

Dear Mr. Lewis Leopold

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

Robert Davis 5/1/08

Richland County



Recreation
COMMISSION

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

RECEIVED
NOV 16 2007

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

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

BY: _____

EMPLOYMENT APPLICATION

RECEIVED
FEB 04 2008

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 17th birthday, which was finally adjudicated in juvenile court or under a youthful offender law. Conviction of a criminal offense is not a bar to employment in all cases. The nature, severity and date of the offense in relation to the position for which you are applying are considered. Failure to accurately report offenses will be considered a serious offense by the Recreation Commission and will be grounds for disqualification from consideration and/or termination if employed.

6. EDUCATION

| School | Name and Location of School | Course of Study | Years Attended From To | Circle Last Year Completed | Did you Graduate? | Certificate or Degree Received |
|-------------------------------------|-----------------------------|-----------------|------------------------|----------------------------|-------------------|--------------------------------|
| Elementary | 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 school.

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

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

List any computer software with which you are familiar Microsoft Word, excel, Powerpoint, 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 L. Marie Green Address 321 Hick Hill Rd Phone (803) 353-2166 Occupation Commissioner

Name Judge Miller Address Gurners Ferry Rd. Phone (803) 776-7800 Occupation Supervisor

Name Martin W. Shaw 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 Gummers 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 Linnell 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 Jessie Miller

Supervisor's Title Supply Chain
Manger

Name of Employer South Carolina State University
 Address of Employer 200 College St Orangeburg SC
 Phone Number of Employer (803) 536-7000
 Your Job Title Work Study Student for Physical Ed. department
 Specific Duties Classical work, and Assistant Director
of Intramural Activities
 Reason for Leaving _____

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 Mosley
 Supervisor's Title Dr. Frye

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

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

Reason for Leaving _____

Supervisor's Title _____

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

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

14. CERTIFICATE OF APPLICATION - READ CAREFULLY BEFORE SIGNING

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

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

Applicant's Signature

Robert J. Davis

Date

10/9/07

Interviewer's Remarks

Interviewed By

Date

SECOND INTERVIEW QUESTIONS

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

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

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

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

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

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

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

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

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

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 ^{bball} 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 bagger. 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
All Sports
Snyder Elem. 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. Dir. Director / Director over sees everything
Asst. 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 Math
Kinesiology did not enjoy more study & focus
3. Describe the primary job responsibilities of your present job/most current position?
Line Leader - NW breakers - Breaker to Pull order
good Breakers down field left & load on to line
line works put else components inside.
check times on benches.
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 wall bleed line in gym
start walling / 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 sense blue whistle - stop get
attention ask 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?
Gounit meet w/ parent / PT individual deal w/ certain
explain to her rules Reg of KCCRC attitude
Sometimes parents situation be calm &
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 have w/ gym
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
Coop work 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 be Paul comfortable more community w/ grow nationwide

11. How do you take direction?

vision of play indoor facility UKFIS Tech
I think well, Coaching. Important all seven over to come to
experience, running. 40 yard dash, other skills to be
play staying focus. Successful grow + blossom.
Sub seriously do what is asked. Also
from parents.

12. What kinds of things bother you most about your job?

Lot of issues with breaches sports malfunctioning might
knows but we continue running units best senior
Sealant is bad mty just closed off brand 300 units
w/ this student. Need need to be rewarded. 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.

14. Describe your "dream" job.

Coord of NFL Team
dash job when suit/tie
Throw in sweets go out to show how part are running working
with sports.

15. What person do you most admire and why?

Daddy - about of people my family is family overtake
valued, never left, coaching, runs 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
people run 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

Notes: Very smart, College worked full time
good manner, respect Christian
dependable, Degree Sport, Honest
good meat, good person, Skill, Asset to Company

3/20/06

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

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

3/20/06

"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

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

3/20 UM

3/21 Plant closed

3/24/08

Contacted by: Debbie Date 3/24/08



< CLOSE

HOME RESOURCE

Employer

Regular Pay History

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 |

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
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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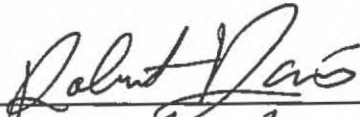
MEMORANDUM

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

Date


7/22/08

P.S. Is it 25,374.96?

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

CONFIDENTIAL



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Richland County Recreation Commission

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

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

I. Current Information: This section must be completed

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

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

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

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

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

IV. Leave of Absence

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

V. Signatures & Date

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

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

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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):

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

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

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

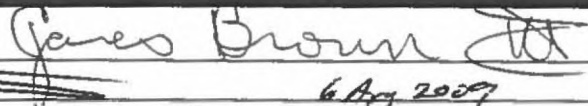
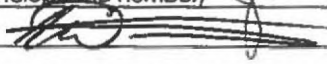
III. Resignations (Voluntary Discharge) and Terminations (Involuntary Discharge)- Choose only one, not both

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

IV. Leave of Absence

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

V. Signatures & Date

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

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

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



"Enriching Lives & Connecting Communities"

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
www.richlandcountyrecreation.com

MEMORANDUM

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

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

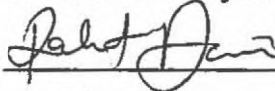
Position: Park Manager Current Annual Salary: \$28,000.00

New Pay band: 5

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

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

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



Date: 1/19/10

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

After signing and dating this acknowledgement, please return to:

Tiyana White, Human Resources
Human Resources Coordinator



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

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

BOARD OF COMMISSIONERS:

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



EXECUTIVE DIRECTOR

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

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

MEMORANDUM

To: Robert Davis

From: James Brown, III *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: Robert Davis | | 2. Job Title: Park Manager | |
| 3. Department Name: Parks | 4. Job Code: 545 | 5. Job Grade: 5 | |

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

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

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

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

IV. Leave of Absence

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

V. Signatures & Date

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

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



Enriching Lives &
Connecting Communities

Richland County Recreation Commission

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

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

I. Current Information: This section must be completed

1. Employee Name: **Robert I. Davis** 2. Job Title: **Park Manager**

3. Department Name: **Parks** 4. Job Code: **545** 5. Job Grade: **5**

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

6. Salary Change: From: **\$35,741.42** To: **\$40,000.00** Percentage Increase:

7. Class Code Change: New Class Code: **Click Here**

8. Job Code / Title Changes: New Job Code: **505** Salary Class: **Click Here**

New Job Title: **Program Coordinator - GFAAC** New Job Grade: **5**

9. Department Change: Old Dept. Name: **Eastover Park** New Department Name: **Gamers Ferry AAC**

10. Reason for change(s) noted above: **Change in Position**

11. EFFECTIVE DATE OF THE CHANGES(S) NOTED ABOVE: **9/1/2013**
The effective date should coincide with the start date of a payroll period.

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

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

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

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

IV. Leave of Absence

17. Leave type: **Click Here** 18. Normal work schedule: (example: "Tue, Thur, Sat 9a-5p")

19. Anticipated date leave begins: 20. Last scheduled work day: 21. Planned return date:

V. Signatures & Date

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

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