

Dear Mr. Lewis Leopard

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

Robert Davis 5/1/08

Richland County



Recreation  
COMMISSION

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

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

RECEIVED  
NOV 16 2007

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

RECEIVED  
FEB 04 2008

BY: .....

EMPLOYMENT APPLICATION

BY: ..... Please prepare it accurately and neatly. Willful falsification of any information may result in rejection of your application or in your dismissal if you are employed by the Recreation Commission.

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

Date: \_\_\_\_\_ (TYPE OR PRINT IN INK)

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

Address 8329 Bluff rd Gadsden Richland S.C. 29052  
 (Number and Street or RFD) (City) (County) (State) (Zip Code)

Social Security Number [REDACTED] Telephone Number (Home) (803) 353-7138  
Cell - 803 316 8401

2. State the salary which you are willing to accept \$ 36,858 When could you begin work? ASAP

Check type of employment you would accept: Part-Time  - Full-Time   
 Hours Preferred \_\_\_\_\_

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

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

Branch of Service: Army  Navy  Marines  Air Force  Other \_\_\_\_\_

Date Entered \_\_\_\_\_ Date Discharged or Separated \_\_\_\_\_ Type of Discharge \_\_\_\_\_

Highest Rank Attained \_\_\_\_\_

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

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

Date Active Reserve Obligation Will End \_\_\_\_\_

Military Branch and Name of Reserve Unit \_\_\_\_\_

4. In case of emergency notify Ivy DAVIS 8329 Bluff rd Gadsden S.C. 29052 353-7138  
 (Name) (Address) (Phone)

Relationship to you Mother

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

If yes, dates \_\_\_\_\_

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

If yes, Retirement Number \_\_\_\_\_

Robert  
First Name

DAVIS  
Last Name

Please Print

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

\*\*If yes, give details below:

Where Arrested	Date	Nature of Charge	State	Disposition/Status

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

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

7. Professional Certificate or Licenses

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

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

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

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

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

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

Shorthand Speed \_\_\_\_\_ Typing Speed \_\_\_\_\_

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

Name Commissioner J. Marie Green Address 321 Hick Hill Rd Phone (803) 353-2166 Occupation Commissioner  
 Name Judge Miller Address Gurners Ferry Rd. Phone (803) 776-7500 Occupation Supervisor  
 Name Martin Westman Address Gurners Ferry Rd. Phone (803) 776-7500 Occupation Engineer

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

Name of Employer Square D Company  
 Address of Employer Gwynns Ferry Rd  
 Phone Number of Employer (803) 726-7500  
 Your Job Title Supply Associate III  
 Specific Duties My responsibilities are Ordering and loading  
Million dollar inventory. I mainly take Ordering and  
loading for 221 Becker and Curville lines.  
 Reason for Leaving \_\_\_\_\_

From (Mo.) January (Yr.) 2007  
 To (Mo.) Present (Yr.) \_\_\_\_\_  
 Full-Time  Part-Time   
 Starting Salary \$12.09 hourly  
 Last Salary \$16.00 hourly  
 Supervisor's Name Jackie Miller  
 Supervisor's Title Supply Chain  
Manager

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

From (Mo.) August (Yr.) 2006  
 To (Mo.) May (Yr.) 2007  
 Full-Time  Part-Time   
 Starting Salary 5.15 hourly  
 Last Salary 5.15 hourly  
 Supervisor's Name \_\_\_\_\_  
Eartha Masley  
 Supervisor's Title \_\_\_\_\_  
Dr. Frye

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

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

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

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

**14. CERTIFICATE OF APPLICATION - READ CAREFULLY BEFORE SIGNING**

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

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

Applicant's Signature Roland D. Davis Date 10/9/07

**Interviewer's Remarks**

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

SECOND INTERVIEW QUESTIONS

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

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

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

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

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

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

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

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

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

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

2 guys argue during <sup>bball</sup> game - I blow whistle - take them to side

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

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

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

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

Football HS/College  
and Sports  
Smiley Elec. Co - Square D

Robert Davis  
3-11-08

### INTERVIEW QUESTIONS

1. Before we get started, could you tell me your impressions or idea of what this job is about?  
Asst' the Director / Director over sees everything  
assist Director implement Program to achieve Dir  
of duties / Park run smooth.  
Deal Supervise youth/adult at Park
2. Tell me about your education. What subjects did you enjoy/dislike?  
Degree PE/PE Mgt Undergrad 4 years  
recreational course  
like Sports Market  
Kinesiology did not enjoy more study & focus
3. Describe the primary job responsibilities of your present job/most current position?  
Line Leader - DW breaks - Breaker or Pull order  
good Breaker down tool left & load on to line  
line worker put elec components inside.  
check times on breaker.
4. If you were hiring someone for this position what qualities would you look for?  
Persistence available Education  
Appearance nice person esp deal w/ children
5. Tell me about a specific situation where you prevented a problem?  
Substitute in morning / Sp D at night |  
Last week kids walk blood line in gym  
start walking / playing pushed student into wall  
resolve situation.
6. You are supervising the park; two young men begin to argue about a foul called during a basketball game (pick up game - no referee). How would you handle the situation?  
adults common some blue whistle - stop get  
attention and come to side & resolve situation  
act accordingly ask to leave - want gone  
to proceed.
7. A park patron has a complaint concerning your weekend part time employee. The patron claims that the employee was rude and impolite while enforcing the gymnasium rules. How would you handle this situation?  
Growth meet w/ parent / PT individual deal w/ certain  
explain to her rules Reg of KCRK attitude  
Sometimes parents sensitive be strict &  
PT always bad reports deal on it. explain self  
better.
8. Do you set goals for yourself?  
Yes, I want to achieve my goals  
working, what does bad here w/ stress  
What have you done to reach them?  
w. a want to work for the  
community  
Change the way students out today need a role model  
American dream home, family  
workout, run, eat healthy. not perfect

Interview Questions  
Page 2

9. Define Cooperation - Skill motivated this -  
Cooperation w/ individual follow direction  
+ easy going

10. Why are you interested in the field of recreation? Lead lead out into  
community. Cool mentality. I want to  
lead lead to the younger generation kids lead out  
to the park comfortable more community w/ grow nationwide

11. How do you take direction? vision of play indoor facility UKFYS leads  
I think well, Coaching implement all seven ones to come to  
experience, running 40 yard dash, other skills to be  
play staying focus. Sub seriously do what is asked. Also  
from parents.

12. What kinds of things bother you most about your job?  
Lot of issues with teachers sports malfunctioning might  
knows but we continue running units best seven  
Sealant is bad mty just closed off brand 300 units  
w/ the student should need to be reworked. Mgt make money

13. In what ways do you think you can make a contribution to the Richland County  
Recreation Commission? Provide longevity, increase [Growth, Product  
revenue. Children coming to Commission safety  
learn about body, fit feel good procedure children  
who can be successful in recreation. Love - community  
did so much for me. I want to grow I want to be

14. Describe your "dream" job.  
Coach of NFL Team President. one day at a time  
dash job was suit/ tie younger relative.  
Throw a sweat go out to job how part are using working  
with sports.

15. What person do you most admire and why?  
Daddy - alot of people my family is family overtake  
valued, never left coaching, own on business give  
my family something they never had.

16. What are your future plans? Success w job start family  
Successful. Career like America dream  
college man cars

Telephone Reference Verification Form

Applicant Robert Davis

Reference #1 J. Marie Green Person queried 353, 215-6

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

3/20/06

Notes: Very smart, College worked full time  
good manner, respect Christian  
dependable, Degree Sport Honest  
good Maint good judgment Skill Good to Company

Reference #2 Jackie Miller Person queried 776 7500

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

3/20/08

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

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

Reference #3 Martin Kershaw Person queried 776 7500 x 776 726

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

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

Notes: Self motivated / reliable  
Show up to work pleasant & R  
respectful of Authority  
any questions he will ask

Contacted by: Debbie Date 3/24/08



< CLOSE

HOME RESOURCE

### Regular Pay History

Employer

RD

Davis, I  
SM - Site M.  
Home Dept

Show Changes for:

all

Show as of 10/

Position

Site Manager

Position Start Date  
3/1/2015

Job Function

Job Change Reason  
DBLOAD

Job Class

FLSA

NAICS Workers' Comp  
Club / Community Cer

EEOC Job Classification

Officer/Owner

Corporate

Business Unit

Benefits Eligibility Class

Home Department  
Full Time Facility/Com

Home Cost Number

Change Reason  
DBLOAD

EFFECTIVE DATE	COMPENSATION..	RATE TYPE	AMOUNT	RATE 2	PAY FREQ..	STAN..	PERCENT CHA..	AMOUNT CHA..	ANNUAL AI
09/01/2013	PROMO - Promo.	Salary	1,538.47	19.23	Biweekly		11.9156	4,258.80	40,000.22 N
(History)									
05/27/2012	PAY IN - Pay Incr.	Salary	1,374.67		Biweekly	80.00	9.1632	3,000.14	35,741.42 N
07/01/2011	COST - Cost of L.	Salary	1,259.28		Biweekly	80.00	3.0002	953.68	32,741.28 N
01/24/2010	PAY IN - Pay Incr.	Salary	1,222.60		Biweekly	80.00	13.5275	3,787.68	31,787.60 N
08/09/2009	PAY IN - Pay Incr.	Salary	1,076.92		Biweekly	80.00	2.0294	556.92	27,999.92 N
07/01/2009	COST - Cost of L.	Salary	1,055.50		Biweekly	80.00	2.9997	799.24	27,443.00 N
06/14/2009	PROMO - Promo.	Salary	1,024.76		Biweekly	80.00	5.0002	1,268.80	26,643.76 N
08/06/2008	DBLOAD	Salary	975.96		Biweekly	80.00		25,374.96	25,374.96 N
04/21/2008	DBLOAD				Biweekly	80.00		0.00	0.00 N

1

Privacy Legal

**BOARD OF COMMISSIONERS:**

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



*"Enriching Lives & Connecting Communities"*

**Executive Director**  
Lewis B. Leopard, CGBA  
5819 Shakespeare Road  
Columbia, SC 29223  
Phone: 803.754.7275  
Fax: 803.786.2028  
Email: [info@rcrc.state.sc.us](mailto:info@rcrc.state.sc.us)  
[www.richlandcountyrecreation.com](http://www.richlandcountyrecreation.com)

**MEMORANDUM**

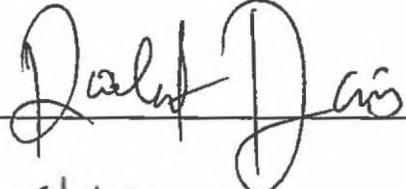
To: Robert I. Davis  
From: Lewis Leopard, CGBA  
Executive Director   
Subject: Employment Confirmation  
Date: April 21, 2008

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

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

Congratulations!

Employee's Signature



Date

5/1/08

**CONFIDENTIAL**



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

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

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

**MEMORANDUM**

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

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

Employee's Acknowledgment Signature

*Robert Davis*  
7/22/08

Date

*P.S. Is it 25,374.96?*

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

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## Richland County Recreation Commission

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

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

I. Current Information: This section must be completed			
1. Employee Name: <b>Robert I. Davis</b>		2. Job Title: <b>Assistant Park Manager</b>	
3. Department Name: <b>Park Operations</b>	4. Job Code:	5. Job Grade:	

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

III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both		
12. Voluntary or Involuntary? <a href="#">Click Here</a>	13. Effective Date:	14. Proper Notice Given? <a href="#">Click Here</a>
		15. Would you re-employ? <a href="#">Click Here</a>
<b>For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.</b>		
16. If voluntary resignation, why? If no rehire recommendation, why?		

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

V. Signatures & Date	
Department Head (please include dept name & telephone number)	
Chief of Staff	
Executive Director (required for pay changes exceeding normal guidelines and terminations)	
Human Resources Representative	
By typing my name in the appropriate area above, I certify this to be my electronic signature.	



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*George D. Martin, Jr.*  
*Barbara Mickens*  
*G. Todd Weiss*

**MEMORANDUM**

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

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

Position: Park Manager

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

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

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

  
Date: 7/26/09

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

After signing and dating this acknowledgement, please return to:

Tiyana White, Human Resources  
Human Resources Manager



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## Richland County Recreation Commission

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

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

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

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

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

6. Salary Change:	From: <b>\$27,443.01</b>	To: <b>\$28,000.00</b>	Percentage increase: <b>n/a</b>
7. Class Code Change:	New Class Code: <b>Class Code 1 Full-time (1.0 FTE)</b>		
8. Job Code / Title Changes:	New Job Code:	Salary Class: <b>Exempt</b>	
	New Job Title:	New Job Grade:	
9. Department Change:	Old Dept. Name:	New Department Name:	
10. Reason for change(s) noted above: <b>Increase in minimum starting pay for Park Manager position</b>			
11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: <b>8/9/2009</b> The effective date should coincide with the start date of a payroll period.			

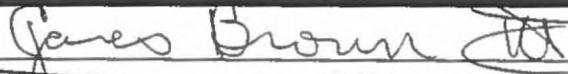
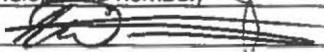
### III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

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

### IV. Leave of Absence

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

### V. Signatures & Date

Department Head (please include dept name & telephone number)	
Chief of Staff	 <span style="float: right;">6 Aug 2009</span>
Executive Director (required for pay changes exceeding normal guidelines and terminations)	
Human Resources Representative	

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



**BOARD OF COMMISSIONERS:**

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

**EXECUTIVE DIRECTOR**

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

**MEMORANDUM**

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

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

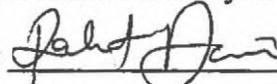
Position: Park Manager Current Annual Salary: \$28,000.00

New Pay band: 5

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

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

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



Date: 1/19/10

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

After signing and dating this acknowledgement, please return to:

Tiyana White, Human Resources  
Human Resources Coordinator



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

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

**BOARD OF COMMISSIONERS:**

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



"Enriching Lives, Connecting Communities."

**EXECUTIVE DIRECTOR**

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

**MEMORANDUM**

**To:** Robert Davis  
**From:** James Brown, III *SBA*  
Executive Director  
**Subject:** Employment Confirmation

**Date:** June 27, 2011

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

Employee's Acknowledgment Signature: *Robert Davis*

Date: 6/29/11

Please Sign and Return to Keira Session – Human Resources.

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

**CONFIDENTIAL**



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Enriching Lives &  
Connecting Communities

### Richland County Recreation Commission

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

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

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

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

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

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

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

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

#### IV. Leave of Absence

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

#### V. Signatures & Date

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

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



Enriching Lives &  
Connecting Communities

### Richland County Recreation Commission

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

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

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

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

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

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

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

12. Voluntary or Involuntary? <b>Click Here</b>	13. Effective Date:	14. Proper Notice Given? <b>Click Here</b>
		15. Would you re-employ? <b>Click Here</b>
For any termination: You must attach or forward a disciplinary action form or detailed memo with Executive Director signature/approval describing the incident which resulted in the termination.		
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19. Anticipated date leave begins:	20. Last scheduled work day:	21. Planned return date:

#### V. Signatures & Date

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

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