remarried.
 An "X" in the upper left corner indicates this is a corrected form.
 This information is being furnished to the Internal Revenue Service and appropriate State officials.

THIS CASE MAY HAVE SOME OR ALL OF THE FOLLOWING DEFECTS WHICH MAY BE QUESTIONABLE WHEN READING. IN SPECIAL PROBLEM AREAS, THIS ROLL NOTE MAY BE REFILMED BEFORE THE DOCUMENT OR DOCUMENTS IN QUESTION.

1. PHOTOCOPY NOT CENTERED PROPERLY CUTTING OFF SOME OF THE INFORMATION.
2. DOCUMENTS ARE OF POOR LEGIBILITY AND MAY NOT PHOTOGRAPH WELL.
3. DOCUMENTS DAMAGED OR TORN BEFORE ARRIVING FOR FILMING.
4. DOCUMENTS CONTAIN A DOUBLE-COPY IMAGE, THE UNDERLYING IMAGE IS IRRELEVANT TO THE READABLE INFORMATION.
5. DOCUMENTS WITH GLUED INSERTS WHICH WERE OR COULD NOT BE REMOVED, INFORMATION MAY OR MAY NOT BE UNDER THE INSERT.
6. OVERSIZED DOCUMENTS THAT COMPRISE TWO OR MORE FRAMES.
7. EXTREMELY DARK COLORED DOCUMENTS THAT LACK CONTRAST BETWEEN WRITING AND BACKGROUND.

PERSONNEL ADVISE AND INFORMATION SHEET

AGENCY NAME		AGENCY CODE		CLASSIFICATION TITLE				CLASS CODE	SLOT	HEAD	PERF	GRADE	MINIMUM	MAXIMUM	DATE CREATED
100	100	400	400	[Blank]									10	10	1/1/77
STATE FUNDS	OPEN DATE		STATE FUNDS		FEDERAL FUNDS		OTHER FUNDS		PAY RATE	ANNUAL EQUIVALENT	ADDL BENEFITS	DATE LAST SALARY CHANGE	REVIEW DATE		
PERCENT	AMOUNT	PERCENT	AMOUNT	PERCENT	AMOUNT					810					
533		533		533								1/1/77	1/1/77		

NAME		S. S. NUMBER	EX. CAT.	MS.	LOC.	DATE OF BIRTH	RETIREMENT NO.	JOB DATE	AGY. HIRE DATE	STATE SER. DATE	MEMB. SIG. DATE
917	INIT	930	105	107	106	213	653	770	653	654	655
[Blank]		[Blank]	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]	[Blank]	1/1/77	1/1/77	[Blank]

EFFECTIVE DATE	TRAC	AGENCY	CLASS CODE	GRADE	LEA	ANNUAL EQUIVALENT	PERF	F	P	M	S	EFFECTIVE DATE	REAS	AGENCY	CLASS CODE	GRADE	LEA	ANNUAL EQUIVALENT	PERF	F	P	M	S	TRANSACTION		
																								<input type="checkbox"/> SAL CHANGE	<input type="checkbox"/> FILL VACANCY	
10/23/75						10,415	70	F				10/23/75	31						10,415	70	F				<input type="checkbox"/>	<input type="checkbox"/>
10/28/75						10,415	64	F				10/28/75	31						10,415						<input type="checkbox"/>	<input type="checkbox"/>
03/01/74						12,537	64	F				03/01/74	31	700					12,537	64	F				<input type="checkbox"/>	<input type="checkbox"/>
7/01/73						11,632						7/01/73	31	700					11,632						<input type="checkbox"/>	<input type="checkbox"/>
7/21/73						11,637						7/21/73	31	700					11,637						<input type="checkbox"/>	<input type="checkbox"/>

AGENCY USE	EMPLOYEE NBR	DISTRICT	AGY. HIR. Y. 1	MISC. 2	MISC. 3	MISC. 4	MISC. 5	AGENCY IDENTIFIER	POSITION NUMBER	ACCESSION SOURCE	CODE
	722	317	140	811	812	813	214	940	100	100	314

TERMINATION REASON: [Blank]

REASONS FOR SALARY CHANGE:

[Blank]

TERMINATION REASON	CODE	TERMINATE DATE
[Blank]	215	657
MSYS. STA.	PERFORMANCE	CODE
111		212
		EFFECTIVE DATE
		657
REASONS FOR SALARY CHANGE	CODE	AMOUNT
[Blank]	210	535
[Blank]	217	540

APPROVAL OF THIS REQUEST BY THE STATE BUDGET AND CONTROL BOARD IS CONDITIONED ON THE FRESH AVAILABILITY OF FUNDS TO COVER THE ADDITIONAL COST THEREOF.

2/1/77

SIGNATURE FOR THE BOARD: [Blank] DATE: [Blank]

DEPARTMENT OF PUBLIC HEALTH
DEPARTMENT OF PUBLIC HEALTH, ALABAMA

SECTION I - EMPLOYEE AND POSITION AND TYPE OF APPOINTMENT

State Office
COUNTY OR DIVISION

EMPLOYEE: Levi P. Hill, Sr. 248 09 6891
(FIRST NAME) (LAST NAME) (PAY CODE)

Building Design Associate
TITLE OR POSITION

SALARY: \$ 16,992 + 638.15 Full June 23, 1977
ANNUAL BONUS PAY PERIOD FULL OR PART YEAR EFFECTIVE DATE

Pers Serv - Gen Duty
SALARY FUND (SEE 108.111)

Facility Maint.
ROOM OR ASSIGNMENT (SEE 108.111) / / /
SLOT NO. TRAVEL FUND (SEE 108.111)

TYPE OF APPOINTMENT: PROBATIONARY PROBATION EXTENDED PERMANENT EXCEPT PROVISIONAL TEMPORARY CONTINGENT

REASON FOR APPOINTMENT: REASSIGNMENT APPOINTMENT EXPIRES TO LEAVE WITHOUT PAY
 NEW EMPLOYEE SUSPENSION FROM ED LEAVE W/ PAY RE-EMPLOYMENT
 SALARY REDUCTION TERMINATION TO ED LEAVE W/OUT PAY TRANSFER
 FROM ED LEAVE W/OUT PAY DECEASED

IF EMPLOYEE IS BEING TERMINATED, IS RE-EMPLOYMENT RECOMMENDED YES NO

REASONS - EXPLAIN THE PERSONNEL ACTION

45 days annual leave
Final payment 6/24 - 7/07 for 45 days

SECTION II - CHANGE OF STATUS

FROM: TO:

CO. OFFICE - DIVISION

POSITION TITLE

TYPE - APPOINTMENT

BIWEEKLY SALARY

ROOM OR ASSIGNMENT

FUNDS FOR SALARY

FUNDS FOR TRAVEL

NAME CHANGE

SECTION III - SOURCE OF FUNDS FOR PROGRAM ASSIGNMENTS AND TRAVEL

FUNDS FOR COUNTY OFFICE SALARIES:

GENERAL OPERATIONS FUND

P. A. - MAINTENANCE

P. A. - SERVICES (ADULT)

C & F SERV - GENERAL

C & F SERV - WK INC

FOOD STAMP

HOMEMAKER SERVICE

COUNTY ADMINISTRATION

COUNTY EXPENSE FUND

P. A. - MAINTENANCE

P. A. - SERVICES (ADULT)

C & F SERVICES

FOOD STAMP

COUNTY ADMINISTRATION

OTHERS:

FUNDS FOR STATE OFFICE SALARIES:

GENERAL OPERATIONS FUND

DATA PROCESSING

REG & STATISTICS

PROGRAMS

SUPPLIES & SER

HEALTH SYSTEMS

ADMIN. SERV.

P. A. - MAIN

P. A. - SERV

P. A. - LIC

P. A. - GEN

CHAL CON-F.S.

CHAL CON-GEN

C & F SERV

C & F SERV

C & F SERV

FOOD STAMP

HOMEMAKER S

MEDICAL AS

PECIAL FUNDS

MODEL CITIES - SPTG.

CONSUMER EDUC. PROJ.

PUBLIC WORK CAMPERS

MODEL CITIES - R.H.

BONNER FUND PROJ.

OTHERS:

IF LOCALLY PAID, SPECIFY

FUNDS - COUNTY TRAVEL - GENERAL OPERATIONS - CO. EXPENSE FUND OR HEALTH - PUBLIC OR CO. TRAVEL CO. APPROV FUND

APPROVED: _____
(CHAIRMAN OF COUNTY BOARD)

_____ (COUNTY DIRECTOR OR DIVISION CHIEF)

_____ (HEALTH SYSTEM SUPERVISOR)

DATE June 23, 1977

(HEALTH SYSTEM SUPERVISOR)

South Carolina Department of Social Services
POST OFFICE BOX 4570
COLUMBIA, SOUTH CAROLINA 29202

2/8/77

Memorandum

To: Lake Eric Wright

From: Murray Morgan

Subject: Personnel Status Report

His file Jan 13, 1970 - Salary \$10,190, Step 4, grade 16,
Provisional - 15 month pay bracket due to being
hired above minimum.

July 13, 1970 - Received Evaluation - Provisional Extended

April 1971 - Received Evaluation - 7 1/2% inc.
no money increase - this is prerequisite
of action - 10 month bracket due to the inc.

Oct 72 - Rec evaluation inc. due to 3 months
leave without pay - period extended to Jan 73.
Received evaluation Jan 73 - 5% salary
increase - 15 month bracket

April 74 - Received evaluation 7 1/2% salary increase.

June 75 - Received evaluation 7 1/2% salary increase.

June 76 - Received evaluation 7 1/2% salary increase.

I personally make a trip to State Pers. Div. and discuss
your entire personal status with them and was advised what
it was involved. I briefed Mr. Paulson.

FINAL RETIREMENT DEDUCTION / AVERAGE FINAL COMPENSATION

14

FROM: DIRECTOR RETIREMENT SYSTEM

EMPLOYER'S ID NO. 401.00

NAME OF MEMBER <u>Lake Erie High Jr.</u>	SOC. SEC. NO. <u>248-09-6491</u>	ARN <u>285288</u>
---	-------------------------------------	----------------------

The above named employee has filed an application for retirement to become effective _____
We are obligated to begin the benefit checks as soon after that date as possible. However, we cannot begin to process the application until we have the information requested below.

The last four (4) quarterly reports on which this member will appear will be as follows:

QUARTER ENDING DATE	RETIREMENT DEDUCTION SHOWN
1) <u>9/30/77</u> , 19 <u>77</u>	<u>172.30</u>
2) <u>6/30/77</u> , 19 <u>77</u>	<u>223.08</u>
3) <u>12/31/76</u> , 19 <u>76</u>	<u>178.68</u>
4) <u>09/30/76</u> , 19 <u>76</u>	<u>229.74</u>
5) _____, 19 <u>76</u>	<u>268.02</u>

The amount shown above in item (4) should represent the last contribution to be reported for this member.

Further certify this employee was/will be last paid for the 23rd day of June, 1977.

and their annual rate of pay this day was/will be 16,592.00

This member's highest three (3) consecutive fiscal year earnings were:

(CLASS I EMPLOYEES MAY OMIT THIS)

FISCAL YEAR	TOTAL COMPENSATION
July 1 <u>76</u> TO JUNE 30 <u>77</u>	<u>19,463.57</u>
July 1 <u>75</u> TO JUNE 30 <u>76</u>	<u>15,000.65</u>
July 1 <u>74</u> TO JUNE 30 <u>75</u>	<u>13,419.94</u>

The above information includes all accrued VACATION and/or SICK LEAVE for which this employee will be paid.

7/13/77 (Date) [Signature] (Signature) R B BRIDGES (Official Title) Personnel Officer

Business Phone _____

NOTE: (2) copies of this form are to be completed and signed by the employer. One copy is to be forwarded to the Retirement System. One copy should be retained by the employer for his file.

South Carolina Department of Social Services
POST OFFICE BOX 1520
COLUMBIA, SOUTH CAROLINA 29202

115
2
3/11

June 17, 1977

Memorandum

To: Mr. Harrison Rearden
Chief of Staff

From: L. F. High, Sr. *4*
Building Design Assoc.

Subject: Retirement of L. F. High, Sr.

Please be advised that I plan to retire, effective *COB June 23* ~~June 23~~, 1977.
[Signature]

cc: Mr. Robert D. Floyd, ACSW
Personnel ✓

STATE OF CALIFORNIA DEPARTMENT OF PUBLIC SAFETY
SACRAMENTO, CALIFORNIA
EMPLOYMENT RECORD FOR PERSONNEL ACTION

1780

16

SECTION I - PERSONNEL INFORMATION AND JOB ASSIGNMENT

Office: County of Davis EMPLOYEE: Lake Eric Hight, Sr. 248 09 6691
 SOCIAL SECURITY NUMBER
 (FIRST NAME) (MIDDLE INITIAL) (LAST NAME)
 Job Design Associate SALARY: \$16,592 \$ 638.15 Full June 25, 1976
 TITLE OF POSITION AERIAL BIKERLY FULL OF PART TIME EFFECTIVE DATE
 Facility Maint. / /
 SALARY FUND (SEE SEC. III) PROGRAM ASSIGNMENT (SEE SEC. III) SLOT NO. TRAVEL FUND (SEE SEC. III)

APPOINTMENT: PROBATIONARY _____ PROBATION EXTENSION _____ PERMANENT _____ SERVICE _____
 PROVISIONAL _____ TEMPORARY _____ EMERGENCY _____
 RESIGNATION _____ APPOINTMENT EXPIRED _____ TO LEAVE W/OUT PAY _____
 RE-ELECTION _____ WOULD LEAVE W/ PAY _____ RE-EMPLOYMENT _____
 INCREASE XY SUBMISSION _____ FROM TO LEAVE W/ PAY _____ RE-EMPLOYMENT _____
 REDUCTION _____ TERMINATION _____ TO TO LEAVE W/OUT PAY _____ TRANSFER _____
 FROM TO LEAVE W/OUT PAY _____ DECEASED _____

EMPLOYEE IS BEING TERMINATED, IS RE-EMPLOYMENT RECOMMENDED YES _____ NO _____

REASON FOR PERSONNEL ACTION

7 1/2% Increment (DLR 6/13/76) (To Max)

SECTION II - CHANGE OF STATUS

FROM: TO:
 COUNTY DIVISION CO. OFFICE - DIVISION
 POSITION TITLE
 APPOINTMENT TYPE - APPOINTMENT
 MONTHLY SALARY 598.46 BIKERLY SALARY 638.15
 PROGRAM ASSIGNED PROGRAM ASSIGNED
 FUND FOR SALARY FUND FOR SALARY
 FUND FOR TRAVEL FUND FOR TRAVEL
 NAME CHANGE NAME CHANGE

SECTION III - SOURCE OF FUNDS FOR BASIC ASSIGNMENT AND TRAVEL

FOR COUNTY OFFICE SALARIES: COUNTY EXPENSE FUND FUNDS FOR STATE OFFICE SALARIES:
 OPERATIONS FD P. A. - MAINTENANCE FINANCE P. A. DATA PROCESSING P.A. - MAIN C & F SER - GEN
 - MAINTENANCE P. A. - SERVICES (ADULT) FINANCE M. V. RES & STATISTICS P.A. - SERV C & F SER - GEN
 - SERVICES (ADULT) C & F SERVICES FINANCE HOUS. PROCUREMENT P.A. - LIC C & F SER - WIL
 SERV - GENERAL FOOD STAMP FINANCE M. A. SUPPLIES & SER P.A. - GEN FOOD STAMP
 SERV - WK INC COUNTY ADMINISTRATION FINANCE GEN MERIT SYSTEM QUAL CON-F.S. HOMEOWN SERV
 STAMP TRAINING CON AIDIN. SERV. QUAL CON-GEN MEDICAL ASSISY
 BAKER SERVICE OTHERS: SPECIAL FUNDS: OTHERS:
 COUNTY ADMINISTRATION OTHERS: PUBLIC SAFETY OFFICERS
 FUNDS CITIES - SPTG. MODEL CITIES - R.H.
 CITIES - SPTG. DONNER FUND PROJ.
 MER EDUC. PROJ.
 MONTHLY PAID, SPECIFY

FUND - COUNTY TRAVEL - GENERAL OPERATIONS - CO. EXPENSE FUNDS - MERIT - IN NO. FROM CO. APPROV FUNDS

BY: [Signature]
 (CHAIRMAN OF COUNTY BOARD)
[Signature]
 (COUNTY PERSONNEL OR DIVISION CHIEF)

[Signature]
 (PERSONNEL OFFICER)
[Signature]
 (STATE CLERK)

June 2, 1976

(HIGHT SYSTEM SUPERVISOR)

STATE OF SOUTH CAROLINA
PERSONNEL ADVICE AND INFORMATION SHEET

CORRECTION

EMPLOYEE NAME S. L. WILSON	CLASSIFICATION TITLE BUILDING DESIGN ASSOC	CLASS CODE 8824	SLOT 0001	PER CODE 8801	REAS 03	PERF GRADE 25	MINIMUM 11,401	MAXIMUM 15,954		
DATE CREATED 01-17-75	OPEN DATE 01-22-75	STATE FUNDS PERCENT 432	STATE FUNDS AMOUNT 49.00	FEDERAL FUNDS PERCENT 432	FEDERAL FUNDS AMOUNT 4977	OTHER FUNDS PERCENT 434	PAY RATE 14,962	ANNUAL EQUIVALENT 14,962	DATE LAST SALARY CHANGE 06-27-75	REVIEW DATE 06-13-76

EMPLOYEE INFORMATION	S. S. NUMBER 980	SEX M	RACE W	U.S. BIRTH DATE 05-31-11	EDUC 13	RETIEMENT NO. 0285788	ADD'L BENEFITS 010	JOB DATE 01-23-75	AGR. FIVE DATE 01-13-70	STATE SER. DATE 01-13-70
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START DATE	END DATE	AGENCY	CLASS CODE	GRADE	REAS	ANNUAL EQUIVALENT	PERF	F/P	EFFECTIVE DATE	REAS	AGENCY	CLASS CODE	GRADE	REAS	ANNUAL EQUIVALENT	PERF	F/P	TRANSACTION	
06-13-75	01	280	8620	25	1	14,421	F		006	01-26-73	01	280	3-35-050	16	3	11,067	03	F	<input type="checkbox"/> FILL VACANCY <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> CORRECTION <input checked="" type="checkbox"/> SAL CHANGE <input type="checkbox"/> TERMINATE <input type="checkbox"/> DELETE <input type="checkbox"/> OTHER
11-23-75	02	280	8620	25	1	13,415	04	F	907	07-01-72	03	280	3-35-050	16	3	10,540		F	
08-28-74	03	280	7605	25	2	13,415		F	908	01-13-70	01	280	3-35-050	16	3	10,190	03	F	
03-03-74	01	280	3-35-050	16	1	12,537	04	F	909										
07-01-73	03	280	3-35-050	16	3	11,602		F	910										

EMPLOYEE INFO	EMPLOYEE NO. 771	DISTRICT 317	WORK UNIT 401	MISC. 2 211	MISC. 3 012	MISC. 4 813	MISC. 5 014	MISC. 6 815	ACCESSION SOURCE UNSOLICITED APPLICATION	CODE 06
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AGENCY COMMENTS

2/10/76

TERMINATION REASON	CODE 215	TERMINATE DATE 652
PERFORMANCE	CODE 213 104	EFFECTIVE DATE 652 11-25-76
REASONS FOR SALARY CHANGE	CODE 210 01	AMOUNT 557 04122
	217	540

APPROVAL OF THIS REQUEST BY THE STATE BUDGET AND CONTROL BOARD IS CONTINGENT UPON THE PRESENT AVAILABILITY OF FUNDS TO COVER THE ADDITIONAL COST THEREOF.

HENDRY

08-20-76

DATE

DEPARTMENT OF SOCIAL SERVICES

319

REPORT OF EMPLOYEE'S PERFORMANCE EVALUATION

Regular (X); Interim (); Probationary-1st () 2nd () 3rd ()

(MPS)
(MPS)
(MPS)

Name Mr. Lake Eric High, Sr. Position Title Building Design Associate

Chief of Staff Building Design Associate

DIVISION COUNTY UNIT DISTRICT OFFICE

Date assigned to present position Dec. 9, 1974 Employment date Jan. 13, 1970

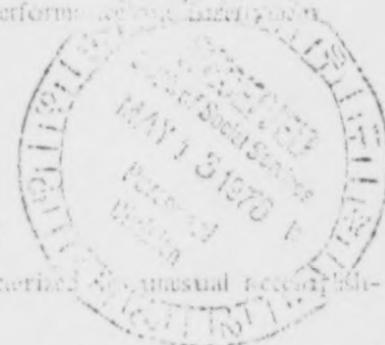
As of May 13, 1976 based on performance during period from May 13, 1975 to May 13, 1976

GUIDELINES

Section I: PERFORMANCE EVALUATION CHARACTERISTICS

This section describes several job performance and personal characteristics. Rate the performance of this employee on those pertinent characteristics contained in this section for the period under review. Be objective and do not let your rating of one factor influence your rating of another. Each characteristic to be evaluated has five degrees or levels of achievement by which it may be measured. Each level is defined for your use with examples of performance which may be accepted as characteristic of that level. If the employee job performance or level of achievement generally corresponds to the example cited, check that particular box. You may, however, use your own words, which in your opinion, would better describe the employee's performance. Indicate in the appropriate box or attach them on a separate page with proper reference.

The five rating levels to be used are defined as follows:



ACHIEVEMENT LEVEL	EVALUATION SYMBOL	DEFINITION
Meritorious	ME	Highly superior performance; work is characterized by unusual accomplishments. Completely reliable.
Above Standard	AS	Better than normally acceptable performance; work frequently exceeds normal job requirements.
Satisfactory	S	Work is satisfactory and acceptable but seldom exceeds normal job requirements.
Marginal	M	Work is satisfactory in some respects but does not fully meet normal job requirements. Immediate improvements anticipated.
Unsatisfactory	U	Poor performance; work below job requirements. Improvement not anticipated.

Evaluated by Harison ... Date May 13, 1976

Reviewed by Philip D. ... Date 5/13/76

Reviewed with employee Lake Eric High, Sr. Date 5-13-76
(EMPLOYEE SIGNATURE)

PERFORMANCE EVALUATION CHARACTERISTICS

	Unsatisfactory	Marginal	
KNOWLEDGE OF WORK The extent to which the employee has grasped all elements of the work assignment, the degree to which the required skills and procedures have been mastered.	Demonstrates little or no understanding of work assignment and/or seems unable to master the skills required.	Learns work assignment slowly. Requires much instruction and guidance. Attainment of required skills is marginal. Needs further training.	Has skills and relationships adequate.
ORGANIZING and PLANNING Effectiveness in systematically planning work assignments and achieving desired results with minimum waste or duplication of effort.	Unable to plan effectively or to complete tasks within reasonable periods of time. Needs detailed instructions.	Demonstrates only occasional capacity to organize and plan work assignments effectively. Frequently does things the hard way with waste of time and effort.	Generally meets required results with duplication.
RELATIONSHIP with CLIENTS Extent to which employee establishes and demonstrates professional relationship with clients.	Often loses control and becomes authoritative without regard for client's feelings.	Sometimes shows lack of respect and imposes own values. Needs to be cautioned as to self control and awareness of others.	Shows professional responsibility and appropriate control of circumstances.
RELATIONSHIPS with OTHERS The capacity with which the employee works in harmony with others and gains the respect, confidence, and cooperation of clients, other agencies, and outside public contacts.	Has poor relationships with others. Is sullen, argumentative, officious, belligerent, or completely withdrawn. Makes little or no effort to improve the person to person relationships.	Relationships with others are not as harmonious as they should be. Tends at times to exhibit impatience, irritability, or tactlessness. Is occasionally the object of complaints so far as conduct is concerned. Needs counseling from time to time.	Usually gets along well with others and enjoys their confidence.
COOPERATION The extent to which the employee cooperates with supervisors, associates, and others for whom work is performed.	For the most part is uncooperative and undependable. Resents suggestions from supervisor and refuses to assist others when requested.	May be cooperative with supervisor and helpful to others on occasion. In general however, prefers to be left alone.	Makes an effort to be cooperative and helpful to others.
QUALITY OF OUTPUT Degree to which employee's output is thorough, accurate, and meets quality standards.	Work of poor quality. Must be checked constantly and often redone.	Quality of work below average. Only occasionally meets acceptable standards.	Quality of work meets standards on occasions.
PRODUCTIVITY Measurement of the volume of work accomplished and rate of progress on assignments.	Very slow worker. Quantity of output is well below average of others in the same class.	Works slowly. Only occasionally achieves rate of production which is considered average.	Work output meets average production rate.
JUDGMENT Extent to which the employee's actions and decisions are appropriate and are based upon sound reasoning and common sense.	Uses little reasoning or common sense in deciding course of action. Judgment cannot be relied upon.	Frequently makes decisions and takes action without good reason. Needs some prodding to verify facts, think things through, and consider consequences before making a decision or taking action.	Usually makes sound decisions in general, judgment is sound.
DEPENDABILITY The extent to which the employee can be relied upon to meet work schedules and fulfill responsibilities and commitments.	Can seldom be relied upon to meet work schedules without constant surveillance. Tends to frequent tardiness and abuse of leave privileges.	Occasionally may be relied upon to complete work assignments within prescribed schedules. Needs frequent prodding. Occasionally is late in reporting to work or in keeping appointments. Requires more pushing than should be necessary.	Generally can be relied upon to meet work schedules and commitments.
INITIATIVE The determination and energy displayed in overcoming obstacles within the scope of the job, in finding solutions to problems and in keeping productively occupied.	Almost never initiates action on the job without specific instructions. Work effort stops when an obstacle is encountered until outside assistance is offered.	Occasionally takes initiative in the performance of assigned duties but leans heavily on others to find solutions to problems.	Frequently takes initiative in performing assigned duties. Exhibits sound judgment in overcoming obstacles.

Category	Above Standard	Meritorious	U	M	S	AS	ME
Knowledge of duties and requirements of skill is complete.	Has thorough knowledge of all aspects of work assignment and performs with high degree of skill.	Exceptionally well informed. Knowledge and skill are superior and exceed position requirements.				✓	
Organizes and achieves duty occasionally.	Consistently organizes and plans work well and achieves desired results with a high degree of efficiency.	Is outstanding in planning and organizing work which contributes to a superior level of achievement.			✓		
Professional awareness and need for is usually in order under varying conditions.	Is very effective in person to person relationships. Is almost always in full control of himself even under the most trying circumstances. Displays tact, warmth, integrity and flexibility. Secures client involvement in working on his problems in his way.	Is exceptional in every way in respect to person to person relationships and in exhibiting professional competence. Consistently able to work with client in terms of his capacity and goals.				✓	
Deal with fellow and others in a tactful and confident manner.	Is very effective in person to person relationships. Is almost always in full control of himself even under the most trying circumstances. Displays tact, warmth, and integrity. Commands respect, confidence, and cooperation from all quarters.	Is exceptional in every way in respect to person to person relationships and is a very definite asset to the image of the office.			✓		
Willing to be cooperative in assignments, as needed.	Can always be depended upon to cooperate fully and in good spirit. Is an excellent team worker.	Goes out of the way to make himself available whenever and wherever needed. Is a superior team worker who inspires loyalty and cooperativeness in others.				✓	
Work is satisfactory and with only a few errors redone.	Work is thorough, accurate, and generally above the quality requirements.	Is consistently thorough. Produces work of highest quality. Rarely makes mistakes.				✓	
Productivity. Meets standards.	Fast worker. Rate of progress on assignments and volume of output is above average.	Exceptionally rapid worker. Volume of output is consistently well above the average of others in the same class.				✓	
Capable decisions. In general.	Is perceptive and logical. Can be relied upon to secure and evaluate facts correctly and make decisions or take action with a minimum of error.	Actions and decisions reflect consistent logical thinking and exceptional reasoning.				✓	
Reliable and can be depended upon for responsibilities. Time and effort satisfactory.	Can always be depended upon to meet schedules and commitments. Makes special effort to be punctual and to complete assignments in advance of deadlines.	Extremely conscientious in meeting work schedules and in fulfilling responsibilities and commitments. Can always be depended upon regardless of circumstances.				✓	
Willing to perform duties, especially in difficult situations.	Displays considerable energy and moves ahead on own initiative to complete assignments. Demonstrates much resourcefulness and originality.	Consistently initiates action, finds solutions to problems, and keeps work moving. Is creative and innovative.				✓	

Section II: RATING PERSON'S SUMMARY OF EMPLOYEE EVALUATION AND RECOMMENDATIONS 22

This section is to be used to record a narrative summary of your evaluation of the employee and to make specific recommendations for career progress as well as for salary increase, promotion, or other change. Be as specific as possible, but be objective and open-minded.

After all factors have been rated, determine your overall evaluation of the employee's performance for the period under review, recognizing that the relative importance or weight of the factors varies from position to position, and check the appropriate box in the summary appraisal.

1. Discuss employee's strengths and positive qualities: Does a very thorough knowledge of the job, meet expectations, and is very initiative.

2. Discuss employee's weaknesses and negative qualities: Needs to manage time more productively and improve in appearance with contacts.

3. To what extent has there been improvement in previously noted weak factors? (none noted)

4. What action is recommended to assist employee to improve his performance and potential? Better or closer supervision as to his time management and his role as it relates to the entire organization.

*5. Does employee appear content with his own progress in the work he is doing? yes

If answer is "no" what action is recommended to meet his needs? N/A

*6. What is the employee's general attitude toward his evaluation? _____

7. Recommendations for salary increase, promotion, or other changes:
- _____ Recommended for annual salary increase.
 - _____ Not recommended for annual salary increase.
 - Recommended for merit salary increase. 10% effective May 15, 1996
 - _____ Recommend consideration for promotion when vacancy occurs.
 - _____ Performance unsatisfactory in present position. Recommend:

Transfer _____ Reason _____

Other _____ Reason _____

EVALUATION SUMMARY

Within the scope of his (her) present duties and responsibilities, indicate (circle) your overall evaluation of the performance of this employee. In doing this, bear in mind:

- (a) The rating assigned on all individual factors in Section I. U M S **AS** ME
- (b) The differing importance of factors from position to position.

Employee's Comments: Satisfied

FOR MANAGEMENT AND/OR SUPERVISORY PERSONNEL

23

	Unsatisfactory	Marginal	Satisfactory
<p>MANAGEMENT OF TIME Demonstrated performance in the ability to manage his (her) time and the time of his subordinates.</p>	Shows little or no ability to make effective use of his (her) own time. Permits subordinates to waste time on unimportant matters.	Has difficulty in budgeting time properly. Judgment in establishing work priorities often is faulty, resulting in time being misspent both by the employee and his (her) subordinates.	Usually manages time. Only occasional miscalculations of the time of subordinates.
<p>MANAGEMENT OF PEOPLE Demonstrated performance in assigning, controlling and developing subordinates, gaining their loyalty, respect, and support and in exercising supervision.</p>	Shows little capacity to supervise subordinates. Has difficulty in securing or makes little effort to secure their support and respect. Lacking in ability to train or to counsel others.	Record of supervising, training, and counseling subordinates is spotty. Leadership qualities are below average.	Maintains an employee relationship with subordinates. Their loyalty is maintained.
<p>DELEGATION OF AUTHORITY Demonstrated performance in distributing work load and in delegating responsibility and authority for its accomplishment without loss of control.</p>	Either displays a marked reluctance to delegate to subordinates, preferring to retain all authority and responsibility in his own hands, or delegates unwisely to the extent that he loses control.	Occasionally uses poor judgment in delegating authority and responsibility or in distributing work load among subordinates.	Generally delegates responsibility and distributes work load among subordinates in a manner which accomplishes the job with a minimum of questioning and delay.
<p>ORIGINALITY-IMAGINATION Demonstrated performance in doing original thinking and exercising imagination in devising new or improved methods of work.</p>	Displays little imagination. Resists new ideas. Clings to obsolete methods or accepts a routine method as only procedure.	Only occasionally demonstrates originality or imagination. Looks to others for new ideas. Needs to be prodded.	Occasionally demonstrates originality and innovates new methods and techniques with a minimum of output, input, cost, and inefficiency.
<p>DECISION MAKING Demonstrated performance in the capacity to make valid and timely decisions.</p>	Is indecisive. Tends to vacillate or may jump to conclusions and make hasty and unfounded decisions.	Is slow in making decisions, which occasionally are faulty. Has tendency to be influenced by external pressures. Does not always have all of the facts properly assembled and evaluated prior to making decisions. Sometimes leans on others for assistance in the decision making process.	Decisions usually are valid and timely. Occasionally may be hasty in making decisions but performance generally meets requirements.

OTHER PERFORMANCE EVALUATION CHARACTERISTICS

	Unsatisfactory	Marginal	Satisfactory

Recess

Nov 26. - 7 1/2%

E. High

3

Handwritten notes in a box, possibly including "W. Home" and "June 9, 75".

W. Home
June 9, 75

26

Eff 06-25-76
Amt 16084
Rev 06-13-76

June 11, 1976

Mr. Harrison Boardman
Chief of Staff

Mr. H. J. Goswami
Personnel Director

Review Date

This is in response to inquiry from Mr. Eric High concerning his correct review date.

On May 3, 1974, Mr. High received an increment of 7% raising his annual salary to \$12,537. Under the provisions of PF73-74, this placed him in an 18 month bracket with a new review date of 11/03/75. On June 24, 1974, the Appropriations Bill for PF74-75 established twelve (12) months pay brackets for all employees and stated that those employees whose current review dates fall beyond June 30, 1975 would be adjusted to be due during the last pay period of the fiscal year (6/13/75). This action caused Mr. High's review date of 11/03/75 to be readjusted to 6/13/75 whereby he gained approximately 4 1/2 months.

Mr. High received an increment of 7% effective date 6/13/75. Mr. High's present review date is 6/13/75 and if the current language of the Appropriations Bill for PF76-77 is enacted, he will receive first the 4 1/2 base pay increase and then the merit increase in that order effective the beginning of the next appropriate pay period which is 6/25/76.

On Friday, June 11, Mr. High met in my office and I carefully explained to him the information furnished above. When he departed my office, he gave me along with others present the impression that he fully understood his pay and review date status.

If I may be of any further assistance, please let me know.

MJG:lc

Handwritten notes in top left corner, partially illegible.

March
Eighteen
1976



Dr. R. Archie Ellis, Commissioner
State Dept. of Social Services
Post Office Box 1520
Columbia, S. C. 29202

Dear Dr. Ellis:

I just want to let you know how very grateful we are for the incomparable services of Mr. Lake Erie High. Our county office is spacious, attractive and designed for efficiency. Without reservations, I can say, this would not have been possible without Mr. High's very able assistance.

I am unable to sufficiently verbalize our appreciation for all he did for us.

Sincerely,

James T. Holcombe
Director

JTH:ddd

cc: Mr. Redden J. Thames

DRS. WATSON, ROBERTS & HAIR
INTERNAL MEDICINE AND CARDIOLOGY
1333 TAYLOR STREET, SUITE 1-B
COLUMBIA, SOUTH CAROLINA 29201
TELEPHONE 252-8880

29

March 12, 1976

TO WHOM IT MAY CONCERN:

RE: L. E. High, Sr.

The above named patient has been under my professional care from 3/3/76
thru 3/12/76 and may return to work 3/15/76.

R. Patten Watson

R. Patten Watson, M. D.

RTW/jbv

Actually away from work,

3/3/76 - 3/12/76

for

SECTION I - EMPLOYEE INFORMATION AND TYPE OF APPOINTMENT

State Office COUNTY OR DIVISION EMPLOYEE: Lake Eric High, Sr. 248 09 6491
 (FIRST NAME) (MIDDLE INITIAL) (LAST NAME) SOCIAL SECURITY NUMBER

Building Design Associate SALARY: \$ 14,962 \$ 575.46 Fall Feb. 20, 1976
 TITLE OF POSITION ANNUAL BIWEEKLY FULL OR PART TIME EFFECTIVE DATE

General Operations Facility Management CC 21010 /
 SALARY FUND (SEE SEC. III) PROGRAM ASSIGNMENT (SEE SEC. III) PLAN NO. TRAVEL FUND (SEE SEC. III)

TYPE OF APPOINTMENT:	PROBATIONARY _____	PROBATION EXTENDED _____	PERMANENT PROVISIONAL _____	EXEMPT TEMPORARY _____	EMERGENCY _____
PROMOTION _____	RESIGNATION _____	APPOINTMENT EXPIRED _____	TO LEAVE W/OUT PAY _____	TO LEAVE W/OUT PAY _____	TO LEAVE W/OUT PAY _____
DEMOTION _____	RETIREMENT _____	TO ED LEAVE W/ PAY _____	TO ED LEAVE W/ PAY _____	TO ED LEAVE W/ PAY _____	TO ED LEAVE W/ PAY _____
STEP INCREASE _____	SUSPENSION _____	FROM ED LEAVE W/ PAY _____	FROM ED LEAVE W/ PAY _____	FROM ED LEAVE W/ PAY _____	FROM ED LEAVE W/ PAY _____
SALARY REDUCTION _____	TERMINATION _____	FROM ED LEAVE W/OUT PAY _____	FROM ED LEAVE W/OUT PAY _____	FROM ED LEAVE W/OUT PAY _____	FROM ED LEAVE W/OUT PAY _____

IF EMPLOYEE IS BEING TERMINATED, IS RE-EMPLOYMENT RECOMMENDED YES _____ NO _____

REMARKS: REASON FOR PERSONNEL ACTION

Circular letter #1938

SECTION II - CHANGE OF STATUS

FROM:	TO:
CO. OFFICE - DIVISION _____	CO. OFFICE - DIVISION _____
POSITION TITLE _____	POSITION TITLE _____
TYPE - APPOINTMENT _____	TYPE - APPOINTMENT _____
BIWEEKLY SALARY _____	BIWEEKLY SALARY _____
PROGRAM ASSIGNED _____	PROGRAM ASSIGNED _____
FUNDS FOR SALARY _____	FUNDS FOR SALARY _____
FUNDS FOR TRAVEL _____	FUNDS FOR TRAVEL _____
NAME CHANGE _____	NAME CHANGE _____

SECTION III - SOURCE OF FUNDS FOR PROGRAM ASSIGNMENTS AND TRAVEL

FUNDS FOR COUNTY OFFICE SALARIES:	FUNDS FOR STATE OFFICE SALARIES:
GENERAL OPERATIONS FUND	GENERAL OPERATIONS FUND
P. A. - MAINTENANCE	P. A. - MAIN
P. A. - SERVICES (ADULT)	P. A. - SERV
C & F SERV - GENERAL	P. A. - LIC
C & F SERV - WK INC	P. A. - GEN
FOOD STAMP	QUAL CON-F.S.
HOMEWORKER SERVICE	QUAL CON-GEN
COUNTY ADMINISTRATION	HEALTH & MEDICAL
SPECIAL FUNDS:	OTHERS:
MODEL CITIES - SPTG.	
CONSUMER EDUC. PROJ.	
IF LOCALLY PAID, SPECIFY	



FUNDS - COUNTY TRAVEL - GENERAL OPERATIONS - CO. EXPENSE FUND COUNTY - PAID IN TO FROM CO. APPROVED FUND

APPROVED: _____
 (CHAIRMAN OF COUNTY BOARD)
[Signature]
 (COUNTY DIRECTOR OR DIVISION CHIEF)

[Signature]
 (STATE CLERK)
[Signature]
 (STATE CLERK)

DATE: Feb. 23, 1976

(HEALTH SYSTEM SUPERVISOR)

Rock

South Carolina Department of Social Services
POST OFFICE BOX 1520
COLUMBIA, SOUTH CAROLINA 29202

*John
S. R.
37*

December 4, 1975

Memorandum

To: Mr. Manuel J. George, Chief
Personnel Division *MJG*

From: Harrison Reardon, Chief of Staff *HR*

Subject: Transfer of Mr. Lake E. High's Office

Attached please find the Commissioner's memorandum regarding the transfer of Mr. Lake E. High's office to my Bureau. Please take the necessary action to transfer Mr. High's and Mr. Clay Watts' positions to my Bureau at the same grades and salaries.

Thank you for your cooperation.

last letter - 10600

HR:As

South Carolina Department of Social Services

POST OFFICE BOX 1520
COLUMBIA, SOUTH CAROLINA 29202

November 28, 1975

32

Personal and Confidential

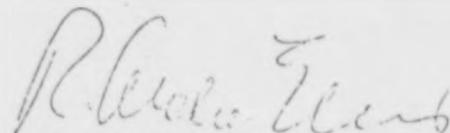
Memorandum

To: Mr. Horace F. Jackson, Deputy Commissioner
Bureau of Fiscal Operations

From: The Commissioner

Subject: Mr. Lake Erie High

As of Monday, December 1, I am transferring Eric High to the Chief of Staff of the Agency. It is very evident that 90 to 95 percent of the jobs assigned to Mr. High in the future will be concerned with District and County matters. Therefore it is logical for him to be supervised by Mr. Rearden.


R. Archie Ellis
Commissioner.

RAE-h

CC: Mr. Philip Grose, Chief Deputy Commissioner
Mr. Harrison Rearden, Chief of Staff
Mr. Lake Erie High, Building Design Associate

South Carolina Department of Social Services

POST OFFICE BOX 1520
COLUMBIA, SOUTH CAROLINA 29202

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December 4, 1975



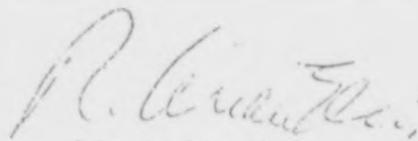
Memorandum

To: Mr. Horace F. Jackson, Deputy Commissioner
Bureau of Fiscal Operations

From: The Commissioner

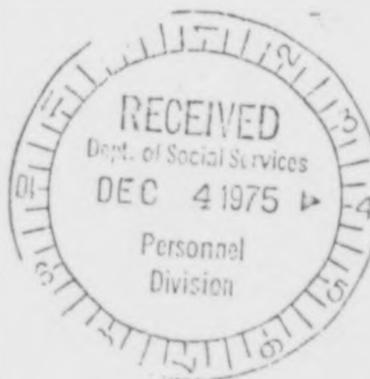
Subject: Mr. Claytor H. Watts, Drafting Technician

In my memorandum to you dated November 28 requesting the transfer of Mr. Lake Erie High to the office of Chief of Staff, I failed to mention a like transfer for Mr. Claytor H. Watts. As you know, Mr. Watts works directly with Mr. High in his duties as Building Design Associate and I am now asking that you please take the necessary steps to transfer Mr. Watts to the office of the Chief of Staff effective December 1, 1975.


R. Archie Ellis
Commissioner

RAE-h

CC: Mr. Philip Grose, Chief Deputy Commissioner
Mr. Harrison Rearden, Chief of Staff
Mr. Lake Erie High, Building Design Associate



COUNTY COUNCIL OF BEAUFORT COUNTY
BEAUFORT COUNTY, SOUTH CAROLINA

34

ARTHUR HORNE
CHAIRMAN

GRADY D. THAMES
VICE CHAIRMAN

COUNCIL MEMBERS

LEROY E. BROWNE
GARY B. FORDHAM
WILLIAM W. GRANT, JR.
DAVID JONES
HARRIET KEYSERLING
WILLIAM L. McBRIDE
BOOKER T. WASHINGTON

JAMES W. ZUMWALT
COUNTY MANAGER

C. C. HAIGH
COUNTY SUPERVISOR

August 11, 1975

Archie R. Ellis, Commissioner
S. C. Department of Social Services
P. O. Box 1520
Columbia, South Carolina 29202

Dear Doctor Ellis:

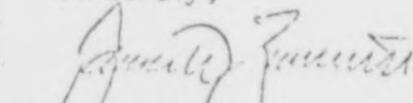
I am writing to commend Mr. Lake Erie High for the assistance he has provided Beaufort County in preparing new office space for the County Department of Social Services and Food Stamp Offices.

A couple of years back, as Manager of Kershaw County, I worked with the County Social Services Director to design new office space for the Department. The Director knew little about construction and I knew nothing about the flow of paperwork in the Social Services Department. The resulting building was an improvement over the condemned facility the department had previously occupied but it did not provide a particularly good work flow.

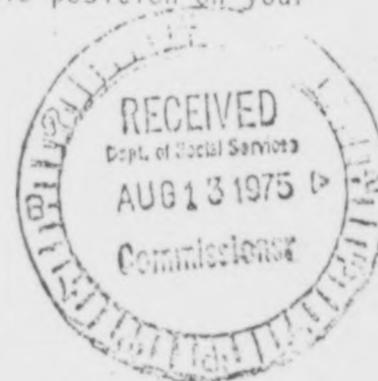
This past year I was faced with the same problem in Beaufort County. To my delight I found that during the interim you had added Mr. Lake Erie High to the DSS staff. Mr. High inspected the building we had chosen for renovation, advised us of its assets and liabilities, and prepared a proposed office layout making the best possible use of the space available. His assistance has not only made it much easier for me to carry out my responsibility of finding adequate facilities for the department, but I am confident it has made it possible for Mr. Axmann to run a much more efficient operation for our citizens.

I both commend Mr. High for his professional competency, and you for having the foresight to create his position on your staff.

Sincerely,


James W. Zumwalt
County Manager

cc: Mr. L. E. High, Sr.
Mr. Frank Axmann
Mrs. Lois G. McGarvey



12-15-75
FILE



35

South Carolina
Department of Social Services

R. Archie Ellis
Commissioner

August 22, 1975



Mr. James W. Zurwalt, County Manager
County Council of Beaufort County
P. O. Box 1001
Beaufort, South Carolina 29902

→ Re: Eric High

Dear Mr. Zurwalt:

It was a source of much pleasure to receive your letter of August 11, in which you commended Mr. High for his professional competency.

I am aware of Mr. High's ability and have recognized him privately and publicly; however, I am indeed happy to have your unsolicited letter to be made a part of his personnel file.

I would like to express my personal appreciation to you for your thoughtfulness in writing us.

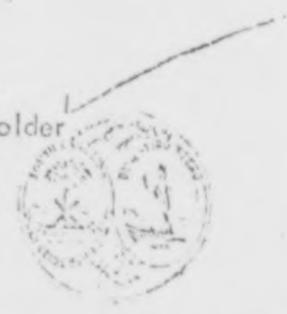
With all good wishes, I am

Cordially yours,

R. Archie Ellis
Commissioner

RAE:ih

- cc: Mr. Eric High
- cc: Mr. Bucknell/Mr. George
For Mr. High's personnel folder





BOARD OF HEALTH

Lachlan L. Hyatt, Chairman
William M. Wilson, Vice Chairman
I. DuQuincy Newman, Secretary
W. A. Barretto
Leonard W. Douglas, III
Carolus G. Nash
J. Howard Stehn, Jr.

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SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL

June 25, 1975

E. KENNETH AYCOCK, M.D., M.P.H., COMMISSIONER
J. MARION SIMS BUILDING — 2600 BULL STREET
COLUMBIA, SOUTH CAROLINA 29201

File →

Mr. Lake Eric High, Sr.
2315 Durham Drive
West Columbia, SC 29169

Dear Mr. High:

You recently attended the Multiphasic Screening Center for State employees at State Park Health Center. On the attached form you will find the test(s) for which you should be further evaluated. We suggest, at your convenience, that you make arrangements to consult with your doctor

for advice concerning the screening findings.

Your family doctor has been sent a complete copy of your screening results and he can completely advise you in this matter.

After further evaluation, please complete the right hand side of the attached form and return to us in the enclosed envelope. We need this information to evaluate our program.

If you have any questions, please contact us at 738-4401. Thank you for your assistance.

Sincerely,

David B. McCallum

David B. McCallum, Director
Early Disease Detection

Enclosures

PATIENT FOLLOW-UP REPORT

37

Patient Number: 6241

Please complete the information below after being further evaluated by appropriate source.

Completed By: _____

Date Completed: _____

Your screening tests indicating further evaluation are:	Did you contact the referral source?	What was their response to the test results?	State treatment and recommendations for each test. For ex.- diet, medications, etc. Indicate if treatment was not necessary.
1. <u>Your blood pressure remains elevated</u>			
2. <u>Your electrocardiogram shows some changes. There is evidence of the old myocardial infarction as well</u>			
3.			
4.			
5.			

PLEASE RETURN TO: Multiphasic Screening Center
 S. C. Department of Health & Environmental Control
 J. Marion Sims Building
 2600 Bull Street
 Columbia, S. C. 29201

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SECTION I - EMPLOYMENT INFORMATION AND TYPE OF APPOINTMENT

State Office COUNTY OR DIVISION EMPLOYEE: Lake Erie High, Sr. 248 09 6494
(FIRST NAME) (MIDDLE INITIAL) (LAST NAME) SOCIAL SECURITY NO.

Building Design Associate SALARY: \$ 14,962 \$ 575.46 Full November 28, 1976
TITLE OF POSITION ANNUAL BIWEEKLY FULL OR PART TIME EFFECTIVE DATE

General Operations Executive Assistant CC 10600 /
SALARY FUND (SEE SEC. III) PROGRAM ASSIGNMENT (SEE SEC. III) TRAVEL FUND (SEE SEC. III)

TYPE OF APPOINTMENT: PROBATIONARY _____ PROBATION EXTENDED _____ PERMANENT _____ EXEMPT _____
PROVISIONAL _____ TEMPORARY _____ EMERGENCY _____
REASON FOR APPOINTMENT: RESIGNATION _____ APPOINTMENT EXPIRED _____ TO LEAVE W/OUT PAY _____
PROMOTION _____ RETIREMENT _____ TO ED LEAVE W/ PAY _____ REINSTATEMENT _____
STEP INCREASE _____ SUSPENSION _____ FROM ED LEAVE W/ PAY _____ RE-EMPLOYMENT _____
SALARY REDUCTION _____ TERMINATION _____ TO ED LEAVE W/OUT PAY _____ TRANSFER _____
FROM ED LEAVE W/OUT PAY _____ DECEASED _____

EMPLOYEE IS BEING TERMINATED, IS RE-EMPLOYMENT RECOMMENDED YES _____ NO _____

REMARKS: REASON FOR PERSONNEL ACTION

SECTION II - CHANGE OF STATUS

FROM: TO:
OFFICE - DIVISION
TITLE
TYPE - APPOINTMENT
WEEKLY SALARY
PROGRAM ASSIGNED Facility Management
FUNDS FOR SALARY
FUNDS FOR TRAVEL
NAME CHANGE

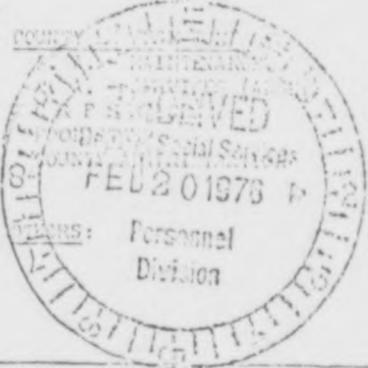
SECTION III - SOURCE OF FUNDS FOR PROGRAM ASSIGNMENTS AND TRAVEL

FUNDS FOR COUNTY OFFICE SALARIES:

- GENERAL OPERATIONS FD
- A. - MAINTENANCE
- A. - SERVICES (ADULT)
- A & F SERV - GENERAL
- A & F SERV - WK INC
- ODD STAMP
- SEWAGE SERVICE
- COUNTY ADMINISTRATION

- SPECIAL FUNDS
- MODEL CITIES - SPTG.
- RESUMER EDUC. PROJ.

LOCALLY PAID, SPECIFY



FUNDS FOR STATE OFFICE SALARIES:

- GENERAL OPERATIONS FD
- DATA PROCESSING P.A. - MAIN C & F SERV -
- ADM & STATISTIC P.A. - SERV C & F SERV -
- PROCUREMENT P.A. - LIC C & F SERV -
- SUPPLIES & SER P.A. - GEN FOOD STAMP
- MERIT SYSTEM QUAL CON-F.S. HIGHWAY & BR
- ADMIN. SERV. QUAL CON-GEN MEDICAL ASSI.

- SPECIAL FUNDS:
- PUBLIC SERV BANKERS
- MODEL CITIES - R.H.
- BOARDS FROM FROM.

OTHERS:

FUNDS - COUNTY TRAVEL - GENERAL OPERATIONS - CO. EXPENSE FUND - CH. DEPOSIT - PAID IN CO. FROM CO. APPROV FUND

APPROVED: (CHAIRMAN OF COUNTY BOARD)
COUNTY DIRECTOR OR DIVISION CHIEF

(PERSONNEL OFFICER)
COUNTY CLERK

Jan. 27, 1976

(SULLY MARTIN SUPERVISOR)

COMPTROLLER GENERAL'S OFFICE
PAYROLL PERSONNEL ADVICE
(Special)

39

Date: 11/11/75

NAME: John J. ...
 SOCIAL SECURITY NO.: ...
 AND STATE: ...
 EMPLOYMENT: ...
 EMPLOYMENT NUMBER: ...

Dept Location Code: ...
 SOCIAL SECURITY NO.: ...
 RETIREMENT NUMBER: ...
 EMPLOYER USE NO.: ...

DIVISION NO.	DIVISION NAME	ACCOUNT TITLE	ACCOUNT NO.	AMOUNT
		GENERAL OPERATIONS 75-76		
		AMOUNT OF GENERAL INCREASE		241.00
		NEW BI-WEEKLY SALARY		500.71

PERSONNEL INFORMATION

JOB CLASSIFICATION CODE: ...
 JOB CLASSIFICATION TITLE: ...

TAX INFORMATION

FEDERAL STATUS: ...
 STATE STATUS: ...
 VALUE CROSS: ...

RETIREMENT TYPE

11 STATE RETIREMENT

TRANSACTION CODE: ...

I certify that the above information is in accord with all laws, rules and regulations, and where Budget and Control Board Approval is required, such has been received.

(Signature of Budget & Control Board approval required)

(Signature)
 FOR COMPTROLLER
 Title

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Bureau of Finance & Management EMPLOYEE: Lake Erie High. Sr. 248 09 6491
COUNTY OR DIVISION (FIRST LAST (MIDDLE INITIAL) (SUFFIX)) SOCIAL SECURITY NUMBER

Building Design Assoc. SALARY: \$ 14,821 \$ 554.65 Full June 13, 1975
TITLE OR POSITION GRADE PAYSCALE FULL OR PART TIME EFFECTIVE DATE

General Operations Facility Management / /
SALARY FUND (SEE SEC. III) PROGRAM ASSISTANT (SEE GEN. III) SER. NO. TRAVEL FUND (SEE GEN. III)

TYPE OF APPOINTMENT:	PROBATIONARY	PROMOTION EXTENDED	PROBATIONARY	EMERGENCY	EMERGENCY
PROMOTION	_____	_____	APPOINTMENT EXP. PAY	_____	TO LEAVE W/OPT PAY
DEMOTION	_____	_____	TO ED LEAVE W/OPT PAY	_____	REINSTATEMENT
STEP INCREASE	XX	_____	PROG ED LEAVE W/OPT PAY	_____	RE-EMPLOYMENT
SALARY REDUCTION	_____	_____	TO ED LEAVE W/OPT PAY	_____	WARRANT
	_____	_____	PROG ED LEAVE W/OPT PAY	_____	INCREASE

IF EMPLOYEE IS BEING TERMINATED, IS RE-EMPLOYMENT RECOMMENDED YES NO

REASON: REASON FOR RECOMMENDATION

7 1/2% Increment (Paid retro on 6/27 - 7/10 payroll)

SECTION II - GRADE OF STATE

FROM:	TO:
CO. OFFICE - DIVISION	CO. OFFICE - DIVISION
POSITION TITLE	POSITION TITLE
TYPE - APPOINTMENT	TYPE - APPOINTMENT
WEEKLY SALARY \$515.96	WEEKLY SALARY \$554.65
PROGRAM ASSIGNED	PROGRAM ASSIGNED
FUNDS FOR SALARY	FUNDS FOR SALARY
FUNDS FOR TRAVEL	FUNDS FOR TRAVEL
NAME CHANGE	NAME CHANGE

SECTION III - SOURCE OF FUNDS FOR PROGRAM APPOINTMENT AND TRAVEL

FUNDS FOR COUNTY OFFICE SALARIES:	COUNTY EXPENSE FUND:	FUNDS FOR STATE OFFICE SALARIES:
GENERAL OPERATIONS FD	P. A. - MAINTENANCE	DATA PROCESSING
P. A. - MAINTENANCE	P. A. - SERVICES (ADULT)	GEN & STATISTIC
P. A. - SERVICES (ADULT)	C & F SERVICES	PLANNING
C & F SERV - GENERAL	FOOD STAMP	STUDIES & SER
C & F SERV - WK INC	COUNTY ADMINISTRATION	HEALTH SYSTEM
FOOD STAMP		ADMIN. SERV.
HOUSEHOLD SERVICE		
COUNTY ADMINISTRATION		

SPECIAL FUNDS:	OTHERS:
MODEL CITIES - SPTG.	
CONSUMER EDUC. PROJ.	

IF LOCALLY PAID, SPECIFY

FUNDS - COUNTY TRAVEL - GENERAL OFF. SVCS - CO. EXPENSE FUND OR OTHER FUND - COUNTY OR FROM CO. AGENCY FUND

PROVED: _____
 (CHAIRMAN OF COUNTY BOARD)
Wm. J. Johnson
 (COUNTY DIRECTOR OR DIVISION CHIEF)

 (SPECIAL AGENT)
R. R. Johnson
 (SPECIAL AGENT)
 (HEALTH SYSTEM SUPERVISOR)

June 19, 1975

DEPARTMENT OF SOCIAL SERVICES

REPORT OF EMPLOYEE'S PERFORMANCE EVALUATION

Regular () ; Interim () ; Probationary-1st (X) 2nd () 3rd ()

Name Mr. Lake Erie High, Sr. Position Title Building Design Associate

Facility Management (B-1)

DIVISION

COUNTY

UNIT

DISTRICT OFFICE

Date assigned to present position 11-26-74 Employment date 1-13-70as of May 22, 1975 based on performance during period from 11-26-74 to 5-26-75

GUIDELINES

Section I: PERFORMANCE EVALUATION CHARACTERISTICS

This section describes several job performance and personal characteristics. Rate the performance of this employee on those pertinent characteristics contained in this section for the period under review. Be objective and do not let your rating of one factor influence your rating of another. Each characteristic to be evaluated has five degrees or levels of achievement by which it may be measured. Each level is defined for your use with examples of performance which may be accepted as characteristic of that level. If the employee job performance or level of achievement generally corresponds to the example cited, check that particular box. You may, however, use your own words, which in your opinion, would better describe the employee's performance and insert them in the appropriate box or attach them on a separate page with proper reference.

The five rating levels to be used are defined as follows:

ACHIEVEMENT LEVEL	EVALUATION SYMBOL	DEFINITION
Meritorious	ME	Highly superior performance; work is characterized by unusual accomplishments. Completely reliable.
Above Standard	(AS)	Better than normally acceptable performance; work frequently exceeds normal job requirements.
Satisfactory	S	Work is satisfactory and acceptable but seldom exceeds normal job requirements.
Marginal	M	Work is satisfactory in some respects but does not fully meet normal job requirements. Immediate improvements anticipated.
Unsatisfactory	U	Poor performance; work below job requirements. Improvement not anticipated.

Evaluated by [Signature] Date 5/20/75Reviewed by [Signature] Date 6/25/75Reviewed with employee [Signature] Date 5/22/75

(EMPLOYEE SIGNATURE)

FOR MANAGEMENT AND/OR SUPERVISORY PERSONNEL

42

	Unsatisfactory	Marginal	
MANAGEMENT OF TIME Demonstrated performance in the ability to manage his (her) time and the time of his subordinates.	Shows little or no ability to make effective use of his (her) own time. Permits subordinates to waste time on unimportant matters.	Has difficulty in budgeting time properly. Judgment in establishing work priorities often is faulty, resulting in time being mispent both by the employee and his (her) subordinates.	Usually a time clock calculator the time notes.
MANAGEMENT OF PEOPLE Demonstrated performance in assigning, controlling and developing subordinates; gaining their loyalty, respect, and support and in exercising supervision.	Shows little capacity to supervise subordinates. Has difficulty in securing or makes little effort to secure their support and respect. Lacking in ability to train or to counsel others.	Record of supervising, training, and counseling subordinates is spotty. Leadership qualities are below average.	Maintains employee a job of his subordinates their loyal.
DELEGATION OF AUTHORITY Demonstrated performance in distributing work load and in delegating responsibility and authority for its accomplishment without loss of control.	Either displays a marked reluctance to delegate to subordinates, preferring to retain all authority and responsibility in his own hands, or delegates unwisely to the extent that he loses control.	Occasionally uses poor judgment in delegating authority and responsibility or in distributing work load among subordinates.	Generally responsible distributes ordmates is accomplish the of question signing and quest
ORIGINALITY-IMAGINATION Demonstrated performance in doing original thinking and exercising imagination in devising new or improved methods of work.	Displays little imagination. Resists new ideas. Clings to obsolete methods or accepts a routine method as only procedure.	Only occasionally demonstrates originality or imagination. Looks to others for new ideas. Needs to be prodded.	Occasionally and innovat new methes niques with output, iming costs, efficiency.
DECISION MAKING Demonstrated performance in the capacity to make valid and timely decisions.	Is indecisive. Tends to vacillate or may jump to conclusions and make hasty and unfounded decisions.	Is slow in making decisions, which occasionally are faulty. Has tendency to be influenced by external pressures. Does not always have all of the facts properly assembled and evaluated prior to making decisions. Sometimes leans on others for assistance in the decision making process.	Decisions in Occasionally or hasty in but perform erally meets

OTHER PERFORMANCE EVALUATION CHARACTERISTICS

	Unsatisfactory	Marginal	
			5

Section I-A

PERFORMANCE EVALUATION CHARACTERISTICS

44

	Unsatisfactory	Marginal	
KNOWLEDGE OF WORK The extent to which the employee has grasped all elements of the work assignment, the degree to which the required skills and procedures have been mastered.	Demonstrates little or no understanding of work assignment and/or seems unable to master the skills required.	Learns work assignment slowly. Requires much instruction and guidance. Attainment of required skills is marginal. Needs further training.	Has only partial understanding of work assignment and/or does not demonstrate adequate skills.
ORGANIZING and PLANNING Effectiveness in systematically planning work assignments and achieving desired results with minimum waste or duplication of effort.	Unable to plan effectively or to complete tasks within reasonable periods of time. Needs detailed instructions.	Demonstrates only occasional capacity to organize and plan work assignments effectively. Frequently does things the hard way with waste of time and effort.	Generally does not plan work assignments effectively and frequently wastes time and effort.
RELATIONSHIP with CLIENTS Extent to which employee establishes and demonstrates professional relationship with clients.	Often loses control and becomes authoritative without regard for client's feelings.	Sometimes shows lack of respect and imposes own values. Needs to be cautioned as to self control and awareness of others.	Shows little respect for client's feelings and does not exercise self control in professional relationships.
RELATIONSHIPS with OTHERS The capacity with which the employee works in harmony with others and gains the respect, confidence, and cooperation of clients, other agencies, and outside public contacts.	Has poor relationships with others. Is sullen, argumentative, officious, belligerent, or completely withdrawn. Makes little or no effort to improve the person-to-person relationships.	Relationships with others are not as harmonious as they should be. Tends at times to exhibit impatience, untidiness, or tactlessness. Is occasionally the object of complaints so far as conduct is concerned. Needs counseling from time to time.	Usually does not work in harmony with others and does not gain respect, confidence, and cooperation.
COOPERATION The extent to which the employee cooperates with supervisors, associates, and others for whom work is performed.	For the most part is uncooperative and undependable. Resents suggestions from supervisor and refuses to assist others when requested.	May be cooperative with supervisor and helpful to others on occasion. In general however, prefers to be left alone.	Makes an uncooperative and to some extent unhelpful contribution to the work.
QUALITY OF OUTPUT Degree to which employee's output is thorough, accurate, and meets quality standards.	Work of poor quality. Must be checked constantly and often redone.	Quality of work below average. Only occasionally meets acceptable standards.	Quality of work is generally below average and occasionally meets acceptable standards.
PRODUCTIVITY Measurement of the volume of work accomplished and rate of progress on assignments.	Very slow worker. Quantity of output is well below average of others in the same class.	Works slowly. Only occasionally achieves rate of production which is considered average.	Work output is generally below average and occasionally achieves acceptable rate of production.
JUDGMENT Extent to which the employee's actions and decisions are appropriate and are based upon sound reasoning and common sense.	Uses little reasoning or common sense in deciding course of action. Judgment cannot be relied upon.	Frequently makes decisions and takes action without good reason. Needs some prodding to verify facts, think things through, and consider consequences before making a decision or taking action.	Usually makes decisions in non-rational manner and does not exercise good judgment.
DEPENDABILITY The extent to which the employee can be relied upon to meet work schedules and fulfill responsibilities and commitments.	Can seldom be relied upon to meet work schedules without constant surveillance. Tends to frequent tardiness and abuse of leave privileges.	Occasionally may be relied upon to complete work assignments within prescribed schedules. Needs frequent prodding. Occasionally is late in reporting to work or in keeping appointments. Requires more pushing than should be necessary.	Generally does not meet work schedules and does not exercise self control in attendance.
INITIATIVE The determination and energy displayed in overcoming obstacles within the scope of the job, in finding solutions to problems and in keeping productively occupied.	Almost never initiates action on the job without specific instructions. Work effort stops when an obstacle is encountered until outside assistance is offered.	Occasionally takes initiative in the performance of assigned duties but leans heavily on others to find solutions to problems.	Frequently does not take initiative in the performance of assigned duties and does not exhibit self-reliance in overcoming obstacles.

PERSONNEL ADVISE AND INFORMATION SHEET

AGENCY NAME	AGENCY CODE	CLASSIFICATION TITLE	CLASS TO	SLOT	EC	HAZ CODE	FEAS	PERF	GRADE	MINIMUM	MAXIMUM
										1,020	13,130
DATE CREATED	OPEN DATE	SOURCE OF FUNDS			PAY RATE	ANNUAL EQUIVALENT	DATE LAST SALARY CHANGE	REVIEW DATE	LATEST ACTION		
	651	STATE 532	FEDERAL 533	OTHER 534				657	06-13-75		

NAME	S. S. NUMBER	SEC. RATES	EDUC.	DATE OF BIRTH	RETIREMENT NO.	ADD'L BENEFITS	JOB DATE	AGN. HIKE DATE	STATE SER. DATE
	986	105 107 106	213	653	770	910	655	651	656

DATE	AGENCY	CLASS CODE	GRADE	ANNUAL EQUIVALENT	PERF. F/P	EFFECTIVE DATE	REAS.	AGENCY	CLASS CODE	GRADE	ANNUAL EQUIVALENT	PERF. F/P	TRANSACTION
		906		12,915	F	01-13-75					12,915	3 F	<input type="checkbox"/> FILL VACANCY
		907		17,337	04 F								<input type="checkbox"/> REPLACEMENT
		903		11,802	F								<input type="checkbox"/> CORRECTION
		909		12,567	F								<input type="checkbox"/> SAL CHANGE
		910			F								<input type="checkbox"/> TERMINATE
					F								<input type="checkbox"/> DELETE

EMPLOYEE NO.	EMPLOYEE NUM.	DISTRICT	MISC. 2	MISC. 3	MISC. 4	MISC. 5	ACCESSION SOURCE	CODE	EFFECTIVE DATE
	771	217	511	512	513	514		214	552

REMARKS

TERMINATION REASON	CODE	TERMINATE DATE
	215	652

REASONS FOR SALARY CHANGE	CODE	AMT. INC.
1	216	529
2	217	543
PERFORMANCE	216	

APPROVAL OF THIS REQUEST BY THE STATE BUDGET AND CONTROL BOARD IS CONDITIONED ON THE PRESENT AVAILABILITY OF FUNDS TO COVER THE ADDITIONAL COST THEREOF.

P. H. SMALL
 DIRECTOR FOR THE BOARD
 02-19-75
 DATE

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES
POST OFFICE BOX 1520
COLUMBIA, SOUTH CAROLINA 29202

2049

April 16, 1975

Proch

Memorandum

To: Mr. R. H. Bucknell, Jr.

From: Horace F. Jackson *H.F.J.*

Subject: L. E. High

Effectively immediately, please transfer ~~L. E.~~ High and Clay Watts from Cost Center 12000 to Cost Center 12010.

HFJ:fm



South  Carolina

Fire Inspectors Association

Be it known that

LAKE ERIE HIGH, SR.

April 10, 1975

*having satisfied the membership qualifications and
having complied with other requirements of the By-laws*

is

MEMBER.

of the South Carolina Fire Inspectors Association

In recognition thereof the undersigned have affixed their signatures

B. Harvey Scroy

Lawton Hardman

SOUTH CAROLINA DEPARTMENT OF PUBLIC WORKS
- COMPTROLLER, SOUTH CAROLINA
REGISTRATION FOR PERSONNEL ACTION

50

SECTION I - IDENTIFYING INFORMATION AND TYPE OF APPOINTMENT

Office of Finance & Management
COUNTY OR DIVISION
EMPLOYEE: Lake Hale High, Sr.
(FIRST NAME) (MIDDLE INITIAL) (LAST NAME)
248 09 6491
SOCIAL SECURITY NUMBER
Building Design Associate
TITLE OF POSITION
SALARY: \$13,415 ANNUAL \$ 515.96 BIWEEKLY Full FULL OR PART TIME
November 26, 1974 EFFECTIVE DATE

General Operations
SALARY FUND (SEE SEC. III)
Bureau of Finance & Management
PROGRAM ASSIGNMENT (SEE SEC. III) SLOTT NO. TRAVEL FUND (SEE SEC. III)

TYPE OF APPOINTMENT: PROBATIONARY _____ PROBATION EXTENDED _____ PERMANENT _____ EXEMPT _____
PROVISIONAL _____ TEMPORARY _____ EMERGENCY _____
PROMOTION _____ RESIGNATION _____ APPOINTMENT EXPIRED _____ TO LEAVE W/OUT PAY _____
PROMOTION _____ RETIREMENT _____ TO ED LEAVE W/ PAY _____ REINSTATEMENT _____
SALARY INCREASE _____ SUSPENSION _____ FROM ED LEAVE W/ PAY _____ RE-EMPLOYMENT _____
SALARY REDUCTION _____ TERMINATION _____ TO ED LEAVE W/OUT PAY _____ TRANSFER _____
DECEASED _____

EMPLOYEE IS BEING TERMINATED, IS RE-EMPLOYMENT RECOMMENDED YES _____ NO _____

REASON: REASON FOR PERSONNEL ACTION

Location, Program & Title Change

SECTION II - CHANGE OF STATUS

FROM: TO:
COUNTY OFFICE - DIVISION CO. OFFICE - DIVISION
POSITION TITLE Boarding Home Licensor POSITION TITLE Building Design Associate
TYPE - APPOINTMENT
WEEKLY SALARY BIWEEKLY SALARY
PROGRAM ASSIGNED Adult Services Licensing PROGRAM ASSIGNED Bureau of Finance & Management
FUNDS FOR SALARY
FUNDS FOR TRAVEL
NAME CHANGE

SECTION III - SOURCE OF FUNDS FOR PROGRAM ASSIGNMENTS AND TRAVEL

FUNDS FOR COUNTY OFFICE SALARIES: COUNTY EXPENSE FUND
GENERAL OPERATIONS FD
P. A. - MAINTENANCE
P. A. - SERVICES (ADULT)
C & F SERV - GENERAL
C & F SERV - ME INC
FOOD STAFF
HOMEMAKER SERVICE
COUNTY ADMINISTRATION
OTHERS:
SPECIAL FUNDS:
PUBLIC SER CAREERS
MODEL CITIES - R.H.
DONNER FUND PROJ.
FUNDS FOR STATE OFFICE SALARIES: GENERAL OPERATIONS FD
DATA PROCESSING
RES & STATISTIC
PROCUREMENT
SUPPLIES & SER
MERIT SYSTEM
ADMIN. SERV.
P.A. - MAIN
P.A. - SERV
P.A. - LIC
P.A. - GEN
QUAL CON-F.S.
QUAL CON-GEN
C & F SERV
C & F SERV
C & F SERV
FOOD STAFF
HOMEMAKER
MEDICAL &

FUNDS - COUNTY TRAVEL - GENERAL OPERATIONS - CO. EXPENSE FUND - PAID IN CO. FROM CO. APPOINTEE

APPROVED: (CHIEFMAN OF COUNTY GOV/D)
COUNTY DIRECTOR OF DIVISION OFFICE
PERSONNEL OFFICER
STATE DIRECTOR

DATE: Jan. 14, 1975
(MERIT SYSTEM SUPERVISOR)

South Carolina Department of Social Services
POST OFFICE BOX 1520
COLUMBIA, SOUTH CAROLINA 29202

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51

November 26, 1974

Memorandum

To: Mr. Horace F. Jackson, Deputy Commissioner
Bureau of Finance & Management

From: Mr. R. H. Bucknell, Jr., Chief
Administrative Services

[Handwritten signature]



Subject: Attached Class Code & Position Questionnaire (Mr. Lake Erie High)

Forwarded for your use is the class code and position questionnaire submitted on Mr. Lake Erie High.

A job audit was conducted by State Personnel on November 7 and it was concluded that a new class should be written, entitled, coded 6619, and graded at 25.

Adult Services wants him transferred out of their cost center. When do you want this done?

RHB:ec

Enclosures (2)



Immediatly

[Handwritten signature]

*Transfer to
Mr. Jackson's
cost center*

*CLAY WHITE
PLS*

11-25

[Handwritten initials]

CLASS TITLE

Building Design Associate

CLASS CODE

66.14

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(Note: The examples of work listed in this class description are not necessarily descriptive of any one position in the class. In a specific classified position, some number of related duties may be required and some examples may be omitted. The intent of the listed examples is to give a general indication of the levels of difficulty and responsibility common to all positions in this class.)

In order to be considered for employment in a position in this class, an applicant must have the stated minimum education and experience or an acceptable equivalent as approved by the State Personnel Division. Selection for employment into open positions will be made from those most qualified as determined by appropriate examination processes.)

Function:

Under limited supervision provides a variety of responsible and difficult drafting and architectural assignments; performs generally semiroutine or diversified duties requiring judgment in the application of procedures utilized in the design of county and district social services complexes; work is governed by broad instructions, objectives and policies.

Examples of Work Performed:

- Performs professional work in the initial drafting of building designs.
- May represent the department in determining the design, layout and functional aspects for particular building construction.
- Acts as representative at construction sites to assure compliance with design.
- Assists in coordination for the development of the building program through preparation of working drawings in connection with construction of new buildings and/or alteration of existing structures.
- Assists architectural firms commissioned to prepare building plans by drafting the initial plans for final reproduction by the architects.
- Performs related duties as required.

Required Knowledge, Skills and Abilities:

- Extensive knowledge of building codes as well as practices and procedures of construction principles.
- Extensive skill in preparing, reviewing and revising design plans and specifications.
- Extensive knowledge of the laws governing boarding home licensure.

Necessary Special Requirements:

- College courses in drafting or special training in architectural drawing.

Minimum Training and Experience:

- High school graduation and seven (7) years experience in drafting or building inspection, two (2) years of which must have been in a supervisory capacity.

POSITION QUESTIONNAIRE

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<p>1. Agency Name <u>South Carolina Department of Social Services</u> Section <u>Bureau of Finance & Management</u></p> <p>2. Job Location (City and County) <u>Columbia Richland South Carolina</u></p> <p>3. Present Classification or Job Title <u>Boarding Home Licensor</u></p> <p>4. Job Title of Supervisor Classification Code <u>Bureau Chief of Finance & Management</u></p> <p>5. Work is (Check appropriate box)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Permanent</td> <td style="width: 33%;">Temporary</td> <td style="width: 33%;">Number of months</td> </tr> <tr> <td><input checked="" type="checkbox"/> Full Time</td> <td><input type="checkbox"/> Full Time</td> <td>of temporary</td> </tr> <tr> <td><input type="checkbox"/> Part Time</td> <td><input type="checkbox"/> Part Time</td> <td>employment <u>N/A</u></td> </tr> </table>	Permanent	Temporary	Number of months	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Full Time	of temporary	<input type="checkbox"/> Part Time	<input type="checkbox"/> Part Time	employment <u>N/A</u>	<p>Reason for Request:</p> <p><input checked="" type="checkbox"/> New Position</p> <p><input type="checkbox"/> Reclassification Request</p> <p><input type="checkbox"/> Requested by State Personnel Division</p> <p><input checked="" type="checkbox"/> For Vacancy List</p> <hr/> <p style="text-align: center;">FOR PERSONNEL DIVISION USE ONLY</p> <p>Approved Class _____</p> <p>Class Code _____ Agency Code _____</p> <p>Slot Code _____</p> <p>Approval _____ Date _____</p>
Permanent	Temporary	Number of months								
<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Full Time	of temporary								
<input type="checkbox"/> Part Time	<input type="checkbox"/> Part Time	employment <u>N/A</u>								
<p>7. Description of Position</p> <p>A. General Responsibilities:</p> <p style="padding-left: 40px;">Under general supervision performs a variety of responsible and difficult drafting and architectural assignments; performs generally semi-routine or diversified duties requiring judgment in the application of all aspects, established practices, and procedures utilized in the design of county and district Social Services Complexes.</p>										
<p>B. Specific Duties:</p> <ol style="list-style-type: none"> 1. Performs professional work in building design. 2. Acts as departmental representative in the design, layout and functional aspects for building construction. 3. Acts as a specialist in construction aspects. 4. Supervises projects through daily visits to building sites to insure compliance with design. 5. Administers and coordinates the development and review with Social Services Building program. 6. Drafts initial plans and presents to architects for final reproduction. 7. Assists in the preparation of working drawings in connection with construction of new buildings and/or alteration to existing structure. 8. Coordinates all Social Services building programs to insure uniformity of projects. 9. Assists architectural firms commissioned to prepare building plans. 10. Performs related duties. 										
<p>Approx. % of Time</p>										

Usefulness of Equipment Operating; Indicate Per Cent of Time Spent on Each.

Calculator and drafting equipment.

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Working Conditions; Indicate Number of Hours in Work Week Plus any other Factors which Describe the Conditions Under Which You Work.

40 hours Plus
Good working conditions

Supervision Received; Describe How Your Work is Reviewed by Your Supervisor.

General Supervision

Relationships or Contacts with Others; Exclude Supervisor and Those Supervised.

Title	Freq. of Contact	Title	Freq. of Contact
County Commissioners	Freq.	State GSA	Freq.
County Welfare Boards	Freq.	Telephone Company	Freq.
District Directors	Freq.	Building Contractors	Freq.
Assigned Architects	Freq.		

Supervisory Responsibilities; List the Number, Titles and Organization of Employees Supervised.

A. Organization Unit	No. of Emp. Supervised	B. Job Titles of Three Highest Level Subordinates	No. of Emp.
Bureau of Finance & Management	1	1. Drafting Technician I	1
		2.	
		3.	
Total No. of Emp. Supervised	1		

PART II TO BE COMPLETED BY IMMEDIATE SUPERVISOR

Qualifications

A. Minimum General Education.

High School Graduate

B. Specialized Education or Training

College courses in Drafting or special training in architectural drawing.

C. Minimum Work Experience

Nine (9) Years building inspection or drafting experience, four (4) years which must have been in a supervisory capacity.

D. Special Skills or Attributes Required

Knowledge of building codes. Knowledge of construction principles. Detailed knowledge of Social Services program area. Ability to communicate with people.

i. Supervisor's Comments on Description of Employee Duties

Adequate description above.

Employee's Signature	Date	Supervisor's Signature	Date	Agency Head	Date
		<i>Thomas J. Jones</i>	9/17 1974	<i>R. Archie Ellis</i>	9/18 1974

R. Archie Ellis,
Commissioner

DATE: JULY 1, 1974

NAME: HINDSON, LINDA LORNE

EMPLOYEE NO. 302 **SS**

STREET: 215 S. BROAD ST.

SOCIAL SECURITY NO. 44-10491

CITY/STATE: COLUMBIA, SC 29204

REGISTRATION NO. 44-10491

DEPARTMENT: SOCIAL SERVICES DEPT.

EMPLOYER UNIT NO. 01-10 017
SECTION NO. 2000

DEPARTMENT PHONE: 863-761

DISTRICT NO.	DIVISION NAME	ACCOUNT TITLE	AMOUNT
		GENERAL INCREASE 10-74	876.
		GENERAL INCREASE 11-73	13,415.
		AMOUNT OF GENERAL INCREASE	876.
		NEW ANNUAL SALARY	13,415.
		NEW BI-WEEKLY SALARY	515.

PERSONNEL INFORMATION

JOB CLASSIFICATION CODE: 329050
JOB CLASSIFICATION TITLE: COACHING HOME LIGERSON

TAX INFORMATION

FEDERAL STATUS: FEDERAL STATE
STATE: SC
RESIDENTIAL STATUS: RESIDENTIAL NON-RESIDENTIAL
VOLUNTARY OF SERVICE: YES NO

RETIREMENT TYPE

11 STATE RETIREMENT

TRANSACTION CODE: 1810

Not the above information in accord with all laws, rules and regulations and where proper and Central Board approval is required, such information is required.

Signature of [Name] required

FBI COMMISSIONER

DEPARTMENT OF SOCIAL SERVICES

REPORT OF EMPLOYEE'S PERFORMANCE EVALUATION

Regular (); Interim (); Probationary-1st () 2nd () 3rd ()

56

Name John E. High, Sr. Position Title Board Home Advisor
P.A.

DIVISION _____ COUNTY _____ UNIT _____ DISTRICT OFFICE _____
 Date assigned to present position 9/23/71 Employment date 1/15/70
 as of 3-8-74 based on performance during period from 1/20/73 to 3/8/74

GUIDELINES

Section I: PERFORMANCE EVALUATION CHARACTERISTICS

This section describes several job performance and personal characteristics. Rate the performance of this employee on those pertinent characteristics contained in this section for the period under review. Be objective and do not let your rating of one factor influence your rating of another. Each characteristic to be evaluated has five degrees or levels of achievement by which it may be measured. Each level is defined for your use with examples of performance which may be accepted as characteristic of that level. If the employee job performance or level of achievement generally corresponds to the example cited, check that particular box. You may, however, use your own words, which in your opinion, would better describe the employee's performance and insert them in the appropriate box or attach them on a separate page with proper reference.

The five rating levels to be used are defined as follows:

ACHIEVEMENT LEVEL	EVALUATION SYMBOL	DEFINITION
Meritorious	ME	Highly superior performance; work is characterized by unusual accomplishments. Completely reliable.
Above Standard	AS	Better than normally acceptable performance; work frequently exceeds normal job requirements.
Satisfactory	S	Work is satisfactory and acceptable but seldom exceeds normal job requirements.
Marginal	M	Work is satisfactory in some respects but does not fully meet normal job requirements. Immediate improvements anticipated.
Dissatisfactory	U	Poor performance; work below job requirements. Improvement not anticipated.

Evaluated by Ray E. Knight Date 3/8/74
 Reviewed by Richard D. Bell Date 3-13-74
 Reviewed with employee John E. High, Sr. Date 3-8-74
 (EMPLOYEE SIGNATURE)

Section 1-A

PERFORMANCE EVALUATION CHARACTERISTICS

57

	Unsatisfactory	Marginal	Satisfactory
KNOWLEDGE OF WORK The extent to which the employee has grasped all elements of the work assignment, the degree to which the required skills and procedures have been mastered.	Demonstrates little or no understanding of work assignment and/or seems unable to master the skills required.	Learns work assignment slowly. Requires much instruction and guidance. Attainment of required skills is marginal. Needs further training.	Has sufficient and relevant elements of knowledge adequate in performance.
ORGANIZING and PLANNING Effectiveness in systematically planning work assignments and achieving desired results with minimum waste or duplication of effort.	Unable to plan effectively or to complete tasks within reasonable periods of time. Needs detailed instructions.	Demonstrates only occasional capacity to organize and plan work assignments effectively. Frequently does things the hard way with waste of time and effort.	Generally organizes work effectively and achieves desired results with minimum duplication of effort.
RELATIONSHIP with CLIENTS Extent to which employee establishes and demonstrates professional relationship with clients.	Often loses control and becomes authoritative without regard for client's feelings.	Sometimes shows lack of respect and imposes own values. Needs to be cautioned as to self control and awareness of others.	Shows knowledge of responsibility and appreciates client's part in control of circumstances.
RELATIONSHIPS with OTHERS The capacity with which the employee works in harmony with others and gains the respect, confidence, and cooperation of clients, other agencies, and outside public contacts.	Has poor relationships with others. Is sullen, argumentative, officious, belligerent, or completely withdrawn. Makes little or no effort to improve the person to person relationships.	Relationships with others are not as harmonious as they should be. Tends at times to exhibit impatience, untidiness, or tactlessness. Is occasionally the object of complaints so far as conduct is concerned. Needs counseling from time to time.	Usually gets along well with employees and enjoys their confidence.
COOPERATION The extent to which the employee cooperates with supervisors, associates, and others for whom work is performed.	For the most part is uncooperative and un dependable. Resents suggestions from supervisor and refuses to assist others when requested.	May be cooperative with supervisor and helpful to others on occasion. In general however, prefers to be left alone.	Makes an effort to be cooperative, to assist, and to assist others.
QUALITY OF OUTPUT Degree to which employee's output is thorough, accurate, and meets quality standards.	Work of poor quality. Must be checked constantly and often re-done.	Quality of work below average. Only occasionally meets acceptable standards.	Quality of work meets standards. Generally meets or exceeds quality standards.
PRODUCTIVITY Measurement of the volume of work accomplished and rate of progress on assignments.	Very slow worker. Quantity of output is well below average of others in the same class.	Works slowly. Only occasionally achieves rate of production which is considered average.	Work output meets or exceeds average production rate.
JUDGMENT Extent to which the employee's actions and decisions are appropriate and are based upon sound reasoning and common sense.	Uses little reasoning or common sense in deciding course of action. Judgment cannot be relied upon.	Frequently makes decisions and takes action without good reason. Needs some prodding to verify facts, think things through, and consider consequences before making a decision or taking action.	Usually makes sound decisions in normal circumstances. Judgment is sound.
DEPENDABILITY The extent to which the employee can be relied upon to meet work schedules and fulfill responsibilities and commitments.	Can seldom be relied upon to meet work schedules without constant surveillance. Tends to frequent tardiness and abuse of leave privileges.	Occasionally may be relied upon to complete work assignments within prescribed schedules. Needs frequent prodding. Occasionally is late in reporting to work or in keeping appointments. Requires more pushing than should be necessary.	Generally depends upon work schedules and maintains regular attendance record.
INITIATIVE The determination and energy displayed in overcoming obstacles within the scope of the job, in finding solutions to problems and in keeping productively occupied.	Almost never initiates action on the job without specific instructions. Work effort stops when an obstacle is encountered until outside assistance is offered.	Occasionally takes initiative in the performance of assigned duties but leans heavily on others to find solutions to problems.	Frequently takes initiative to perform acceptable work. Exhibits initiative in overcoming obstacles.

	Above Standard	Meritorious	U	M	S	AS	ME
of duties require- skill is its.	Has thorough knowledge of all aspects of work assignment and performs with high degree of skill.	Exceptionally well informed. Knowledge and skill are superior and exceed position requirements.			✓		
organizes moves de- cisional	Consistently organizes and plans work well and achieves desired results with a high degree of efficiency.	Is outstanding in planning and organizing work which contributes to a superior level of achievement.				✓	
professional awareness need for usually in r varying	Is very effective in person to person relationships. Is almost always in full control of himself even under the most trying circumstances. Displays tact, warmth, integrity and flexibility. Secures client involvement in working on his problems in his way.	Is exceptional in every way in respect to person to person relationships and in exhibiting professional competence. Consistently able to work with client in terms of his capacity and goals.			✓		
with fel- and others and con-	Is very effective in person to person relationships. Is almost always in full control of himself even under the most trying circumstances. Displays tact, warmth, and integrity. Commands respect, confidence, and cooperation from all quarters.	Is exceptional in every way in respect to person to person relationships and is a very definite asset to the image of the office.				✓	
to be co- operations, needed.	Can always be depended upon to cooperate fully and in good spirit. Is an excellent team worker.	Goes out of the way to make himself available whenever and wherever needed. Is a superior team worker who inspires loyalty and cooperativeness in others.				✓	
atisfactory with only edior e.	Work is thorough, accurate, and generally above the quality requirements.	Is consistently thorough. Produces work of highest quality. Rarely makes mistakes.			✓		
ry. Meets dards.	Fast worker. Rate of progress on assignments and volume of output is above average.	Exceptionally rapid worker. Volume of output is consistently well above the average of others in the same class.			✓		
ible deci- s. In gen- e.	Is perceptive and logical. Can be relied upon to secure and evaluate facts correctly and make decisions or take action with a minimum of error.	Actions and decisions reflect consistent logical thinking and exceptional reasoning.			✓		
nd can be sponsibili- Time and sfactory.	Can always be depended upon to meet schedules and commitments. Makes special effort to be punctual and to complete assignments in advance of deadlines.	Extremely conscientious in meeting work schedules and in fulfilling responsibilities and commitments. Can always be depended upon regardless of circumstances.				✓	
n to per- of duties. fulness in	Displays considerable energy and moves ahead on own initiative to complete assignments. Demonstrates much resourcefulness and originality.	Consistently initiates action, finds solutions to problems, and keeps work moving. Is creative and innovative.				✓	

Section II: RATING PERSON'S SUMMARY OF EMPLOYEE EVALUATION AND RECOMMENDATION: 59

This section is to be used to record a narrative summary of your evaluation of the employee and to make specific recommendations for career progress as well as for salary increase, promotion, or other change. Be as specific as possible, but be objective and open-minded.

After all factors have been rated, determine your overall evaluation of the employee's performance for the period under review, recognizing that the relative importance or weight of the factors varies from position to position, and check the appropriate box in the summary appraisal.

1. Discuss employee's strengths and positive qualities: Employee is extremely cooperative

2. Discuss employee's weaknesses and negative qualities: _____

3. To what extent has there been improvement in previously noted weak factors: _____

4. What action is recommended to assist employee to improve his performance and potential? _____

*5. Does employee appear content with his own progress in the work he is doing? _____

If answer is "no" what action is recommended to meet his needs? _____

*6. What is the employee's general attitude toward his evaluation? _____

7. Recommendations for salary increase, promotion, or other changes:

- Recommended for annual salary increase.
- Not recommended for annual salary increase.
- Recommended for merit salary increase.
- Recommend consideration for promotion when vacancy occurs.
- Performance unsatisfactory in present position. Recommend:

Transfer _____ Reason _____

Other _____ Reason _____

EVALUATION SUMMARY

Within the scope of his (her) present duties and responsibilities, indicate (circle) your overall evaluation of the performance of this employee. In doing this, bear in mind:

- (a) The rating assigned on all individual factors in Section I. U M S AS ME
- (b) The differing importance of factors from position to position.

Employee's Comments: Thank you M. Lopez

17110
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Office of Services
POSITION: Lake Eric High, Sr. 248 09 6491

Boarding Home Licensor
SALARY: \$12,537 \$ 482.19 Full May 3, 1974

General Operations
SALARY FUND (SEE 206.171) Adult Services Licensing
PROGRAM ASSIGNED (SEE 206.111) TRAVIS FUND (SEE 206.171)

TYPE OF APPOINTMENT:	PROBATIONARY	PROBATION EXTENDED	PERSONNEL PROVIDED	EMERGENCY	EMERGENCY
REASON FOR ACTION:	RESIGNATION	APPOINTMENT EXPIRED	TO LEAVE W/OPT PAY	REINSTATEMENT	
TERMINATION	RETIREMENT	TO ED LEAVE W/ OPT	FROM ED LEAVE W/OPT PAY	RE-EMPLOYMENT	
PROMOTION	SUBSTITUTION	TO ED LEAVE W/OPT PAY	FROM ED LEAVE W/OPT PAY	TRANSFER	
SALARY INCREASE	TERMINATION			DEPASSED	
SALARY REDUCTION					

EMPLOYEE IS BEING TERMINATED, IS RE-EMPLOYMENT RECOMMENDED YES NO

REASON FOR PERSONNEL ACTION
7 1/2% Increment

SECTION II - CHANGE OF STATE

FROM:	TO:
OFFICE - DIVISION	CO. OFFICE - DIVISION
POSITION TITLE	POSITION TITLE
TYPE - APPOINTMENT	TYPE - APPOINTMENT
BI-MONTHLY SALARY <u>\$448.53</u>	BI-MONTHLY SALARY <u>\$482.19</u>
PROGRAM ASSIGNED	PROGRAM ASSIGNED
FUNDS FOR SALARY	FUNDS FOR SALARY
FUNDS FOR TRAVEL	FUNDS FOR TRAVEL
NAME CHANGE	NAME CHANGE

SECTION III - SOURCE OF FUNDS FOR PROGRAM AND TRAVEL

FUNDS FOR COUNTY OFFICE SALARIES:	FUNDS FOR COUNTY OFFICE SALARIES:
GENERAL OPERATIONS FUND	GENERAL OPERATIONS FUND
P. A. - MAINTENANCE	P. A. - MAINTENANCE
P. A. - SERVICES (ADULT)	P. A. - SERVICES (ADULT)
C & P SERV - GENERAL	C & P SERV - GENERAL
C & P SERV - NR INC	C & P SERV - NR INC
FOOD STAMP	FOOD STAMP
MEASUREMENT SERVICE	MEASUREMENT SERVICE
COUNTY ADMINISTRATION	COUNTY ADMINISTRATION
OTHERS:	OTHERS:

FUNDS - COUNTY TRAVEL - GENERAL OPERATIONS - CO. EXPENSE FUND OR TRAVEL - PAID IN CO. FROM CO. LEADERSHIP FUND

OFFICE OF THE CHAIRMAN OF COUNTY BOARD
Billy D. Bennett
(CHAIRMAN OF COUNTY BOARD)

R. C. ...
(PERSONNEL OFFICER)

April 26, 1974

(PRINTED BY THE SUPERVISORS)

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES
POST OFFICE BOX 1520
COLUMBIA, SOUTH CAROLINA 29202

61

February 20, 1974

Memorandum

To: Mr. R. H. Bucknell

From: Mr. Robert D. Floyd *RDF*

Subject: Your Memo of February 19
Concerning the Transfer of Boarding
Home Inspectors

I would suggest that you contact Mr. Gary Howard concerning the cost center. I would be of the opinion, however, that the cost center will remain the same, but the title should be changed to Adult Services Licensing.

Please confirm this with the appropriate personnel in the Bureau of Finance and Management.

RDF/lb

CDROMIA, SOUTH CAROLINA
DEPARTMENT FOR PERSONNEL ACTION

SECTION I - IDENTIFYING INFORMATION AND TYPE OF APPOINTMENT

62

Bureau of Services
COUNTY OR DIVISION

EMPLOYEE: Lake Eric High, Sr.
(FIRST NAME) (MIDDLE INITIAL) (LAST NAME)

248 09 6491
SOCIAL SECURITY NUMBER

Boarding Home Licensor
TITLE OF POSITION

SALARY: \$11,662 \$448.53 Full
ANNUAL BIWEEKLY FULL OR PART TIME

3/8/74
EFFECTIVE DATE

General Operations
SALARY FUND (SEE SEC. III)

Adult Services Licensing
PROGRAM ASSIGNMENT (SEE SEC. III)

/ /
SLOT NO. TRAVEL FUND (SEE SEC. III)

TYPE OF APPOINTMENT: PROBATIONARY _____ PROBATION EXTENDED _____ PERMANENT _____ EXEMPT _____
PROVISIONAL _____ TEMPORARY _____ EMERGENCY _____

PROMOTION _____ RESIGNATION _____ APPOINTMENT EXPIRED _____ TO LEAVE W/OUT PAY _____
DEMOTION _____ RETIREMENT _____ TO ED LEAVE W/ PAY _____ REINSTATEMENT _____
STEP INCREASE _____ SUSPENSION _____ FROM ED LEAVE W/ PAY _____ RE-EMPLOYMENT _____
SALARY REDUCTION _____ TERMINATION _____ TO ED LEAVE W/OUT PAY _____ TRANSFER XXX _____
FROM ED LEAVE W/OUT PAY _____ DECEASED _____

IF EMPLOYEE IS BEING TERMINATED, IS RE-EMPLOYMENT RECOMMENDED YES _____ NO _____

REMARKS: REASON FOR PERSONNEL ACTION

SECTION II - CHANGE OF STATUS

FROM: TO:

CO. OFFICE - DIVISION Bur. of Pub. Asst. & Oper. CO. OFFICE - DIVISION Bureau of Services

POSITION TITLE POSITION TITLE

TYPE - APPOINTMENT TYPE - APPOINTMENT

BIWEEKLY SALARY BIWEEKLY SALARY

PROGRAM ASSIGNED PA Licensing PROGRAM ASSIGNED Adult Service Licensing

FUNDS FOR SALARY FUNDS FOR SALARY

FUNDS FOR TRAVEL FUNDS FOR TRAVEL

NAME CHANGE NAME CHANGE

SECTION III - SOURCE OF FUNDS FOR PROGRAM ASSIGNMENTS AND TRAVEL

FUNDS FOR COUNTY OFFICE SALARIES:

GENERAL OPERATIONS FD
P. A. - MAINTENANCE
P. A. - SERVICES (ADULT)
C & F SERV - GENERAL
C & F SERV - WK INC
FOOD STAMP
HOMEAKER SERVICE
COUNTY ADMINISTRATION

COUNTY EXPENSE FUND
P. A. - MAINTENANCE
P. A. - SERVICES (ADULT)
C & F SERVICES
FOOD STAMP
COUNTY ADMINISTRATION

OTHERS:

SPECIAL FUNDS:
MODEL CITIES - SPTD.
CONSUMER EDUC. PROJ.
LOCALLY PAID, SPECIFY

FUNDS FOR STATE OFFICE SALARIES:

GENERAL OPERATIONS FD
DATA PROCESSING P.A. - MAIN C & F SERV
RES & STATISTIC P.A. - SERV C & F SERV
PROCUREMENT P.A. - LIC C & F SERV
SUPPLIES & SER P.A. - GEN FOOD STAMP
MERIT SYSTEM QUAL CON-F.S. HOMEAKER SER
ADMIN. SERV. QUAL CON-GEN MEDICAL ADJ.

OTHERS:

SPECIAL FUNDS:
PUBLIC SER CAREERS
MODEL CITIES - R.H.
DOWNS FUND PROJ.

FUNDS - COUNTY TRAVEL - GENERAL OPERATIONS - CO. EXPENSE FUNDS OR RESERVE - PAID IN CO. FROM CO. APPOINTMENT FUNDS

APPROVED: _____
(CHAIRMAN OF COUNTY BOARD)

Bill D. Hargett
(COUNTY DIRECTOR OR DIVISION CHIEF)

2/28/74

(PERSONNEL OFFICER)

R. H. ...
(STATE DIRECTOR)

Loch I. ...
(MERIT SYSTEM SUPERVISOR)

63



South Carolina
Department of Social Services
District Office III
219 N. Congress Street
Winnsboro, South Carolina
29180

R. Archie Ellis
Commissioner

November
Six
1973



Dr. R. Archie Ellis, Commissioner
South Carolina Department of Social Services
Post Office Box 1520
Columbia, South Carolina 29202

Dear Dr. Ellis:

Ellis

Realizing there are many exceptional people working for the Department of Social Services, it is, not, therefore, the usual case to single out one individual for praise. However, I feel compelled to give special commendation to Mr. L. E. High for the invaluable assistance he has rendered to the District Office and a number of county offices in District III.

Mr. High not only designed and drew the floor plans for the District Office, he has made several inspections of our new facilities during the construction and has provided guidance and direction to the contractors. His understanding of our Department and his expertise in engineering has given us the needed combination to produce the best in floor plans.

Mr. High has graciously assisted two of our counties in planning for anticipated relocation and has agreed to be available for two other counties in District III which are anticipating new facilities in the near future. This type of consultation will ultimately consummate in better service to clients and more favorable working conditions for the staff.

I would like to express my personal appreciation to you and the others responsible for making available Mr. High's consultation.

With best regards, I am

Cordially yours, _____

Redden J. Thames

cc: Mrs. Blanche McCullough, Deputy Commissioner

THE COLUMBIA CLINIC, P.A.

2759 LAUREL STREET
COLUMBIA, S. C. 29204

64
BY APPOINTMENT
TELEPHONE (803) 779-3756

INTERNAL MEDICINE

CARDIOLOGY

WARREN IRVIN, JR., M.D.
DONALD L. SAUNDERS, JR., M.D.
THOMAS E. HAIR, JR., M.D.

October 1, 1973

HEMATOLOGY

SKOTTOWE B. FISHBURN, JR., M.D.

NEPHROLOGY

WALTER G. EDWARDS, JR., M.D.

GASTROENTEROLOGY

RICHARD M. HELMAN, M.D.

12/5/73

TO WHOM IT MAY CONCERN:

RE: Mr. Lake E. High, Sr.
2315 Durham Drive
Columbia, South Carolina

Mr. High has been under our care for a number of years. He was hospitalized on August 20, 1973, and discharged on August 27. Since discharge from the hospital we are continuing to follow him in the office with routine visits.

T. E. Hair, Jr.
T. E. Hair, Jr., M.D.

TEH/cjc

1/1

SOUTH CAROLINA DEPARTMENT OF PUBLIC WELFARE
COLUMBIA, SOUTH CAROLINA
ADMINISTRATION FOR PERSONNEL ACTION

65

SECTION I - IDENTIFYING INFORMATION AND TYPE OF ASSIGNMENT

A. Licensing)
 Bureau of Assistance and Field Operations
 Boarding Home Licenses
 TITLE OF POSITION

EMPLOYEE: John Frie High Sr. 248-09-4451
 (FIRST NAME) (LAST NAME) (LAST NAME)

SALARY: \$ 77,662 \$ 448.53 Full
 ANNUAL BIWEEKLY FULL OR PART TIME

6-29-73
 EFFECTIVE DATE

General Operations P.A. Licensing
 SALARY FUND (SEE SEC. III) PROGRAM ASSIGNMENT (SEE SEC. III) SLOT NO. TRAVEL FUND (SEE SEC. III)

TYPE OF APPOINTMENT: PROVISIONAL _____ PERMANENT _____
 PROBABATION EXTENDED _____ EXEMPT _____
 TEMPORARY _____ EMERGENCY _____

PROMOTION _____ RESIGNATION _____ APPOINTMENT EXPIRED _____ TO LEAVE W/OUT PAY _____
 DEMOTION _____ RETIREMENT _____ TO ED LEAVE W/ PAY _____ REINSTATEMENT _____
 STEP INCREASE _____ SIB/SIBION _____ FROM ED LEAVE W/ PAY _____ RE-EMPLOYMENT _____
 SALARY REDUCTION _____ TERMINATION _____ TO ED LEAVE W/OUT PAY _____ TRANSFER _____
 _____ _____ FROM ED LEAVE W/OUT PAY _____ DECEASED _____

IF EMPLOYEE IS BEING TERMINATED, IS RE-EMPLOYMENT RECOMMENDED YES _____ NO _____

REMARKS: REASON FOR PERSONNEL ACTION

General Increase

SECTION II - CHANGE OF STATUS

FROM:	TO:
CO. OFFICE - DIVISION _____	CO. OFFICE - DIVISION _____
POSITION TITLE _____	POSITION TITLE _____
TYPE - APPOINTMENT _____	TYPE - APPOINTMENT _____
BIWEEKLY SALARY <u>425.65</u>	BIWEEKLY SALARY <u>448.53</u>
PROGRAM ASSIGNED _____	PROGRAM ASSIGNED _____
FUNDS FOR SALARY _____	FUNDS FOR SALARY _____
FUNDS FOR TRAVEL _____	FUNDS FOR TRAVEL _____
NAME CHANGE _____	NAME CHANGE _____

SECTION III - SOURCE OF FUNDS FOR PROGRAM ASSIGNMENTS AND TRAVEL

FUNDS FOR COUNTY OFFICE SALARIES:	FUNDS FOR STATE OFFICE SALARIES:
GENERAL OPERATIONS FUND	GENERAL OPERATIONS FUND
P. A. - MAINTENANCE	P. A. - MAIN
P. A. - SERVICES (ADULT)	P. A. - SERV
& F SERV - GENERAL	P. A. - LIC
& F SERV - WK INC	P. A. - GEN
JOB STAMP	QUAL CON-F.S.
MISMAKER SERVICE	QUAL CON-GEN
COUNTY ADMINISTRATION	
OTHERS:	OTHERS:
LOCAL FUNDS	SPECIAL FUNDS:
MODEL CITIES - SITING	PUBLIC SEX CANTERS
SUMMER EDUC. PROJ.	MODEL CITIES - R.H.
	DOMEST FUND PROJ.

LOCALLY PAID, SPECIFY

FUNDS - COUNTY TRAVEL - GENERAL OPERATIONS - CO. EXPENSE FUNDS ON DEPOSIT - PAID IN CO. FROM CO. APPOINT FUND

 (CHAIRMAN OF COUNTY BOARD)

Bill Beckwith
 (COUNTY DIRECTOR OR DIVISION CHIEF)

7-16-73

 (PERSONNEL OFFICER)

P. W. ...
 (STATE DIRECTOR)

 (MERIT SYSTEM SUPERVISOR)

66

May 1, 1973

TO WHOM IT MAY CONCERN:

This is to certify that I, Lake Erie High, Sr., was sick and unable to work during the following period:

March 19 through March 22, 1973 (4 days)

Lake Erie High, Sr.

Sworn to before me this 1st day of May, 1973

R. V. L...
Notary Public of South Carolina

My commission expires 4-22-80

SECTION I - EMPLOYEE INFORMATION AND EMPLOYMENT

67

Public Assistance
COUNTY OR DIVISION

EMPLOYEE: Lake Eric Heath, Sr.
(FIRST NAME) (MIDDLE INITIAL) (LAST NAME)

218-09-6491
SOCIAL SECURITY NUMBER

Boarding Home Licensor
TITLE OF POSITION

SALARY: \$ 12,067 \$ 125.65 Full
ANNUAL BIWEEKLY FULL OR PART TIME

1-26-73
EFFECTIVE DATE

General Operations
SALARY FUND (SEE SEC. III)

P. A. Licensing
PROJECT ASSIGNMENT (SEE SEC. III) / /

TRAVEL FUND (SEE SEC. III)

TYPE OF APPOINTMENT:	PROBATIONARY	PROBATION EXTENDED	PERMANENT ADDITIONAL	EXEMPT TEMPORARY	EMERGENCY
PROMOTION	RESIGNATION	APPOINTMENT EXPIRES	TO LEAVE W/OUT PAY	REINSTATEMENT	
PROMOTION	RETIREMENT	TO LEAVE W/ PAY	RE-Employment		
STEP INCREASE	SUSPENSION	FROM LEAVE W/ PAY	TRANSFER		
DETERMINATION	TERMINATION	TO LEAVE W/OUT PAY	DECEASED		
		FROM LEAVE W/OUT PAY			

EMPLOYEE IS BEING TERMINATED, IS RE-EMPLOYMENT RECOMMENDED YES NO

REASON FOR PERSONNEL ACTION

Satisfactory service, - increment recommended

SECTION II - CHANGE OF STATUS

FROM:	TO:
OFFICE - DIVISION	CO. OFFICE - DIVISION
POSITION TITLE	POSITION TITLE
TYPE - APPOINTMENT	TYPE - APPOINTMENT
BIWEEKLY SALARY \$405.38	BIWEEKLY SALARY \$125.65
PROJECT ASSIGNED	PROJECT ASSIGNED
FUNDS FOR SALARY	FUNDS FOR SALARY
FUNDS FOR TRAVEL	FUNDS FOR TRAVEL
NAME CHANGE	NAME CHANGE

SECTION III - SOURCE OF FUNDS FOR PROJECT ASSIGNMENTS AND TRAVEL

FUNDS FOR COUNTY OFFICE SALARIES:

- GENERAL OPERATIONS FUND
- A. - MAINTENANCE
- A. - SERVICES (ADULT)
- C & F SERV - GENERAL
- C & F SERV - MK INC
- FOOD STAMP
- HOMEMAKER SERVICE
- COUNTY ADMINISTRATION

- COUNTY EXPENSE FUND
- P. A. - MAINTENANCE
- P. A. - SERVICES (ADULT)
- C & F SERVICES
- FOOD STAMP
- COUNTY ADMINISTRATION

OTHERS:

FUNDS FOR STATE OFFICE SALARIES:

- GENERAL OPERATIONS FUND
- DATA PROCESSING
- ED & STATISTIC
- PROCUREMENT
- SUPPLIES & SUP
- MERIT SYSTEM
- ADMIN. SERV.
- P.A. - MAIN
- P.A. - SERV
- P.A. - LIC
- P.A. - GEN
- QUAL CON-F.S.
- QUAL CON-GEN
- C & F SERV - GA
- C & F SERV - LA
- C & F SERV - MI
- FOOD STAMP
- HOMEMAKER SERV
- MEDICAL ASSIST

OTHERS:

SPECIAL FUNDS:

- PUBLIC SER CAREERS
- MODEL CITIES - R.H.
- DONOR FUND PROJ.

LOCALLY PAID, SPECIFY

FUNDS - COUNTY TRAVEL - GENERAL OPERATIONS - CO. EXPENSE FUNDS ON DEPOSIT - WITH IN CO. FROM CO. APPROP FUNDS

SIGNED: (CHAIRMAN OF COUNTY BOARD)

(PERSONNEL OFFICER)

(COUNTY DIRECTOR OR DIVISION CHIEF)

(STATE DIRECTOR)

1/15/73

(MERIT SYSTEM SUPERVISOR)

SOUTH CAROLINA
DEPARTMENT OF SOCIAL SERVICES

68

REPORT OF EMPLOYEE'S PERFORMANCE EVALUATION

Regular (); Interim (); Probationary-1st () 2nd () 3rd ()

Name ⁽²⁰⁾ Lake E. High Position Title Reading Home Liaison
P.A.

DIVISION _____ COUNTY _____ UNIT _____ DISTRICT OFFICE _____

Assigned to present position Jan 13, 1970 Employment date Jan 13, 1970

of 1/11/73 based on performance during period from 5-13-71 to 12-1972

GUIDELINES

Section 1: PERFORMANCE EVALUATION CHARACTERISTICS

This section describes several job performance and personal characteristics. Rate the performance of this employee on those pertinent characteristics contained in this section for the period under review. Be objective and do not let your rating of one factor influence your rating of another. Each characteristic to be evaluated has five degrees or levels of achievement by which it may be measured. Each level is defined for your use with examples of performance which may be accepted as characteristic of that level. If the employee job performance or level of achievement generally corresponds to the example cited, check that particular box. You may, however, use your own words, which in your opinion, would better describe the employee's performance and insert them in the appropriate box or attach them on a separate page with proper reference.

The five rating levels to be used are defined as follows:

ACHIEVEMENT LEVEL	EVALUATION SYMBOL	DEFINITION
Meritorious	ME	Highly superior performance; work is characterized by unusual accomplishments. Completely reliable.
Above Standard	AS	Better than normally acceptable performance; work frequently exceeds normal job requirements.
Satisfactory	S	Work is satisfactory and acceptable but seldom exceeds normal job requirements.
Marginal	M	Work is satisfactory in some respects but does not fully meet normal job requirements. Immediate improvements anticipated.
Dissatisfactory	U	Poor performance; work below job requirements. Improvement not anticipated.

Evaluated by Ray V. Sapp Date 1-11-1973

Reviewed by _____ Date _____

Reviewed with employee Lake Eric High Date 1-11-73
(EMPLOYEE SIGNATURE)

Section II: RATING PERSON'S SUMMARY OF EMPLOYEE EVALUATION AND RECOMMENDATIONS

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This section is to be used to record a narrative summary of your evaluation of the employee and to make specific recommendations for career progress as well as for salary increase, promotion, or other change. Be as specific as possible, but be objective and open-minded.

After all factors have been rated, determine your overall evaluation of the employee's performance for the period under review, recognizing that the relative importance or weight of the factors varies from position to position, and check the appropriate box in the summary appraisal.

1. Discuss employee's strengths and positive qualities: _____

2. Discuss employee's weaknesses and negative qualities: _____

3. To what extent has there been improvement in previously noted weak factors: _____

4. What action is recommended to assist employee to improve his performance and potential? _____

*5. Does employee appear content with his own progress in the work he is doing? yes

If answer is "no" what action is recommended to meet his needs? _____

*6. What is the employee's general attitude toward his evaluation? Satisfactory

7. Recommendations for salary increase, promotion, or other changes:

Recommended for annual salary increase.

Not recommended for annual salary increase.

Recommended for merit salary increase.

Recommend consideration for promotion when vacancy occurs.

Performance unsatisfactory in present position. Recommend:

Transfer _____ Reason _____

Other _____ Reason _____

EVALUATION SUMMARY

Within the scope of his (her) present duties and responsibilities, indicate (circle) your overall evaluation of the performance of this employee. In doing this, bear in mind:

(a) The rating assigned on all individual factors in Section I. U M S AS ME

(b) The differing importance of factors from position to position.

Employee's Comments: _____

PERFORMANCE EVALUATION CHARACTERISTICS

	Unsatisfactory	Marginal	
KNOWLEDGE OF WORK The extent to which the employee has grasped all elements of the work assignment, the degree to which the required skills and procedures have been mastered.	Demonstrates little or no understanding of work assignment and/or seems unable to master the skills required.	Learns work assignment slowly. Requires much instruction and guidance. Attainment of required skills is marginal. Needs further training.	Has sufficient understanding and related skills to meet requirements of assignment. Needs adequate training.
ORGANIZING and PLANNING Effectiveness in systematically planning work assignments and achieving desired results with minimum waste or duplication of effort.	Unable to plan effectively or to complete tasks within reasonable periods of time. Needs detailed instructions.	Demonstrates only occasional capacity to organize and plan work assignments effectively. Frequently does things the hard way with waste of time and effort.	Generally organizes work effectively. Achieves desired results with minimum duplication.
RELATIONSHIP with CLIENTS Extent to which employee establishes and demonstrates professional relationship with clients.	Often loses control and becomes authoritative without regard for client's feelings.	Sometimes shows lack of respect and imposes own values. Needs to be cautioned as to self control and awareness of others.	Shows knowledge of responsibility and appropriate control of client's part of circumstances.
RELATIONSHIPS with OTHERS The capacity with which the employee works in harmony with others and gains the respect, confidence, and cooperation of clients, other agencies, and outside public contacts.	Has poor relationships with others. Is sullen, argumentative, officious, belligerent, or completely withdrawn. Makes little or no effort to improve the person to person relationships.	Relationships with others are not as harmonious as they should be. Tends at times to exhibit impatience, unruliness, or tactlessness. Is occasionally the object of complaints so far as conduct is concerned. Needs counseling from time to time.	Usually gets along well with others and enjoys their confidence.
COOPERATION The extent to which the employee cooperates with supervisors, associates, and others for whom work is performed.	For the most part is uncooperative and undependable. Resents suggestions from supervisor and refuses to assist others when requested.	May be cooperative with supervisor and helpful to others on occasion. In general however, prefers to be left alone.	Makes an honest effort to be cooperative, helpful, and to assist others.
QUALITY OF OUTPUT Degree to which employee's output is thorough, accurate, and meets quality standards.	Work of poor quality. Must be checked constantly and often redone.	Quality of work below average. Only occasionally meets acceptable standards.	Quality of work meets standards. Generally meets or exceeds acceptable standards.
PRODUCTIVITY Measurement of the volume of work accomplished and rate of progress on assignments.	Very slow worker. Quantity of output is well below average of others in the same class.	Works slowly. Only occasionally achieves rate of production which is considered average.	Work output meets or exceeds average production rate.
JUDGMENT Extent to which the employee's actions and decisions are appropriate and are based upon sound reasoning and common sense.	Uses little reasoning or common sense in deciding course of action. Judgment cannot be relied upon.	Frequently makes decisions and takes action without good reason. Needs some prodding to verify facts, think things through, and consider consequences before making a decision or taking action.	Usually makes sound decisions in normal, general, judgment situations.
DEPENDABILITY The extent to which the employee can be relied upon to meet work schedules and fulfill responsibilities and commitments.	Can seldom be relied upon to meet work schedules without constant surveillance. Tends to frequent tardiness and abuse of leave privileges.	Occasionally may be relied upon to complete work assignments within prescribed schedules. Needs frequent prodding. Occasionally is late in reporting to work or in keeping appointments. Requires more pushing than should be necessary.	Generally dependable in meeting work schedules and commitments. Needs little or no prodding.
INITIATIVE The determination and energy displayed in overcoming obstacles within the scope of the job, in finding solutions to problems and in keeping productively occupied.	Almost never initiates action on the job without specific instructions. Work effort stops when an obstacle is encountered until outside assistance is offered.	Occasionally takes initiative in the performance of assigned duties but leans heavily on others to find solutions to problems.	Frequently takes initiative in performing duties. Exhibits sound judgment in overcoming obstacles.

	Above Standard	Meritorious	U	M	S	AS	ME
of duties by require- of skill is 248.	Has thorough knowledge of all aspects of work, assignment and performs with high degree of skill.	Exceptionally well informed. Knowledge and skill are superior and exceed position requirements.			✓		
organizes achieves de- occasional	Consistently organizes and plans work well and achieves desired results with a high degree of efficiency.	Is outstanding in planning and organizing work which contributes to a superior level of achievement.			✓		
professional awareness need for usually in or varying	Is very effective in person to person relationships. Is almost always in full control of himself even under the most trying circumstances. Displays tact, warmth, integrity and flexibility. Secures client involvement in working on his problems in his way.	Is exceptional in every way in respect to person to person relationships and in exhibiting professional competence. Consistently able to work with client in terms of his capacity and goals.			✓		
with fel- and others and con-	Is very effective in person to person relationships. Is almost always in full control of himself even under the most trying circumstances. Displays tact, warmth, and integrity. Commands respect, confidence, and cooperation from all quarters.	Is exceptional in every way in respect to person to person relationships and is a very definite asset to the image of the office.			✓		
to be co- structions, needed.	Can always be depended upon to cooperate fully and in good spirit. Is an excellent team worker.	Goes out of the way to make himself available whenever and wherever needed. Is a superior team worker who inspires loyalty and cooperativeness in others.				✓	
satisfactory. d with only redone.	Work is thorough, accurate, and generally above the quality requirements.	Is consistently thorough. Produces work of highest quality. Rarely makes mistakes.				✓	
ory. Meets standards.	Fast worker. Rate of progress on assignments and volume of output is above average.	Exceptionally rapid worker. Volume of output is consistently well above the average of others in the same class.			✓		
table deci- ns. In gen- de.	Is perceptive and logical. Can be relied upon to secure and evaluate facts correctly and make decisions or take action with a minimum of error.	Actions and decisions reflect consistent logical thinking and exceptional reasoning.			✓		
and can be e- sponsibili- Time and tisfactory.	Can always be depended upon to meet schedules and commitments. Makes special effort to be punctual and to complete assignments in advance of deadlines.	Extremely conscientious in meeting work schedules and in fulfilling responsibilities and commitments. Can always be depended upon regardless of circumstances.			✓		
own per- of duties. efulness in	Displays considerable energy and moves ahead on own initiative to complete assignments. Demonstrates much resourcefulness and originality.	Consistently initiates action, finds solutions to problems, and keeps work moving. Is creative and innovative.			✓		

SOUTH CAROLINA DEPARTMENT OF PUBLIC WELFARE
COLUMBIA, SOUTH CAROLINA
RECOMMENDATION FOR PERSONNEL ACTION

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SECTION I - INITIAL APPOINTMENT TO INITIAL APPOINTMENT

NO: Public Assistance EMPLOYEE: John John Wick, Jr.
(COUNTY, DEPARTMENT OR DIVISION) (FIRST NAME) (MIDDLE INITIAL) (LAST NAME)

Boarding Home Sponsor
(TITLE OF POSITION)

(CLASSIFICATION OF TYPE OF PROGRAM TO WHICH EMPLOYEE ASSIGNED, FROM SECTION III-B)

SALARY: General Obligations
(SOURCE OF FUNDS, FROM SECTION III-A)

MONTHLY	ANNUAL
4391.02	52,690
SALARY	

July 2, 1971
(EFFECTIVE DATE)

TRAVEL EXPENSE: _____
(SOURCE OF FUNDS, FROM SECTION III-A)

213-09-6191

SOCIAL SECURITY ACCOUNT NUMBER
(FROM SOCIAL SECURITY CARD)

- TYPE OF APPOINTMENT: * PROBATIONARY PROVISIONAL TEMPORARY EMERGENCY
- TRANSFER REINSTATEMENT APPOINTMENT EXPIRED
- PROMOTION DEMOTION SALARY REDUCTION
- SALARY ADVANCE TERMINATION LEAVE WITHOUT PAY
- SUSPENSION RESIGNATION

EMPLOYMENT IS BEING TERMINATED. IS REEMPLOYMENT RECOMMENDED? YES NO

REMARKS: (REASON FOR PERSONNEL ACTION OR ANY NECESSARY REMARKS)

SECTION II - CHANGE OF STATUS

ITEM	FROM PRIOR STATUS	TO CURRENT STATUS
DIVISION OR DEPARTMENT	_____	_____
TITLE POSITION	_____	_____
TYPE OF APPOINTMENT	_____	_____
AMOUNT OF SALARY	_____	_____
SOURCE OF FUNDS - SALARY (FROM SEC. III-A)	_____	_____
SOURCE OF FUNDS - TRAVEL (FROM SEC. III-A)	_____	_____
PROGRAM TO WHICH EMPLOYEE ASSIGNED - (FROM SEC. III-B)	_____	_____
NAME CHANGE	_____	_____

SECTION III - INFORMATIONAL REFERENCE DATA

A - CLASSIFICATION FOR SOURCE OF FUNDS
FOR SALARY AND TRAVEL

NAME OF FUND

- STATE ADMINISTRATION
- FOOD STAMP PROGRAM
- CHILD WELFARE SERVICE-FEDERAL
- WORK EXPERIENCE PROJECTS-FEDERAL
- COUNTY EXPENSE FUNDS ON DEPOSIT WITH STATE TREASURER
- DISBURSED IN COUNTY FROM COUNTY APPROPRIATED FUNDS
- T-SQUARE

B - CLASSIFICATION OF TYPE OF PROGRAM
TO WHICH EMPLOYEE ASSIGNED

NAME OF PROGRAM

- PUBLIC ASSISTANCE
- CHILDREN AND FAMILY SERVICES-UNIT
- FOOD STAMP
- MEDICAL ASSISTANCE PROGRAM
- QUALITY CONTROL
- HOMEMAKER SERVICE
- WORK EXPERIENCE AND TRAINING PROGRAM
- T-SQUARE PROGRAM

APPROVED: _____
(CHIEFMAN OF COUNTY BOARD)
Robert T. Smith
(COUNTY DIRECTOR / DIVISION CHIEF)

P. O. Burch
(PERSONNEL OFFICER)

13 [Signature]
(STATE DIRECTOR)

DATE: July 26, 1971

[Signature]
(MONEY SYSTEM SUPERVISOR)

GEORGE H. BUNCH, JR., M.D.
DALE W. LONGAKER, M.D.
DAVID E. TRIMBLE, M.D.
1400 DARNWELL STREET
COLUMBIA, S. C.
29201

September 22, 1971

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TO WHOM IT MAY CONCERN:

Mr. Jesse E. High, Jr. has been ill and under my care and has not recovered sufficiently to return to work on September 21, 1971.



George H. Bunch, Jr.
George H. Bunch, Jr., M.D.

PHONE 252-1902

OFFICE HOURS: BY APPOINTMENT

GEORGE H. BUNCH, JR., M.D.
DALE W. LONGAKER, M.D.
DAVID E. TRIMBLE, M.D.
1400 DARNWELL STREET
COLUMBIA, S. C.
29201

September 21, 1971

TO WHOM IT MAY CONCERN:

Mr. Jesse E. High, Jr. has been ill and under my care and has not recovered sufficiently to return to work on September 21, 1971.

George H. Bunch, Jr.
George H. Bunch, Jr., M.D.

EFF 23 FT

NOTIFIED THAT HE WILL NOT BE PAID
UNTIL OCT 21, 71.
B.

SOUTH CAROLINA DEPARTMENT OF PUBLIC WELFARE
COUNTY, SOUTH CAROLINA
EMPLOYMENT AND PERSONNEL ACTION

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SECTION I - EMPLOYEE INFORMATION AND TYPE OF APPOINTMENT

EMPLOYEE: John H. Jr. 243-09-0491
(FIRST NAME) (MIDDLE INITIAL) (LAST NAME) SOCIAL SECURITY: FWD-15
COUNTY OR DIVISION: Anderson
TITLE OF POSITION: Ordin. Waste Licensor SALARY: \$ 10,190 \$ 321.92 Full September 23, 1971
ANNUAL BIWEEKLY FULL OR PART TIME EFFECTIVE DATE

TRAVEL FUND (SEE SEC III): PA Licensor PROGRAM ASSIGNMENT (SEE SEC III): / SLOT NO.: / TRAVEL FUND (SEE SEC III): /

TYPE OF APPOINTMENT: PROBATIONARY PROBATION REVOKED PERMANENT EXEMPT EMERGENCY
TEMPORARY
REASON FOR APPOINTMENT: RESIGNATION APPOINTMENT EXPIRED TO LEAVE W/OUT PAY
TERMINATION RETIREMENT TO ED LEAVE W/PAY REINSTATEMENT
SALARY INCREASE SUSPENSION FROM ED LEAVE W/PAY RE-EMPLOYMENT
SALARY REDUCTION TERMINATION TO ED LEAVE W/OUT PAY TRANSFER
FROM ED LEAVE W/OUT PAY DECEASED

EMPLOYEE IS BEING TERMINATED, IS RE-EMPLOYMENT RECOMMENDED? YES NO
REASON FOR PERSONNEL ACTION: Returning from leave without pay

SECTION II - CHANGE OF STATUS

FROM: TO:
OFFICE - DIVISION _____ CO. OFFICE - DIVISION _____
POSITION TITLE _____ POSITION TITLE _____
TYPE - APPOINTMENT _____ TYPE - APPOINTMENT _____
BIWEEKLY SALARY _____ BIWEEKLY SALARY _____
FUNDS FOR SALARY _____ FUNDS FOR SALARY _____
FUNDS FOR TRAVEL _____ FUNDS FOR TRAVEL _____

SECTION III - SOURCE OF FUNDS FOR PROGRAM ASSIGNMENTS AND TRAVEL

FUNDS FOR COUNTY OFFICE SALARIES: GENERAL OPERATIONS FUND: MAINTENANCE, SERVICES, GENERAL SERV - WK INC, STAMP, MAKER SERVICE, COUNTY ADMINISTRATION, COUNTY EXPENSE FUND, MAINTENANCE, SERVICES, P SERVICES, STAMP, COUNTY ADMINISTRATION
SPECIAL FUNDS: MODEL CITIES - SPIN, CONSUMER EDUC. PROJ., OTHERS:
FUNDS FOR STATE OFFICE SALARIES: GENERAL OPERATIONS FUND: FINANCE I. A. DATE PROCESSING, FINANCE M. V. RES & STATISTIC, FINANCE BUDGET PROCUREMENT, FINANCE H. A. SUPPLIES & SER, FINANCE GEN MERIT SYSTEM, TRAINING CTR ADMIN. SERV., P. A. - MAIN C & F SER-GEN, P. A. - SERV C & F SER-LIC, P. A. - LIC. C & F SER-WIN, P. A. - GEN FOOD STAMP, QUAL CON-F.S. HOMEMAKER SERV, QUAL CON-GEN MEDICAL ASSIS
SPECIAL FUNDS: PUBLIC SER CAREERS, MODEL CITIES - R. H., DOMNES FIRE PROJ., OTHERS:

FUNDS - COUNTY TRAVEL - GENERAL OPERATIONS - CO. EXPENSE FUNDS ON DEPOSIT - PAID IN CO. FROM CO. APPROP FUNDS

APPROVED: [Signature] (CHAIRMAN OF COUNTY BOARD)
[Signature] (COUNTY DIRECTOR OR DIVISION CHIEF)
DATE: 9/21/71
[Signature] (PERSONNEL OFFICER)
[Signature] (STATE DIRECTOR)
[Signature] (MERIT SYSTEM SUPERVISOR)

SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
COUNTY OF YORK
DEPARTMENT FOR PERSONNEL ACTION

75

SECTION I - IDENTIFYING INFORMATION AND TYPE OF APPOINTMENT

Public Assistance
COUNTY OR DIVISION

EMPLOYEE: John Wade High, Sr.
(FIRST NAME) (MIDDLE INITIAL) (LAST NAME)

240-09-6491
SOCIAL SECURITY NUMBER

Working Home Licensor
TITLE OF POSITION

SALARY: \$10,540
ANNUAL

\$405.38
BIWEEKLY

Full
FULL OR PART TIME

7/1/72
EFFECTIVE DATE

General Operations
FUND (SEE SEC III)

P. A. Licensing
PROGRAM ASSIGNMENT (SEE SEC III)

SLOT NO.

TRAVEL FUND (SEE SEC III)

TYPE OF APPOINTMENT: PROBATIONARY _____ PROMOTION EXTENDED _____ PERMANENT _____ EXEMPT _____
PROVISIONAL _____ TEMPORARY _____ EMERGENCY _____

REASON FOR APPOINTMENT: RESIGNATION _____ APPOINTMENT EXPIRED _____ TO LEAVE W/OUT PAY _____
TERMINATION _____ TO ED LEAVE W/PAY _____ REEMPLOYMENT _____
INCREASE _____ FROM ED LEAVE W/PAY _____ RE-EMPLOYMENT _____
PAY REDUCTION _____ TO ED LEAVE W/OUT PAY _____ TRANSFER _____
FROM ED LEAVE W/OUT PAY _____ DECREASED _____

EMPLOYEE IS BEING TERMINATED, IS RE-EMPLOYMENT RECOMMENDED? YES _____ NO _____

REASON FOR PERSONNEL ACTION

General Increase

SECTION II - CHANGE OF STATUS

FROM:	TO:
COUNTY - DIVISION	CO. OFFICE - DIVISION
TITLE	POSITION TITLE
APPOINTMENT	TYPE - APPOINTMENT
BIWEEKLY SALARY \$391.92	BIWEEKLY SALARY \$405.38
FUNDS FOR SALARY	FUNDS FOR SALARY
FUNDS FOR TRAVEL	FUNDS FOR TRAVEL

SECTION III - SOURCE OF FUNDS FOR PROGRAM ASSIGNMENTS AND TRAVEL

<p>FUNDS FOR COUNTY OFFICE SALARIES:</p> <p>GENERAL OPERATIONS FUND</p> <p>- MAINTENANCE</p> <p>- SERVICES</p> <p>SERV - GENERAL</p> <p>SERV - WK INC</p> <p>STAMP</p> <p>TRAVEL SERVICE</p> <p>GENERAL ADMINISTRATION</p> <p>EXPENSE FUND</p> <p>- MAINTENANCE</p> <p>- SERVICES</p> <p>SERVICES</p> <p>STAMP</p> <p>GENERAL ADMINISTRATION</p>	<p>SPECIAL FUNDS:</p> <p>MODEL CITIES - SPTD.</p> <p>CONSUMER EDUC. PROJ.</p> <p>OTHERS:</p>	<p>FUNDS FOR STATE OFFICE SALARIES:</p> <p>GENERAL OPERATIONS FUND</p> <p>FINANCE P. A.</p> <p>FINANCE H. V.</p> <p>FINANCE BODY</p> <p>FINANCE H. A.</p> <p>FINANCE GEN</p> <p>TRAINING CTR</p> <p>P. A. - MAIN</p> <p>P. A. - SERV</p> <p>P. A. - LIC.</p> <p>P. A. - GEN</p> <p>QUAL. CON-P.S.</p> <p>QUAL. CON-GEN</p>	<p>SPECIAL FUNDS:</p> <p>PUBLIC SER CAREERS</p> <p>MODEL CITIES - R. H.</p> <p>DONNER FUND PROJ.</p> <p>OTHERS:</p>
--	--	--	---

FUNDS - COUNTY TRAVEL - GENERAL OPERATIONS - CO. EXPENSE FUNDS ON DEPOSIT - PAID IN CO. FROM CO. APPROP FUNDS

VERIFIED BY: Ray C. Hill
(CHAIRMAN OF COUNTY BOARD)

Ray C. Hill
(COUNTY DIRECTOR OR DIVISION CHIEF)

P. O. Couch
(PERSONNEL OFFICER)

W. Curtis Edinger
(STATE DIRECTOR)

9/3/72

(MERIT SYSTEM SUPERVISOR)



POSTAGE AND FEES PAID
U. S. DEPARTMENT OF JUSTICE

CERTIFIED MAIL
Return Receipt Requested

DEPARTMENT OF JUSTICE
DISTRICT OF SOUTH CAROLINA
RECEIVED IN FIVE DAYS TO
OFFICE OF
UNITED STATES MARSHAL
COLUMBIA, SOUTH CAROLINA 29202
OFFICIAL BUSINESS

Handwritten scribbles and initials, possibly including 'ABC' and '1234'.

Handwritten number '4'.

December 9, 1970

TO WHOM IT MAY CONCERN:

This is to certify that I, Lake Eric High, Sr., was sick and unable to work during the following period:

November 20 through November 25, 1970

Lake Eric High

Sworn to before me this 9th day of December, 1970.

Ray T. Luff
Notary Public of South Carolina

My commission expires 4/27/80

78

April 23, 1971

TO WHOM IT MAY CONCERN:

This is to certify that I, Lake Eric High, Sr., was sick and unable to work during the following period:

April 1 ($\frac{1}{2}$ day) through April 8, 1971 ($5\frac{1}{2}$ days)

Lake Eric High, Sr.

Sworn to before me this 23rd day of April, 1971

R. T. Long
Notary Public of South Carolina

My commission expires 4-22-80

REPORT OF REGULAR () ; INTERIM ()
EMPLOYEES—1st () ; 2d ()
EFFICIENCY RATING

79

As of 5-14-71 based on performance during period from 1/13/70 to 5/13/71
LAKE ERIE High, Jr. Recording Home Owner
Columbia (County) Home (Unit) Home (District office)

ON LINES BELOW MARK EMPLOYEE	1. Underline the elements which are especially important in the position. 2. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not. 3. Before rating, become thoroughly familiar with instructions in the rating manual.	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input checked="" type="checkbox"/>
---------------------------------	---	---

- (1) Maintenance of equipment, tools, instruments.
- (2) Mechanical skill.
- (3) Skill in the application of techniques and procedures.
- (4) Presentability of work (appropriateness of arrangement and appearance of work).
- (5) Attention to broad phases of assignments.
- (6) Attention to pertinent detail.
- (7) Accuracy of operations.
- (8) Accuracy of final results.
- (9) Accuracy of judgments or decisions.
- (10) Effectiveness in presenting ideas or facts.
- (11) Industry.
- (12) Rate of progress on or completion of assignments.
- (13) Amount of acceptable work produced.
- (14) Ability to organize his work.
- (15) Effectiveness in meeting and dealing with others.
- (16) Cooperativeness.
- (17) Initiative.
- (18) Resourcefulness.
- (19) Dependability.
- (20) Physical fitness for the work.
- (21) Effectiveness in planning broad programs.
- (22) Effectiveness in adapting the work program to broader or related programs.
- (23) Effectiveness in devising procedures.
- (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- (26) Effectiveness in instructing, training, and developing subordinates in the work.
- (27) Effectiveness in promoting high working morale.
- (28) Effectiveness in determining space, personnel, and equipment needs.
- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- (30) Ability to make decisions.
- (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) _____
- (B) _____
- (C) _____

STANDARD	Adjective rating	Numerical rating	Adjective rating	Numerical rating
All underlined elements marked plus, and no element marked minus	Excellent	1	Rater <u>G</u>	<u>5</u>
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3		
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or—a majority of underlined elements marked at least with a check, and minus marks on underlined elements over-compensated by plus marks on underlined elements.	Good	4, 5, or 6	Reviewer <u>E</u>	<u>5</u>
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8		
A majority of underlined elements marked minus	Unsatisfactory	9		

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (See back of form)

Rated by Thoyt West (Signature of rating official) Chapman United Assoc (Title) 5/14/71 (Date)

Reviewed by [Signature] (Signature of reviewing official) [Signature] (Title) 5/19/71 (Date)

Rating approved by efficiency rating committee _____ (Date) Report to employee _____ (Adjective rating) _____ (Numerical rating)

SOUTH CAROLINA DEPARTMENT OF PUBLIC WELFARE
COLUMBIA, SOUTH CAROLINA

80

RECOMMENDATION AND PERSONNEL ACTION

SECTION I - EMPLOYING INFORMATION AND INITIAL ASSIGNMENT

Public Assistance
(COUNTY DEPARTMENT OR DIVISION)

EMPLOYEE: John W Ellis
(FIRST NAME) (MIDDLE INITIAL) (LAST NAME)

County Board Director
(TITLE OF POSITION)

(CLASSIFICATION OF TYPE OF PROGRAM TO WHICH EMPLOYEE ASSIGNED, FROM SECTION III-B)

SALARY: General Operations
(SOURCE OF FUNDS, FROM SECTION III-A)

BASE SALARY	ANNUAL
1391.82	10,190

JUN 20, 1971
(EFFECTIVE DATE)

TRAVEL EXPENSE: _____
(SOURCE OF FUNDS, FROM SECTION III-A)

26-03-0191
SOCIAL SECURITY ACCOUNT NUMBER
(FROM SOCIAL SECURITY CARD)

TRANSFER PROVISIONAL TEMPORARY EMERGENCY

REINSTATEMENT APPOINTMENT EXPIRED

PROMOTION DEMOTION SALARY REDUCTION

SALARY ADVANCE TERMINATION LEAVE WITHOUT PAY

SUSPENSION RESIGNATION

IF EMPLOYMENT IS BEING TERMINATED, IS REEMPLOYMENT RECOMMENDED? YES NO

REMARKS: (REASON FOR PERSONNEL ACTION OR ANY NECESSARY REMARKS)

SECTION II - CHANGE OF STATUS

ITEM	FROM PRIOR STATUS	TO CURRENT STATUS
DIVISION OR DEPARTMENT		
TITLE OF POSITION		
TYPE OF APPOINTMENT	PROVISIONAL	PERMANENT
RATE OF SALARY		
SOURCE OF FUNDS - SALARY (FROM SEC. III-A)		
SOURCE OF FUNDS - TRAVEL (FROM SEC. III-A)		
PROGRAM TO WHICH EMPLOYEE ASSIGNED - (FROM SEC. III-B)		
NAME CHANGE		

SECTION III - INFORMATIONAL REFERENCE DATA

A - CLASSIFICATION FOR SOURCE OF FUNDS FOR SALARY AND TRAVEL

B - CLASSIFICATION OF TYPE OF PROGRAM TO WHICH EMPLOYEE IS ASSIGNED

- | | |
|---|---|
| <p>NAME OF FUND</p> <ul style="list-style-type: none"> STATE ADMINISTRATION FOOD STAMP PROGRAM CHILD WELFARE SERVICE-FEDERAL WORK EXPERIENCE PROJECTS-FEDERAL COUNTY EXPENSE FUNDS ON DEPOSIT WITH STATE TREASURER DISBURSED IN COUNTY FROM COUNTY APPROPRIATED FUNDS T-SQUARE | <p>NAME OF PROGRAM</p> <ul style="list-style-type: none"> PUBLIC ASSISTANCE CHILDREN AND FAMILY SERVICES-UNIT FOOD STAMP MEDICAL ASSISTANCE PROGRAM QUALITY CONTROL HOMEMAKER SERVICE WORK EXPERIENCE AND TRAINING PROGRAM T-SQUARE PROGRAM |
|---|---|

APPROVED: _____
(CHAIRMAN OF COUNTY BOARD)

Ray T. Boyd
(COUNTY DIRECTOR OR DIVISION CHIEF)

R. O. Bond
(PERSONNEL OFFICER)

R. O. Bond
(STATE DIRECTOR)

DATE: 5/26/71

(MFRIT SYSTEM SUPERVISOR)

STATE DEPARTMENT OF PUBLIC WELFARE
COLUMBIA, SOUTH CAROLINA

May 26, 1971

Mr. Lake Eric High, Sr.
c/o State Department of Public Welfare
Columbia, South Carolina

Dear Mr. High:

PERMANENT APPOINTMENT

This is to certify that you have successfully completed the
probationary period as Boarding Home Director
(Position)
under Merit System regulations and have been given permanent appointment
in that position effective May 20, 1971.

Sincerely yours,

R. C. ...
State Director

SOUTH CAROLINA DEPARTMENT OF PUBLIC WELFARE
COLUMBIA, SOUTH CAROLINA
RECOMMENDATION FOR PERSONNEL ACTION

82

SECTION I - IDENTIFYING INFORMATION AND INITIAL APPOINTMENT

NAME: Public Assistance EMPLOYEE: Lola Eric High Sr.
(COUNTY, DEPARTMENT OR DIVISION) (FIRST NAME) (MIDDLE INITIAL) (LAST NAME)
Boarding Home Supervisor
Boarding Home Supervisor
(TITLE OF POSITION) (CLASSIFICATION OF TYPE OF PROGRAM TO WHICH EMPLOYEE ASSIGNED, FROM SECTION III-B)

SALARY: Public Assistance BI-WEEKLY ANNUAL
(SOURCE OF FUNDS, FROM SECTION III-A) 1,291.92 \$10,190 January 13, 1970
SALARY (EFFECTIVE DATE)

TRAVEL EXPENSES: (SOURCE OF FUNDS, FROM SECTION III-A) 248-09-6491
SOCIAL SECURITY ACCOUNT NUMBER (FROM SOCIAL SECURITY CARD)

TYPE OF APPOINTMENT: PROBATIONARY PROVISIONAL TEMPORARY EMERGENCY
TRANSFER REINSTATEMENT APPOINTMENT EXPIRED
PROMOTION DEMOTION SALARY REDUCTION
SALARY ADVANCE TERMINATION LEAVE WITHOUT PAY
SUSPENSION RESIGNATION

IF EMPLOYMENT IS BEING TERMINATED, IS REEMPLOYMENT RECOMMENDED? YES NO

REMARKS: (REASON FOR PERSONNEL ACTION OR ANY NECESSARY REMARKS)

SECTION II - CHANGE OF STATUS

ITEM	FROM PRIOR STATUS	TO CURRENT STATUS
DIVISION OR DEPARTMENT		
TITLE OF POSITION		
TYPE OF APPOINTMENT		
AMOUNT OF SALARY		
SOURCE OF FUNDS - SALARY (FROM SEC. III-A)		
SOURCE OF FUNDS - TRAVEL (FROM SEC. III-A)		
PROGRAM TO WHICH EMPLOYEE ASSIGNED - (FROM SEC. III-B)		
NAME CHANGE		

SECTION III - INFORMATIONAL REFERENCE DATA

A - CLASSIFICATION FOR SOURCE OF FUNDS
FOR SALARY AND TRAVEL

B - CLASSIFICATION OF TYPE OF PROGRAM
TO WHICH EMPLOYEE ASSIGNED

NAME OF FUND

NAME OF PROGRAM

STATE ADMINISTRATION
FOOD STAMP PROGRAM
CHILD WELFARE SERVICE-FEDERAL
WORK EXPERIENCE PROJECTS-FEDERAL
COUNTY EXPENSE FUNDS ON DEPOSIT WITH STATE TREASURER
DISBURSED IN COUNTY FROM COUNTY APPROPRIATED FUNDS
T-SQUARE

PUBLIC ASSISTANCE
CHILDREN AND FAMILY SERVICES-UNIT
FOOD STAMP
MEDICAL ASSISTANCE PROGRAM
QUALITY CONTROL
HOMEMAKER SERVICE
WORK EXPERIENCE AND TRAINING PROGRAM
T-SQUARE PROGRAM

APPROVED: _____
(CHAIRMAN OF COUNTY BOARD)
F. A. Leane
(COUNTY DIRECTOR OR DIVISION CHIEF)

(PERSONNEL OFFICER)
[Signature]
(STATE DIRECTOR)
[Signature]
(MERIT SYSTEM SUPERVISOR)

DATE: January 26, 1970



STATE OF SOUTH CAROLINA



16
23-83

CLASS TITLE Boarding Home Licensor	CLASS CODE 3-35-950 7005
---------------------------------------	-----------------------------

(Note: The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. In a specific classified position, some similar or related duties may be required and some examples may be omitted. The intent of the listed examples is to give a general indication of the levels of difficulty and responsibility common to all positions in this class.)

In order to be considered for employment in a position in this class, an applicant must have the stated minimum education and experience or an acceptable equivalence as approved by the State Personnel Division. Selection for employment into open positions will be made from those most qualified as determined by appropriate examination processes.)

Function:

Under general supervision, inspects and examines facilities used by service recipients, such as boarding homes, nursing homes, foster homes and day care centers, for compliance with regulations under the Department of Social Services programs; conducts surveys of facilities, including all providers of services to determine if established requirements for licensing or certification under South Carolina Law are adhered to.

Examples of Work Performed:

- Inspects physical plants of facilities and determines if they meet department standards and regulations for licensing.
- Interviews working personnel relative to services rendered and observes facilities for compliance with civil rights legislation.
- Compiles information; prepares reports and makes recommendations from findings of inspections and examinations.
- Provides general advisory services to facilities to enable them to meet required regulations, standards, guidelines and qualifications.
- Researches and interprets guidelines to ensure proper application for efficient operations.
- Performs related duties as required.

Required Knowledge, Skills and Abilities:

- Considerable knowledge of laws and regulations governing boarding homes.
- Ability to interpret and apply statutory requirements, regulations and procedures.
- Ability to ascertain facts by personal contact and observation.
- Ability to prepare clear and concise reports and to use tact and firmness in inspectional work.

Minimum Training and Experience:

A bachelor's degree in business administration, education, or the social sciences and four (4) years experience in a social service program.

84

September 4, 1970

TO WHOM IT MAY CONCERN:

This is to certify that I was sick May 20 through three-fourths
of May 25, 1970, and unable to perform duties required by my job.

Lake Eric High
Lake Eric High
Boarding Home Licenser

Sworn to before me this the 4th day of
September, 1970.

Nell L. Brown
Nell L. Brown
Notary Public for South Carolina.

My commission expires June 30, 1979

85

Dr. Ellis,

I didn't clear this with Dr. Rivers but feel that
the information will be helpful to you. OK?

7/1/70

nb

STATE DEPARTMENT OF PUBLIC WELFARE

86

STATE BOARD

S. T. K. McDONALD, 5TH DIST., CHAIRMAN
WINDSOR
J. D. GRUBBS, 2ND DIST., SECRETARY
BARNWELL
W. W. SMOAK, JR., 1ST DIST.
WALTERPOOR
JAMES H. SHEPARD, 3RD DIST.
ARDEVILLE
THOMAS L. FOTEAT, 4TH DIST.
GREENVILLE
MRS. J. DORHAM LEWIS, 6TH DIST.
MULLINS
REV. FREDERICK C. JAMES, 5TH DIST.
SOUTH



ARTHUR B. RIVERS
STATE DIRECTOR

COLUMBIA, S. C.

29202

P. O. BOX 1520

May 1, 1970

Dr. Arthur B. Rivers, Director
State Department of Public Welfare
P. O. Box 1520
Columbia, South Carolina 29202

Dear Dr. Rivers:

Since I will be terminating my employment with the State Department of Public Welfare effective May 4, 1970, I wish to pass on my comments concerning Mr. L. Eric High's performance for use in his efficiency rating when it becomes due.

I assumed supervision of Mr. High when I was transferred from Chief, Division of Research and Statistics, to Chief, Division of Public Assistance, on February 6, 1970. At that time, due to the absence of Mr. T. R. Keisler because of illness, it was necessary for Mr. High to remain in Mr. Keisler's office to assist with the duties there until April 1, 1970. During this time, Mr. High established a control system whereby the licensing status of boarding homes in the area assigned to Mr. High could be determined at any time. This innovative system indicated a high degree of ability on the part of Mr. High to readily comprehend the licensing program and to plan in an orderly and effective fashion for discharging his responsibilities.

This system has proven to be invaluable both to me as his supervisor and to Mr. High once he began working in the field. In a brief span of approximately six weeks of field work Mr. High has been able to accomplish more work of a high quality than I would have thought to be humanly possible. He has been able to work through a number of difficult situations about which I had been previously informed

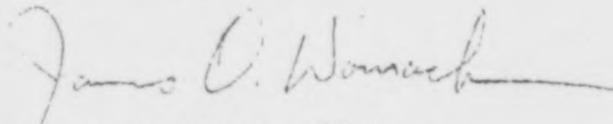
May 1, 1970

87

nothing could be done. In these situations, Mr. High's job was complicated by the fact that other contacts by Department personnel had antagonized the hearing room personnel and their relationships with the Department was at an impasse. Mr. High, possessing an impressive and unique ability to meet and talk intelligently at any level with people from all walks of life, was able to work through these situations while creating a very good image of the Department.

I have found Mr. High to be a most responsible person and he has demonstrated a commendable degree of initiative and resourcefulness while proving to be most cooperative and helpful. His work has been more than satisfactory; in my opinion, it has been excellent.

Sincerely yours,



James O. Womack, Chief
Division of Public Assistance

JOW:aa

88

STATE DEPARTMENT OF PUBLIC WELFARE

STATE BOARD

MRS. T. K. McDONALD, 5TH DIST., CHAIRMAN
WINNABROOK

J. P. GRUBBS, 2ND DIST., SECRETARY
BARSWELL

W. W. CHOAN, JR., 1ST DIST.
WALTERHORN

JAMES H. SHEPARD, 3RD DIST.
ARDEVILLE

THOMAS L. POTTEAT, 4TH DIST.
GREENVILLE

MRS. J. DERHAM LEWIS, 6TH DIST.
MULLINS

REV. FREDERICK C. JAMES, 8TH DIST.
SUMTER



ARTHUR B. RIVERS
STATE DIRECTOR

COLUMBIA, S. C.

29202

P. O. BOX 1520

May 1, 1970

Dr. Arthur B. Rivers, Director
State Department of Public Welfare
P. O. Box 1520
Columbia, South Carolina 29202

Dear Dr. Rivers:

Since I will be terminating my employment with the State Department of Public Welfare effective May 4, 1970, I wish to pass on my comments concerning Mr. L. Eric High's performance for use in his efficiency rating when it becomes due.

I assumed supervision of Mr. High when I was transferred from Chief, Division of Research and Statistics, to Chief, Division of Public Assistance, on February 6, 1970. At that time, due to the absence of Mr. T. R. Keisler because of illness, it was necessary for Mr. High to remain in Mr. Keisler's office to assist with the duties there until April 1, 1970. During this time, Mr. High established a control system whereby the licensing status of boarding homes in the area assigned to Mr. High could be determined at any time. This innovative system indicated a high degree of ability on the part of Mr. High to readily comprehend the licensing program and to plan in an orderly and effective fashion for discharging his responsibilities.

This system has proven to be invaluable both to me as his supervisor and to Mr. High once he began working in the field. In a brief span of approximately six weeks of field work Mr. High has been able to accomplish more work of a high quality than I would have thought to be humanly possible. He has been able to work through a number of difficult situations about which I had been previously informed.

Dr. Arthur B. Rivers

-2-

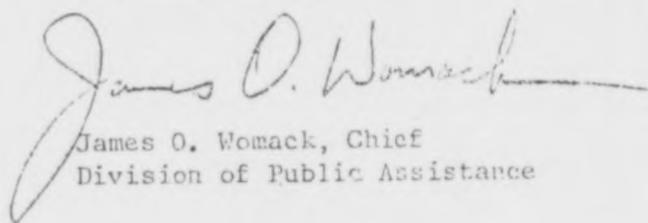
May 1, 1970

89

nothing could be done. In these situations, Mr. High's job was complicated by the fact that other contacts by Department personnel had antagonized the boarding home personnel and their relationships with the Department was at an impasse. Mr. High, possessing an impressive and unique ability to meet and talk intelligently at any level with people from all walks of life, was able to work through these situations while creating a very good image of the Department.

I have found Mr. High to be a most responsible person and he has demonstrated a commendable degree of initiative and resourcefulness while proving to be most cooperative and helpful. His work has been more than satisfactory; in my opinion, it has been excellent.

Sincerely yours,



James O. Womack, Chief
Division of Public Assistance

JOW:aa

90

September 4, 1970

TO WHOM IT MAY CONCERN:

This is to certify that I was sick May 20 through three-fourths of May 25, 1970, and unable to perform duties required by my job.

Lake Eric High
Lake Eric High
Boarding Home Licenser

Sworn to before me this the 4th day of
September, 1970.

Noel L. Brown
Notary Public for South Carolina.

My commission expires June 30, 1979

STATE DEPARTMENT OF PUBLIC WELFARE
COLUMBIA, S. C.

REPORT OF REGULAR () INTERNAL ()
PROBATIONARY--() () ()
EFFICIENCY RATING

91

As of _____ based on performance during period from 1/12/70 to 7/12/70

John Eric High, Sr. Boarding Home Licensor
(Name of employee) (Position)
Public Assistance _____
(Division) (County) (City) (District office)

ON LINES BELOW MARK EMPLOYEE	1. Underline the elements which are especially important in the position.	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input checked="" type="checkbox"/>
	2. Rate only on elements pertinent to the position. a. Do not rate on elements in <u>italics</u> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <u>italics</u> or not.	
	3. Before rating, become thoroughly familiar with instructions in the rating manual.	

V if adequate
- if weak
+ if outstanding

- (1) Maintenance of equipment, tools, instruments.
- (2) Mechanical skill.
- (3) Skill in the application of techniques and procedures.
- (4) Possibility of work improvement, cost and resource reduction.
- (5) Attention to broad phases of assignments.
- (6) Attention to technical detail.
- (7) Accuracy of estimates.
- (8) Accuracy of final results.
- (9) Accuracy of judgment or decisions.
- (10) Effectiveness in presenting ideas or facts.
- (11) Industry.
- (12) Rate of progress on or completion of assignments.
- (13) Amount of acceptable work produced.
- (14) Ability to organize all work.
- (15) Effectiveness in meeting and dealing with others.
- (16) Creativeness.
- (17) Initiative.
- (18) Resourcefulness.
- (19) Dependability.
- (20) Effectiveness in the work.

-(21) Effectiveness in planning broad programs.
-(22) Effectiveness in adapting the work program to broader or related programs.
-(23) Effectiveness in devising procedures.
-(24) Effectiveness in laying out work and establishing standards of performance for subordinates.
-(25) Effectiveness in directing, reviewing, and checking the work of subordinates.
-(26) Effectiveness in instructing, training, and developing subordinates in the work.
-(27) Effectiveness in promoting high working morale.
-(28) Effectiveness in determining space, personnel, and equipment needs.
-(29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
-(30) Ability to make decisions.
-(31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

(A) _____
(B) _____
(C) _____

STANDARD	Adjective rating	Numerical rating	Adjective rating	Numerical rating
Deviations must be explained on reverse side of this form				
All underlined elements marked plus, and no element marked minus	Excellent	1	Rater <u>7/12/70</u>	<u>2</u>
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3		
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or—a majority of underlined elements marked at least with a check, and minus marks on underlined elements over-compensated by plus marks on underlined elements	Good	4, 5, or 6	Reviewer _____	
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8		
A majority of underlined elements marked minus	Unsatisfactory			

On the whole, Yes consider the effect of this employee to be satisfactory? (See back of form)

Rated by: [Signature] (Signature of rating official) [Signature] (Title) June 30 1970 (Date)
Reviewed by: _____ (Signature of reviewing official) _____ (Title) _____ (Date)
Rating approved by efficiency rating committee _____ (Date) Report to employee: _____ (Adjective rating) _____ (Numerical rating)

92

August 19, 1970

Dr. Ellis,

This is in reply to your request for the following information:

Mr. Eugene H. Fulmer was employed by the State Department of Public Health on August 12, 1946, as a Rehabilitation Counsellor. On January 1, 1947, he became Industrial Supervisor and remained on this position until September 1, 1947, when he again became a Rehabilitation Counsellor on which position he remained until January 27, 1959, when he was appointed as a State Project Director for Title V (Work Experience Projects - Federal). He was on this position until January 27, 1969. On this date he became Boarding Home Licensor and is presently on Grade 16, salary \$9210.

Educational Background:

Mr. Fulmer received an AB degree in January, 1934, from Newberry College. He majored in Pre-Med courses and also received a Teacher's Certificate. He attended the Medical College of South Carolina for one year and was forced to leave due to eye trouble. In 1943 he received a certificate from Seymour Johnson Field (USAF) for completing a six months course in Teaching Methods.

Attached is a copy of the application of Mr. Lake Erie High, Sr. Mr. High was given a provisional appointment as a Boarding Home Licensor January 13, 1970, as a Grade 16 - annual salary \$10,190.
The provisional appointment was extended July 13, 1970.

Sincerely yours,

R. O. Couch
Personnel Officer

ROCYd

Not High, Lake Erie

93

FROM
UNITED STATES DISTRICT COURT
FOR THE
DISTRICT OF SOUTH CAROLINA

B 4,046
HIGH L ERIE
2315 DURHAM DRIVE
WEST COLUMBIA SC.

YOU ARE HEREBY SUMMONED
BY THIS UNITED STATES COURT
TO APPEAR FOR A TERM OF
JURY SERVICE TO BEGIN AT
THE PLACE AND TIME SHOWN



Post Office Bldg.
Irby St.
Florence, S. C.

TIME 11:00 A.M.
DATE NOV 9 1970

By Order of the Court } *[Signature]* 10-21-70
CLERK DATE

IMPORTANT NOTICE

1. JURORS WHO ATTEND COURT IN COMPLIANCE WITH THIS SUMMONS WILL RECEIVE FOR THEIR SERVICES THE FEES AND MILEAGE ALLOWED BY LAW.
2. FAILURE TO ATTEND IN ACCORDANCE WITH THIS SUMMONS MAY BE PUNISHABLE BY FINE AND/OR IMPRISONMENT.
3. THE U. S. MARSHAL HAS NO CONTROL OVER THE JURY PLOTS, AND CANNOT EXCUSE ANY PERSON FROM JURY DUTY.
4. IF BECAUSE OF GRAVE ILLNESS IN YOUR FAMILY, OR A SIMILARLY SERIOUS PROBLEM THAT WOULD CONSTITUTE AN UNDUABLE HARSHSHIP OR EXTREME INCONVENIENCE FOR YOU TO APPEAR IN COURT AT THE TIME INDICATED, YOU MUST NOTIFY THE COURT BY MAIL THAT A TEMPORARY EXCUSE IS ESSENTIAL. EXPLAIN ALL THE FACTS, AND INDICATE SPECIFICALLY THE EARLIEST DAY IN THE NEAR FUTURE WHEN YOU CAN ATTEND. USE THE BACK OF THIS FORM FOR YOUR LETTER. IF YOU PREFER TO EXPLAIN THESE FACTS IN PERSON RATHER THAN BY LETTER YOU MAY APPEAR ON THE ABOVE DATE FOR THIS PURPOSE. HOWEVER, SUCH AN APPEARANCE WILL NOT ENTITLE YOU TO SERVICE OR MILEAGE FEES.
5. UNLESS YOU RECEIVE A NOTICE FROM THIS COURT GRANTING A TEMPORARY EXCUSE, YOU MUST ATTEND AS DIRECTED IN THIS SUMMONS.



SOUTH CAROLINA
DEPARTMENT OF SOCIAL SERVICES

EMPLOYEE GRIEVANCE REPORT - STEP 1 - A
SUPERVISOR'S REPORT OF
REQUEST FOR INFORMAL MEETING

94

INSTRUCTIONS

To be completed by the Grievant to request an informal meeting.

Prepare 3 copies: Original - Supervisor; 1st copy - Grievant; 2nd copy - Employee Relations Specialist.

NAME (Last, First, Middle Initial)		JOB TITLE	
HIGH, LAKE E. Sr.		BLDG. DESIGN ASSOC.	
ORGANIZATION	LENGTH OF SERVICE		
	AGENCY	PRESENT JOB	
STATE DEPARTMENT OF DSS	STATE	BLDG. DESIGN ASSOC.	

DESCRIPTION OF COMPLAINT

January 13, 1970, I was hired by the State Department of Public Welfare as a Public Welfare Examiner. At the end of 6 months, my rating by Mr. Womack, my P. A. Chief, was Excellent, under Merit System Grade # 18 and a VG-2 by the Director, Mr. A. B. Rivers. I was assured of a 10% raise effective July 13, 1970, providing my work continued to be satisfactory and I would receive a raise each 12 months, or less. I did not receive any raise for 3 years and 10 days.

In my opinion I was discriminated against and treated unfairly as to salary increases and promotions, in accordance with the S. C. Merit System

CORRECTIVE ACTION OR PERSONAL RELIEF SOUGHT BY EMPLOYEE

I request a recourse in this matter by the Grievance Committee.

DATE AND TIME REQUEST PRESENTED	4. DATE SCHEDULED FOR INFORMAL MEETING
June 23, 1977 - 2:30 PM	June 27, 1977
EMPLOYEE'S SIGNATURE	SUPERVISOR'S SIGNATURE
<i>Lake E. High</i>	<i>Harrison Leonard</i>



SOUTH CAROLINA
DEPARTMENT OF SOCIAL SERVICES

EMPLOYEE GRIEVANCE REPORT - STEP 1 - A
SUPERVISOR'S REPORT OF
REQUEST FOR INFORMAL MEETING

INSTRUCTIONS

95

To be completed by the Grievant to request an informal meeting.

Prepare 3 copies: Original - Supervisor; 1st copy - Grievant; 2nd copy - Employee Relations Specialist.

GRIEVANT'S NAME (Last, First, Middle Initial)		JOB TITLE	
HIGH, LA'VE E. Sr.		BLDG. DESIGN ASSOC.	
ORGANIZATION		LENGTH OF SERVICE	
STATE DEPARTMENT OF DSS		AGENCY	PRESENT JOB
		STATE	BLDG. DESIGN ASSOC.

DESCRIPTION OF COMPLAINT

January 13, 1970, I was hired by the State Department of Public Welfare as a Public Welfare Examiner. At the end of 6 months, my rating by Mr. Womack, my P. A. Chief, was Excellent, under Merit System Grade # 18 and a VG-2 by the Director, Mr. A. B. Rivers. I was assured of a 10% raise effective July 13, 1970, providing my work continued to be satisfactory and I would receive a raise each 12 months, or less. I did not receive any raise for 3 years and 10 days.

In my opinion I was discriminated against and treated unfairly as to salary increases and promotions, in accordance with the S. C. Merit System

CORRECTIVE ACTION OR PERSONAL RELIEF SOUGHT BY EMPLOYEE

I request a recourse in this matter by the Grievance Committee.

DATE AND TIME REQUEST PRESENTED	4. DATE SCHEDULED FOR INFORMAL MEETING
June 23, 1977 - 2:30 PM	
GRIEVANT'S SIGNATURE	SUPERVISOR'S SIGNATURE
<i>La'Ve E. High</i>	



SOUTH CAROLINA
DEPARTMENT OF SOCIAL SERVICES

EMPLOYEE GRIEVANCE REPORT - STEP 1 - **c96**
SUPERVISOR'S REPORT OF DECISION

INSTRUCTIONS

To be completed by the supervisor to relate his decision to the employee.
Prepare 3 Copies: Original - Supervisor; Copy - Employee Relations Specialist; Copy - Grievant.

EMPLOYEE'S NAME (Last, First, Middle Initial)	JOB TITLE	ORGANIZATION
High, Lake E. Sr.	Building Design Associate	S. C. Department of Social Services

1. STATE DECISION

Prior to your retirement, you verbally brought up this complaint which was reviewed. You were given an answer that your personnel and salary records were in order. Apparently, you did not like this answer. As I previously advised you, I have no authority to grant any salary adjustment.

2. GIVE POSSIBLE RECOURSE OR DECISION APPEAL PROCEDURE

If you are not satisfied with this response, you have the option of proceeding to Step # 2 of the grievance procedures.

DATE	TITLE OF SUPERVISOR	SUPERVISOR'S SIGNATURE
6/20/77	Chief of Staff	<i>James L. Cardin</i>

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July 5, 1977

Mr. Harrison Reardon
Chief of Staff
S. C. Department of Social Services
P. O. Box 1520
Columbia, South Carolina 29202

Dear Mr. Reardon:

I am in receipt of Step I-C, Supervisor's Report of Decision, dated and signed by you on June 30, 1977, received by me on Saturday, July 2, 1977.

Mr. Reardon, it is necessary that I request my grievance proceed to Step II-A as your decision did not in any way solve the anguish I have experienced year after year, supervisor to supervisor, Administrator to Administrator regarding my problem, and always the answer "I'll see that this is corrected".

Attached is Step II-A requesting an appeal for investigation by an Employee Relations Specialist.

Yours truly,

Lake Erie High, Sr.
Lake Erie High, Sr.

LEHSr:ab

Attachment - 1

JUL 20 1977



SOUTH CAROLINA
DEPARTMENT OF SOCIAL SERVICES

EMPLOYEE GRIEVANCE REPORT - STEP II - A
APPEAL FOR ERS INVESTIGATION

98

INSTRUCTIONS - TO BE COMPLETED BY GRIEVANT

Continue items on additional sheets of plain white paper, when necessary. Key continued comments to item number to be continued. Identify each additional sheet with Employee's name - Last, first, and Middle Initial.

For STEP II: Prepare 3 copies: Original - Employee Relations Specialist; Copy - Grievant; Copy - Supervisor.

EMPLOYEE'S NAME (Last, First, Middle Initial)	JOB TITLE	
High, Lake Erie Sr.	Bldg. Design Associate	
ORGANIZATION	LENGTH OF SERVICE	
	AGENCY	PRESENT JOB
State Department of Social Services	State D. S. S.	Bldg Desgn. Assoc

1. GIVE FULL EXPLANATION OF GRIEVANCE:

January 13, 1970, I was hired by the State Department of Public Welfare as a Public Welfare Examiner. At the end of 6 months, my rating by Mr. Womack, my P. A. Chief was Excellent under Merit System Grade #18 and a VG-2 by the Director, Mr. A. B. Rivers. I was assured of a 10% raise effective July 13, 1970, providing my work continued to be satisfactory and I would receive a raise each 12 months, or less. I did not receive any raise for 3 years and 10 days.

In my opinion I was discriminated against and treated unfairly as to salary increases and promotions, in accordance with the S. C. Merit System.

2. DESCRIBE IN DETAIL THE CORRECTIVE ACTION OR PERSONAL RELIEF SOUGHT:

I request a recourse in this matter by the Grievance Committee by proper reimbursement for reinstatement at the proper grade level, increments for each evaluation and salary adjustments.

3. STATE REASONS FOR REFERRING TO THE NEXT STEP:

The decision of Supervisor indicated no remedial action to my request

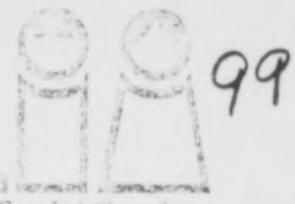
JUL 28 1977

Employee Relations Specialist

4. I WISH TO PURSUE THE GRIEVANCE TO (Check appropriate Step indicated below): <input checked="" type="checkbox"/> Step II <input type="checkbox"/> Step III	a. DATE: July 5, 1977
	b. EMPLOYEE'S SIGNATURE: <i>Lake Erie High Sr</i>

ACKNOWLEDGEMENT OF RECEIPT BY EMPLOYEE RELATIONS SPECIALIST

NAME:	SIGNATURE:
TITLE:	



South Carolina
Department of Social Services

R. Archie Ellis
Commissioner

July 27, 1977

Mr. Walter E. Williams
Employee Relations Specialist
S. C. Department of Social Services
P. O. Box 1520
Columbia, South Carolina 29202

Dear Mr. Williams:

SUBJECT: Appointment as Employee Relations Specialist

In accordance with paragraph 1320(m) DSS Employee Grievance and Appeal Directive, you are hereby appointed to serve as the Employee Relations Specialist in the review and settlement of the grievance submitted by Mr. Lake Erie High Sr., Building Design Associate, State Office, Columbia, South Carolina.

In compliance with instructions contained in paragraph 1330.2, you will proceed without delay in evaluating all facts and information concerning the grievance submitted by subject employee. Upon completion of your review action, your decision and recommendations will be submitted to the Executive Assistant, State Office, DSS, in writing within five (5) days.

Sincerely,

Betty Jones
Executive Assistant
to the Commissioner

PJ:gw

cc: Mr. Lake Erie High, Sr.
Mr. Harrison Rearden



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SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES
COLUMBIA, SOUTH CAROLINA

August 5, 1977

Memorandum

To: Mr. Walter Williams
Employee Relations Specialist

From: *Roy T. Loyd*
Roy T. Loyd, Chief
Division of Public Assistance

Subject: Grievance - Mr. Lake Erie High, Sr.

Pursuant to your request concerning the grievance of Mr. Lake Erie High, Sr., the developments surrounding this case, as I recall them, are as follows.

When I assumed the position of Chief of the Division of Public Assistance, Mr. High was an employee of the Division at that time. It was some months later that Mr. High advised me that he had never received permanent appointment. Mr. High's personnel record did not reveal the reason for his not having received permanent employment. I evaluated his performance at that time solely for the purpose of giving him permanent appointment so that if necessary he could be granted leave without pay. My further recollection is that he was hospitalized at that time and shortly thereafter was granted leave without pay. He was later reinstated to a pay status. At a later date, a date which I do not recall, his performance was again evaluated. At that time I recommended a salary increase.

If I can be of further assistance to you in this matter, please feel free to call me.

RTL:v

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	(6)	(12)	(12)	(15)	(18)	(24)	
	1	2	3	4	5	6	7
3,328	3,432	3,557	3,703	3,848	3,994		
1.60	1.65	1.71	1.78	1.85	1.92		
3,432	3,557	3,703	3,848	3,994	4,160	4,326	
1.65	1.71	1.78	1.85	1.92	2.00	2.08	
3,536	3,682	3,838	3,994	4,150	4,306	4,472	
1.70	1.77	1.845	1.92	1.995	2.07	2.15	
3,682	3,848	4,025	4,212	4,410	4,618	4,826	
1.77	1.85	1.935	2.025	2.12	2.22	2.32	
3,852	4,139	4,326	4,534	4,742	4,971	5,200	
1.90	1.99	2.08	2.18	2.28	2.39	2.50	
4,243	4,451	4,659	4,888	5,117	5,366	5,617	
2.04	2.14	2.24	2.35	2.46	2.58	2.70	
4,555	4,774	5,013	5,252	5,512	5,772	6,055	
2.19	2.295	2.41	2.525	2.65	2.775	2.911	
4,910	5,148	5,408	5,668	5,949	6,240	6,550	
2.35	2.475	2.60	2.725	2.85	3.00	3.149	
5,283	5,543	5,824	6,115	6,417	6,739	7,073	
2.54	2.665	2.80	2.94	3.085	3.24	3.40	
5,700	5,980	6,282	6,583	6,916	7,259	7,612	
2.74	2.875	3.02	3.165	3.325	3.49	3.65	

							MERIT RANGE	MAX
50	6,120	6,426	6,747	7,085	7,439	7,811		8,180
60	6,575	6,904	7,249	7,611	7,992			8,385
70	7,065	7,418	7,789	8,179	8,588			9,485
80	7,600	7,980	8,379	8,793	9,238			10,200
90	8,185	8,595	9,025	9,480	9,955			10,985
100	8,800	9,240	9,705	10,190				11,850
110	9,470	9,945	10,445	10,965				12,790
120	10,200	10,710	11,250	11,810				13,800
130	10,980	11,530	12,110	12,715				14,900
140	11,825	12,420	13,040	13,690				16,100
150	12,720	13,360	14,030					17,580
160	13,680	14,370	15,090					18,980
170	14,750	15,490	16,265					20,590
180	15,950	16,750	17,585					22,350
190	17,250	18,115	19,020					24,350
200	18,700	19,635	20,570					26,560
210	20,280	21,295	22,310					29,030
220	22,000	23,100	24,200					31,750
230	23,850	25,045	26,235					34,750

19 until
7/7/11
1st p.
[Signature]

M. Couch

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SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES

Employee Performance Evaluation

1500

1510

OBJECTIVE:

The primary goal of the Employee's Performance Evaluation report is to assist in motivating all individuals to operate efficiently and effectively by improving work performance of individual employees. It may serve several purposes, such as:

- A. Informing the employee of the supervisor's evaluation of his performance.
- B. Insuring that the employee participates with his supervisor on the evaluation of his performance.
- C. Assisting in searching for causes where work performance is less than satisfactory.
- D. Assisting in planning for improvement in areas where it may be needed.
- E. Encouraging the employee to perform at his very best.
- F. Assisting supervisors in knowing their employees better.
- G. Assisting in making work assignments and delegating responsibilities by focusing on employees' skills and abilities.
- H. Improving supervisor-employee communications and relationships.
- I. Documenting support for recommendations of a nature concerning salary increases, promotion, transfer, demotion, or dismissal.

1520

PERFORMANCE EVALUATIONS:

WHO A Report of Employee's Performance Evaluation (DSS-432) will be prepared for all employees except:

- A. Employees with temporary appointments.
- B. Employees with emergency appointments.
- C. Employees appointed for limited periods of part-time duties (less than 12 months).
- D. Employees with specific appointments to exempt positions by intent of law or directive.

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1530 PERFORMANCE EVALUATION REPORT

The Report of Employee's Performance Evaluation (DSS-432) has been revised for utilization by all supervisors in the performance evaluation of all employees in the South Carolina Department of Social Services. This form is divided into two (2) sections.

1531 Section I depicts generalized information required to be submitted.

1531.1 Section IA identifies the ten (10) performance evaluation characteristics on which all employees are to be rated.

1531.2 Section IB identifies five (5) additional performance evaluation characteristics which will be submitted on management and supervisory personnel. Space has been provided to add other performance characteristics deemed necessary by the individual rater.

1531.3 Each performance evaluation characteristic has five (5) levels of progression by which it is to be evaluated. For use by rating and reviewing supervisors, each level is described with examples of what should be considered characteristic of that factor. In the evaluation process, if you agree that job performance equates in general to the example or examples described, check the rating for that factor in the space provided. You may, if you choose, use your own words to describe the performance evaluation of the employee. Where space permits, insert your wording in the appropriate place; if space is not available, attach a separate page to the form and properly cross reference to the changes added.

1532 Section II is to be used to record a narrative summary of your evaluation of the employee and to make specific recommendations for career progress as well as for salary increase, promotion, or other change. Be as specific as possible, but be objective and open-minded because this provides you the opportunity to discuss in detail the employee's strengths and/or weaknesses and to provide recommendations that will motivate him to operate efficiently and effectively.

1532.1 Section II also includes an Evaluation Summary which requires the rating authority to assign an overall adjectival rating for the evaluation period keeping in mind that not all factors have the same significance in relating to the different types of positions.

1532.2 A space is provided at the end of this section for the employee to have his own comments about the supervisor's evaluation recorded in writing if he wishes. It is recommended that if the employee desires to add his comments to the form as a matter of record, he be requested to submit them to be typewritten on the form. Employees will be requested to sign or initial the evaluation form in the space provided, which will certify that the performance evaluation has been discussed with him.

1533.3 If the employee does not wish to have any comments recorded on the performance evaluation form, he should be asked to sign or initial in the appropriate space at the close of the interview to certify that the evaluation was discussed with him.

1540 TYPES OF PERFORMANCE EVALUATION REPORTS

1541 PROBATIONARY REPORT Because initial appointments are made for a probational

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period of six (6) months, and continuation of employment on a permanent basis beyond that period depends upon satisfactory work performance, all raters are required to prepare a completed performance evaluation report (SSS-432) for each new employee at the end of the fifth (5th) month of service, have it reviewed by the proper reviewing authority, discuss it with the employee, and submit it to arrive at its destination at least fifteen (15) days prior to the completion of the six (6) month probationary period.

A. Marginal Evaluation If the probationary evaluation of a new employee is Marginal, the employee may be granted an additional work period of ninety (90) days. This extension must be recommended and will be approved only if there is reason to expect that the new employee can and will improve in those areas in which he is deficient and attain the level of Satisfactory. The recommendation for a ninety (90) day extension must be submitted to the Administrative Services Division along with the Marginal Performance Evaluation Form. If the extension is concurred in by the Merit System supervisor, approval will be granted, which will necessitate a new performance evaluation form being made for the additional ninety (90) day period. This should be done in sufficient time for the performance evaluation form to be submitted to arrive at its ultimate destination at least fifteen (15) days before the end of the extension period. Following a performance evaluation rating of Satisfactory or above, the employee will be granted permanent status. Following a performance evaluation rating at this time of Marginal, the employee may, under exceptional circumstances, be granted one (1) additional ninety (90) day extension, may be demoted and reassigned to an existing vacancy in a lesser classification for which he may be qualified, or may be terminated from employment. In the event an employee is granted the additional ninety (90) day extension or is demoted with reassignment, a follow-up probationary evaluation must be made in the same manner as for the initial probationary evaluation. Another Marginal evaluation rating at this time will result in termination of employment.

B. Unsatisfactory Evaluation A new employee who receives a performance evaluation of Unsatisfactory for his six (6) month probationary period may not be granted an extension and his employment must be terminated.

1542

REGULAR REPORT A regular performance evaluation report is to be completed for each employee on the twelve (12) months' anniversary of the date of his last regular or probationary evaluation. The performance evaluation form should be completed, reviewed by the reviewing authority, discussed with the employee, and submitted to the office of record at least fifteen (15) days before the end of the twelve (12) month period.

A. Marginal Regular Evaluation When a permanent employee receives a regular performance evaluation of Marginal, a special service evaluation (Interim) must be prepared after a period of six (6) months and for the following six (6) month period if he is still rated as Marginal. After two (2) successive special (Interim) evaluations of Marginal, the employee must either be demoted and reassigned to an existing vacant position in a lesser classification for which he may be

2/13
[Signature]

qualified or terminated from employment.

- B. Unsatisfactory Regular Evaluation A permanent employee who receives a regular performance evaluation of Unsatisfactory must be terminated from employment. Under exceptional circumstances and with the approval of the appointing authority, concurred in by the Merit System Supervisor, he may be demoted and reassigned to an existing vacancy in the same or another agency, subject to the completion of a satisfactory ninety (90) day probationary period. For this type action, a probationary evaluation report must be completed in the same manner as for a new probationary employee.

1543 INTERIM REPORT

1543.1 An Interim Report of Employee's Evaluation will be prepared under the following circumstances:

- A. When an employee changes from one job class to another.
- B. When an employee leaves the agency, except if his termination is within 30 days of the date of his last regular or probationary evaluation report.
- C. When the immediate supervisor of an employee changes (The Interim Evaluation would be prepared by the former supervisor immediately prior to the change; this would include, for example, before a supervisor left the unit in which he works or before an employee transferred to another unit or organization). ✓
- D. In accordance with Paragraph 1542 A, which states that when an employee receives a regular performance evaluation of Marginal, an Interim evaluation must be prepared after a period of six (6) months and for the following six (6) month period if he is still rated as Marginal. ✓

1543.2 Interim Reports of Evaluation will be prepared and processed according to the procedures for regular and Probationary reports.

1543.3 Raters will give due consideration to Interim Reports in preparing a Regular or Probationary Report.

1550 EFFECT OF EVALUATION ON ELIGIBILITY FOR STEP INCREASE

Step increases are to be recommended for those employees whose performance is judged to be Satisfactory or better. Therefore, any employee who receives a Regular or Probationary performance evaluation of Marginal or Unsatisfactory will not be considered eligible for a step increase for that period of service for which he is being rated.

1560

STEPS FOR PERFORMANCE EVALUATION

1087

1561

RATING AUTHORITY

1561.1

The person who has immediate first-line supervisory responsibility for the employee, who either daily oversees, reviews, and checks the work of the employee, or who is most closely acquainted with his daily performance during the evaluation period, shall be the ratee. It is emphasized to the rating authority that the evaluation of the employee for whom he is responsible is a continuing day-to-day process. He should take frequent occasions to talk with the employees about their progress, their ambitions, and performance. He should counsel them on a timely basis whenever their performance is either deficient or commendable. Written summaries should be made of such counseling incidents and held for reference in preparing performance evaluation reports, using DSS Form 432-A, Employee's Special Performance Evaluation. If the rating authority reaches the conclusion that the overall performance of an employee is not meeting the performance standards and that the performance evaluation rating at the time of an evaluation period unquestionably will be below Satisfactory unless noticeable improvement takes place, he should notify the employee of this eventuality at least three (3) months prior to the time the evaluation is due. It would be advisable to notify the employee earlier if possible. A person to person notification should be confirmed with a written Notice of Warning using DSS Form 432-A, Employee's Special Performance Evaluation, with the original given to the employee concerned, one copy retained by the rating authority and one forwarded to the State Office for inclusion in the individual's personnel folder. The Notice of Warning should inform the employee specifically of the following:

- A. How his performance fails to meet requirements.
- B. What he should do to improve performance.
- C. That he has the opportunity to bring about that improvement.
- D. That the supervisor and perhaps others in the agency are available and willing to give him assistance and further training if need be.
- E. That he will receive a Marginal or Unsatisfactory evaluation if his performance does not improve sufficiently to meet the satisfactory requirement.

1561.2

In the actual performance evaluation process and the completion of the overall evaluation rating, the rating authority should approach the task seriously and objectively, keeping the following points in mind:

- A. That the evaluation not be influenced by personal consideration such as personal loyalty, friendships, or prejudices.
- B. That the evaluation reflects the actual sustained performance of the

employee over the rated period and is not based upon isolated instances of failure or success.

- C. That rating authority does not seek the advice of others nor is permitted to be unduly influenced by others who may be opinionated or biased.
- D. That the rated person's overall performance is being compared with and related to that of other employees with comparable duties and responsibilities.

Upon completing the performance evaluation form which includes the evaluation summary assigning the overall rating, the rating authority should sign the report and refer it to the proper reviewing authority. It is recommended that to the extent possible the rating authority and the reviewing authority meet to discuss and review the appraisal.

As soon as possible after the performance evaluation form has been completed by the rating authority and reviewed by the reviewing authority, the rating authority should schedule an interview with the employee concerned.

1561.3

As the final step, the rating authority should complete Items #5 and #6 on Section II of the Report of Employee's Performance Evaluation (DSS-432) summarizing the employee's attitude toward his own work progress and toward the evaluation itself. After securing the signature or initials of the employee as an acknowledgement that the performance evaluation has been discussed with him, the completed form is then sent to the State Office where it shall be filed as a permanent record in his personnel file. It is expected that very few employees will achieve a performance evaluation which commands an overall rating of Meritorious. The conferring of such a rating should be a rare honor based upon exceptionally outstanding performance of service. For this reason, if a rating authority recommends an overall rating of Meritorious for an employee, he will prepare and attach to the Report of Employee's Performance Evaluation (DSS-432) a written statement explaining specifically the circumstances and the reasons why such an overall evaluation is warranted, as compared to all other employees with comparable duties and responsibilities.

1562

REVIEWING AUTHORITY

1562.1

The reviewing authority shall be the supervisor next in line of authority above the rating authority who has personal knowledge of the general performance of duties of the employee being rated.

1562.2

If the reviewing authority disagrees with or questions the rating authority's evaluation of any performance evaluation characteristics or the performance evaluation summary rating itself, every effort should be made to reconcile the differing points of view and, if the evaluation of the reviewing authority is forced upon, the rating authority shall make the necessary change or changes on the Report of Employee's Performance Evaluation. The reviewing authority shall not change the ratings of any of the performance evaluation characteristics or the performance evaluation summary rating of the rating authority. If a difference of opinion cannot be reconciled, the reviewing authority may accede to the evaluation given by the rating authority without comment or he may attach a separate statement explaining the area or areas in which he disagrees and the reasons therefor.

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In all cases where discrepancies are not reconciled all signatures by the reviewing authority will be affixed with red ink.

1562.9

The reviewing authority should complete the review of any performance evaluation form (DSS-432) submitted to him, sign the form, and return it to the rating authority in the most expeditious manner.

1563

EMPLOYEE RATING AUTHORITY INTERVIEW

1563.1

A personal interview with the employee being rated is perhaps the most important step in the performance evaluation process. The rating authority should prepare himself carefully in advance of the interview and it may be helpful for him to have made notes about the factors relating to the employee's work performance or personal characteristics which he feels should be discussed in somewhat more detail than is possible on the Performance Evaluation Form. By no means should the rating authority monopolize the conversation; instead, he should encourage the employee to do most of the talking. In many cases it has been found that the overall effectiveness of employee evaluation interviews can be increased through utilization of the following guidelines:

- A. Schedule a time that is most convenient to both the employee and the rating authority.
- B. Arrange for the interview to be conducted in complete privacy.
- C. Make the employee aware of the reasons and purposes for the interview.
- D. Use the job-centered rather than the individual-centered approach by directing comments to the requirements of the job itself and the employee's performance in relation to those requirements. Do not allow the interview to develop into a dialogue of personalities.
- E. Maintain a calm, unemotional attitude. Be considerate of the employee and permit him to preserve his dignity.
- F. Open your interview with comments about the employee's strengths and plus factors. Compliment him on any noteworthy accomplishments.
- G. In discussing weaknesses or deficiencies, emphasize the point that it is your concern and the concern of the Department to give him whatever assistance may be needed to improve and become more proficient. Make specific suggestions for improvement. Offer constructive criticism. Give the employee ample opportunity to express his own feelings concerning his deficiencies and lead him into volunteering his own thoughts as to how he can improve.
- H. Do not divulge the performance ratings of other employees or discuss their performance. Should the employee during the discussion attempt to compare

himself with others and discuss his performance in relationship to that of others, remind him tactfully but firmly that the purpose of the interview at hand is to discuss the evaluation of his performance alone.

J. Do not make unauthorized promises of salary increases, promotions, or other rewards.

1563.2

Conclude your interview in a friendly manner by:

- A. Summarizing the employee's strong points.
- B. Reassuring yourself that the employee understands all of the rating characteristics and your evaluation of him in relationship to those rating characteristics and that his questions have been answered to the best of your ability.
- C. Developing a plan with the employee for his improvement, if necessary.
- D. Reassuring the employee that full consideration will be given to his reasoning and suggestions and that you have a genuine interest in his development.

If either you or the employee feels that it would be beneficial, schedule a follow-up discussion at some later date.

1564

PERFORMANCE EVALUATION REVIEW COMMITTEE

A Performance Evaluation Review Committee will be designated by the Commission and shall have the following responsibilities:

- A. To review reports of performance evaluation ratings and make certain that reasonably uniform standards of performance and evaluations have been followed or if not followed have been adequately explained.
- B. To review all requests from employees for reconsideration of evaluations and to recommend proper adjustments, if warranted.



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August 5, 1977

Mr. Lake Eric High, Sr.
3915 Dorman Drive
West Columbia, S. C. 29169

Dear Mr. High:

Step II of the Department of Social Services Grievance Procedure, the investigation into your grievance by the Employee Relations Specialist, has been completed. Enclosed, please find Part II-B Recommendation of Employee Relations Specialist Form No. 1649-4, S. C. Department of Social Services Grievance Regulation 1300, Findings and Recommendations of the Employee Relations Specialist.

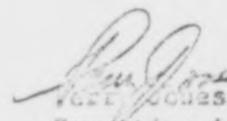
I have discussed your grievance thoroughly with the Employee Relations Specialist, and have examined carefully his report and all documents thereto.

In view of the findings of the Employee Relations Specialist's investigation, I am upholding his conclusion and recommendation.

We have always endeavored to represent all parties fairly and equitably in grievance matters, and we have made no exception with your grievance.

Please feel free to contact me if I can be of further assistance to you.

Sincerely yours,


Rose Jones
Executive Assistant
to the Commissioner

PJ:dw

cc: Mr. Harrison Rearden
Chief of Staff



11-2

INSTRUCTIONS

Prepare 3 copies: Original - Grievant; Copy - Supervisor; Copy - Employee Relations Specialist.

EMPLOYEE'S NAME (Last, First, Middle Initial)	JOB TITLE	ORGANIZATION
High, Lake E. Sr.	Bldg. Desigr Associate	Department of Social Services State Office

1. LIST NEW DOCUMENTS, FORMS, CORRESPONDENCE, ETC., PERTINENT TO THE CASE:

Personnel File

2. DATE(S) OF MEETING(S) AND NAMES OF PERSONS PRESENT:

August 3, 1977 August 3, 1977
Mr. L. E. High, Sr. Mr. Manny J. George
August 3, 1977
Mr. Roy Loyd

3. FINDINGS AND RECOMMENDATION:

It has been very difficult to reconstruct events that occurred seven years ago. There is no documentation by either party to show that the grievant was not satisfied with the compensation received. The following facts have been determined:

1. The grievant was hired as a grade 16 at \$10,190 per year. The entrance salary for a grade 16 was \$8,800 per year. This placed the grievant in a 15 month bracket for a merit increment.

2. When the 15 months had passed, the grievant was eligible for a merit increment. The plan of Administration gives the supervisor the right to grant or deny a merit raise or to give any portion thereof. No action was taken to grant a merit increment, and the grievant was not eligible again for 18 months.

3. Prior to the expiration of the 18 month period, the grievant was placed on LWOP for 3 months. This would change the anniversary date by the amount of time while on LWOP.

Continued on second page.

DATE	TITLE	SIGNATURE
Aug 5, 1977	EMPLOYEE RELATIONS SPECIALIST	Walter E. Williams

RECEIPT ACKNOWLEDGED - RECOMMENDATION OF EMPLOYEE RELATIONS SPECIALIST

DATE RECEIVED	EMPLOYEE'S SIGNATURE

4. The grievant received his first merit increment on 1-26-73 after three years service. This would be in line with the required waiting time (15 months plus 18 months plus 3 months LMOP).

This office has been unable to determine that there has been a violation of any applicable rules in effect at the time period in question.

STATE OF SOUTH CAROLINA
EMPLOYEE'S EARNINGS STATEMENT

DETACH AND RETAIN FOR YOUR RECORD
PAY DATE

CHECK NUMBER
3400212

08/23/73

NET PAY
294.20

Ephraim C. (Hof)

SOC. SEC. NO.	GROSS PAY	FD	FED. I. TAX	SO	STATE I. TAX	F. I. C. A.	RETIREMENT
248096491	44853	00	7321	00	1986	2624	2691
DED. CODE	DED.	DED. CODE	DED.	DED. CODE	DED.	DED. CODE	DED.
26	811						
DED. CODE	DED.	DED. CODE	DED.	DED. CODE	DED.	DED. CODE	DED.
OF3	YTD GROSS	YTD FED. TAX	YTD ST. TAX	YTD FICA	YTD RET.		
	728703	116408	31385	42629	34122		

STATE OF SOUTH CAROLINA
EMPLOYEE'S EARNINGS STATEMENT

DETACH AND RETAIN FOR YOUR RECORD
PAY DATE

CHECK NUMBER
3434577

09/20/73

NET PAY
294.19

SOC. SEC. NO.	GROSS PAY	FD	FED. I. TAX	SO	STATE I. TAX	F. I. C. A.	RETIREMENT
248096491	44853	00	7321	00	1986	2624	2692
DED. CODE	DED.	DED. CODE	DED.	DED. CODE	DED.	DED. CODE	DED.
26	811						
DED. CODE	DED.	DED. CODE	DED.	DED. CODE	DED.	DED. CODE	DED.
OF3	YTD GROSS	YTD FED. TAX	YTD ST. TAX	YTD FICA	YTD RET.		
	918409	162688	42357	53727	45505		

STATE OF SOUTH CAROLINA
EMPLOYEE'S EARNINGS STATEMENT

DETACH AND RETAIN FOR YOUR RECORD
PAY DATE

CHECK NUMBER
3418051

09/06/73

NET PAY
789.32

SOC. SEC. NO.	GROSS PAY	FD	FED. I. TAX	SO	STATE I. TAX	F. I. C. A.	RETIREMENT
248096491	144853	00	38959	00	8986	8474	8691
DED. CODE	DED.	DED. CODE	DED.	DED. CODE	DED.	DED. CODE	DED.
26	811						
DED. CODE	DED.	DED. CODE	DED.	DED. CODE	DED.	DED. CODE	DED.
OF3	YTD GROSS	YTD FED. TAX	YTD ST. TAX	YTD FICA	YTD RET.		
	873556	155367	40371	51103	42813		

THE END