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THE STATE OF SOUTH CAROLINA

ADMINISTRATIVE LAW COURT

The Honorable Carolyn C Matthews, Administrative Law Judge

Case No 2009-ALJ-30-0103-AP

RECEIVED
MAY 03 2011
SC Court of Appeals

James "Cal" Bell, Othella Bernard, Katherina Bowyer, Linda M W Bratton, Ann T Bridges, Rance C Cobb, Jeannie B Croxton, Bernetha L Culbreath, William K Dreyer, Jacqueline D Farr, Ruth Fritts, Nancy Glenn, Etta Jane Jones, Geneva M Martin, Mary H McCabe, Beverly McClanahan, Max D Randolph, Carolyn McIver Smith, Maggie G Williams and Paula Woodlief,

Appellants

vs

South Carolina Department of Corrections and Palmetto Unified School District No 1,

Respondents

RECORD ON APPEAL

Volume 6 of 8

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RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
10/17/03	TOLAND SCOTTY S	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	BROAD RIVER CORRECTIONAL INSTITUTION
10/17/03	DRAYTON LEROY S	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	STEVENSON CORRECTIONAL INSTITUTION
10/17/03	BARRETT CAROLYN	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	TRENTON CORRECTIONAL INSTITUTION
10/17/03	JUNIOUS CORTNEY D	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	TURBEVILLE CORRECTIONAL INSTITUTION
10/17/03	WILLIAMS BETHEL	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	ALLENDALE CORRECTIONAL INSTITUTION
10/17/03	TENEYEK WARRIOUS R	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	LEE CORRECTIONAL INSTITUTION
10/17/03	BROWN SARAH L	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	TRENTON CORRECTIONAL INSTITUTION
10/17/03	BROWN GAIL D	JD35	CORRECTIONAL OFFICER II	LIEUTENANT II	04	E	CATAWBA PRE RELEASE CENTER
10/17/03	BROWN GAIL D	JD35	CORRECTIONAL OFFICER II	LIEUTENANT II	04	E	KERSHAW CORRECTIONAL INSTITUTION
10/17/03	BROWN GAIL D	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	KERSHAW CORRECTIONAL INSTITUTION
10/17/03	BROWN GAIL D	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	CATAWBA PRE RELEASE CENTER
10/17/03	SMALLS LEON E	JD35	CORRECTIONAL OFFICER II	LIEUTENANT I	04	E	MACDOUGALL CORRECTIONAL INST
10/17/03	CAMLIN WILLIAM R	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	BROAD RIVER CORRECTIONAL INSTITUTION
10/17/03	WHEELER ROACH LISA M	AH30	PROGRAM ASSISTANT	CASEWORKER I	04	C	KERSHAW CORRECTIONAL INSTITUTION
10/17/03	CARTER STACY O	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	WATEREE RIVER CORRECTIONAL INSTITUTION
10/17/03	JOHNSON VICTOR T	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	KIRKLAND CORRECTIONAL INSTITUTION
10/17/03	SHARPE WILLIAM D	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	STEVENSON CORRECTIONAL INSTITUTION
11/2/03	SHULER THOMAS A	JD50	CORRECTIONAL OFFICER IV	CAPTAIN II	06	A	STATE & LOCAL INSPECTIONS
11/2/03	BROWN LATONYA M	AA50	ADMIN SPECIALIST II	ADMIN SPEC B	03	A	CATAWBA PRE RELEASE CENTER
11/2/03	MCCORKLE BETTY F	EA70	NURSE ADMINISTRATOR/MGR I	NURSE COORDINATOR	06	E	CAMILLE GRAHAM CORRECTIONAL INST
11/2/03	PATTERSON JR HARRY G	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION
11/2/03	GABLE LINDA S	AH15	ADMINISTRATIVE COORD II	ADMIN COORD III	06	A	DIV OF CLASSIFICATION & INMATE RECORD
11/2/03	WILLIAMS MARY A	KB15	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	03	E	PALMER PRE RELEASE CENTER
11/2/03	HARRISON JOHNNY	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	KIRKLAND CORRECTIONAL INSTITUTION
11/2/03	GIDDINGS DARYL W	AH50	PROGRAM MANAGER II	DIRECTOR SUPPORT SERVICE	08	A	SUPPORT SERVICES ADMINISTRATION
11/2/03	BERRY DALLAS R	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
11/2/03	FLUDD JEANETTE L	KB30	FOOD SERVICE SPECIALIST VI	FOOD SERVICE SPEC VI	06	A	RIDGELAND CORR INSTITUTION
11/2/03	KNIGHT ROBERT E	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION
11/2/03	LABORDE SHIRLEY J	EA30	REGISTERED NURSE II	HEAD NURSE	06	A	CAMILLE GRAHAM CORRECTIONAL INST
11/2/03	EADDY KAREN J	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	STEVENSON CORRECTIONAL INSTITUTION

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BASE	LEVEL	LOCATION
11/2/03	SHELLS MICHAEL A	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	GOODMAN CORRECTIONAL INSTITUTION
11/2/03	ASHFORD DANTRELL L	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	MANNING CORRECTIONAL INSTITUTION
11/2/03	HAMMONDS ELTON A	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	WATEREE RIVER CORRECTIONAL INSTITUTION
11/2/03	PRATT MABLE	EA80	NURSE ADMINISTRATOR/MGR II	HEALTH CARE AUTHORITY	07	D	KIRKLAND CORRECTIONAL INSTITUTION
11/2/03	KELLY II WILLIAM T	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	WALDEN CORRECTIONAL INSTITUTION
11/2/03	REDFEARN ETHEL E	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	EVANS CORRECTIONAL INSTITUTION
11/2/03	HARDWELL LAQUENCIA B	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	WALDEN CORRECTIONAL INSTITUTION
11/2/03	GIST POLLYLET	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	CAMPBELL PRE RELEASE CENTER
11/2/03	KNOWLTON MARY D	BH10	RECORDS ANALYST I	RECORDS ANALYST I	03	C	LEE CORRECTIONAL INSTITUTION
11/2/03	MACK WARREN H	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	MANNING CORRECTIONAL INSTITUTION
11/2/03	VERGONIO JERRY J	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	COASTAL PRE RELEASE CENTER
11/2/03	PRICE AUDREY A	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	KERSHAW CORRECTIONAL INSTITUTION
11/2/03	SIMMONS MARY L	EC10	MEDICAL ASSISTANT TECH I	CNA	02	C	RIDGELAND CORR INSTITUTION
11/2/03	WILLIAMS SUSAN C	AH10	ADMINISTRATIVE COORD I	BUSINESS MGR II	05	E	SUPPORT SERVICES ADMINISTRATION
11/2/03	ARNOLD CALVIN L	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	PERRY CORRECTIONAL INSTITUTION
11/2/03	ELMORE LEE MAXINE E	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	PERRY CORRECTIONAL INSTITUTION
11/2/03	GREEN MAURICE E	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	MACDOUGALL CORRECTIONAL INST
11/2/03	BELTON ALEXANDER R	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	BROAD RIVER CORRECTIONAL INSTITUTION
11/2/03	FIELDS ANNA M	KB15	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	03	E	RIDGELAND CORR INSTITUTION
11/2/03	WILEY ROSA N	EA80	NURSE ADMINISTRATOR/MGR II	HEALTH CARE AUTHORITY III	07	D	MENTAL HEALTH
11/2/03	WITHERS FREDRICK	JD40	CORRECTIONAL OFFICER III	ADMIN LIEUTENANT III	05	E	KIRKLAND CORRECTIONAL INSTITUTION
11/2/03	BRINSON WILLIE E	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	MANNING CORRECTIONAL INSTITUTION
11/2/03	VARNEY ROBERT J	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	KERSHAW CORRECTIONAL INSTITUTION
11/2/03	ADAMS THOMAS C	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KERSHAW CORRECTIONAL INSTITUTION
11/2/03	DOUGHTY KEITH J	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	CAMPBELL PRE RELEASE CENTER
11/17/03	MOORE WANDA G	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	GOODMAN CORRECTIONAL INSTITUTION
11/17/03	SAS NICHOLAS M	AH40	PROGRAM COORDINATOR II	PRGM COORD II	06	C	WATKINS PRE RELEASE CENTER
11/17/03	KIRK RAMONA Y	KB20	FOOD SERVICE SPEC IV	FOOD SVC SPEC IV	04	C	PERRY CORRECTIONAL INSTITUTION
11/17/03	DINKINS VITA F	AA75	ADMINISTRATIVE ASSISTANT	ADMIN ASST I	04	A	WATEREE RIVER CORRECTIONAL INSTITUTION
11/17/03	TUCKER VERNON A	JD35	CORRECTIONAL OFFICER II	OFFICER II	04	B	KERSHAW CORRECTIONAL INSTITUTION

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

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					B	E	
					A	V	
EFF	EMPLOYEE	JOB	STATE	INTERNAL	N	E	
DATE	NAME	CLASS	TITLE	TITLE	D	L	LOCATION
11/17/03	LEE ADRIENNE L	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	BROAD RIVER CORRECTIONAL INSTITUTION
11/17/03	FERRARO JOHN A	JD50	CORRECTIONAL OFFICER IV	MAJOR	06	E	OFFICE OF INSPECTOR GENERAL
11/17/03	LEAKS STANLEY B	AH40	PROGRAM COORDINATOR II	ASSOC WARDEN I	06	C	CAMILLE GRAHAM CORRECTIONAL INST
11/17/03	BROWN MARVIN A	AH35	PROGRAM COORDINATOR I	ASST PROJECT ADMIN	05	C	KIRKLAND CORRECTIONAL INSTITUTION
11/17/03	AMIRANTE WILLIAM F	KB15	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	03	E	WALDEN CORRECTIONAL INSTITUTION
11/17/03	JAMISON ANNE P	EA10	LICENSED PRACTICAL NURSE	LPN	03	C	MENTAL HEALTH
11/17/03	COSTA ANGELO J	KB15	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	03	E	CAMPBELL PRE RELEASE CENTER
11/17/03	MAYS REGINA T	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	RIDGELAND CORR INSTITUTION
11/17/03	BATTLE SUNNIE M	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	STEVENSON CORRECTIONAL INSTITUTION
11/17/03	MURPHY SEAN G	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	BROAD RIVER CORRECTIONAL INSTITUTION
11/17/03	VERGONIO JERRY J	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	COASTAL PRE RELEASE CENTER
11/17/03	NEWSOME TRAVIS E	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
11/17/03	YARBOUGHT LINDA F	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	MCCORMICK CORRECTIONAL INSTITUTION
11/17/03	YOUNG JR RONNIE A	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	MCCORMICK CORRECTIONAL INSTITUTION
11/17/03	JAY IRA A	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	TRENTON CORRECTIONAL INSTITUTION
11/17/03	FRIERSON JAMES C	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	TYGER RIVER CORRECTIONAL INSTITUTION
11/17/03	BESSINGER LAURIE F	JD60	WARDEN II	WARDEN II	08	B	CAMPBELL PRE RELEASE CENTER
11/17/03	DERRICK PAMELA C	EA80	NURSE ADMINISTRATOR/MGR II	HEALTH CARE AUTHORITY III	07	D	ALLENDALE CORRECTIONAL INSTITUTION
11/17/03	WALKER JAMES E	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	RIDGELAND CORR INSTITUTION
12/2/03	ARRINGTON PAMELA K	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
12/2/03	CRAIG ROBERT C	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	BROAD RIVER CORRECTIONAL INSTITUTION
12/2/03	SAPP MELISSA L	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	GOODMAN CORRECTIONAL INSTITUTION
12/2/03	ALLEN ANTHONY R	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	WALDEN CORRECTIONAL INSTITUTION
12/2/03	PRINGLE ELIZABETH E	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	CAMILLE GRAHAM CORRECTIONAL INST
12/2/03	HAMPTON EDWARD W	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	TRENTON CORRECTIONAL INSTITUTION
12/2/03	HITCHENS JR GEORGE R	JD40	CORRECTIONAL OFFICER III	LIEUTENANT I	05	A	CAMPBELL PRE RELEASE CENTER
12/2/03	MCLEOD GEROME R	JD50	CORRECTIONAL OFFICER IV	CAPTAIN III	06	C	EVANS CORRECTIONAL INSTITUTION
12/2/03	GILMORE SHELONDA R	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	EVANS CORRECTIONAL INSTITUTION
12/2/03	NORMAN WILBERT	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	NORTHSIDE CORRECTIONAL INSTITUTION
12/2/03	MURSIER FRANK	JD50	CORRECTIONAL OFFICER IV	CAPTAIN III	06	C	MCCORMICK CORRECTIONAL INSTITUTION

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
12/2/03	MCFADDEN JAKE W	GA50	HUMAN SERVICES COORD I	CLIN CORR COUNS III	05	A	LEE CORRECTIONAL INSTITUTION
12/2/03	FOXWORTH MELISSA A	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	LIVESAY PRE RELEASE CENTER
12/2/03	WILLIAMS GEORGE J	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	A	TRENTON CORRECTIONAL INSTITUTION
12/2/03	MYERS SR KENNETH E	GA60	HUMAN SERVICES COORD II	CLIN CORR COUNS V	06	B	STEVENSON CORRECTIONAL INSTITUTION
12/2/03	JAKES PLEASE S	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	ALLENDALE CORRECTIONAL INSTITUTION
12/2/03	RICHBURGH LINDA G	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	A	TRENTON CORRECTIONAL INSTITUTION
12/17/03	MICKENS BRYAN O	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KERSHAW CORRECTIONAL INSTITUTION
12/17/03	CAPERS RUTH S	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	GOODMAN CORRECTIONAL INSTITUTION
12/17/03	MCBRIDE GWENDOLYN	EA10	LICENSED PRACTICAL NURSE	LPN	03	C	LEE CORRECTIONAL INSTITUTION
12/17/03	DORSEY MARY L	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	LEE CORRECTIONAL INSTITUTION
12/17/03	MARTIN ROBERT L	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION
12/17/03	GIBSON RONALD M	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	MACDOUGALL CORRECTIONAL INST
12/17/03	LOCKHART BRANDON W	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KERSHAW CORRECTIONAL INSTITUTION
12/17/03	PRIOLEAU BRENDA K	GA50	HUMAN SERVICES COORD I	CLIN CORR COUNS IV	05	D	MENTAL HEALTH
12/17/03	ABLE LATONYA R	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	GOODMAN CORRECTIONAL INSTITUTION
12/17/03	SUMMERS JEROME A	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION
12/17/03	HAMRICK DAVID E	KB15	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	03	E	KERSHAW CORRECTIONAL INSTITUTION
12/17/03	FOXWORTH JASON E	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION
12/17/03	BROWN DENA K	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEATH CORR INSTIT (WOMEN)
12/17/03	DAVIS ANTHONY	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	BROAD RIVER CORRECTIONAL INSTITUTION
12/17/03	HALL ANDRE L	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION
12/17/03	HARTZOG CHARLES D	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	MACDOUGALL CORRECTIONAL INST
12/17/03	NEWCOMB JEFF E	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	NORTHSIDE CORRECTIONAL INSTITUTION
12/17/03	PRICE JEFFREY W	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	LEATH CORR INSTIT (WOMEN)
12/17/03	LAUGHTER BILLY J	JD50	CORRECTIONAL OFFICER IV	CAPTAIN III	06	C	TYGER RIVER CORRECTIONAL INSTITUTION
12/17/03	HEBERT MARCEL R	KB15	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	03	E	WATEREE RIVER CORRECTIONAL INSTITUTION
12/17/03	BROWN ERIC	JD35	CORRECTIONAL OFFICER II	LIEUTENANT II	04	E	WATEREE RIVER CORRECTIONAL INSTITUTION
12/17/03	BROWN ERIC	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	WATEREE RIVER CORRECTIONAL INSTITUTION
12/17/03	FIELDS ANNA M	KB25	FOOD SERVICE SPECIALIST V	FOOD SVC SPEC V	05	B	RIDGELAND CORR INSTITUTION
12/17/03	LISANDRELLI JR ANTHONY R	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	SECURITY

RESPONSE TO QUESTION # 4 - LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
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EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
12/17/03	BURKETT EDITH C	AH30	PROGRAM ASSISTANT	CASEWORKER I	04	C	STEVENSON CORRECTIONAL INSTITUTION
1/2/04	LEMON COSSANDRA B	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	EVANS CORRECTIONAL INSTITUTION
1/2/04	ODOM DEONA S	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION
1/2/04	WILSON CHRISTIE Y	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	BROAD RIVER CORRECTIONAL INSTITUTION
1/2/04	JONES NATHANIEL	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION
1/2/04	EADES REGINALD J	AH30	PROGRAM ASSISTANT	INDUSTRIES SUPV	04	A	PERRY CORRECTIONAL INSTITUTION
1/2/04	GOLDEN STEWART L	GA40	HUMAN SERVICES SPEC II	COMM PRGM SUPV I	04	C	LOWER SAVANNAH PRE RELEASE CENTER
1/2/04	EDENS ROBERT M	JD35	CORRECTIONAL OFFICER II	INDUSTRIES SUPV II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
1/2/04	FOX YELDELL ANGEL	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	LEATH CORR INSTIT (WOMEN)
1/2/04	CLEMENT KENNETH L	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	KIRKLAND CORRECTIONAL INSTITUTION
1/2/04	MARTIN ANTHONY T	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	BROAD RIVER CORRECTIONAL INSTITUTION
1/2/04	MURPHY SEAN G	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	BROAD RIVER CORRECTIONAL INSTITUTION
1/2/04	AGIM INNOCENT O	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	MANNING CORRECTIONAL INSTITUTION
1/2/04	JOHNSON LULA C	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	BROAD RIVER CORRECTIONAL INSTITUTION
1/2/04	PUGH JASON S	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TURBEVILLE CORRECTIONAL INSTITUTION
1/2/04	CRAWFORD BRENDA L	AH30	PROGRAM ASSISTANT	CASEWORKER I	04	C	EVANS CORRECTIONAL INSTITUTION
1/2/04	POTEATE CLIFTON D	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KERSHAW CORRECTIONAL INSTITUTION
1/2/04	BROGDON JEFFREY S	AH35	PROGRAM COORDINATOR I	BROODER/LAYER FACILITY MGR	05	E	MAC DOUGALL FARM OPER
1/2/04	CULTON LISA M	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TURBEVILLE CORRECTIONAL INSTITUTION
1/2/04	BAILEY ROBERT N	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	BROAD RIVER CORRECTIONAL INSTITUTION
1/17/04	SHEHAN MICHAEL W	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	STEVENSON CORRECTIONAL INSTITUTION
1/17/04	STEPHENS KING D	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	LEE CORRECTIONAL INSTITUTION
1/17/04	BROWN PAT J	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	EVANS CORRECTIONAL INSTITUTION
1/17/04	SINCLAIR MELVIN R	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	EVANS CORRECTIONAL INSTITUTION
1/17/04	BRANHAM BRADLEY W	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	PALMER PRE RELEASE CENTER
1/17/04	BOOKMAN TINI L	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	CAMILLE GRAHAM CORRECTIONAL INST
1/17/04	DAVIS ANTHONY	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	CAMPBELL PRE RELEASE CENTER
1/17/04	WILLIS ANTHONY D	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	TRENTON CORRECTIONAL INSTITUTION
1/17/04	GRANT TRACI L	JD30	CORRECTIONAL OFFICER I	CADET	03	C	KIRKLAND CORRECTIONAL INSTITUTION
1/17/04	BARNES LAWRENCE E	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	PALMER PRE RELEASE CENTER

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
1/17/04	SIKES ALVIN E	KB15	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	03	E	WATEREE RIVER CORRECTIONAL INSTITUTION
1/17/04	WILLIAMS BARRONE	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	STEVENSON CORRECTIONAL INSTITUTION
1/17/04	WORTHAM YVONNE D	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	STEVENSON CORRECTIONAL INSTITUTION
1/17/04	WORTHINGTON EVELYN D	KB15	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	03	E	LEATH CORR INSTIT (WOMEN)
1/17/04	HOLLIDAY RODNEY J	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	KERSHAW CORRECTIONAL INSTITUTION
1/17/04	CAUTHEN WHYKIEA Y	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	KERSHAW CORRECTIONAL INSTITUTION
1/17/04	SCOTT REGINALD A	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	STEVENSON CORRECTIONAL INSTITUTION
2/2/04	SCOTT CAROL A	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	MANNING CORRECTIONAL INSTITUTION
2/2/04	VINSON REBECCA E	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	NORTHSIDE CORRECTIONAL INSTITUTION
2/2/04	O SULLIVAN ROBERT C	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	LIVESAY PRE RELEASE CENTER
2/2/04	DUBOSE JOHNNY F	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEE CORRECTIONAL INSTITUTION
2/2/04	PARKS MELISSA	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEATH CORR INSTIT (WOMEN)
2/2/04	HIPPS WILLIAM J	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	MANNING CORRECTIONAL INSTITUTION
2/2/04	DAVIS SANDRA	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	CAMILLE GRAHAM CORRECTIONAL INST
2/2/04	DAVIS SANDRA	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	NORTHSIDE CORRECTIONAL INSTITUTION
2/2/04	CLAYTON ANTHONY T	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	LIVESAY PRE RELEASE CENTER
2/2/04	GIST EINIKE P	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	NORTHSIDE CORRECTIONAL INSTITUTION
2/2/04	GIST EINIKE P	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	SECURITY POOL POSITIONS STATE FUNDED
2/2/04	KEATLY DONALD P	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	TYGER RIVER CORRECTIONAL INSTITUTION
2/2/04	EDWARDS MACK	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	MANNING CORRECTIONAL INSTITUTION
2/2/04	HARDWELL LAQUENCIA B	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	KERSHAW CORRECTIONAL INSTITUTION
2/2/04	SANE DAVE W	AH15	ADMINISTRATIVE COORD II	BUSINESS MANAGER	06	D	ALLENDALE CORRECTIONAL INSTITUTION
2/2/04	PRIBEK PATRICIA A	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	LIEBER CORRECTIONAL INSTITUTION
2/2/04	RIVERS SR DAVID E	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	LEE CORRECTIONAL INSTITUTION
2/2/04	RICHARDSON BERNADETTE P	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEE CORRECTIONAL INSTITUTION
2/2/04	GILLESPIE JOSHUA L	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	LIVESAY PRE RELEASE CENTER
2/2/04	MCCALISTER RAVIN D	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	LOWER SAVANNAH PRE RELEASE CENTER
2/2/04	MOORE RONALD N	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEE CORRECTIONAL INSTITUTION
2/2/04	JONES ERIC M	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	ALLENDALE CORRECTIONAL INSTITUTION
2/2/04	YOUNG TELISHIA L	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	NORTHSIDE CORRECTIONAL INSTITUTION

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

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					B	E	
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EFF	EMPLOYEE	JOB	STATE	INTERNAL	N	E	
DATE	NAME	CLASS	TITLE	TITLE	D	L	LOCATION
2/2/04	GRAHAM JAMES E	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	EVANS CORRECTIONAL INSTITUTION
2/2/04	COMPTON JAMES L	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	LEE CORRECTIONAL INSTITUTION
2/2/04	KING MICHAEL L	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	KERSHAW CORRECTIONAL INSTITUTION
2/2/04	ALTMAN JR CHARLES M	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	STEVENSON CORRECTIONAL INSTITUTION
2/2/04	KERBY GEORGE P	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	LIVESAY PRE RELEASE CENTER
2/2/04	OLIVER LAZELLE C	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	GOODMAN CORRECTIONAL INSTITUTION
2/2/04	JOHNSON ROBERT	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	LEE CORRECTIONAL INSTITUTION
2/2/04	HALL CHARLES B	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	LIVESAY PRE RELEASE CENTER
2/2/04	TURNER YOLANDA O	JD35	CORRECTIONAL OFFICER II	LIEUTENANT I	04	E	TRENTON CORRECTIONAL INSTITUTION
2/2/04	FIELDS PATRICIA A	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	NORTHSIDE CORRECTIONAL INSTITUTION
2/2/04	MARSALKO KATHLEEN A	AA50	ADMIN SPECIALIST II	EXEC SUPPORT SPEC	03	D	HUMAN RESOURCES ADMINISTRATION
2/17/04	JONES FREDDIE	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	MCCORMICK CORRECTIONAL INSTITUTION
2/17/04	SALEEBY SAMMY	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	BROAD RIVER CORRECTIONAL INSTITUTION
2/17/04	HOLMES KEITH M	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	WALDEN CORRECTIONAL INSTITUTION
2/17/04	MOSLEY ANDREA K	AH30	PROGRAM ASSISTANT	CASEWORKER I	04	C	KIRKLAND CORRECTIONAL INSTITUTION
2/17/04	DELARGE GAIL D	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	INMATE BUS TERMINAL
2/17/04	BAILEY MARGUERITE W	AH30	PROGRAM ASSISTANT	CASEWORKER I	04	C	KIRKLAND CORRECTIONAL INSTITUTION
2/17/04	SHIVER CEDRIC F	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	MANNING CORRECTIONAL INSTITUTION
2/17/04	CRIBB RONNIE L	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	KIRKLAND CORRECTIONAL INSTITUTION
2/17/04	GASKINS DAVID R	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	TRENTON CORRECTIONAL INSTITUTION
2/17/04	KINLEY MICHAEL T	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	TURBEVILLE CORRECTIONAL INSTITUTION
2/17/04	DAWSON BENNIE	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	MCCORMICK CORRECTIONAL INSTITUTION
2/17/04	CHEEK JOHANNA H	AA50	ADMIN SPECIALIST II	OFFICER II	03	C	KIRKLAND CORRECTIONAL INSTITUTION
2/17/04	GRANT TRACI L	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION
2/17/04	LABREW DELORIS	UE07	ACADEMIC PROGRAM MANAGE	CURRICULUM COORD	00		CAMILLE GRAHAM CORRECTIONAL INST
2/17/04	BURTON PAMELA M	AG05	HUMAN RESOURCE SPECIALIST	HUMAN RESOURCE SPEC I	04	B	HUMAN RESOURCES ADMINISTRATION
2/17/04	CRESPO ANGELA	JA35	FINGERPRINT SPECIALIST	FINGERPRINT SPECIALIST	03	E	KIRKLAND CORRECTIONAL INSTITUTION
2/17/04	FUNCHES STEPHANIE D	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	EVANS CORRECTIONAL INSTITUTION
2/17/04	WALLS DAVID M	JD35	CORRECTIONAL OFFICER II	LIEUTENANT I	04	E	LOWER SAVANNAH PRE RELEASE CENTER
2/17/04	ALTMAN JR CHARLES M	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	SECURITY

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04 SORTED BY EFF DATE

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EFF	EMPLOYEE	JOB	STATE	INTERNAL	N	E	
DATE	NAME	CLASS	TITLE	TITLE	D	L	LOCATION
2/17/04	BROWN SHARMAIN Y	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	EVANS CORRECTIONAL INSTITUTION
2/17/04	SALMOND SEBERNIA	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	KERSHAW CORRECTIONAL INSTITUTION
3/2/04	WOODS EDGAR N	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	WATKINS PRE RELEASE CENTER
3/2/04	FALLIN KATRINA I	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	GOODMAN CORRECTIONAL INSTITUTION
3/2/04	MEADOWS JOAN	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION
3/2/04	DAVIS RACQUELL D	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	CAMILLE GRAHAM CORRECTIONAL INST
3/2/04	PERRIN SHELIA S	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LEATH CORR INSTIT (WOMEN)
3/2/04	KEA JR CHARLIE J	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION
3/2/04	MILLER BARBARA L	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEATH CORR INSTIT (WOMEN)
3/2/04	COOPER BULL HENRIETTA	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION
3/2/04	MACK EMANUEL	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TURBEVILLE CORRECTIONAL INSTITUTION
3/2/04	SMITH LEE M	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
3/2/04	CHASTINE GEORGE W	JD35	CORRECTIONAL OFFICER II	INVESTIGATOR III	04	D	PERRY CORRECTIONAL INSTITUTION
3/2/04	CHASTINE GEORGE W	JA15	INVESTIGATOR III	INVESTIGATOR III	05	B	PERRY CORRECTIONAL INSTITUTION
3/2/04	PLATT BRANDY M	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	STEVENSON CORRECTIONAL INSTITUTION
3/2/04	SULTON SHERRY D	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	CAMPBELL PRE RELEASE CENTER
3/2/04	ROLLINSON APRIL B	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEATH CORR INSTIT (WOMEN)
3/2/04	BELL MARGARET J	JD55	WARDEN I	ASSOC WARDEN III	07	B	LEE CORRECTIONAL INSTITUTION
3/2/04	HALL TROY W	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	WALDEN CORRECTIONAL INSTITUTION
3/2/04	WILLIAMS SHARON P	EA20	REGISTERED NURSE I	STAFF NURSE	05	A	TRENTON CORRECTIONAL INSTITUTION
3/2/04	WILLIAMS SHARON P	EA10	LICENSED PRACTICAL NURSE	LPN	03	C	TRENTON CORRECTIONAL INSTITUTION
3/17/04	NIXON WOODROW	JD30	CORRECTIONAL OFFICER I	LIEUTENANT I	03	E	PALMER PRE RELEASE CENTER
3/17/04	BOLLINGER ROBERT P	JD60	WARDEN II	ASSOC WARDEN II	08	A	TRENTON CORRECTIONAL INSTITUTION
3/17/04	WILLIAMS BEVERLY W	AD01	FISCAL TECHNICIAN I	ACCT TECH II	03	D	HUMAN RESOURCES ADMINISTRATION
3/17/04	RAY SAM	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	EVANS CORRECTIONAL INSTITUTION
3/17/04	GADSON ELAINE E	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	WALDEN CORRECTIONAL INSTITUTION
3/17/04	MUHAMMAD KHALID A	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	STEVENSON CORRECTIONAL INSTITUTION
3/17/04	WESTON REGINALD L	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	BROAD RIVER CORRECTIONAL INSTITUTION
3/17/04	WOFFARD JOEANN	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	NORTHSIDE CORRECTIONAL INSTITUTION
3/17/04	DELOACH HENRY B	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	INMATE BUS TERMINAL

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
3/17/04	DANSBY EDNA A	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	GOODMAN CORRECTIONAL INSTITUTION
3/17/04	SQUIREWELL TRACY D	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	MANNING CORRECTIONAL INSTITUTION
3/17/04	WALKER DEBORAH A	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	TRENTON CORRECTIONAL INSTITUTION
3/17/04	GREENE CARL E	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	MCCORMICK CORRECTIONAL INSTITUTION
3/17/04	LOVE JR ANDERSON	GA50	HUMAN SERVICES COORD I	CLIN CORR COUNS III	05	A	MENTAL HEALTH
3/17/04	FARMER WILLIE R	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	MCCORMICK CORRECTIONAL INSTITUTION
3/17/04	JACKSON RONALD L	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	EVANS CORRECTIONAL INSTITUTION
3/17/04	KENDALL CATHERINE T	JD60	WARDEN II	WARDEN I	08	A	LEATH CORR INSTIT (WOMEN)
3/17/04	BECK BOBBIE O	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
4/2/04	NIXON WOODROW	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	LEE CORRECTIONAL INSTITUTION
4/2/04	MACK JR BENJAMIN	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	RIDGELAND CORR INSTITUTION
4/2/04	CALHOUN WILLIAM	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION
4/2/04	STONE CYNTHIA F	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEATH CORR INSTIT (WOMEN)
4/2/04	WRIGHT AUDRA D	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	PALMER PRE RELEASE CENTER
4/2/04	FANNIN GARY L	AA75	ADMINISTRATIVE ASSISTANT	ADMIN ASST II	04	D	CANTEEN WHSE INVENTORY/DISTRIBUTION
4/2/04	WATFORD CARL R	AH35	PROGRAM COORDINATOR I	PRGM COORD I	05	D	WATEREE FARM OPERATIONS
4/2/04	RICHE LOTUS V	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	TRENTON CORRECTIONAL INSTITUTION
4/2/04	CARSON JR HENRY	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	KIRKLAND CORRECTIONAL INSTITUTION
4/2/04	WARD FAYON R	AA50	ADMIN SPECIALIST II	ADMIN SPEC C	03	C	KIRKLAND CORRECTIONAL INSTITUTION
4/2/04	GARVIN WASHINGTON G	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	RIDGELAND CORR INSTITUTION
4/2/04	BELL BILLY F	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	WATEREE RIVER CORRECTIONAL INSTITUTION
4/2/04	BENNETT JONATHAN E	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	PERRY CORRECTIONAL INSTITUTION
4/2/04	BOONE BEVERLY A	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	RIDGELAND CORR INSTITUTION
4/2/04	DEATON DERREL B	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	PERRY CORRECTIONAL INSTITUTION
4/2/04	MCCASKILL SHANDRICA L	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	RIDGELAND CORR INSTITUTION
4/2/04	LEAKE AUDREY S	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEATH CORR INSTIT (WOMEN)
4/2/04	GLENN JEANETTE R	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	TYGER RIVER CORRECTIONAL INSTITUTION
4/2/04	MACK PAUL E	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	LEE CORRECTIONAL INSTITUTION
4/2/04	MYERS LORI C	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	MACDOUGALL CORRECTIONAL INST
4/2/04	UZZELL III JAMES	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
4/2/04	LOUALLEN CHERYL R	KB15	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	03	E	KERSHAW CORRECTIONAL INSTITUTION
4/2/04	CRAIN ROBERT A	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
4/17/04	WILLIAMS SR MITCHELL C	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	MANNING CORRECTIONAL INSTITUTION
4/17/04	CALDWELL LAURA E	JD50	CORRECTIONAL OFFICER IV	CAPTAIN III	06	C	TRENTON CORRECTIONAL INSTITUTION
4/17/04	BOWERS DAVID C	AD12	AUDITOR IV	AUDITS SUPV	06	D	NETWORK AND TELECOMMUNICATIONS
4/17/04	MARKWOOD PRISCILLA J	EA80	NURSE ADMINISTRATOR/MGR II	HEALTH CARE AUTHORITY III	07	D	MCCORMICK CORRECTIONAL INSTITUTION
4/17/04	QUARLES CHANTELLE L	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	TRENTON CORRECTIONAL INSTITUTION
4/17/04	HALL LINDSEY C	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	MCCORMICK CORRECTIONAL INSTITUTION
4/17/04	CUTLIP SHERRILL M	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	KERSHAW CORRECTIONAL INSTITUTION
4/17/04	LEIGH MARGARET A	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION
4/17/04	BOYD MIRIANDA A	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LEATH CORR INSTIT (WOMEN)
4/17/04	FLINT EDWARD W	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	LIVESAY PRE RELEASE CENTER
4/17/04	POWELL LARRY R	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	WATKINS PRE RELEASE CENTER
4/17/04	KNIGHT ROBERT E	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
4/17/04	WESTON TRAVIS L	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	BROAD RIVER CORRECTIONAL INSTITUTION
4/17/04	THOMPSON SYBIL D	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LEATH CORR INSTIT (WOMEN)
4/17/04	WILLIS THOMAS L	JD35	CORRECTIONAL OFFICER II	PRGM ASST	04	B	RIDGELAND CORR INSTITUTION
4/17/04	DODGEN SANDRA S	AA75	ADMINISTRATIVE ASSISTANT	INMATE GRIEV COORD	04	D	PERRY CORRECTIONAL INSTITUTION
4/17/04	PALMER DARRYL E	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION
4/17/04	HOWELL STANLEY F	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	KERSHAW CORRECTIONAL INSTITUTION
4/17/04	MARQUEZ LUCY E	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TURBEVILLE CORRECTIONAL INSTITUTION
4/17/04	GREEN MICHAEL L	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LEE CORRECTIONAL INSTITUTION
4/17/04	CEACAL DERRICK	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	INMATE BUS TERMINAL
4/17/04	CLEMENT KENNETH L	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	CAMILLE GRAHAM CORRECTIONAL INST
4/17/04	ROBINSON LORETTA	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LIEBER CORRECTIONAL INSTITUTION
4/17/04	FUNDERBURK DOROTHY N	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	KERSHAW CORRECTIONAL INSTITUTION
4/17/04	SIMMONS DOROTHY J	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LEE CORRECTIONAL INSTITUTION
4/17/04	ORVIN TROY B	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	MANNING CORRECTIONAL INSTITUTION
4/17/04	MCCALL VIVIAN P	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LEE CORRECTIONAL INSTITUTION
4/17/04	HILL TERRENCE T	KB15	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	03	E	RIDGELAND CORR INSTITUTION

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
4/17/04	KERBY GEORGE P	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	LIVESAY PRE RELEASE CENTER
4/17/04	CLEA STACEY L	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	KERSHAW CORRECTIONAL INSTITUTION
4/17/04	GOODWIN WENDEL J	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	KERSHAW CORRECTIONAL INSTITUTION
4/17/04	MCBETH ROGERS BRENDA E	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
5/2/04	DORSEY ELMA V	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	GOODMAN CORRECTIONAL INSTITUTION
5/2/04	CALHOUN WILLIAM	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
5/2/04	SELLERS ANNIE C	AD55	HEARINGS OFFICER III	HEARINGS OFFICER III	06	D	DIVISION OF OPERATIONS
5/2/04	SANDERS LINDA F	AD55	HEARINGS OFFICER III	HEARINGS OFFICER III	06	D	DIVISION OF OPERATIONS
5/2/04	SMITH KATTIE L	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	LEATH CORR INSTIT (WOMEN)
5/2/04	BLOCKER JOYCE E	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	BROAD RIVER CORRECTIONAL INSTITUTION
5/2/04	SINGLETON SHIRLEY	AD55	HEARINGS OFFICER III	HEARINGS OFFICER III	06	D	DIVISION OF OPERATIONS
5/2/04	LOTT CHRISTOPHE D	LA97	FARM FOREMAN II	BROODER/LAYER ASST MGR	04	D	MAC DOUGALL FARM OPER
5/2/04	YOUNG JOSEPH M	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	KERSHAW CORRECTIONAL INSTITUTION
5/2/04	PATTERSON SHARON A	AD55	HEARINGS OFFICER III	HEARINGS OFFICER III	06	D	DIVISION OF OPERATIONS
5/2/04	DANIELS MOORE AUDREY F	AD55	HEARINGS OFFICER III	HEARINGS OFFICER III	06	D	DIVISION OF OPERATIONS
5/2/04	BROWN JEROME C	AD55	HEARINGS OFFICER III	HEARINGS OFFICER III	06	D	DIVISION OF OPERATIONS
5/2/04	DYCKES JR RICKY R	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	BROAD RIVER CORRECTIONAL INSTITUTION
5/2/04	STRONG KENNETH O	KB15	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	03	E	STEVENSON CORRECTIONAL INSTITUTION
5/2/04	STRONG KENNETH O	KB15	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	03	E	BROAD RIVER CORRECTIONAL INSTITUTION
5/2/04	BROWN ANGELIA R	AD55	HEARINGS OFFICER III	HEARINGS OFFICER III	06	D	DIVISION OF OPERATIONS
5/2/04	ROWE DEBORAH L	AD55	HEARINGS OFFICER III	HEARINGS OFFICER III	06	D	DIVISION OF OPERATIONS
5/2/04	HAMMETT LEONDRICK	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	TURBEVILLE CORRECTIONAL INSTITUTION
5/2/04	SINGLETON GERALD	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	COASTAL PRE RELEASE CENTER
5/2/04	SAYLOR EARNEST	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	MCCORMICK CORRECTIONAL INSTITUTION
5/2/04	JENNINGS MALINDA F	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	MCCORMICK CORRECTIONAL INSTITUTION
5/2/04	TURNER RICHARD L	AD55	HEARINGS OFFICER III	HEARINGS OFFICER III	06	D	DIVISION OF OPERATIONS
5/2/04	COTTON MARCUS S	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	WATEREE RIVER CORRECTIONAL INSTITUTION
5/2/04	DAVIS MICHAEL L	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	CATAWBA PRE RELEASE CENTER
5/2/04	PRINGLE DORINE K	AA50	ADMIN SPECIALIST II	CNA	03	A	LEE CORRECTIONAL INSTITUTION
5/17/04	MITCHELL RICARDO	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	RIDGELAND CORR INSTITUTION

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
5/17/04	LEIGH MARGARET A	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
5/17/04	DAVIS MATTHEW A	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	BROAD RIVER CORRECTIONAL INSTITUTION
5/17/04	UBAH JOSEPH C	EB52	DENTIST	DENTIST	09	A	LEE CORRECTIONAL INSTITUTION
5/17/04	RHODES SAMMIE	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LEE CORRECTIONAL INSTITUTION
5/17/04	KIRCHER JOEL B	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	KIRKLAND CORRECTIONAL INSTITUTION
5/17/04	FREDERICK CARL J	AH25	ADMINISTRATIVE MGR II	OPERATIONS COORDINATOR	08	B	DIVISION OF OPERATIONS
5/17/04	O MALLEY MATTHEW R	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	BROAD RIVER CORRECTIONAL INSTITUTION
5/17/04	GARRETT STEPHANIE L	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	TRENTON CORRECTIONAL INSTITUTION
5/17/04	MYERS JAMES A	JD40	CORRECTIONAL OFFICER III	ADMIN LIEUTENANT II	05	C	TRAINING
5/17/04	GETER MARY J	KB15	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	03	E	TURBEVILLE CORRECTIONAL INSTITUTION
5/17/04	NESBITT STANLEY O	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	STEVENSON CORRECTIONAL INSTITUTION
5/17/04	JONES WILLIE G	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	STEVENSON CORRECTIONAL INSTITUTION
5/17/04	NELSON JR CHARLES D	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	TURBEVILLE CORRECTIONAL INSTITUTION
5/17/04	TABOR JOSHUA D	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	KIRKLAND CORRECTIONAL INSTITUTION
5/17/04	CUTFORD ROGER L	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	WATKINS PRE RELEASE CENTER
5/17/04	COLEMAN JR EUGENE	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	STEVENSON CORRECTIONAL INSTITUTION
5/17/04	ALSTON WILLIE J	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	TRENTON CORRECTIONAL INSTITUTION
5/17/04	GOMORI GLORIA A	JD40	CORRECTIONAL OFFICER III	ADMIN LIEUTENANT II	05	C	TRAINING
5/17/04	WILLIAMS RONNIE L	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	BROAD RIVER CORRECTIONAL INSTITUTION
5/17/04	ESPOSITO ROBERT C	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	KIRKLAND CORRECTIONAL INSTITUTION
5/17/04	SHARPE WILLIAM D	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION
5/17/04	LANDRUM JAMES R	JD40	CORRECTIONAL OFFICER III	ADMIN LIEUTENANT II	05	C	TRAINING
6/2/04	WILSON ADAM R	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	BROAD RIVER CORRECTIONAL INSTITUTION
6/2/04	MOULTRIE MITCHELL J	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	EVANS CORRECTIONAL INSTITUTION
6/2/04	SCARBOROUGH WANDA L	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEE CORRECTIONAL INSTITUTION
6/2/04	SUMPTER WILLIAM	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	MACDOUGALL CORRECTIONAL INST
6/2/04	CRUMLEY JOHN E	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	ALLENDALE CORRECTIONAL INSTITUTION
6/2/04	KEENEY DONALD H	JD50	CORRECTIONAL OFFICER IV	CAPTAIN III	06	C	LEE CORRECTIONAL INSTITUTION
6/2/04	PATTERSON TONYA	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	TRENTON CORRECTIONAL INSTITUTION
6/2/04	GREEN MICHAEL L	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEE CORRECTIONAL INSTITUTION

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

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EFF	EMPLOYEE	JOB	STATE	INTERNAL	N	E	
DATE	NAME	CLASS	TITLE	TITLE	D	L	LOCATION
6/2/04	BITTINGER EDWARD E	AH10	ADMINISTRATIVE COORD I	ADMIN COORD I	05	C	WATEREE RIVER CORRECTIONAL INSTITUTION
6/2/04	LEBLANC IV ARTHUR N	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	TRENTON CORRECTIONAL INSTITUTION
6/2/04	LONGE LEONARD M	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION
6/2/04	MONROE MATTHEW S	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	PERRY CORRECTIONAL INSTITUTION
6/2/04	THOMPSON DIANE B	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	MANNING CORRECTIONAL INSTITUTION
6/2/04	REEDER JR GEORGE E	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	BROAD RIVER CORRECTIONAL INSTITUTION
6/2/04	NEWTON WILLIAM T	JD35	CORRECTIONAL OFFICER II	LIEUTENANT I	04	E	PALMER PRE RELEASE CENTER
6/2/04	HARRIS JASON G	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
6/2/04	LOOPER SR THOMAS D	AH30	PROGRAM ASSISTANT	DRIVER	04	E	FOOD SER WHSE INVENTORY/DISTRIBUTION
6/2/04	MURSIER HATTIE S	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LEATH CORR INSTIT (WOMEN)
6/2/04	CASSIDY RANDY D	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	WATEREE RIVER CORRECTIONAL INSTITUTION
6/2/04	SPRAGUE GEORGE A	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEE CORRECTIONAL INSTITUTION
6/2/04	JONES WILLIE G	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	GOODMAN CORRECTIONAL INSTITUTION
6/2/04	BALL CASSANDRA A	KB20	FOOD SERVICE SPEC IV	FOOD SVC SPEC IV	04	C	TRAINING
6/2/04	MCCLANAHAN BEVERLY M	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	INMATE SERVICES
6/2/04	DAVIS BENJAMIN E	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KERSHAW CORRECTIONAL INSTITUTION
6/2/04	MILLS CHESTER E	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	STEVENSON CORRECTIONAL INSTITUTION
6/2/04	FORDE TERRENCE	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LIEBER CORRECTIONAL INSTITUTION
6/2/04	RICHARDSON JR FRANKLIN	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEE CORRECTIONAL INSTITUTION
6/2/04	DAVIS DARLENE	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION
6/2/04	ORR CLIFFORD G	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	STEVENSON CORRECTIONAL INSTITUTION
6/2/04	MACK ERIC	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEE CORRECTIONAL INSTITUTION
6/2/04	SIMPSON MICHAEL	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	ALLENDALE CORRECTIONAL INSTITUTION
6/17/04	RHODES JAMES A	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	PERRY CORRECTIONAL INSTITUTION
6/17/04	BYRD JR HENRY C	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	PALMER PRE RELEASE CENTER
6/17/04	SHEHAN MICHAEL W	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	BROAD RIVER CORRECTIONAL INSTITUTION
6/17/04	COBB JOHNNY D	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	LEATH CORR INSTIT (WOMEN)
6/17/04	DANIEL DAVID A	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	CATAWBA PRE RELEASE CENTER
6/17/04	DAWES MAKEDA S	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	KERSHAW CORRECTIONAL INSTITUTION
6/17/04	SAPP MELISSA L	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	KERSHAW CORRECTIONAL INSTITUTION

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
6/17/04	HAMBRICK PHILLIP W	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	TRENTON CORRECTIONAL INSTITUTION
6/17/04	EVANS RONALD D	KB30	FOOD SERVICE SPECIALIST VI	FOOD SVC SPEC VI	06	A	EVANS CORRECTIONAL INSTITUTION
6/17/04	MOORE LUVIVIAN	AA50	ADMIN SPECIALIST II	ADMIN SPEC C	03	C	MENTAL HEALTH
6/17/04	GREGG NATHANIEL	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	CAMPBELL PRE RELEASE CENTER
6/17/04	GREGG NATHANIEL	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	SECURITY POOL POSITIONS STATE FUNDED
6/17/04	HARRISON II STEVIE	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	INMATE BUS TERMINAL
6/17/04	PRYOR ANGELA S	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	GOODMAN CORRECTIONAL INSTITUTION
6/17/04	JONES MIKE	JD35	CORRECTIONAL OFFICER II	LIEUTENANT I	04	E	LOWER SAVANNAH PRE RELEASE CENTER
6/17/04	ANDERSON MARY A	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	WALDEN CORRECTIONAL INSTITUTION
6/17/04	MCKNIGHT LAKASHIA N	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	BROAD RIVER CORRECTIONAL INSTITUTION
6/17/04	SNYDER RONALD R	JD35	CORRECTIONAL OFFICER II	LIEUTENANT I	04	E	TRENTON CORRECTIONAL INSTITUTION
6/17/04	HOUSTON TAMIKA T	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	GOODMAN CORRECTIONAL INSTITUTION
6/17/04	DIAL JANIE M	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION
6/17/04	HARRELL BRADFORD F	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TURBEVILLE CORRECTIONAL INSTITUTION
6/17/04	GROCE JAMES E	KB15	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	03	E	NORTHSIDE CORRECTIONAL INSTITUTION
6/17/04	PENDARVIS ROSMYRON	EA10	LICENSED PRACTICAL NURSE	LPN	03	C	CAMILLE GRAHAM CORRECTIONAL INST
6/17/04	PATTERSON PAMELA	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	KERSHAW CORRECTIONAL INSTITUTION
6/17/04	DAVIS LESLIE L	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LIEBER CORRECTIONAL INSTITUTION
6/17/04	SMITH DONNA D	KB15	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	03	E	LOWER SAVANNAH PRE RELEASE CENTER
6/17/04	JENKINS KENNETH A	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	INMATE BUS TERMINAL
6/17/04	FORD KEVIN	JD50	CORRECTIONAL OFFICER IV	CAPTAIN III	06	C	KERSHAW CORRECTIONAL INSTITUTION
7/2/04	PADULA ANTHONY J	JD60	WARDEN II	WARDEN IV	08	A	LEE CORRECTIONAL INSTITUTION
7/2/04	SWAN MARY L	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	LOWER SAVANNAH PRE RELEASE CENTER
7/2/04	FIELDS CURTIS R	JD35	CORRECTIONAL OFFICER II	LIEUTENANT I (K 9 HANDLER)	04	E	INVESTIGATIONS
7/2/04	GABLE LINDA S	AH15	ADMINISTRATIVE COORD II	ADMIN COORD III	06	A	STATE & LOCAL INSPECTIONS
7/2/04	GEOHAGHAN ANGELA L	GA50	HUMAN SERVICES COORD I	CLIN CORR COUNS IV	05	D	CAMILLE GRAHAM CORRECTIONAL INST
7/2/04	RHODES LEON	KB20	FOOD SERVICE SPEC IV	FOOD SVC SPEC IV	04	C	PERRY CORRECTIONAL INSTITUTION
7/2/04	SINCLAIR MELVIN R	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	EVANS CORRECTIONAL INSTITUTION
7/2/04	ECHANDY JUAN A	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	PALMER PRE RELEASE CENTER
7/2/04	ERWIN JONATHAN M	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

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EFF	EMPLOYEE	JOB	STATE	INTERNAL	N	E	
DATE	NAME	CLASS	TITLE	TITLE	D	L	LOCATION
7/2/04	HENNINGSEN MOGENS E	EA10	LICENSED PRACTICAL NURSE	LPN	03	C	EVANS CORRECTIONAL INSTITUTION
7/2/04	DOYLE KASHIA R	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	STEVENSON CORRECTIONAL INSTITUTION
7/2/04	WILSON RONALD E	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LIEBER CORRECTIONAL INSTITUTION
7/2/04	COPELAND GARY F	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	RIDGELAND CORR INSTITUTION
7/2/04	GARDNER ROBERT D	EC50	RECREATION SPECIALIST III	RECREATION SUPV	04	E	INMATE SERVICES
7/2/04	GLENN EVELYN	GA50	HUMAN SERVICES COORD I	CLIN CORR COUNS III	05	A	LEATH CORR INSTIT (WOMEN)
7/2/04	LUMPKINS EMMENTH V	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	LIEBER CORRECTIONAL INSTITUTION
7/2/04	MOREHEAD MONICA Y	EC10	MEDICAL ASSISTANT TECH I	CNA	02	C	KIRKLAND CORRECTIONAL INSTITUTION
7/2/04	SCOTT REGINALD A	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	GOODMAN CORRECTIONAL INSTITUTION
7/2/04	BOYCE DEBORAH S	AA75	ADMINISTRATIVE ASSISTANT	ADMIN ASST I	04	A	DIV OF CLASSIFICATION & INMATE RECORD
7/2/04	BROWN MARLON D	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	EVANS CORRECTIONAL INSTITUTION
7/17/04	QUARLES CHANTELLE L	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	TRENTON CORRECTIONAL INSTITUTION
7/17/04	HOOD III ERNEST C	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	KERSHAW CORRECTIONAL INSTITUTION
7/17/04	JAMES DEREK M	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION
7/17/04	FERGUSON CARRIE L	JD35	CORRECTIONAL OFFICER II	LIEUTENANT I	04	E	LIVESAY PRE RELEASE CENTER
7/17/04	BAKER JANICE D	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	KIRKLAND CORRECTIONAL INSTITUTION
7/17/04	ROBINSON ELAINE	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	INMATE BUS TERMINAL
7/17/04	BROOKS CALVIN	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LIEBER CORRECTIONAL INSTITUTION
7/17/04	HENDERSON DEBRA A	EA10	LICENSED PRACTICAL NURSE	LPN	03	C	KIRKLAND CORRECTIONAL INSTITUTION
7/17/04	LAWSON DOUGLAS E	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
7/17/04	LAWSON RUSSELL R	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	TYGER RIVER CORRECTIONAL INSTITUTION
7/17/04	ANDREWS KAREN E	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION
7/17/04	RICE CASPER L	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
7/17/04	ALEXANDER TAMEEKA T	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
7/17/04	WISE LISA N	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	GOODMAN CORRECTIONAL INSTITUTION
7/17/04	JOHNSON BRIAN D	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	ALLENDALE CORRECTIONAL INSTITUTION
7/17/04	SIMPSON JR CURTIS	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	INMATE BUS TERMINAL
7/17/04	ROBINSON ELAINE C	JD55	WARDEN I	PRGM COORD II	07	D	STEVENSON CORRECTIONAL INSTITUTION
7/17/04	FLOYD TAFT E	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	WATEREE RIVER CORRECTIONAL INSTITUTION
7/17/04	GRAY JR PHILLIP	JD55	WARDEN I	ASSOC WARDEN I	07	C	PALMER PRE RELEASE CENTER

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
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EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
7/17/04	FOWLER JOHN C	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	D	PERRY CORRECTIONAL INSTITUTION
7/17/04	DURHAM ELIZABETH	AH40	PROGRAM COORDINATOR II	SUPV OF GRNDS & SPEC SVCS	06	B	INMATE SERVICES
7/17/04	ROACH ELLEN J	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	MANNING CORRECTIONAL INSTITUTION
7/17/04	CHAMBERS ERNESTO A	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	RIDGELAND CORR INSTITUTION
7/17/04	EDWARDS DARRELL M	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
7/17/04	LEGGINS WILLIE E	JD50	CORRECTIONAL OFFICER IV	CAPTAIN III	06	C	MANNING CORRECTIONAL INSTITUTION
7/17/04	RADFORD DONALD E	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
7/17/04	HALLMAN ANN B	GA50	HUMAN SERVICES COORD I	GRIEVANCE ADMINISTRATOR	05	C	INMATE GRIEVANCE
7/17/04	VARNEY STEVE L	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
7/17/04	HILL CORINNE A	EA80	NURSE ADMINISTRATOR/MGR II	HEALTH CARE AUTHORITY III	07	D	LEE CORRECTIONAL INSTITUTION
7/17/04	ALLEN TERRY B	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	BROAD RIVER CORRECTIONAL INSTITUTION
8/2/04	TOMLIN SR JOHN G	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TURBEVILLE CORRECTIONAL INSTITUTION
8/2/04	JOHNSON DOLLY M	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	LIEBER CORRECTIONAL INSTITUTION
8/2/04	EASLEY KANAYO T	EC10	MEDICAL ASSISTANT TECH I	CNA	02	C	LEE CORRECTIONAL INSTITUTION
8/2/04	BROWN LEEANNA I	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEE CORRECTIONAL INSTITUTION
8/2/04	BRIGGS KATRINA D	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	TYGER RIVER CORRECTIONAL INSTITUTION
8/2/04	JENKINS GEORGE C	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	ALLENDALE CORRECTIONAL INSTITUTION
8/2/04	BETHEA ELAINE S	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	BROAD RIVER CORRECTIONAL INSTITUTION
8/2/04	NEWTON PATRICIA Y	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	ALLENDALE CORRECTIONAL INSTITUTION
8/2/04	SINGLETON COURTNEY A	GA50	HUMAN SERVICES COORD I	HUMAN SVCS COORD I	05	D	CAMILLE GRAHAM CORRECTIONAL INST
8/2/04	OSBORNE JONNIE R	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	WATEREE RIVER CORRECTIONAL INSTITUTION
8/2/04	STARKS JR WILLIE L	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	INMATE BUS TERMINAL
8/2/04	FORD JANET Y	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	COASTAL PRE RELEASE CENTER
8/2/04	RALPHS RICHARD J	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	CAMILLE GRAHAM CORRECTIONAL INST
8/2/04	FERGUSON JOHN P	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	PERRY CORRECTIONAL INSTITUTION
8/2/04	SCOTT SHERRI D	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TURBEVILLE CORRECTIONAL INSTITUTION
8/2/04	MIMS ERNEST	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LEE CORRECTIONAL INSTITUTION
8/2/04	MYERS KELVIN I	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION
8/2/04	JENNINGS TOSHEA L	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEATH CORR INSTIT (WOMEN)
8/2/04	JONES SCOTT A	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LIEBER CORRECTIONAL INSTITUTION

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
8/2/04	FUNCHES STEPHANIE D	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	LEE CORRECTIONAL INSTITUTION
8/2/04	OLIVER LAZELLE C	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	GOODMAN CORRECTIONAL INSTITUTION
8/2/04	WESSINGER DONNA G	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	PERRY CORRECTIONAL INSTITUTION
8/2/04	MORGAN NOEL A	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	PERRY CORRECTIONAL INSTITUTION
8/2/04	ASHE CARLTON L	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	TURBEVILLE CORRECTIONAL INSTITUTION
8/17/04	LAWSON JR JOHN M	JD40	CORRECTIONAL OFFICER III	OFFICER II	05	B	ALLENDALE CORRECTIONAL INSTITUTION
8/17/04	DUNLAP ROGER D	JD35	CORRECTIONAL OFFICER II	LIEUTENANT I	04	E	NORTHSIDE CORRECTIONAL INSTITUTION
8/17/04	HAWKINS CECIL R	EB52	DENTIST	DENTIST	09	A	PERRY CORRECTIONAL INSTITUTION
8/17/04	MCRAE FREDRICK	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	EVANS CORRECTIONAL INSTITUTION
8/17/04	PRIOLEAU BRENDA K	GA50	HUMAN SERVICES COORD I	CLIN CORR COUNS IV	05	A	BROAD RIVER CORRECTIONAL INSTITUTION
8/17/04	HUNTER JOHN E	KC50	TRADES SPECIALIST V	TRADES SPEC V	05	A	INMATE SERVICES
8/17/04	BOYNTON JEROME	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	LOWER SAVANNAH PRE RELEASE CENTER
8/17/04	STEWART DEBORAH A	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	LEE CORRECTIONAL INSTITUTION
8/17/04	TURNER KELLY DEBBIE L	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LIEBER CORRECTIONAL INSTITUTION
8/17/04	WILLIAMS VERDIA L	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	EVANS CORRECTIONAL INSTITUTION
8/17/04	KIPP CHRISTOPHE T	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION
8/17/04	BETTENCOURT ANTHONY M	JD40	CORRECTIONAL OFFICER III	OFFICER I	05	B	WATEREE RIVER CORRECTIONAL INSTITUTION
8/17/04	STACK CORINTHEA	JD40	CORRECTIONAL OFFICER III	ADMIN LIEUTENANT II	05	C	TRAINING
8/17/04	BECKWITH JR DONALD J	JD50	CORRECTIONAL OFFICER IV	MAJOR	06	E	BROAD RIVER CORRECTIONAL INSTITUTION
8/17/04	PHILLIPS THERON M	JD40	CORRECTIONAL OFFICER III	CORPORAL II	05	B	WALDEN CORRECTIONAL INSTITUTION
8/17/04	PHILLIPS THERON M	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	WALDEN CORRECTIONAL INSTITUTION
8/17/04	GLADMAN MICHAEL A	JD35	CORRECTIONAL OFFICER II	LIEUTENANT I	04	E	MANNING CORRECTIONAL INSTITUTION
8/17/04	HARRISON BEY EUGENIA A	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	TRENTON CORRECTIONAL INSTITUTION
8/17/04	POUGH GENNIE	KB15	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	03	E	BROAD RIVER CORRECTIONAL INSTITUTION
8/17/04	DODGEN SANDRA S	AA50	ADMIN SPECIALIST II	ADMIN SPEC B	03	A	LEATH CORR INSTIT (WOMEN)
8/17/04	HUMES TERRANCE L	KB15	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	03	E	PALMER PRE RELEASE CENTER
8/17/04	ELMORE CARVIN	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LIEBER CORRECTIONAL INSTITUTION
8/17/04	WOODWARD STEVEN P	AH50	PROGRAM MANAGER II	ASSOC DIR	08	D	MENTAL HEALTH
8/17/04	MANIGAULT SR GARY R	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LIEBER CORRECTIONAL INSTITUTION
8/17/04	REDDEN LATASHA M	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TURBEVILLE CORRECTIONAL INSTITUTION

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
8/17/04	BARBOUR TAMMI L	EA20	REGISTERED NURSE I	STAFF NURSE	05	A	TYGER RIVER CORRECTIONAL INSTITUTION
8/17/04	CARNEY DUFFY O	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	CAMPBELL PRE RELEASE CENTER
8/17/04	GIMMILLARO LENORE D	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	KERSHAW CORRECTIONAL INSTITUTION
8/17/04	BENTON WILLIAM T	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	PALMER PRE RELEASE CENTER
8/17/04	SINGLETON ALLENE R	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	STEVENSON CORRECTIONAL INSTITUTION
8/17/04	MYERS KELVIN I	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	LIEBER CORRECTIONAL INSTITUTION
8/17/04	WALLIS LINDA M	EA20	REGISTERED NURSE I	STAFF NURSE	05	A	BROAD RIVER CORRECTIONAL INSTITUTION
8/17/04	MCMORRIS KAREN	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
8/17/04	MCCLANAHAN BEVERLY M	JD40	CORRECTIONAL OFFICER III	OFFICER I	05	B	BROAD RIVER CORRECTIONAL INSTITUTION
8/17/04	MCCLANAHAN BEVERLY M	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	BROAD RIVER CORRECTIONAL INSTITUTION
8/17/04	SAMUEL ODESSA	AH35	PROGRAM COORDINATOR I	ASST PROJ ADMIN	05	C	DIV OF CLASSIFICATION & INMATE RECORD
8/17/04	SMITH GEORGE W	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEE CORRECTIONAL INSTITUTION
8/17/04	HUNTER MARY A	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEE CORRECTIONAL INSTITUTION
8/17/04	ELIE LENA	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	SECURITY
8/17/04	MILES GARY W	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LEE CORRECTIONAL INSTITUTION
8/17/04	FAVORS MAURCUS A	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	TRENTON CORRECTIONAL INSTITUTION
8/17/04	SHERMAN FRANK S	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	LEE CORRECTIONAL INSTITUTION
8/17/04	DITTMAR WILLIAM R	JD40	CORRECTIONAL OFFICER III	OFFICER II	05	B	BROAD RIVER CORRECTIONAL INSTITUTION
8/17/04	BROWN SHARMAIN Y	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	EVANS CORRECTIONAL INSTITUTION
8/17/04	JENKINS GERTRUDE W	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	LEE CORRECTIONAL INSTITUTION
8/17/04	AMERSON JAMES T	JD35	CORRECTIONAL OFFICER II	OFFICER I	04	B	WATEREE RIVER CORRECTIONAL INSTITUTION
9/2/04	DORSEY JAMES R	JD40	CORRECTIONAL OFFICER III	SERGEANT II	05	B	MANNING CORRECTIONAL INSTITUTION
9/2/04	DORSEY JAMES R	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	MANNING CORRECTIONAL INSTITUTION
9/2/04	ELLERBE TROY D	JD35	CORRECTIONAL OFFICER II	LIEUTENANT I	04	E	WATEREE RIVER CORRECTIONAL INSTITUTION
9/2/04	STARR AFRICAN	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	STEVENSON CORRECTIONAL INSTITUTION
9/2/04	BEDROSIAN PAUL N	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	BROAD RIVER CORRECTIONAL INSTITUTION
9/2/04	MICKENS PAULA F	JD35	CORRECTIONAL OFFICER II	LIEUTENANT I	04	E	NORTHSIDE CORRECTIONAL INSTITUTION
9/2/04	RICE BEVERLY R	AH30	PROGRAM ASSISTANT	CASEWORKER I	04	C	PERRY CORRECTIONAL INSTITUTION
9/2/04	UBAH MARGARET	AC07	SUPPLY MANAGER I	DENTAL ASST I	04	E	KIRKLAND CORRECTIONAL INSTITUTION
9/2/04	GETER YOLANDA E	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	GOODMAN CORRECTIONAL INSTITUTION

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
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EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
9/2/04	HALTER SHERRY L	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	BROAD RIVER CORRECTIONAL INSTITUTION
9/2/04	LITTLE PETER M	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	LIEBER CORRECTIONAL INSTITUTION
9/2/04	GAMBLE CRYSTAL R	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	BROAD RIVER CORRECTIONAL INSTITUTION
9/2/04	WATSON MICHAEL T	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	EVANS CORRECTIONAL INSTITUTION
9/2/04	FOXWORTH JASON E	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	LIVESAY PRE RELEASE CENTER
9/2/04	JUSTICE DARRELL E	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION
9/2/04	OTIJELE P Y	GC20	CHAPLAIN II	CLIN CHAPLAIN II	05	B	TYGER RIVER CORRECTIONAL INSTITUTION
9/2/04	FULLER STACY G	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	STEVENSON CORRECTIONAL INSTITUTION
9/2/04	STEPHENS PATRICK	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	LOWER SAVANNAH PRE RELEASE CENTER
9/2/04	BURLESON JR JERRY R	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KERSHAW CORRECTIONAL INSTITUTION
9/2/04	FOWLER HAROLD B	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION
9/2/04	YOUNG TELISHIA L	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	NORTHSIDE CORRECTIONAL INSTITUTION
9/2/04	MADDOX KELLI G	AE20	ATTORNEY II	ATTORNEY I	06	C	OFFICE OF GENERAL COUNSEL
9/2/04	CAIN ROBERCENA	EC50	RECREATION SPECIALIST III	RECREATION SUPV	04	E	CAMILLE GRAHAM CORRECTIONAL INST
9/2/04	CHASTINE GEORGE W	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	PERRY CORRECTIONAL INSTITUTION
9/2/04	FERGUSON DENNIS L	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	LOWER SAVANNAH PRE RELEASE CENTER
9/2/04	PATTERSON HAROLD J	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	MANNING CORRECTIONAL INSTITUTION
9/2/04	GRANT KENDRA P	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	GOODMAN CORRECTIONAL INSTITUTION
9/2/04	GREEN DERRICK L	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	CATAWBA PRE RELEASE CENTER
9/2/04	JEFFCOAT SYLVIA	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION
9/2/04	KERBY GEORGE P	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	NORTHSIDE CORRECTIONAL INSTITUTION
9/2/04	WILSON JR WILLIAM	JD50	CORRECTIONAL OFFICER IV	CAPTAIN III	06	C	EVANS CORRECTIONAL INSTITUTION
9/2/04	CLYBURN VALERIA L	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	KERSHAW CORRECTIONAL INSTITUTION
9/2/04	GAYDON GEORGE T	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	MACDOUGALL CORRECTIONAL INST
9/2/04	WILSON JASON A	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KERSHAW CORRECTIONAL INSTITUTION
9/2/04	MARSHALL JAMES B	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	TRENTON CORRECTIONAL INSTITUTION
9/2/04	MILLER TONYA L	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	KERSHAW CORRECTIONAL INSTITUTION
9/17/04	CROWELL RICK	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	PERRY CORRECTIONAL INSTITUTION
9/17/04	HOLLINS TODD A	AH30	PROGRAM ASSISTANT	CASEWORKER I	04	C	KIRKLAND CORRECTIONAL INSTITUTION
9/17/04	CALHOUN MCGEE BARBARA A	EA10	LICENSED PRACTICAL NURSE	LPN	03	C	LEE CORRECTIONAL INSTITUTION

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9/17/04	PAYTON DAVIS SYDETRA Q	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	CAMPBELL PRE RELEASE CENTER
9/17/04	MORPHY JR THEODORE L	JD50	CORRECTIONAL OFFICER IV	ADMIN CAPTAIN III	06	C	SECURITY
9/17/04	MAGWOOD ZELDA E	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION
9/17/04	ROBINSON SHIRLEY K	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION
9/17/04	HAROUFF DANIEL L	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	PERRY CORRECTIONAL INSTITUTION
9/17/04	MILLS BRENT A	EA30	REGISTERED NURSE II	HEAD NURSE	06	A	MENTAL HEALTH
9/17/04	WHITAKER BURRELL DESHAWN M	AH30	PROGRAM ASSISTANT	CASEWORKER I	04	C	STEVENSON CORRECTIONAL INSTITUTION
9/17/04	SKIPPER SUE H	AA75	ADMINISTRATIVE ASSISTANT	INMATE GRIEV COORD	04	D	EVANS CORRECTIONAL INSTITUTION
9/17/04	REDFEARN ETHEL E	AA75	ADMINISTRATIVE ASSISTANT	INMATE GRIEV COORD	04	D	EVANS CORRECTIONAL INSTITUTION
9/17/04	HAYNES CARLETTA W	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LIEBER CORRECTIONAL INSTITUTION
9/17/04	BUTLER CRYSTAL G	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION
9/17/04	HOLDER JUSTIN W	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	MANNING CORRECTIONAL INSTITUTION
9/17/04	ARFLIN JEFFREY N	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
9/17/04	REID BARBARA J	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LEATH CORR INSTIT (WOMEN)
9/17/04	GANN ADINE M	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION
9/17/04	BETHEA JAMES J	AH35	PROGRAM COORDINATOR I	CASEWORKER III	05	B	EVANS CORRECTIONAL INSTITUTION
9/17/04	MOORE JONATHAN L	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	TRENTON CORRECTIONAL INSTITUTION
9/17/04	GILCHRIST RICHARD	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	MCCORMICK CORRECTIONAL INSTITUTION
9/17/04	EARGLE DONNA M	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	INMATE SERVICES
9/17/04	DAVIS JANINE S	EA80	NURSE ADMINISTRATOR/MGR II	HEALTH CARE AUTHORITY III	07	D	RIDGELAND CORR INSTITUTION
9/17/04	HEYWARD EUGENE R	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	EVANS CORRECTIONAL INSTITUTION
9/17/04	ROBERTS SAMMIE L	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	WATEREE RIVER CORRECTIONAL INSTITUTION
9/17/04	WALKER JR JOHNNY	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	ALLENDALE CORRECTIONAL INSTITUTION
10/2/04	OMOREGBEE BLANCHERYL L	AH30	PROGRAM ASSISTANT	CASEWORKER I	04	C	KIRKLAND CORRECTIONAL INSTITUTION
10/2/04	MITCHELL DONNA R	AA75	ADMINISTRATIVE ASSISTANT	ADMIN ASST I	04	D	LEE CORRECTIONAL INSTITUTION
10/2/04	WOODLEY CLAIREE J	KA25	BUILDING/GROUNDS SUPV II	SUPT OF GRNDS & SPEC SERV	05	B	INMATE SERVICES
10/2/04	HARMON DARLENE S	AG15	HUMAN RESOURCES MANAGER	BRANCH CHIEF	06	C	HUMAN RESOURCES ADMINISTRATION
10/2/04	SCOTT FELICIA	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TURBEVILLE CORRECTIONAL INSTITUTION
10/2/04	PUGH HICKIE L	JD50	CORRECTIONAL OFFICER IV	CAPTAIN III	06	C	WATEREE RIVER CORRECTIONAL INSTITUTION
10/2/04	ADDISON LORETTA D	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TURBEVILLE CORRECTIONAL INSTITUTION

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10/2/04	FOWLER TOMMY D	KB15	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	03	E	NORTHSIDE CORRECTIONAL INSTITUTION
10/2/04	ANDERSON BRIAN W	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	COASTAL PRE RELEASE CENTER
10/2/04	HUNTER JOHN E	KC50	TRADES SPECIALIST V	TRADES SPEC V	05	A	FACILITIES MANAGEMENT
10/2/04	BRENNAN JR JAMES E	AH40	PROGRAM COORDINATOR II	PRGM COORD II	06	E	DIV OF CLASSIFICATION & INMATE RECORD
10/2/04	MEYER ANDREA D	AJ63	DATA BASE ADMINISTRATOR I	DATA BASE ADMINISTRATOR	06	C	SYSTEMS OPERATION AND SUPPORT
10/2/04	ROWE JENNIFER L	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEE CORRECTIONAL INSTITUTION
10/2/04	MILLER BRENDA M	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	EVANS CORRECTIONAL INSTITUTION
10/2/04	MCBRIDE KEITH N	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEE CORRECTIONAL INSTITUTION
10/2/04	LANE GARY D	JD50	CORRECTIONAL OFFICER IV	CAPTAIN	06	C	KIRKLAND CORRECTIONAL INSTITUTION
10/2/04	WEEDON KENNETH B	JD55	WARDEN I	ASSOC WARDEN III	07	B	BROAD RIVER CORRECTIONAL INSTITUTION
10/2/04	MOODY ROLAND R	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	CAMPBELL PRE RELEASE CENTER
10/2/04	FRANKS JR RAYMOND E	JD50	CORRECTIONAL OFFICER IV	CAPTAIN III	06	C	YOIP/YOA PROGRAM
10/2/04	SIEPERT ALFRED W	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	CAMPBELL PRE RELEASE CENTER
10/2/04	ERMEL JONATHAN F	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	BROAD RIVER CORRECTIONAL INSTITUTION
10/2/04	MIMS ERNEST	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEE CORRECTIONAL INSTITUTION
10/2/04	MCCALL VIVIAN P	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEE CORRECTIONAL INSTITUTION
10/2/04	RODERICK DONNIE	JD50	CORRECTIONAL OFFICER IV	CAPTAIN III	06	C	BROAD RIVER CORRECTIONAL INSTITUTION
10/2/04	DENDY MARY B	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION
10/2/04	MARTIN LINDA J	AA75	ADMINISTRATIVE ASSISTANT	ADMIN ASST II	04	D	ALLENDALE CORRECTIONAL INSTITUTION
10/2/04	HAILEY PATEINA	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	EVANS CORRECTIONAL INSTITUTION
10/2/04	DRAKE JAMES S	GA50	HUMAN SERVICES COORD I	CLIN CORR COUNS IV	05	D	MENTAL HEALTH
10/2/04	FOWLER MICHAEL E	AA75	ADMINISTRATIVE ASSISTANT	INMATE GRIEV COORD	04	D	PERRY CORRECTIONAL INSTITUTION
10/17/04	FAULKNER GUY	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	NORTHSIDE CORRECTIONAL INSTITUTION
10/17/04	BURNS II COLEY S	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	TYGER RIVER CORRECTIONAL INSTITUTION
10/17/04	JAMBARD JOSEPH R	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LEE CORRECTIONAL INSTITUTION
10/17/04	UBAH MARGARET	AC07	SUPPLY MANAGER I	SUPPLY MANAGER	04	E	MEDICAL SUPPORT
10/17/04	WAMBOLT III WILLIAM J	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LIEBER CORRECTIONAL INSTITUTION
10/17/04	FOUST CAROLYN D	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	CAMILLE GRAHAM CORRECTIONAL INST
10/17/04	BROWN JR CLINTON K	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	BROAD RIVER CORRECTIONAL INSTITUTION
10/17/04	WALTON MILTON B	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	STEVENSON CORRECTIONAL INSTITUTION

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
10/17/04	CHASE KATHLEEN K	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	NORTHSIDE CORRECTIONAL INSTITUTION
10/17/04	CURTIS JANICE M	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	EVANS CORRECTIONAL INSTITUTION
10/17/04	MCGHEE DARRYL O	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LIEBER CORRECTIONAL INSTITUTION
10/17/04	HAYGOOD CLAUDETTE	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LIEBER CORRECTIONAL INSTITUTION
10/17/04	IRVIN MILLICENT M	EC10	MEDICAL ASSISTANT TECH I	DENTAL ASST I	02	C	KIRKLAND CORRECTIONAL INSTITUTION
10/17/04	ELLIS FRANCIS L	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	LIVESAY PRE RELEASE CENTER
10/17/04	WAY TAMMY C	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LIEBER CORRECTIONAL INSTITUTION
10/17/04	BAKER KATHRYN D	AH10	ADMINISTRATIVE COORD I	ADMIN COORD I	05	A	AGRICULTURE SERVICES
10/17/04	GRAVES ROSE M	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	EVANS CORRECTIONAL INSTITUTION
10/17/04	TUCKER EVA S	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TRAINING
10/17/04	ROGERS YOHANCE T	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	TURBEVILLE CORRECTIONAL INSTITUTION
10/17/04	SLATER SHARMIKA M	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LIEBER CORRECTIONAL INSTITUTION
10/17/04	SIMPSON MARY G	AH45	PROGRAM MANAGER I	PRGM MGR I	07	A	MENTAL HEALTH
10/17/04	PRESSLEY ALEXANDER	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	PALMER PRE RELEASE CENTER
10/17/04	SAPORITO WISHART GIOIA A	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	CAMILLE GRAHAM CORRECTIONAL INST
10/17/04	TAYLOR CARMEN R	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	WATEREE RIVER CORRECTIONAL INSTITUTION
10/17/04	BRINSON WILLIE E	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	LEE CORRECTIONAL INSTITUTION
10/17/04	GOUDELOCK DELORES J	AA75	ADMINISTRATIVE ASSISTANT	ADMIN ASST II	04	D	OFFICE OF BUDGET AND RESOURCE
10/17/04	BRYANT PATRICIA A	AH15	ADMINISTRATIVE COORD II	BUSINESS MGR	06	E	COASTAL OFFICE
10/17/04	BRYANT PATRICIA A	AH15	ADMINISTRATIVE COORD II	BUSINESS MGR	06	E	OFFICE OF INSPECTOR GENERAL
11/2/04	JONES FREDDIE	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	INMATE BUS TERMINAL
11/2/04	O CAIN ELIZABETH D	AH10	ADMINISTRATIVE COORD I	ADMIN MGR	05	D	SECURITY
11/2/04	BOAN BRIAN K	KC50	TRADES SPECIALIST V	TRADES SPEC V	05	C	BROAD RIVER CORRECTIONAL INSTITUTION
11/2/04	EURY JOHNNY A	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KERSHAW CORRECTIONAL INSTITUTION
11/2/04	BRANHAM BRADLEY W	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KERSHAW CORRECTIONAL INSTITUTION
11/2/04	HENRY JR WILLIE E	JD35	CORRECTIONAL OFFICER II	LIEUTENANT I	04	E	WALDEN CORRECTIONAL INSTITUTION
11/2/04	THOMAS TERRY V	AH10	ADMINISTRATIVE COORD I	ADMIN COORD I	05	E	GOODMAN CORRECTIONAL INSTITUTION
11/2/04	MURRAY MARY E	AH30	PROGRAM ASSISTANT	CASEWORKER I	04	C	RIDGELAND CORR INSTITUTION
11/2/04	WEAVER REGINAL	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	TRENTON CORRECTIONAL INSTITUTION
11/2/04	COOPER KAMILAH H	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	WATEREE RIVER CORRECTIONAL INSTITUTION

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
11/2/04	LONGE LEONARD M	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
11/2/04	LEWIS NANCY M	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	LIEBER CORRECTIONAL INSTITUTION
11/2/04	MALONE MILTON G	JD35	CORRECTIONAL OFFICER II	LIEUTENANT I	04	E	WALDEN CORRECTIONAL INSTITUTION
11/2/04	BENTON JR CARL J	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	C	COASTAL PRE RELEASE CENTER
11/2/04	KELLEY MELANIE M	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	MANNING CORRECTIONAL INSTITUTION
11/2/04	BROWN BARBARA A	GA50	HUMAN SERVICES COORD I	CLIN CORR COUNS IV	05	D	CAMILLE GRAHAM CORRECTIONAL INST
11/2/04	ALSTON GAYLE J	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	INMATE BUS TERMINAL
11/2/04	BROWNE KECIA L	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	CAMPBELL PRE RELEASE CENTER
11/2/04	TIMMONS MITCHELL W	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	MANNING CORRECTIONAL INSTITUTION
11/2/04	GREENE ROBERT C	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
11/2/04	UZZELL III JAMES	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
11/2/04	ALSTON WILLIE J	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	TRENTON CORRECTIONAL INSTITUTION
11/2/04	GROOMS DONNA M	AH10	ADMINISTRATIVE COORD I	BUSINESS MGR I	05	A	CANTEEN WHSE INVENTORY/DISTRIBUTION
11/2/04	LEE BEVERLY A	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KERSHAW CORRECTIONAL INSTITUTION
11/17/04	RICKETSON BARBARA J	AB30	POSTAL CENTER DIR II	POSTAL DIR II	04	A	LEE CORRECTIONAL INSTITUTION
11/17/04	MADDOX FREDDIE M	AH30	PROGRAM ASSISTANT	CASEWORKER I	04	C	EVANS CORRECTIONAL INSTITUTION
11/17/04	FERRARO JOHN A	JD50	CORRECTIONAL OFFICER IV	MAJOR	06	E	SECURITY
11/17/04	SIMMONS SUSANNA	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	BROAD RIVER CORRECTIONAL INSTITUTION
11/17/04	FOX MICHELLE D	GA50	HUMAN SERVICES COORD I	CLIN CORR COUNS IV	05	D	EVANS CORRECTIONAL INSTITUTION
11/17/04	EVANS DAVID	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	EVANS CORRECTIONAL INSTITUTION
11/17/04	MITCHELL LARRY A	AH35	PROGRAM COORDINATOR I	PROGRAM COORDINATOR	05	C	DIV OF CLASSIFICATION & INMATE RECORD
11/17/04	LEONARD ALAMINA	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	WATEREE RIVER CORRECTIONAL INSTITUTION
11/17/04	BAYTES RICHARD J	AH10	ADMINISTRATIVE COORD I	COMMISSARY MGR	05	E	KERSHAW CORRECTIONAL INSTITUTION
11/17/04	SCOTLAND SHARON D	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	PERRY CORRECTIONAL INSTITUTION
11/17/04	ZANDERS SYLINDA P	AA75	ADMINISTRATIVE ASSISTANT	ADMIN ASST II	04	C	DIVISION OF OPERATIONS
11/17/04	JAMES SANDRA M	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION
11/17/04	KENEALY JANICE W	AH35	PROGRAM COORDINATOR I	RECORDS MANAGEMENT SUPV	05	C	DIV OF CLASSIFICATION & INMATE RECORD
11/17/04	MONTOUTH MARY E	AA75	ADMINISTRATIVE ASSISTANT	ADMIN ASST I	04	D	RIDGELAND CORR INSTITUTION
11/17/04	GATHERS GWENDOLYN T	AH30	PROGRAM ASSISTANT	CASEWORKER I	04	C	BROAD RIVER CORRECTIONAL INSTITUTION
11/17/04	WAY TAMMY C	AH30	PROGRAM ASSISTANT	CASEWORKER I	04	C	MACDOUGALL CORRECTIONAL INST

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
11/17/04	COHEN ZACHARY L	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	ALLENDALE CORRECTIONAL INSTITUTION
11/17/04	ROLLINS CHARLES E	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	EVANS CORRECTIONAL INSTITUTION
11/17/04	HILL WILLIE C	JD40	CORRECTIONAL OFFICER III	OFFICER II	05	B	MCCORMICK CORRECTIONAL INSTITUTION
11/17/04	HIPS DWIGHT D	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	EVANS CORRECTIONAL INSTITUTION
11/17/04	BURKETT EDITH C	GA50	HUMAN SERVICES COORD I	CLIN CORR COUNS IV	05	D	STEVENSON CORRECTIONAL INSTITUTION
11/17/04	BELL ROBBIE L	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	KIRKLAND CORRECTIONAL INSTITUTION
11/17/04	SIMMONS TAMI L	AH10	ADMINISTRATIVE COORD I	ADMIN ASST III	05	C	OFFICE OF INSPECTOR GENERAL
11/17/04	BRAYBOY RONALD S	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	EVANS CORRECTIONAL INSTITUTION
12/2/04	BROWN JIMMY L	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION
12/2/04	SOUTHERLAND JERRY B	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	NORTHSIDE CORRECTIONAL INSTITUTION
12/2/04	SHEHAN MICHAEL W	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	INVESTIGATIONS
12/2/04	HOLMAN STEVE C	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	TYGER RIVER CORRECTIONAL INSTITUTION
12/2/04	SIMMONS ELLA L	EA30	REGISTERED NURSE II	HEAD NURSE	06	A	RIDGELAND CORR INSTITUTION
12/2/04	HASTY DON C	AH30	PROGRAM ASSISTANT	TRUCK DRIVER	04	E	INDUSTRIES ADMINISTRATION NN
12/2/04	MCELVEEN BERNICE	EC10	MEDICAL ASSISTANT TECH I	CNA	02	C	LEE CORRECTIONAL INSTITUTION
12/2/04	PRICE TONYA L	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	TRENTON CORRECTIONAL INSTITUTION
12/2/04	SCRIVEN GERALD J	EA30	REGISTERED NURSE II	HEAD NURSE	06	A	TURBEVILLE CORRECTIONAL INSTITUTION
12/2/04	PATE JIVA M	EA30	REGISTERED NURSE II	HEAD NURSE	06	A	CAMILLE GRAHAM CORRECTIONAL INST
12/2/04	PETERSON GERALD A	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	MCCORMICK CORRECTIONAL INSTITUTION
12/2/04	ELMORE JOSEPHINE L	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	ALLENDALE CORRECTIONAL INSTITUTION
12/2/04	TEDDER ANDREW L	AH30	PROGRAM ASSISTANT	CASEWORKER I	04	C	EVANS CORRECTIONAL INSTITUTION
12/2/04	YOUNG JOHN E	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	TRENTON CORRECTIONAL INSTITUTION
12/2/04	WELLS CAROL D	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KERSHAW CORRECTIONAL INSTITUTION
12/2/04	CATES FRANK D	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	MCCORMICK CORRECTIONAL INSTITUTION
12/2/04	WOODS DOROTHY D	AA75	ADMINISTRATIVE ASSISTANT	ADMIN ASST I	04	D	CAMPBELL PRE RELEASE CENTER
12/2/04	WIX LARRY J	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	WATEREE RIVER CORRECTIONAL INSTITUTION
12/2/04	WEST PENNY F	AB20	POSTAL CENTER DIR I	POSTAL DIR I	03	C	KERSHAW CORRECTIONAL INSTITUTION
12/2/04	HALLETT PAULA J	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	OFFICE OF INSPECTOR GENERAL
12/2/04	PEARSON ELBERT	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	INVESTIGATIONS
12/2/04	HARRIS SHARON E	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	KIRKLAND CORRECTIONAL INSTITUTION

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

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EFF	EMPLOYEE	JOB	STATE	INTERNAL	N	E	
DATE	NAME	CLASS	TITLE	TITLE	D	L	LOCATION
12/2/04	BENJAMIN LIZZIE A	JD35	CORRECTIONAL OFFICER II	LIEUTENANT I	04	E	WATEREE RIVER CORRECTIONAL INSTITUTION
12/2/04	KELLEY PATRICK S	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION
12/2/04	ADAMS MICHAEL P	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	TYGER RIVER CORRECTIONAL INSTITUTION
12/2/04	MCCANTS JR JOHN H	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	BROAD RIVER CORRECTIONAL INSTITUTION
12/2/04	GOODMAN JOHNATHAN	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	LEE CORRECTIONAL INSTITUTION
12/2/04	HARDIN ANGELA M	AA75	ADMINISTRATIVE ASSISTANT	INMATE GRIEV COORD	04	D	KERSHAW CORRECTIONAL INSTITUTION
12/2/04	NELSON LEONARD R	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	LEE CORRECTIONAL INSTITUTION
12/2/04	SMITH DONNA C	AA50	ADMIN SPECIALIST II	ADMIN SPEC C	03	C	SUBSTANCE ABUSE SERVICES DIVISION
12/2/04	STAFFORD VENTPHIS	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	LIEBER CORRECTIONAL INSTITUTION
12/2/04	HOLLAND MICHAEL L	JD30	CORRECTIONAL OFFICER I	OFFICER I	03	E	MANNING CORRECTIONAL INSTITUTION
12/2/04	ALTMAN JR CHARLES M	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	OFFICE OF INSPECTOR GENERAL
12/2/04	RIDGEWAY GRANVILLE K	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	INMATE BUS TERMINAL
12/2/04	PATTERSON MICHAEL R	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	INVESTIGATIONS
12/17/04	STONE GLENN	JD50	CORRECTIONAL OFFICER IV	MAJOR	06	E	CATAWBA PRE RELEASE CENTER
12/17/04	FLOYD RYAN P	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	WALDEN CORRECTIONAL INSTITUTION
12/17/04	SWINSON LORI M	AD20	ACCTNT/FISCAL ANALYST I	ACCOUNTANT	04	D	FINANCIAL ACCOUNTING
12/17/04	HINTON LINDA J	KB20	FOOD SERVICE SPEC IV	FOOD SVC SPEC IV	04	C	CATAWBA PRE RELEASE CENTER
12/17/04	BRADLEY TRACY S	JD30	CORRECTIONAL OFFICER I	OFFICER II	03	E	BROAD RIVER CORRECTIONAL INSTITUTION
12/17/04	FUJII WALLACE T	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	MANNING CORRECTIONAL INSTITUTION
12/17/04	WARFIELD RUSSELL G	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	STEVENSON CORRECTIONAL INSTITUTION
12/17/04	GIBSON WHITE AUDREY G	BH40	RECORDS ANALYST III	RECORDS MGR	05	B	DIV OF CLASSIFICATION & INMATE RECORD
12/17/04	SIMS SANDRA D	BH10	RECORDS ANALYST I	RECORDS ANALYST I	03	E	DIV OF CLASSIFICATION & INMATE RECORD
12/17/04	HARPER SR TOM J	JD35	CORRECTIONAL OFFICER II	CORPORAL II	04	B	STEVENSON CORRECTIONAL INSTITUTION
12/17/04	HOLMES CLYDE L	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	LOWER SAVANNAH PRE RELEASE CENTER
12/17/04	GARVIN WASHINGTON G	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	RIDGELAND CORR INSTITUTION
12/17/04	HITCHENS JR GEORGE R	JD40	CORRECTIONAL OFFICER III	LIEUTENANT I	05	A	WATKINS PRE RELEASE CENTER
12/17/04	SINGLETON NICOLE L	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	RIDGELAND CORR INSTITUTION
12/17/04	JENKINS JUDITH F	JD40	CORRECTIONAL OFFICER III	ADMIN LIEUTENANT I	05	B	TRAINING
12/17/04	GARDNER ROBERT D	AH40	PROGRAM COORDINATOR II	PROGRAM COORDINATOR II	06	C	INMATE SERVICES
12/17/04	MONTGOMERY RICKY	JD40	CORRECTIONAL OFFICER III	LIEUTENANT II	05	B	TURBEVILLE CORRECTIONAL INSTITUTION

RESPONSE TO QUESTION # 4 LIST OF ALL RECLASSIFICATIONS PROMOTIONS DEMOTIONS REASSIGNMENTS AND TRANSFERS WITH EFF DATE OF 1/2/02 THROUGH 12/17/04
SORTED BY EFF DATE

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
12/17/04	FOWLER JOHN C	JD35	CORRECTIONAL OFFICER II	SERGEANT I	04	B	NORTHSIDE CORRECTIONAL INSTITUTION
12/17/04	MATTHEWS LENDRA K	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	EVANS CORRECTIONAL INSTITUTION
12/17/04	PRESSLEY TRAVIS L	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	WATEREE RIVER CORRECTIONAL INSTITUTION
12/17/04	HOOD ROGER	JD35	CORRECTIONAL OFFICER II	LIEUTENANT I	04	E	WATEREE RIVER CORRECTIONAL INSTITUTION
12/17/04	EVANS RENEE Y	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	RIDGELAND CORR INSTITUTION
12/17/04	CARTER PATRICK F	GA50	HUMAN SERVICES COORD I	HUMAN SVCS COORD I	05	D	BROAD RIVER CORRECTIONAL INSTITUTION
12/17/04	HEYWARD EUGENE R	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	EVANS CORRECTIONAL INSTITUTION
12/17/04	CHOUDHURY JAMIL A	JD35	CORRECTIONAL OFFICER II	CORPORAL I	04	A	MANNING CORRECTIONAL INSTITUTION
12/17/04	BRYANT JOHNNIE L	JD35	CORRECTIONAL OFFICER II	SERGEANT II	04	D	RIDGELAND CORR INSTITUTION
12/17/04	HILTON ROSA M	AH30	PROGRAM ASSISTANT	CASEWORKER I	04	C	LEE CORRECTIONAL INSTITUTION

RESPONSE TO QUESTION # 5 - FTE/TEMP/TEMP GRANT EMPLOYEES

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
4/27/04	ADDISON LOIS -	9999	UNCLASSIFIED	ADMINISTRATIVE ASSIST	00		LEE CORRECTIONAL INSTITUTION
4/6/05	AKINS SHERL W	9999	UNCLASSIFIED	ADMIN ASST	00		MANNING CORRECTIONAL INSTITUTION
3/22/04	AKINS SHERL W	9999	UNCLASSIFIED	ADMIN ASST	00		MANNING CORRECTIONAL INSTITUTION
7/31/06	ALBERY ROY E	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		WALDEN CORRECTIONAL INSTITUTION
2/27/06	ALBERY ROY E	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		WALDEN CORRECTIONAL INSTITUTION
2/22/05	ALBERY ROY E	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		WALDEN CORRECTIONAL INSTITUTION
6/14/06	BAGNAL HENRY T	9999	UNCLASSIFIED	PRINCIPAL	00		TURBEVILLE CORRECTIONAL INSTITUTION
7/18/05	BAGNAL HENRY T	9999	UNCLASSIFIED	PRINCIPAL	00		TURBEVILLE CORRECTIONAL INSTITUTION
1/9/06	BAKER, JEANNINE L	JD30	CORR OFF I	OFFICER II	3	E	KERSHAW CORR INST
12/6/04	BANGURA ISHA	JD35	CORR OFF II	SERGEANT II	4	D	EVANS CORR INST
1/17/06	BELL JAMES C	AH35	PROG COORD I	PROG COORD I	5	B	PERRY CORR INST
9/29/97	BETTENCOURT ANTHONY	JD40	CORR OFF III	VOC ED TRAINER	5	B	WATEREE RIVER CORR INST
12/15/05	BLANTON WENDELL J	9999	UNCLASSIFIED	SUPT OF EDUCATION	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
12/6/04	BLANTON WENDELL J	9999	UNCLASSIFIED	SUPT OF EDUCATION	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
12/1/03	BLANTON WENDELL J	9999	UNCLASSIFIED	SUPT OF EDUCATION	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
6/5/06	BOWEN WILLIAM S	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		MACDOUGALL CORRECTIONAL INST
7/6/06	BOXX JR FRANK A	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEATH CORR INSTIT (WOMEN)
7/11/05	BOXX, JR FRANK A	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEATH CORR INSTIT (WOMEN)
6/10/03	BOXX, JR FRANK A	GA50	HUMAN SVC COORD I	HUMAN SVC COORD I	5	C	LEATH CORR INST
6/2/03	BRATTON LINDA M	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		TYGER RIVER CORRECTIONAL INSTITUTIO
8/22/05	BRIGMAN MERLE T	9999	UNCLASSIFIED	ADMIN SPEC II	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
7/12/04	BRIGMAN MERLE T	9999	UNCLASSIFIED	ADMIN SPEC II	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
10/4/04	BRITT, LEWIS A	JD40	CORR OFF III	VOC ED TRAINER	5	B	EVANS CORR INST
12/1/03	BROWN GEORGIA J	9999	UNCLASSIFIED	CERTIFIED TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
7/7/06	BROWN THOMAS A	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		KERSHAW CORRECTIONAL INSTITUTION
7/5/05	BROWN THOMAS A	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		KERSHAW CORRECTIONAL INSTITUTION
8/30/04	BROWN THOMAS A	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		KERSHAW CORRECTIONAL INSTITUTION
9/17/01	BUEHLER CONRAD C	JD30	CORR OFF I	OFFICER II	3	E	PERRY CORR INST
4/17/05	BURNETT PAMELA B	UB07	PRINCIPAL	PRINCIPAL	00		TYGER RIVER CORRECTIONAL INSTITUTIO

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
5/15/06	CAMPBELL ROBERT J	UB04	VOCATIONAL TEACHER	VOCATION TEACHER - B	00		TURBEVILLE CORRECTIONAL INSTITUTION
3/17/04	CLARK CHAD A	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		WALDEN CORRECTIONAL INSTITUTION
1/5/87	CONNELLY, BILLY T	JD40	CORR OFF III	LT II	5	B	LIEBER CORR INST
2/14/06	CORLEY ANTHONY W	UB04	VOCATIONAL TEACHER	VOCATIONAL TEACHER -	00		TRENTON CORRECTIONAL INSTITUTION
3/27/06	CROWE MARTHA S	9999	UNCLASSIFIED	TEACHERS AIDE	00		TURBEVILLE CORRECTIONAL INSTITUTION
3/28/05	CROWE MARTHA S	9999	UNCLASSIFIED	TEACHERS AIDE	00		TURBEVILLE CORRECTIONAL INSTITUTION
4/26/04	CROWE MARTHA S	9999	UNCLASSIFIED	TEACHERS AIDE	00		TURBEVILLE CORRECTIONAL INSTITUTION
6/2/03	DAVIS RONALD M	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		TYGER RIVER CORRECTIONAL INSTITUTIO
5/2/05	DECLERCQ BRUCE A	UB04	VOCATIONAL TEACHER	VOCATIONAL TEACHER -	00		TRENTON CORRECTIONAL INSTITUTION
7/10/06	DEMKO LORETTA A	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
4/12/06	DEMKO LORETTA A	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
4/13/05	DEMKO LORETTA A	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
8/28/89	DITTMAR WILLIAM R	JD40	CORR OFF III	VOC ED TRAINER	5	B	BROAD RIVER CORR INST
8/14/06	DOZIER MARILYN W	9999	UNCLASSIFIED	ADMIN SPEC II	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
8/21/06	DYAR LINDA H	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		TRENTON CORRECTIONAL INSTITUTION
6/3/02	EASTERLIN BRUCE L	JD40	CORR OFF III	VOC ED TRAINER	5	B	LIEBER CORR INST
3/23/92	EMRHEIN, GILBERT	JD35	CORR OFF II	CORPORAL II	4	B	LIEBER CORR INST
8/16/93	FERGUSON JANICE P	JD35	CORR OFF II	CORPORAL II	4	B	LEATH CORR INST
8/14/06	GARDNER JR RICHARD O	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		KERSHAW CORRECTIONAL INSTITUTION
3/17/05	GLENN NANCY B	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		TRENTON CORRECTIONAL INSTITUTION
7/2/03	GREEN L S	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		MANNING CORRECTIONAL INSTITUTION
6/2/03	GREEN L S	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
7/10/06	GREENE ALFONZO	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		MACDOUGALL CORRECTIONAL INST
7/27/05	GREENE ALFONZO	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		MACDOUGALL CORRECTIONAL INST
8/30/04	GREENE ALFONZO	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		MACDOUGALL CORRECTIONAL INST
10/27/03	HAITHCOCK PATSY A	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		EVANS CORRECTIONAL INSTITUTION
4/14/03	HALL, ALBERT W	JD40	CORR OFF III	VOC ED TRAINER	5	B	MCCORMICK CORR INST
1/20/06	HATCHELL AMANDA M	9999	UNCLASSIFIED	ADMINISTRATIVE ASSIST	00		WATEREE RIVER CORRECTIONAL INSTITU
6/2/03	HENDERSON BROOKS	UB04	VOCATIONAL TEACHER	VOCATIONAL TEACHER	00		TYGER RIVER CORRECTIONAL INSTITUTIO

RESPONSE TO QUESTION # 5 - FTE/TEMP/TEMP GRANT EMPLOYEES

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BASE	LEVEL	LOCATION
9/3/02	HILL WILLIE C	JD40	CORR OFF III	VOC ED TRAINER	5	B	MCCORMICK CORR INST
11/21/05	HOLLEY BARBARA J	9999	UNCLASSIFIED	ADMIN ASST	00		TYGER RIVER CORRECTIONAL INSTITUTIO
6/2/03	HOWARD EILEEN L	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		TYGER RIVER CORRECTIONAL INSTITUTIO
7/24/06	HUNTER SANDRA R	9999	UNCLASSIFIED	TEACHERS AIDE	00		WATEREE RIVER CORRECTIONAL INSTITU
7/19/05	HUNTER SANDRA R	9999	UNCLASSIFIED	TEACHERS AIDE	00		WATEREE RIVER CORRECTIONAL INSTITU
7/20/04	HUNTER SANDRA R	9999	UNCLASSIFIED	TEACHERS AIDE	00		WATEREE RIVER CORRECTIONAL INSTITU
7/15/03	HUNTER SANDRA R	9999	UNCLASSIFIED	TEACHERS AIDE	00		WATEREE RIVER CORRECTIONAL INSTITU
8/8/05	JACKSON KATHY C	9999	UNCLASSIFIED	EDUC PROG SUPV - COR	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
8/30/04	JACKSON KATHY C	9999	UNCLASSIFIED	EDUC PROG SUPV - COR	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
10/18/05	JOHNSON TINA S	UB06	GUIDANCE COUNSELOR	GUIDANCE COUNSELOR	00		TRENTON CORRECTIONAL INSTITUTION
6/28/04	JONES EVA W	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEE CORRECTIONAL INSTITUTION
7/29/03	JONES EVA W	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEE CORRECTIONAL INSTITUTION
7/17/06	KINARD BOBBY L	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		MANNING CORRECTIONAL INSTITUTION
8/29/05	KINARD BOBBY L	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		MANNING CORRECTIONAL INSTITUTION
8/26/04	KINARD BOBBY L	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		MANNING CORRECTIONAL INSTITUTION
7/31/06	KING CARROLL B	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		BROAD RIVER CORRECTIONAL INSTITUTI
8/22/05	KING CARROLL B	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		BROAD RIVER CORRECTIONAL INSTITUTI
11/14/05	KINLAW RODNEY L	UB04	VOCATIONAL TEACHER	VOC TEACHER - WELDIN	00		CAMILLE GRAHAM CORRECTIONAL INST
2/17/04	LABREW DELORIS	UE07	ACADEMIC PROGRAM M	CURRICULUM COORD	00		CAMILLE GRAHAM CORRECTIONAL INST
7/2/03	LAKIN YVETTE	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		STEVENSON CORRECTIONAL INSTITUTIO
6/2/03	LAKIN YVETTE	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
6/6/06	LATHAM ANITA E	9999	UNCLASSIFIED	CERTIFIED TEACHER	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
3/29/99	LAWSON JR , JOHN	JD40	CORR OFF III	VOC ED TRAINER	5	B	ALLENDALE CORR INST
3/29/99	LAWSON JR , JOHN M	JD40	CORR OFF III	VOC ED TRAINER	5	B	ALLENDALE CORRECTIONAL INSTITUTION
2/2/05	LOVETT WILLIE J	UB04	VOCATIONAL TEACHER	VOC TEACHER - WELDIN	00		CAMILLE GRAHAM CORRECTIONAL INST
6/21/04	MAILLOUX MARGUERITE J	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		TYGER RIVER CORRECTIONAL INSTITUTIO
7/31/06	MARINKO WILLIAM T	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		MACDOUGALL CORRECTIONAL INST
7/16/05	MARINKO WILLIAM T	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		MACDOUGALL CORRECTIONAL INST
7/16/04	MARINKO WILLIAM T	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		MACDOUGALL CORRECTIONAL INST

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
6/2/03	MARINKO WILLIAM T	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		MACDOUGALL CORRECTIONAL INST
7/2/03	MCCABE MARY H	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		TYGER RIVER CORRECTIONAL INSTITUTIO
12/3/90	MCCLANAHAN BEVERLY	JD40	CORR OFF III	LT II	5	B	BROAD RIVER CORR INST
8/16/04	MCCOY SHARONDA R	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
8/18/03	MCCOY SHARONDA R	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
11/28/05	MCKAY WILLIE M	9999	UNCLASSIFIED	CERTIFIED TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
11/30/04	MCKAY WILLIE M	9999	UNCLASSIFIED	CERTIFIED TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
12/1/03	MCKAY WILLIE M	9999	UNCLASSIFIED	CERTIFIED TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
12/5/05	MCMILLAN EUGENE M	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		STEVENSON CORRECTIONAL INSTITUTIO
12/6/04	MCMILLAN EUGENE M	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		STEVENSON CORRECTIONAL INSTITUTIO
12/8/03	MCMILLAN EUGENE M	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		STEVENSON CORRECTIONAL INSTITUTIO
6/20/05	MESSER SHARON K	UE07	ACADEMIC PROGRAM M	TITLE I PROGRAM MGR	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
11/24/03	MOODY BRENDA C	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		EVANS CORRECTIONAL INSTITUTION
11/28/05	MULLEN MARGARET G	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		TRENTON CORRECTIONAL INSTITUTION
1/3/06	MULLIS SUSAN D	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		STEVENSON CORRECTIONAL INSTITUTIO
11/2/05	MULLIS SUSAN D	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		STEVENSON CORRECTIONAL INSTITUTIO
1/4/05	MULLIS SUSAN D	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
1/14/04	MULLIS SUSAN D	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
6/2/03	MYERS MARIAM L	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
10/20/04	MYLES RUSSELL W	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEE CORRECTIONAL INSTITUTION
7/5/05	NEAL BRUCE H	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		KERSHAW CORRECTIONAL INSTITUTION
10/12/04	NEAL BRUCE H	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		KERSHAW CORRECTIONAL INSTITUTION
7/5/06	NEIN JAMES C	AH35	PROG COORD I	PROG COORD I	5	B	ALLENDALE CORR INST
3/6/06	NETTLES TERI S	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		RIDGELAND CORR INSTITUTION
4/19/99	NEWBY CHERYL L	AA75	ADMINISTRATIVE ASST	ADMIN ASST	4	D	LEATH CORR INST
8/8/05	NEWMAN JR JAMES H	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEE CORRECTIONAL INSTITUTION
8/17/05	NEWSOME MICHAEL R	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
5/31/05	NEWSOME MICHAEL R	UB05	SPECIAL EDUCATION TE	SPECIAL ED TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
2/21/06	PERRY KYLE R	AH35	PROG COORD I	PROG COORD I	5	B	MANNING CORR INST

RESPONSE TO QUESTION # 5 - FTE/TEMP/TEMP GRANT EMPLOYEES

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BASE	LEVEL	LOCATION
11/13/83	PHILLIPS THERON M	JD40	CORR OFF III	VOC ED TRAINER	5	B	WALDEN CORR INST
6/2/03	PIERSON RUTH A	UB06	GUIDANCE COUNSELOR	GUIDANCE COUNSELOR	00		TURBEVILLE CORRECTIONAL INSTITUTION
2/22/06	PRIOLEAU MARGIE D	9999	UNCLASSIFIED	LIBRARY ASSISTANT	00		MACDOUGALL CORRECTIONAL INST
2/28/05	PRIOLEAU MARGIE D	9999	UNCLASSIFIED	LIBRARY ASSISTANT	00		MACDOUGALL CORRECTIONAL INST
2/10/04	PRIOLEAU MARGIE D	9999	UNCLASSIFIED	LIBRARY ASSISTANT	00		MACDOUGALL CORRECTIONAL INST
6/9/03	QUATTLEBAUM ESTHER	JD30	CORR OFF I	OFFICER II	3	E	KIRKLAND CORR INST
3/27/06	RHOTEN BRENDA L	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEE CORRECTIONAL INSTITUTION
11/28/05	ROGERS LEONARD P	9999	UNCLASSIFIED	VOC TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
11/30/04	ROGERS LEONARD P	9999	UNCLASSIFIED	VOC TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
12/1/03	ROGERS LEONARD P	9999	UNCLASSIFIED	VOC TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
1/1/06	ROUNDTREE MILTON	9999	UNCLASSIFIED	R & E ASSESSMENT COO	00		KIRKLAND CORRECTIONAL INSTITUTION
12/16/04	ROUNDTREE MILTON	9999	UNCLASSIFIED	R & E ASSESSMENT COO	00		KIRKLAND CORRECTIONAL INSTITUTION
1/26/04	ROUNDTREE MILTON	9999	UNCLASSIFIED	R & E ASSESSMENT COO	00		KIRKLAND CORRECTIONAL INSTITUTION
6/2/03	RUGER ROSE M	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
10/7/05	RYMSZEWICZ EDWARD A	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		LEATH CORR INSTIT (WOMEN)
11/8/04	RYMSZEWICZ EDWARD A	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		LEATH CORR INSTIT (WOMEN)
12/8/05	SHARPE EDWARD L	9999	UNCLASSIFIED	SPECIAL TEACHER	00		PALMETTO UNIFIED SCHOOL DISTRICT-#1
12/13/04	SHARPE EDWARD L	9999	UNCLASSIFIED	SPECIAL TEACHER	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
6/4/06	SINGLETARY MAURIE M	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		KIRKLAND CORRECTIONAL INSTITUTION
6/5/05	SINGLETARY MAURIE M	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		KIRKLAND CORRECTIONAL INSTITUTION
7/19/04	SINGLETARY MAURIE M	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		KIRKLAND CORRECTIONAL INSTITUTION
7/23/03	SINGLETARY MAURIE M	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		KIRKLAND CORRECTIONAL INSTITUTION
6/17/03	SMITH TALMADGE A	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		STEVENSON CORRECTIONAL INSTITUTIO
6/2/03	SMITH TALMADGE A	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		GOODMAN CORRECTIONAL INSTITUTION
12/5/05	STEVENSON DONALD D	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		RIDGELAND CORR INSTITUTION
12/2/04	STEVENSON DONALD D	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		RIDGELAND CORR INSTITUTION
11/17/03	STEVENSON DONALD D	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		RIDGELAND CORR INSTITUTION
8/31/98	SULLIVAN, JUDY E	JD35	CORR OFF II	CORPORAL II	4	B	KERSHAW CORR INST
2/29/02	TAYLOR, CONNIE C	AH35	PROG COORD I	PROG COORD I	5	B	EVANS CORR INST

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BASE	LEVEL	LOCATION
8/24/05	THOMAS DONALD C	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		ALLENDALE CORRECTIONAL INSTITUTION
9/8/04	THOMAS DONALD C	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		ALLENDALE CORRECTIONAL INSTITUTION
12/4/04	THOMAS JOSEPH L	9999	UNCLASSIFIED	ADMINISTRATIVE ASSIST	00		GOODMAN CORRECTIONAL INSTITUTION
12/5/03	THOMAS JOSEPH L	9999	UNCLASSIFIED	ADMINISTRATIVE ASSIST	00		GOODMAN CORRECTIONAL INSTITUTION
6/2/03	THOMAS LAVENIA P	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		STEVENSON CORRECTIONAL INSTITUTIO
9/10/01	TUCKER VERNON A	JD35	CORR OFF II	SERGEANT II	4	D	KERSHAW CORR INST
7/2/03	VENNING JACQUELINE L	UB06	GUIDANCE COUNSELOR	GUIDANCE COUNSELOR	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
6/2/03	VENNING JACQUELINE L	UB06	GUIDANCE COUNSELOR	GUIDANCE COUNSELOR	00		STEVENSON CORRECTIONAL INSTITUTIO
12/8/03	WEAVER GREGORY S	UB04	VOCATIONAL TEACHER	VOCATIONAL TEACHER -	00		TYGER RIVER CORRECTIONAL INSTITUTIO
4/3/06	WICKER TOMMIE E	9999	UNCLASSIFIED	CURRICULUM COORD	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
8/15/05	WICKER TOMMIE E	9999	UNCLASSIFIED	CURRICULUM COORD	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
6/2/03	WILLIAMS CAROL C	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
7/5/05	WILLIAMS CHARLES L	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		TYGER RIVER CORRECTIONAL INSTITUTIO
7/16/04	WILLIAMS CHARLES L	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		TYGER RIVER CORRECTIONAL INSTITUTIO
3/13/06	WILLIAMS PATRICIA A	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEATH CORR INSTIT (WOMEN)
2/24/05	WILLIAMS PATRICIA A	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEATH CORR INSTIT (WOMEN)
2/9/04	WILLIAMS PATRICIA A	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEATH CORR INSTIT (WOMEN)
5/4/98	WILLIAMS LISA A	JD30	CORR OFF I	OFFICER II	3	E	LIEBER CORR INST
1/17/06	WILSON GAILYA K	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
9/26/05	WILSON MAVERICK B	9999	UNCLASSIFIED	ADMINISTRATIVE ASSIST	00		LEE CORRECTIONAL INSTITUTION
4/10/06	YARBROUGH LARRY E	UB04	VOCATIONAL TEACHER	VOCATIONAL TEACHER	00		TYGER RIVER CORRECTIONAL INSTITUTIO
11/28/05	YOUNTS LINDA T	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
11/4/04	YOUNTS LINDA T	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
12/1/03	YOUNTS LINDA T	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
11/29/05	ZUVER SR JAMES B	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		TRENTON CORRECTIONAL INSTITUTION
12/13/04	ZUVER, SR JAMES B	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		TRENTON CORRECTIONAL INSTITUTION
11/28/03	ZUVER, SR JAMES B	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		TRENTON CORRECTIONAL INSTITUTION

RESPONSE TO QUESTION # 5 - FTE/TEMP/TEMP GRANT EMPLOYEES

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BASE	LEVEL	LOCATION
4/27/04	ADDISON LOIS -	9999	UNCLASSIFIED	ADMINISTRATIVE ASSIST	00		LEE CORRECTIONAL INSTITUTION
4/6/05	AKINS SHERL W	9999	UNCLASSIFIED	ADMIN ASST	00		MANNING CORRECTIONAL INSTITUTION
3/22/04	AKINS SHERL W	9999	UNCLASSIFIED	ADMIN ASST	00		MANNING CORRECTIONAL INSTITUTION
7/31/06	ALBERY ROY E	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		WALDEN CORRECTIONAL INSTITUTION
2/27/06	ALBERY ROY E	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		WALDEN CORRECTIONAL INSTITUTION
2/22/05	ALBERY ROY E	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		WALDEN CORRECTIONAL INSTITUTION
6/14/06	BAGNAL HENRY T	9999	UNCLASSIFIED	PRINCIPAL	00		TURBEVILLE CORRECTIONAL INSTITUTION
7/18/05	BAGNAL HENRY T	9999	UNCLASSIFIED	PRINCIPAL	00		TURBEVILLE CORRECTIONAL INSTITUTION
1/9/06	BAKER JEANNINE L	JD30	CORR OFF I	OFFICER II	3	E	KERSHAW CORR INST
12/6/04	BANGURA, ISHA	JD35	CORR OFF II	SERGEANT II	4	D	EVANS CORR INST
1/17/06	BELL, JAMES C	AH35	PROG COORD I	PROG COORD I	5	B	PERRY CORR INST
9/29/97	BETTENCOURT ANTHONY	JD40	CORR OFF III	VOC ED TRAINER	5	B	WATEREE RIVER CORR INST
12/15/05	BLANTON WENDELL J	9999	UNCLASSIFIED	SUPT OF EDUCATION	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
12/6/04	BLANTON WENDELL J	9999	UNCLASSIFIED	SUPT OF EDUCATION	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
12/1/03	BLANTON WENDELL J	9999	UNCLASSIFIED	SUPT OF EDUCATION	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
6/5/06	BOWEN WILLIAM S	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		MACDOUGALL CORRECTIONAL INST
7/6/06	BOXX, JR FRANK A	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEATH CORR INSTIT (WOMEN)
7/11/05	BOXX JR FRANK A	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEATH CORR INSTIT (WOMEN)
6/10/03	BOXX JR FRANK A	GA50	HUMAN SVC COORD I	HUMAN SVC COORD I	5	C	LEATH CORR INST
6/2/03	BRATTON LINDA M	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		TYGER RIVER CORRECTIONAL INSTITUTIO
8/22/05	BRIGMAN MERLE T	9999	UNCLASSIFIED	ADMIN SPEC II	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
7/12/04	BRIGMAN MERLE T	9999	UNCLASSIFIED	ADMIN SPEC II	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
10/4/04	BRITT, LEWIS A	JD40	CORR OFF III	VOC ED TRAINER	5	B	EVANS CORR INST
12/1/03	BROWN GEORGIA J	9999	UNCLASSIFIED	CERTIFIED TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
7/7/06	BROWN THOMAS A	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		KERSHAW CORRECTIONAL INSTITUTION
7/5/05	BROWN THOMAS A	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		KERSHAW CORRECTIONAL INSTITUTION
8/30/04	BROWN THOMAS A	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		KERSHAW CORRECTIONAL INSTITUTION
9/17/01	BUEHLER CONRAD C	JD30	CORR OFF I	OFFICER II	3	E	PERRY CORR INST
4/17/05	BURNETT PAMELA B	UB07	PRINCIPAL	PRINCIPAL	00		TYGER RIVER CORRECTIONAL INSTITUTIO

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
5/15/06	CAMPBELL ROBERT J	UB04	VOCATIONAL TEACHER	VOCATION TEACHER - B	00		TURBEVILLE CORRECTIONAL INSTITUTION
3/17/04	CLARK CHAD A	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		WALDEN CORRECTIONAL INSTITUTION
1/5/87	CONNELLY BILLY T	JD40	CORR OFF III	LT II	5	B	LIEBER CORR INST
2/14/06	CORLEY ANTHONY W	UB04	VOCATIONAL TEACHER	VOCATIONAL TEACHER -	00		TRENTON CORRECTIONAL INSTITUTION
3/27/06	CROWE MARTHA S	9999	UNCLASSIFIED	TEACHERS AIDE	00		TURBEVILLE CORRECTIONAL INSTITUTION
3/28/05	CROWE MARTHA S	9999	UNCLASSIFIED	TEACHERS AIDE	00		TURBEVILLE CORRECTIONAL INSTITUTION
4/26/04	CROWE MARTHA S	9999	UNCLASSIFIED	TEACHERS AIDE	00		TURBEVILLE CORRECTIONAL INSTITUTION
6/2/03	DAVIS RONALD M	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		TYGER RIVER CORRECTIONAL INSTITUTIO
5/2/05	DECLERCQ BRUCE A	UB04	VOCATIONAL TEACHER	VOCATIONAL TEACHER -	00		TRENTON CORRECTIONAL INSTITUTION
7/10/06	DEMKO LORETTA A	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
4/12/06	DEMKO LORETTA A	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
4/13/05	DEMKO LORETTA A	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
8/28/89	DITTMAR, WILLIAM R	JD40	CORR OFF III	VOC ED TRAINER	5	B	BROAD RIVER CORR INST
8/14/06	DOZIER MARILYN W	9999	UNCLASSIFIED	ADMIN SPEC II	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
8/21/06	DYAR LINDA H	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		TRENTON CORRECTIONAL INSTITUTION
6/3/02	EASTERLIN BRUCE L	JD40	CORR OFF III	VOC ED TRAINER	5	B	LIEBER CORR INST
3/23/92	EMRHEIN, GILBERT	JD35	CORR OFF II	CORPORAL II	4	B	LIEBER CORR INST
8/16/93	FERGUSON JANICE P	JD35	CORR OFF II	CORPORAL II	4	B	LEATH CORR INST
8/14/06	GARDNER JR RICHARD O	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		KERSHAW CORRECTIONAL INSTITUTION
3/17/05	GLENN NANCY B	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		TRENTON CORRECTIONAL INSTITUTION
7/2/03	GREEN L S	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		MANNING CORRECTIONAL INSTITUTION
6/2/03	GREEN L S	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
7/10/06	GREENE ALFONZO	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		MACDOUGALL CORRECTIONAL INST
7/27/05	GREENE ALFONZO	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		MACDOUGALL CORRECTIONAL INST
8/30/04	GREENE ALFONZO	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		MACDOUGALL CORRECTIONAL INST
10/27/03	HAITHCOCK PATSY A	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		EVANS CORRECTIONAL INSTITUTION
4/14/03	HALL ALBERT W	JD40	CORR OFF III	VOC ED TRAINER	5	B	MCCORMICK CORR INST
1/20/06	HATCHELL AMANDA M	9999	UNCLASSIFIED	ADMINISTRATIVE ASSIST	00		WATEREE RIVER CORRECTIONAL INSTITU
6/2/03	HENDERSON BROOKS	UB04	VOCATIONAL TEACHER	VOCATIONAL TEACHER	00		TYGER RIVER CORRECTIONAL INSTITUTIO

RESPONSE TO QUESTION # 5 - FTE/TEMP/TEMP GRANT EMPLOYEES

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BASE	LEVEL	LOCATION
9/3/02	HILL WILLIE C	JD40	CORR OFF III	VOC ED TRAINER	5	B	MCCORMICK CORR INST
11/21/05	HOLLEY BARBARA J	9999	UNCLASSIFIED	ADMIN ASST	00		TYGER RIVER CORRECTIONAL INSTITUTIO
6/2/03	HOWARD EILEEN L	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		TYGER RIVER CORRECTIONAL INSTITUTIO
7/24/06	HUNTER SANDRA R	9999	UNCLASSIFIED	TEACHERS AIDE	00		WATEREE RIVER CORRECTIONAL INSTITU
7/19/05	HUNTER SANDRA R	9999	UNCLASSIFIED	TEACHERS AIDE	00		WATEREE RIVER CORRECTIONAL INSTITU
7/20/04	HUNTER SANDRA R	9999	UNCLASSIFIED	TEACHERS AIDE	00		WATEREE RIVER CORRECTIONAL INSTITU
7/15/03	HUNTER SANDRA R	9999	UNCLASSIFIED	TEACHERS AIDE	00		WATEREE RIVER CORRECTIONAL INSTITU
8/8/05	JACKSON KATHY C	9999	UNCLASSIFIED	EDUC PROG SUPV - COR	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
8/30/04	JACKSON KATHY C	9999	UNCLASSIFIED	EDUC PROG SUPV - COR	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
10/18/05	JOHNSON TINA S	UB06	GUIDANCE COUNSELOR	GUIDANCE COUNSELOR	00		TRENTON CORRECTIONAL INSTITUTION
6/28/04	JONES EVA W	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEE CORRECTIONAL INSTITUTION
7/29/03	JONES EVA W	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEE CORRECTIONAL INSTITUTION
7/17/06	KINARD BOBBY L	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		MANNING CORRECTIONAL INSTITUTION
8/29/05	KINARD BOBBY L	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		MANNING CORRECTIONAL INSTITUTION
8/26/04	KINARD BOBBY L	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		MANNING CORRECTIONAL INSTITUTION
7/31/06	KING CARROLL B	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		BROAD RIVER CORRECTIONAL INSTITUTI
8/22/05	KING CARROLL B	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		BROAD RIVER CORRECTIONAL INSTITUTI
11/14/05	KINLAW RODNEY L	UB04	VOCATIONAL TEACHER	VOC TEACHER WELDIN	00		CAMILLE GRAHAM CORRECTIONAL INST
2/17/04	LABREW DELORIS	UE07	ACADEMIC PROGRAM M	CURRICULUM COORD	00		CAMILLE GRAHAM CORRECTIONAL INST
7/2/03	LAKIN YVETTE	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		STEVENSON CORRECTIONAL INSTITUTIO
6/2/03	LAKIN YVETTE	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
6/6/06	LATHAM ANITA E	9999	UNCLASSIFIED	CERTIFIED TEACHER	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
3/29/99	LAWSON, JR JOHN	JD40	CORR OFF III	VOC ED TRAINER	5	B	ALLENDALE CORR INST
3/29/99	LAWSON JR JOHN M	JD40	CORR OFF III	VOC ED TRAINER	5	B	ALLENDALE CORRECTIONAL INSTITUTION
2/2/05	LOVETT WILLIE J	UB04	VOCATIONAL TEACHER	VOC TEACHER - WELDIN	00		CAMILLE GRAHAM CORRECTIONAL INST
6/21/04	MAILLOUX MARGUERITE J	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		TYGER RIVER CORRECTIONAL INSTITUTIO
7/31/06	MARINKO WILLIAM T	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		MACDOUGALL CORRECTIONAL INST
7/16/05	MARINKO WILLIAM T	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		MACDOUGALL CORRECTIONAL INST
7/16/04	MARINKO WILLIAM T	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		MACDOUGALL CORRECTIONAL INST

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BASE PAY	LEVEL	LOCATION
6/2/03	MARINKO WILLIAM T	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		MACDOUGALL CORRECTIONAL INST
7/2/03	MCCABE MARY H	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		TYGER RIVER CORRECTIONAL INSTITUTIO
12/3/90	MCCLANAHAN BEVERLY	JD40	CORR OFF III	LT II	5	B	BROAD RIVER CORR INST
8/16/04	MCCOY SHARONDA R	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
8/18/03	MCCOY SHARONDA R	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
11/28/05	MCKAY WILLIE M	9999	UNCLASSIFIED	CERTIFIED TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
11/30/04	MCKAY WILLIE M	9999	UNCLASSIFIED	CERTIFIED TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
12/1/03	MCKAY WILLIE M	9999	UNCLASSIFIED	CERTIFIED TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
12/5/05	MCMILLAN EUGENE M	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		STEVENSON CORRECTIONAL INSTITUTIO
12/6/04	MCMILLAN EUGENE M	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		STEVENSON CORRECTIONAL INSTITUTIO
12/8/03	MCMILLAN EUGENE M	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		STEVENSON CORRECTIONAL INSTITUTIO
6/20/05	MESSER SHARON K	UE07	ACADEMIC PROGRAM M	TITLE I PROGRAM MGR	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
11/24/03	MOODY BRENDA C	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		EVANS CORRECTIONAL INSTITUTION
11/28/05	MULLEN MARGARET G	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		TRENTON CORRECTIONAL INSTITUTION
1/3/06	MULLIS SUSAN D	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		STEVENSON CORRECTIONAL INSTITUTIO
11/2/05	MULLIS SUSAN D	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		STEVENSON CORRECTIONAL INSTITUTIO
1/4/05	MULLIS SUSAN D	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
1/14/04	MULLIS SUSAN D	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
6/2/03	MYERS MARIAM L	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
10/20/04	MYLES RUSSELL W	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEE CORRECTIONAL INSTITUTION
7/5/05	NEAL BRUCE H	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		KERSHAW CORRECTIONAL INSTITUTION
10/12/04	NEAL BRUCE H	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		KERSHAW CORRECTIONAL INSTITUTION
7/5/06	NEIN JAMES C	AH35	PROG COORD I	PROG COORD I	5	B	ALLENDALE CORR INST
3/6/06	NETTLES TERI S	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		RIDGELAND CORR INSTITUTION
4/19/99	NEWBY CHERYL L	AA75	ADMINISTRATIVE ASST	ADMIN ASST	4	D	LEATH CORR INST
8/8/05	NEWMAN, JR JAMES H	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEE CORRECTIONAL INSTITUTION
8/17/05	NEWSOME MICHAEL R	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
5/31/05	NEWSOME MICHAEL R	UB05	SPECIAL EDUCATION TE	SPECIAL ED TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
2/21/06	PERRY KYLE R	AH35	PROG COORD I	PROG COORD I	5	B	MANNING CORR INST

RESPONSE TO QUESTION # 5 - FTE/TEMP/TEMP GRANT EMPLOYEES

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					B	E	
					A	V	
EFF	EMPLOYEE	JOB	STATE	INTERNAL	N	E	
DATE	NAME	CLASS	TITLE	TITLE	D	L	LOCATION
11/13/83	PHILLIPS THERON M	JD40	CORR OFF III	VOC ED TRAINER	5	B	WALDEN CORR INST
6/2/03	PIERSON RUTH A	UB06	GUIDANCE COUNSELOR	GUIDANCE COUNSELOR	00		TURBEVILLE CORRECTIONAL INSTITUTION
2/22/06	PRIOLEAU MARGIE D	9999	UNCLASSIFIED	LIBRARY ASSISTANT	00		MACDOUGALL CORRECTIONAL INST
2/28/05	PRIOLEAU MARGIE D	9999	UNCLASSIFIED	LIBRARY ASSISTANT	00		MACDOUGALL CORRECTIONAL INST
2/10/04	PRIOLEAU MARGIE D	9999	UNCLASSIFIED	LIBRARY ASSISTANT	00		MACDOUGALL CORRECTIONAL INST
6/9/03	QUATTLEBAUM, ESTHER	JD30	CORR OFF I	OFFICER II	3	E	KIRKLAND CORR INST
3/27/06	RHOTEN BRENDA L	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEE CORRECTIONAL INSTITUTION
11/28/05	ROGERS LEONARD P	9999	UNCLASSIFIED	VOC TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
11/30/04	ROGERS LEONARD P	9999	UNCLASSIFIED	VOC TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
12/1/03	ROGERS LEONARD P	9999	UNCLASSIFIED	VOC TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
1/1/06	ROUNDTREE MILTON	9999	UNCLASSIFIED	R & E ASSESSMENT COO	00		KIRKLAND CORRECTIONAL INSTITUTION
12/16/04	ROUNDTREE MILTON	9999	UNCLASSIFIED	R & E ASSESSMENT COO	00		KIRKLAND CORRECTIONAL INSTITUTION
1/26/04	ROUNDTREE MILTON	9999	UNCLASSIFIED	R & E ASSESSMENT COO	00		KIRKLAND CORRECTIONAL INSTITUTION
6/2/03	RUGER ROSE M	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
10/7/05	RYMSZEWICZ EDWARD A	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		LEATH CORR INSTIT (WOMEN)
11/8/04	RYMSZEWICZ EDWARD A	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		LEATH CORR INSTIT (WOMEN)
12/8/05	SHARPE EDWARD L	9999	UNCLASSIFIED	SPECIAL TEACHER	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
12/13/04	SHARPE EDWARD L	9999	UNCLASSIFIED	SPECIAL TEACHER	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
6/4/06	SINGLETARY MAURIE M	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		KIRKLAND CORRECTIONAL INSTITUTION
6/5/05	SINGLETARY MAURIE M	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		KIRKLAND CORRECTIONAL INSTITUTION
7/19/04	SINGLETARY MAURIE M	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		KIRKLAND CORRECTIONAL INSTITUTION
7/23/03	SINGLETARY MAURIE M	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		KIRKLAND CORRECTIONAL INSTITUTION
6/17/03	SMITH TALMADGE A	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		STEVENSON CORRECTIONAL INSTITUTIO
6/2/03	SMITH TALMADGE A	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		GOODMAN CORRECTIONAL INSTITUTION
12/5/05	STEVENSON DONALD D	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		RIDGELAND CORR INSTITUTION
12/2/04	STEVENSON DONALD D	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		RIDGELAND CORR INSTITUTION
11/17/03	STEVENSON DONALD D	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		RIDGELAND CORR INSTITUTION
8/31/98	SULLIVAN JUDY E	JD35	CORR OFF II	CORPORAL II	4	B	KERSHAW CORR INST
2/29/02	TAYLOR CONNIE C	AH35	PROG COORD I	PROG COORD I	5	B	EVANS CORR INST

EFF DATE	EMPLOYEE NAME	JOB CLASS	STATE TITLE	INTERNAL TITLE	BAND	LEVEL	LOCATION
8/24/05	THOMAS DONALD C	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		ALLENDALE CORRECTIONAL INSTITUTION
9/8/04	THOMAS DONALD C	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		ALLENDALE CORRECTIONAL INSTITUTION
12/4/04	THOMAS JOSEPH L	9999	UNCLASSIFIED	ADMINISTRATIVE ASSIST	00		GOODMAN CORRECTIONAL INSTITUTION
12/5/03	THOMAS JOSEPH L	9999	UNCLASSIFIED	ADMINISTRATIVE ASSIST	00		GOODMAN CORRECTIONAL INSTITUTION
6/2/03	THOMAS LAVENIA P	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		STEVENSON CORRECTIONAL INSTITUTIO
9/10/01	TUCKER VERNON A	JD35	CORR OFF II	SERGEANT II	4	D	KERSHAW CORR INST
7/2/03	VENNING JACQUELINE L	UB06	GUIDANCE COUNSELOR	GUIDANCE COUNSELOR	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
6/2/03	VENNING JACQUELINE L	UB06	GUIDANCE COUNSELOR	GUIDANCE COUNSELOR	00		STEVENSON CORRECTIONAL INSTITUTIO
12/8/03	WEAVER GREGORY S	UB04	VOCATIONAL TEACHER	VOCATIONAL TEACHER -	00		TYGER RIVER CORRECTIONAL INSTITUTIO
4/3/06	WICKER TOMMIE E	9999	UNCLASSIFIED	CURRICULUM COORD	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
8/15/05	WICKER TOMMIE E	9999	UNCLASSIFIED	CURRICULUM COORD	00		PALMETTO UNIFIED SCHOOL DISTRICT #1
6/2/03	WILLIAMS CAROL C	UB02	CERTIFIED TEACHER	CLASSROOM TEACHER	00		CAMILLE GRAHAM CORRECTIONAL INST
7/5/05	WILLIAMS CHARLES L	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		TYGER RIVER CORRECTIONAL INSTITUTIO
7/16/04	WILLIAMS CHARLES L	9999	UNCLASSIFIED	VOCATIONAL TEACHER	00		TYGER RIVER CORRECTIONAL INSTITUTIO
3/13/06	WILLIAMS PATRICIA A	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEATH CORR INSTIT (WOMEN)
2/24/05	WILLIAMS PATRICIA A	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEATH CORR INSTIT (WOMEN)
2/9/04	WILLIAMS PATRICIA A	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		LEATH CORR INSTIT (WOMEN)
5/4/98	WILLIAMS LISA A	JD30	CORR OFF I	OFFICER II	3	E	LIEBER CORR INST
1/17/06	WILSON GAILYA K	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
9/26/05	WILSON MAVERICK B	9999	UNCLASSIFIED	ADMINISTRATIVE ASSIST	00		LEE CORRECTIONAL INSTITUTION
4/10/06	YARBROUGH LARRY E	UB04	VOCATIONAL TEACHER	VOCATIONAL TEACHER	00		TYGER RIVER CORRECTIONAL INSTITUTIO
11/28/05	YOUNTS LINDA T	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
11/4/04	YOUNTS LINDA T	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
12/1/03	YOUNTS LINDA T	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		TURBEVILLE CORRECTIONAL INSTITUTION
11/29/05	ZUVER, SR JAMES B	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		TRENTON CORRECTIONAL INSTITUTION
12/13/04	ZUVER SR JAMES B	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		TRENTON CORRECTIONAL INSTITUTION
11/28/03	ZUVER, SR JAMES B	9999	UNCLASSIFIED	CLASSROOM TEACHER	00		TRENTON CORRECTIONAL INSTITUTION

RESPONSE TO QUESTION # 6 LIST OF ALL EMPLOYEES AFFECTED BY RIF ON JUNE 1 2003 WHO HAD THEIR SALARY REINSTATED TO THE SAME LEVEL DURING THE RIF RECALL PERIOD OF JUNE 2 2003 THROUGH JUNE 1 2004 SORTED BY EFF DATE

AFFECTED EMPLOYEE DUE TO RIF	REHIRE/ RECALL DATE	JOB CLASS	CLASS TITLE	SCDC INTERNAL TITLE	BAND	LEVEL	LOCATION
GIVENS LESLIE R	6/2/03	JD30	CORR OFF I	CORR OFF I	3	E	COASTAL PRE RELEASE CTR
KINNEY KENNETH M	6/2/03	AH20	ADMIN MGR I	ADMIN MGR	7	B	INDUSTRIES ADMIN
FLEMING RENEE	6/16/03	CB30	TEACHER ASST	TEACHER ASST	2	E	WATEREE RIVER CORR INST
CRIDER REBEKAH S	7/2/03	AA75	ADMIN ASST	ADMIN ASST	4	D	VICTIM SVCS
FANNIN GARY L	7/2/03	AA75	ADMIN ASST	ADMIN ASST	4	B	STEVENSON CORR INST
MCCABE MARY H	7/2/03	UB02	CERTIFIED TEACHER	CERTIFIED TEACHER			TYGER RIVER CORR INST
BOYCE(WESSINGER) DEBBIE S	7/2/03	AA75	ADMIN ASST	ADMIN ASST	4	D	STATE & LOCAL INSPECTIONS
STANLEY WILLIAM R	7/17/03	AH35	PROG COORD I	VIC SVC COORD	5	C	VICTIM SVCS
STEIN SAUNDRA G	7/21/03	EB52	DENTIST	DENTIST	9	A	TURBEVILLE CORR INST
GEOHAGHAN ANGELA L	8/2/03	GA50	HUMAN SVCS COORD I	HUMAN SVCS COORD I	5	D	CAMILLE GRAHAM CORR INST
JACKSON TAMALA J	8/18/03	GA50	HUMAN SVCS COORD I	HUMAN SVCS COORD I	5	A	BEHAVORIAL MEDICINE
GEDDIS VALETA A	11/17/03	GA50	HUMAN SVCS COORD I	HUMAN SVCS COORD I	5	C	LEE CORR INST
MCMILLAN EUGENE M	12/8/03	9999	CERTIFIED TEACHER	CERTIFIED TEACHER			STEVENSON CORR INST
PERRY KEISHA L	1/20/04	AH40	PROG COORD II	PROG COORD II	6	B	SUBSTANCE ABUSE
PRIOLEAU MARGIE D	2/10/04	9999	TEACHER ASST	TEACHER ASST			MACDOUGALL CORR INST
MULLIS SUSAN	1/14/04	9999	Unclassified	Unclassified			CAMILLE GRAHAM CORR INST

RESPONSE TO QUESTION # 7 LIST OF ALL EMPLOYEES WHO WERE TERMINATED BY THE RIF PROCESS AND WERE RECALLED OR REHIRED SINCE JUNE 1, 2003
SORTED BY HIRE DATE

AFFECTED EMPLOYEE DUE TO RIF	REHIRE DATE	JOB CLASS	CLASS TITLE	INTERNAL TITLE	BAND	LEVEL	WORK LOCATION	GRANT(P) TEMP(T)/ PERM(P)
GIVENS LESLIE R	6/2/03	JD30	CORR OFFICER I	CORR OFF I	3	E	COASTAL PRE RELEASE CTR	P
GRAHAM (HAAS) JUDITH M	6/2/03	JD30	CORR OFFICER I	CORR OFF II	3	E	LIEBER CORR INST	P
HODGE LORETTA D	6/2/03	JD30	CORR OFFICER I	CORR OFF II	3	E	KIRKLAND CORR INST	P
THOMSON MARILYN M	6/2/03	JD30	CORR OFFICER I	CORR OFFICER I	3	E	LIVESAY PRE RELEASE CTR	P
MAILLOUX MARGUERITE J	6/9/03	GA50	HUMAN SVC COORD I	HUMAN SVC COORD	5	C	NORTHSIDE CORR INST	G
FLEMING RENEE	6/16/03	CB30	TEACHER ASSIST		2	E	WATEREE RIVER	G
SIMS QUANDA D	6/19/03	GA50	HUMAN SVC COORD I	HUMAN SVC COORD	5	C	LEE CORR INST	G
STEIN SAUNDRA G	7/21/03	EB52	DENTIST	DENTIST	9	A	TURBEVILLE CORR INST	P
DEAL SYLVIA D	7/24/03	9999					LEATH CORR INST	T
JACKSON TAMALA J	8/18/03	GA50	HUMAN SVC COORD I	HUMAN SVC COORD	5	A	MENTAL HEALTH	P
MCMILLAN EUGENE M	12/8/03	9999					STEVENSON CORR INST	T
MULLIS SUSAN D	1/14/04	9999					CAMILLE GRAHAM CORR INST	T
PERRY KEISHA L	1/20/04	AH40	PROG COORD II	PROG COORD	6	B	SUBSTANCE ABUSE	P
PRIOLEAU MARGIE D	2/10/04	9999					MACDOUGALL CORR INST	T
BRIGMAN MERLE	7/12/04	9999					PALMETTO UNIFIED SCHOOL	T
FAILE AARON K	8/2/04	HD65	ENG/ASSOC ENG II		6	B	FACILITIES MGMT	P
WITHERSPOON LAVERN	8/16/04	AH30	PROG ASST	PROG ASST	4	C	LEE CORR INST	G
THOMAS DONALD C	9/8/04	9999					ALLENDALE CORR INST	T
IRVIN MILLICENT M	9/20/04	EC10	MED ASST TECH I	DENTAL ASST	2	C	KIRKLAND CORR INST	P
ODOMS GERALDEAN G	9/20/04	CB30	TEACHER ASST	TEACHER ASST	2	E	RIDGELAND CORR INST	G
HENLEY ALDEAN	10/11/04	GA50	HUMAN SVC COORD I	HUMAN SVC COORD	5	C	LEATH CORR INST	G
PYATT ADALINE J	2/28/05	CB30	TEACHER ASST	TEACHER ASST	2	E	MACDOUGALL CORR INST	G
HAYES ROBIN P	3/28/05	AA50	ADMIN SPEC II	ADMIN SPEC	3A		LEE CORR INST	P

RESPONSE TO QUESTION # 7 LIST OF ALL EMPLOYEES WHO WERE TERMINATED BY THE RIF PROCESS AND WERE RECALLED OR REHIRED SINCE JUNE 1 2003
SORTED BY HIRE DATE

AFFECTED EMPLOYEE DUE TO RIF	REHIRE DATE	JOB CLASS	CLASS TITLE	INTERNAL TITLE	BAND	LEVEL	WORK LOCATION	GRANT(P) TEMP(T)/ PERM(P)
LI MICHAEL S	5/31/05	HD65	ENG/ASSOS ENG II	ENG/ASSOS ENG II	6	E	FACILITIES MGMT	P
NEWSOME MICHAEL R	5/31/05	UB05	SPECIAL ED TEACHER	SPEC ED TEACHER			TURBEVILLE CORR INST	G
NEWMAN JR JAMES H	8/8/05	9999					LEE CORR INST	T
SWOFFORD MARIE M	10/10/05	AA50	ADMIN SPEC II	ADMIN SPEC	3	C	NORTHSIDE CORR INST	P
BELL JAMES C	1/17/06	AH35	PROG COORD I		5	B	PERRY CORR INST	P
RHOTEN BRENDA L	3/27/06						LEE CORR INST	T
BOWEN WILLIAM S	6/5/06	UB02	CERTIFIED TEACHER				MACDOUGALL CORR INST	P
BROWN THOMAS A	7/7/06	9999	VOC TEACHER	VOC TEACHER			KERSHAW CORR INST	T
KING CARROLL B	7/31/06	9999	VOC TEACHER	VOC TEACHER			BROAD RIVER CORR INST	T
STANLEY WILLIAM R								

Institutions Gre[illegible] Reduced by RIF

Institutions	Remaining Staff (SCDC & Grant Funded)	Enrollment as of 03/01/03				County Funded Programs		
		Academic	Voc	Acad Yr to Date	Voc Yr to Date	# of Teachers	Hrs/ Wk	Class End Date
Allendale	None	172	49	382	101	Harvey Hayes Elizabeth Brooks Albert Ramsey Kisha Harrison	6 6 6 6	04/10/03
Broad River	None	225	59	353	106	Yvette Lakin Nancy Odom William Snipes	8 8 8	03/20/03
Evans	1 Patsy Haithcock – Pink Slip Teacher 13 hrs/wk 2-Brenda Moody – Pink Slip Computer Lab 37 5 hrs/wk 3-Resia Henry – Title I Tchr Assistant (has to be moved) 4-Kimberly Thurman-Classroom Teacher	151	29	450	101	Kimberly Thurman Risha Henry Caroline Bathney Ronnie Moore Patsy Haithcock	5 5 5 5 30	06/30/03
Goodman	1-Brenda Rhoten-Classroom Teacher (½ Goodman & ½ Stevenson) 2-Joseph Thomas-Pink Slip Teacher (Goodman & Kirkland) 17 hrs/wk	147	9	378	28	None		
Kershaw	None	202	23	611	89	James Baker	4	06/01/03
Kirkland	Maurie Singletary – Pink Slip Special Ed Teacher-20hrs/wk	25		45		None		
Leath	1-Patricia Williams-Pink Slip Teacher 12 hrs/wk 2-Sandra Cook- Pink Slip Teacher 18 hrs/wk	169	93	416	216	None		
Lieber	Robert Moore-Classroom Teacher (G)	379	18	1,056	74	CeCe Bryant Alice Baughman Judith Haas Robert Moore	40 24 4 4	05/29/03

Institutions Gre[illegible] Reduced by RIF

Institutions	Remaining Staff (SCDC & Grant Funded)	Enrollment as of 03/01/03				County Funded Programs		
		Academic	Voc	Acad Yr to Date	Voc Yr to Date	# of Teachers	Hrs/ Wk	Class End Date
Manning	Sherl Akins-Pink Slip Teacher 37 5 hrs/wk	147	41	478	160	Rose Ruger Jackie Venning Gerda Willmeth Talmedge Smith Robert Hill	8 8 4 4 4	06/30/03
McCormick	None	118	15	419	29	Jane Jones	6	04/30/03
Northside	None	54	13	179	24	Jane Mailloux	6	04/28/03
Perry	None	188	39	699	132	Linda Bratton Othella Bernard Mary McCabe Eileen Howard Paula Cargill Cal Bell (carpentry)	6 6 6 6 6 6	05/30/03
Walden	None	49	38	104	65	None		
Watkins	None	15		40		Lavenia Thomas Nancy Glenn	4 4	03/20/03

4/8/2003

4/9/03

SCDC FROZEN VACANCIES

BUNT	LOCATION	STATE TITLE	SCDC TITLE	JCLS	SLOT	BAND	LEVEL	SCDC #	OHR #	PGM	C/AREA
45101	BEHAVIORAL MEDICINE	PHYSICIAN II	PSYCHIATRIST II	EB50	0014	10	D	015118	P1000117835	222	1
32211	BROAD RIVER	CORRECTIONAL OFFICER IV	CAPTAIN III	JD50	0085	06	C	011229	P1000038667	211	1
32322	WATKINS	CORRECTIONAL OFFICER IV	CAPTAIN II	JD50	0062	06	A	011770	P1000090899	211	1
32211	BROAD RIVER	CORRECTIONAL OFFICER III	LIEUTENANT II	JD40	0196	05	B	013693	P1000110925	211	1
32211	BROAD RIVER	CORRECTIONAL OFFICER III	LIEUTENANT II	JD40	1201	05	B	013628	P1000110838	211	1
32211	BROAD RIVER	CORRECTIONAL OFFICER II	SERGEANT II	JD35	0332	04	D	010841	P1000038251	211	1
32211	BROAD RIVER	CORRECTIONAL OFFICER II	SERGEANT II	JD35	0353	04	D	019838	P1000134887	211	1
32211	BROAD RIVER	CORRECTIONAL OFFICER II	SERGEANT II	JD35	1373	04	D	014816	P1000116350	211	1
32211	BROAD RIVER	CORRECTIONAL OFFICER II	SERGEANT II	JD35	1375	04	D	010473	P1000037870	211	1
32331	CAMILLE GRAHAM	CORRECTIONAL OFFICER II	SERGEANT II	JD35	0045	04	D	014147	P1000114007	211	1
7101	INTERNAL AFFAIRS	CORRECTIONAL OFFICER II	CORPORAL II	JD35	1342	04	B	019502	P1000134095	208	1
10501	SECURITY DIVISION	CORRECTIONAL OFFICER II	CORPORAL II	JD35	1281	04	B	012263	P1000105733	201	1
10502	CENTRAL BUS TERMINAL	CORRECTIONAL OFFICER II	CORPORAL II	JD35	1353	04	B	011733	P1000086977	211	1
32211	BROAD RIVER	CORRECTIONAL OFFICER II	CORPORAL II	JD35	0929	04	B	014764	P1000116298	211	1
32232	GOODMAN	CORRECTIONAL OFFICER II	SERGEANT I	JD35	0809	04	B	012656	P1000106907	211	1
32241	KIRKLAND	CORRECTIONAL OFFICER II	CORPORAL II	JD35	1053	04	B	012417	P1000105980	211	1
0501	SECURITY DIVISION	CORRECTIONAL OFFICER II	CORPORAL I	JD35	0557	04	A	019067	P1000132879	288	1
32322	WATKINS	CORRECTIONAL OFFICER II	CORPORAL I	JD35	0666	04	A	012627	P1000106843	211	1
32241	KIRKLAND	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	KB15	0072	03	E	012726	P1000107976	212	1
32241	KIRKLAND	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	KB15	0005	03	E	011745	P1000087036	212	1
4551	LEE	PHYSICIAN II	PHYSICIAN	EB50	0024	10	A	014887	P1000116421	221	2
4551	LEE	CORRECTIONAL OFFICER IV	CAPTAIN III	JD50	0088	06	C	011603	P1000082717	211	2
4551	LEE	CORRECTIONAL OFFICER IV	CAPTAIN III	JD50	0113	06	C	011564	P1000071598	211	2
4582	WATEREE RIVER	CORRECTIONAL OFFICER IV	CAPTAIN III	JD50	0122	06	C	014270	P1000114133	211	2
4551	LEE	FOOD SERVICE SPEC V	FOOD SVC SPEC V	KB25	0002	05	B	013300	P1000110432	212	2
4551	LEE	CORRECTIONAL OFFICER III	LIEUTENANT II	JD40	0017	05	B	013669	P1000110884	211	2
4551	LEE	CORRECTIONAL OFFICER III	LIEUTENANT II	JD40	0151	05	B	011241	P1000038679	211	2
4551	LEE	CORRECTIONAL OFFICER III	LIEUTENANT II	JD40	0258	05	B	015102	P1000117341	211	2
4571	TURBEVILLE	CORRECTIONAL OFFICER III	LIEUTENANT II	JD40	0178	05	B	011156	P1000038590	211	2
4571	TURBEVILLE	CORRECTIONAL OFFICER III	LIEUTENANT II	JD40	0327	05	B	010696	P1000038102	211	2
4551	LEE	CORRECTIONAL OFFICER II	SERGEANT II	JD35	0083	04	D	012164	P1000105001	211	2
4551	LEE	CORRECTIONAL OFFICER II	CORPORAL II	JD35	1054	04	B	012770	P1000108229	211	2
4551	LEE	CORRECTIONAL OFFICER II	CORPORAL II	JD35	1280	04	B	014177	P1000114037	211	2
4571	TURBEVILLE	CORRECTIONAL OFFICER II	CORPORAL II	JD35	1215	04	B	018056	P1000131677	211	2
4582	WATEREE RIVER	CORRECTIONAL OFFICER II	CORPORAL I	JD35	0694	04	A	016884	P1000121903	211	2

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SCDC FROZEN VACANCIES

BUNT	LOCATION	STATE TITLE	SCDC TITLE	JCLS	SLOT	BAND	LEVEL	SCDC #	OHR #	PGM	C/AREA
31123	CATAWBA	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	KB15	0095	03	E	013839	P1000111514	212	3
34531	EVANS	CORRECTIONAL OFFICER IV	CAPTAIN III	JD50	0103	06	C	015848	P1000119910	211	4
34531	EVANS	CORRECTIONAL OFFICER II	SERGEANT II	JD35	0216	04	D	016048	P1000119297	211	4
30502	CENTRAL BUS TERMINAL	CORRECTIONAL OFFICER II	CORPORAL II	JD35	1300	04	B	015971	P1000118995	211	4
34531	EVANS	MEDICAL ASSISTANT TECH I	CNA	EC10	0025	02	C	010521	P1000037921	221	4
34541	KERSHAW	CORRECTIONAL OFFICER III	LIEUTENANT II	JD40	0301	05	B	019543	P1000133770	211	5
34541	KERSHAW	CORRECTIONAL OFFICER II	SERGEANT II	JD35	1163	04	D	019511	P1000134111	211	5
34541	KERSHAW	FOOD SERVICE SPEC IV	FOOD SVC SPEC IV	KB20	0027	04	C	012720	P1000107970	212	5
34541	KERSHAW	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	KB15	0130	03	E	019602	P1000133787	212	5
33413	COASTAL	CORRECTIONAL OFFICER IV	CAPTAIN II	JD50	0050	06	A	017671	P1000129672	211	6
33421	LIEBER	CORRECTIONAL OFFICER III	LIEUTENANT II	JD40	1196	05	B	014203	P1000114064	211	6
33421	LIEBER	CORRECTIONAL OFFICER II	CORPORAL II	JD35	0948	04	B	013469	P1000110678	211	6
33421	LIEBER	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	KB15	0011	03	E	012380	P1000105894	212	6
33421	LIEBER	MEDICAL ASSISTANT TECH I	CNA	EC10	0047	02	C	014095	P1000113950	221	6
33411	ALLENDALE	CORRECTIONAL OFFICER III	LIEUTENANT II	JD40	0319	05	B	015593	P1000119313	211	7
33411	ALLENDALE	CORRECTIONAL OFFICER II	SERGEANT II	JD35	0254	04	D	015800	P1000118908	211	7
33411	ALLENDALE	CORRECTIONAL OFFICER II	CORPORAL II	JD35	0609	04	B	015514	P1000118723	211	7
33411	ALLENDALE	CORRECTIONAL OFFICER II	CORPORAL II	JD35	1067	04	B	015618	P1000118746	211	7
33411	ALLENDALE	CORRECTIONAL OFFICER II	CORPORAL II	JD35	1072	04	B	015550	P1000118842	211	7
33411	ALLENDALE	CORRECTIONAL OFFICER II	CORPORAL II	JD35	1074	04	B	015793	P1000118901	211	7
33411	ALLENDALE	CORRECTIONAL OFFICER II	CORPORAL II	JD35	1077	04	B	015499	P1000118708	211	7
33411	ALLENDALE	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	KB15	0112	03	E	015791	P1000119859	212	7
33442	RIDGELAND	CORRECTIONAL OFFICER II	SERGEANT II	JD35	0286	04	D	018740	P1000132686	211	8
33442	RIDGELAND	CORRECTIONAL OFFICER II	SERGEANT II	JD35	0287	04	D	018741	P1000132687	211	8
33442	RIDGELAND	CORRECTIONAL OFFICER II	SERGEANT II	JD35	0290	04	D	018869	P1000132728	211	8
33442	RIDGELAND	CORRECTIONAL OFFICER II	SERGEANT II	JD35	0308	04	D	018887	P1000132746	211	8
33442	RIDGELAND	CORRECTIONAL OFFICER II	SERGEANT II	JD35	0310	04	D	018893	P1000132748	211	8
33442	RIDGELAND	CORRECTIONAL OFFICER II	CORPORAL II	JD35	0576	04	B	010156	P1000037452	211	8
33442	RIDGELAND	CORRECTIONAL OFFICER II	CORPORAL II	JD35	0614	04	B	016068	P1000119539	211	8
33442	RIDGELAND	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	KB15	0074	03	E	010209	P1000037510	212	8
33442	RIDGELAND	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	KB15	0075	03	E	013893	P1000111774	212	8
32222	TRENTON	CORRECTIONAL OFFICER IV	CAPTAIN III	JD50	0165	06	C	017726	P1000129608	211	9
32243	LOWER SAVANNAH	CORRECTIONAL OFFICER IV	CAPTAIN II	JD50	0069	06	A	010179	P1000037478	211	9
32243	LOWER SAVANNAH	CORRECTIONAL OFFICER II	LIEUTENANT I	JD35	0473	04	E	016826	P1000121059	211	9
32222	TRENTON	CORRECTIONAL OFFICER II	CORPORAL I	JD35	0673	04	A	014240	P1000114103	211	9

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BUNT	LOCATION	STATE TITLE	SCDC TITLE	JCLS	SLOT	BAND	LEVEL	SCDC #	OHR #	PGM	C/AREA
32222	TRENTON	CORRECTIONAL OFFICER II	CORPORAL I	JD35	0676	04	A	014892	P1000116426	211	9
32243	LOWER SAVANNAH	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	KB15	0116	03	E	016559	P1000122070	212	9
31171	LEATH	CORRECTIONAL OFFICER IV	CAPTAIN III	JD50	0124	06	C	017112	P1000124200	211	10
31181	MCCORMICK	CORRECTIONAL OFFICER III	LIEUTENANT II	JD40	0189	05	B	013689	P1000110918	211	10
31171	LEATH	CORRECTIONAL OFFICER II	SERGEANT II	JD35	0277	04	D	017282	P1000124289	211	10
31171	LEATH	CORRECTIONAL OFFICER II	SERGEANT II	JD35	1366	04	D	010922	P1000038334	211	10
31171	LEATH	CORRECTIONAL OFFICER II	SERGEANT II	JD35	1368	04	D	019510	P1000134110	211	10
31181	MCCORMICK	CORRECTIONAL OFFICER II	CORPORAL II	JD35	1002	04	B	013558	P1000110767	211	10
31181	MCCORMICK	CORRECTIONAL OFFICER II	CORPORAL II	JD35	1014	04	B	014393	P1000114296	211	10
31181	MCCORMICK	MEDICAL ASSISTANT TECH I	CNA	EC10	0042	02	C	019886	P1000134936	221	10
31161	TYGER RIVER	CORRECTIONAL OFFICER IV	CAPTAIN III	JD50	0086	06	C	012397	P1000105912	211	11
31161	TYGER RIVER	CORRECTIONAL OFFICER IV	CAPTAIN III	JD50	0136	06	C	014226	P1000114089	211	11
31173	LIVESAY	CORRECTIONAL OFFICER IV	CAPTAIN II	JD50	0056	06	A	011252	P1000038690	211	11
31161	TYGER RIVER	CORRECTIONAL OFFICER II	SERGEANT II	JD35	0149	04	D	012858	P1000108317	211	11
31161	TYGER RIVER	CORRECTIONAL OFFICER II	SERGEANT II	JD35	0162	04	D	012892	P1000108351	211	11
31161	TYGER RIVER	CORRECTIONAL OFFICER II	SERGEANT II	JD35	0776	04	D	012503	P1000106107	211	11
31161	TYGER RIVER	CORRECTIONAL OFFICER II	SERGEANT II	JD35	1038	04	D	012890	P1000108349	211	11
31161	TYGER RIVER	CORRECTIONAL OFFICER II	SERGEANT II	JD35	1246	04	D	012322	P1000105834	211	11
31161	TYGER RIVER	CORRECTIONAL OFFICER II	SERGEANT II	JD35	1250	04	D	011868	P1000102052	211	11
31191	PERRY	CORRECTIONAL OFFICER II	SERGEANT II	JD35	0324	04	D	011764	P1000090550	211	11
31161	TYGER RIVER	CORRECTIONAL OFFICER II	CORPORAL II	JD35	0362	04	B	018968	P1000132849	211	11
31191	PERRY	CORRECTIONAL OFFICER II	CORPORAL II	JD35	0232	04	B	010864	P1000038275	211	11
31173	LIVESAY	CORRECTIONAL OFFICER II	CORPORAL I	JD35	0734	04	A	010119	P1000037411	211	11
31161	TYGER RIVER	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	KB15	0066	03	E	012718	P1000107968	212	11
31182	NORTHSIDE	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	KB15	0071	03	E	012725	P1000107975	212	11
31191	PERRY	FOOD SVC SPECIALIST III	FOOD SVC SPEC III	KB15	0032	03	E	011381	P1000038834	212	11
31191	PERRY	MEDICAL ASSISTANT TECH I	CNA	EC10	0054	02	C	014575	P1000115834	221	11

As of April 28, 2003

Ind Wave

Institutions-Competitive Area 01

Available Correctional Officer Positions

Kirkland

1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____
9 _____
10 _____
11 _____
12 _____
13 _____
14 _____
15 _____
16 _____
17 _____
18 _____
19 _____
20 _____
21 _____

Broad River

Beverly McClanahan 014790
Geneva Martin 011024

Campbell

1 Deborah Garrell 019378
2 Tomi Morgan Rif+

Walden

1 Deborah Weeks Rif+
2 Jeanne Eastman Rif+

Watkins

1 Jane Bue 010546 Rif+
2 Edward Sharpe 015696 Rif+

Goodman

1 Johnny Kendall 012570 Rif+
2 Susan Mullis Rif+

Central Bus Terminal

William Dittmar 010304 Rif+

Camille Graham

Vad Mullis Rif+
_____ Rif+
_____ Rif+
_____ Rif+
_____ Rif+

Manning

1 Willie Brinson 013636
2 Carl Rawlin
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____ Rif+
9 _____ Rif+

Stevenson

1 Kelvin Perry 011530
2 Nancy Glenn 010737
3 L Witherspoon 016711
4 Wingfield Brown Rif+
5 Valerie Nesbitt Rif+

2541

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As of April 30, 2003

Institutions-Competitive Area 02
Available Correctional Officer Positions

Lee

1 ~~_____~~
2 _____
3 _____
4 _____
5 _____

Wateree

1 Anthony Bettencourt 013349 ✓ Rif+
2 _____ Rif+

Turbeville

1 James Corbett 018070 ✓
MICHAEL WILLSON
3 _____
4 _____ Rif+
5 _____ Rif+
6 _____ Rif+
7 _____ Rif+

Palmer

1 _____ Rif+
2 _____ Rif+

✓ = TA notified

0001 ...

As of April 15, 2003

Institutions-Competitive Area 04

Available Correctional Officer Positions

)

Evans

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

As of April 17, 2003

Institutions-Competitive Area 05
Available Correctional Officer Positions

Kershaw

1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____
9 _____
10 _____

As of April 30, 2003

Institutions-Competitive Area 06
Available Correctional Officer Positions

Lieber

1 Victoria H Sheedy 013255 ✓

2 Judith Haas 013139 need to notify TA **Assistant Teacher choosing layoff 6/1 Rehire 6/2

3 Tammy CROSBY

4 _____ Rif+

5 _____ Rif+

6 _____ Rif+

7 _____ Rif+

MacDougall

1 Lori C Myers 010500 ✓

2 William Bacon Rif+

3 _____ Rif+

Coastal

1 Leslie Givens 012199 need to notify TA *** Good viable # Pinkslip terminating 6/1 Rehiring as C/O 6/2

2 _____ Rif+

3 _____ Rif+

✓ = TA notified

Institutions-Competitive Area 07

Available Correctional Officer Positions

Allendale

1 DONALD THOMAS

2 RITA BEERKEN

3 JOHN LAWSON, JR.

4 _____

5 _____ Rif+

6 _____ Rif+

7 _____ Rif+

8 _____ Rif+

As of April 22, 2003

Institutions-Competitive Area 10
Available Correctional Officer Positions

McCormick

1 BARRY M WILKIE
2 _____
3 _____ Rif+
4 _____ Rif+
5 _____ Rif+
6 _____ Rif+

Leath

1 ANN BRIDGES
2 CHERYL NEWBY Rif+
3 GEORGE R KING Rif+
4 FRANK BOLK Rif+
5 RUTH FRITTS Rif+

EARL F
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06 92

As of April 30, 2003

Institutions-Competitive Area 11
Available Correctional Officer Positions

Tyger River

1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____
9 _____
10 _____
11 _____
12 _____
13 _____

Perry

1 Mary McCabe 012023 ✓
2 CAROLYN BLAIR
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____
9 _____
10 _____
11 _____

✓ = TA notified

Northside

1 Marie Swofford 013133 ✓ _____ Rif+
2 Karol Foster 012590 ✓ _____ Rif+

Livesay

1 _____ Rif+
2 _____ Rif+

2551

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R						C		L			C A	
I			R			L	B	E			O R	
F		EMPLOYEE	A	S	A	J A	A	V		RIF	M E	
123		NAME	C	E	G	O S	N	E	CLASSIFICATION	SVC	P A	LOCATION
			E	X	E	B S	D	L	TITLE	DATE		
		RAJU VISVESWARAN	O	M	65	AA50	03	A	ADMIN SPECIALIST II	2/20/78	01	DIV OF CLASSIFICATION & INMATE RECORD
		DICOSTANZA NINA M	W	F	53	AA50	03	D	ADMIN SPECIALIST II	2/13/81	01	DIVISION OF INMATE SERVICES
		YENNY PATRICIA J	W	F	60	AA50	03	C	ADMIN SPECIALIST II	12/2/81	01	BROAD RIVER CORRECTIONAL INSTITUTION
		AUTON MCCORMICK KATHY S	W	F	44	AA50	03	E	ADMIN SPECIALIST II	3/15/84	01	TRAINING ADMINISTRATION
1		FLOYD CLAUDETTE L	B	F	53	AA50	03	C	ADMIN SPECIALIST II	5/5/84	01	SUBSTANCE ABUSE SVCS DIV
		HARMON PEARLENE	B	F	43	AA50	03	D	ADMIN SPECIALIST II	7/1/84	01	BROAD RIVER CORRECTIONAL INSTITUTION
		BLUME NANCY G	W	F	45	AA50	03	C	ADMIN SPECIALIST II	7/7/84	01	KIRKLAND CORRECTIONAL INSTITUTION
		ENTZMINGER RONALD G	B	M	39	AA50	03	C	ADMIN SPECIALIST II	8/18/84	01	KIRKLAND CORRECTIONAL INSTITUTION
		HILLER ADELL G	B	F	51	AA50	03	A	ADMIN SPECIALIST II	10/19/85	01	KIRKLAND CORRECTIONAL INSTITUTION
		ROBINSON GLENDA D	B	F	39	AA50	03	A	ADMIN SPECIALIST II	5/9/86	01	BROAD RIVER CORRECTIONAL INSTITUTION
		CURRY DONNA C	W	F	54	AA50	03	C	ADMIN SPECIALIST II	6/12/86	01	DIV OF MEDICAL & PROF HEALTH SVCS
		BARNES NATHANIEL E	B	M	38	AA50	03	C	ADMIN SPECIALIST II	10/9/88	01	FINANCIAL ACCOUNTING
		SHEALY GLORIA E	W	F	59	AA50	03	D	ADMIN SPECIALIST II	11/9/91	01	RECRUITING & EMPLOYMENT SERVICES
		SCHROER PATRICIA A	W	F	61	AA50	03	D	ADMIN SPECIALIST II	3/11/93	01	FOOD SER WHSE INVENTORY/DISTRIBUTION
		BENNETT BARRY F	B	M	37	AA50	03	C	ADMIN SPECIALIST II	5/8/94	01	BROAD RIVER CORRECTIONAL INSTITUTION
		ABSTON MORRIS JEANNIE S	W	F	43	AA50	03	D	ADMIN SPECIALIST II	10/27/94	01	MAINTENANCE ADMINISTRATION
		CARRINGTON YVONNE	B	F	36	AA50	03	A	ADMIN SPECIALIST II	11/5/94	01	BROAD RIVER CORRECTIONAL INSTITUTION
		SCHEPP SHERYL K	W	F	50	AA50	03	C	ADMIN SPECIALIST II	4/27/95	01	KIRKLAND CORRECTIONAL INSTITUTION
		BOUKNIGHT SHANNA R	W	F	27	AA50	03	D	ADMIN SPECIALIST II	5/26/95	01	RECRUITING & EMPLOYMENT SERVICES
		NELSON JERLEAN JOHNSON	B	F	48	AA50	03	A	ADMIN SPECIALIST II	6/22/95	01	DIV OF MEDICAL & PROF HEALTH SVCS
		CLARK DIANE M	W	F	55	AA50	03	A	ADMIN SPECIALIST II	7/20/95	01	BROAD RIVER CORRECTIONAL INSTITUTION
		GROFF YONCE PATRICIA	A	F	43	AA50	03	C	ADMIN SPECIALIST II	7/22/95	01	TRAINING ADMINISTRATION
		BRACEY APRIL C P	B	F	36	AA50	03	D	ADMIN SPECIALIST II	12/8/95	01	DIV OF MEDICAL & PROF HEALTH SVCS
		HICKSON ANN	B	F	51	AA50	03	C	ADMIN SPECIALIST II	3/9/96	01	TRAINING ADMINISTRATION
		PEACE JOY A	W	F	60	AA50	03	A	ADMIN SPECIALIST II	3/30/96	01	BEHAVIORAL MEDICINE DIVISION
		MOSES MARTHA	B	F	45	AA50	03	A	ADMIN SPECIALIST II	5/23/96	01	MANNING CORRECTIONAL INSTITUTION
		TORRUELLA TERESA A	B	F	54	AA50	03	C	ADMIN SPECIALIST II	8/31/96	01	MANNING CORRECTIONAL INSTITUTION
		STRONG JR PRESS	B	M	46	AA50	03	A	ADMIN SPECIALIST II	9/28/96	01	CAMILLE GRAHAM CORRECTIONAL INST
		SPURLOCK SHERRY F	W	F	50	AA50	03	D	ADMIN SPECIALIST II	2/17/97	01	DIVISION OF HUMAN RESOURCES
		GASKINS BRENDA K	B	F	48	AA50	03	A	ADMIN SPECIALIST II	2/22/97	01	KIRKLAND CORRECTIONAL INSTITUTION
		MARSALKO KATHLEEN A	W	F	44	AA50	03	D	ADMIN SPECIALIST II	3/14/97	01	MAINTENANCE ADMINISTRATION
		STOWE PEGGY L	W	F	60	AA50	03	A	ADMIN SPECIALIST II	10/17/97	01	KIRKLAND CORRECTIONAL INSTITUTION
		WARD FAYON R	B	F	34	AA50	03	C	ADMIN SPECIALIST II	10/25/97	01	GOODMAN CORRECTIONAL INSTITUTION
		BURTON PAMELA M	B	F	43	AA50	03	D	ADMIN SPECIALIST II	2/7/98	01	DIVISION OF HUMAN RESOURCES
		LIVINGSTON JACQUELINE	B	F	28	AA50	03	A	ADMIN SPECIALIST II	2/22/98	01	CAMILLE GRAHAM CORRECTIONAL INST
		GREEN KELLEY	B	F	33	AA50	03	A	ADMIN SPECIALIST II	3/8/98	01	GOODMAN CORRECTIONAL INSTITUTION
		SIMS SANDRA D	B	F	40	AA50	03	C	ADMIN SPECIALIST II	6/17/98	01	DIV OF CLASSIFICATION & INMATE RECORD
		SMITH DONNA C	W	F	47	AA50	03	A	ADMIN SPECIALIST II	7/2/98	01	WALDEN CORRECTIONAL INSTITUTION
		MADISON LINDA C	B	F	47	AA50	03	C	ADMIN SPECIALIST II	8/7/98	01	KIRKLAND CORRECTIONAL INSTITUTION
		CHABICA MARINA M	O	F	50	AA50	03	C	ADMIN SPECIALIST II	10/2/98	01	KIRKLAND CORRECTIONAL INSTITUTION

Education Federal Funding Comparison

Grant Title	FY 04 Award	FY 03 Award	FY 02 Award
Title V	7 312 00	8 286 03	9 405 35
Title I	1 155 594 00	1 047 725 23	774 235 00
Occ Ed	57 196 00	51 507 00	51 166 46
IDEA	224 257 00	165 896 61	140 074 76
Staff Dev/Title VI	0 00 *	24 804 00	54 109 47
Post Secondary	809 786 00	777 231 00	721 384 00
ABE	0 00 *	914 616 21	901 461 10
Title II NCLB	0 00 *	62 939 03	0 00
Cap Bldg & Imp	0 00 *	1 348 72	2 213 15
Total Federal Education Funds	2 254 145 00	3 054 353 83	2 654 049 29

* These awards have not been announced at this time

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

- MEMORANDUM -

TO Jon Ozmint, Director

THROUGH Judy Anderson, Director for Program Services

FROM Wendell Blanton, Superintendent
Palmetto Unified School District No 1

SUBJECT Budget Issues

DATE March 18, 2003

I recognize that you and the agency are faced with very difficult decisions I appreciate Ms Anderson and you giving me the opportunity through this memo to provide input and express my concern

Due to the severity of the budget crisis, I understand from media reports that the elimination of all educational programming is a possibility If this is necessary, input from the Division of Education is a mute point However, please consider carefully the items outlined on the attach fact sheet I am sure you know that there will be difficult security political, and legal ramifications of this course of action

If, however, a partial cut of educational programs is the ultimate outcome, it is very important that the decision as to what portion is cut has total input from the leadership of our School District It is very important that we protect as much of our federal funding and school district formula funding as possible Due to the complications of school regulation, accreditation standards federal program requirement, etc , wise decisions related to a partial cut can only be made by those knowledgeable and experienced in dealing with these issues

Under the partial cut scenario, I would suggest that the Division of Education be given parameters as to the level of cut required and that we then provide input as to how the cut could be accomplished with the least possible harm to our programs and other funding sources

S/ Wendell Blanton
Wendell Blanton

WB mwd

FACT SHEET ON EDUCATIONAL PROGRAMS
Palmetto Unified School District
South Carolina Department of Corrections

School programs provide meaningful activity and supervision to about 5,250 inmates for major portions of the day This means that other agency employees are freed from supervisory responsibilities for these inmates during these time periods

"Every dollar spent on education returns more than two dollars to the citizens in reduced prison cost according to a recent recidivism study funded by the U S Department of Education (See News and Notes Correctional Education Association Volume 24, Number 1, January 2002, Page 1 For additional information see Three States Recidivism Study at www ceanational org)

Currently SCDC pays for about 60% of the cost of education with school district and federal funds paying for 40% Due to accreditation standards maintenance of effort requirements, etc , the Agency will lose the 40% if it fails to fund the 60%

Idleness is destructive to human growth and mental stability Educational programs in prison engage inmates in positive thought patterns and activities thereby reducing anger and violence

Education programs provide inmates with a realistic hope for a better life without crime Hopelessness produces desperation and deviant behavior

The schools of the Department of Corrections (Palmetto Unified School District) received an Absolute Rating of ' Excellent ' and an Improvement Rating of "Excellent on the school report card issued in November 2002

Palmetto Unified School District was recognized by the State Board of Education and the State Department of Education as a Gold Award Winner for 2002 – 2003

		FY 04 Projected	FY 03	FY 02	FY 01	FY 00
State	810	177 884 00	179 520 95	215 992 00	320 135 00	333 821 27
	820	273 959 00	597 878 28	605 544 00	844 398 00	667 141 98
	830	651 469 00	1 868 572 69	1 885 466 00	2 384 493 00	1 944 209 04
	840	139 134 00	587 287 08	572 472 00	666 956 00	569 240 52
	850	888 713 00	2 732 963 60	2 764 527 00	3 897 532 00	2 819 807 69
	860	81 587 00	80 703 17	91 802 00	131 385 00	162 767 63
	870	169 974 00	476 074 21	514 872 00	710 247 00	545 230 33
	Fringes	881 607 00	2 397 849 34	2 569 130 00	2 372 896 00	1 955 476 00
Total State		3 264 327 00	8 920 849 32	9 219 805 00	11 328 042 00	8 997 694 46
Federal	810	16 000 00	16 000 00	0 00	174 668 00	0 00
	820	7 312 00	8 213 00	8 532 00	5 135 00	4 682 90
	830	216 820 00	163 865 24	163 312 00	303 947 00	90 307 07
	840	0 00	0 00	0 00	22 888 00	0 00
	850	903 000 00	1 322 799 24	1 048 797 00	829 071 00	942 313 35
	860	117 000 00	94 511 00	97 472 00	18 503 00	36 014 39
	870	0 00	0 00	0 00	0 00	0 00
Total Federal		1 260 132 00	1 605 388 48	1 318 113 00	1 354 212 00	1 073 317 71
EIA	810	107 665 00	41 632 00	41 608 00	45 887 00	123 224 00
	820	22 316 00	19 052 75	22 542 00	44 213 00	31 366 24
	830	66 119 00	55 857 00	79 991 00	106 288 00	149 687 62
	840	21 772 00	29 026 68	25 074 00	45 200 00	80 708 23
	850	146 070 00	255 057 07	147 480 00	294 767 00	542 117 81
	860	13 037 00	2 660 21	10 055 64	11 977 00	5 335 62
	870	21 672 00	28 190 76	23 280 26	16 727 00	74 174 50
Total EIA		398 651 00	431 476 47	350 030 90	565 059 00	1 006 614 02
EFA	810	653 324 00	736 348 00	721 489 00	733 167 00	575 825 49
	820	114 286 00	121 384 81	133 527 69	176 382 00	133 825 14
	830	445 783 00	486 699 82	466 655 70	471 818 00	236 337 72
	840	87 211 00	167 779 54	187 745 42	183 470 00	125 252 86
	850	989 403 00	824 596 89	989 734 06	1 000 626 00	626 941 73
	860	92 166 00	101 319 84	79 215 15	55 593 00	25 993 85
	870	121 305 00	176 416 76	160 761 79	168 792 00	96 731 21
Total EFA		2 503 478 00	2 614 545 66	2 739 128 81	2 789 848 00	1 820 908 00
Other and EFA Carryover	810	22 371 00	9 853 26	86 465 00	71 849 00	22 591 43
	820	25 222 00	22 516 10	40 207 00	3 480 00	47 347 52
	830	114 485 00	165 727 89	265 919 00	163 407 00	173 677 75
	840	0 00	0 00	17 083 05	0 00	0 00
	850	79 767 00	141 419 02	323 547 00	359 798 00	216 606 00
	860	384 00	1 098 86	1 835 00	0 00	0 00
	870	23 491 00	18 401 34	23 875 00	2 939 00	10 710 00
	Const				5 059 10	4 00
Total EFA Carryover		265 720 00	359 016 47	758 931 05	606 532 10	470 936 70
ABE STATE	850	89 880 00	89 880 00	99 782 00	141 526 00	163 004 00
CANTEEN	820	0 00	0 00	0 00	0 00	793 94
	830	0 00	0 00	0 00	0 00	0 00
	850	0 00	0 00	0 00	0 00	0 00
Total Canteen		0 00	0 00	0 00	0 00	793 94
Total Education Expenditures		7 782 188 00	14 021 156 40	14 485 790 76	16 785 219 10	13 533 268 83

Reduction of
(6 238 968 40)

Teacher Law Suit Settlement was paid out in FY01

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

MEMORANDUM

TO Wendell Blanton

FROM Felicia Poston

SUBJECT Education Funds

DATE September 8, 2003

As you requested, the percentage of agency state funds spent on education are as follows for the current fiscal year and the three years prior

Fiscal Year	Percentage	Total Education State Funds Expended	Total Agency State Budget
00-01	3.39%	$ 11,328,041	$ 333,680 701
01-02	3 22%	9,219,806	286,045,254
02-03	3 51%	8,920,849	254,457,717
03-04	1 19%	3,055,190	257,808,695

This information is based on figures given to me by the budget office compared to year-end school board reports

TO- Gerri Miro

FOR Information

Education is now only 1 19% of the agency's budget All this money goes to salaries and fringes We also have available about $6 million in grant and other educational funding (See attached) The $6 million will be lost if we lose the $3 million I would hope the agency would look outside of education if we have any additional cuts Education has taken its hit Please help us get this message out

S/ Wendell Blanton
Wendell Blanton 9/12/03

PALMETTO UNIFIED SCHOOL DISTRICT
Projected Budget versus Funds Available
FY 2003 2004

Program	2003 2004 Projected Expenditures Through 6/30/04	03-04 Funds Available	Projected Balance
STATE			
Administration	177 884		
Library Services	273 959		
Occupational Education	651 469		
Guidance	139 134		
Academic	888 713		
Special Education	81 587		
School Administration	169 974		
Employer Contributions	881 607		
Total STATE	3 264 327	3 055 190	(209 137)
EFA			
Administration	34 288		
Library Services	114 286		
Occupational Education	445 783		
Guidance	87 211		
Academic	989 403		
Special Education	92 166		
School Administration	121 305		
Employer Contributions	619 036		
TOTAL EFA Budgeted	2 503 478	2 966 359	462 881
EIA			
Administration	0		
Library Services	22 316		
Occupational Education	66 119		
Guidance	21 772		
Academic	146 070		
Special Education	13 037		
School Administration	21 672		
Employer Contributions	107 665		
Total EIA Budgeted	398 651	442 124	43 473
FEDERAL			
Title V	7 312	7 312	
Title I	919 000	1 155 594	
Occ Ed	57 196	57 196	
IDEA	117 000	224 257	
Staff Dev	0	0	
Post Secondary	159 624	809 786	
ABE	0	0	
Title II NCLB	0	0	
Cap Bldg & Imp	0	0	
TOTAL FEDERAL	1 260 132	2 254 145	994 013
EFA CARRYOVER ABE STATE and EIA EQUIPMENT			
Administration	22 371	22 371	
Library Services	25 222	25 222	
Occupational Education	114 485	114 485	
Guidance	0	0	
Academic	169 647	169 647	
Special Education	384	384	
School Administration	23 491	23 491	
Total Other Budgeted	355 600	355 600	0
EFA CO Funds to be set up		339 780	339 780
TOTAL ALL FUNDS	7 782 188	9 073 418	1 631 010
Less Federal Funds Projected to be Carried Over			(994 013)
**TOTAL PROJECTED BALANCE FOR 2003 2004			636 997

South Carolina Department of Corrections
Operating Expenditures
Fiscal Years 2000 - 2005

Funding sources include state appropriations, federal funds, special revenues, Prison Industries and canteen funds
Capital Improvement Funds, and Federal Funds Allocated to Counties/State Agencies are excluded

Actual Expenditures	Fiscal Year 2000	Fiscal Year 2001	Fiscal Year 2002	Fiscal Year 2003	Fiscal Year 2004	Fiscal Year 2005
Personal Service	$192 214 478	$207 018 239	$185 525 150	$175 838 729	$166 974 040	$170 278 897
Contractual Services	$27 977 986	$17 371 781	$14 765 754	$16 155 712	$15 655 190	$17 907 365
Supplies	$34 211 168	$34 556 082	$29 962 873	$30 267 403	$29 484 295	$32 496 325
Fixed Charges	$2 888 150	$3 083 298	$2 545 379	$2 489 153	$2 356 736	$2 555 572
Travel	$239 326	$168 444	$63 624	$56 603	$45 706	$35 593
Equipment	$7 129 635	$2 033 990	$854 345	$1 122 181	$646 326	$1 427 744
Purchases for Resale*	$18 100 789	$16 641 922	$14 999 580	$16 280 212	$15 731 929	$15 955 164
Case Services	$13 163 748	$18 671 827	$16 588 530	$18 146 198	$23 864 120	$18 043 009
Interest Late Payment Charges	N/A	$30	$41	N/A	$14	$0
Heat/Lights/Power	$10 256 194	$12 011 055	$10 158 961	$11 640 660	$12 172 340	$13 362 688
Principal Interest	N/A	N/A	N/A	N/A	N/A	$400 933
Transportation	$1 278 880	$1 304 243	$886 547	$977 950	$1 344 176	$1 568 860
Prosthetic Appliances	N/A	$93 738	$73 197	$96 614	$101 387	$80 436
Employee Suggestion Awards	N/A	$64	N/A	N/A	N/A	N/A
Employee Benefits	$59 683 085	$65 603 374	$63 689 077	$62 160 261	$61 246 353	$62 269 908
Total Expenditures	**$367,143 439**	**$378 558 087**	**$340 113 058**	**$335 231,676**	**$329,622,612**	**$336 382,494**
Expenditures Excluding Purchases for Resale	**$349,042,650**	**$361,916,165**	**$325,113,478**	**$318,951,464**	**$313,890,683**	**$320,427,330**

** This budget line includes consumer goods purchased for resale principally in canteens and raw materials purchased for resale after further processing in Prison Industries*

(Special Note This information is accurate as of June 30 of each fiscal year Data are presented and recorded in accordance with the budgetary accounting process of the State of South Carolina)

PLEASE POST & CIRCULATE TO STAFF

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

MEMORANDUM

TO All Employees

FROM Jon E Ozmint, Director

SUBJECT Retirement Opportunity

DATE July 16, 2003

Over the last two years, the Department of Corrections has made numerous attempts to address our budget shortfall These efforts have included reduced spending, elimination of probationary staff, voluntary furloughs, holding positions vacant, and recently, a reduction-in-force While these have helped, our budget for the next fiscal year appears to lack the necessary funding to operate the agency Fortunately, There may be a method to further reduce costs without reducing our valuable staff, and have a positive impact on many of our employees

I am pleased to announce the opportunity for employees to retire from the agency and continue working in their present position in a temporary capacity Employees who retire between August 1 – October 1, 2003 will be allowed to return to work after a required break and earn an hourly rate of pay equal to 75% of their current salary (not including ERT team payment) as a temporary employee – and also receive their retirement income This opportunity will allow most employees to actually increase their present income, and at the same time, provide real savings to the agency

Re-employment as a temporary employee after retirement includes

- PORS retirees must experience a 15 calendar-day break in service, with no limitation on their fiscal year earnings SCRS and PORS/SCRS split-system retirees must experience a 60 calendar-day break in service, with a $50,000 fiscal year earnings limitation

- Retirees will be hired into their same position as a temporary employee While continued employment is not guaranteed, the rehire process is being offered in order to retain our valuable employees and reduce direct costs to the agency

- No benefits are associated with temporary employment, i e health, dental, life, sick/annual leave, & holidays – only retiree benefits will apply The new hourly rate of pay will be for hours actually worked

Employees who are eligible to retire and interested in returning to work in a temporary position should follow the procedures on the attachment to this memorandum

S/ Jon E Ozmint

000148

2560

COST COMPARISON TO EMPLOY RETIREES IN FULLTIME OR TEMPORARY POSITIONS

	EMPLOYEE A RETIRES JANUARY 1, 2003 ANNUAL SALARY $69 960		EMPLOYEE B RETIRES JANUARY 1, 2003 ANNUAL SALARY $76,653		EMPLOYEE C RETIRES JANUARY 1, 2003 ANNUAL SALARY $23,008	
	FY COST (10 PAYS)	ANNUAL COST (24 PAYS)	FY COST (10 PAYS)	ANNUAL COST (24 PAYS)	FY COST (10 PAYS)	ANNUAL COST (24 PAYS)
CURRENT COST SALARY + 33%	$38,770	$93,047	$42,479	$101,948	$12,750	$30,601
75 % OF CURRENT SALARY	$21 863	$52 470	$23 954	$57 490	$7 190	$17 256
ANNUAL LEAVE PAYOUT (45 DAYS)	$12 108	$12 108	$13 267	$13 267	$3 982	$3 982
23% PART TIME BENEFITS ROLLUP	$5 028	$12 068	$5 509	$13 223	$1 654	$3 969
33% FULL TIME BENEFITS ROLLUP	$7 215	$17 315	$7 905	$18 972	$2 373	$5 694
PINK SLIP TOTAL COST	$38 999	$76 647	$42 730	$83 979	$12 826	$25 207
PINK SLIP GAIN/(LOSS)	-$230	$16 400	-$252	$17 969	-$76	$5 394
BREAK EVEN POINT (MONTHS)		9 9		9 9		9 9
FULL TIME FTE TOTAL COST	$41 186	$81 894	$45 126	$89 728	$13 545	$26 933
FULL TIME FTE GAIN/(LOSS)	-$2 416	$11 153	-$2 647	$12 220	-$795	$3 668
BREAK EVEN POINT (MONTHS)		10 6		10 6		10 6

% FTE BENEFITS	EMPLOYER CONTRIBUTION	% TEMP BENEFITS	ANNUAL SALARY	34 5% FTE BENEFITS	ANNUAL COST
17 3	PAYOUT 45 DAYS LEAVE	17 3	$65,000	$22,425	$87,425
7 65	SOCIAL SECURITY	7 65			
2 17	WORKERS COMP	2 17			
0 36	UNEMPLOYMENT	0 36			
13 15	POLICE RETIREMENT	13 15			
0 2	PRE-RETIREMENT INS				
0 2	AD& D INSURANCE				
9 75	HEALTH INSURANCE				
1 02	DENTAL INSURANCE				

COST COMPARISON FOR TEMPORARY EMPLOYMENT VERSUS CURRENT SALARY

		FIRST YEAR COST			SUBSEQUENT YEARS COST		
	ANNUAL SALARY	40 63% TEMP BENEFITS	ANNUAL COST	ANNUAL SAVINGS/ LOSS	23 33% TEMP BENEFITS	ANNUAL COST	ANNUAL SAVINGS/ LOSS
REHIRE @ 100% OF SALARY	$65 000	$26,410	$91,410	-$3 985	$15 165	$80 165	$7 261
REHIRE @ 90% OF SALARY	$58 500	$23,769	$82,269	$5 156	$13 648	$72,148	$15 277
REHIRE @ 80% OF SALARY	$52,000	$21,128	$73,128	$14,297	$12,132	$64,132	$23,293
REHIRE @ 70% OF SALARY	$45,500	$18,487	$63,987	$23 438	$10,615	$56 115	$31,310
REHIRE @ 60% OF SALARY	$39 000	$15 846	$54 846	$32,579	$9,099	$48 099	$39,326
REHIRE @ 50% OF SALARY	$32 500	$13 205	$45 705	$41 720	$7 582	$40 082	$47 343

RETIREE REHIRED
FULLTIME POSITION WITH BENEFITS

CURRENT EMPLOYEE'S SALARY	$70,000
BENEFITS ROLLUP @ 33%	$23 100
ANNUAL COST	$93,100

FIRST YEAR SAVINGS - NONE

REHIRED EMPLOYEE SALARY	$70,000
BENEFITS ROLLUP @ 33%	$23,100
ANNUAL LEAVE PAYOUT (45 DAYS)	$12,115
TOTAL FIRST YEAR COST	$105,215

NOTE AL & SL BENEFITS
COST NOT INCLUDED SINCE
SALARY IS ANNUALIZED

SAVINGS BREAK EVEN POINT — FEBRUARY 16 PAYDAY OF 2ND YEAR
(1 - $105 215 / $93 100 * 24 PAYS)

CONSECUTIVE YEAR SAVINGS - NONE — SAME AS CURRENT EMPLOYED

RETIREE REHIRED
PARTTIME POSITION WITHOUT BENEFITS

CURRENT EMPLOYEE S SALARY	$70,000
BENEFITS ROLLUP @ 33%	$23,100
ANNUAL COST	$93,100

FIRST YEAR SAVINGS - NONE

EMPLOYEE SALARY	$70,000
BENEFITS ROLLUP @ 23%	$16,100
ANNUAL LEAVE PAYOUT (45 DAYS)	$12,115
TOTAL FIRST YEAR COST	$98,215

SAVINGS BREAK EVEN POINT — FEBRUARY 1 PAYDAY OF 2ND YEAR
(1 - $98 215 / $93,100 * 24 PAYS)

CONSECUTIVE YEAR SAVINGS. $7,000

EMPLOYEE SALARY	$70 000
BENEFITS ROLLUP @ 23%	$16,100
TOTAL SECOND YEAR COST	$86,100

BREAK EVEN POINT — DECEMBER 1 PAYDAY OF CURRENT YEAR
($93 100 - $86,100 = $7,000)

2563

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
DIVISION OF HUMAN RESOURCES

MEMORANDUM

To Wardens/Division Directors

From John A Near, Director
Division of Human Resources

Subject Retirement Opportunity

Date July 18, 2003

Attached please find a copy of the Memorandum and information relating to a "Retirement Opportunity" being offered to employees at the agency

By copy of this Memorandum we are providing the Human Resource Manager/liaison at each work location this information to be distributed to employees who are projected to be eligible to retire August 1, 2003 through October 1, 2003 The distribution is based on information received from the S C Retirement System on employees who may meet eligibility requirements for retirement. The Human Resource Manager/liaison should distribute this information immediately For your information, we have attached a listing of employees at your location who should be receiving this information Employees who are currently on leave without pay are denoted with an * ' by their name Information should be mailed to these employees certified return receipt.

A system message has been distributed and should be posted in a location that will be visible to ALL employees at your location Please share information relating to this ' Retirement Opportunity" with your employees in meetings and shift briefings

Employees are encouraged to follow the procedures as described to ensure a smooth transition to retirement and return as a temporary employee

Any employee who feels they are eligible to retire but did not receive this information should contact the S C Retirement System to determine eligibility and if eligible they may contact Jeanne McKay, 896-1638, or Linda Bramlett, 896-1673 for additional information

John A Near, Director
Division of Human Resources

JAN pst
Attachment(s)

CC Jon Ozmint, Director
Richard Stroker, Chief of Staff
Charlie Sheppard, Inspector General
John A Davis, CPA, Acting Director, Medical and Health Services
Glen Franz, Acting Director Administration
Robert Ward, Acting Director Operations
Gerri Miro Acting Director Programs
Human Resource Managers/Liaisons

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SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

-M E M O R A N D U M-

TO HUMAN RESOURCES BRANCH CHIEFS

DATE July 18, 2003

SUBJECT PROCEDURES FOR RETIREMENT OPPORTUNITY

Attached you will find a copy of the Memorandum to Wardens/Division Directors concerning Retirement Opportunity from Mr Near, the Memorandum from Mr Ozmint along with information relating to Temporary Employment for Retirees and instructions on how to take advantage of this Retirement Opportunity You also have a copy of the Employment Opportunity Agreement that will be utilized in Human Resources for those employees who choose to retire and take advantage of this opportunity The Agreement form has been revised to include the three (3) types of retirement (see bottom right)

In order to make this transition as smooth as possible, the Human Resources staff will follow the procedures listed below

1 Jeanne/Linda will fill out Name and Social Security # on Employee Opportunity Agreement and pass to Darlene
2 Darlene will fill out Position Information to include 75% of base annual salary on retiree and pass back to Jeanne/Linda
3 Upon meeting with retiree, Jeanne/Linda will ensure form is signed and appropriate retiree option is checked They will pass the form along with P-4, W-4, I-9 and Direct Deposit form back to Darlene In the event the retiree does NOT bring the aforementioned information with them, Jeanne/Linda will take retiree and Agreement Form to Appropriate Payroll Staff Member who will process aforementioned paperwork for retiree This paperwork and agreement form will then be passed to Darlene
4 Darlene will assign a position number and send a COPY of Agreement Form to Connie/Annette
5 Connie/Annette will call Darlene with a Hire Date for Retiree
6 Darlene will pass completed package to Lessie/Payroll for New Hire Entry

Good luck and "May the Force be with us"

MP36J0 SOUTH CAROLINA DEPARTMENT OF CORRECTIONS 09/11
SMMCA MESSAGE SYSTEM NEWRJ

MESSAGE ID SYSMSG 0000 SUBJECT "RETIREMENT OPPORTUNITY" AUG 1 - OCT 1
FROM USERID SYSMSG CREATED 08/30/03 DELETE DATE 09/16/0
FROM USER - DBRAILKILL,PATRICIA S

***

INFORMATION RELATING TO TEMPORARY EMPLOYMENT-RETIREE

REQUIRED BREAK IN SERVICE & EARNINGS LIMITATIONS As a retiree I understand that I must have a break in service and follow the guidelines as defined by the SC Retirement System regarding a retiree returning to covered employment as follows

- PORS RETIREE – 15 day break in service As a PORS retiree I understand I must take a 15-calendar day break in service before returning to employment and there is no limit on my earnings in the fiscal year
- SCRS RETIREE– 60 day break in service As an SCRS retiree I understand I must take a 60-calendar day break in service before returning to employment and there is an earnings limitation of $50 000 per fiscal year Should I exceed the $50,000 earnings limitation, I must notify the retirement system and I understand that my retirement annuity will be discontinued
- SCRS/PORS RETIREE – 60 day break in service As an SCRS/PORS retiree I understand I must take a 60-day break in service before returning to employment and there is an earnings limitation of $50,000 per fiscal year Should I exceed the $50 000 earnings limitation, I must notify the retirement system and I understand that my retirement annuity will be discontinued for the remainder of the fiscal year

OTHER FACTORS By voluntarily retiring and returning to temporary employment, I understand the following

- I will be compensated at a rate of 75% of my base salary at the time of retirement
- I must resign no earlier than July 31, 2003 for purposes of retirement as early as August 1, 2003 but NLT October 1 2003
- Employment will be in a temporary capacity performing the same duties I held prior to retirement However, the Agency does have the authority to reassign me, or change my duties at any time
- Employment in temporary capacity is not guaranteed employment and I understand my employment can be terminated at anytime
- No benefits are associated with temporary employment i e health, dental, life, leave holidays I will be paid only for the hours worked
- I have no grievance rights
- I will be subject to the Agency's corrective action plan
- I must complete a Payroll Authorization (SCDC 16-63) each payday reporting all hours worked, have it approved by my supervisor and turned in to the responsible authority to meet prescribed payroll deadlines in order to be paid timely
- I understand that as a temporary employee I must take a 15 calendar day break in service annually
- I agree to continue to abide by ALL SCDC policies

SEE THE REVERSE SIDE FOR PROCEDURES ON HOW TO TAKE ADVANTAGE OF THIS RETIREMENT OPPORTUNITY

RECEIPT OF THIS MEMORANDUM AND INFORMATION DOES NOT NECESSARILY MEAN ELIGIBILITY FOR RETIREMENT

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
RETIREE TEMPORARY EMPLOYMENT

PLEASE PRINT

I _____, SS#_____ wish to retire and be re-employed as a temporary employee with the S C Department of Corrections

REQUIRED BREAK IN SERVICE & EARNINGS LIMITATIONS As a retiree, I understand that I must have a break in service and follow the guidelines as defined by the SC Retirement System regarding a retiree returning to covered employment as follows

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- I agree to continue to abide by ALL SCDC policies

POSITION INFORMATION I understand I will be hired for the following temporary position

POSITION TITLE _____JOB CLASS _____
ANNUAL SALARY(75% of base salary)_____HOURLY RATE_____
LOCATION _____WEEKLY WORK HOURS _____

My hire date will be coordinated with me by the Recruiting and Employment Services Branch, Division of Human Resources and I understand I must report back to work on the coordinated hire date

I have read and understand the above and wish to participate in this employment opportunity I will retire effective_____(Must be date after the last day on payroll)

_____ _____
Signature Date Witness Date

RETIREE OPTION
1 - ( ) PORS 2 - ( ) SCRS 3 - ( ) PORS/SCRS

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INFORMATION RELATING TO TEMPORARY EMPLOYMENT-RETIREE

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SEE THE REVERSE SIDE FOR PROCEDURES ON HOW TO TAKE ADVANTAGE OF THIS RETIREMENT OPPORTUNITY

RECEIPT OF THIS MEMORANDUM AND INFORMATION DOES NOT NECESSARILY MEAN ELIGIBILITY FOR RETIREMENT

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
RETIREE TEMPORARY EMPLOYMENT

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POSITION INFORMATION I understand I will be hired for the following temporary position
POSITION TITLE _____JOB CLASS _____
ANNUAL SALARY(75% of base salary)_____HOURLY RATE_____
LOCATION _____WEEKLY WORK HOURS _____
My hire date will be coordinated with me by the Recruiting and Employment Services Branch, Division of Human Resources and I understand I must report back to work on the coordinated hire date
I have read and understand the above and wish to participate in this employment opportunity I will retire effective_____(Must be date after the last day on payroll)

_____ _____
Signature Date Witness Date

RETIREE OPTION
1 - ( ) PORS 2 - ( ) SCRS 3 - ( ) PORS/SCRS

OK Implement
Per Director 3/8/04
ASAP

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

MEMORANDUM



TO Glen Franz, Acting Director for Budget & Finance

FROM John A Near, Division Director – Human Resources

SUBJECT FY2004-05 Retirement Opportunity Proposal

DATE March 4, 2004

In July 2003, the Department of Corrections announced a Retirement Opportunity for employees who were eligible for retirement to return to work in their previous capacity in a temporary hourly paid position The Retirement Opportunity allowed employees to retire between August 1 – October 1, 2003 and return at 75% of their previous annual salary The Retirement Opportunity was an innovative departure from traditional retirement incentive programs offered in state government, since there was no cost to the agency, employees returned to work without guaranteed employment or leave benefits, and savings were immediate

Significant savings to the agency were projected based upon the 25% reduction in the employee's salary, non-payment for time off the job for holiday/sick/vacation days, non-payment for employer provided benefits (except retirement contribution), and non-payment for a required break of 15-60 days (depending upon which retirement system the employee was covered under)

Forty-one (41) employees elected to participate in the Retirement Opportunity with annualized savings estimated at $1 5 million Ironically, temporary salary earnings by retirees are reported to exceed agency paid incentive programs that have traditionally added one or two years of retirement service credit For example, an employee with a $50,000 AFC and credited with one extra year under an incentive plan would need to collect their retirement for 35 years just to equal one year under their 75% temporary salary

The projected budget shortfall for FY2004-05 may require the agency to consider offering the Retirement Opportunity again this year Several hundred employees are eligible to retire and many have inquired about the program, especially since comments about the program from retirees have been very favorable In order to gain maximum savings under another Retirement Opportunity, I would suggest publicizing the program in April-May with retirements to be effective no later than June 16, 2004

Please contact me if you want to discuss further

S/ John A Near

Cc Pat Thrailkill
Jeanne Davis
file

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PLEASE POST & CIRCULATE TO STAFF

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

MEMORANDUM

TO All Employees Eligible for Retirement

FROM Jon Ozmint, Director

SUBJECT Retirement Opportunity

DATE March 25, 2004

Over the last three years, the Department of Corrections has made numerous attempts to address our budget shortfall These efforts have included reduced spending, elimination of probationary staff, voluntary furloughs, holding positions vacant, and a reduction-in-force This past year, our agency offered a Retirement Opportunity as a way to further cut costs without reducing our valuable staff, and have a positive impact on many of our employees Forty-one employees took advantage of the program that allowed them to retire from the agency and continue working in their present position in a temporary capacity I am pleased to announce this effort was so successful in reducing the agency's budget by approximately one-half million dollars that we will offer the program again this year

Employees who retire effective June 18 – July 1, 2004 (last day on payroll June 17 – June 30) will be allowed to return to work after a required break and earn an hourly rate of pay equal to 75% of their current salary (not including ERT team payment) as a temporary employee – and also receive their retirement income This opportunity will allow most employees to actually increase their present income, and at the same time, provide real savings to the agency

Re-employment as a temporary employee after retirement includes

- PORS retirees must experience a 15 calendar-day break in service, with no limitation on their fiscal year earnings SCRS and PORS/SCRS split-system retirees must experience a 60 calendar-day break in service, with a $50,000 fiscal year earnings limitation

- Retirees may be hired into their same or different position as a temporary employee While continued employment is not guaranteed, the rehire process is being offered in order to retain our valuable employees and reduce direct costs to the agency

- No benefits are associated with temporary employment, i e health, dental, life, sick/annual leave, & holidays – only retiree benefits will apply The new hourly rate of pay will be for hours actually worked

Employees eligible to retire through normal or early retirement and interested in returning to work in a temporary position should refer to the attached "How to Take Advantage of this Retirement Opportunity"

S/ Jon Ozmint

Jon Ozmint

PLEASE POST & CIRCULATE TO STAFF

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

MEMORANDUM

TO All Employees Eligible for Retirement

FROM Jon Ozmint, Director

SUBJECT Retirement Opportunity

DATE March 16, 2005

The Department of Corrections has offered a Retirement Opportunity for the last two years to retirement-eligible employees as a means of cutting costs without reducing our valuable staff Over 80 employees took advantage of the program which allowed them to retire from the agency and continue working in their present position in a temporary capacity I am pleased to announce this effort was so successful that we will once again offer the program this year

Employees who retire effective June 18 – June 30, 2005 (last day on payroll June 17 – June 29) will be allowed to return to work after a required break and earn an hourly rate of pay equal to 75% of their salary at the time of retirement (not including ERT team payment) as a temporary employee – and also receive their retirement income This opportunity will allow most employees to actually increase their present income, and at the same time, provide further savings to the agency

Re-employment as a temporary employee after retirement includes

- PORS retirees must experience a 15 calendar-day break in service, with no limitation on their fiscal year earnings SCRS and PORS/SCRS split-system retirees must experience a 60 calendar-day break in service, with a $50,000 fiscal year earnings limitation

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- No benefits are associated with temporary employment, i e health, dental, life, sick/annual leave, & holidays – only retiree benefits will apply The new hourly rate of pay will be for hours actually worked

Employees eligible to retire through normal or early retirement and interested in returning to work in a temporary position should refer to the attached information

S/ Jon Ozmint
Jon Ozmint

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)MPOLD SOUTH CAROLINA DEPARTMENT OF CORRECTIONS 09/11/0
SMA MESSAGE SYSTEM MPAGJ

MESSAGE ID: SYSMSG 0000 SUBJECT RETIREMENT OPPORTUNITY
FROM USERID SYSMSG CREATED: 09/11/03 DELETE DATE 09/1a
FROM USER . IMRAIKIL,PATRICIA S

ARD NOTICE!! PLEASE POST !! PLEASE MUST !!

TIME IS RUNNING OUT!!!!

EMPLOYEES INTERESTED IN THE "RETIREMENT OPPORTUNITY" BEING OFFERED
BY THE AGENCY, MUST RETIRE NLT OCTOBER 1, 2003

EMPLOYEES MUST OBTAIN THEIR BENEFITS ESTIMATE FROM THE S.C. RETIREMENT
SYSTEM. IF PLANNING TO TAKE ADVANTAGE, YOU MUST MAKE AN APPOINTMENT
WITH JEANNE MCKAY, 896 1606 OR LINDA BRAMLETT, 896 1673, TO
COMPLETE YOUR RETIREMENT APPLICATION AND THE REQUIRED PAPERWORK TO
RETURN IN A TEMPORARY POSITION AT 75% OF YOUR CURRENT ANNUAL SALARY
(LESS ANY ERT PAY)

APPOINTMENTS MUST BE MADE BY SEPTEMBER 19, 2003

THIS COULD BE A WIN WIN FOR AN EMPLOYEE ELIGIBLE TO RETIRE RECEIVE YOUR
RETIREMENT CHECK AND WORK FOR SCDC

)

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MMFP361D SOUTH CAROLINA DEPARTMENT OF CORRECTIONS 07/18/03
TSMMFA MESSAGE SYSTEM BOLDENL

MESSAGE ID SYSMSG 0000 SUBJECT RETIREMENT OPPORTUNITY
FROM USERID SYSMSG CREATED 07/10/03 DELETE DATE 08/16/03
FROM USER NEAR,JOHN A

PLEASE POST PLEASE POST
========== ==========

TO ALL RETIREMENT ELIGIBLE EMPLOYEES
FROM JON E OZMINT

I AM PLEASED TO ANNOUNCE A RETIREMENT OPPORTUNITY FOR EMPLOYEES WHO ARE ELIGIBLE TO RETIRE FROM THE DEPARTMENT OF CORRECTIONS AND RETURN TO WORK IN THEIR PRESENT POSITION IN A TEMPORARY CAPACITY AFTER A REQUIRED BREAK THIS OPPORTUNITY WILL ALLOW MOST EMPLOYEES TO ACTUALLY INCREASE THEIR INCOME, AND AT THE SAME TIME, PROVIDE REAL SAVINGS TO THE AGENCY

RETIREES WILL BE HIRED INTO THEIR SAME POSITION AS A TEMPORARY EMPLOYEE THE REHIRE PROCESS IS BEING OFFERED IN ORDER TO RETAIN OUR VALUABLE EMPLOYEES AND REDUCE DIRECT COSTS TO THE AGENCY

NOTIFICATION OF THIS OPPORTUNITY HAS BEEN FORWARDED TO EACH EMPLOYEE WHO IS PROJECTED TO BE ELIGIBLE TO RETIRE BETWEEN AUGUST 1 AND OCTOBER 1, 2003 COPIES OF THE NOTIFICATION WILL ALSO BE PROVIDED TO WARDENS, DIVISION DIRECTORS, AND EXECUTIVE STAFF MANAGERS IF YOU ARE ELIGIBLE TO RETIRE AND DO NOT RECEIVE A NOTIFICATION, PLEASE OBTAIN A COPY FROM ONE OF THESE MANAGERS

EMPLOYEES INTERESTED IN RETIRING SHOULD CONTACT THE SOUTH CAROLINA RETIREMENT SYSTEM TO OBTAIN A BENEFITS ESTIMATE AFTER YOU HAVE RECEIVED YOUR ESTIMATE, YOU SHOULD CALL THE DIVISION OF HUMAN RESOURCES TO MAKE AN APPOINTMENT (896-1638 OR 896-1673) TO COMPLETE YOUR RETIREMENT APPLICATION AND ANY REQUIRED INSURANCE FORMS

JON E OZMINT

STATE OF SOUTH CAROLINA)	IN THE COURT OF COMMON PLEAS
)	FOR THE FIFTH JUDICIAL CIRCUIT
COUNTY OF RICHLAND)	
	C/A NO 04-CP-40-1761
James "Cal" Bell, Othella Bernard,)	
Katherina Bower, Linda M W Bratton,)	
Ann T Bridges, Rance C Cobb, Jeannie)	
B Croxton, Bernetha L Culbreath,)	
William K. Dreyer, Jacqueline D Farr,)	
Ruth Fritts, Nancy Glenn, Etta Jane)	
Jones, Geneva M Martin, Mary H)	
McCabe, Beverly McClanahan, Max)	
D Randolph, Carolyn McIver Smith,)	
Maggie G Williams and Paula Woodlief,)	
)	
Plaintiffs,)	
)	
vs)	PLAINTIFFS' FIRST SET OF INTERROGATORIES AND REQUEST FOR THE PRODUCTION OF DOCUMENTS
)	
South Carolina Department of)	
Corrections and Palmetto Unified)	
School District No 1,)	
)	
Defendants)	

TO THE ABOVE-NAMED DEFENDANTS AND THEIR ATTORNEYS, HORGER, HORGER & JUSTICE, L C C

Plaintiffs hereby propound the following Interrogatories and Request for Production of Documents, pursuant to Rules 33 and 34 of the South Carolina Rules of Civil Procedure, and demand responses/production within thirty days hereof For purposes of this first set of interrogatories and request for production of documents, the terms shall be used

1 The term "records" shall include

> Any written, printed, recorded, typed, digital, or graphic material however produced or reproduced, including any non-identical copies thereof, and further includes but is not limited to any books, ledgers, letters, memoranda, advertisements, proposals, telegrams, reports, telephone logs, facsimile transmissions, drafts, bills, checks, invoices, tapes, transcripts, photographs, photo records, computer records and other data compilations from which information can be obtained

which are in the possession, custody or control of Defendant or Defendant's attorney

2 The term "identify" when used herein in connection with natural persons means to state their full name, title, and job description, if applicable, their present business and residence addresses (this term applies to all individuals) and phone numbers,

The term "identify" when used in connection with business entities means to state the business name, present address and phone number of each said entity

When a request asks for a description of or identification of a document, the answer should be given in sufficient detail to enable a person or party to whom a subpoena or request to produce documents is directed to locate and identify fully the documents sought to be produced and to enable counsel for the Plaintiff to determine that such documents, when produced, are in fact the documents so described

3 The term "reduction in force" shall mean the action undertaken by the Department of Corrections which resulted in the separation of Plaintiffs' employment

INTERROGATORIES AND REQUESTS FOR PRODUCTION

1 Provide a complete list of all positions occupied at the South Carolina Department of Corrections prior to the reduction in force

2 Provide a complete list of all positions eliminated as a result of the reduction in force

3 Provide a complete list of all vacancies existing immediately prior to the reduction in force

4 Provide a complete list of all vacancies filled since the reduction in force

5 Provide a complete list of all new positions approved since the reduction in force

6 Provide a complete copy of materials submitted by the Department of Corrections in support of any retirement incentives offered during the calendar years 2002, 2003 and 2004

7 Provide a complete list of positions approved for the Department of Corrections for the calendar years 2002, 2003 and 2004

8 Provide a complete list of all reclassifications and promotions and transfers implemented by the Department of Corrections during the calendar years 2002, 2003 and 2004

9 Provide a copy of the Palmetto Unified School District budget for the fiscal years 2001-2002, 2002-2003 and 2003-2004

10 Provide a complete list of all employees, indicating position and hire date, assigned responsibilities that were performed by certified educators prior to the reduction in force

11 Provide a complete list of all employees affected by the reduction in force through reclassification, bumping or otherwise who have had their salary reinstated to pre-reduction in force levels

12 Provide a complete list of all employees rehired or recalled following the reduction in force

GERGEL, NICKLES & SOLOMON, P A

By _____
W Allen Nickles, III
Dona L Guffey
1519 Richland Street
Post Office Box 1866
Columbia, South Carolina 29202-1866
(803) 779-8080

Attorneys for Plaintiffs

June 15, 2004
Columbia, South Carolina

CERTIFICATE OF SERVICE

I, Paula Bregovi, the undersigned employee of Gergel, Nickles & Solomon, P A , attorneys for the Plaintiff, hereby certify that I have served the foregoing Plaintiff's First Set of Interrogatories and Requests for Production of Documents, by depositing a copy of same in the United States Mail postage prepaid and addressed as follows

Scott T Justice, Esquire
Horger, Horger & Justice, L L C
Post Office Box 518
Orangeburg, South Carolina 29116

This 5th day of June, 2004

Paula Bregovi

Columbia, South Carolina

STATE OF SOUTH CAROLINA COUNTY OF RICHLAND	COURT OF COMMON PLEAS FIFTH JUDICIAL CIRCUIT C/A No 04-CP-40-1761
James "Cal" Bell, Othella Bernard, Katherina Bower, Linda M W Bratton, Ann T Bridges, Rance C Cobb, Jeannie B Croxton, Bernetha L Culbreath, William K Dreyer, Jacqueline D Farr, Ruth Fritts, Nancy Green, Etta Jane Jones, Geneva M Martin, Mary H McCabe, Beverly McClanahan Max D Randolph, Carolyn McIver Smith, Maggie G Williams, and Paula Woodlief, Plaintiffs, vs South Carolina Department of Corrections and Palmetto Unified School District No 1, Defendants	**DEFENDANT'S ANSWERS TO PLAINTIFF'S FIRST SET OF INTERROGATORIES AND REQUEST FOR THE PRODUCTION OF DOCUMENTS**

TO W ALLEN NICKELS, III, ESQUIRE, ATTORNEY FOR THE PLAINTIFFS

The Defendant hereby answers the first set Interrogatories and Requests for Production of Documents of the Plaintiff, reserving the right to amend or supplement their answers if they find that inadvertent omissions or errors have been made or if additional or more accurate information becomes available

Interrogatory/Request No 1

Provide a complete list of all positions occupied at the South Carolina Department of Corrections prior to the reduction in force

information bank will be required before a response can be attempted

Interrogatory/Request Nos 6

Provide a complete copy of materials submitted by the Department of Corrections in support of any retirement incentives offered during the calendar years 2002, 2003 and 2004

Response

Information responsive to this interrogatory/request does not exist for some of the years requested However, information responsive for the years 2003 through 2005 is provided See Attachment "A", Documents Numbered 000147 through 000214

Interrogatory/Request Nos 7

Provide a complete list of positions approved for the Department of Corrections for the calendar years 2002, 2003 and 2004

Response

Documents and/or information responsive to this interrogatory/request does not exist in Defendant's files in current form Extensive reprogramming of Defendant's information bank will be required before a response can be attempted

Interrogatory/Request Nos 8

Provide a complete list of all reclassifications and promotions and transfers implemented by the Department of Corrections during the calendar years 2002, 2003 and 2004

Response

Documents and/or information responsive to this interrogatory/request does not exist in Defendant's files in current form Extensive reprogramming of Defendant's

information bank will be required before a response can be attempted

Interrogatory/Request Nos 12

Provide a complete list of all employees rehired or recalled following the reduction in force

Response

Documents and/or information responsive to this interrogatory/request does not exist in Defendant's files in current form Extensive reprogramming of Defendant's information bank will be required before a response can be attempted

Date November 30, 2005

HORGER, HORGER & JUSTICE, LLC

By _____
Scott T Justice
Attorney for the Defendant
160 Centre Street
P O Box 518
Orangeburg, SC 29116-0518
(803) 531-1700

CERTIFICATE OF SERVICE BY MAIL

I hereby certify that I have mailed a true and correct copy of the withinMotion/Pleading/Document to all counsel of record by mailing a copy properly addressed with sufficient postage affixed thereto this 30th day of November 2005

HORGER HORGER & JUSTICE LLC

By _____
Secretary to Scott T Justice

LAW OFFICES
MALONE, THOMPSON & SUMMERS LLC
1312 GADSDEN STREET
COLUMBIA SOUTH CAROLINA 29201
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ALSO ADMITTED IN TX
ΔADMITTED ONLY IN NC
CERTIFIED SPECIALIST IN
LABOR & EMPLOYMENT LAW

LABOR & EMPLOYMENT LAW
EMPLOYEE BENEFITS
IMMIGRATION

OF COUNSEL
ROBERT E ALLENΔ

H FRANK MALONE
1930-2002

September 7, 2006

VIA HAND DELIVERY

W Allen Nickles, III, Esquire
Dona S Guffey, Esquire
Gergel, Nickles & Solomon, P A
Attorneys at Law
1519 Richland Street
Columbia, South Carolina 29202

Re Documents in Satisfaction of Outstanding Discovery Requests in Bell, et al , v SCDC v Palmetto Unified School District (PUSD) No 1, Civil Action # 04-CP-40-1761

Dear Al and Dona

As I advised you in my e-mail response to Al's letter of September 1, 2006 concerning SCDC's long overdue responses to your remaining discovery requests, I was confident that I could deliver these responses to you by Friday, September 8 Thankfully, my confidence was well placed, as I now deliver to you documents in satisfaction of the remaining discovery requests in this case

In an email to me on July 17, 2006, Dona distilled the discovery requests for which you demanded responses in the following manner

2 A complete list of all vacancies by position existing immediately prior to June 1, 2003 (Immediately prior-the months of April and May 2003)
3 A complete list of all new positions (listed by position) approved by legislation or in-agency since June 1, 2003
4 A complete list of all reclassifications, promotions and transfers by individuals' names implemented by the DOC from Jan -Dec of the 2002, 2003, and 2004 years
5 A complete list of all employees by name, position and hire date that were assigned responsibilities that were performed by certified educators before June 1, 2003

6 A complete list of all employees by name affected by the RIF through reclassification, bumping or otherwise who have had their salary reinstated to pre June 1, 2003 levels

7 A complete list of all employees by name rehired or recalled since June 1, 2003

As I first advised Dona in an email I sent to her on August 23, I forwarded these requests to John Near, SCDC's Director of Human Resources, for his review and action As I also advised Dona in my email to her on August 23, Mr Near "refined" the above stated requests in the following manner

2 *A complete list of fillable vacancies as of June 1 2003, sorted by state job class code and including state job title SCDC job title (if known), pay band pay level & vacancy location*

3 *A complete list of any new positions authorized by the state legislature since June 1 2003 and a complete list of any positions with an effective date of July 2 2003 through the present that were reclassified (including a different state job class code pay band or pay level) sorted by the new state job class code, including state job title, SCDC job title (if known) pay band pay level & location name and effective date of the action (note individual positions may have multiple transactions during this period)*

4 *A complete list of all reclassifications promotions demotions reassignments and transfers with an effective date of January 2 2002 through December 17 2004 sorted in date order by effective date including employee name new state job class code state job title SCDC job title (if known) pay band pay level & location name*

5 *A complete list of all employees hired reclassified promoted demoted or transferred June 1, 2003 and after who were assigned responsibilities that were performed by certified educators as of June 1 2003, sorted by name, state job class code, state job title SCDC job title (if known) pay band pay level and work location*

6 *A complete list of all employees affected by the RIF on June 1 2003 who had their salary reinstated to the same level during the RIF recall period of June 2 2003 through June 1 2004 sorted by effective date name state job class code state job title SCDC job title (if known) pay band pay level and work location*

7 *A complete list of all employees who were terminated by the RIF process and were recalled or rehired since June 1 2003 sorted by hire date, name state job class code, state job title SCDC job title (if known) pay band pay level, and work location and whether in a full-time FTE position or part-time*

As I did not receive any objection from you regarding Mr Near's restatement of the requests Dona emailed to me on July 17, I now deliver to you the lists Mr Near generated in response to the requests Dona emailed me on July 17 The following table details the contents of SCDC's responses

Request #	Description	Total # of Pages
2	A complete list of fillable vacancies as of June 1, 2003, sorted by state job class code, and including state job title, SCDC job title (if known), pay band, pay level, & vacancy location	3
3	A complete list of any new positions authorized by the state legislature since June 1, 2003, and, a complete list of any positions with an effective date of July 2, 2003 through the present that were reclassified (including a different state job class code, pay band, or pay level), sorted by the new state job class code, including state job title, SCDC job title (if known), pay band, pay level, & location name, and effective date of the action (note individual positions may have multiple transactions during this period)	38
4	A complete list of all reclassifications, promotions, demotions, reassignments, and transfers with an effective date of January 2, 2002 through December 17, 2004, sorted in date order by effective date, including employee name, new state job class code, state job title, SCDC job title (if known), pay band, pay level, & location name	65

5	A complete list of all employees hired, reclassified, promoted, demoted, or transferred June 1, 2003 and after who were assigned responsibilities that were performed by certified educators as of June 1, 2003, sorted by name, state job class code, state job title, SCDC job title (if known), pay band, pay level, and work location	6
6	A complete list of all employees affected by the RIF on June 1, 2003 who had their salary reinstated to the same level during the RIF recall period of June 2, 2003 through June 1, 2004, sorted by effective date, name, state job class code, state job title, SCDC job title (if known), pay band, pay level, and work location	1
7	A complete list of all employees who were terminated by the RIF process and were recalled or rehired since June 1, 2003, sorted by hire date, name, state job class code, state job title, SCDC job title (if known), pay band, pay level, and work location, and whether in a full-time FTE position or part-time	2
	TOTAL # OF PAGES	115

As I stated in my September 1 email to both of you, we must first litigate your Petition for Judicial Review before we can tackle your complaint Consequentially, I'm preparing to litigate your Petition for Judicial Review on or after September 18 Again, please let me know if you assess our priorities in a different manner In the meantime, please give me a call should you have any questions regarding this letter or the documents accompanying the letter

As always, I remain

Very sincerely yours,

Lake E Summers

Enclosures

Cc (via e-mail)
David Tatarsky, SCDC General Counsel (w/out enclosures)

APPLICANT REFERRAL REPORT

S3000J
ISITION 015093
OT 0061
ASS UB04 VOCATIONAL TEACHER
IDGET UNIT 31161 TYGER RIVER CORRECTIONAL INSTITUTION

DATE OPENED 01/26/06
DATE CLOSED 02/08/06

AME JAMES C BELL
DDRESS 407 BELL RD
ITY DONALDS STATE SC ZIP 28638
OME 864-456-3202 OFFICE 803-896-0000

AVAILABLE 100%
SHIFT REQ A
SCDC BAND/LEVEL 05 B
LICENSE STATE/NUM/CLASS SC 0004514327 A

EMERGENCY RESPONSE TEAM N

EDUCATIONAL HISTORY

INSTITUTION	TYPE	DATE DEGREE OBTAINED	MAJOR	DEGREE TYPE
WARE SHOALS	HS			DIPLOMA

EMPLOYMENT HISTORY

EMPLOYER	POSITION	START DATE	END DATE	WKLY HRS	TERMINATION REASON
SCDC-PERRY CORRECTIONAL INSTIT	PROGRAM COORDINATOR	01/17/06	PRESENT	40 0	
SCHOOL DIST OF GREEN	VOCATIONAL-BUILDING	08/16/04	07/01/05	32 0	
GENERATIONS GROUP HO	VOCATIONAL CARPENTRY	08/03/03	08/16/04	32 0	ACCEPT PERMANENT FULL-TIME JOB
SCDC-PERRY CORRECTIONAL INSTIT	VOCATIONAL TEACHER	09/19/92	06/01/03	40 0	REDUCTION IN FORCE
BELL BROTHERS INC	PART OWNER R	08/01/83	09/19/92	50 0	SEEK OTHER EMPLOYMENT
SCDC-TYGER RIVER CORR INSTIT -	VOCATIONAL TEACHER	02/01/80	08/01/83	40 0	SELF EMPLOYED
BRYANT AND BATSON BU		00/00/00	PRESENT	40 0	TO ACCEPT OTHER EMPLOYMENT/OTHER STATE AGENCY

-- APPLICANT HAS NO SKILLS INVENTORY ON FILE --
-- APPLICANT HAS NO APPLICABLE TRAINING ON FILE --

2/15/06
Originally S24 being due to still in probationary status very difficult position to fill S/C wants to consider Correctional Officers 11 28 Requirement waived Conrad Rhyne

-1133-

2587

Division of Human Resources/Recr ng and Employment Services Branch

APPLICANT EVALUATION

pplicant s Name James Bell

POSITION NO 015093

ıte of Evaluation 2/28/06

Type of Evaluation

sition Title Vocational Teacher

(1)Screening ____ Oral Interview

reening Codes ____ ____ ____ ____

____ Paper Eval

tials of Panel Members

(2) ✓ Selection Interview

ıtructions Award points based on highest level for both education and related work experience (as it exceeds the SCDC Additional Requirements) for selection process

ly The selecting official may identify up to eight(8) additional categories/points that are position related for evaluation of the candidate during the interview process

ıluation categories should not exceed 100 total possible points

	Points Possible	Points Awarded	Supportive Documentation/Comments
Education Level (Selection Process)			
High School (Non-Graduate)	0		
High School Graduation	1	1	
Associate Degree	3		
Bachelor's Degree	5		
Master's Degree	7		
Related Experience (Selection Process) ** As it exceeds SCDC Additional Requirements**			
1 - 1 99 years of related experience	1		
2 - 3 99 years of related experience	2		
4 - 5 99 years of related experience	3		
6 - 7 99 years of related experience	4		
8 - 9 99 years of related experience	5		
10 + years of related experience	6	6	
Job Stability	10	8	
Flexibility	10	7	
Classroom Management	10	8	
Planning & Organization	10	7	
Cooperation	10	7	
Security	10	7	
TOTAL POINTS		51	

Master File SCDC 16 83 (Rev September 2001)

2563

-1134-

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
Division of Human Resources/Recruiting and Employment Services Branch
APPLICANT EVALUATION

pplicant's Name James C Bell
ate of Evaluation 2/28/06
osition Title Vocational Teacher
reening Codes ____ ____ ____ ____
itials of Panel Members RB

POSITION NO 015093
Type of Evaluation
(1)Screening ____ Oral Interview
____ Paper Eval
(2) ✓ Selection Interview

structions Award points based on highest level for both education and related work experience (as it exceeds the SCDC Additional Requirements) for selection process
ly) The selecting official may identify up to eight(8) additional categories/points that are position related for evaluation of the candidate during the interview process
valuation categories should not exceed 100 total possible points

		Points Possible	Points Awarded	Supportive Documentation/Comments
	Education Level (Selection Process)			
____	High School (Non-Graduate)	0	____	
✓	High School Graduation	1	1	
____	Associate Degree	3	____	
____	Bachelor's Degree	5	____	
____	Master's Degree	7	____	
	Related Experience (Selection Process) ** As it exceeds SCDC Additional Requirements**			
____	1 - 1 99 years of related experience	1	____	
____	2 - 3 99 years of related experience	2	____	
____	4 - 5 99 years of related experience	3	____	
____	6 - 7 99 years of related experience	4	____	
____	8 - 9 99 years of related experience	5	____	
✓	10 + years of related experience	6	6	
____	Job Stability	10	9	
____	Flexibility	10	8	
____	Classroom Management	10	9	
____	Planning & Organization	10	9	
____	Cooperation	10	8	
____	Security	10	8	
____		____	____	
____		____	____	
	TOTAL POINTS	____	58	

C Master File SCDC 16 83 (Rev September 2001)

2589

-1135-

Division of Human Resources/Recr ng and Employment Services Branch

APPLICANT EVALUATION

Applicant's Name Cal Bell

Date of Evaluation 2/28/06

Position Title Vocational Teacher

Screening Codes ____ ____ ____

Initials of Panel Members [signature]

POSITION NO 015083

Type of Evaluation

(1)Screening ____ Oral Interview

____ Paper Eval

(2)____ Selection Interview

Instructions Award points based on highest level for both education and related work experience (as it exceeds the SCDC Additional Requirements) for selection process 1) The selecting official may identify up to eight(8) additional categories/points that are position related for evaluation of the candidate during the interview process Evaluation categories should not exceed 100 total possible points

		Points Possible	Points Awarded	Supportive Documentation/Comments
	Education Level (Selection Process)			
____	High School (Non-Graduate)	0	____	
____	High School Graduation	1	1	
____	Associate Degree	3	____	
____	Bachelor's Degree	5	____	
____	Master's Degree	7	____	
	Related Experience (Selection Process) ** As it exceeds SCDC Additional Requirements**			
____	1 - 1 99 years of related experience	1	____	
____	2 - 3 99 years of related experience	2	____	
____	4 - 5 99 years of related experience	3	____	
____	6 - 7 99 years of related experience	4	____	
____	8 - 9 99 years of related experience	5	____	
____	10 + years of related experience	6	6	
____	~~Job Stability~~	~~10~~	7	
____	Flexibility	10	6	
____	Classroom Management	10	7	
____	Planning & Organization	10	5	
____	Cooperation	10	5	
____	Security	10	7	
____		____	____	
) ____		____	44	
	TOTAL POINTS	____	____	

C Master File SCDC 16 83 (Rev September 2001)

2590

-1136-

WORK EXPERIENCE

Describe your work experience in detail Begin with your current or most recent job and continue back to the time that you left school Include military service (indicate rank and each position held) and job related volunteer work if applicable Provide an explanation for any gaps in employment All information in this section must be complete including full dates of employment A **resume may be attached, but not substituted for completion of this section Termination Reason Codes must be completed by using the Termination Reason Code Chart on page 10**

Name of Present or Last Employer School District of Greenville County

Address 301 Camperdown Way Box 2848 Greenville, SC 29602 2848 Phone (864) 241 3100

Job Title Vocational Building Const. (Carpentry) Teacher

Number Supervised 50 Supervisor's Name Linda Barnett ph# (864) 243-5557 ext. 251

From 08 /16 /2004 To 07 / 01 / 2005 Hours Per Week 32 Salary 47,000

May we contact this employer? ☒ Yes ☐ No

Job Duties (give details)
To plan and implement a Vocational Carpentry program which would accommodate individual student needs and abilities
As a Voc Teacher I tried to provide the necessary training that the students would need inorder to enter the construction industry and function as beginning carpenters

Termination Code 090

Name of Present or Last Employer Generations Group Homes, Inc

Address _____ Phone (864) 243-5557

Job Title Vocational Carpentry Teacher

Number Supervised 50 Supervisor's Name Linda Barnett ph# (864) 243 5557 ext 251

From 06 /03 /2003 To 08 / 16 / 2004 Hours Per Week 32 Salary 40,000

May we contact this employer? ☒ Yes ☐ No

Job Duties (give details)
The job at the School District of Greenville County and Generations Group Homes was the same job Generations hired me to teach Carpentry for them, but the school located at Generations was under the control of the Greenville County School District.

Linda Barnett was my direct supervisor under both employers

Termination Code 105

Address _____ Phone (___) _____ -1138-

Job Title Vocational Teacher

Number Supervised 40 Supervisor's Name Hoyt Sharpe

From 09/19/1992 To 06/01/2003 Hours Per Week 40 Salary 51,000

May we contact this employer? ☒ Yes ☐ No

Job Duties (give details)
I worked at Perry C I from Feb 1996 to June 2003, my direct supervisor was A Bratton and before her it was S Cook (retired) Before Perry C I I worked at what is now Upper Tiger River C I

Termination Code 480

Name of Present or Last Employer Bell Brothers Inc

Address 517 Bell Rd Donalds, SC 29638 Phone (864) 456 7527

Job Title Part Owner

Number Supervised 8 Supervisor's Name Gerorge Bell

From 08/xx/1983 To 09/19/1992 Hours Per Week 50 Salary 30 000

May we contact this employer? ☒ Yes ☐ No

Job Duties (give details)
As a part owner in a small construction company I was responsible for estimating job cost submitting job proposals as well as supervising and/or performing the needed job task

Termination Code 005

Name of Present or Last Employer South Carolina Department of Corrections

Address _____ Phone (___) _____

Job Title Vocational Teacher

Number Supervised 35 Supervisor's Name Glenn Davis

From 02/xx/1980 To 08/xx/1983 Hours Per Week 40 Salary 20,000

May we contact this employer? ☒ Yes ☐ No

Job Duties (give details)

Termination Code 090

Address _____ Phone ( ) _____ 1139

Job Title _____

Number Supervised 0 _____ Supervisor's Name James Beryant _____

From / / _____ To 02 / xx / 1980 _____ Hours Per Week 40 _____ Salary _____

May we contact this employer? ☐ Yes ☒ No

Job Duties (give details)
I worked full time as a residential carpentry went to Tec at night
During this time period I also worked part time as a Buildind Construction Trades Teacher for Piedmont Technical College in Greenwood SC

Termination Code 010

Name of Present or Last Employer _____

Address _____ Phone ( ) _____

Job Title _____

Number Supervised _____ Supervisor's Name _____

From / / _____ To / / _____ Hours Per Week _____ Salary _____

May we contact this employer? ☐ Yes ☐ No

Job Duties (give details)

Termination Code _____

Name of Present or Last Employer _____

Address _____ Phone ( ) _____

Job Title _____

Number Supervised _____ Supervisor's Name _____

From / / _____ To / / _____ Hours Per Week _____ Salary _____

May we contact this employer? ☐ Yes ☐ No

Job Duties (give details)

Termination Code _____

-1140-

South Carolina State Board of Education

Educator Certificate

JAMES CALHOUN BELL
407 BELL ROAD
DONALDS, SC 29638

Certificate Number | Social Security Number | Date of Birth | Validity Period

90203 | [redacted] | 07-10-1948 | 07/01/2002 - 06/30/2007

Regular Certificate | Class | Experience

Area(s) of Certification

Area(s) of Endorsement

Date Printed
03/27/02

Inez Moore Tenenbaum

INEZ MOORE TENENBAUM
STATE SUPERINTENDENT OF EDUCATION

THIS CERTIFICATE IS A COPY IF THE BLUE COLORED BACKGROUND IS ABSENT

2/1/2006

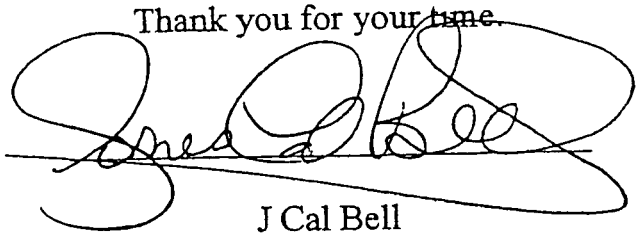
To Connie Riley
Recruiting and Employment Services

From James C Bell
Carpentry Program Coordinator
Perry C I

Subject Verification of job change consideration

Ms Riley, I am currently a Vocational Carpentry Program Coordinator at Perry C I It has come to my attention that the Vocational Carpentry Teacher's job at Tiger River C I has been posted I am extremely interested in being considered for this position I made am effort to apply by phone (using my PIN #) on Sat the 28 of Jan I am writing this letter in order to confirm my request

Thank you for your time.



J Cal Bell
PCI # (864) 243-4700 ext 194

Cc Hoyt Sharpe
Educational Services

ARS3000J APPLICANT REFERRAL REPORT

POSITION 015093
SLOT 0061
CLASS UB04 VOCATIONAL TEACHER
BUDGET UNIT 31161 TYGER RIVER CORRECTIONAL INSTITUTION

DATE OPENED 01/26/06
DATE CLOSED 02/06/06

NAME LARRY E YARBROUGH
ADDRESS [redacted]
CITY STATE SC ZIP [redacted]
HOME OFFICE [redacted]

AVAILABLE 100%
SHIFT REQ A
SCDC BAND/LEVEL N/A
LICENSE STATE/NUM/CLASS SC 0001955460 D

EMERGENCY RESPONSE TEAM N

self employed. as building since 1971. added to system CM

EDUCATIONAL HISTORY

INSTITUTION	TYPE	DATE DEGREE OBTAINED	MAJOR	DEGREE TYPE
UNION	HS			DIPLOMA

EMPLOYMENT HISTORY

EMPLOYER	POSITION	START DATE	END DATE	WKLY HRS	TERMINATION REASON
UNION CO SHERIFFS OF	DEPUTY	06/30/00	PRESENT	42 0	
CITY OF UNION	PUBLIC SAFETY OFFICE	10/20/98	08/20/98	42 0	SEEK OTHER EMPLOYMENT
TORRINGTON	MACHINIST	08/20/71	10/20/96	40 0	SEEK OTHER EMPLOYMENT
BUFFALO MILL	SHASSER TENDER	03/14/68	06/20/70	20 0	ACCEPT PERMANENT FULL-TIME JOB

SKILLS INVENTORY

SCORE YEARS	SKILL / TEST	TEST DATE
30 00	ARC WELDING	
30 00	SPECIALITY CONTRACTOR	
30 00	PROPANE TORCH WELDING	
30 00	HELIARC WELDING	
30 00	SHOP MACHINES	
26 00	MACHINIST	
25 00	WATERPROOFING-MASONRY	
30 00	WOOD FRAMING	
30 00	STAINING & LACQUERING	
30 00	FURNITURE REPAIR	
30 00	FORMWORK	
30 00	CHAIN SAW	
30 00	DRYWALL INSTALLER	
30 00	GUTTERING	
30 00	SHINGLE - ROOF SURVEY	
30 00	CONSTRUCTION - CARPENTRY	
26 00	TOOL AND DIE	
25 00	CONCRETE FINISH	
30 00	HAND POWER TOOLS	
20 00	CARPET SHAMPOOER	
30 00	GAS WELDING	
30 00	ELECTRICAL WELDING	
30 00	BRAZING WELDING	
30 00	LAYOUT & INSTALLATION-WELDING	
30 00	CEILING TILE SYSTEMS	
25 00	METALFLASHING	
30 00	WOOD SIDING	
30 00	FORMICA LAMINATING	
30 00	WATERPROOFING-CARPENTRY	
30 00	CONSTRUCTION ESTIMATING	
20 00	BOBCAT LOADER	
25 00	SANDBLASTING-MASONRY	
30 00	FLOOR TILE	
30 00	METAL SIDING/ROOFING	
30 00	STEEL STUD	
30 00	TRACTOR	
25 00	TILE MASONRY	
25 00	REPAIR - PLUMBING	
30 00	DOOR/WINDOW INSTALLATION	
30 00	VEGATABLE GARDENING	

11:30 Tues 2nd

AR$3000J APPLICANT REFERRAL REPORT

1 00 SAWMILL OPERATION	25 00 FRONTEND LOADER-OPERATION
20 00 BACK HOE	25 00 CEMENT BLOCK MASONRY
25 00 BRICK MASONRY	25 00 CABINETMAKING
30 00 BLUEPRINT READING	30 00 GLASS REPAIR
7 00 CPR	7 00 CRIME SCENE EVIDENCE COLLECT
7 00 BREATHALIZER OPERATOR	7 00 RADIO DISPATCHER
7 00 PR-24 CERTIFIED	7 00 REVOLVER QUALIFIED
20 00 FLOOR SCRUBBER	20 00 WET DRY VACUUM
25 00 POWER STRING EDGER	20 00 PRESSURE WASHER
1 00 CORRESPONDENCE-TYPING	20 00 ADDING MACHINE/CALCULATOR
1 00 WORDPERFECT	20 00 SOLDERING - ELECTRONICS
7 00 S C FIRE ACADEMY (COMPLETED)	7 00 FIREFIGHTER
7 00 OSHA TRAINING	7 00 TRAFFIC CONTROL
7 00 ACCIDENT INVEST	7 00 CRIMINAL INVESTIGATION

-- APPLICANT HAS NO APPLICABLE TRAINING ON FILE --

...TMENT OF CORRECTIONS
Division of Human Resources/Recruiting and Employment Services Branch
APPLICANT EVALUATION

pplicant's Name harry Yarbrough
te of Evaluation 8/28/06
sition Title Vocational Teacher
reening Codes ____ ____ ____ ____
tials of Panel Members GB

POSITION NO 015093
Type of Evaluation
(1)Screening ____ Oral Interview
____ Paper Eval
(2) ✓ Selection Interview

tructions Award points based on highest level for both education and related work experience (as it exceeds the SCDC Additional Requirements) for selection process
y The selecting official may identify up to eight(8) additional categories/points that are position related for evaluation of the candidate during the interview process
aluation categories should not exceed 100 total possible points

	Points Possible	Points Awarded	Supportive Documentation/Comments
Education Level (Selection Process)			
____ High School (Non-Graduate)	0	____	
✓ High School Graduation	1	1	
____ Associate Degree	3	____	
____ Bachelor's Degree	5	____	
____ Master's Degree	7	____	
Related Experience (Selection Process) ** As it exceeds SCDC Additional Requirements**			
____ 1 1 99 years of related experience	1	____	
____ 2 - 3 99 years of related experience	2	____	
____ 4 - 5 99 years of related experience	3	____	
____ 6 - 7 99 years of related experience	4	____	
____ 8 - 9 99 years of related experience	5	____	
____ 10 + years of related experience	6	6	
____ ~~Job Stability~~	10	9	
____ Flexibility	10	9	
____ Classroom Management	10	8	
____ Planning & Organization	10	8	
____ Cooperation	10	9	
____ Security	10	9	
____	____	____	
____	____	____	
____ TOTAL POINTS	____	[redacted]59 GB	

Master File SCDC 16 83 (Rev September 2001)

2599

-1145-

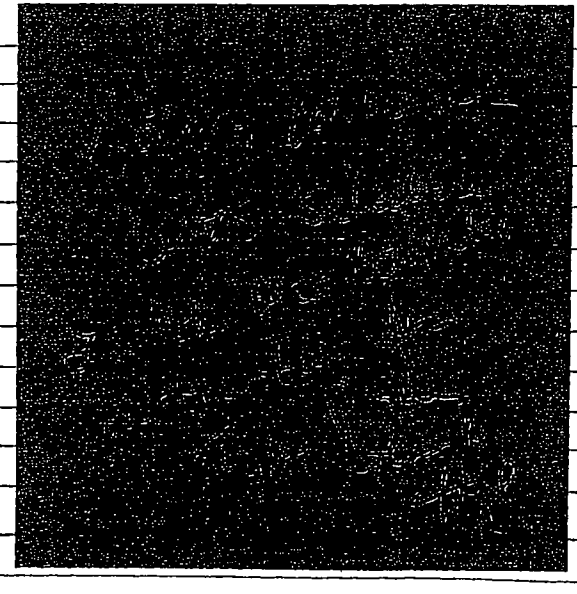
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
Division of Human Resources/Recruiting and Employment Services Branch
APPLICANT EVALUATION

plicant's Name Larry Yarborough
te of Evaluation 2/28/06
sition Title Vocational Teacher
eening Codes ____ ____ ____ ____
tials of Panel Members HRC

POSITION NO 065092
Type of Evaluation
(1)Screening ____ Oral Interview
____ Paper Eval
(2) ✓ Selection Interview

tructions Award points based on highest level for both education and related work experience (as it exceeds the SCDC Additional Requirements) for selection process
y The selecting official may identify up to eight(8) additional categories/points that are position related for evaluation of the candidate during the interview process
luation categories should not exceed 100 total possible points

	Points Possible	Points Awarded	Supportive Documentation/Comments
Education Level (Selection Process)			
____ High School (Non-Graduate)	0	____	
____ High School Graduation	1	1	
____ Associate Degree	3	____	
____ Bachelor's Degree	5	____	
____ Master's Degree	7	____	
Related Experience (Selection Process) ** As it exceeds SCDC Additional Requirements**			
____ 1 - 1 99 years of related experience	1	____	
____ 2 - 3 99 years of related experience	2	____	
____ 4 - 5 99 years of related experience	3	____	
____ 6 7 99 years of related experience	4	____	
____ 8 - 9 99 years of related experience	5	____	
____ 10 + years of related experience	6	6	
____ Job Stability	10	9	
____ Flexibility	10	8	
____ Classroom Management	10	4	
____ Planning & Organization	10	5	
____ Cooperation	10	6	
____ Security	10	5	
____ ____	____	____	
____ ____	____	____	
TOTAL POINTS	____	44	



Master File SCDC 16 83 (Rev September 2001)

2600

44

-1146-

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
Division of Human Resources/Recruiting and Employment Services Branch
APPLICANT EVALUATION

Applicant s Name Larry Yarbrough
Date of Evaluation 2/28/06
Position Title Vocational Teacher
Screening Codes ____ ____ ____ ____
Initials of Panel Members

POSITION NO 015093
Type of Evaluation
(1)Screening ____ Oral Interview
____ Paper Eval
(2) ✓ Selection Interview

Instructions Award points based on highest level for both education and related work experience (as it exceeds the SCDC Additional Requirements) for selection process
b) The selecting official may identify up to eight(8) additional categories/points that are position related for evaluation of the candidate during the interview process
Evaluation categories should not exceed 100 total possible points

	Points Possible	Points Awarded	Supportive Documentation/Comments
Education Level (Selection Process)			
____ High School (Non-Graduate)	0	____	
____ High School Graduation	1	1	
____ Associate Degree	3	____	
____ Bachelor's Degree	5	____	
____ Master's Degree	7	____	
Related Experience (Selection Process) ** As it exceeds SCDC Additional Requirements**			
____ 1 1 99 years of related experience	1	____	
____ 2 3 99 years of related experience	2	____	
____ 4 - 5 99 years of related experience	3	____	
____ 6 - 7 99 years of related experience	4	____	
____ 8 - 9 99 years of related experience	5	____	
____ 10 + years of related experience	6	6	
____ Job Stability	10 -	9	
____ Flexibility	10	8	
____ Classroom Management	10	5	
____ Planning & Organization	10	7	
____ Cooperation	10	8	
____ Security	10	8	
____ ____	____	____	
) ____ ____	____	____	
TOTAL POINTS	____	52	

C Master File SCDC 16 83 (Rev September 2001)

2601

WORK EXPERIENCE

Describe your work experience in detail Begin with your current or most recent job and continue back to the time that y left school Include military service (indicate rank and each position held) and job related volunteer work, if applicabl Provide an explanation for any gaps in employment All information in this section must be complete including full dates employment A resume may be attached, but not substituted for completion of this section Termination Reason Cod must be completed by using the Termination Reason Code Chart on page 9

Name of Present or Last Employer Union Co. Sheriffs Office

Address 210 West MAIN St Union SC Phone (864) 429 1614

Job Title Deputy

Number Supervised NONE Supervisor s Name Sgt Niel MCKEOWN

From 6 / 30 / 00 To ___ / ___ / ___ Hours Per Week ~~40~~ 40 Salary [redacted]

May we contact this employer? Yes ( ) No (X)

Job Duties (give details) Deputy Sheriffs

Termination Reason Code STILL EMPLOYED

Name of Present or Last Employer City of Union

Address THOMSON BLV UNION SC Phone (864) 429-1713

Job Title Public Safety Officer

Number Supervised ___ Supervisor s Name ___

From 10 / 20 / 96 To 6 / 20 / 98 Hours Per Week ~~40~~ [redacted] Salary [redacted]

Job Duties (give details) Public Safety Officer

Termination Reason Code 005

Name of Present or Last Employer Torrington

Address Industrial Park Rd Phone [redacted]

Job Title machinist

Number Supervised NO Supervisor s Name ~~[illegible]~~ RONNIE WAGES

From 6 / 20 / 71 To 10 / 20 / 96 Hours Per Week [redacted] Salary [redacted]

Job Duties (give details)

Termination Reason Code 005

Name of Present or Last Employer Buffalo Mill

Address Buffalo SC Phone ( )

Job Title Shasser Tender

Number Supervised NO Supervisor s Name Weaver Medford

From 3 / 14 / 68 To 6 / 20 / 70 Hours Per Week [redacted] Salary [redacted]

Job Duties (give details)

Termination Reason Code 105

Name of Present or Last Employer

Address Phone ( )

Job Title

Number Supervised Supervisor s Name

From / / To / / Hours Per Week Salary

Job Duties (give details)

Termination Reason Code

Name of Present or Last Employer

Address Phone ( )

Job Title

Number Supervised Supervisor's Name

From / / To / / Hours Per Week Salary

Job Duties (give details)

Termination Reason Code

STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

Masters w/0 years of experience - $40,284

Inez Moore Tenenbaum
State Superintendent of Education

March 13 2006

Larry A Yarbrough
[redacted]

Dear Larry Yarbrough

We have received and evaluated your application for teacher certification in South Carolina At this time, you have satisfied all requirements for a Career and Technology Education Work-Based teaching credential with the exception of an all-clear F B I fingerprint review and verification of employment as a teacher in a South Carolina public school Your fingerprint card has been forwarded to the F B I for processing The certification for which you are eligible once the above mentioned requirements have been met is as follows

Type of Certificate	Class	Certification Area(s)	Years of Teaching Experience	Valid Period
Induction	Masters	Carpentry	0 0	2005-06

This document is not a teaching certificate This statement is issued as evidence of your qualification for the certificate described above You may wish to present this statement to school districts where you are seeking employment Please be advised that your actual teaching certificate will not be issued until an all-clear F B I fingerprint review and verification of employment as a teacher in a South Carolina public school is received A verification form has been enclosed for your convenience When these requirements are met, a certificate will be issued for the 2005-06 school year and can be renewed for a one-year period if you have satisfactorily completed the required professional development institutes and taken the basic skills examination Information concerning registration for the professional development institutes can be found at http //www scdirect org You must complete the following institutes during your first year of certification

- DIRECT Institute #1 – Methods of Teaching
- DIRECT Institute #2 – Class and Lab Management

Career and technology education teachers must take the Basic Skills Examination during their first year of certification and pass all three parts of the exam by the end of the fifth year of certification You are eligible to validate basic skills competency using either Praxis I – Pre-Professional Skills Test administered by Education Testing Services or WorkKeys administered by ACT To validate basic skills competency using WorkKeys, you must submit scores at the following minimum levels

- Reading for Information Level 4
- Applied Mathematics Level 4
- Writing Level 3

Section 59-26-40 of the Code of Laws of South Carolina, State Board of Education Regulation R43-63, and the Attorney General's ruling both state that teachers certified under the career and technology education work-based process may be employed a maximum of five years if they have not obtained an acceptable score on all three parts of the Basic Skills Examination The Attorney General's ruling further states that the only restriction on the number of times a career and technology education teacher may take the exam is the number of times it is offered during the five (5) year period allowed career and technology education teachers for completion of certification requirements Your five year period will end on June 30, 2010

If you have any questions or if I can be of further assistance, do not hesitate to contact me at 803-734-5830

Sincerely,

Steve Wash
Education Associate
Office of Educator Certification

C/5-1052-3
2/6/06

[redacted]

Larry E. Yarbrough

Objective

To obtain the job of Vocational Teacher at South Carolina Department of Corrections

Education

- University off South Carolina – 1972 – 1973 one year of study in Commercial Science
- Graduate of Union High School which included two years of carpentry training

Work experience

- Own business in construction which includes building decks, buildings, repair and remodeling 1971 - Present
- Union County Sheriff's Office – Sheriff's Deputy, 06-00 through Present
- Union County Public Safety Department – 1998 – 2000
- Torrington, Tyger River Plant, Machinest – 1971 – 1998
- Buffalo Mill – 1968 - 1971

Volunteer experience

Philippines for Building Project in 1988

Hurricane Hugo Relief in Charleston, SC 1989 (five trips)

Jamaica for Building Project in 1990

Bahamas for Hurricane Relief Project in 1991

Dominican Republic for Hurricane Relief Project in 1993

Bay St Louis, Mississippi for Hurricane Relief in 2005

Salkehatchie Summer Service 1994 – 2005 – project of the United Methodist Church involving youth ages fourteen and up – served as Site and Adult Leader which involved supervising, and teaching and fourteen to sixteen year old youth in carpentry skills

Post it® Fax Note 7671	Date 2/2/06	# of pages ▶
To Esther Daniel	From June	
Co./Dept -	Co	
Phone # Amanda	Phone # 1-	THANKS

LARRY YARBROUGH
[redacted]

Registration number 34104
Registration type Specialty
Expiration 06/30/2006

Specialties
PAINTER/WALL PAPER
DRYWALL INSTALL/REPAIR
VINYL/ALUMINUM SIDING

South Carolina Department of Corrections

MARK SANFORD Governor
JON OZMINT Director

March 20, 2006

Larry E Yarborough
[redacted]

SUBJECT Vocational Teacher, Position # 015093

Dear Mr Yarborough

This is to confirm your selection for the position of Vocational Teacher at Tyger River Correctional Institution

Your effective date of employment will be coordinated by June Henderson Your starting base salary is $40 284

We look forward to having you join our Agency and wish you success in your new position If I or the staff of the Division of Human Resources can be of help now or in the future, please let me know

Sincerely,

Connie C Riley, Chief
Recruiting & Employment Services Branch

CCR mlm

cc Hoyt Sharpe
June Henderson
Kelvin A Perry

THE LANGUAGE IN THIS LETTER DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS LETTER DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS LETTER, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

P O Box 21787 4444 Broad River Road - Columbia SC 29221 1787 - Telephone (803) 896 8555
http //www state sc us/scdc E-mail corrections info@doc state sc us

STATE OF SOUTH CAROLINA COUNTY OF RICHLAND	IN THE COURT OF COMMON PLEAS FOR THE FIFTH JUDICIAL CIRCUIT C/A NO 04-CP-40-1761
James "Cal" Bell, Othella Bernard, Katherina Bower, Linda M W Bratton, Ann T Bridges, Rance C Cobb, Jeannie B Croxton, Bernetha L Culbreath, William K. Dreyer, Jacqueline D Farr, Ruth Fritts, Nancy Glenn, Etta Jane Jones, Geneva M Martin, Mary H McCabe, Beverly McClanahan, Max D Randolph, Carolyn McIver Smith, Maggie G Williams and Paula Woodlief, Plaintiffs, vs South Carolina Department of Corrections and Palmetto Unified School District No 1, Defendants	AFFIDAVIT OF JAMES "CAL" BELL

James "Cal" Bell, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District (PUSD) No 1 and the South Carolina Department of Corrections (SCDC) due to a reduction in force effective June 1, 2003

2 I was subsequently hired by the SCDC as a Program Coordinator I with the same job duties and responsibilities as my position of Vocational Carpentry Teacher prior to the reduction in force

3 Program Coordinator I is paid under a state pay band and is approximately $13,000 less than my salary prior to the separation and approximately $17,000 less than the current teacher pay schedule for my years of experience

4 I applied and interviewed for a teaching position at Tiger River Correctional Institute that used the teacher pay schedule in February 2006 I was the only employee applicant as well as the only applicant previously affected by the June 1, 2003 Reduction in Force I was not hired, but based upon information and belief, the

applicant hired by the SCDC did not have teaching experience or a teaching certificate I hold a current certificate and have sixteen (16) years of teaching experience

Further, affiant sayeth not

James "Cal" Bell

Sworn to and subscribed before me
this 17th day of July, 2006

Notary Public for South Carolina
My commission expires May 17 2015

STATE OF SOUTH CAROLINA	)	COURT OF COMMON PLEAS
	)	
COUNTY OF RICHLAND	)	C/A # 04-CP-40-1761

James "Cal" Bell, Othella Bernard, Katherina Bower, Linda M W Bratton, Ann T Bridges, Rance C Cobb, Jeannie B Croxton, Bernetha L Culbreath, William K Dreyer, Jacqueline D Farr, Ruth Fritts, Nancy Glenn, Etta Jane Jones, Geneva M Martin, Mary H McCabe, Beverly McClanahan, Max D Randolph, Carolyn McIver Smith, Maggie G Williams and Paula Woodlief,

Plaintiffs,

v

South Carolina Department of Corrections and Palmetto Unified School District No 1,

Defendants

COPY

DEPOSITION OF

WENDELL BLANTON

****

Tuesday, December 20, 2005
10 11 a m - 11 46 a m

The deposition of Wendell Blanton, taken on behalf of the Plaintiff at Gergel, Nickles & Solomon, 1519 Richland Street, Columbia, South Carolina, on the 20th day of December, 2005 before Sonya K Grice, Court Reporter and Notary Public in and for the State of South Carolina, pursuant to Notice of Deposition and/or agreement of counsel

effects of anything else?
A No
Q Okay The one rule that is a hard and fast rule, and we will do this in a very gentlemanly manner, trying not to be sexist, is that we'll not break between a question and answer If you need to go to the restroom, get another quick sip of coffee or just take a break, because you and I will be talking a lot, you may certainly ask to do so, but not between a question and an answer
A Understood
Q All right Tell me your current position?
A I am the Superintendent of Education of the Palmetto Unified School District, South Carolina Department of Corrections
Q How long have you been in that position?
A Since '99 I've been in the position since '99 I've been with the agency much longer than that
Q Okay And I'll ask about that in a moment Tell me your status Are you retired, TERI? What are you?
A I'm retired and rehired under the Department of Corrections' special program for that purpose

Q Okay And when was that made available?
A I believe it was October 2003 that I exercised that option, with many other employees, that was the first time it was offered
Q All right Tell me about your prior work experience, going back before '99, when you became Superintendent?
A I worked in the School District office or the Division of Education's office beginning in '84 in various positions and capacities Prior to that, I was principal of the school at Kirkland Correctional Institution At that point in time, we had a very large school there, the mission of Kirkland changed But we had a very large school there in '84 when I left Prior to that, I was a guidance counselor in the District Prior to that, I worked with a drug abuse treatment program as counselor/music therapist This was my original position beginning in '71
Q Okay And that was within the Department of Corrections?
A All of that was with the Department of Corrections
Q So all of your experience has been within the

known under two titles, Division Director of Education and Superintendent of Education, are you considered part of the Department of Corrections Administration or are you a certified person in the Palmetto Unified School District?

A I'm both

Q Okay

A And I guess that's why two titles come about Most divisions are called Division Directors, and so when they send out messages to all Division Directors, I generally am on that receiving end At the same time, our school district is in place, and so,

Q And let's talk about that school district How many districts do you supervise?

A How many districts?

Q Yes, sir

A One

Q One?

A Palmetto Unified School District

Q And what does that encompass?

A It encompasses education in the Department of Corrections

Q Where?

A However, unlike most Superintendents who report only to the Board, I also have a supervisor within our agency, so I report to Gerri Miro or the Director of the Division of Programs and Services So, you know, I do not just - our school district is unique I'm sure you've read the law that created it

Q Yes, sir

A And so I report to the Board, but I also report to the agency

Q Okay And you have a division supervisor, and who is that?

A That's Gerri Miro, currently Now, at the point of, I guess at the point of the reduction in force, I think it was - it was Judy Anderson at the point of reduction in force And she's currently a warden now, still with our facility

Q Tell me Judy's last name again?

A Anderson

Q Okay So it encompasses all of South Carolina?

A All of corrections, but not Juvenile Justice They have a separate district

Q Okay

A So we pick them up at age 21

Q Okay
A And, of course, our primary focus then is, as far as the school district is concerned, is the high school age eligibles, those that are eligible for funding under the Educational Finance Act
Q Okay So EFA
A EFA, we receive those funds, and that's the primary focus of the school district But over the years, of course, our adult ed and services to adults has been the larger in terms of volume, in terms of number of students, but probably not in scope of services and not necessarily even in dollars spent, but because we've had extra funding to provide a full and comprehensive program, whereas we might, so we would serve all of those students, you know, at least 15 hours a week, whereas some of our adult ed students might be served only four hours a week
Q All right Now, the school district encompasses all of the Department of Corrections, exclusive of DJJ because it's its own entity, within the state?
A Well, yes And, of course, I mean, as I say,

there is a division between the nine high school programs and the adult ed, other programs

Q Right

A And so we do

Q But not geographically?

A Not geographically, and, I mean, you know, there is a difference in scope of programs, in terms of available resources, in terms of those kinds of things And so, you know, the question has always been, you know, well, is the school district just those high school programs or to what extent can the school district, you know, include the adult ed components

Q Okay But those programs are at the same places at the same time? You can have high school programs

A You can have them

Q and adult ed programs in the same facilities?

A At nine places, but then there are 28 prisons So at the other places, then the educational programming is much more limited in scope and resources, yes

Q Okay Are there any geographical regions that are segregated and not under your purview?
A No I have more limited responsibility for programs that are offered by the adult ed local communities That essay is provided through contractual services, and so, you know, I do not have the authority over those programs that I would over the programs funded through our agency or through federal funds received by our agency So I have direct supervisory responsibility through subordinates for all programs that are funded through our district
Q Right
A But programs that are funded through the county, local adult ed programs, I have coordinating responsibility
Q Okay So for just facilitating those agreements?
A That's correct
Q Okay You talk about your responsibility to report to the Palmetto Unified School District Board as well as your division supervisor How many times a year does the Board meet?
A Four times a year, by law Each quarter Once each quarter

Q Okay And who's on that Board?
A The Board is appointed, all of the members of our Board are appointed Four of them are appointed by the Director of the agency, by the Commissioner and then the official title became Director of the Department of Corrections
Q And that's Ozmint?
A That's Ozmint
Q Okay
A And his predecessors Of course, they're appointed for four years
Q Right
A Four of the Board members are appointed by the State Department of Education, by Inez Tenenbaum or her predecessors, and then one of the Board members is appointed by the Governor
Q Okay So there are nine Board members?
A We do have nine members There have been times that we've had vacancies, but right now we do have nine Board members, all positions are filled
Q Okay Did you have nine Board members back in 2003?
A I could not totally recall that There were at least eight We did have a fairly extensive

vacancy with the Governor's appointee shift, just getting through the bureaucracy, and we had a person move out of state, never submitted a letter of resignation There was a period but - so there have been some times when that position has been vacant for extended periods of time

Q Okay Tell me what your role is with the Board?

A Of course, I'm at every Board meeting You know, we discuss programs We discuss directions, inform the Board of what is occurring They - of course, we have an agenda, as you can see through the Minutes

Q Right And I'll ask about those in a minute

A And, as you see, as you read the Minutes, you see that I am, you know, I field questions about our operations, and they occasionally give me an assignment for information So they are - you know, I do play a very active role with them

Q Now, what does the Board do?

A Okay The Board was created by the legislation

Q Right

A And the Board originally, the scope of power of the Board has been an area where over - see, I've been there ever since, I've just about attended every Board meeting since '81 I mean '84 The Board was created and kind of constituted in that period, '83/'84, about the time I came to Headquarters, it was being constituted So I've been to just about every Board meeting And, you know, in some cases, the Board has kind of searched for its role and how, and its authority But the Board is, originally was constituted, as written in the legislation, reported to the Board of Corrections, when we had a Board of Corrections Then when that law was revised, that language was changed by the legislature, and they actually report to the Director of the division, of the agency

Q Of the whole Department of Corrections?

A The whole agency So, you know, I mean, he can terminate them, you know, so, you know, I - the Board, as I say, has more limited power, certainly, than a regular school board A regular school board has, you know, the ultimate authority They are elected

officials But in this case, they are appointed officials, and they are, they work at the pleasure of the Director of our agency And so they advise the agency and look at our programs and advise on directions and policies, and they look at

Q Do they make any policies? Do they make any changes to policies, within the District?

A They have developed a policy manual, you know, for the Board operation So, primarily, their concern in terms of policy has been the Board operations However, change in policy would, from time to time, be discussed with them, and their advice would be sought

Q Explain what you mean, "their advice would be sought"?

A Just what it says, you know They would give their ideas about it, but the final approval of SCDC policy lies with the Director

Q Including any internal educational policies?

A Including education policies, yes

Q Let's talk about their policy manual I, just so I'll clarify, I work a lot with school districts, and so I deal with the regular Superintendents and the school boards, and

A Well, and here again, level of services vary greatly from institution to institution They did at that time and they still do

Q Okay

A You know, we, again, at some of those places we would have, because of the nature of the institution, its institutional mission, we would have maybe one teacher, or we might have five teachers At some of the adult, you know, we had fairly large programs because we had large student bodies At other institutions they are farm oriented and everybody works during the day They're not allowed to go to school during the day We have smaller staffing at some places like work release centers, very small staffing because, again, they go out in the community and work, they pick up trash along the side of the road So we limited our programming to night school part-time programs

Q Okay Was there, prior to June 1st, 2003, a salary schedule for certified employees?

A Since the beginning of the school district, there has been a salary schedule for certified employees, yes

Q And this may be before my time, may be before yours Were you the Superintendent when the teacher pay lawsuit was done?

A Not when it began I think I was when it settled, but it was very early in my tenure when it settled, but I'm pretty sure I was Superintendent when it settled

Q And as a certified person, you benefitted from that as well?

A I did

Q Are there any State Department of Education requirements for y'all to maintain a teacher salary scale?

A Yes It was created in the law It's a part of the law and, of course, that's what the law, the wording and actual how that was being defined, that was the heart of the lawsuit But the wording in the law has not changed from the very beginning It basically says that we would pay the State minimum plus a supplement, average supplement, throughout the state so that per day our teachers are paid what the average teacher in South Carolina is paid

Q Okay

A Now, again, how that was calculated was the

keep a record of their credentials or check with the State Department of Education to be sure we're paying them on the right cell And, of course, then if a person increases their credential, we notify, you know, that this salary should be increased So that's our primary role is verify credentials

Q Okay Let me ask this Were you consulted by HR, or whoever was generating the RIF, were you consulted regarding the RIF prior to it being implemented?

A I was not involved and, in fact, felt that I needed to be involved And I expressed that to my supervisor, and at the very end, I did have some involvement in the reduction in force, probably in March before the announcement was made in, I guess it was made, what, first of April?

Q April Fool's Day

A Yes So my involvement came very late, and it was after I had heard that perhaps all of education was going to be cut And that's when my involvement occurred because I said, you know, "Why does the agency, why is the agency willing to lose $6 million in education

funding, federal funding? And if you cut our budget, our state budget, you jeopardize our other funding, and you need an educator to advise you of how, you know, how this could be done and we could still keep the school district intact " So it was my hope, and I believe I did that, that I saved many jobs by asking to be involved And Judy Anderson facilitated that and got the Director, you know, attuned to involving me, and I did become involved at that late date

Q Now, Judy Anderson is your immediate supervisor?

A Exactly

Q Or was at the time?

A At that time

Q Okay And when did you say you got wind of the RIF?

A Well, I mean, you know, we all read the newspapers The whole agency was concerned about our budget shortfalls, and so I can't say when that actually started, but I think we began to hear that there was something coming and that it was coming, you know, in early April, and I didn't know any of the specifics

except I was hearing that the Division of Education would be heavily involved, and perhaps we would lose all of our staff And so, at that point in time, I felt it was judicial to get involved and try to save as much as I could

Q And what I'm hearing from you is that no one came to you, you went to your supervisor?

A Well, I'm not saying she didn't come to me She and I discussed - she was very supportive and wanted to be very helpful, and she was concerned And so, you know, we had discussions about my not being involved, and I expressed to her that I felt like somebody from our division that knew the District operation needed to be involved And she communicated that up, and it resulted in my getting an involvement at the very end

Q And who did you relay your advice to?

A I relayed it to the Director, to the Chief of Staff at that point in time, Richard Stroker, of course, then, ultimately, after meeting with them briefly, very briefly, as I recall, I'm saying, you know, ten or 15 minutes, and I expressed my concern of what was going on and,

you know, they did share with me that a reduction in force was coming and it would heavily involve education And so I expressed my concern that if they cut this school district the wrong way we would lose it all and that, you know, I wanted to preserve as much as possible And at that point in time, I was scheduled to meet with John Near, Glen Franz, and Richard Stroker was in and out of the room frequently The Director did not participate directly in those sessions

Q But he did participate in the 10- to 15-minute discussion

A With me about, yeah, my concern that they not cut the whole District and that they not cut it in a way that, you know, would cause us to lose the federal money That just seemed to be a no-brainer to me Why would you want to lose the money? And we had to focus our services toward that population that generated the money, and that was those under 21

Q Did they seem aware that they were jeopardizing federal funds?

A I think - I mean, I'm not sure that they were totally unaware of it I cannot say that they

COPY

STATE OF SOUTH CAROLINA	)	COURT OF COMMON PLEAS
	)	
COUNTY OF RICHLAND	)	C/A #04-CP-40-1761

James "Cal" Bell, Othella Bernard, Katherina Bower, Linda M W Bratton, Ann T Bridges, Rance C Cobb, Jeannie B Croxton, Bernetha L Culbreath, William K Dreyer, Jacqueline D Farr, Ruth Fritts, Nancy Glenn, Etta Jane Jones, Geneva M Martin, Mary H McCabe, Beverly McClanahan, Max D Randolph, Carolyn McIver Smith, Maggie G Williams, and Paula Woodlief,

Plaintiffs,

v

South Carolina Department of Corrections and Palmetto Unified School District No 1,

Defendants,

DEPOSITION OF

JOHN NEAR

****

Wednesday, June 21, 2006
9 08 a m - 11 33 a m

The deposition of John Near, taken on behalf of the Plaintiffs at the law offices of Gergel, Nickles & Solomon, P A , 1519 Richland Street, Columbia, South Carolina, on the 21st day of June, 2006 before Margaret S Smith, Court Reporter and Notary Public in and for the State of South Carolina, pursuant to Notice of Deposition and/or agreement of counsel

A Yes, sir
Q Tell me what your position of employment is
A I'm the human resources director for the Department of Corrections
Q How long have you been in that position?
A Approximately thirteen to fourteen years
Q Have you held any other positions at the Department of Corrections?
A I was hired as the assistant director of human resources and was in that position for about seven years
Q So you have more than twenty years of service with the Department of Corrections?
A Yes, sir
Q Do you have any training other than on-the-job training in the field of human resources?
A Well I was a college graduate at
Q Excuse me just a moment Let's just let the record reflect that will you state your name, please, ma'am?
MS SMITH Carolyn McIver Smith
Q Mrs McIver Smith has joined us Prior to Ms Smith joining us, I had asked if you had any training other than on-the-job training in the field of human resources I believe you said

areas or geographic areas in which employees may compete, does it not?

A To my knowledge, every employer and every agency does have the ability to determine those areas in which bumping can occur, yes

Q Those are not matters that are subject to the purview of the Office of Human Resources or the Budget & Control Board, is that correct?

A I believe that's correct I believe all they do is review it for the correctness of the policy which you're enforcing

Q And that policy, generally speaking, is one that the Office of Human Resources has already approved in general terms, isn't that correct?

A Yes, sir

Q So would it be the case normally that the Office of Human Resources is just comparing the agency's application of its own procedural steps to the specific reduction in force?

A Not entirely I think they certainly the State Office of Human Resources as it relates to state government does have model model policies which they which they use as a guideline to help them in reviewing policies They certainly, I would think, would bank on

other agencies that have had reductions in force And so I would think that along with seeing if an agency is meeting their own policy, they also look at their experience in the area

Q Have you had any experience being administrator of a public school system in South Carolina?

A No, sir

Q What was your role, if any, in the administration of the Palmetto Unified School System within the Department of Corrections?

A Well, I had no responsibility for administration of the Palmetto Unified School District

Q Did the district employ a superintendent?

A Yes

Q And did the district have a board of trustees or board of education?

A The district had a board I'm not sure of the exact terminology of how the described themselves, but they did have a board

Q And that's something that was established by statute, is that your understanding?

A I'm not sure

(Plaintiff's Exhibit Number One was marked for

identification purposes)

Q Mr Near, I'm going to hand you a package of documents that have been marked Exhibit Number One And this is a printout of that chapter of Title 24 of the South Carolina code which relates to the Palmetto Unified School District Let me ask you first have you at any time had the opportunity to review these statutory materials?

A No, sir

Q You have or have not?

A No, sir

Q So would it be fair to say that at least in your participation in the reduction in force which affected the Palmetto Unified School District, you did not consult with this Code of Law?

A I was not aware of this of this Code of Law, no

Q Tell me what your role was in the reduction in force which was implemented at the Department of Corrections on June 1, 2003

A I guess in broad terms it was my responsibility to prepare the reduction in force plan, make sure that the plan, the policies, all of that

were submitted to the Office of Human Resources as required in regulation, conduct the reduction in force and just go through all of the all of the mechanics of a RIF

Q Can we agree that for purposes of our deposition when we make reference to RIF or reduction in force, unless we specifically are using those terms generically, they'll apply to the June 1, 2003, Department of Corrections reduction in force? That's the only one we're talking about today?

A To my knowledge, yes

Q Among us, we can agree that when we use that in the short term for that particular reduction in force, is that fair?

A Yes

Q So I want to go through your duties here You say you planned and reviewed the policies which were submitted to the Office of Human Resources, is that correct?

A Yes

Q Did anyone assist you in doing that?

A I had a number of people in my own department who assisted me with the preparation of the reduction in force, yes

with him as it related to the reduction in force, the development of geographic areas

Q Did you consult with anyone at the State Department of Education as to the division of the Palmetto Unified School District for purposes of RIF?

A No

Q Did you consult with anyone at the Office of the Attorney General concerning the division of the Palmetto Unified School District for purposes of RIF?

A No

Q And you've already told me that you didn't examine the Code of Laws which establishes the Palmetto Unified School District in conducting this RIF, is that correct?

A That's correct

Q Were you aware in creating these geographic areas that you were eliminating bumping for a significant number of the eliminated educators?

MR **SUMMERS** I'll object as to form, but go ahead and answer the question, Mr Near

A Actually, I don't look at developing geographical areas for the purpose of bumping in that regard I guess I see it as exactly

Mr Near

A I don't I don't know that they ever said that or I ever asked that, no

Q Well, if their response to you says we're not going to comment on this, you wouldn't dispute that, would you?

A Well, they didn't say that So I don't know that I could give you an answer on that

Q You didn't get correspondence from them, or Mr Ozmint didn't provide them correspondence indicating they didn't comment on the geographic areas?

A I don't recall a specific comment about the specific geographic area, no

Q So as I understand your testimony, one of the purposes of the geographic area is to address bumping, is that fair?

A It's to enable employees to be able to move within within an area and possibly retain their position

Q And if we have a single school district and I am a teacher employed in that single school district, unless otherwise confined, I can compete against all other employees within that district Would that be fair?

Q Well, what's not to agree with? Let's go over this one more time Let's make sure we understand each other Let's assume as the law says that this is a statewide unified school district Let's assume that between the two of us Will you do that?

A Okay

MR SUMMERS I'm going to object as to the premise and the form of the question, but obviously Mr Nickles can continue

Q So we have a single statewide school district and there is a reduction in force in that single statewide school district Let's assume that to be the case, okay? You have to answer

A Okay, yes

MR SUMMERS Same objection

Q Now, unless that school district is somehow divided up artificially, then I have the right to bump into any other school in which there's a position which I have seniority Would that be fair?

A If you are dividing the state into a single geographic area and you have a reduction in force and you wanted to have the ability to bump within that one geographic area, then yes

An individual could bump within that area
Q So if the General Assembly for the State of South Carolina, not John Near, created a single unified school district, then the General Assembly has expressed its purpose to have all those individuals treated uniformly Would that be fair?
MR SUMMERS Objection as to the premise and to the form, but Mr Near
A Again, I don't know that I could answer I couldn't speak for for what the General Assembly would intend or not
Q Well, you're familiar with the lawsuit that was brought by teachers of the Palmetto Unified School District to have their pay elevated to the statutory minimum, are you not?
A The agency did have a settlement on a lawsuit several years back, yes
Q And wasn't it the premise of that lawsuit that there was a single unified school district in which all teachers had to be paid on a similar basis?
MR SUMMERS Objection as to form Mr Near
A I don't know that I know the answer to that question

Q Didn't the Court of Appeals for the State of South Carolina find that there was a single unified school district at the Department of Corrections?

MR SUMMERS Objection as to form

A Again, I don't know

Q So whatever the Court of Appeals found, they found but you don't have any knowledge of that at this point?

A No, sir

Q But certainly, you didn't look at that when creating these geographic areas within the Palmetto Unified School District?

A No, sir

Q Who created the competitive areas for the reduction in force?

A I would say that I probably initially would be the one who created the competitive areas for the reduction in force

Q Did you consult with Superintendent Blanton of the Palmetto Unified School District in creating those competitive areas?

A Again, I had meetings and consulted with a number of management within the agency which included the agency director, general counsel

and very possibly the superintendent of education, as well as the Office of Human Resources

Q If the superintendent of education testified that he was not consulted and was merely informed of the competitive areas, would you be able to dispute that?

MR SUMMERS Objection to form

A No, I would not

MR SUMMERS Go ahead

A I would not be able to dispute that, no

Q Did you consider certification issues when creating the competitive areas?

A No, sir

Q Were you aware that certified teachers were being eliminated while non-certified staff were being retained in instructional positions?

A As far as which positions were which positions were eliminated, again, the agency director was the one who identified which positions were to be eliminated

Q Did the agency director in your presence ever express any dissatisfaction with the level of pay that teachers were receiving within the Department of Corrections?

A Not that I recall
Q Did anyone on your administrative team ever indicate to you that they felt the teachers were being overpaid or paid disproportionate to their duties?
A Not that I recall
Q Do you know why pink slip employees would be retained over permanent employees?
A Well, if you're talking about specific incidences, I don't know I guess from a from a business standpoint, obviously a pink slip or temporary employee is an individual who's paid by the hour, does not earn benefits, and obviously the cost would be would be less
Q But every dollar you spend on a temporary employee is the same value as the dollar you spend on any other employee Would you agree with that?
A I don't know that I know that to be true, no
Q So you think that if you spend a dollar on a certified employee, it cost you more than the dollar you spend on a temporary employee?
A No I didn't say that
Q Isn't it ordinarily the case in your business,

Mr Near, that before reduction in force is implemented, temporary, part-time and probationary employees are examined for elimination?

A I would say that that's certainly very common And the agency did do that

Q Well the agency did it in 2001, didn't it?

A Well, the agency eliminated a number of positions for several years prior to the reduction in force

Q But in this case, it's been brought to your attention, has it not, that certified teachers lost their positions while non-certified people were retained for providing instruction to the inmate You were aware of that, weren't you?

A If we had an individual who was a temporary employee and who was their employment continued, it would be because, number one, those individuals have no rights under reduction in force And that would be an agency decision whether to retain them or not I guess it would also I would also think that since they are temporary in nature, the agency would have the ability to eliminate those positions at any time or reduce their

hours I would think in a lot of cases it would probably be a good business decision

Q So were the individuals who were put on the street given the opportunity to take the position of the pink slip employee?

MR SUMMERS Objection as to form

A The reduction in force process does not allow an individual to bump into temporary positions

Q Let me make sure I understand You have a temporary employee who has no rights under state law, correct?

A That is well, as far as the reduction in force process, yes

Q So you can remove that person regardless of reduction in force, correct?

A Correct

Q And there's nothing that would prohibit you as an agency from offering someone subject to reduction in force that position Nothing in law prohibits you from doing that, does it?

A Well, there the policy does not allow that So I guess since policy is founded in law, I guess you could say that, yeah, it's not permitted

Q Because you chose not to permit it at the

position, you may or may not know what that individual makes per hour and know what benefits are not available to them And certainly in many cases an individual can be better off, depending upon their their personal situation, whether they be in a they'd be better off in a permanent position that doesn't even have anything to do with education

Q So you made that decision for the affected employees in the reduction in force You didn't give them the opportunity to choose to go into a temporary position Is that fair?

A The agency policy does not allow to bump into temporary positions Never has to my knowledge

Q Who made the agency policy?

A The agency policy is is is approved through the agency director and the Office of Human Resources

Q But you know from your discussions with other HR directors that this is treated differently at other agencies, don't you?

MR SUMMERS Objection as to form

A I do know that reductions in force have been

conducted throughout state government in many agencies And I do know that reductions in force are conducted in many, many different ways I do know that reductions in force in other agencies identify competitive areas which are extremely narrow which can very easily prohibit people from bumping And our agency had eleven geographical areas where people could bump which actually enabled employees to bump into other positions and hopefully retain their positions

Q Well, I want to go back to this geographic area because I believe I'm misunderstanding your testimony The geographic area confined bumping rights for individuals to those particular areas, did it not?

A That's correct

Q So if I'm an employee in geographic area number one, I can't bump anybody in geographic area number two even if I am far ahead of them on seniority points or reduction in force points, is that correct?

A Partly You want to remember that in a reduction in force the identify the identification of the geographic area is not

just for the purposes of bumping but also for recall

Q You don't get recalled unless you've lost your job, right?

A That's not true, no An individual can be displaced into another position and be recalled back into their position

Q But to be displaced, you have to have either a vacancy or you have to bump somebody else, correct?

A Say that one more time

Q Well, if I am if I get notice that my position has been eliminated

A Right

Q then unless something happens to me, I've lost my job, right?

MR SUMMERS Objection as to form Go ahead and answer

A Yeah You may or may not lose your position, right

Q But the only positions I can look to to bump into are within that geographic area in which my job is designated, correct?

A Yes, and to be recalled into that geographic area

Q And the only people that I can bump are those people in my competitive area?
A In your geographic area, yes
Q So I have two confinements I have one, the competitive area to which I've been assigned, and secondly, the geographic area to which I've been assigned Is that fair?
A I yes
Q So in your case, for example, rather than assign a competitive area as certified teacher, the competitive areas are more narrowly defined, isn't that correct?
A I don't know that they're more narrowly defined than anything else They're just they're just defined within the geographic area
Q Well, they're defined not just within the geographic area but by position as to competitive area That's different from geographic area, is it not?
A When you talk about bumping within individual's classifications, yes
Q And who designates those competitive areas? Is that you said the agency director did that, correct?
A It's authorized through agency policy by the

services

Q But in this case, isn't it true that the agency director told the employees that the purpose of this reduction in force was to address a budget deficit?

A I would say that's primarily true, yes

Q Well, if it's primarily true, in what part is it not true?

A No I'm trying to recall from the reduction in force plan I believe that is, yes

Q So as I understand your testimony, the agency director selected the positions for elimination, is that correct?

A That would be correct

Q And you created the geographic areas, is that correct?

A I would create the geographic areas for certainly for his approval He's the approving authority of the of the reduction in force, yes

Q And tell me who determined that the individuals affected by reduction in force would not be first be offered opportunities to move into temporary or grant positions Did somebody in your office, or did the agency director make

that decision?

A I don't think there was any decision at all there The policy doesn't allow for full time positions to bump into temporary positions

Q I didn't ask you that question We know that certain positions were changed before the reduction in force Your agency has told us that, okay So let's take that for granted That certain people had their positions changed before the reduction in force, okay Isn't it true that before the reduction in force you could have also offered individuals to be affected the opportunity to move into other non-affected positions Couldn't that have been done?

MR SUMMERS Objection to form

A Well, I guess if you're supposing, I guess just about anything could happen prior to a reduction in force

Q But instead, at some level in your agency a decision was made to keep the individuals who were temporary grant or temporary employees in their positions and not have those individuals affected by the reduction in force?

MR SUMMERS Objection as to form

A Again, if you're asking me did the agency have temporary and temporary grant employees on the payroll of the agency, I would say probably I don't know that they did, but I would assume that there were some, sure

Q When I see a term used for pink slip employee in the materials produced by your agency, what does pink slip mean?

A Pink slip is just a term that goes back many, many years as someone who was hired in a temporary basis And I think originally, probably thirty years ago, they were hired and the form probably was pink And it was come to mean temporary employment

Q But the fact that you're a temporary employee does not mean that you're only there for a short period of time, does it?

A That's not true It may or may not

Q The fact of the matter is that you have pink slip employees who've worked many, many years for the department, isn't that true?

A It's very possible, yes

Q Do you know what percentage of the total Department of Corrections budget is attributable to the Palmetto Unified School

District?

A No

Q Would it surprise you if it's less than four percent of the total budget?

A It wouldn't surprise me, but no, I don't know

Q You're aware that the Palmetto Unified School District receives funding other than through state allocations, are you not?

A Yes

Q What other sources of funds are available to the Palmetto Unified School District?

A There are, to my knowledge, three sources of funds in state positions Those would be those are paid out of state funds, which is tax dollars, those which are paid out of federal funds which come again from federal monies, and those which come from other sources, which may be grants and things of that nature

Q When you look at the Palmetto Unified School District, though, it receives money through the Education & Finance Act, and the Education Improvement Act, does it not?

A I believe it does, yes

Q And those are not a part of the department's line item allocation, are they?

A I don't know that
Q If the purpose of the reduction in force was to save money and only four percent, let's assume, of the budget came from the Palmetto Unified School District, why was more than fifty percent of the cut in that school district?
MR SUMMERS Object as to form Mr Near
A Again, I don't know
Q You didn't play any role in analyzing those budget issues?
A I didn't identify the budget issues or identify the positions, no
Q Would you agree that it would be wrong to use an employee's participation in a lawsuit as a reason for eliminating their position?
MR SUMMERS Object as to form Mr Near
A I don't I don't know that I have an answer to that I don't I certainly don't know that that ever came up I never heard it come up
Q I didn't ask you if you heard it I said you are in a position of some authority within the agency, are you not?
A Yes
Q And as the director of human resources, you

want to make sure that at least employment decisions are done fairly and equitably, is that fair?

A Yes

Q So if there were a consideration that teachers should be eliminated because they successfully sued the agency to get more money, that would not be fair, would it?

MR SUMMERS Object as to form

A It doesn't sound fair, no, not the way you put it

Q And I ask you in your position as the director of human resources, are you generally responsible for both the manner in which current employees are treated and in reviewing applications for those interested in employment with the department?

A Generally, to some extent as it relates to policy and all that, yes

Q But you have staff within your department that you rely upon to make sure that the process is handled in a fair manner, is that true?

A Yes

Q Do you know who Cal Bell is?

A Only through the certainly through the

Q And then there is another one by J C I guess that would be Joseph Counts, with a total of fifty-two Do you see that?
A Yes
Q Let's remember those numbers, fifty-nine from Ms Burnette and forty-four for Mr Sharpe and fifty-two from Mr Counts I'm going to add those up That's six and nine is fifteen ten one fifty-five Is that accurate?
A If you
Q I believe it is Nine and four is thirteen, two's fifteen, six and four is ten, five one fifty-five
MR SUMMERS Mr Nickles, allow me, I came to the same total using my West Virginia University math skills
MR NICKLES All right
Q Let's look further into this document We see on page three of the application it has the question do you have a relative or former spouse working for this agency, and the answer is Barnie Lloyd, brother-in-law, Tyger River You see that?
A Yes
Q What position does Mr Lloyd hold at Tyger

River?
A Associate warden
Q That's under the warden?
A Yes, sir
Q That's a pretty high up position at Tyger River?
A It'd be the number two position
Q Number two man at Tyger River?
A Yes
Q Then you look over at work experience And the last employer, Union County Sheriff's Office, $14 60 a week I mean an hour and may not contact this employer Do you see that?
A Yes
Q So Mr Yarborough, if he's being accurate about his $14 60 a week, he's making a little under $600 a week, 40 hours a week as a deputy sheriff That's what he's listed as his 42 hours a week So right at $600 a week Would that be about right?
A Yes
Q Then you look further into this at the third page from the back, it's Department of Education transmittal to Mr Yarborough Do you see that? Keep going It's about the

third page from the back of the document There we are

A Yes

Q See that document?

A Yes

Q Dated March 13, 2006?

A Yes

Q The document states this is not a teaching certificate, and you must complete the following institutes during your first year of certification Do you see that?

A Yes

Q So while the department could hire Mr Yarborough, he was not certified and had to carry out additional duties to obtain the certification, correct?

A Yes

Q Then there's a report of employee or inmate relative which follows this And this is directed to you from Kelvin Perry Do you see that?

A Yes

Q And remarks brother-in-law works at facility, and you sign off on approving this selection Do you see that?

A Right My assistant signed off for me, but I would have I would have approved that, yes

Q That was with your authority, was it not?

A Yes, sir

Q And the last document in this particular set is a letter of March 20 from Connie Riley to Mr Yarborough telling him that he has been selected for the position of vocational teacher at Tyger River Correctional Institution, and his starting salary is $40,284 per year, I guess, is that right?

A Yes

Q That would be a significant pay increase from being a deputy sheriff in Union County, wouldn't it?

A That would be a significant increase from being a deputy sheriff in Union County, yes

(Plaintiff's Exhibit Number Five was marked for identification purposes)

Q I'm going to hand you a document that's being marked Exhibit Number Five and ask you to take a look at that series of documents, if you would, please Once again, the an applicant referral report is the first page Do you see that?

A Yes
Q And this lists as this is for James C Bell, is that correct?
A Yes
Q And this lists his employment history, does it not?
A Yes
Q Perry Correctional Institution, program coordinator, School District of Green, I believe, is Greenville, vocational building, Generations Group, vocational carpentry, SCDC Perry Correctional Institution, teacher, position eliminated by reduction in force Do you see that?
A Yes
Q He had been a teacher from 1992 to the elimination of his position in 2003 and had been previously employed in Tyger River as a vocational teacher for three years Do you see that?
A Yes
Q There's a handwritten note on the side of this, 2/15/06, originally 524 What does that mean?
A I don't know specifically what 524 means
Q Very difficult position to fill What's that

referring to?
A As I understand from when you originally asked for the for the information on this, they had announced the position and only had the two people apply, I believe
Q S/O, what does S/O
A Selecting official
Q wants to consider policy admin 11 28 requirement waived What does that mean?
A It's possible that what what a code 524 means is that individuals that are in a position within our agency, an individual cannot make a lateral or downward move during their initial six months or probationary period within the agency It's possible that I see the the on the employment history that his start date as Perry as the program coordinator was January of '06 Since this position was just a couple of months later, it could have been considered as a as a move during that period, but they wanted to make sure they waived that to consider
Q And the position being considered here, vocational teacher, is paid a significantly higher rate than the program coordinator

position, is it not?
A I don't know that for sure, but I would assume so, yes
Q And the vocational teacher position is one, according to this record, that Mr Bell had occupied prior to his reduction in force Isn't that what it says?
A He was a vocational teacher prior to the reduction in force, yes
Q Both at Tyger River and at Perry?
A At yes
Q The next document in this series, and if they are upside down, please correct them, is an applicant evaluation by J C We've agreed that's Joseph Counts and that's a fifty-one You see that? Do you see Mr Counts?
A I do, yes
Q And is his a fifty-one?
A Yes
Q The next one is P B who we've agreed is Mr Burnette who is there at Tyger River See anything unusual about this one?
A No, nothing unusual
Q Well let's look at it Look at the entry for flexibility Hasn't that obviously been

changed from a nine to an eight?
A It looks like that has and there's security is different as well
Q And cooperation?
A Yes
Q And at the total it's been changed from sixty-one to fifty-eight Do you see that?
A Yes
Q Now, for whatever reasons, Ms Burnette did not put her initials on this, did she?
A I see her initials at the top
Q But she initialed Mr Yarborough's when she changed the bottom line She didn't initial this one when she changed the bottom line, did she?
A I don't see initials, no
Q And the next person would be Mr Sharpe, and he would have had a forty-four Is that right?
A Yes
Q So let's add up the totals that were entered here, fifty-one plus fifty-eight plus forty-four That would have been one fifty-three, correct?
A Correct
Q But if we had had sixty-one by Ms Burnette as

she originally entered it, it would have been one fifty-six, wouldn't it?

A No, I don't know that

Q Well, what's the difference between fifty-eight and sixty-one? Mathematically, what's the difference between those?

A You're mathematically correct I think your question is is is had she not changed that, would the score be different And I guess, again, after looking at applicant evaluation sheets for years, you know, it's very common that they be changed, scratched through, re-looked at It's a very common practice

Q Well, isn't it curious to you sitting here today, Mr Near, that we have Mr Yarborough, who was not employed by the department, applying who makes a one fifty-five by these three folks And then we have Mr Bell who originally, if we are to believe the original entries by Ms Burnette, was scored one fifty-six And then it was changed to make him below Mr Yarborough for purposes of the total number Doesn't that disturb you?

MR SUMMERS Objection as to form

A Well, again, it it's very common in going through applicant evaluations that there are changes Just like when, you know, when we're writing, sitting at the table right now There's scratch throughs and, you know, if something is added incorrectly, if something is done differently, if somebody re-evaluates what their thinking is, it's very possible

Q Do you have any explanation, Mr Near, sitting here today for the changes in Ms Burnette's scores other than to increase to decrease Mr Bell's score below that of Mr Yarborough? Do you have any other explanation?

MR SUMMERS Objection as to form

A I have I have absolutely no explanation because I wasn't a part of the interview process

Q But you're responsible for the integrity of the employment process, are you not?

A I would say yes

Q And so it doesn't disturb you that in a one on one process here where you have Mr Bell, who's a former employee, who's a plaintiff in this lawsuit, having his score changed to be below that of the only other applicant? That doesn't

education and instruction to inmates may be developed and made available to affected employees by the reduction in force You see that?

A Where is that at?

Q Number five on page five of the letter

A Yes, I see that

Q Were temporary positions created to provide instructional services?

A I don't know that I recall right now, but do I think that we may have hired temporary employees, certainly, yes

Q So individuals who were affected by the reduction in force may have been later hired in temporary positions providing essentially the same services? Is that understandable or something that might have occurred?

A That's very possible

Q Employees were also informed that they would be considered for re-employment by the agency in the event that positions became available for which they were qualified, isn't that correct?

A Are you speaking of recall?

Q In addition to recall, weren't the employees told even though they had been removed due to

again, if you're if you're going to eliminate positions but carry on a function, you certainly have to have some plans to try to carry it on

Q In the competitive area, competitive job classification section, Roman Numeral III, indicates the positions to be eliminated are located across the state of South Carolina You see that?

A Yes

Q And I believe your testimony earlier is that it was your responsibility to establish geographic areas and the director's responsibility to designate those positions for elimination, is that correct?

A Yes

Q And this letter went out to Mr Wilkins on March 28, 2003 Is that the best of your recollection?

A Yes, sir

(Plaintiff's Exhibit Number Seven was marked for identification purposes)

Q I hand you a document marked Exhibit Number Seven, I believe, and it is a collection of four pages Do you recognize the first

document dated March 28, 2003?
A Yes, sir
Q Is that the same date that the letter was sent to the Office of Human Resources requesting approval?
A Yes
Q And this is directed to you, is that correct?
A Yes
Q And it is signed by Christopher Poore, P-O-O-R-E Is that the human resources consultant for the Office of Human Resources?
A Yes
Q And is this the document which you relied upon as reflecting approval by the Office of Human Resources for the reduction in force?
A Yes
Q In the second paragraph of this letter it says based on information you submitted, it appears the plan is procedurally correct Do you see that?
A Yes
Q And then it goes on to say our approval does not, and Mr Poore underlines does not, include the determination of geographic locations in the competitive areas Do you see that?

A Yes
Q Does not include competitive classes, does not include competitive class series, does not include bumping rights, does not include positions eliminated or does not include any exceptions to the plan Do you see that?
A Yes
Q So you weren't relying upon the Office of Human Resources for approval on any of those items, is that fair?
A That's what their approval says, yes
Q Those were items that were done by the agency itself and not subject to approval by the Office of Human Resources Is that your understanding?
A That's correct
Q So whatever the Office of Human Resources approved, it does not include those items that are accepted in Mr Poore's letter of March 28, 2003, is that fair?
A Well, what this says is the plan was approved, and it says that the designation of competitive areas and a number of other areas are the responsibility of the Department of Corrections

Q Well, it says more than that It says our approval does not include these things Isn't that what it says?
A That's right That's what it says
Q And if we look at the second parcel of the two pages that are a part of this Exhibit Number Seven, these are the competitive areas And the second page shows the geographic locations, is that correct?
A Yes
Q And this is what you had fashioned for use in the reduction in force, is that correct?
A Yes
Q When you were putting together this geographic competitive area listing, did you determine where the educational programs were located within the eleven areas?
A No The reduction in force plan was submitted for the agency and for all the positions eliminated, not a separate plan for the department, for the division of education
Q That's not my question I said when you were putting this together, did you determine where the educational services were being offered within the competitive areas?

Lee, only pink slip employees And in Manning, only a pink slip employee Do you see that?

A I do

Q Based upon this document, there is a sizable reduction in the number of educational staff for the Department of Corrections Palmetto Unified School District Would that appear to be the case?

MR SUMMERS Objection as to form

A There was a substantial reduction in all the areas, including education, yes

Q Well, is that really fair, Mr Near, because when you have 148 positions, 84 positions is more than 50 percent, is it not?

A Yes

Q And that's of the total number of all Department of Corrections employees that were cut 148 was the total number of eliminated positions throughout the agency, isn't that correct?

A Yes

Q How many positions are there throughout the agency, just an approximate number?

A At that time there was probably six thousand

Q And do you know how many instructional staff

beyond that, I mean I honestly don't know what was provided or not provided to you

Q Don't you keep a copy of things that are sent out through your attorney?

A Well again, I don't I don't know that I would always keep a copy of everything, no

(Plaintiff's Exhibit Number Eleven was marked for identification purposes)

Q I hand you a copy of another order in this case This one's dated September 8, 2005 This reflects a second order by the same judge compelling the answers to that discovery Were you aware of this order being issued by the court?

A I don't recall seeing this page, no

Q Do you know if any response was provided by your agency within the period of time allowed by the court in this order?

A I don't know

(Plaintiff's Exhibit Number Twelve was marked for identification purposes)

Q I'm going to hand you a document marked Exhibit Number Twelve This represents itself to be a response to the interrogatories of June 15, 2004 It is dated November 30, 2005 Have you

seen this document before?
A No Again, I have seen a number of documents, but I don't know that I specifically recall one that's legal, no
Q Well, let's look at interrogatory number four Provide a complete list of all vacancies filled since the reduction in force Now, we've seen in your materials that have already been examined, for example, as to Mr Bell in Exhibit Number Five, the first page of that You see that?
A Yes
Q There's a personnel history listed by position, start date and end date for that individual You see that?
A Yes
Q You have that for each person employed by the Department of Corrections, don't you?
A Well we don't have one There would be one If you wanted that, you'd have to have that generated for that one, yes
Q The information is available to you, is it not?
A It could be generated
Q Did the orders of the judge issued say only if it's convenient for you should you provide this

A-L-L, you know the meaning of that word, don't you?
A I believe I do
Q It means every, doesn't it?
A I believe it does
Q It means each, correct?
A (Nods head affirmatively)
Q So this is a very simple statement Provide a complete list of all vacancies filled since the reduction in force That information is available through your records, is it not?
A It would have to be obtained through the records, yes
Q Number five, provide a complete list of all new positions approved since the reduction in force That again could be determined through your records, could it not?
A It could be determined if there were new positions that were approved Again, if you're talking what new positions, are you talking about new positions that the State of South Carolina approved for the agency? Are you talking about a position that the agency wanted to somehow change or or rebudget? Are you talking about something that somebody was in an

existing position and that changed? You know, again, I you know, a new position Generally, when someone asks me did the agency get new positions this fiscal year, I would say in the appropriations process did the agency get a new position

Q Well, was even that information provided in response to this discovery request?

A Well again, I don't know what was provided to you

Q Well you can see what the answer is Documents or information in response to this interrogatory does not exist in current form Extensive programming of defendant's information bank will be required That doesn't provide any information, does it? It's an excuse

MR SUMMERS Objection as to counsel's characterization

Q It doesn't provide any information, does it?

A There's no information there, no

Q Number eight, provide a complete list of all reclassifications and promotions and transfers implemented by the Department of Corrections during the calendar years 2002, 2003 and 2004

Once again, that information is available within your system, is it not?

A If the agency knew exactly exactly what was provided and and they were able to go through and do the programming, they probably could

Q Number ten, provide a complete list of all employees indicating position and hire date assigned to the responsibilities that were performed by certified educators prior to reduction in force Did you consult with Mr Blanton or anyone in the Palmetto Unified School District in reference to this request?

A No I don't recall talking to him about it, no

Q And the same would be true for numbers eleven and twelve, that you have not provided that information Your only response is the response which is in this document Is that fair to the best of your knowledge?

A To my knowledge, the information was provided, yes

(Plaintiff's Exhibit Number Thirteen was marked for identification purposes)

Q Mr Near, I'm going to hand you a document

marked Exhibit Number Thirteen, I believe I want to ask if you have been provided a copy of this document before today

A I don't recall without reading through it

Q You're welcome to read through as much as you would like This is a letter dated September 8, 2003, to Terry Baggott at the Office of Human Resources of the Budget & Control Board from Ms Donna Guffey of this office identifying certain perceived deficiencies in the reduction in force process And my question is, has this letter been provided to you before today, or do you recognize any of the issues or the questions addressed therein? And I will invite your attention to specific items within the letter

A Okay I don't recall just at the moment, but probably because it's a few years old

Q All right, that's fair

(Plaintiff's Exhibit Number Fourteen was marked for identification purposes)

Q Let me then show you Exhibit Number Fourteen And this is a letter dated October 1, 2003, which is in response to Exhibit Number Thirteen, and it's signed by Ms Deborah

Corrections, isn't that the case?
A That decision is made within the Department of Corrections
Q And so the consequences of those decisions are not based upon the Office of Human Resources, but based upon the conduct of the Department of Corrections, is that fair?
A I don't understand the question
Q Whatever happened as a result of the decisions made within the Department of Corrections, it's the responsibility of the Department of Corrections to answer for those, isn't that fair?
A It's the responsibility of Department of Corrections to develop the reduction in force plan, carry it out and certainly be responsible for it I would think so, yes
Q And to be responsible for whatever consequences may derive from that process, fair?
A I would think so, yes
Q I don't have any other questions Thank you very much
MR SUMMERS I don't have any questions at this time
(There being no further questions, the deposition

STATE OF SOUTH CAROLINA) COURT OF COMMON PLEAS
)
COUNTY OF RICHLAND) C/A #04-CP-40-1761

James "Cal" Bell, Othella Bernard, Katherina Bower, Linda M W Bratton, Ann T Bridges, Rance C Cobb, Jeannie B Croxton, Bernetha L Culbreath, William K Dreyer, Jacqueline D Farr, Ruth Fritts, Nancy Glenn, Etta Jane Jones, Geneva M Martin, Mary H McCabe, Beverly McClanahan, Max D Randolph, Carolyn McIver Smith, Maggie G Williams, and Paula Woodlief,

Plaintiffs,

v

South Carolina Department of Corrections and Palmetto Unified School District No 1,

Defendants,

DEPOSITION OF

JON E. OZMINT

****

Wednesday, June 21, 2006
1 05 p m - 2 08 p m

The deposition of Jon E Ozmint, taken on behalf of the Plaintiffs at the law offices of Gergel, Nickles & Solomon, P A , 1519 Richland Street, Columbia, South Carolina, on the 21st day of June, 2006 before Margaret S Smith, Court Reporter and Notary Public in and for the State of South Carolina, pursuant to Notice of Deposition and/or agreement of counsel

A I will
Q Are you aware of any condition today that would impair your ability to hear what I'm asking you?
A No
Q Are you aware of any condition that would impair your ability to respond to my questions?
A No
Q I believe that you are the Executive Director of the Department of Corrections, is that the case?
A I am the director of the department
Q The title is director?
A Yes, sir
Q How long have you been in that position?
A Since January of '03
Q And what did you do immediately before becoming the director of the department?
A I was in private practice with the law firm Murphy & Grantland
Q How long were you with that firm?
A Year and a half, two years
Q And do you retain your license to practice law?
A I do
Q Have you had your deposition taken before?

A I've had to, yes, sir
Q Do you have a chief financial officer in the department?
A We do We call him the yes, we do Glen Franz is our director of the Office of Budget & Resource Management
Q Could you spell his last name for the court reporter, please?
A F-R-A-N-Z It's one N
Q Has he been with you throughout your tenure as the director?
A Yes Not in that position, but yes
Q Do you recall who in the early months of 2003, I guess from January to July 2003, who would have occupied Mr Franz' position?
A John Davis was in that position
Q So according to this document, Number Fifteen, if we accept its general reliability, the total expenditures have ranged in the over three hundred million dollar category each of these years from 2000 to 2005, is that correct?
A That is correct It's been over three hundred million in expenditures each year What is equally important to me is this doesn't reflect appropriations And that's a pretty broad

range from 313 to 349 But yes, they've all been over three hundred million

Q Tell me what the sources of funds for the Department of Corrections are

A Well, our main source of funds is direct appropriations from the legislature and those legislatively appropriated funds come basically in three forms, annual appropriations, annual recurring appropriations, annual one time appropriations and capital reserve fund monies We also have some carry-over bond funds that we have been living on for a number of years Those are funds that were originally slated for large larger construction projects that have now been converted to use for either smaller projects or just routine maintenance We draw some federal dollars from a variety of sources A very small percentage of our budget in comparison to most state agencies would be federal dollars Some of those the only consistent source of federal funds that we do draw are EFA, the educational related funds Most of the rest of our federal funding comes in the form of either grants or funds like VOITUS funds, which were not grant funds, but

they were federal dollars tied to, in that particular instance, prison construction If you pass truth in sentencing, Congress used those funds as a carrot to get states to pass the 85 percent laws And if you'll do that, in other words we'll give you these funds to help you build prisons with So all the states did it Of course those funds did not create those prisons, nor did they continue to build those prisons long after those 85 percent laws were on the books and those federal funds were dried up The other source of funds, we have revenue funds Most of our revenue funds are generated from our canteen sales and our prison industry operations

Q You arrived in January of 2003 and determined at some point in the spring, I understand from the documents that have been provided to me, that a reduction in force would be implemented Is that correct?

A Repeat that again

Q Sure You arrived as executive director in

A I was I was thinking about agriculture funds going into the revenue funds account, by the way Sorry

it Those probationary employees aren't entitled to bring certain they don't have certain rights that the other employees do But the reality is, they cost you a whole lot less

Q Let me take that one step further Now, in your reduction in force, you made the determination at some point apparently early on that you were not going to include correctional officers in the groups that were to be RIF'd So you had made a conscious decision that whatever happened in the reduction in force, it wouldn't adversely affect that group of employees Isn't that the case?

A I didn't want it to I later learned because of the silliness of the bumping rule that that could happen And I fought against that tooth and nail, but my understanding was that under certain circumstances, we could actually wind up bumping a lower cost security person for a higher cost certified person Which again, in state government, that may make all the sense in the world to somebody It makes no sense to me But I think that did end up happening

Q Well, under OHR rules, isn't it the case that

security So we're only hiring those three So if you do your probationary, temp formula, you don't get many numbers There may have been somewhere across the agency some temporary employees working that had been where some previous director had made exceptions, but there weren't many And so what you're going to wind up doing is cutting the very people for whom you have by necessity lifted the hiring freeze And only those three areas were not subject to the hiring freeze So we were really in a box I mean you can't not feed inmates You can't not treat them when they're ill, and you cannot I mean we just could not continue to bleed our security ranks.

Q Did it concern you when you went through this process that at some of the educational institutions the only state funded instructors left were the pink slip employees?

A It did, but on the other hand, they were more we got more value for the dollar from those

Q Because you didn't have to pay benefits, is that the case?

A Not only because we didn't have to pay

examination, but I will just read to you the relevant language It says based upon the information you submitted, it appears that the plan's procedurally correct The Office of Human Resources approval of procedurally correct indicates only that the required elements of the RIF plan are present in accordance with the department's RIF policy procedure Our approval does not, and it's underlined, does not, include the determination of the geographic locations and the competitive area, the competitive classes, competitive class series, bumping rights, positions to be eliminated, and it goes on Do you see that in Exhibit Number Seven?

A Yes

MR SUMMERS Let the record reflect that he is looking at first the copy that

A Yes, I see that

Q So in its examination of your submission, the Office of Human Resources specifically excluded any review or approval of the geographic areas and the other things identified therein, is that fair?

A It is fair to say that they were, in classic

OHR fashion, were unwilling to take responsibility for anything that that they insist on you sending them much of what they insist on you sending them, but they they don't want to take any ownership

Q They essentially say this is your

A This is your baby

Q All right, thank you

A And I get that quite a lot from OHR

(Plaintiff's Exhibit Number Nineteen was identified for the record)

Q Now, in Exhibit Number Nineteen, which I believe you have before you

MR SUMMERS Let the record reflect that Nineteen was just handed to Director Ozmint

Q This is a memorandum that again, provided to me by your department Indicates it was sent to all employees regarding reorganization and agency reduction in force on March 31, 2003 Are you generally familiar with this document?

A Yes, sir

Q So this was thirteen days after receiving the memo from Superintendent Blanton And I believe this reflects that you've already

STATE OF SOUTH CAROLINA COUNTY OF RICHLAND	IN THE COURT OF COMMON PLEAS FOR THE FIFTH JUDICIAL CIRCUIT C/A NO 04-CP-40-1761
James "Cal" Bell, Othella Bernard, Katherina Bower, Linda M W Bratton, Ann T Bridges, Rance C Cobb, Jeannie B Croxton, Bernetha L Culbreath, William K. Dreyer, Jacqueline D Farr, Ruth Fritts, Nancy Glenn, Etta Jane Jones, Geneva M Martin, Mary H McCabe, Beverly McClanahan, Max D Randolph, Carolyn McIver Smith, Maggie G Williams and Paula Woodlief, Plaintiffs, vs South Carolina Department of Corrections and Palmetto Unified School District No 1, Defendants	AFFIDAVIT OF MAX D RANDOLPH

Max D Randolph, being first duly sworn, deposes and says

1 On April 11, 2003 at approximately 1 30 p m , I met Director Ozmint at Tiger River Correctional Institution I spoke with Director Ozmint at that time regarding the cuts and closings of schools within the Palmetto Unified School District Also present during this conversation was Mr Williams

2 I told Director Ozmint that the cuts and closings were not required and that it could be handled through attrition or retirement

3 Director Ozmint responded that with a budget of $300 million that he could afford education but with a budget of $250 million, he could not

4 Director Ozmint also stated that the teachers sued the South Carolina Department of Corrections to get a raise which he said was wrong

5 I stated that the teachers sued to be paid what the law required them to be paid

Further, affiant sayeth not

Max D Randolph

Sworn to and subscribed before me
this 13 day of September, 2006 Nancy M Lee

Nancy M Lee
Notary Public for South Carolina
My commission expires March 17, 2015

STATE OF SOUTH CAROLINA)	IN THE COURT OF COMMON PLEAS
)	FOR THE FIFTH JUDICIAL CIRCUIT
COUNTY OF RICHLAND)	
	C/A NO 04-CP-40-1761
James "Cal" Bell, Othella Bernard,)	
Katherina Bower, Linda M W Bratton,)	
Ann T Bridges, Rance C Cobb, Jeannie)	
B Croxton, Bernetha L Culbreath,)	
William K. Dreyer, Jacqueline D Farr,)	
Ruth Fritts, Nancy Glenn, Etta Jane)	
Jones, Geneva M Martin, Mary H)	
McCabe, Beverly McClanahan, Max)	
D Randolph, Carolyn McIver Smith,)	
Maggie G Williams and Paula Woodlief,)	
)	
Plaintiffs,)	
)	
vs)	AFFIDAVIT OF BEVERLY MCCLANAHAN
)	
South Carolina Department of)	
Corrections and Palmetto Unified)	
School District No 1,)	
)	
Defendants)	

Beverly McClanahan, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District (PUSD) No 1 and the South Carolina Department of Corrections (SCDC) due to a reduction in force effective June 1, 2003

2 I exercised bumping rights as an entry level correctional officer For over a year, I worked with grounds/maintenance at SCDC, mostly R&M running the greenhouse While still an entry level correctional officer, I worked in Horticultural Services for SCDC

3 I was promoted to Vocational Trainer at a Lieutenant II pay grade for the last ~~year~~ 9 1/2 months B/ of my employment with SCDC As Vocational Trainer, I had the same duties that I had as a teacher prior to the reduction in force but was not paid at the teacher pay rate

Further, affiant sayeth not

Beverly McClanahan
Beverly McClanahan

Sworn to and subscribed before me
this 27th day of July, 2006
Paula T Dreyer
Notary Public for South Carolina
My commission expires 10/26/06

STATE OF SOUTH CAROLINA

State Budget and Control Board

OFFICE OF HUMAN RESOURCES

MARK SANFORD CHAIRMAN
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SAMUEL L WILKINS
DIRECTOR

September 2, 2008

Mr W Allen Nickles, III
Attorney at Law
Post Office Box 1866
Columbia, South Carolina 29202-1866

Mr Lake E Summers
Attorney at Law
339 Heyward Street, Suite 200
Columbia, South Carolina 29201

Re James "Cal" Bell, Othella Bernard, Katherina Bowyer, Linda M W Bratton, Ann T Bridges, Rance C Cobb, Jeannie B Croxton, Bernetha L Culbreath, William K Dreyer, Jacqueline D Farr, Ruth Fritts, Nancy Glenn, Etta Jane Jones, Geneva M Martin, Mary H McCabe, Beverly McClanahan, Max D Randolph, Carolyn McIver Smith, Maggie L Williams, and Paula Woodlief v S C Department of Corrections (SCDC)

Dear Mr Nickles and Mr Summers

On May 20, 2008, this office received a copy of The South Carolina Court of Appeals opinion dated May 14, 2008, dismissing SCDC's appeal of Judge Gordon G Cooper's Order issued on January 10, 2007 Judge Cooper's Order states, in part, that "there exist disputed issues of material fact which entitle Plaintiffs to a hearing before the State Employee Grievance Committee" and "the Office of Human Resources is directed to reinstate the grievance for a hearing before the State Employee Grievance Committee" As a result, a hearing is scheduled before the State Employee Grievance Committee beginning on **November 4, 2008, and continuing, if necessary, on November 5, and 6, 2008, at 9 00 a m , 1401 Senate Street, corner of Senate and Marion Streets, Columbia, South Carolina** A mediator who has been assigned by the State Human Resources Director will meet with both parties prior to the hearing in an effort to resolve the appeal, avoiding the additional time and costs that a hearing requires To accomplish a timely resolution at this stage, it is essential that the parties or their representatives attending a mediation conference have full authority to negotiate and recommend settlement

The mediation effort should not interfere with the timely preparation and exchange of necessary information leading to the date of the hearing before the Committee The State Employee Grievance and Appeal Regulations contain specific time frames for submitting documents, requesting subpoenas, and exchanging witness lists These regulations have the force and effect of law and both parties must comply with them, regardless of the ongoing attempt to resolve the appeal by mediation Therefore, the appeal

process leading up to the scheduled hearing date does not stop unless a mediation agreement is signed by both parties prior to the hearing date

If the appeal is not resolved through mediation, the employee has the burden to establish, at the hearing before the Committee, that the agency's decision to discipline the employee is improper based upon §8-17-340(E) of the S C Code of Laws of 1976, as amended

The Administrative Procedures Act in §1-23-320 of the S C Code of Laws requires that both parties to an appeal be afforded a statement of the matters asserted This letter is intended to comply with that law

Mr James "Cal" Bell, et al contend

1) the Palmetto Unified School District Board was not involved in the reduction in force,
2) educators were singled out for the reduction in force in an arbitrary and capricious fashion,
3) restriction on bumping rights to designated areas within the Palmetto Unified School District was arbitrary, capricious, and adversely effected veteran educators and educators holding advanced degrees,
4) all educators were grouped under generic terms for purposes of the reduction in force, and
5) the reduction in force plan was exercised arbitrarily and capriciously to retaliate against a class of employees (educators) who petitioned the government, through legal action, to compel SCDC to provide compensation in accordance with law

SCDC contends

1) on March 31, 2003, SCDC's Director, Mr Jon Ozmint, announced a reduction in force for the agency,
2) as a result, 148 positions were eliminated throughout SCDC due to a projected budget shortfall of nearly $20 million for Fiscal Year 2003-2004,
3) the reduction in force was implemented effective close of business on June 1, 2003, and
4) its reduction in force plan and policy were consistently and properly applied

Prior to the hearing the employee is requested to identify and state why, on the enclosed Grounds for Appeal Form, which portions of §8-17-340(E) (see enclosure) would require the Committee to change the agency's disciplinary action The Grounds for Appeal Form should be returned to the Office of Human Resources, 1201 Main St , Suite 800, Columbia, South Carolina 29201 and received no later than seven calendar days before the date of the Committee hearing

All documents submitted concerning this appeal, which could possibly include polygraph examination results, will be forwarded to the Committee for review approximately one week prior to the hearing date All objections raised by either party to these documents before transmittal to the Committee, including objections to any polygraph examination results, must be made to this office prior to that time This time frame, however, will not preclude appropriate evidentiary objections from being raised by either party at the hearing

Please refer to our website at www ohr sc gov/OHR/OHR-commappeal phtm for further information regarding the State Employee Grievance Procedure Act, the State Employee Grievance and Appeal Regulations, a copy of the Witness and Representative forms, a copy of the Grounds for Appeal

form, a flowchart for the steps in the Grievance Committee process, and a sample opening statement If you do not have internet access, please contact Ms Sandra Brabham at (803) 737-0388 for a copy of the State Employee Grievance Procedure Act, the State Employee Grievance and Appeal Regulations, and the forms listed above

Please call me if you have any questions

Sincerely,

Terry M Baggott
Managing Partner
Alternative Dispute Resolution Program

Enclosure

c Mr Jon Ozmint (without enclosure)

~Grounds for Appeal Form~

Please identify which ground(s) listed below from §8-17-340(E) of the S C Code of Laws you contend would require the Committee to change the agency's disciplinary action In addition, state why these grounds are relevant to your appeal

_____

_____

_____

_____

_____

_____

(E) The committee may sustain, reject, or modify a grievance hearing decision of an agency as follows

(1) In cases involving actual or threatened abuse, neglect, or exploitation, to include those terms as they may be defined in Section 43-35-10 or 20-7-490, of a patient, client, or inmate by an employee, the agency's decision must be given greater deference and may not be altered or overruled by the committee, unless the covered employee establishes that

(a) The agency's finding that the covered employee abused, neglected, or exploited or threatened to abuse, neglect, or exploit a patient, client, or inmate is clearly erroneous in view of reliable, probative, and substantial evidence,

(b) The agency's disciplinary action was not within its established personnel policies procedures, and regulations, or

(c) The agency's action was arbitrary and capricious

(2) In all other cases the committee may not alter or overrule an agency's decision, unless the covered employee establishes that the agency's decision is one or more of the following and prejudices substantial rights of the covered employee

(a) in violation of constitutional or statutory provisions,

(b) in excess of the statutory authority of the agency,

(c) made upon unlawful procedure,

(d) affected by other error of law,

(e) clearly erroneous in view of the reliable, probative, and substantial evidence on the whole record, or

(f) arbitrary or capricious or characterized by abuse of discretion or clearly unwarranted exercise of discretion

Please return this from to **Office of Human Resources**
1201 Main St., Suite 800
Columbia, South Carolina 29201

Also, please send a completed copy of this document to the agency

STATE OF SOUTH CAROLINA

State Budget and Control Board

OFFICE OF HUMAN RESOURCES

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September 8, 2008

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Mr Lake E Summers
Attorney at Law
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Columbia, South Carolina 29201

Re James "Cal" Bell, Othella Bernard, Katherina Bowyer, Linda M W Bratton, Ann T Bridges, Rance C Cobb, Jeannie B Croxton, Bernetha L Culbreath, William K Dreyer Jacqueline D Farr, Ruth Fritts, Nancy Glenn, Etta Jane Jones, Geneva M Martin, Mary H McCabe, Beverly McClanahan, Max D Randolph, Carolyn McIver Smith, Maggie L Williams, and Paula Woodlief v S C Department of Corrections (SCDC)

Dear Mr Nickles and Mr Summers

As agreed to today by telephone conference call, the hearing dates scheduled in the above referenced appeals have been changed to accommodate possible conflicts with Election Day on November 4, 2008 As a result, the hearing is now scheduled before the State Employee Grievance Committee beginning on **November 5, 2008, and continuing, if necessary, on November 6, and 7, 2008, at 9 00 a m , 1401 Senate Street, corner of Senate and Marion Streets, Columbia, South Carolina**

Please call me if you have any questions

Sincerely,

Terry M Baggott
Managing Partner
Alternative Dispute Resolution Program

c Mr Jon Ozmint

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October 14, 2008



Terry M Baggott
State Budget and Control Board
Office of Human Resources
1201 Main Street, Suite 1000
Columbia, South Carolina 29201

RE Palmetto Unified School District v SCDC

Dear Terry

Enclosed are items for delivery to the Grievance Committee I understand that these materials will be made a part of the Committee record The materials enclosed are as follows

1 Statement of Grounds for Appeal

2 Affidavits of individual grievants

These materials provide the members of the Committee background information that would have been available had the SCDC afforded the grievants an opportunity to present information at the agency level As you are aware, despite the court orders of remand and the directive by OHR, SCDC failed to offer the grievants any internal review

I appreciate your assistance in this matter By copy of this letter, I am providing the same materials to counsel for SCDC

Sincerely,

W Allen Nickles, III

WAN/pfb
Enclosures
cc Eric Lake Summers, Esquire
File # 03-156

GROUNDS FOR APPEAL FORM

Procedural Background

The South Carolina Department of Corrections (SCDC) 2003 reduction in force (RIF) prejudiced the substantial rights of the grievants in this appeal As addressed below, the RIF was made in an arbitrary and capricious manner, reflecting an abuse of discretion and unwarranted exercise of discretion in violation of S C Code Ann § 8-17-340(E)(2)(f) The RIF was also characterized by violation of statutory authority, unlawful procedure and legal error as provided in S C Code Ann § 8-17-340(E)(2)(a) – (d) The SCDC did not participate in agency grievance proceedings Accordingly, there are no factual determinations that call for review by the Grievance Committee under S C Code Ann § 8-17-340(E)(2)(e) Instead, the Committee must make its own determinations regarding the facts in this appeal

By way of background, each grievant submitted an initial request for appeal by letter dated June 12, 2003 seeking reinstatement to their former positions, back pay, lost benefits, interest and any other relief available under the State Employee Grievance Procedure Act The grievants assert that their separations, transfers and demotions were in violation of their rights as employees and cannot be supported by the challenged RIF The grievants also assert that the SCDC employed others to perform their duties under different titles and reduced compensation

Initially the SCDC and the State Office of Human Resources (OHR) denied grievants' request for a hearing Grievants appealed to the Court of Common Pleas for Richland County Upon grievance motion, the Court ordered SCDC to produce documents and to make administrators available for deposition The SCDC resisted this order and failed to produce responsive documents Following a further court order, grievants received limited documentary evidence and deposed agency administrators Upon admission that additional records were available, grievants were provided documents showing the protection of certain individuals from RIF, retention of temporary, part-time and grant employees in favor of grievants, and the implementation of new position titles providing services formerly offered by the grievants As a result, the court granted grievants' request for a hearing The SCDC appealed this order to the South Carolina Court of Appeals The appeal was dismissed and grievants' right to a hearing reinstated Despite multiple court orders and explicit directive from OHR, the SCDC again refused to hear from grievants This appeal followed

Issues On Appeal

The grievants contend that there was an unjustified division of a legislatively established statewide district into eleven geographic units, arbitrarily restricting "bumping rights" available to senior educators in contravention of the statutes creating the Palmetto Unified School District ("District") See, S C Code Ann § 24-25-10 et seq These statutes provide for educational services within the SCDC through "a special statewide unified district " The SCDC's drawing of geographic areas for bumping rights was not in keeping with the statewide nature of the District

The District operates and is administered as a single entity Nevertheless, the person responsible for creating the geographic divisions failed to consider the statutes which established the unified school district Dividing the District into geographic areas meant that teachers could not use seniority to "bump" (replace) more recently hired employees in other areas As a result, more senior educators lost their jobs, including the grievants who have decades of experience and were in their 50's and 60's when separated by RIF in 2003 Director Ozmint characterized this elimination of senior educators through RIF as getting "more bang for the buck" (OHR record p 727)

The SCDC has repeatedly argued that its RIF plan was "approved" by OHR This "approval", however, did not apply to the division of the unified school district, the creation of competitive groups or exceptions to the RIF Instead, the letter granting approval specifically informed the SCDC

> approval **does not** include the determination of the geographic locations in the competitive areas, competitive classes, competitive class series, bumping rights, the positions to be eliminated, or any exceptions included in the plan, since these are solely the responsibility of the SCDC's management Justification for any exception should be retained by the Department

March 28, 2003 letter to John Near from OHR (OHR record p 207)

The restriction on "bumping rights" to designated areas within the District was arbitrary, capricious and adversely affected veteran educators holding advanced degrees This arbitrary division deprived educators of meaningful recognition of years of service and was inconsistent with the statutory nature of the District For example, grievant Bill Dreyer would have been able to "bump" Ray Dorn, a teacher at Trenton Correctional Institution based on seniority but for the geographic limitations (Affidavit of William K Dreyer) Grievant Nancy Glenn had seniority over four other media specialists but could not "bump" due to the arbitrary designated areas (Affidavit of Nancy Glenn)[1]

In addition to the SCDC's division of a legislatively established unified school district, the illegitimate nature of the RIF is reflected in the lack of participation by the District and its Board State law designates the duties of the District's Board and Superintendent See, S C Code Ann § 24-25-10 et seq These duties include responsibility for programming and budgeting issues Nevertheless, a memo from District Superintendent Wendell Blanton to Board members dated April 7, 2003, states "[a]s you may have read in the newspaper, we are experiencing a reduction-in-force action regarding 87 education positions You will be provided more information on April 17, 2003, " at the Board meeting Minutes from that meeting indicate "Mr Blanton gave an overview of the agency's reduction in force plan Of the 148 positions eliminated, 84 are from the Division of Education " No Board minutes prior to the RIF indicate any discussion of potential cuts in the number of educators and programs (OHR record pp 738-740)

[1] Affidavits by grievants are provided herewith

Rather than participating as required by statute, the Board received RIF information after the fact Superintendent Blanton indicated that he "didn't know of any of the specifics except I was hearing that the Division of Education would be heavily involved, I felt it was judicial to get involved and try to save as much as I could" (OHR record pp 731-733) Moreover, Superintendent Blanton made clear his disagreement with the RIF in a written request to provide input in the pending cuts in educational programs and staff so that matching federal and grant funds would not be lost (OHR record p 742)

The SCDC contends that administrative policy allows the agency director or designee to take RIF actions without the involvement of the District's Board This position is contrary to state law that delegates to the Board primary responsibility for the administrative functions of the District, including maintenance of a twelve-month educational program These same statutes assign the agency director the limited role of "consent and concurrence" S C Code Ann §24-25-70

The SCDC not only violated statues and procedures but also abused its discretion in implementing the 2003 RIF For example, grievants contend that their selection for RIF was in retaliation for enforcing their right to be paid in compliance with state law and in violation of laws establishing a "unified" school district Abraham v Palmetto Unified School District No 1, 343 S C 36, 538 S E 2d 656 (Ct App 2000), held that the SCDC and the District are required by S C Code § 24-25-70(7) to provide additional compensation to instructors based upon the average of local school supplements throughout the state This resulted in substantial back pay and salary increases for all educators employed by the SCDC

The record reveals numerous deviations from the announced RIF purpose and from normal RIF practices These deviations include shielding at will, temporary and grant employees from separation in favor of separating full time educators Some SCDC employees were moved or offered other positions immediately prior to the RIF or placed in positions made through the RIF process without having the appropriate qualifications Contrary to the RIF justification, positions designated for separation were actually not eliminated but re-cast into unclassified positions with essentially the same duties but with a reduction in pay For example, Grievant Max Randolph was offered a teacher position after the RIF on the regular pay band rather than the teacher's salary schedule (Affidavit of Max Randolph) Grievant Beverly McClanahan remained at SCDC in the only offered position of Correctional Officer In this position, Ms McClanahan performed the same teaching duties that she had performed prior to the RIF but was not paid on the teacher salary schedule (OHR record p 769), Grievant Nancy Glenn also accepted a Correctional Officer position to remain employed Ms Glenn continued to perform librarian duties but for lower pay (Affidavit of Nancy Glenn)

Others affected by the RIF, like James "Cal" Bell, were offered only entry level correction officer positions or were assigned non-certified positions with the same duties previously performed as educators, but for substantially less pay Documents produced after a court order also reveal that the SCDC retained probationary, grant and "pink slip" temporary employees in favor of educators separated by RIF (OHR record pp 1085-1086) These at-will

employees are normally eliminated and their positions filled by permanent employees, such as grievants, **before** a RIF is implemented In fact, this procedure was used by the Department in 2001, prior to Director Ozmint's appointment (OHR record pp 710-711)

Of the eighty-seven educators affected by RIF, seventy-eight were certified instructors or instructional supervisors Seven institutions eliminated all District instructional staff, while others retained only part-time, pink slip teachers In fact, the SCDC shielded certain employees from RIF by reassignment of duties and exempting positions A "reorganization" took place prior to the RIF that shifted high-ranking administrators and provided some promotions Brenda Reed was moved just prior to RIF from the Training Academy to Personnel Ms Reed's previous position was eliminated (OHR record p 1031) Two Division Directors, Richard Bazzle and Judy Anderson, received demotions but kept their salaries without confinement in competitive areas (OHR record pp 1032-1033) This was done just a few days before the RIF was announced Other employees were permitted to maintain their salary with changed positions (OHR record p 1032) Jane Mailloux, a teacher with less service time than others affected by the RIF was hired immediately after the recall period ended (Affidavit of Mary McCabe)

Further evidence of retaliation is presented by the disproportionate reduction of educators compared to the Department's overall budget In a memorandum to employees announcing the reduction in force, Director Ozmint cited the Department's "financial crisis" (OHR record pp 773-774) Prior to the reduction in force, education accounted for less than 4% of the total SCDC budget (OHR record p 744) Nevertheless, educators comprised 60% of the employees affected by the reduction in force

Grievant Max D Randolph objected to the concentration of educators affected by the RIF in a discussion with Director Ozmint on April 11, 2003 This was after the RIF had been announced but before its implementation Mr Randolph suggested that the teacher separations could be handled through attrition or retirement He recalls the Director responding that teachers had sued the Department to get a raise and this was "wrong" He further recalls the Director stating that he could "afford" education on a budget of $300 million (OHR record pp 1232-1233)

In light of Director Ozmint's reported comment, it is notable that for the fiscal years 2000-2004, the SCDC's total expenditures always exceeded $300 million (OHR record p 775) During this same period, District expenditures never exceeded $17 million [2] (OHR record p 776) Additionally, federal funds were available to the District for educational purposes (OHR record p 777) Finally, part of the funds used to pay grievants came directly through the Education Improvement Act and Education Finance Act (OHR record p 776) These funds were not a part of the SCDC annual appropriation and were available only to pay certified teachers

[2] This expenditure comparison was prepared by the District as information for Board members and notes that in fiscal year 2001 (the highest expenditure by more than $2,000 000) Teacher Lawsuit Settlement was paid out This statement verifies that the SCDC was conscious of the grievants lawsuit and the financial impact of complying with state law

Additional evidence of retaliation is presented by the SCDC's replacement of educators following the RIF Documents produced by court order reveal that of the eighty-seven educators affected by RIF, more than eighty were replaced, primarily by unclassified or temporary employees (OHR record pp 1070-1081) Of the more than eighty employment actions identified, only four were offered to grievants (OHR record pp 1070-1073) The vast majority of positions are identified as "unclassified" even though the duties assigned include principal, certified teacher, and classroom teacher

When teaching positions became available following the RIF, grievants were overlooked or rejected For example, James "Cal" Bell, lead grievant in this action, applied for a position of certified vocational teacher at the Tyger River Correctional Institution Mr Bell had sixteen years of experience as a certified vocational teacher, including current service at Perry Correctional Institution Mr Bell was not selected for the position Instead, Mr Bell's interview score was reduced so that the only other applicant would receive the position This applicant had no prior employment with the Department, no teaching experience and no certificate to teach (OHR record pp 746-768)

Retaliation is further evident in the retirement incentive extended by Director Ozmint on July 16, 2003, immediately after the RIF (OHR record p 1106) Several district level administrators took advantage of the offer to retire and return to employment This option was not available to similar employees separated by RIF, including several grievants who were within months of obtaining full retirement benefits Instead, grievants Jeannie Croxton, William Dreyer, Jacqueline D Farr, Ruth Fritts, Etta Jane Jones, Geneva Martin, Max Randolph and Maggie Williams were forced to take out loans to buy retirement service time or accept reduced retirement benefits

Conclusion

Grievants have lost employment, compensation and benefits as a result of the RIF Grievants have been compelled to seek court orders to obtain information from the SCDC and to have their case heard by the Committee The multiple deviations from normal RIF procedures establish that grievants were targeted for separation from employment and lost their jobs as a result of arbitrary and capricious conduct on the part of the SCDC Finally, the failure to involve the Palmetto Unified School District Board in the planning and implementation of the RIF is a violation of law that renders the grievants' separations from employment invalid For each of these reasons the grievants are entitled to reinstatement with full back pay and/or adjusted retirement benefits

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Abbeville)

James "Cal" Bell, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I held the position of Vocational Carpentry teacher at Perry Correctional Institution My salary for the 2002-2003 school year was approximately $51,000 At that time, I had 14 years experience with the SCDC and 15 years experience as a vocational teacher

3 Upon information and belief, I was eligible to bump John Boswell, Carpentry teacher at Trenton Correctional Institution at the time of the RIF as he only had 4 years of service credit compared to my over 10 years of credit I was not able to bump John Boswell due to the drawing of the Competitive Areas even though Trenton Correctional Institution was within commuting distance

4 From June 2003 until July 2005, I worked for Generation Group Home in the District of Greenville County as a teacher in a vocational training program My salary for the 2003-2004 school year was $40,000 For the 2004-2005 school year, my salary was approximately $47,000 From July 2005 – January 2006, I did not receive a salary

5 I was subsequently hired by the SCDC as a Program Coordinator I at the Perry Correctional Institution beginning in January 2006 This position required that I hold South Carolina certification and I basically performed the same job duties and responsibilities as my position of Vocational Carpentry teacher prior to the RIF

6 A Program Coordinator I is paid under the State pay band and is approximately $13,000 less than my salary prior to the RIF and approximately $22,000 less than the current teacher pay schedule for my years of experience

7 Upon information and belief, the vocational carpentry teacher position at McCormick Correctional Institution was filled after the June 1, 2003 RIF A Correctional Officer, Mr Hall, was placed in the position although he did not have a teaching certificate Mr Hall is currently taking the direct classes needed for certification This position was filled prior to applying for my current job at Perry Correctional Institute prior to January 2006, but I do not know the specific date McCormick Correctional Institution is within driving range and is several miles closer to my home than Tyger River Correctional Institute

8 I applied and interviewed for a teacher position at Tyger River Correctional Institute that used the teacher pay schedule in February 2006 I was the only employee applicant as well as the only applicant previously affected by the June 1, 2003 RIF I was not hired, but based upon information and belief, the applicant hired by the SCDC did not have teaching experience or a teaching certificate I hold a current certificate and have 19 years of teaching experience

Affiant further sayeth not

James "Cal" Bell

Sworn to and subscribed before me
This 16th day of Sept, 2008

Notary Public for South Carolina
My commission expires May 17, 2015

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Laurens)

Othella Bernard, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I was a classroom teacher at Perry Correctional Institution My salary at the time of the RIF was approximately $52,000

3 I was forced to retire at the time of the RIF

4 I was not notified of any positions during the recall period and have had no employment since retirement

Further, Affiant sayeth not

Othella Bernard
Othella Bernard

Sworn to and subscribed before me
This 19th day of Sept, 2008

Debra Caldwell
Notary Public for South Carolina
My commission expires 2/25/18

DEBRA CALDWELL NOTARY PUBLIC SOUTH CAROLINA

Debra Caldwell
NOTARY PUBLIC
State of South Carolina
My Commission Expires
February 25, 2018

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Greenville)

Katherina Bower, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I was an office/computer technology and Impact of Crime teacher that included duties as Director of Business Science with responsibilities for teaching all computer and office skills courses along with victim's impact classes My salary at the time of the RIF was $66,915 16 per year

3 I was forced to retire at the time of the RIF although I was not planning to retire My retirement income totals $46,329 20 per year

4 I lost retirement years because I had to retire early I had to move from my home into an apartment because of my reduction in salary

Affiant further sayeth not

Katherina W. Bower
Katherina Bower

Sworn to and subscribed before me
This 15 day of Sept, 2008

Notary Public for South Carolina
My commission expires 12-13-09

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Greenville)

Linda Bratton, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I was the Education Coordinator at Perry Correctional Institution My salary at the time of the RIF was approximately $51,785 25 per year

3 Following the RIF, I was offered and accepted a position at Tiger River Correctional Institution as a classroom teacher with an approximate yearly salary of $49,439 50

4 I retired July 1, 2008

5 At the time of the RIF, my Education Coordinator position at Perry Correctional Institution was filled by Correctional Officers Watkins, Sullivan and Buehler

6 I was told by Lavinia Thomas that her pay was reinstated to Education Coordinator pay a few months after the RIF

Affiant further sayeth not

Linda Bratton
Linda Bratton

Sworn to and subscribed before me
This 16 day of September 2008

Jacqueline P. Parker
Notary Public for South Carolina
My commission expires December 13, 2009

STATE OF SOUTH CAROLINA)
)
COUNTY OF LAURENS) AFFIDAVIT
)

Ann T Bridges, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I was a Guidance Counselor at Leath Correctional Institution and Givens Correctional Institution with a yearly salary of $57,500

3 I was forced to retire early at the time of the RIF due to financial reasons

4 After the RIF, I applied for numerous jobs in my field and never received an interview as I was 57 years old with 22 years experience

5 Following the RIF, I worked from December 2004 to September 2007 as a part-time teacher recertification clerk for Laurens County School District 56 making $12 00 per hour with approximately 20 hours per week

6 I am also forced to apply for early Social Security benefits as I am currently 62 years old

Affiant further sayeth not

Ann T Bridges
Ann T Bridges

Sworn to and subscribed before me
This 16 day of Sept, 2008

Ann W Mathis
Notary Public for South Carolina
My commission expires 4-12-2012

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Greenwood)

Rance C Cobb, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I was the Principal at Leath Correctional Institution with a salary of approximately $78,000 per year

3 At the time of the RIF, I was forced to retire as of July 1, 2003

4 After the RIF and involuntary retirement, I was employed part-time as an Adult Education GED teacher at $20 per hour at the Greenwood County Adult Education Center

5 I applied for the Principal position at Tyger River Correctional Institution following the RIF but was not offered the position

6 I was qualified for the Principal position at Tyger River Correctional Institution that was available following the RIF but the position was given to Pam Burnett

7 I obtained employment in July 2006 as Principal in the Cherokee County School District and currently remain in that position My salary is approximately $98,000

Affiant further sayeth not

Rance C Cobb

Sworn to and subscribed before me
This 23 day of Sept, 2008

Notary Public for South Carolina
My commission expires 12-10-17

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Greenville)

Jeannie Croxton, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I was a classroom teacher with a yearly salary of $61,316

3 At the time of the RIF, I was forced to retire four months early so I received a reduced benefit

4 Rose Ruger, a teacher with less experience and seniority, was given a position that I should have been given

5 I was not offered a position nor was I notified for recall

6 I was not offered a retirement buyout

Affiant further sayeth not

Jeannie Croxton

Sworn to and subscribed before me
This 14th day of September, 2008

Notary Public for South Carolina
My commission expires Nov 14, 2016

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Greenwood)

Bernetha Culbreath, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I was a teacher/literacy coordinator at Leath Correctional Institution with a yearly salary of approximately $58,000

3 I was unemployed from June 2003 until mid August 2003 and received unemployment benefits

4 I obtained employment at Greenwood School District 50 as an elementary teacher in August 2003 with a starting salary of $43,000 I maintain that position to this date with a current salary of $56,000

5 From June 2003 – August 2003, my family was uninsured for health care as I could not afford the $769 monthly cost of COBRA

Affiant further sayeth not

Bernetha Culbreath
Bernetha Culbreath

Sworn to and subscribed before me
This 20th day of September, 2008

Notary Public for South Carolina
My commission expires 4/8/2009

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Greenwood)

William K Dreyer, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I was a classroom teacher at McCormick Correctional Institution with a salary of approximately $53,200 per year

3 After the RIF, I was unemployed until September 2003 at which time I obtained part-time employment with Laurens School District 56 providing homebound instruction at $20 00 per hour The hourly rate was raised to $27 25 in 2007

4 I was forced to retire early at age 58 due to the RIF and subsequent inability to obtain full-time employment I had to obtain a loan of $20,986 to purchase additional retirement time to qualify for early retirement benefits pay I also had to apply for early Social Security benefits upon reaching age 62 My monthly retirement benefit is $2,743 per month and my Social Security benefit which began in May 2007 is $1,245 per month

5 I would have been able to "bump" Ray Dorn, a person who worked at Trenton Correctional Institution because I had more seniority than he did in the same position However, I was not able to do so because of the geographic areas designated by the SCDC Had I been able to "bump" this person and maintain my employment with the SCDC, my average compensation for retirement and Social Security benefits would have been higher as well as the four years of salary increases along with the routine, regular salary for the continuing years at the SCDC

Affiant further sayeth not

William K Dreyer

Sworn to and subscribed before me
This 12 day of September, 2008

Notary Public for South Carolina
My commission expires April 11, 2012

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Spartanburg)

Jacqueline D Farr, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I was a classroom teacher at Tiger River Correctional Institution My salary at the time of the RIF was approximately $48,500 per year

3 I was forced to retire at the time of the RIF I had to buy two months of retirement benefits to fully retire

4 I taught language arts to adult students for the GED program on a part-time basis at $25 00 per hour at Northside Correctional Institution from January 2004 – January 2006

5 After a two year break in order to recover from a lung cancer diagnosis, I returned to part-time employment in October 2007 at Camp White Pines with a salary of $21,000 per year I accepted a full-time position at Camp White Pines as of February 2008 with a salary of $42,000

6 Upon information and belief Kathy Jackson, who may be a Director of Special Programs, created a teacher position with a start date of June 15, 2004, after the recall time period for a friend, Jane Mailloux, who was riffed and had little or no bumping rights

Affiant further sayeth not

Jacqueline D Farr

Sworn to and subscribed before me
This 9th day of October, 2008

Notary Public for South Carolina
My commission expires _____

MY COMMISSION EXPIRES
JANUARY 4, 2017

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Charleston)

Ruth Fritts, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I was a classroom teacher at Leath Correctional Institution with a yearly salary of approximately $72,000

3 Immediately following the RIF, I accepted an officer's position so that I would not jeopardize my insurance benefits and when I separated from the SCDC, payment for my unused annual leave was figured at the officer's salary and not the teacher s salary for which I had served more than twelve years

4 At the time of the RIF, I was unable to retire due to the 55 years of age requirement I was unemployed from mid June until mid August 2003 and received the maximum unemployment benefit at that time I accepted the first teaching position offered to me even though it involves a 150 mile round-trip daily commute

5 From August 2003 to the present, I am a language arts teacher at Cross High School with an approximate salary of $70,000

Affiant further sayeth not

Ruth Fritts

Sworn to and subscribed before me
This 10 day of September 2008

Barbara B. Starks
Notary Public for South Carolina
My commission expires 06-18-17

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Richland)

Nancy B Glenn, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I was a Librarian at Stevenson and Kirkland Correctional Institutions with a yearly salary of approximately $48,168 00

3 At the time of the RIF, I was offered a job as a Correctional Officer and I accepted My salary dropped to $26,909 During that time as Correctional Officer, I was assigned to Stevenson Correctional Institution to oversee the library and other duties as I had done as a certified librarian but with lower pay

4 In March 2005, I accepted a position of classroom teacher at Trenton Correctional Institution with a yearly salary of $50,577 The commute to Trenton Correctional Institution is 63 miles one way In September 2006, I was named librarian at Trenton Correctional Institution but could not move into that position until someone was found to take over my classroom duties In April 2007, I took over the duties of librarian at Trenton Since July 1, 2008, I have had classroom duties for one-half of each day and I am still assigned to oversee the library at Trenton as well as being the oversight librarian for several SCDC libraries that have no certified librarian

5 At the time of the RIF, there were four librarians who kept their jobs despite having been hired after me based upon the arbitrary geographical areas for "bumping" rights The four librarians were Steve Gratzer at McDougall Correctional Institution, Billy Holliday at

Mary McCabe was a victim of the RIF She was reinstated as Librarian at another institution almost immediately ND

Turbeville Correctional Institution, Donna Dedmont at Trenton Correctional Institution, and Mary McCabe at Tyger River Correctional Institution

6 I was not allowed to apply for a library position at Graham Correctional Institution because I was a six month probationary employee even though I have continuously been employed with the South Carolina Department of Corrections An outside person received the Graham Correctional position

Affiant further sayeth not

Nancy B Glenn

Sworn to and subscribed before me
This 18 day of September 2008

Notary Public for South Carolina
My commission expires Aug 8, 2015

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Aiken)

Etta Jane Jones, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I was the Guidance Counselor and Education Coordinator at McCormick Correctional Institution with a yearly salary of $61,000

3 At the time of the RIF, I was forced to retire with fifteen years of service with the SCDC in order to keep health insurance benefits

4 From the 2003-2004 school year to the present, I am a high school Guidance Counselor in the State of Georgia, being paid at the present Georgia state salary

Affiant further sayeth not

Etta Jane Jones

Sworn to and subscribed before me
This 19 day of September, 2008

Notary Public for South Carolina
My commission expires _____

My Commission Expires April 15, 2009

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Richland)

Geneva Martin, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I was a classroom teacher at Broad River Correctional Institution with a salary of approximately $58,000

3 At the time of the RIF, I accepted a position as a Correctional Officer I remained in that position until my retirement in January 2004

4 I was forced into early retirement and early Social Security based on the age of 62 in order to survive financially as a Correctional Officer's salary was not sufficient

Affiant further sayeth not

Geneva Martin
Geneva Martin

Sworn to and subscribed before me
This 11 day of Sept, 2008

Notary Public for South Carolina
My commission expires 2/27/12

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Spartanburg)

Mary McCabe, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I was a Media Specialist at Perry Correctional Institution with a yearly salary of $54,449

3 At the time of the RIF, I took a Correctional Officer's position as it was the only position offered to me I remained in that position for one month and during that time, I had no uniform or training but continued to perform the Media Specialist duties that I had performed prior to the RIF but at Correctional Officer pay

4 After one month as a correctional officer, I was recalled to Tyger River Correctional Institution as a Media Specialist My job duties increased to include two libraries at my original salary of $54,449

5 My current commute to work is 80 miles round trip My commute prior to the RIF was 6 miles round trip

6 Upon information and belief, Jane Mailloux was hired as a Title I teacher in July 2004 after the recall period concluded and Ms Mailloux had less service that other teachers that were affected by the RIF

Affiant further sayeth not

SIGNATURE PAGE FOLLOWS

Mary McCabe

Mary McCabe

Sworn to and subscribed before me
This 13th day of Sept., 2008

Notary Public for South Carolina
My commission expires 11-26-09

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Richland)

Beverly McClanahan, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I was a vocational horticultural teacher at Broad River Correctional Institution with a yearly salary of $51,819

3 At the time of the RIF, I was offered a position as Corrections Officer II which I accepted from June 2, 2003 – June 1, 2004 with an annual salary of $23,000

4 I accepted a Corrections Officer I position at the SCDC Headquarters Horticulture Branch from June 2, 2004 – August 16, 2004 at the salary of $28,000 It had the same duties as the job I held prior to the RIF

5 From August 17, 2004 – June 1, 2005, I was a vocational educational training teacher at Broad River Correctional Institution with an annual salary of $32,000 and performed the same job duties as I did prior to the RIF

6 From 2005 – present, I am a science and horticulture vocational teacher at Willow Lane School at the Department of Juvenile Justice with a beginning salary of $57,034 with a range to $65,404

7 Accepting the Correctional Officer position at the time of the RIF was due in part to my requirement to maintain a Certified Correctional Officer status as the Buildings Grounds supervisor as part of my job responsibilities in horticulture I asked John Near, then Director of Personnel, if I could not go into a Sergeant or Lt Correctional Officer rank with the SCDC based

on my certification and background He indicated I could only obtain an entry level Correctional Officer position Upon information and belief, I found out that a vocational instructor of masonry at the Manning Correctional Institute who was also affected by the RIF and had less SCDC experience and formal education was offered a Sergeant's position

Affiant further sayeth not

Beverly McClanahan

Sworn to and subscribed before me
This 23 day of Sep, 2008

Notary Public for South Carolina
My commission expires 1-27-13

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Florence)

Max Randolph, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I was a vocational teacher at Tiger River Correctional Institution with a yearly salary of $50,880 75

3 At the time of the RIF, I retired obtaining a $977 00 per month retirement benefit

4 As of August 1, 2003, I accepted a position as a teacher in York School District One with a salary of $42,000 per year

5 I was forced to retire at age 59 which cost me $600 00 per month in retirement benefits and if I were still in the PUSD, my yearly teacher salary would be $63,000

6 I was offered a classroom teacher position by Hoyt Sharpe in 2004 at a Correctional Officer position or on the regular pay band salary as Coordinator I declined as those salaries were much less than a certified teacher makes in the public school system

Affiant further sayeth not

Max Randolph

Sworn to and subscribed before me
This 10th day of September, 2008

Nancy M Lee
Notary Public for South Carolina
My commission expires March 17, 2015

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Richland)

Carolyn McIver Smith, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF I was an Academic Program Manager at Kirkland Correctional Institution My salary at the time of the RIF was $81,902 per year

3 I was forced to retire at the time of the RIF Being in sound health, my plans to work were unlimited In order to achieve maximum benefits from the South Carolina Retirement Systems, the Social Security Administration, the Medicare benefits program and make continued contributions to my alternate retirement plans, 401K and 357

Affiant further sayeth not

Carolyn McIver Smith

Sworn to and subscribed before me
This 17th day of September, 2008

Notary Public for South Carolina
My commission expires My Commission Expires June 20, 2017

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Richland)

Maggie L Williams, being first duly sworn, deposes and says

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I was a classroom teacher at Graham Correctional Institute with a yearly salary of $55,078

3 At the time of the RIF, I was forced to retire although I was not intending to retire as I was in the process of buying back my time with the South Carolina Retirement System at the time of the RIF

4 I received police retirement beginning June 2003 at $921 66 per month with the South Carolina Retirement System benefit only being $57 87 per month I also had an outstanding loan that I had taken out in January 2002 against my 401K plan and have been unable to repay as scheduled due to the RIF I was forced to declare that amount as income

Affiant further sayeth not

Maggie L Williams

Sworn to and subscribed before me
This 18 day of September 2008

Notary Public for South Carolina
My commission expires 07/11/2011

JUSTIN ROBERTSON
Notary Public State of Florida
My Commission Expires Jul 11 2011
Commission # DD 694423
Bonded Through National Notary Assn

STATE OF SOUTH CAROLINA)
) AFFIDAVIT
COUNTY OF Sumter)

Paula Woodlief, being first duly sworn, deposes and says.

1 I was separated from employment with the Palmetto Unified School District ("PUSD") No 1 in the South Carolina Department of Corrections ("SCDC") due to a reduction in force ("RIF") effective June 1, 2003

2 At the time of the RIF, I was an Education Coordinator at Kershaw Correctional Institution with a yearly salary of $57,409

3 After the RIF, I obtained employment beginning in August 2003 as a classroom teacher in Sumter School District Two with a yearly salary of $42,000 which has increased to $49,737 as of the 2007 school year

4 I applied for several SCDC positions and never received a response

5 I did volunteer during the summers of 2004 and 2005 and taught the Impact of Crime classes at Kershaw Correctional Institution

Affiant further sayeth not

Paula Woodlief
Paula Woodlief

Sworn to and subscribed before me
This 18 day of Sept., 2008

Debbie P Huggins
Notary Public for South Carolina
My commission expires June 25, 2012

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ATTORNEYS AT LAW
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Richard Mark Gergel
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Facsimile (803) 256 1816
www gnslaw com

October 14, 2008



Terry M Baggott
State Budget and Control Board
Office of Human Resources
1201 Main Street, Suite 1000
Columbia, South Carolina 29201

RE Palmetto Unified School District v SCDC

Dear Terry

Please include the following materials in the Committee record These materials are

1 Reduction in Force and Appeal Timetable

2 Education Vacancy List as of September 19, 2008

Please place these materials with the records provided by separate letter today By copy of this letter, I am providing Lake Summers, SCDC attorney, with the same materials

Sincerely,

W Allen Nickles, III

WAN/pfb
Enclosures
cc Eric Lake Summers, Esquire
File # 03-156

REDUCTION IN FORCE AND APPEAL TIME TABLE

January 2003 -	Ozmint appointed SCDC Executive Director
March 28, 2003 -	RIF plan approved
April 1, 2003 -	RIF announced to employees
April 2, 2003 -	Transfers and reassignments of selected employees begin
April 7, 2003 -	RIF communicated to PUSD Board by Superintendent Blanton
April 11, 2003 -	Randolph conversation with Ozmint regarding RIF
June 1, 2003 -	RIF implemented, employees separated
June 20, 2003 -	Grievance filed
July 16, 2003 -	Retirement incentive implemented
August 2003 -	New hires, new positions in education division begin
April 6, 2004 -	Suit filed in Richland County Court of Common Pleas
June 15, 2004 -	Documents requested from SCDC
May 4, 2005 -	Court orders SCDC to produce documents
September 9, 2005 -	Court denies reconsideration request by SCDC
December 20, 2005 -	Blanton deposition
June 21, 2006 -	Ozmint and Near depositions
September 7, 2006 -	Documents produced by SCDC
January 8, 2007 -	Court orders a hearing by the State Grievance Committee
February 20, 2007 -	SCDC appeals hearing order to Court of Appeals
May 14, 2008 -	Court of Appeals dismisses SCDC appeal
June 4, 2008 -	OHR remands grievance to SCDC for Agency proceedings
July 19, 2008 -	Agency review period expires without action by SCDC
July 23, 2008 -	Appeal of SCDC inaction to OHR
November 5-7, 2008 -	Hearing scheduled

INCUMBENT'S NAME	JOB CLASS	SLOT	SCDC PSN#	OHR PSN #	PGM CODE	BUNT UNIT	LOCATION	WKLY HRS	HRLY RATE	PSN OPENED	PSN CLOSED
	UB02	0	20597	T2000240376	850	34571	TURBEVILLE CORR INST	37 5	23 92		
	UB02	0	20600	T2000236657	850	34571	TURBEVILLE CORR INST	37 5	21 84		
	UB02	0	20529	G2000010494	850	31161	TYGER RIVER CORR INST	37 5	0		
	UB02	0	20705	T2000240375	850	33422	MACDOUGALL CORR INST	37 5	18 68		
	UB04	0	20718	T2000000000	835	31181	MCCORMICK CORR INST	30	20		
	UB04	0	20720	T2000000000	835	31191	PERRY CORR INST	30	22 5		
	UB04	0	20721	T2000000000	835	31191	PERRY CORR INST	30	22 5		
	UB04	0	20595	T2000240385	830	34571	TURBEVILLE CORR INST	37 5	23 93		
	UB02	0	19819	T2000238219	850	33442	RIDGELAND CORR INST	37 5	25 12		
	UB07	12	11446	P2000038908	870	32222	TRENTON CORR INST	37 5	0		
	UE07	0	20755	G2000012584	810	44401	PALMETTO UNIFIED SCHOOL DIST #1	37 5	0		
	UB04	0	20717	T2000236329	835	31171	LEATH CORR INST	30	24 82		
	AA75	0	17998	T1000244578	870	31161	TYGER RIVER CORR INST	37 5	12 73		
	UB02	110	13677	P2000110892	850	34551	LEE CORR INST	37 5	0		
	UB07	0	18114	T2000243689	850	34571	TURBEVILLE CORR INST	37 5	33 4		
	AA75	67	10248	P1000037561	810	44401	PALMETTO UNIFIED SCHOOL DIST #1	37 5	0		
	UE07	7	11467	P2000038934	810	44401	PALMETTO UNIFIED SCHOOL DIST #1	37 5	0		
	UB02	55	16102	P2000119871	820	33442	RIDGELAND CORR INST	37 5	0		
	UB05	0	20528	G2000010495	860	34571	TURBEVILLE CORR INST	37 5	0		
	UB06	2	11480	P2000038951	840	32222	TRENTON CORR INST	37 5	0		
	UB07	1	12053	P2000102967	870	33442	RIDGELAND CORR INST	37 5	0		
	UB07	16	11437	P2000038897	870	34571	TURBEVILLE CORR INST	40	0	5/29/2008	6/9/2008
	UB02	99	11661	P2000085637	850	34551	LEE CORR INST	37 5	0	7/22/2008	7/31/2008
	UB02	123	10077	P2000037362	850	32222	TRENTON CORR INST	37 5	0	7/22/2008	7/31/2008
	UB02	20	17354	P2000125692	850	34571	TURBEVILLE CORR INST	37 5	0	7/22/2008	7/31/2008
	UB04	16	11484	P2000038960	830	33422	MACDOUGALL CORR INST	37 5	0	8/7/2008	8/18/2008
	BE30	0	21298	G1000014024	830	44401	PALMETTO UNIFIED SCHOOL DIST #1	37 5	0	8/26/2008	9/5/2008

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

COMMITTEE S EXHIBIT 2

Name BELL JAMES C VOC TCHR — ition/Title 9009/Vocational Teacher

Organizational Unit PERRY CORRECTIONAL INSTITUTION

Date Assigned to Cu — it Date

Performance Period
From April 1, 2001 To March 31, 2002

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager, utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However, it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion, the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the ***entire*** period Job duties, performance characteristics, and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

Performance Characteristics shall be given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

27.09

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	x	Perform Level 0-1 2 3	=	Weighted Average
1 Job Duty Assesses student abilities and needs required to complete course of instruction.					
Success Criteria Student records contain evidence that students were interviewed, tested, and observed upon course entry and during probationary period (per SCDC Policy 2100.10-9).					
Actual Performance	10		2.0		.20
2 Job Duty Develops curriculum and provides instruction to ensure student progress.					
Success Criteria 1) Curriculum is competency-based, contains measureable course objectives, pre-tests, post-tests, unit tests, work projects, and reflects current theories and techniques, proper safety procedures, proper use of tools, job information, and related mathematics and/or applies science, 2) Seventy-five percent of enrollees complete course of instruction					
Actual Performance	15		2.5		.375
3 Job Duty Evaluates student progress.					
Success Criteria 1) Records contain test and performance scores which reflect the progress of each student, 2) Profiles of minimum course competencies are completed for each student.					
Actual Performance	10		2.5		.25
4 Job Duty Maintains discipline and security in classroom, shop and other applicable work areas.					
Success Criteria 1) All disruptions occuring in the classroom and work areas due to student misbehavior are controlled per SCDC policy, 2) Minimum problems exist in the loss of instructional materials and equipment					
Actual Performance	5		2.5		.125

2731

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	x	Perform Level 0 1 2 3	=	Weighted Average
5 Job Duty Supervise the use of all tools and equipment to ensure proper security, use, and storage.					
Success Criteria 1) Written tool inventories are maintained 2) Tools are issued and supervised according to SCDC Policy ~~1500.10; 3) Student records indicate evidence of student understanding of proper tool use.~~					
Actual Performance	10		2.5		.25
6 Job Duty Maintains student and other required records and submits reports as required.					
Success Criteria 1) A student record is maintained for each student, 2) Records of training and generated revenues/expenditures resulting from any production/repair services are maintained per SCDC Policy 2100.10-11, 3) All required reports are accurate and submitted on time					
Actual Performance	10		2.5		.25
7 Job Duty Assists with placement of course graduates					
Success Criteria 1) Maintains record of efforts to coordinate placement with SCDC Job Placement Coordinators, potential employers and other personnel (if applicable), 2) Fifty percent of graduates are placed in training related job					
Actual Performance	10		2.5		.25
8 Job Duty Maintains learning environment which is safe, and adequate to support proper training					
Success Criteria 1) Classrooms/shops contain no safety hazards, and are adequate regarding lighting, ventilation and space and cleanliness, 2) No student injuries occur, 3) Sufficient equipment and supplies are maintained and replacements are requisitioned as needed.					
Actual Performance	5		2.5		.125
Total Section I Summary Rating	75				1.825

Section II
PERFORMANCE CHARACTERISTICS

Performance Level
Acceptable/Unacceptable

1 Characteristic Promoting Equal Opportunity ———

Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**) A+

2 Characteristic Leadership

Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict A+

3 Characteristic Problem Analysis

Definition Able to identify problems and relevant issues and breaks problems into components, sees relationships and alternative solutions and arrives at sound conclusions through logical process, able to evaluate services rendered A

4 Characteristic Judgement

Definition Able to reason, compare, understand, and think rationally on the job, makes quality work-related decisions based on sound conclusions and separates facts from opinions, able to assess the achievement of others and translate into a corrective action plan A+

5 Characteristic Job Knowledge

Definition Knows the details of the job and follows all job procedures accurately A+

6 Characteristic Technical Competence

Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job A+

7 Characteristic Internal Relations

Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes Degree of responsiveness to organizational changes. A

8 Characteristic Communication Ability

Definition Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management. A+

9 Characteristic Quality of Work

Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality A

10 Characteristic Safety

Definition Follows established safety practices and corrects unsafe work practices on the job, capable of creating a positive and disciplined environment.

2733

Section III
OBJECTIVES SECTION

	Weight Factor %	Perform x Level 0-1 2 3	= Weighted Average
1 Objective Provide OJT for cl/Ms Hmm projects. PCI & Non profit organiz.			
Success Criteria directs student learning activities design, construction, cost keeps kept to date list & pictures of all projects-	20	2.5	50
Actual Performance			
2 Objective Meets training & certif requirements			
Success Criteria All new Indoor SCDC training +40hrs Reviews for certif, attends 2 craft Advisory meetings	5	3 0	.15
Actual Performance			
3 Objective			
Success Criteria			
Actual Performance			
4 Objective			
Success Criteria			
Actual Performance			
Total Section III Summary Rating	25		.65

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

Ms. Bell shows exceptional skills in working with all levels of inmates. He exhibits a positive attitude with staff as well as inmates.

2 Identify employee's areas in need of improvement

None noted at this time

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

Meet mandatory SCDC + SCDE training
Continue w/teacher certification

2735

V Summary rating for each section

	Weighted Average
Job Duties Section I	1.825
Objectives Section III	.65
Appraisal Overall Weighted Average Total	2.5

(2 5 3 0 = Substantially Exceeds Performance Requirements)

(1 5 2 49 = Exceeds Performance Requirements)

(0 5 1 49 = Meets Performance Requirements)

(0 0 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

Ms Bell's ability to work with all students staff and faculty at Perry is an asset to Perry's school as well as the institution. Her ability to coordinate outside projects with institutional duties is exceptional

VII Employee Comment

VIII Planning /stage

Rating Supervisor _____ Date 4/5/01

Reviewing Official _____ Date 4-11-01

Concurring Official _____ Date _____

Employee _____ Date 4-11-01

(My signature indicates that I have discussed the ~~planning stage~~ and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor _____ Date 4-15-02

Reviewing Official _____ Date 4-18-02

Concurring Official _____ Date _____

Employee _____ Date 4-23-02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

2736

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Name BERNARD OTHELLA R ition/Title 9007/Classroom Teacher
CLASSROOM TEACHER
Organizational Unit PERRY CORRECTIONAL INSTITUTION

Date Assigned to Current Position _____ it Date _____

Performance Period
From April 1, 2001 To March 31, 2002

GENERAL INSTRUCTIONS

Planning Stage

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6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

2738

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	x	Perform Level 0-1 2 3	=	Weighted Average

1 Job Duty Interviews incoming students to establish learning rapport

Success Criteria Interviews all students assigned to class and develops an individual education plan (IEP) with the students based on diagnostic profile of test scores, needs and interests.

Actual Performance 10 2 5 .25

2 Job Duty Maintains records of student attendance and progress and provides informational reports as required.

Success Criteria Individual folders will be set up on each student with the IEP, student test data and on-going student progress documentation Ensures that attendance records and reports are accurate Student progress documentation shall reflect level, type and date of instruction, including student feed back through teacher assessment. Maintains EIA remedial basic skill sheets on EFA students where applicable Maintains Chapter I records where applicable.

Actual Performance 10 2 5 .25

3 Job Duty Plans and prepares student learning activities, including developing curriculum based on students needs, abilities and interests to be utilized in the learning process

Success Criteria Reviews and selects instructional materials that are relevant. Selects audio-visual media, including the use of computer assisted instruction Ensures that sufficient instructional materials are available Ensures that A/V equipment are functional.

Actual Performance 15 3 5 .475

4 Job Duty Provides appropriate instruction to students according to their needs, abilities and interests to ensure student progress.

Success Criteria Ensures that an individualized plan of assessing student needs, identifying deficiencies, prescribing instructional activities and evaluating progress are used for each student. Uses a variety of teaching techniques and strategies. Uses a variety of appropriate instructional materials and equipment which support teaching activities. Provides special assistance to students who need it. Maintains a minimum loss of instructional time Records student activities daily

Actual Performance 15 2 5 .375

2739

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	x	Perform Level 0-1 2 3	=	Weighted Average
5 Job Duty Maintains a learning environment within the classroom Success Criteria Uses consistent rules and demonstrates firmness in student discipline and order. Maintains reasonable control over disruptive behavior Uses stimulating techniques to motivate students. Neatness and cleanliness of classroom is evident. Actual Performance	5		2 0		10
6 Job Duty Provides supervision that safeguards students and aids in security Success Criteria Follows institutional security regulations consistently in regard to students, materials and equipment. Actual Performance	5		20		.10
7 Job Duty Maintains Teacher competency in the area of assignment. Success Criteria Attends all mandatory inservice training sessions. Participates in special training sessions in area of assignment Demonstrates reasonable success in student progress. Keeps certificates updated Actual Performance	5		20		.10
8 Job Duty Performs other educational and related duties as requires Success Criteria The extent to which additional assignments are completed Actual Performance	10		3.0		.30
Total Section I Summary Rating	75				193

2740

Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1 Characteristic Promoting Equal Opportunity Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)	———
2 Characteristic Leadership Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict	A+
3 Characteristic Problem Analysis Definition Able to identify problems and relevant issues and ~~breaks problems into components, sees relationships~~ and alternative solutions and arrives at sound conclusions through logical process, able to evaluate services rendered	A+
4 Characteristic Judgement Definition Able to reason, compare, understand, and think rationally ~~on the job, makes quality work-related decisions based~~ on sound conclusions and separates facts from opinions, able to assess the achievement of others and translate into a corrective action plan.	A+
5 Characteristic Job Knowledge Definition Knows the details of the job and follows all job procedures accurately	A+
6 Characteristic Technical Competence Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job.	A+
7 Characteristic Internal Relations Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes. Degree of responsiveness to organizational changes.	A+
8 Characteristic Communication Ability Definition Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management.	A+
9 Characteristic Quality of Work Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality	A+
10 Characteristic Safety Definition Follows established safety practices and corrects unsafe work practices on the job, capable of creating a positive and disciplined environment	A+

2741

Section III
OBJECTIVES SECTION

	Weight Factor %	Perform Level 0-1 2 3	Weighted Average
1 Objective: Assures Academic Excellence thru.			
Success Criteria: Life skill classes; Gifted & Talented boards, varied teaching styles, older books, book inventory 2 x yr.			
Actual Performance	20	2.5	.50
2 Objective: Meets training & t. certif. requirements			
Success Criteria: All mandatory SDE training +40 hrs & renews t. certif.			
Actual Performance	5	2 0	10
3 Objective			
Success Criteria			
Actual Performance			
4 Objective			
Success Criteria			
Actual Performance			
Total Section III Summary Rating	25		.60

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

Ms Bernard is well organized and operates an excellent program.

2 Identify employee's areas in need of improvement

None noted at this time

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

Continue training + teacher certification
Continue working with co-teachers to ensure a successful program.

2743

V Summary rating for each section

	Weighted Average
Job Duties Section I	1.93
Objectives Section III	.60
Appraisal Overall Weighted Average Total	2.53

(2.5 3.0 = Substantially Exceeds Performance Requirements)

(1.5 2.49 = Exceeds Performance Requirements)

(0.5 1.49 = Meets Performance Requirements)

(0.0 0.49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

Ms. Bernard has assumed the lead teacher position. She is a very willing and positive force on her students as well as staff. She is well organized & operates an excellent classroom

VII Employee Comment

VIII Planning /stage

Rating Supervisor S. Lloyd, Ed.D Date 4/5/01

Reviewing Official Jeffrey R. Otto Date 4-11-01

Concurring Official _____ Date _____

Employee Othella R Bernard Date 4-11-01

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor Linda M. Bratton Date 4-15-02

Reviewing Official Jeffrey R. Otto Date 4-18-02

Concurring Official _____ Date _____

Employee Othella R. Bernard Date 4-23-02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

2741

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Name _____ BOWYER KATHERINA W
VOC TCHR
Organizational U LEATH CORR INSTIT (WOMEN)

lication/Title 9009/Vocational Teacher

Date Assigned to [illegible] ient Date _____

Performance Period
From April 1, 2001 To March 31, 2002

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager, utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However, it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion, the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the ***entire*** period Job duties, performance characteristics, and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

Performance Characteristics should be given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

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Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	x	Perform Level 0-1 2 3	=	Weighted Average
1 Job Duty Assesses student abilities and needs required to complete course of instruction.					
Success Criteria Student records contain evidence that students were interviewed, tested, and observed upon course entry and during probationary period (per SCDC Policy 2100.10-9).					
Actual Performance	10		2		20
2 Job Duty Develops curriculum and provides instruction to ensure student progress.					
Success Criteria 1) Curriculum is competency-based, contains measureable course objectives, pre-tests, post-tests, unit tests, work projects, and reflects current theories and techniques, proper safety procedures, proper use of tools, job information, and related mathematics and/or applies science, 2) Seventy-five percent of enrollees complete course of instruction					
Actual Performance	40		1		40
3 Job Duty Evaluates student progress.					
Success Criteria 1) Records contain test and performance scores which reflect the progress of each student, 2) Profiles of minimum course competencies are completed for each student.					
Actual Performance	10		3		30
4 Job Duty Maintains discipline and security in classroom, shop and other applicable work areas.					
Success Criteria 1) All disruptions occuring in the classroom and work areas due to student misbehavior are controlled per SCDC policy, 2) Minimum problems exist in the loss of instructional materials and equipment					
Actual Performance	5		1		5

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform x Level 0123	= Weighted Average
5 Job Duty Supervise the use of all tools and equipment to ensure proper security, use, and storage.			
Success Criteria 1) Written tool inventories are maintained 2) Tools are issued and supervised according to SCDC Policy ~~1500.10; 3) Student records indicate evidence of student~~ understanding of proper tool use.			
Actual Performance	10	1	10
6 Job Duty Maintains student and other required records and submits reports as required.			
Success Criteria 1) A student record is maintained for each student, 2) Records of training and generated revenues/expenditures resulting from any production/repair services are maintained per SCDC Policy 2100.10-11, 3) All required reports are accurate and submitted on time			
Actual Performance strive to be sure reports are timely and accurate	10	1	10
7 Job Duty Assists with placement of course graduates			
Success Criteria 1) Maintains record of efforts to coordinate placement with SCDC Job Placement Coordinators, potential employers and other personnel (if applicable), 2) Fifty percent of graduates are placed in training related job			
Actual Performance	5	2	10
8 Job Duty Maintains learning environment which is safe, and adequate to support proper training			
Success Criteria 1) Classrooms/shops contain no safety hazards, and are adequate regarding lighting, ventilation and space and cleanliness, 2) No student injuries occur, 3) Sufficient equipment and supplies are maintained and replacements are requisitioned as needed			
Actual Performance	10	2	20
Total Section I Summary Rating	100		145

Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1 Characteristic Promoting Equal Opportunity Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)	NA
2 Characteristic Leadership Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict	A
3 Characteristic Problem Analysis Definition Able to identify problems and relevant issues and breaks problems into components, sees relationships and alternative solutions and arrives at sound conclusions through logical process, able to evaluate services rendered	A
4 Characteristic Judgement Definition Able to reason, compare, understand, and think rationally on the job, makes quality work-related decisions based on sound conclusions and separates facts from opinions, able to assess the achievement of others and translate into a corrective action plan	U
5 Characteristic Job Knowledge Definition Knows the details of the job and follows all job procedures accurately	A+
6 Characteristic Technical Competence Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job	A+
7 Characteristic Internal Relations Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes Degree of responsiveness to organizational changes	A
8 Characteristic Communication Ability Definition Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management	A
9 Characteristic Quality of Work Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality	A
10 Characteristic Safety Definition Follows established safety practices and corrects unsafe work practices on the job, capable of creating a positive and disciplined environment.	A

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Section III
OBJECTIVES SECTION

	Weight Factor %		Perform Level 0 1 2 3		Weighted Average
1 Objective					
Success Criteria					
Actual Performance	____	x	____	=	____
2 Objective					
Success Criteria					
Actual Performance	____	x	____	=	____
3 Objective					
Success Criteria					
Actual Performance	____	x	____	=	____
4 Objective					
Success Criteria					
Actual Performance	____	x	____	=	____
Total Section III Summary Rating	____				____

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

Ms Bowyer has excellent technical skills and stays abreast of developments in technology and business applications. She is willing to accept new responsibilities such as Inspector of Cows, and does a good job with program development and implementation

2 Identify employee's areas in need of improvement

Ms Bowyer needs to develop more professional distance from inmate students. Use better judgement and discretion in areas that may compromise inmate/employee relations, safety and security.

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

(1) maintain certification
(2) complete all mandatory training, especially in areas of inmate/employee relations and security issues for non-uniformed staff
(3) take other job-related training as appropriate and available.

V Summary rating for each section

	Weighted Average
Job Duties Section I	1.45
Objectives Section III	-
Appraisal Overall Weighted Average Total	1.45

(2.5 3.0 = Substantially Exceeds Performance Requirements)

(1.5 2.49 = Exceeds Performance Requirements)

(0.5 1.49 = Meets Performance Requirements)

(0.0 0.49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

VII Employee Comment

I will sign this document but I do not agree with the Unsatisfactory grades given. I am signing this documents to say that I have reviewed it

VIII Planning /stage

Rating Supervisor _____ Date 4/17/01

Reviewing Official _____ Date 4-17-01

Concurring Official _____ Date _____

Employee _____ Date 4/17/01

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor _____ Date 4-26-02

Reviewing Official _____ Date 4-26-02

Concurring Official _____ Date _____

Employee _____ Date 4/30/02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

BRATTON LINDA M
CLASSROOM TEACHER
PERRY CORRECTIONAL INSTITUTION

Position/Classification/Title Education Coordinator

Location _____

Date Assigned to Current Position _____

State Employment Date _____

Performance Period
From April 1, 2002

To March 30, 2003

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However, it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion, the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the ***entire*** period Job duties, performance characteristics, and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

Performance Characteristics shall _ _ given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %		Perform Level 0123		Weighted Average
1 Job Duty — Administers and directs the total educational program (academic, vocational, library, career education, special education and other special activities) within the institution, including the management of all educational facilities and property					
Success Criteria					
Actual Performance	20	x	3	=	60
2 Job Duty — Participates in and supports the priorities of the of the leadership within the school district and in the institution to ensure continuity of district and agency directions and planned expedted outcomes, submits a planning report which documents the policy flow of district and agency directions and priorities of expected outcome					
Success Criteria					
Actual Performance	20	x	2	=	.40
3 Job Duty — Establishes and maintains communication with the institution head regarding education programs including specific expectations about the performance, effectiveness and achievement level of services rendered					
Success Criteria					
Actual Performance	05	x	3	=	15
4 Job Duty — Provides program information and reports to the district's central office ad requested with copy to the institution head when deemed necessary					
Success Criteria					
Actual Performance	05	x	3	=	15

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Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform Level 0 1 2 3	Weighted Average
5 Job Duty Provides direct services to inmates in the area of guidance, classroom instruction, and/or library servies			
Success Criteria			
Actual Performance	50	2	10
6 Job Duty			
Success Criteria			
Actual Performance			
7 Job Duty			
Success Criteria			
Actual Performance			
8 Job Duty			
Success Criteria			
Actual Performance			
Total Section I Summary Rating	100		23

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Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1 Characteristic Promoting Equal Opportunity Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)	A
2 Characteristic Leadership Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict	A
3 Characteristic Problem Analysis Definition Able to identify problems and relevant issues and alternative solutions and arrives at sound conclusions though logical process, able to evaluate services rendered	A
4 Characteristic Judgement Definition Able to reason, compare, understand, and think rationally on the job, makes quality work-related decisions based on sound conclusions and separates facts from opions, able to assess the achievement of others and translate into a corrective action plan	A
5 Characteristic Job Knowledge Definition Knows the details of the job and follows all job procedures accurately	A
6 Characteristic Technical Competence Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job	A
7 Characteristic Internal Relations Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes Degree of responsiveness to organizational changes	A
8 Characteristic Communication Ability Definition Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management	A
9 Characteristic Quality of Work Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality.	A
10 Characteristic Safety Definition Follows established safety practices and corrects unsafe work practices on the job, capable of creating a positive and disciplined environment	A

Section III
OBJECTIVES SECTION

	Weight Factor %		Perform Level 0123	=	Weighted Average
1 Objective: To maintain high academic standards for the school.					
Success Criteria: will be based on student success in the school					
Actual Performance	.20	x	N/A	=	
2 Objective: To meet all training requirements and maintain state certification requirements					
Success Criteria: State Certificate renewal and PCDs drawing approval.					
Actual Performance	20	x	N/A	=	
3 Objective					
Success Criteria					
Actual Performance		x		=	
4 Objective					
Success Criteria					
Actual Performance		x		=	
Total Section III Summary Rating					

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

MS BRATTON DOES AN EXCELLENT JOB OF COORDINATING THE EDUCATIONAL PROGRAM AT PERRY SHE EXEMPLIFIES TEAM SPIRIT AND COOPERATION

2 Identify employee's areas in need of improvement

NO SIGNFICANT AREAS NOTED

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

CONTINUE TO TAKE ADVANTAGE OF APPROPRIATE TRAINING OPPORTUNITIES TO ENHANCE SKILLS

V Summary rating for each section

	Weighted Average
Job Duties Section I	2.3
Objectives Section III	N/A
Appraisal Overall Weighted Average Total	2 3

(2 5 3 0 = Substantially Exceeds Performance Requirements)

(1 5 2 49 = Exceeds Performance Requirements)

(0 5 1 49 = Meets Performance Requirements)

(0 0 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

VII Employee Comment

VIII Planning /stage

Rating Supervisor _____ Date 6-4-02

Reviewing Official _____ Date 6-4-02

Concurring Official _____ Date _____

Employee Linda Bratton Date 6-4-02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor _____ Date 5-27-03

Reviewing Official _____ Date 5/27/03

Concurring Official _____ Date _____

Employee Linda Bratton Date 5/27/03

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

2760

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Name BRIDGES ANN T
GUIDANCE COUNSELOR
Organizational Uni LEATH CORR INSTIT (WOMEN)

ation/Title 9006/Guidance Counselor

Date Assigned to C

State Employment Date

Performance Period
From April 1, 2001 To March 31, 2002

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager, utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion, the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the ***entire*** period Job duties, performance characteristics, and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

Performance Characteristics shall be given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties) as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	x	Perform Level 0123	=	Weighted Average
1 Job Duty Conducts and coordinates intake procedures respecting educational assessment and evaluation of inmates, submits recommendations to school principal regarding appropriate program enrollment of inmates. Success Criteria Test, counsels and assigns 85% of the entering students within ~~3 days of referral or identification. Develops a complete~~ permanent record folder on each entering student as prescribed ~~by the school principal~~ Assigns all students to the appropriate class Actual Performance	20	x	2	=	40
2 Job Duty Assists inmates with course orientation/registration, ~~long-term educational planning, curriculum~~ and adjustment, interpretation of educational assessment, and placement in jobs if a vocational education program completer. Success Criteria Provides each student with a thorough orientation to school program to include information on school rules and expectations, ~~location of classes, and schedule~~ Informs each entering student of his testing results and assist the student in setting short-term and long range educational goals Actual Performance	15	x	2	=	30
3 Job Duty Keeps abreast of education/vocational tests and measurements Insures that quality standards are maintained in the school testing program Success Criteria ~~Insures the accurate administration, grading,~~ and recording of all standardized test used in the school program Accurately interprets test results to students and staff. Actual Performance	5	x	3	=	15
4 Job Duty Provides on-going educational counseling and job placement coordination to inmate students on individual and group basis and maintains records of same Success Criteria Counsels problem students as referred by other staff within three days of referral Provides individual counseling ~~to an average of 10 students per week. Conducts group counseling~~ activities as recommended and scheduled by principal Actual Performance	10	x	2	=	20

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform x Level 0123	= Weighted Average
5 Job Duty Regularly reports to other staff members regarding the educational, vocational, behavioral, and adjustment progress and needs of students Success Criteria Provides appropriate feedback to individuals making counseling referrals within a week of the referral Advise teachers, the principal and other staff on dealing with problem students Makes appropriate referrals of inmates with special needs to special education, vocational programs, social work services, chaplains, etc Actual Performance	10	2	20
6 Job Duty Coordinates and maintains student records, prepares/ submits necessary press reports Success Criteria Maintains complete record of all standardized testing Updates test results (port-test) according to the scheduled prescribed by the principal (from 3 to 6 months) Maintains and updates permanent record file according to procedures prescribed by the school principal Conducts a yearly analysis of testing data and submit an accurate report to the Supervisor of Career Education Accurately enters information in the MEDD screen according to the prescribed schedule Actual Performance	15	3	45
7 Job Duty Coordinates with school and institutional staff by serving on assigned committees, providing educational counseling expertise, and acting as representative in matters relative to training and experience Success Criteria Reports to assigned meetings and arrives on time Insures that a substitute is found when unable to attend Provides accurate information on school matters Follows-up on assigned tasks as required Actual Performance	5	2	10
8 Job Duty Success Criteria Actual Performance			
Total Section I Summary Rating	80		180

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Section II
PERFORMANCE CHARACTERISTICS

Performance Level
Acceptable/Unacceptable

1 Characteristic Promoting Equal Opportunity — NA

Definition Meets agency affirmative action goals in such areas as hiring promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)

2 Characteristic Leadership — A

Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict

3 Characteristic Problem Analysis — A

Definition Able to identify problems and relevant issues and breaks problems into components, sees relationships and alternative solutions and arrives at sound conclusions through logical process, able to evaluate services rendered

4 Characteristic Judgement — A

Definition Able to reason, compare, understand, and think rationally on the job, makes quality work-related decisions based or sound conclusions and separates facts from opinions, able to assess the achievement of others and translate into a corrective action plan

5 Characteristic Job Knowledge — A

Definition Knows the details of the job and follows all job procedures accurately

6 Characteristic Technical Competence — A

Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job

7 Characteristic Internal Relations — A

Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes Degree of responsiveness to organizational changes

8 Characteristic Communication Ability — A

Definition Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management

9 Characteristic Quality of Work — A

Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality.

10 Characteristic Safety — A

Definition Follows established safety practices and corrects unsafe work practices on the job, capable of creating a positive and disciplined environment

Section III
OBJECTIVES SECTION

	Weight Factor %	Perform x Level 0-1 2 3	= Weighted Average
1 Objective Ensure OSIRIS, LitPro, and MEDD records are accurate, consistent & up-to-date.			
Success Criteria			
Actual Performance	10	2	20
2 Objective Complete special projects such as testing, report cards, waiting lists, EEC's, etc.			
Success Criteria			
Actual Performance	10	3	30
3 Objective			
Success Criteria			
Actual Performance			
4 Objective			
Success Criteria			
Actual Performance			
Total Section III Summary Rating	20		50

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

displays a cooperative attitude, consistently demonstrates initive and competence in completion of tasks in an accurate & timely manner, conscientious and dependable

2 Identify employee's areas in need of improvement

None noted at this time.

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

(1) maintain certification
(2) complete all mandatory training and other training as appropriate and available

V Summary rating for each section

	Weighted Average
Job Duties Section I	180
Objectives Section III	50
Appraisal Overall Weighted Average Total	230

(25 30 = Substantially Exceeds Performance Requirements)

✓ (15 2 49 = Exceeds Performance Requirements)

(05 1 49 = Meets Performance Requirements)

(00 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

VII Employee Comment

VIII Planning /stage

Rating Supervisor _____ Date 4/17/01

Reviewing Official _____ Date 4-17-01

Concurring Official _____ Date _____

Employee Ann T. Bridges Date 4-18-01

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor _____ Date 4-26-02

Reviewing Official _____ Date 4-26-02

Concurring Official _____ Date _____

Employee Ann T. Bridges Date 4-26-02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Name _____ COBB DANCE C
PRINCIPAL

fication/Title Principal

Organizational U LEATH CORR INSTIT (WOMEN)

Date Assigned to Current Position _____

nent Date _____

Performance Period
From April 1, 2001 To March 31, 2002

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager, utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However, it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion, the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the ***entire*** period Job duties, performance characteristics, and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

Performance Characteristics shall be given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform x Level 0123	= Weighted Average
1 Job Duty: Administers and directs the total educational program (academic, vocational, library, career education, special education and other special activities) within the institution, including the management of all educational facilities and property. Success Criteria: Supervises staff and their functions, designs and executes educational programs within the resources available; submits requisitions for educational supplies and materials according to procedures, keeps records of property bought through educational funds Actual Performance:	.20	3	60
2 Job Duty: Participates in and supports the priorities of the leadership within the school district and in the institution to ensure continuity of district and agency directions and planned expected outcomes, submits a planning report which documents the policy flow of district and agency directions and priorities of expected outcome. Success Criteria: Implements the educational program according to district guidelines, includes consideration for district priorities and instructional procedures when implementing programs, participates in programs sponsored by the district, submits written evidence that program approaches and other objectives follow agency directions Actual Performance:	.20	3	60
3 Job Duty: Establishes and maintains communication with institution head regarding education programs including specific expectations about the performance, effectiveness and achievement level of services rendered. Conducts a plan of action to evaluate and achieve expected outcome Success Criteria: Maintains a written plan on strategies to accomplish expected outcomes, monitors and surveys attitudes and skills of teachers and institute changes based on such data Actual Performance:	.20	3	.60
4 Job Duty: Provide program information and reports to the district's central office as requested with copy to the institution head when deemed necessary Success Criteria: Submits program reports timely to the district's central office as requested with copy to the institution head when deemed necessary Actual Performance:	.20	3	.60

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %		Perform Level 0-1 2 3		Weighted Average
5 Job Duty	Performs duties and responsibilities as detailed by the principal evaluation process of the State Department of Education which is attached with specific duties and the related success criteria for evaluation. (Attachment A)				
Success Criteria	Comply with the success criteria (see Attachment A) based on the principal evaluation process of the State Department of Education.				
		.20	2		.40
Actual Performance					
6 Job Duty					
Success Criteria					
Actual Performance					
7 Job Duty					
Success Criteria					
Actual Performance					
8 Job Duty					
Success Criteria					
Actual Performance					
	Total Section I Summary Rating	100			2.80

Section II
PERFORMANCE CHARACTERISTICS

Performance Level
Acceptable/Unacceptable

1 Characteristic Promoting Equal Opportunity A

Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**) A

2 Characteristic Planning and Organizing A

Definition Develops schedules for activities and projects. Sets and observes priorities in order to avoid backlogged work

3 Characteristic Controlling A

Definition Monitors and regulates employee's activities Monitors the progress and results of delegated assignments and keeps informed of developments in area of responsibility.

4 Characteristic Delegating A

Definition Uses staff members effectively by allocating decisions and other responsibilities to the appropriate employees

5 Characteristic Motivating A

Definition Creates an organization environment or climate in which employees can perform to the best of their ability Establishes employee motivation by giving employee recognition and feedback for work performed

6 Characteristic Developing A

Definition Makes projections based on current trends Determines learning and training needs. Selects appropriate learning activities

7 Characteristic Quality of Work A

Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality.

8 Characteristic Safety A

Definition Follows established safety practices and corrects unsafe work practices on the job.

9 Characteristic Reliability A

Definition Consistent delivery of what is required when it is required Meets deadlines and follows instructions

10 Characteristic Internal Relations A

Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals. Degree of responsiveness to organizational needs

Section III
OBJECTIVES SECTION

	Weight Factor %		Perform Level 0-1 2 3		Weighted Average
1 Objective					
Success Criteria					
Actual Performance	____	x	____	=	____
2 Objective					
Success Criteria					
Actual Performance	____	x	____	=	____
3 Objective					
Success Criteria					
Actual Performance	____	x	____	=	____
4 Objective					
Success Criteria					
Actual Performance	____	x	____	=	____
Total Section III Summary Rating	____				____

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Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths
Dr Cobb gives excellent leadership to the school program at Leath He provides the structure that results in excellent enrollment and attendance levels. Students stay on Task. He has a vast knowledge of Correctional education and strong supervising skills

2 Identify employee's areas in need of improvement
None noted

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance
Must take necessary courses to maintain certification as a Principal.

V Summary rating for each section

	Weighted Average
Job Duties Section I	2.40
Objectives Section III	
Appraisal Overall Weighted Average Total	.280

(2 5 3 0 = Substantially Exceeds Performance Requirements)

(1 5 2 49 = Exceeds Performance Requirements)

(0 5 1 49 = Meets Performance Requirements)

(0 0 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

As a result of Dr Cobb's management and leadership, Leath is clearly one of the best (if not the best) schools in the Department of Corrections.

VII Employee Comment

VIII Planning /stage

Rating Supervisor Wendell Blanton Date 4/17/01

Reviewing Official [signature] Date 4-17-01

Concurring Official _____ Date _____

Employee [signature] Date 4/18/01

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor Wendell Blanton Date 4/30/02

Reviewing Official [signature] Date 4-30-02

Concurring Official _____ Date _____

Employee [signature] Date 4-30-02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

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STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Name CROXTON JEANNIE B
CLASSROOM TEACHER
Organizationa MANNING CORRECTIONAL INSTITUTION

ssification/Title 9007/Classroom Teacher

Date Assigned

yment Date

Performance Period
From April 1, 2001 To March 31, 2002

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager, utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However, it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the ***entire*** period Job duties, performance characteristics, and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

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Performance Characteristics sh ɹe given a rating of acceptable/unacceptaʼ\

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		.20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform Level 0-1 2 3	Weighted Average
1 Job Duty: Interviews incoming students to establish learning rapport.			
Success Criteria: Interviews all students assigned to class and develops an individual education plan (IEP) with the students based on diagnostic profile of test scores, needs and interests.			
Actual Performance	5	2	.10
2 Job Duty: Maintains records of student attendance and progress and provides informational reports as required			
Success Criteria: Individual folders will be set up on each student with the IEP, student test data and on-going student progress documentation. Ensures that attendance records and reports are accurate Student progress documentation shall reflect level, type and date of instruction, including student feed back through teacher assessment. Maintains EIA remedial basic skill sheets on EFA students where applicable Maintains Chapter I records where applicable.			
Actual Performance	10	2	.20
3 Job Duty: Plans and prepares student learning activities, including developing curriculum based on students needs, abilities and interests to be utilized in the learning process.			
Success Criteria: Reviews and selects instructional materials that are relevant Selects audio-visual media, including the use of computer assisted instruction Ensures that sufficient instructional materials are available			
Actual Performance: Ensures that A/V equipment are functional.	10	2	.20
4 Job Duty: Provides appropriate instruction to students according to their needs, abilities and interests to ensure student progress.			
Success Criteria: Ensures that an individualized plan of assessing student needs, identifying deficiencies, prescribing instructional activities and evaluating progress are used for each student. Uses a variety of teaching techniques and strategies. Uses a variety of appropriate instructional materials and equipment which support teaching activities. Provides special assistance to students who need it. Maintains a minimum loss of instructional time. Records student activities daily			
Actual Performance	55	2	1.10

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Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform x Level 0-1 2 3	= Weighted Average
5 Job Duty Maintains a learning environment within the classroom.			
Success Criteria Uses consistent rules and demonstrates firmness in student discipline and order Maintains reasonable control over disruptive behavior Uses stimulating techniques to motivate students Neatness and cleanliness of classroom is evident. Actual Performance	5	1	.05
6 Job Duty Provides supervision that safeguards students and aids in security			
Success Criteria Follows institutional security regulations consistently in regard to students, materials and equipment			
Actual Performance	5	2	.10
7 Job Duty Maintains Teacher competency in the area of assignment.			
Success Criteria Attends all mandatory inservice training sessions. Participates in special training sessions in area of assignment. Demonstrates reasonable success in student progress. Keeps certificates updated. Actual Performance	5	2	.10
8 Job Duty Performs other educational and related duties as requires			
Success Criteria The extent to which additional assignments are completed			
Actual Performance	5	2	.10
Total Section I Summary Rating	100%		1.95

Section II
PERFORMANCE CHARACTERISTICS

Performance Level
Acceptable/Unacceptable

1 Characteristic Promoting Equal Opportunity — A

Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)

2 Characteristic Leadership — A

Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict.

3 Characteristic Problem Analysis — A

Definition Able to identify problems and relevant issues and ~~breaks problems into components, sees relationships~~ and alternative solutions and arrives at sound conclusions through logical process, able to evaluate services rendered.

4 Characteristic Judgement — A

Definition Able to reason, compare, understand, and think rationally ~~on the job, makes quality work-related decisions based~~ on sound conclusions and separates facts from opinions, able to assess the achievement of others and translate into a corrective action plan.

5 Characteristic Job Knowledge — A

Definition Knows the details of the job and follows all job procedures accurately.

6 Characteristic Technical Competence — A

Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job.

7 Characteristic Internal Relations — A

Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes Degree of responsiveness to organizational changes

8 Characteristic Communication Ability — A

Definition Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management

9 Characteristic Quality of Work — A

Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality.

10 Characteristic Safety — A

Definition Follows established safety practices and corrects unsafe work practices on the job, capable of creating a positive and disciplined environment

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Section III
OBJECTIVES SECTION

	Weight Factor %	Perform Level 0-1 2 3	Weighted Average
1 Objective _____			
Success Criteria _____			
Actual Performance _____	_____	_____	_____
2 Objective _____			
Success Criteria _____			
Actual Performance _____	_____	_____	_____
3 Objective _____			
Success Criteria _____			
Actual Performance _____	_____	_____	_____
4 Objective _____			
Success Criteria _____			
Actual Performance _____	_____	_____	_____
Total Section III Summary Rating	_____		_____

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

Mrs. Croxton's performance strengths are as follows: record keeping, curriculum development, knowledge of subject area and quality of work.

2 Identify employee's areas in need of improvement

Mrs. Croxton needs to continue developing student discipline management skills.

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

The agency and district should continue to provide Mrs. Croxton opportunities to participate in training programs that will embellish her professionalism.

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V Summary rating for each section

	Weighted Average
Job Duties Section I	1.95
Objectives Section III	
Appraisal Overall Weighted Average Total	1.95

(2 5 3 0 = Substantially Exceeds Performance Requirements)

(1 5 2 49 = Exceeds Performance Requirements)

(0 5 1 49 = Meets Performance Requirements)

(0 0 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

VII Employee Comment

VIII Planning /stage

Rating Supervisor W. David Dunn Date 4/18/01

Reviewing Official Richard L Cannon Date 4/18/01

Concurring Official _____ Date _____

Employee Joanne B Crafton Date 4-18-01

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor W. David Dunn Date 4/21/02

Reviewing Official Richard L Cannon Date 4/22/02

Concurring Official _____ Date _____

Employee Joanne B Crafton Date 4/30/02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Name CULBREATH BERNETHA L
CLASSROOM TEACHER
Organizational Unit LEATH CORR INSTIT (WOMEN)

on/Title 9007/Classroom Teacher

Date Assigned to Curre[illegible] Date

Performance Period From April 1, 2001 To March 31, 2002

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion, the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the ***entire*** period Job duties, performance characteristics, and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

Performance Characteristics sh.. ..e given a rating of acceptable/unaccepta'

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		.20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	x	Perform Level 0-1 2 3	=	Weighted Average

1 Job Duty Interviews incoming students to establish learning rapport.

Success Criteria Interviews all students assigned to class and develops an individual education plan (IEP) with the students based on diagnostic profile of test scores, needs and interests.

Actual Performance 10 x 3 = 30

2 Job Duty Maintains records of student attendance and progress and provides informational reports as required

Success Criteria Individual folders will be set up on each student with the IEP, student test data and on-going student progress documentation Ensures that attendance records and reports are accurate. Student progress documentation shall reflect level, type and date of instruction, including student feed back through teacher assessment. Maintains EIA remedial basic skill sheets on EFA students where applicable Maintains Chapter I records where applicable.

Actual Performance 10 x 3 = 30

3 Job Duty Plans and prepares student learning activities, including developing curriculum based on students needs, abilities and interests to be utilized in the learning process.

Success Criteria Reviews and selects instructional materials that are relevant Selects audio-visual media, including the use of computer assisted instruction Ensures that sufficient instructional materials are available Ensures that A/V equipment are functional.

Actual Performance 10 x 3 = 30

4 Job Duty Provides appropriate instruction to students according to their needs, abilities and interests to ensure student progress.

Success Criteria Ensures that an individualized plan of assessing student needs, identifying deficiencies, prescribing instructional activities and evaluating progress are used for each student. Uses a variety of teaching techniques and strategies. Uses a variety of appropriate instructional materials and equipment which support teaching activities. Provides special assistance to students who need it Maintains a minimum loss of instructional time Records student activities daily.

Actual Performance 40 x 2 = 80

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform Level 0-1 2 3	Weighted Average
5 Job Duty Maintains a learning environment within the classroom Success Criteria Uses consistent rules and demonstrates firmness in student discipline and order Maintains reasonable control over disruptive behavior. Uses stimulating techniques to motivate students. Neatness and cleanliness of classroom is evident. Actual Performance	10	3	30
6 Job Duty Provides supervision that safeguards students and aids in security Success Criteria Follows institutional security regulations consistently in regard to students, materials and equipment. Actual Performance	5	3	15
7 Job Duty Maintains Teacher competency in the area of assignment Success Criteria Attends all mandatory inservice training sessions Participates in special training sessions in area of assignment. Demonstrates reasonable success in student progress. Keeps certificates updated Actual Performance	5	3	15
8 Job Duty Performs other educational and related duties as requires Success Criteria The extent to which additional assignments are completed Actual Performance	5	2	10
Total Section I Summary Rating	95		240

2788

Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1 Characteristic Promoting Equal Opportunity Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)	NA
2 Characteristic Leadership Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict	A
3 Characteristic Problem Analysis Definition Able to identify problems and relevant issues and ~~breaks problems into components; sees relationships~~ and alternative solutions and arrives at sound conclusions through logical process, able to evaluate services rendered	A
4 Characteristic Judgement Definition Able to reason, compare, understand, and think rationally ~~on the job, makes quality work-related decisions~~ based on sound conclusions and separates facts from opinions, able to assess the achievement of others and translate into a corrective action plan	A
5 Characteristic Job Knowledge Definition Knows the details of the job and follows all job procedures accurately.	A
6 Characteristic Technical Competence Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job.	A
7 Characteristic Internal Relations Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes. Degree of responsiveness to organizational changes	A
8 Characteristic Communication Ability Definition Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management	A
9 Characteristic Quality of Work Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality	A
10 Characteristic Safety Definition Follows established safety practices and corrects unsafe work practices on the job, capable of creating a positive and disciplined environment.	A

Section III
OBJECTIVES SECTION

	Weight Factor %	x	Perform Level 0-1 2 3	=	Weighted Average
1 Objective: Conduct a multi-class learning activity on science, social studies, health or life-skills at least once per quarter.					
Success Criteria					
Actual Performance	5		3		15
2 Objective					
Success Criteria					
Actual Performance					
3 Objective					
Success Criteria					
Actual Performance					
4 Objective					
Success Criteria					
Actual Performance					
Total Section III Summary Rating	5				15

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

good classroom management and instruction dependable; good communication skills; good student support and motivation while maintaining professional distance

2 Identify employee's areas in need of improvement

None noted at this time

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

(1) maintain certification
(2) complete all mandatory training and then pursue enhancement training as available

V Summary rating for each section

	Weighted Average
Job Duties Section I	240
Objectives Section III	15
Appraisal Overall Weighted Average Total	255

(~~25~~ 30 = Substantially Exceeds Performance Requirements)

(15 249 = Exceeds Performance Requirements)

(05 149 = Meets Performance Requirements)

(00 049 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

Mrs Culbreath is an excellent employee whose exemplary job performance justifies a rating of substantially exceeds

VII Employee Comment

VIII Planning /stage

Rating Supervisor _____ Date 4/17/01

Reviewing Official _____ Date 4-17-01

Concurring Official _____ Date _____

Employee Bernetha Culbreath Date 4-17-01

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor _____ Date 4-25-02

Reviewing Official _____ Date 4-25-02

Concurring Official _____ Date _____

Employee Bernetha Culbreath Date 4-25-02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Name DREYER WILLIAM K
CLASSROOM TEACHER
Organizational Unit MCCORMICK CORRECTIONAL INSTITUTION

ition/Title 9007/Classroom Teacher

Date Assigned to Cu

it Date

Performance Period
From April 1, 2001 To March 31, 2002

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager, utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion, the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the ***entire*** period Job duties, performance characteristics, and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

Performance Characteristics sha e given a rating of acceptable/unacceptab' '

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		.20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform Level 0-1 2 3	Weighted Average

1 Job Duty Interviews incoming students to establish learning rapport

Success Criteria Interviews all students assigned to class and develops an individual education plan (IEP) with the students based on diagnostic profile of test scores, needs and interests.

Actual Performance Interviews all students (incoming) and assigns an Education Plan for each individual student — 5% | 2 | 10

2 Job Duty Maintains records of student attendance and progress and provides informational reports as required.

Success Criteria Individual folders will be set up on each student with the IEP, student test data and on-going student progress documentation Ensures that attendance records and reports are accurate. Student progress documentation shall reflect level, type and date of instruction, including student feed back through teacher assessment. Maintains EIA remedial basic skill sheets on EFA students where applicable. Maintains Chapter I records where applicable

Actual Performance Performs outstanding in this area keeps excellent records — 10% | 3 | 30

3 Job Duty Plans and prepares student learning activities, including developing curriculum based on students needs, abilities and interests to be utilized in the learning process.

Success Criteria Reviews and selects instructional materials that are relevant Selects audio-visual media, including the use of computer assisted instruction Ensures that sufficient instructional materials are available Ensures that A/V equipment are functional.

Actual Performance Provides appropriate and varied learning activities for students — 10% | 2 | 20

4 Job Duty Provides appropriate instruction to students according to their needs, abilities and interests to ensure student progress.

Success Criteria Ensures that an individualized plan of assessing student needs, identifying deficiencies, prescribing instructional activities and evaluating progress are used for each student. Uses a variety of teaching techniques and strategies. Uses a variety of appropriate instructional materials and equipment which support teaching activities. Provides special assistance to students who need it. Maintains a minimum loss of instructional time. Records student activities daily

Actual Performance Creates and Maintains instructional techniques/curriculum that is appropriate for each student with his individual needs — 55% | 2 | 110

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform Level 0-1 2 3	Weighted Average

5 Job Duty Maintains a learning environment within the classroom

Success Criteria Uses consistent rules and demonstrates firmness in student discipline and order Maintains reasonable control over disruptive behavior Uses stimulating techniques to motivate students. Neatness and cleanliness of classroom is evident.

Actual Performance Maintains appropriate order and control in classroom

5% 2 10

6 Job Duty Provides supervision that safeguards students and aids in security

Success Criteria Follows institutional security regulations consistently in regard to students, materials and equipment.

Actual Performance Follows all necessary security measures for the classroom and education building

5% 2 10

7 Job Duty Maintains Teacher competency in the area of assignment

Success Criteria Attends all mandatory inservice training sessions Participates in special training sessions in area of assignment. Demonstrates reasonable success in student progress Keeps certificates updated.

Actual Performance Attends and participates in training for the area of Competency

5% 2 .10

8 Job Duty Performs other educational and related duties as requires

Success Criteria The extent to which additional assignments are completed

Actual Performance Performs outstanding in this area Coordinates school building with help of custodians, Maintains accurate Chemical records (MSDS) for accred Also teaches Impact of Crime and Family Planning for Incarceration

5% 3 .15

Total Section I Summary Rating 100% 2.15

Section II
PERFORMANCE CHARACTERISTICS

Performance Level
Acceptable/Unacceptable

1 Characteristic Promoting Equal Opportunity — NA

Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)

2 Characteristic Leadership — A

Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict

3 Characteristic Problem Analysis — A

Definition Able to identify problems and relevant issues and ~~breaks problems into components, sees relationships~~ and alternative solutions and arrives at sound conclusions through logical process, able to evaluate services rendered

4 Characteristic Judgement — A

Definition Able to reason, compare, understand, and think rationally ~~on the job, makes quality work-related decisions based~~ on sound conclusions and separates facts from opinions, able to assess the achievement of others and translate into a corrective action plan.

5 Characteristic Job Knowledge — A

Definition Knows the details of the job and follows all job procedures accurately

6 Characteristic Technical Competence — A

Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job

7 Characteristic Internal Relations — A

Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes. Degree of responsiveness to organizational changes

8 Characteristic Communication Ability — A

Definition Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management

9 Characteristic Quality of Work — A

Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality.

10 Characteristic Safety — A

Definition Follows established safety practices and corrects unsafe work practices on the job, capable of creating a positive and disciplined environment.

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Section III
OBJECTIVES SECTION

	Weight Factor %	Perform x Level 0-1 2-3	=	Weighted Average
1 Objective _____				
_____				
Success Criteria _____				
_____				
_____				
Actual Performance _____	_____	_____		_____
_____				
_____				
2 Objective _____				
_____				
Success Criteria _____				
_____				
_____				
Actual Performance _____	_____	_____		_____
_____				
_____				
3 Objective _____				
_____				
Success Criteria _____				
_____				
_____				
Actual Performance _____	_____	_____		_____
_____				
_____				
4 Objective _____				
_____				
Success Criteria _____				
_____				
_____				
Actual Performance _____	_____	_____		_____
_____				
_____				
Total Section III Summary Rating	_____			_____

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

Continues to take on extra duties and tasks with a cooperative attitude and works with good attitude to do whatever is asked of him

2 Identify employee's areas in need of improvement

Needs to continue receiving necessary Agency training.

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

Needs to stay abreast of Agency policies

V Summary rating for each section

	Weighted Average
Job Duties Section I	2.15
Objectives Section III	-0-
Appraisal Overall Weighted Average Total	2.15

(2.5 3.0 = Substantially Exceeds Performance Requirements)

(1.5 2.49 = Exceeds Performance Requirements)

(0.5 1.49 = Meets Performance Requirements)

(0.0 0.49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

VII Employee Comment

VIII Planning /stage

Rating Supervisor Date 4-18-01

Reviewing Official Date 4-20-01

Concurring Official Date

X Employee Date 4-18-01

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor Date 4-12-02

Reviewing Official Date 4-17-02

Concurring Official Date

Employee Date 4-12-02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

STATE OF SOUTH CAROLIN.
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Name _____ FARR JACQUELINE D
CLASSROOM TEACHER
Organizational U TYGER RIVER CORRECTIONAL INSTITUTION

fication/Title 9007/Classroom Teacher

Date Assigned to

ıent Date _____

Performance Period
From Apr. 1 1, 2001 To March 31, 2002

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager, utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However, it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion, the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the ***entire*** period Job duties, performance characteristics, and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

Performance Characteristics shall be given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform Level 0-1 2 3	Weighted Average
1 Job Duty: Interviews incoming students to establish learning rapport Success Criteria: Interviews all students assigned to class and develops an individual education plan (IEP) with the students based on diagnostic profile of test scores, needs and interests. Actual Performance	10%	3	.30
2 Job Duty: Maintains records of student attendance and progress and provides informational reports as required Success Criteria: Individual folders will be set up on each student with the IEP, student test data and on-going student progress documentation. Ensures that attendance records and reports are accurate Student progress documentation shall reflect level, type and date of instruction, including student feed back through teacher assessment. Maintains EIA remedial basic skill sheets on EFA students where applicable. Maintains Chapter I records where applicable. Actual Performance	10%	3	.30
3 Job Duty: Plans and prepares student learning activities, including developing curriculum based on students needs, abilities and interests to be utilized in the learning process. Success Criteria: Reviews and selects instructional materials that are relevant Selects audio-visual media, including the use of computer assisted instruction Ensures that sufficient instructional materials are available Ensures that A/V equipment are functional. Actual Performance	10%	2	20
4 Job Duty: Provides appropriate instruction to students according to their needs, abilities and interests to ensure student progress. Success Criteria: Ensures that an individualized plan of assessing student needs, identifying deficiencies, prescribing instructional activities and evaluating progress are used for each student. Uses a variety of teaching techniques and strategies. Uses a variety of appropriate instructional materials and equipment which support teaching activities. Provides special assistance to students who need it Maintains a minimum loss of instructional time Records student activities daily Actual Performance	25%	2	50

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform Level 0-1 2 3	Weighted Average
5 Job Duty Maintains a learning environment within the classroom			
Success Criteria Uses consistent rules and demonstrates firmness in student discipline and order Maintains reasonable control over disruptive behavior. Uses stimulating techniques to motivate students. Neatness and cleanliness of classroom is evident.			
Actual Performance	25%	2	.40
6 Job Duty Provides supervision that safeguards students and aids in security			
Success Criteria Follows institutional security regulations consistently in regard to students, materials and equipment.			
Actual Performance	5%	3	.15
7 Job Duty Maintains Teacher competency in the area of assignment			
Success Criteria Attends all mandatory inservice training sessions Participates in special training sessions in area of assignment. Demonstrates reasonable success in student progress. Keeps certificates updated			
Actual Performance	5%	2	10
8 Job Duty Performs other educational and related duties as requires			
Success Criteria The extent to which additional assignments are completed			
Actual Performance	10%	3	30
Total Section I Summary Rating	95%		225

Section II
PERFORMANCE CHARACTERISTICS

Performance Level
Acceptable/Unacceptable

1 Characteristic Promoting Equal Opportunity — A

Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)

2 Characteristic Leadership — A

Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict.

3 Characteristic Problem Analysis — A

Definition Able to identify problems and relevant issues and ~~breaks problems into components; sees relationships~~ and alternative solutions and arrives at sound conclusions through logical process, able to evaluate services rendered

4 Characteristic Judgement — A

Definition Able to reason, compare, understand, and think rationally ~~on the job, makes quality work-related decisions~~ based on sound conclusions and separates facts from opinions, able to assess the achievement of others and translate into a corrective action plan

5 Characteristic Job Knowledge — A

Definition Knows the details of the job and follows all job procedures accurately

6 Characteristic Technical Competence — A

Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job.

7 Characteristic Internal Relations — A

Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes. Degree of responsiveness to organizational changes

8 Characteristic Communication Ability — A

Definition Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management

9 Characteristic Quality of Work — A

Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality.

10 Characteristic Safety — A

Definition Follows established safety practices and corrects unsafe work practices on the job, capable of creating a positive and disciplined environment

2805

Section III
OBJECTIVES SECTION

	Weight Factor %	x	Perform Level 0-1 2 3	=	Weighted Average
1 Objective GOES ABOVE TO RECORD STUDENT PROGRESS ASSIGNMENTS AND ATTENDANCE					
Success Criteria					
Actual Performance FILLS OUT DAILY DISCIPLINE REPORTS	.5%		3		15
2 Objective					
Success Criteria					
Actual Performance	____		____		____
3 Objective					
Success Criteria					
Actual Performance	____		____		____
4 Objective					
Success Criteria					
Actual Performance	____		____		____
Total Section III Summary Rating	5%				.15

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

JACKIE WORKS TIRELESSLY TO RECORD STUDENT PROGRESS AND PROVIDES DOCUMENTATION FOR DAILY ACTIVITIES IN THESE AREAS SHE TRULY IS EXCEPTIONAL

2 Identify employee's areas in need of improvement

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

V Summary rating for each section

	Weighted Average
Job Duties Section I	2.25
Objectives Section III	.15
Appraisal Overall Weighted Average Total	2.40

(2.5 3.0 = Substantially Exceeds Performance Requirements)

(1.5 2.49 = Exceeds Performance Requirements)

(0.5 1.49 = Meets Performance Requirements)

(0.0 0.49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

VII Employee Comment

VIII Planning /stage

Rating Supervisor Randy Travis Date 4 27 01

Reviewing Official J. C. Counts Date 4/30/01

Concurring Official _____ Date _____

Employee Jacqueline D. Farr Date 4-27-01

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor Randy Travis Date 5-21 02

Reviewing Official J. C. Counts Date 5-21-02

Concurring Official _____ Date _____

Employee Jacqueline D. Farr Date 5-23-02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

FRITTS RUTH L
CLASSROOM TEACHER
LEATH CORR INSTIT (WOMEN)

Position/Classification/Title 9007/Classroom Teacher

Location _____

Date Assigned to Current Position _____

State Employment Date _____

Performance Period From 4-01-02 To 3-31-03

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager, utilizing suggestions from the supervisor or non supervising professional employee shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion, the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the ***entire*** period Job duties, performance characteristics, and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined.

CT

Performance Characteristics shall be given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period.

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		.20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		.20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

2810

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	x	Perform Level 0-1 2 3	=	Weighted Average

1 Job Duty Interviews incoming students to establish learning rapport

Success Criteria Interviews all students assigned to class and develops an individual education plan (IEP) with the students based on diagnostic profile of test scores, needs and interests.

Actual Performance 10 x 3 = 30

2 Job Duty Maintains records of student attendance and progress and provides informational reports as required.

Success Criteria Individual folders will be set up on each student with the IEP, student test data and on-going student progress documentation Ensures that attendance records and reports are accurate. Student progress documentation shall reflect level, type and date of instruction, including student feed back through teacher assessment. Maintains EIA remedial basic skill sheets on EFA students where applicable. Maintains Chapter I records where applicable.

Actual Performance 10 x 3 = 30

3 Job Duty Plans and prepares student learning activities, including developing curriculum based on students needs, abilities and interests to be utilized in the learning process.

Success Criteria Reviews and selects instructional materials that are relevant Selects audio-visual media, including the use of computer assisted instruction Ensures that sufficient instructional materials are available Ensures that A/V equipment are functional.

Actual Performance 10 x 3 = 30

4 Job Duty Provides appropriate instruction to students according to their needs, abilities and interests to ensure student progress.

Success Criteria Ensures that an individualized plan of assessing student needs, identifying deficiencies, prescribing instructional activities and evaluating progress are used for each student. Uses a variety of teaching techniques and strategies. Uses a variety of appropriate instructional materials and equipment which support teaching activities. Provides special assistance to students who need it Maintains a minimum loss of instructional time. Records student activities daily

Actual Performance 40 x 3 = 120

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform x Level 0-1 2 3	= Weighted Average
5 Job Duty Maintains a learning environment within the classroom Success Criteria Uses consistent rules and demonstrates firmness in student discipline and order. Maintains reasonable control over disruptive behavior. Uses stimulating techniques to motivate students. Neatness and cleanliness of classroom is Actual Performance evident.	10	3	30
6 Job Duty Provides supervision that safeguards students and aids in security Success Criteria Follows institutional security regulations consistently in regard to students, materials and equipment. Actual Performance	5	3	15
7 Job Duty Maintains Teacher competency in the area of assignment Success Criteria Attends all mandatory inservice training sessions. Participates in special training sessions in area of assignment. Demonstrates reasonable success in student progress. Keeps certificates updated. Actual Performance	5	2	10
8 Job Duty Performs other educational and related duties as requires. Success Criteria The extent to which additional assignments are completed Actual Performance	5	1	5
Total Section I Summary Rating	95		250

Section II
PERFORMANCE CHARACTERISTICS

Performance Level
Acceptable/Unacceptable

1 Characteristic Promoting Equal Opportunity — NA
Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)

2 Characteristic Leadership — A
Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict

3 Characteristic Problem Analysis — A
Definition Able to identify problems and relevant issues and ~~breaks problems into components; sees relationships~~ and alternative solutions and arrives at sound conclusions through logical process, able to evaluate services rendered

4 Characteristic Judgement — A
Definition Able to reason, compare, understand, and think rationally ~~on the job, makes quality work-related decisions based~~ on sound conclusions and separates facts from opinions, able to assess the achievement of others and translate into a corrective action plan.

5 Characteristic Job Knowledge — A+
Definition Knows the details of the job and follows all job procedures accurately.

6 Characteristic Technical Competence — A+
Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job.

7 Characteristic Internal Relations — A
Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes. Degree of responsiveness to organizational changes.

8 Characteristic Communication Ability — A
Definition Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management.

9 Characteristic Quality of Work — A
Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality.

10 Characteristic Safety — A
Definition Follows established safety practices and corrects unsafe work practices on the job, capable of creating a positive and disciplined environment.

2813

Section III
OBJECTIVES SECTION

	Weight Factor %	Perform Level 0-1 2 3	Weighted Average
1 Objective Conduct a multi-class learning activity on life skills, health, science or social studies at least quarterly			
Success Criteria			
Actual Performance	5	3	15
2 Objective			
Success Criteria			
Actual Performance			
3 Objective			
Success Criteria			
Actual Performance			
4 Objective			
Success Criteria			
Actual Performance			
Total Section III Summary Rating	5		15

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

provides excellent classroom instruction, management and planning, good motivator for student achievement

2 Identify employee's areas in need of improvement

None noted at this time

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

Continue training and development in new skills & areas

2815

V Summary rating for each section

	Weighted Average
Job Duties Section I	2.50
Objectives Section III	1.5
Appraisal Overall Weighted Average Total	2.65

(2.5 3.0 = Substantially Exceeds Performance Requirements)

(1.5 2.49 = Exceeds Performance Requirements)

(0.5 1.49 = Meets Performance Requirements)

(0.0 0.49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

VII Employee Comment

VIII Planning /stage

Rating Supervisor _____ Date 4-25-02

Reviewing Official _____ Date 4-25-02

Concurring Official _____ Date _____

Employee _____ Date 4/25/02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor _____ Date 5-1-03

Reviewing Official Bernice Wiggleton Date 5-1-03

Concurring Official _____ Date _____

Employee _____ Date 5-1-03

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

TE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Na GLENN NANCY B
CLASSROOM TEACHER
Or STEVENSON CORRECTIONAL INSTITUTION

osition/Classification/Title UB13 Librarian

ocation

Date ssigned to Current Position

State Employment Date

Performance Period
From 4-01-02 To 3-31-03

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager, utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However, it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion, the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the ***entire*** period Job duties, performance characteristics, and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

Performance Characteristics sh[illegible] given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform Level 0-1 2-3	Weighted Average
1 Job Duty: Provides reader assistance and service to all interested inmates, including the general population and satellite services. Success Criteria: Librarian develops book talks, reading program, bibliographies, book requests, reference assistance, reader recommendations Actual Performance: Has gone beyond what is required to assist inmates -	20	3	.60
2 Job Duty: Creates, promotes, and implements library programs for readers and non-readers Success Criteria: Librarian develops programs, (e g literacy, NIF, etc) which stimulate inmate involvement, increase self-esteem, and foster creativity Actual Performance: Has excellent programs at SCI and KCI	10	3	.30
3 Job Duty: Provides basic library skills instruction to all interested inmates Success Criteria: Librarian conducts instruction in catalog use, reference skills, etc. as needed to groups, individuals, and education classes Actual Performance: Works well with inmates on library use -	15	2	.30
4 Job Duty: Provides supervision of library inmate workers. Success Criteria: Librarian hires, trains, supervises all inmate workers assigned to the library Training is provided on an on-going basis as needed Actual Performance: Supervises inmates Well -	15	2	.30

2819

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform Level 0 1 2-3	Weighted Average
5 Job Duty Provides input for materials selection			
Success Criteria Librarian uses available selection aids, patron's requests, curriculum needs, and popular interests to develop a selection list for all forms and livels of material			
Actual Performance Has done an excellent job selecting materials especially with budget -	10	2	.20
6 Job Duty Provides for effective use of materials			
Success Criteria Librarian organizes materials, including the card catalog, for effective use The collection is evaluated on a periodic basis			
Actual Performance Has developed excellent procedures for retention of materials	15	3	.45
Job Duty Provides statistics and reports as required.			
Success Criteria Librarian collects statistics, writes reports, and turns them in as required in a timely manner			
Actual Performance Reports are done in a timely manner -	10	3	.30
Job Duty Performs other educational and related duties as required			
Success Criteria			
Actual Performance Has responded well to any additional requests	05	3	.15
Total Section I Summary Rating	100		2.60

2820

Section II
PERFORMANCE CHARACTERISTICS

Performance Level Acceptable/Unacceptable

1 Characteristic Promoting Equal Opportunity — A

Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)

2 Characteristic Dependability — A

Definition Employee can be relied upon to meet work schedules and fulfill job responsibilities and commitments

3 Characteristic Reliability — A

Definition Employee gives consistent delivery of what is required when it is required

4 Characteristic Initiative — A

Definition Employee starts assignments without prompting and independently contributes ideas and projects Sees and acts upon new opportunities Thinks and acts independently and promptly undertakes to solve problems.

Characteristic Punctuality — A

Definition Employee is prompt in reporting for work and effectively and efficiently uses his time to accomplish his job task.

Characteristic Internal Relations — A

Definition Employee works effectively and cooperatively with other employees in achieving organizational goals The employee is responsive to organizational needs

Characteristic Judgement — A

Definition The employee is able to reason, compare, understand, and think rationally on the job He makes quality work related decisions based on sound conclusions and separates facts from opinions

haracteristic Technical Competence — A

efinition The employee possesses the necessary knowledge to perform his job effectively He is able to apply whate he has learned about his job

aracteristic Professional/Personal Growth — A

finition The employee is willing to participate in seminars, classes workshops, conferences, and training in order to update his skills.

aracteristic Professional Attitude — A

nition The employee exhibits concern for the inmates' library needs.

Section III
OBJECTIVES SECTION

	Weight Factor %	x	Perform Level 0-1 2-3	=	Weighted Average
1 Objective					
Success Criteria					
Actual Performance					
2 Objective					
Success Criteria					
Actual Performance					
3 Objective					
Success Criteria					
Actual Performance					
4 Objective					
Success Criteria					
Actual Performance					
Total Section III Summary Rating					

2822

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

Ms Glenn continues to show professionalism in working with both staff and inmates.

2 Identify employee s areas in need of improvement

None noted

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

Continue to take advantage of training offered by SCDC and outside the agency

/ Summary rating for each section

	Weighted Average
Job Duties Section I	2.60
Objectives Section III	
Appraisal Overall Weighted Average Total	

(25 30 = Substantially Exceeds Performance Requirements)

(15 2 49 = Exceeds Performance Requirements)

(05 1 49 = Meets Performance Requirements)

(00 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

Ms Glenn has consistently gone above and beyond what is required. She has assisted inmates by locating needed materials and resources at other locations. She has assisted with functions at Short on her own time.

VII Employee Comment

VIII Planning /stage

Rating Supervisor Ellen S Bailey Date 4-23-02

Reviewing Official _____ Date _____

Concurring Official _____ Date 4-22-02

Employee _____ Date _____

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor Ellen S Bailey Date 5-2-03

Reviewing Official _____ Date 5/5/03

Concurring Official _____ Date _____

Employee _____ Date 5-7-03

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

2821

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Name JONES ETTA J
Title Education Coordinator
Organizational Unit GUIDANCE COUNSELOR
MCCORMICK CORRECTIONAL INSTITUTION
Date Assigned to Current Po
Performance Period From April 1, 2001 To March 31, 2002

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager, utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the ***entire*** period Job duties, performance characteristics, and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

Performance Characteristics shall given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties) as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

2826

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	x	Perform Level 0123	=	Weighted Average
1 Job Duty Administers and directs the total educational program (academic, vocational,, library, career education, special education and other special activities) within the institution, including the management of all educational facilities and property Success Criteria Actual Performance	20		3		60
2 Job Duty Participates in and supports the priorities of the of the leadership within the school district and in the institution to ensure continuity of district and agency directions and planned expedted outcomes, submits a planning report which documents the policy flow of district and agency directions and priorities of expected outcome Success Criteria Actual Performance	20		3		.60
3 Job Duty Establishes and maintains communication with the institution head regarding education programs including specific expectations about the performance, effectiveness and achievement level of services rendered Success Criteria Actual Performance	05		2		10
4 Job Duty Provides program information and reports to the district's central office ad requested with copy to the institution head when deemed necessary Success Criteria Actual Performance	05		3		15

2827

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform x Level 0 1 2 3	= Weighted Average
5 Job Duty Provides direct services to inmates in the area of guidance, classroom instruction, and/or library servies			
Success Criteria			
Actual Performance	50	3	150
6 Job Duty			
Success Criteria			
Actual Performance			
7 Job Duty			
Success Criteria			
Actual Performance			
8 Job Duty			
Success Criteria			
Actual Performance			
Total Section I Summary Rating	100		295

2828

Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1 Characteristic Promoting Equal Opportunity Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)	A
2 Characteristic Leadership Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict	A
3 Characteristic Problem Analysis Definition Able to identify problems and relevant issues and alternative solutions and arrives at sound conclusions though logical process, able to evaluate services rendered	A
4 Characteristic Judgement Definition Able to reason, compare, understand, and think rationally on the job, makes quality work-related decisions based on sound conclusions and separates facts from opions, able to assess the achievement of others and translate into a corrective action plan	A
5 Characteristic Job Knowledge Definition Knows the details of the job and follows all job procedures accurately	A
6 Characteristic Technical Competence Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job	A
7 Characteristic Internal Relations Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes Degree of responsiveness to organizational changes	A
8 Characteristic Communication Ability Definition Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management	A
9 Characteristic Quality of Work Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality	A
10 Characteristic Safety Definition Follows established safety practices and corrects unsafe work practices on the job, capable of creating a positive and disciplined environment	A

Section III
OBJECTIVES SECTION

	Weight Factor %	Perform x Level 0 1 2 3	= Weighted Average
1 Objective _____			
_____			
Success Criteria _____			
_____			
_____			
Actual Performance _____	_____	_____	_____
_____			
_____			
2 Objective _____			
_____			
Success Criteria _____			
_____			
_____			
Actual Performance _____	_____	_____	_____
_____			
_____			
3 Objective _____			
_____			
Success Criteria _____			
_____			
_____			
Actual Performance _____	_____	_____	_____
_____			
_____			
4 Objective _____			
_____			
Success Criteria _____			
_____			
_____			
Actual Performance _____	_____	_____	_____
_____			
_____			
Total Section III Summary Rating	_____		_____

2830

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

cooperates with & supports the leadership of the institution
keeps excellent documentation and submits accurate and timely reports as required

2 Identify employee's areas in need of improvement

None noted at this time

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

(1) maintain certification
(2) complete all mandatory training and other job-related training as appropriate and available

2831

V Summary rating for each section

	Weighted Average
Job Duties Section I	295
Objectives Section III	-
Appraisal Overall Weighted Average Total	2 95

(2 5 3 0 = Substantially Exceeds Performance Requirements)

(1 5 2 49 = Exceeds Performance Requirements)

(0 5 1 49 = Meets Performance Requirements)

(0 0 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

Ms Jones' consistently excellent job performance justifies the rating of substantially exceeds.

VII Employee Comment

VIII Planning /stage

Rating Supervisor _____ Date 4/20/01

Reviewing Official _____ Date 4-20-01

Concurring Official _____ Date _____

Employee Etta Jane Jones Date 4-20-01

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

*My signature below acknowledges that the Employee/Inmate Relations Policy ADM-11 34 and the Sexual Misconduct Law has been reviewed with me by a supervisor and that I understand the same

IX Evaluation Stage

Rating Supervisor _____ Date 4-29-02

Reviewing Official _____ Date 4-29-02

Concurring Official _____ Date _____

Employee _____ Date 4-29-02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

Employee _____ Date 4-29-02

Supervisor _____ Date 4-29-02

2832

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Name MARTIN GENEVA M
CLASSROOM TEACHER
Classification/Title 9007/Classroom Teacher

Organizational Unit BROAD RIVER CORRECTIONAL INSTITUTION

Date Assigned to Supervisor _____ Supervisor Signature Date _____

Performance Period
From April 1, 2001 To March 31, 2002

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager, utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However, it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion, the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the ***entire*** period Job duties, performance characteristics, and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

Performance Characteristics shall be given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		.20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

2834

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	x	Perform Level 0-1 2 3	=	Weighted Average

1 Job Duty Interviews incoming students to establish learning rapport

Success Criteria Interviews all students assigned to class and develops an individual education plan (IEP) with the students based on diagnostic profile of test scores, needs and interests.

Actual Performance 5 x 2 = .10

2 Job Duty Maintains records of student attendance and progress and provides informational reports as required.

Success Criteria Individual folders will be set up on each student with the IEP, student test data and on-going student progress documentation. Ensures that attendance records and reports are accurate Student progress documentation shall reflect level, type and date of instruction, including student feed back through teacher assessment. Maintains EIA remedial basic skill sheets on EFA students where applicable. Maintains Chapter I records where applicable

Actual Performance 10 x 2 = .20

3 Job Duty Plans and prepares student learning activities, including developing curriculum based on students needs, abilities and interests to be utilized in the learning process.

Success Criteria Reviews and selects instructional materials that are relevant Selects audio-visual media, including the use of computer assisted instruction Ensures that sufficient instructional materials are available Ensures that A/V equipment are functional.

Actual Performance 10 x 2 = .20

4 Job Duty Provides appropriate instruction to students according to their needs, abilities and interests to ensure student progress.

Success Criteria Ensures that an individualized plan of assessing student needs, identifying deficiencies, prescribing instructional activities and evaluating progress are used for each student Uses a variety of teaching techniques and strategies. Uses a variety of appropriate instructional materials and equipment which support teaching activities. Provides special assistance to students who need it. Maintains a minimum loss of instructional time Records student activities daily

Actual Performance 55 x 2 = 1.10

2835

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %		Perform Level 0-1 2 3	=	Weighted Average
5 Job Duty Maintains a learning environment within the classroom					
Success Criteria Uses consistent rules and demonstrates firmness in student discipline and order. Maintains reasonable control over disruptive behavior. Uses stimulating techniques to motivate students					
Actual Performance Neatness and cleanliness of classroom is evident.	5	x	2	=	.10
6 Job Duty Provides supervision that safeguards students and aids in security					
Success Criteria Follows institutional security regulations consistently in regard to students, materials and equipment					
Actual Performance	5	x	2	=	.10
7 Job Duty Maintains Teacher competency in the area of assignment					
Success Criteria Attends all mandatory inservice training sessions. Participates in special training sessions in area of assignment Demonstrates reasonable success in student progress. Keeps certificates updated					
Actual Performance	5	x	1	=	.05
8 Job Duty Performs other educational and related duties as requires					
Success Criteria The extent to which additional assignments are completed.					
Actual Performance	5	x	2	=	.10
Total Section I Summary Rating	100%				1.95

2836

Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1 Characteristic Promoting Equal Opportunity Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)	A
2 Characteristic Leadership Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict	A
3 Characteristic Problem Analysis Definition Able to identify problems and relevant issues and ~~breaks problems into components, sees relationships~~ and alternative solutions and arrives at sound conclusions through logical process, able to evaluate services rendered	A
4 Characteristic Judgement Definition Able to reason, compare, understand, and think rationally ~~on the job, makes quality work-related decisions~~ based on sound conclusions and separates facts from opinions, able to assess the achievement of others and translate into a corrective action plan	A
5 Characteristic Job Knowledge Definition Knows the details of the job and follows all job procedures accurately	A
6 Characteristic Technical Competence Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job	A
7 Characteristic Internal Relations Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes Degree of responsiveness to organizational changes	A
8 Characteristic Communication Ability Definition Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management	A
9 Characteristic Quality of Work Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality.	A
10 Characteristic Safety Definition Follows established safety practices and corrects unsafe work practices on the job, capable of creating a positive and disciplined environment	A

2837

Section III
OBJECTIVES SECTION

	Weight Factor %	x	Perform Level 0-1 2 3	=	Weighted Average
1 Objective _____					
Success Criteria _____					
Actual Performance _____	____		____		____
2 Objective _____					
Success Criteria _____					
Actual Performance _____	____		____		____
3 Objective _____					
Success Criteria _____					
Actual Performance _____	____		____		____
4 Objective _____					
Success Criteria _____					
Actual Performance _____	____		____		____
Total Section III Summary Rating	____				____

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths
WORK effectively with all academic levels

2 Identify employee's areas in need of improvement
Continue to work on plan to stay in classroom as much as possible!

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance
Agency needs to provide meaningful Training and stay abreast with Training Requirements

2839

V Summary rating for each section

	Weighted Average
Job Duties Section I	1.95
Objectives Section III	1.95

Appraisal Overall Weighted Average Total

(2 5 3 0 = Substantially Exceeds Performance Requirements)

(1 5 2 49 = Exceeds Performance Requirements)

(0 5 1 49 = Meets Performance Requirements)

(0 0 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

VII Employee Comment

VIII Planning /stage

Rating Supervisor Bobby Strain Date 5-3-2001

Reviewing Official Rayle Rob Date 5-3-01

Concurring Official _____ Date _____

Employee Geneva Martin Date 5-4-01

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor Lavenia Thomas Date 4-24-02

Reviewing Official Rayle Roby Date 4/24/02

Concurring Official _____ Date _____

Employee Geneva Martin Date 4-29-02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

N. MCCABE MARY H
CLASSROOM TEACHER
O PERRY CORRECTIONAL INSTITUTION

Position/Classification/Title UB13 Librarian

Location _____

Date Assigned to Current Position _____

State Employment Date _____

Performance Period From 4-02-02 To 3-31-03

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager, utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However, it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion, the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the ***entire*** period Job duties, performance characteristics, and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

Performance Characteristics shall be given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments hroughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

. Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller ob duties), as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the lanning stage is completed

he Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight ctor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how ell the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor ould be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total eight factor of no more than 25% At least one objective is suggested to be established for all supervisors

xample of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		20
2	10%		1		10
3	5%		1		05
Total	25%				35
erage Weighted Review Total	100%				1 80

2842

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform Level 0123	Weighted Average
1 Job Duty: Provides reader assistance and service to all interested inmates, including the general population and satellite services. Success Criteria: Librarian develops book talks, reading program, bibliographies, book requests, reference assistance, reader recommendations Actual Performance:	20	2.0	.40
2 Job Duty: Creates, promotes, and implements library programs for readers and non-readers Success Criteria: Librarian develops programs, (e g literacy, NIF, etc) which stimulate inmate involvement, increase self-esteem, and foster creativity Actual Performance:	~~15~~ .10	2.5	.25
3 Job Duty: Provides basic library skills instruction to all interested inmates Success Criteria: Librarian conducts instruction in catalog use, reference skills, etc as needed to groups, individuals, and education classes Actual Performance:	~~15~~ .10	2.5	25
4 Job Duty: Provides supervision of library inmate workers Success Criteria: Librarian hires, trains, supervises all inmate workers assigned to the library Training is provided on an on-going basis as needed Actual Performance:	15	2.5	375

2843

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform x Level 0123	= Weighted Average
5 Job Duty Provides input for materials selection			
Success Criteria Librarian uses available selection aids, patron's requests, curriculum needs, and popular interests to develop a selection list for all forms and lives of material			
Actual Performance	.5 ~~10~~	20	10
Job Duty Provides for effective use of materials			
Success Criteria Librarian organizes materials, including the card catalog, for effective use The collection is evaluated on a periodic basis			
Actual Performance	.10 ~~15~~ 7B	25	.25
Job Duty Provides statistics and reports as required			
Success Criteria Librarian collects statistics, writes reports, and turns them in as required in a timely manner			
Actual Performance	10	2.5	25
Job Duty Performs other educational and related duties as required			
Success Criteria			
Actual Performance	05	2.5	.125
Total Section I Summary Rating	85		20

2844

Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1 Characteristic Promoting Equal Opportunity Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)	—
2 Characteristic Dependability Definition Employee can be relied upon to meet work schedules and fulfill job responsibilities and commitments	A+
3 Characteristic Reliability Definition Employee gives consistent delivery of what is required when it is required	A
4 Characteristic Initiative Definition Employee starts assignments without prompting and independently contributes ideas and projects Sees and acts upon new opportunities Thinks and acts independently and promptly undertakes to solve problems.	A
5 Characteristic Punctuality Definition Employee is prompt in reporting for work and effectively and efficiently uses his time to accomplish his job task	A+
6 Characteristic Internal Relations Definition Employee works effectively and cooperatively with other employees in achieving organizational goals The employee is responsive to organizational needs	A
7 Characteristic Judgement Definition The employee is able to reason, compare, understand, and think rationally on the job He makes quality work related decisions based on sound conclusions and separates facts from opinions	A
8 Characteristic Technical Competence Definition The employee possesses the necessary knowledge to perform his job effectively He is able to apply whate he has learned about his job	A+
) Characteristic Professional/Personal Growth Definition The employee is willing to participate in seminars, classes, workshops, conferences, and training in order to update his skills	A
Characteristic Professional Attitude Definition The employee exhibits concern for the inmates' library needs.	A+

2845

Section III
OBJECTIVES SECTION

	Weight Factor %	x	Perform Level 0-1 2 3	=	Weighted Average
1 Objective Provide; administrative and educational assistance when requested.					
Success Criteria Seeks advice from ed. coordinator w/problems, concerns, etc.; teacher academic classes & other educational duties such as grad & accreditation when asked	.15		2.5		.375
Actual Performance					
2 Objective					
Success Criteria					
Actual Performance					
3 Objective					
Success Criteria					
Actual Performance					
4 Objective					
Success Criteria					
Actual Performance					
Total Section III Summary Rating	.15				.375

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths -
Ms McCabe's dedication to the improvement of the library is commended. She is a hard worker as continues to strive for the best.

2 Identify employee's areas in need of improvement
Continue to avoid confortation with agressive inmates
Continue to use firmness in library's operation

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance
Continue necessary training and keep certification current

/ Summary rating for each section

	Weighted Average
Job Duties Section I	2.0
Objectives Section III	375
Appraisal Overall Weighted Average Total	2 375

~~(2 5 3 0 = Substantially Exceeds Performance Requirements)~~

(1 5 2 49 = Exceeds Performance Requirements)

(0 5 1 49 = Meets Performance Requirements)

(0 0 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

VII Employee Comment I feel that this evaluation is extremely low because I am 1) the only SCDC librarian who performs notary public duties on the yard, 2) the only staff member at PCI willing to chair the United Way 2002 campaign, which was the highest amount ever raised at PCI, 3) the only education staff member to solely complete 13 accreditation files, 4) one of the educ. staff to act as a C/O in our building, 5) the staff who supplied floral arrangements / bows for warden's area. Why are As and A+s not awarded with substantial # ratings?

VIII Planning /stage

Rating Supervisor Linda K Bratton Date 4-15-02

Reviewing Official ~~Jeff~~ R. Cleft Date 4-18-02

Concurring Official _____ Date _____

Employee Mary A McCabe Date 4/23/02

My signature indicates that I have discussed the planning stage and position description with my supervisor not hat I necessarily agree)

X Evaluation Stage

Rating Supervisor Linda Bratton Date 5-6-03

Reviewing Official _____ Date 5-6-03

Concurring Official _____ Date _____

Employee M. A. McCabe Date 5/12/03

My signature indicates that I have discussed the planning stage and position description with my supervisor not hat I necessarily agree)

2848

STATE OF SOUTH CAROLI
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Name _____ MCCLANAHAN BEVERLY M /Title 9009/Vocational Teacher
VOC TCHR
Organizational Unit ___ BROAD RIVER CORRECTIONAL INSTITUTION _____

Date Assigned to Curren _____ Date Rev Eval _____

Performance Period
From April 1, 2001 To March 31, 2002

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager, utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However, it is suggested all management and supervisory employees have at ***least one objective***

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Evaluation Stage

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Objectives

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Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

Performance Characteristics shall be given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

2850

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform Level 0-1 2-3	Weighted Average
1 Job Duty Assesses student abilities and needs required to complete course of instruction.			
Success Criteria Student records contain evidence that students were interviewed, tested, and observed upon course entry and during probationary period (per SCDC Policy 2100.10-9).			
Actual Performance	.10	2	.20
2 Job Duty Develops curriculum and provides instruction to ensure student progress.			
Success Criteria 1) Curriculum is competency-based, contains measureable course objectives, pre-tests, post-tests, unit tests, work projects, and reflects current theories and techniques, proper safety procedures, proper use of tools, job information, and related mathematics and/or applies science, 2) Seventy-five percent of enrollees complete course of instruction.			
Actual Performance	.50	2	1.00
3 Job Duty Evaluates student progress.			
Success Criteria 1) Records contain test and performance scores which reflect the progress of each student, 2) Profiles of minimum course competencies are completed for each student.			
Actual Performance	.05	3	.15
4 Job Duty Maintains discipline and security in classroom, shop and other applicable work areas.			
Success Criteria 1) All disruptions occuring in the classroom and work areas due to student misbehavior are controlled per SCDC policy, 2) Minimum problems exist in the loss of instructional materials and equipment.			
Actual Performance	.10	3	.30

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform x Level 0-1 2-3	= Weighted Average
5 Job Duty: Supervise the use of all tools and equipment to ensure proper security, use, and storage. Success Criteria: 1) Written tool inventories are maintained. 2) Tools are issued and supervised according to SCDC Policy 1500.10; 3) Student records indicate evidence of student understanding of proper tool use. Actual Performance:	10	3	.30
6 Job Duty: Maintains student and other required records and submits reports as required. Success Criteria: 1) A student record is maintained for each student, 2) Records of training and generated revenues/expenditures resulting from any production/repair services are maintained per SCDC Policy 2100.10-11, 3) All required reports are accurate and submitted on time. Actual Performance:	5	3	.15
7 Job Duty: Assists with placement of course graduates Success Criteria: 1) Maintains record of efforts to coordinate placement with SCDC Job Placement Coordinators, potential employers and other personnel (if applicable), 2) Fifty percent of graduates are placed in training related job. Actual Performance:	5	3	.15
8 Job Duty: Maintains learning environment which is safe, and adequate to support proper training Success Criteria: 1) Classrooms/shops contain no safety hazards, and are adequate regarding lighting, ventilation and space and cleanliness, 2) No student injuries occur, 3) Sufficient equipment and supplies are maintained and replacements are requisitioned as needed Actual Performance:	5	3	.15
Total Section I Summary Rating	100		2.40

Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1 Characteristic Promoting Equal Opportunity Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)	A
2 Characteristic Leadership Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict.	A
3 Characteristic Problem Analysis Definition Able to identify problems and relevant issues and breaks problems into components, sees relationships and alternative solutions and arrives at sound conclusions through logical process, able to evaluate services rendered	A
4 Characteristic Judgement Definition Able to reason, compare, understand, and think rationally on the job, makes quality work-related decisions based on sound conclusions and separates facts from opinions; able to assess the achievement of others and translate into a corrective action plan	A
5 Characteristic Job Knowledge Definition Knows the details of the job and follows all job procedures accurately	A
6 Characteristic Technical Competence Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job	A
7 Characteristic Internal Relations Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes Degree of responsiveness to organizational changes.	A
8 Characteristic Communication Ability Definition Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management	A
9 Characteristic Quality of Work Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality	A
10 Characteristic Safety Definition Follows established safety practices and corrects unsafe work practices on the job, capable of creating a positive and disciplined environment.	A

2853

Section III
OBJECTIVES SECTION

	Weight Factor %		Perform Level 0-1 2 3		Weighted Average
1 Objective _____					
_____					
Success Criteria _____					
_____					
_____					
Actual Performance _____	_____		_____		_____
_____					
_____					
2 Objective _____					
_____					
Success Criteria _____					
_____					
_____					
Actual Performance _____	_____		_____		_____
_____					
_____					
3 Objective _____					
_____					
Success Criteria _____					
_____					
_____					
Actual Performance _____	_____		_____		_____
_____					
_____					
4 Objective _____					
_____					
Success Criteria _____					
_____					
_____					
Actual Performance _____	_____		_____		_____
_____					
_____					
Total Section III Summary Rating	_____				_____

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths
Maintains high Class enROLLment and enCOuRages students productivity

2 Identify employee's areas in need of improvement
None noted At this time; however the employee needs to stay abReast With policy-procedure Changes

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance
Agency needs to provide meaningful TRaining and stay abreast With TRaining Requirements

V Summary rating for each section

	Weighted Average
Job Duties Section I	2.40
Objectives Section III	
Appraisal Overall Weighted Average Total	2.40

(2 5 3 0 = Substantially Exceeds Performance Requirements)

(1 5 2 49 = Exceeds Performance Requirements)

(0 5 1 49 = Meets Performance Requirements)

(0 0 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

VII Employee Comment

VIII Planning /stage

Rating Supervisor Bobby L Kinney Date 5-3-2001

Reviewing Official Ray C Kemp Date 5-3-01

Concurring Official _____ Date _____

Employee Beverly McClanahan Date 5-4-01

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor Vanessa Thomas Date 4-24-02

Reviewing Official Ray C Kemp Date 4/24/02

Concurring Official _____ Date _____

Employee Beverly McClanahan Date 4-29-02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

STATE OF SOUTH CAROLIN
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Name - RANDOLPH MAX
VOC TCHR
Organiz TYGER RIVER CORRECTIONAL INSTITUTION

n/Classification/Title 9009/Vocational Teacher
on _____

Date Assigned _____

Employment Date _____

Performance Period
From April 1, 2001 To March 31, 2002

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager, utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However, it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion, the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee s personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the ***entire*** period Job duties, performance characteristics and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

VT

Performance Characteristics shall be given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

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Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	x	Perform Level 0-1 2 3	=	Weighted Average
1 Job Duty Assesses student abilities and needs required to complete course of instruction.					
Success Criteria Student records contain evidence that students were interviewed, tested, and observed upon course entry and during probationary period (per SCDC Policy 2100.10-9).					
Actual Performance	10%		2		20
2 Job Duty Develops curriculum and provides instruction to ensure student progress.					
Success Criteria 1) Curriculum is competency-based, contains measureable course objectives, pre-tests, post-tests, unit tests, work projects, and reflects current theories and techniques, proper safety procedures, proper use of tools, job information, and related mathematics and/or applies science, 2) Seventy-five percent of enrollees complete course of instruction					
Actual Performance	10%		2		20
3 Job Duty Evaluates student progress.					
Success Criteria 1) Records contain test and performance scores which reflect the progress of each student, 2) Profiles of minimum course competencies are completed for each student.					
Actual Performance	10%		2		20
4 Job Duty Maintains discipline and security in classroom, shop and other applicable work areas.					
Success Criteria 1) All disruptions occuring in the classroom and work areas due to student misbehavior are controlled per SCDC policy, 2) Minimum problems exist in the loss of instructional materials and equipment					
Actual Performance	20%		3		.60

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	x	Perform Level 0123	=	Weighted Average
5 Job Duty: Supervise the use of all tools and equipment to ensure proper security, use, and storage.					
Success Criteria: 1) Written tool inventories are maintained 2) Tools are issued and supervised according to SCDC Policy ~~1500.10; 3) Student records indicate evidence of student understanding of proper tool use.~~					
Actual Performance	25%		3		75
6 Job Duty: Maintains student and other required records and submits reports as required.					
Success Criteria: 1) A student record is maintained for each student, 2) Records of training and generated revenues/expenditures resulting from any production/repair services are maintained per SCDC Policy 2100.10-11, 3) All required reports are accurate and submitted on time					
Actual Performance	5%		2		10
7 Job Duty: Assists with placement of course graduates					
Success Criteria: 1) Maintains record of efforts to coordinate placement with SCDC Job Placement Coordinators, potential employers and other personnel (if applicable), 2) Fifty percent of graduates are placed in training related job					
Actual Performance	5%		2		10
8 Job Duty: Maintains learning environment which is safe, and adequate to support proper training					
Success Criteria: 1) Classrooms/shops contain no safety hazards, and are adequate regarding lighting, ventilation and space and cleanliness, 2) No student injuries occur, 3) Sufficient equipment and supplies are maintained and replacements are requisitioned as needed					
Actual Performance	10%		3		30
Total Section I Summary Rating	95%				245

Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1 Characteristic Promoting Equal Opportunity Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)	A
2 Characteristic Leadership Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict	A
3 Characteristic Problem Analysis Definition Able to identify problems and relevant issues and breaks problems into components, sees relationships and alternative solutions and arrives at sound conclusions through logical process, able to evaluate services rendered	A
4 Characteristic Judgement Definition Able to reason, compare, understand, and think rationally on the job, makes quality work-related decisions based on sound conclusions and separates facts from opinions, able to assess the achievement of others and translate into a corrective action plan	A
5 Characteristic Job Knowledge Definition Knows the details of the job and follows all job procedures accurately	A
6 Characteristic Technical Competence Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job	A
7 Characteristic Internal Relations Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes Degree of responsiveness to organizational changes.	A
8 Characteristic Communication Ability Definition Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management	A
9 Characteristic Quality of Work Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality	A
10 Characteristic Safety Definition Follows established safety practices and corrects unsafe work practices on the job, capable of creating a positive and disciplined environment.	A

Section III
OBJECTIVES SECTION

	Weight Factor %	Perform Level 0123	Weighted Average
1 Objective TO ATTEND PROFESSIONAL MEETINGS AND KEEP UP WITH KNOWLEDGE OF MASONRY ADVANCEMENTS			
Success Criteria			
Actual Performance MAX ALWAYS ATTENDS NATIONAL AND STATE MEETINGS	5	3	1.5
2 Objective			
Success Criteria			
Actual Performance	____	____	____
3 Objective			
Success Criteria			
Actual Performance	____	____	____
4 Objective			
Success Criteria			
Actual Performance	____	____	____
Total Section III Summary Rating	5%		.15

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

2 Identify employee's areas in need of improvement

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

V Summary rating for each section

	Weighted Average
Job Duties Section I	245
Objectives Section III	15
Appraisal Overall Weighted Average Total	260

(2 5 3 0 = Substantially Exceeds Performance Requirements)

(1 5 2 49 = Exceeds Performance Requirements)

(0 5 1 49 = Meets Performance Requirements)

(0 0 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

MR RANDOLPH PROVIDES A MASTER CRAFTMANS TOUCH TO HIS SHOP HE IS VERY INTERESTED IN PROFESSIONAL GROWTH AND DEVELOPMENT

VII Employee Comment

VIII Planning /stage

Rating Supervisor Randy Travis Date 4-26-01

Reviewing Official [signature] Date 4/30/01

Concurring Official _____ Date _____

Employee [signature] Date 4-27-01

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor Randy Travis Date 05-21-02

Reviewing Official [signature] Date 5-21-02

Concurring Official _____ Date _____

Employee [signature] Date 6-3-02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Name Carolyn M Smith
Organizational Unit Kirkland Corr Inst
Date Assigned to Current Position _____
Performance Period
From April 1, 2001

Position/Classification/Title Curriculum Coordinator
Location _____
State Employment Date _____

To March 31, 2002

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager, utilizing suggestions from the supervisor or non-supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

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Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristics shall be defined

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	X	Perform Level 0-1-2-3	=	Weighted Average
1 Job Duty Conduct educational testing and screening Assessments at R&E and YOA Institutions					
Success Criteria Dr. Smith tests and reviews on a 1 to 1 bases and interviews Spec. E needs inmates to gain valuable information in formulating educational plans.					
Actual Performance	40		2		.80
2 Job Duty Requests transcripts and other records from the inmates last school					
Success Criteria					
Actual Performance Continues to seek transcripts as needed	15		1		.15
3 Job Duty Evaluate inmate screening assessment and notify institutions of any possible special needs Evaluate inmates screening and request IEPs for Special needs inmates					
Success Criteria					
Actual Performance See #1	20		2		.40
4 Job Duty Compile and transfer inmate profile folders to designated institutions					
Success Criteria Evaluate inmate folders for designated Y schools					
Actual Performance	15		1		.15

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform X Level 0-1-2-3	= Weighted Average
5 Job Duty Provide follow-through on special assessment as requested Success Criteria Provide other requested information in a timely manner Actual Performance In March is delegated in dealing and receiving information on special needs signatures and other special assessments when requested	10	3	30
6 Job Duty Success Criteria Actual Performance			
7 Job Duty Success Criteria Actual Performance			
8 Job Duty Success Criteria Actual Performance			
Section I Summary Rating	100		180

Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1 Characteristic Promoting Equal Opportunity Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)	A
2 Characteristic Leadership Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork and resolve conflict	A
3 Characteristic Problem Analysis Definition Able to identify problems and relevant issues and breaks problems into components sees relationships and alternative solutions and arrives at sound conclusions through logical process able to evaluate services rendered	A
4 Characteristic Judgment Definition Able to reason, compare understand and think rationally on the job,makes quality decisions based on sound conclusions and separates facts from opinions,able to assess the achievement of others and translate into a corrective plan	A
5 Characteristic Job Knowledge Definition Knows the details of the job and follows all job procedures accurately	A
6 Characteristic Technical Competence Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job	A
7 Characteristic Internal Relations Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes Degree of organizational goals and expected outcomes Degree of responsiveness to changes	A
8 Characteristic Communication Ability Definition Ability of the employee to present accurate information to other employees peers and superiors and to enhance the flow of information to inform management	A
9 Characteristic Quality of Work Definition Neatly thoroughly, and accurately completes job assignments according to established standards of quality	A
10 Characteristic Planning and Organizing Definition Develops schedules for activities and projects Sets and observes priorities in order to achieve timely work flow	A

Section III
OBJECTIVES SECTION

	Weight Factor %	x	Perform Level 0-1 2 3	=	Weighted Average
1 Objective					
Success Criteria					
Actual Performance	____		____		____
2 Objective					
Success Criteria					
Actual Performance	____		____		____
3 Objective					
Success Criteria					
Actual Performance	____		____		____
4 Objective					
Success Criteria					
Actual Performance	____		____		____
Total Section III Summary Rating	____				____

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

Ms. Smith is extremely knowledgeable of test & procedures and communicates well with inmates being tested. She successfully contacts schools around the state while requesting information on inmates in the SCDC. She maintains control in her classroom.

2 Identify employee's areas in need of improvement

Ms. Smith should continue to focus on improving her efforts to report to work on time. She should also concentrate on reducing testing times for inmates.

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

Ms. Smith should continue to seek agency sponsored training that will assist her in accomplishing her goals/tasks.

V Summary rating for each section

	Weighted Average
Job Duties Section I	1 80
Objectives Section III	✓
Appraisal Overall Weighted Average Total	1.80

(2 5 3 0 = Substantially Exceeds Performance Requirements)

✓(1 5 - 2 49 = Exceeds Performance Requirements)

(0 5 1 49 = Meets Performance Requirements)

(0 0 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating:

VII Employee Comment

VIII Planning /stage

Rating Supervisor _____ Date 4/27/01

Reviewing Official _____ Date 4-30-01

Concurring Official _____ Date 4/30/01

Employee _____ Date 5/1/01

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX. Evaluation Stage

Rating Supervisor _____ Date 5/15/02

Reviewing Official _____ Date 5-15-02

Concurring Official _____ Date 5/15/02

Employee _____ Date 5-29-02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Name WOODLIEF PAULA L
CLASSROOM TEACHER
Organizational Un KERSHAW CORRECTIONAL INSTITUTION

ation/Title Education Coordinator

Date Assigned to Current Pos

nt Date

Performance Period
From April 1, 2001 To March 31, 2002

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager, utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However, it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion, the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

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Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

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Performance Characteristics shall be given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform Level 0123	Weighted Average
1 Job Duty: Administers and directs the total educational program (academic, vocational, library, career education, special education and other special activities) within the institution, including the management of all educational facilities and property. Success Criteria: Supervises staff and their functions, designs and executes educational programs within the resources available, submits requisitions for educational supplies and materials according to procedures, keeps records of property bought through educational funds Actual Performance:	20	2	40
2 Job Duty: Participates in and supports the priorities of the leadership within the school district and in the institution to ensure continuity of district and agency directions and planned expected outcomes, submits a planning report which documents the policy flow of district and agency directions and priorities of expected outcome. Success Criteria: Implements the educational program according to district guidelines, includes consideration for district priorities and instructional procedures when implementing programs, participates in programs sponsored by the district, submits written evidence that program approaches and other objectives follow agency directions Actual Performance:	20	3	60
3 Job Duty: Establishes and maintains communication with institution head regarding education programs including specific expectations about the performance, effectiveness and achievement level of services rendered Conducts a plan of action to evaluate and achieve expected outcome Success Criteria: Maintains a written plan on strategies to accomplish expected outcomes, monitors and surveys attitudes and skills of teachers and institute changes based on such data Actual Performance:	10	2 5	25
4 Job Duty: Provide program information and reports to the district's central office as requested with copy to the institution head when deemed necessary Success Criteria: Submits program reports timely to the district's central office as requested with copy to the institution head when deemed necessary Actual Performance:	10	2	20

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %		Perform Level 0 1 2 3	=	Weighted Average
5 Job Duty Provides direct services to inmates in the area of guidance, classroom instruction, and/or library servies					
Success Criteria					
Actual Performance	10	x	2	=	20
6 Job Duty					
Success Criteria					
Actual Performance					
7 Job Duty					
Success Criteria					
Actual Performance					
8 Job Duty					
Success Criteria					
Actual Performance					
Total Section I Summary Rating	70				165

Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1 Characteristic Promoting Equal Opportunity Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)	A
2 Characteristic Leadership Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict	A
3 Characteristic Problem Analysis Definition Able to identify problems and relevant issues and alternative solutions and arrives at sound conclusions though logical process, able to evaluate services rendered	A
4 Characteristic Judgement Definition Able to reason, compare, understand, and think rationally on the job, makes quality work-related decisions based on sound conclusions and separates facts from opions, able to assess the achievement of others and translate into a corrective action plan	A
5 Characteristic Job Knowledge Definition Knows the details of the job and follows all job procedures accurately	A
6 Characteristic Technical Competence Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job	A
7 Characteristic Internal Relations Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes Degree of responsiveness to organizational changes	A
8 Characteristic Communication Ability Definition Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management	A
9 Characteristic Quality of Work Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality	A
10 Characteristic Safety Definition Follows established safety practices and corrects unsafe work practices on the job, capable of creating a positive and disciplined environment	A

Section III
OBJECTIVES SECTION

	Weight Factor %	Perform Level 0123	Weighted Average
1 Objective THE LEAD TEACHER WILL CONTINUE TO WORK ON A DEVELOPING PLAN THAT WILL ENHANCE THE ED PROGRAM AT KERSHAW Success Criteria Actual Performance	10	2	20
2 Objective THE LEAD TEACHER WILL ATTEND ALL ED INSERVICE TRAINING THAT WILL AID IN PERFORMANCE OF SOIS Success Criteria Actual Performance	10	2	20
3 Objective THE LEAD TEACHER NEEDS TO CONTINUE HER LEADERSHIP TRAINING Success Criteria Actual Performance	10	2	20
4 Objective Success Criteria Actual Performance			
Total Section III Summary Rating	30		60

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Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

WORKS WELL WITH STAFF AND THE ADMINISTRATION.
RUNS A VERY GOOD SCHOOL

2 Identify employee's areas in need of improvement

NONE NOTED

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

CONTINUE STUDING POLICY AND ENGAGE IN ANY
Ed. PROGRAMS THAT ENHANCES YOUR JOB PERFORMANCE

V Summary rating for each section

	Weighted Average
Job Duties Section I	165 / 60
Objectives Section III	
Appraisal Overall Weighted Average Total	225

(2 5 3 0 = Substantially Exceeds Performance Requirements)

(1 5 2 49 = Exceeds Performance Requirements)

(0 5 1 49 = Meets Performance Requirements)

(0 0 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

VII Employee Comment

VIII Planning /stage

Rating Supervisor _____ Date 4/26/01

Reviewing Official _____ Date 4/26/01

Concurring Official _____ Date _____

Employee _____ Date 4-26-01

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor _____ Date 6/13/02

Reviewing Official _____ Date 6/13/02

Concurring Official _____ Date _____

Employee _____ Date 6/13/02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

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STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Name WILLIAMS MAGGIE L
CLASSROOM TEACHER
Organizational WOMEN'S CORRECTIONAL INSTITUTION

ssification/Title 9007/Classroom Teacher

Date Assigned to Current Position _____ State Employment Date _____

Performance Period
From April 1, 2001 To March 31, 2002

GENERAL INSTRUCTIONS

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Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

Performance Characteristics sh. ..e given a rating of acceptable/unaccepta'(

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		.20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		.20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	x	Perform Level 0-1 2 3	=	Weighted Average

1 Job Duty Interviews incoming students to establish learning rapport.

Success Criteria Interviews all students assigned to class and develops an individual education plan (IEP) with the students based on diagnostic profile of test scores, needs and interests.

Actual Performance Students are interviewed, IEP's developed and placed in each student's work folder — 5 — 2 — .10

2 Job Duty Maintains records of student attendance and progress and provides informational reports as required

Success Criteria Individual folders will be set up on each student with the IEP, student test data and on-going student progress documentation Ensures that attendance records and reports are accurate Student progress documentation shall reflect level, type and date of instruction, including student feed back through teacher assessment. Maintains EIA remedial basic skill sheets on EFA students where applicable. Maintains Chapter I records where applicable.

Actual Performance Monthly reports are turned in to Educ Coord & PUSD. Each student has a study plan of instructional activities — 10 — 2 — .20

3 Job Duty Plans and prepares student learning activities, including developing curriculum based on students needs, abilities and interests to be utilized in the learning process.

Success Criteria Reviews and selects instructional materials that are relevant Selects audio-visual media, including the use of computer assisted instruction Ensures that sufficient instructional materials are available Ensures that A/V equipment are functional.

Actual Performance IEP's are developed for each student based on data pre/post tests scores Appropriate materials are selected for instruction — 10 — 2 — 20

4 Job Duty Provides appropriate instruction to students according to their needs, abilities and interests to ensure student progress

Success Criteria Ensures that an individualized plan of assessing student needs, identifying deficiencies, prescribing instructional activities and evaluating progress are used for each student Uses a variety of teaching techniques and strategies. Uses a variety of appropriate instructional materials and equipment which support teaching activities. Provides special assistance to students who need it Maintains a minimum loss of instructional time Records student activities daily

Actual Performance Mrs. Williams develops IEP for each student assigned to her class She selects approp materials for instruction and uses a variety of teaching techniques & strategies — (55) — 2 — 11

2882

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform Level 0-1 2 3	Weighted Average
5 Job Duty Maintains a learning environment within the classroom			
Success Criteria Uses consistent rules and demonstrates firmness in student discipline and order. Maintains reasonable control over disruptive behavior Uses stimulating techniques to motivate students. Neatness and cleanliness of classroom is evident.			
Actual Performance Mrs. Williams classes are orderly & neat & is conducive for learning	5	2	.10
6 Job Duty Provides supervision that safeguards students and aids in security			
Success Criteria Follows institutional security regulations consistently in regard to students, materials and equipment.			
Actual Performance No violation of institutional security regulations noted this evaluation period	5	2	.10
7 Job Duty Maintains Teacher competency in the area of assignment			
Success Criteria Attends all mandatory inservice training sessions Participates in special training sessions in area of assignment. Demonstrates reasonable success in student progress Keeps certificates updated.			
Actual Performance Employee teaching certificate is current & updated She attended all agency's mandatory training classes	5	2	.10
8 Job Duty Performs other educational and related duties as requires			
Success Criteria The extent to which additional assignments are completed			
Actual Performance Employee performs additional assignments such as working in the library 1 day during the week & coordinating all monthly library reports	5	2	.10
Total Section I Summary Rating	100		2.0

Section II
PERFORMANCE CHARACTERISTICS

Performance Level
Acceptable/Unacceptable

1 Characteristic Promoting Equal Opportunity —

Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)

2 Characteristic Leadership A

Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict

3 Characteristic Problem Analysis A

Definition Able to identify problems and relevant issues and ~~breaks problems into components, sees relationships~~ and alternative solutions and arrives at sound conclusions through logical process, able to evaluate services rendered

4 Characteristic Judgement A

Definition Able to reason, compare, understand, and think rationally ~~on the job, makes quality work-related decisions based~~ on sound conclusions and separates facts from opinions, able to assess the achievement of others and translate into a corrective action plan

5 Characteristic Job Knowledge A

Definition Knows the details of the job and follows all job procedures accurately

6 Characteristic Technical Competence A

Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job

7 Characteristic Internal Relations A

Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes. Degree of responsiveness to organizational changes

8 Characteristic Communication Ability A

Definition Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management

9 Characteristic Quality of Work A

Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality

10 Characteristic Safety A

Definition Follows established safety practices and corrects unsafe work practices on the job, capable of creating a positive and disciplined environment

2884

Section III
OBJECTIVES SECTION

	Weight Factor %	x	Perform Level 0-1 2-3	=	Weighted Average
1 Objective _____					
Success Criteria _____					
Actual Performance _____	_____		_____		_____
2 Objective _____					
Success Criteria _____					
Actual Performance _____	_____		_____		_____
3 Objective _____					
Success Criteria _____					
Actual Performance _____	_____		_____		_____
4 Objective _____					
Success Criteria _____					
Actual Performance _____	_____		_____		_____
Total Section III Summary Rating	_____				_____

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

① Ms. Williams is very creative in developing strategies and techniques to improve student learning /
② very knowledgeable of subject - Lang Arts - writing

2 Identify employee's areas in need of improvement

It is recommended that Mrs Williams continue to use her expertise in the Lang Arts - writing/Reading and creativity in refining & developing a curriculum for Basic/GED students

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

Employee and supervisor will review & discuss Employee Inmate Relations Policy ADM-1134 to improve awareness of policy, problems and concerns

V Summary rating for each section

	Weighted Average
Job Duties Section I	2 0
Objectives Section III	
Appraisal Overall Weighted Average Total	2 0

(2 5 3 0 = Substantially Exceeds Performance Requirements)

(1 5 2 49 = Exceeds Performance Requirements)

(0 5 1 49 = Meets Performance Requirements)

(0 0 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

VII Employee Comment

VIII Planning /stage

Rating Supervisor [signature] Date 4-27-01

Reviewing Official [signature] Date 5-2-01

Concurring Official _____ Date _____

Employee Maggie L. Williams Date 5-04-01

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor [signature] Date 5-2-02

Reviewing Official [signature] Date 5-2-02

Concurring Official _____ Date _____

Employee Maggie L. Williams Date 5/13/02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS
RECRUITING AND EMPLOYMENT SERVICES BRANCH
4502 BROAD RIVER ROAD
COLUMBIA, SOUTH CAROLINA 29210
JOB VACANCY NOTICE

****
*THE LANGUAGE USED IN THIS ANNOUNCEMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT *
*BETWEEN THE EMPLOYEE AND THE AGENCY THIS ANNOUNCEMENT DOES NOT CREATE ANY *
*CONTRACTUAL RIGHTS OR ENTITLEMENTS THE AGENCY RESERVES THE RIGHT TO REVISE *
*THE CONTENTS OF THIS ANNOUNCEMENT, IN WHOLE OR IN PART NO PROMISES OR *
*ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT *
*WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT *
****

OPENING DATE 01/26/06 CLOSING DATE 02/06/06 (4 30 PM)

SCDC INTERNAL TITLE VOCATIONAL TEACHER SCDC POSITION # 015093
HOURS/WEEKLY 037 50 SHIFT SCHEDULE 01 WORK TIME 0730 AM - 0330 PM
LOCATION TYGER RIVER CORRECTIONAL INSTITUTION, ENOREE (SPARTANBURG)

STATE JOB TITLE VOCATIONAL TEACHER STATE JOB CLASS UB04
SALARY BASED ON CERTIFICATION

ADDITIONAL SCDC REQUIREMENTS
A HIGH SCHOOL DIPLOMA OR EQUIVALENT MUST POSSESS TEACHING CERTIFICATE IN VOCATIONAL TRADE OR BE QUALIFIED FOR THE ISSUANCE THEREOF SIX (6) YEARS EXPERIENCE IN CARPENTRY

DESCRIPTION OF DUTIES
UNDER GENERAL SUPERVISION, PROVIDES VOCATIONAL INSTRUCTION AND SUPERVISION FOR ENROLLEES, INCLUSIVE OF THE PROVISION AND MANAGEMENT OF VOCATIONAL PROGRAM ACTIVITIES ASSESSES STUDENTS' ABILITIES AND NEEDS REQUIRED TO COMPLETE COURSE OF INSTRUCTION DEVELOPS CURRICULUM AND PROVIDES INSTRUCTION TO ENSURE STUDENTS' PROGRESS MAINTAINS DESCIPLINE AND SECURITY IN THE CLASSROOM, SHOP AND OTHER APPLICABLE WORK AREAS SUPERVISES THE USE OF ALL TOOLS AND EQUIPMENT TO ENSURE PROPER SECURITY, USE AND STORAGE ASSISTS WITH JOB PLACEMENT OF COURSE GRADUATES
COMMENTS
MUST SATISFACTORILY COMPLETE SCDC BASIC TRAINING

Lake Summers

From W Allen Nickles [WANickles@gnslaw com]
Sent Friday November 14 2008 3 22 PM
To Brabham Sandra
Cc Lake Summers Katie Phillips
Subject FW BELL DOCUMENTS - JOB ANNOUNCEMENT REQUEST BY MR NICHOLS - PSN # 015093
Attachments KMBT20020081114113739 pdf

For Committee review without objection

W Allen Nickles III Esquire
Gergel Nickles & Solomon P A
1519 Richland Street
P O Box 1866
Columbia South Carolina 29202-1866
803 779-8080 Telephone
803-256-1816 Facsimile
wanickles@gnslaw com
www gnslaw com

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To ensure compliance with the requirements imposed by the IRS, we inform you that any U S federal tax advice contained in this communication (including the attachments) is not intended or written to be used, for
the purpose of (a) avoiding penalties under the Internal Revenue Code or (b) promoting, marketing or recommending to another party any transaction or tax-related matter[s]
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From Katie Phillips [mailto phillips@mtsolawfirm com]
Sent Friday, November 14, 2008 1 06 PM
To W Allen Nickles, Dona Guffey
Subject FW BELL DOCUMENTS JOB ANNOUNCEMENT REQUEST BY MR NICHOLS - PSN # 015093

Per telephone conference with Lake this morning

Katie Phillips
Malone Thompson Summers & Ott
339 Heyward Street Suite 200
Columbia SC 29201
Office 803-254-3300
Office Fax 803-254-0309
E-mail phillips@mtsolawfirm com

From Patricia Thrailkill [mailto Thrailkill Patricia@doc state sc us]
Sent Friday, November 14, 2008 12 11 PM
To Lake Summers, Katie Phillips
Subject BELL DOCUMENTS - JOB ANNOUNCEMENT REQUEST BY MR NICHOLS - PSN # 015093

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Checked by AVG
Version 7 5 549 / Virus Database 270 9 3/1787 - Release Date 11/14/2008 8 32 AM

(Front)

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

SCDC USE ONLY

SC DEPT. OF CORRECTIONS — AGENCY NAME

Education Perry 31191 — DIVISION / SECTION / UNIT

James Bell — INCUMBENT'S NAME

Pelzer-Greenville — CITY / COUNTY

23 — CODE

Vocational Teacher UB14 0623 — CURRENT CLASS / CLASS CODE / SLOT

UB14 — SUPERVISOR CLASS / CLASS CODE / SLOT

103608 — POSITION NUMBER

POSITION STATUS (FILLED OR VACANT)

MERIT SYSTEM STATUS N

SOURCE OF FUNDING: STATE 01 | FEDERAL 01616 | OTHER

TEMPORARY POSITION

F/P — HOURS / WEEK — BASE / HOURS

AGENCY FIELDS: 8316 (5th) PROGRAM — 1318911 (7th) BUDGET UNIT

STATE PERSONNEL USE

JAMES C BELL
000103608
OLD*N04-UB14-0023
NEW.N04-UB04-0023

VOC TCHR — APPROVED CLASS TITLE

E — FLSA

BAM — APPROVAL

2 23 00 — DATE

Update — REQUESTED ACTION (RECLASS UPDATE, BU, HRS OR PROGRAM CHANGE)

REQUESTED CLASSIFICATION

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1 What knowledge, skills, and abilities are needed by an employee upon entry to this job? Where / how would an individual normally acquire these knowledge, skills and abilities?

STATE MINIMUM REQUIREMENTS:

High School Diploma

SCDC REQUIREMENTS:

High School diploma or equivalent. Six (6) years in vocational trade. Must possess teaching certificate in vocational trade or be qualified for the issuance thereof. Ability to work individually and collectively with adult offenders within a correctional setting Ability to communicate with community employers.

2 Describe the guidelines and supervision an employee receives in order to do this job, including the employee's independence and discretion

Daily on-site supervision by school principal through verbal and written communications.

3 Supervisor's comments:

4 [signature] — SUPERVISOR'S SIGNATURE — 2/14/00 — DATE

2891

(Back)

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

THIS SECTION OF THE DESCRIPTION IS TO BE COMPLETED BY THE INCUMBENT

1 **JOB PURPOSE**

Under general supervision provide vocational instruction and supervision for enrollees, inclusive of the provision and management of vocational activities.

2 **ESSENTIAL AND MARGINAL FUNCTIONS**

		Percentage of Time
1	Assesses student abilities and needs required to complete course of instruction (Essential)	5%
2	Develop curriculum and provide instruction to ensure student progress (Essential)	50%
3	Evaluates student progress (Essential)	5%
4	Maintains discipline and security in classroom, shop and other applicable work areas. (Essential)	10%
5	Supervise the use of all tools and equipment to ensure proper security, use and storage. (Essential)	10%
6	Maintains student and other required records and submits reports as required (Essential)	5%
7	Assists with job placement of course graduates. (Marginal)	5%
8	Maintains learning environment which is safe, and adequate to support proper training. (Essential)	5%
9	Performs other duties as required in the area of Vocational Education (Essential)	5%

3 **SUPERVISORY RESPONSIBILITIES**

CLASSIFICATION TITLES OF THREE HIGHEST LEVEL SUBORDINATES	NUMBER
(1)	
(2)	
(3)	

TOTAL NUMBER OF EMPLOYEES SUPERVISED _____

4 **COMMENTS**

5 THIS SECTION OF THE DESCRIPTION WAS COMPLETED BY

Division of Educational Services
(PLEASE PRINT)

6. THE ABOVE DESCRIPTION IS AN ACCURATE AND COMPLETE DESCRIPTION OF MY JOB

(INCUMBENT'S SIGNATURE) 2-14-00 (DATE)

SCDC 16-87 (Rev. July 1990)

2892

Lake Summers

From W Allen Nickles [WANickles@gnslaw com]
Sent Friday November 14 2008 3 21 PM
To Brabham Sandra
Cc Lake Summers Katie Phillips
Subject FW BELL - DOCUMENT - JAMES BELL
Attachments KMBT20020081114125100 pdf

For Committee review without objection

W Allen Nickles III Esquire
Gergel Nickles & Solomon P A
1519 Richland Street
P O Box 1866
Columbia South Carolina 29202-1866
803-779-8080 Telephone
803-256 1816 Facsimile
wanickles@gnslaw com
www gnslaw com

==========
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To ensure compliance with the requirements imposed by the IRS, we inform you that any U S federal tax advice contained in this communication (including the attachments) is not intended or written to be used, for
the purpose of (a) avoiding penalties under the Internal Revenue Code or (b) promoting, marketing or recommending to another party any transaction or tax-related matter[s]
==========

From Katie Phillips [mailto phillips@mtsolawfirm com]
Sent Friday, November 14, 2008 1 07 PM
To Dona Guffey, W Allen Nickles
Subject FW BELL - DOCUMENT - JAMES BELL

Per telephone conference with Lake this morning

Katie Phillips
Malone Thompson Summers & Ott
339 Heyward Street Suite 200
Columbia SC 29201
Office 803-254-3300
Office Fax 803-254-0309
E mail phillips@mtsolawfirm com

From Patricia Thrailkill [mailto Thrailkill Patricia@doc state sc us]
Sent Friday, November 14, 2008 1 03 PM
To Lake Summers, Katie Phillips
Subject BELL - DOCUMENT - JAMES BELL

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Checked by AVG
Version 7 5 549 / Virus Database 270 9 3/1787 - Release Date 11/14/2008 8 32 AM

(Front)

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

SCDC USE ONLY

SC DEPT OF CORRECTIONS — AGENCY NAME

Edue/Stevenson/32292 — DIVISION / SECTION / UNIT

Nancy Glenn — INCUMBENT'S NAME

Columbia/Richland 40 — CITY / COUNTY / CODE

Librarian/UB13/0047 — CURRENT CLASS / CLASS CODE / SLOT

UB16 0013 — SUPERVISOR CLASS / CLASS CODE / SLOT

082830 — POSITION NUMBER

POSITION STATUS (FILLED OR VACANT) F — MERIT SYSTEM STATUS N

SOURCE OF FUNDING		
07000		03000
STATE	FEDERAL	OTHER

TEMPORARY POSITION

F 3750 1950 — / FTE / HOURS / WEEK / ANNUAL

AGENCY FIELDS 820 32292 — DIVISION CODE / ORGANIZATION UNIT

STATE PERSONNEL USE

NANCY B GLENN
000082830
OLD:N04-U813-0047
NEW*N04-U802-0047

CLASSROOM TEACHER E — APPROVED CLASS TITLE / FLSA

APPROVAL — 07/06/00 DATE

update — HUMAN RESOURCE ACTION REQUESTED (UPDATE, DELETE OR PROGRAM CHANGE)

HR TECHNICIAN

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1 What knowledge skills and abilities are needed by an employee upon entry to this job? Where/how would an individual normally acquire these knowledge skills and abilities?

STATE MINIMUM REQUIREMENTS

Baccalaureate Degree Valid SC Teacher's Certificate and 24 hours of accredited library science courses

Two years teaching experience and/or library work

SCDC REQUIREMENTS

Minimum training and experience requirements for educational positions are determined by the Division of Educational Services in conjunction with the Education Reform Act and the South Carolina Department of Education to include current South Carolina Teacher's Certification

2 Describe the guidelines and supervision an employee receives in order to do this job including the employee's independence and discretion

1 Daily on-site supervision by school principal through verbal and written communications

2 Annual merit review

3 Supervisor's comments

4 Bobby L Stevenson — SUPERVISOR'S SIGNATURE

5-14-2000 — DATE

OTHER REQUIRED SIGNATURE — DATE

28951

(Back)

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

THIS SECTION OF THE DESCRIPTION IS TO BE COMPLETED BY THE INCUMBENT

1 JOB PURPOSE

Under general supervision directs all phases of library services including program development, student assistance, reader assistance, library instruction, and inmate supervision

2 ESSENTIAL AND MARGINAL FUNCTIONS

		Percentage of Time
1	Provides reader assistance and service to all interested inmates, including the general population and satellite services (Essential)	20%
2	Creates, promotes, and implements library programs for readers and non-readers (Essential)	10%
3	Provides basic library skills instruction to all interested inmates (Essential)	15%
4	Provides supervision of library inmate workers (Essential)	15%
5	Provides input for materials selection (Essential)	10%
6	Provides for effective use of materials (Essential)	15%
7	Provides statistics and reports as required. (Essential)	10%
8	Performs other educational and related duties as required	5%

3 SUPERVISORY RESPONSIBILITIES

CLASSIFICATION TITLES OF THREE HIGHEST LEVEL SUBORDINATES	NUMBER
(1)	
(2)	
(3)	

TOTAL NUMBER OF EMPLOYEES SUPERVISED

4 COMMENTS

5 THIS SECTION OF THE DESCRIPTION WAS COMPLETED BY	6 THE ABOVE DESCRIPTION IS AN ACCURATE AND COMPLETE DESCRIPTION OF MY JOB
(PLEASE PRINT)	(INCUMBENT'S SIGNATURE) 5-24-00 (DATE)

SCDC 16-87 (Rev J by 1992)

Lake Summers

From W Allen Nickles [WANickles@gnslaw com]
Sent Friday November 14 2008 3 26 PM
To Brabham Sandra
Cc Lake Summers Katie Phillips
Subject Bell v SCDC

Attachments DOC111408 pdf



DOC111408 pdf
(166 KB)

For Committee review without objection

W Allen Nickles III Esquire
Gergel Nickles & Solomon P A
1519 Richland Street
P O Box 1866
Columbia South Carolina 29202-1866
803-779-8080 Fax # 803-256-1816

(Front)

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

SCDC USE ONLY

SC DEPT OF CORRECTIONS — AGENCY NAME
Education — DIVISION / SECTION / UNIT
Beverly M. McClanahan — INCUMBENT'S NAME
Columbia/Richland — CITY / COUNTY — 40 CODE
Vocational Teacher UB14 — CURRENT CLASS / CLASS CODE / SLOT
Principal/UB16/0013 — SUPERVISOR CLASS / CLASS CODE / SLOT
13,4,0,4,7 — POSITION NUMBER
POSITION STATUS (FILLED OR VACANT): F
MERIT SYSTEM STATUS: N
SOURCE OF FUNDING: STATE 0,1,0,0,0 | FEDERAL | OTHER
TEMPORARY POSITION
F/P: F
HOURS / WEEK: 40,0,0
BASE / HOURS: 2,0,8,0
AGENCY FIELDS: (017) PROGRAM 8,3,0 | (7th BUDGET UNIT) 3,2,2,1,1

STATE PERSONNEL USE

BEVERLY M MCCLANAHAN
000134047
OLD N04-UB14-0014
NEW:N04-UB04-0014

VOC TEACHER — APPROVED CLASS TITLE — E FLSA
DA — APPROVAL — 2-14-01 DATE
update — REQUESTED ACTION (RECLASS, UPDATE, BU, HRS OR PROGRAM CHANGE)
VOCATIONAL TEACHER — REQUESTED CLASSIFICATION

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1 What knowledge, skills, and abilities are needed by an employee upon entry to this job? Where / how would an individual normally acquire these knowledge, skills and abilities?

STATE MINIMUM REQUIREMENTS:
High School Diploma
SCDC REQUIREMENTS:
High School diploma or equivalent Six (6) years in vocational trade Must possess teaching certificate in vocational trade or be qualified for the issuance thereof. Ability to work individually and collectively with adult offenders within a correctional setting. Ability to communicate with community employers.

2 Describe the guidelines and supervision an employee receives in order to do this job, including the employee's independence and discretion

Daily on-site supervision by school principal through verbal and written communications.

3 Supervisor's comments

4 Bobby L Kinard — SUPERVISOR'S SIGNATURE — 2-12-2001 DATE

2898

(Back)

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

THIS SECTION OF THE DESCRIPTION IS TO BE COMPLETED BY THE INCUMBENT

1 JOB PURPOSE

Under general supervision provide vocational instruction and supervision for enrollees, inclusive of the provision and management of vocational activities

2 ESSENTIAL AND MARGINAL FUNCTIONS	Percentage of Time
1 Assesses student abilities and needs required to complete course of instruction (Essential)	5%
2 Develop curriculum and provide instruction to ensure student progress (Essential)	50%
3 Evaluates student progress (Essential)	5%
4 Maintains discipline and security in classroom, shop and other applicable work areas. (Essential)	10%
5 Supervise the use of all tools and equipment to ensure proper security, use and storage (Essential)	10%
6 Maintains student and other required records and submits reports as required. (Essential)	5%
7 Assists with job placement of course graduates. (Marginal)	5%
8 Maintains learning environment which is safe, and adequate to support proper training. (Essential)	5%
9 Performs other duties as required in the area of Vocational Education (Essential)	5%

3 SUPERVISORY RESPONSIBILITIES

CLASSIFICATION TITLES OF THREE HIGHEST LEVEL SUBORDINATES	NUMBER
(1)	
(2)	
(3)	

TOTAL NUMBER OF EMPLOYEES SUPERVISED _____

4 COMMENTS

5 THIS SECTION OF THE DESCRIPTION WAS COMPLETED BY	6 THE ABOVE DESCRIPTION IS AN ACCURATE AND COMPLETE DESCRIPTION OF MY JOB
Division of Educational Services (PLEASE PRINT)	K R. McClanahan (INCUMBENT'S SIGNATURE) 2-12-01 DATE

SCDC 16-87 (Rev July 1990)

2899

Lake Summers

From W Allen Nickles [WANickles@gnslaw com]
Sent Friday November 14 2008 3 26 PM
To Brabham Sandra
Cc Lake Summers Katie Phillips
Subject Bell v SCDC

Attachments DOC111408 pdf

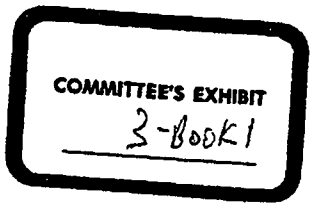


DOC111408 pdf
(166 KB)

For Committee review without objection

W Allen Nickles III, Esquire
Gergel Nickles & Solomon, P A
1519 Richland Street
P O Box 1866
Columbia, South Carolina 29202-1866
803-779-8080 Fax # 803-256-1816

2900



STATE OF SOUTH CAROLINA
OFFICE OF HUMAN RESOURCES
STATE EMPLOYEE GRIEVANCE COMMITTEE

Hearing in the Matter of Bell, et al., v. SCDC (PUSD No. 1)

SUBMISSION OF DOCUMENTS BY SCDC IN SATISFACTION OF REQUESTS MADE BY PANEL ON NOVEMBER 17, 2008

COMMITTEE EXHIBIT

IDDI100D SOUTH CAROLINA DEPARTMENT OF CORRECTIONS 12/08/08
QUESTION MARK FACILITY

S	CODE	DESCRIPTION
_	AS	ADDITIONAL SUPPLEMENT
_	BU	BUDGET UNIT CHANGE
_	CA	CLOTHING ALLOWANCE
_	C1	REP-CAPTAIN
_	C2	CERT-CAPTAIN
_	C3	SITCON-CAPTAIN
_	DS	DUAL EMPLOYMENT
_	EC	FLSA CHANGE
_	ES	END SUSPENSION
_	IL	INTIAL DB LOAD
_	L1	REP-LT
_	L2	CERT LEADER
_	L3	SITCON-LEADER
_	M1	REP-MEMBER
_	M2	CERT-MEMBER
_	M3	SITCON-MEMBER

TABLE SALCHGCT PAGE > 0001

TABLE DISPLAYED
CLEAR=RETURN F2=MORE F7=BACKWARD F8=FORWARD F10=MENU F11=QUIT
4-© 1 Sess-1 167 7 50 33 SCDC1149 6/2

IDDI100D SOUTH CAROLINA DEPARTMENT OF CORRECTIONS 12/08/08
QUESTION MARK FACILITY

S	CODE	DESCRIPTION
_	PT	PERMANENT TO TEMPORARY
_	RS	RIOT SQUAD ADD/DEL
_	R1	REP-LT
_	R2	CERT-SQD LEADER
_	R3	SITCON-COORDINATOR
_	SI	SPECIAL INCENTIVE
_	SP	SECONDARY POSITION
_	SS	SUSPENSION
_	TP	TEMPORARY TO PERMANENT
_	01	MERIT
_	02	PROMOTION
_	03	GENERAL INCREASE
_	04	GRADE REALLOCATION
_	05	SPECIAL MERIT
_	06	NEW HIRE
_	07	SPECIAL SALARY INCREASE

TABLE SALCHGCT PAGE > 0002

CLEAR=RETURN F2=MORE F7=BACKWARD F8=FORWARD F10=MENU F11=QUIT

4-© 1 Sess-1 167 7 50 33 SCDC1149 6/2

IDDI100D SOUTH CAROLINA DEPARTMENT OF CORRECTIONS 12/08/08
QUESTION MARK FACILITY

S	CODE	DESCRIPTION
_	10	SECURITY SALARY INCREASE
_	11	DEMOTION
_	12	RECLASSIFICATION
_	13	RECLASSIFICATION DOWN
_	14	INCREASE IN HOURS
_	15	DECREASE IN HOURS
_	16	LATERAL TRANSFER(NOT USED)
_	17	REASSIGNMENT
_	18	NON RECRUITED TRANSFER
_	19	PAY INCREASE ABOVE MAXIMUM
_	20	LEAVE WITHOUT PAY
_	21	RETURN FROM LWOP
_	22	PERFORMANCE PAY INCREASE
_	24	LATERAL RECLASSIFICATION
_	25	RESTRUCTURE
_	26	REEMPLOYMENT(USED BEFORE 7/1/01

TABLE SALCHGCT PAGE > 0003

CLEAR=RETURN F2=MORE F7=BACKWARD F8=FORWARD F10=MENU F11=QUIT

4-© 1 Sess-1 167 7 50 33 SCDC1149 6/2

IDDI100D SOUTH CAROLINA DEPARTMENT OF CORRECTIONS 12/08/08
QUESTION MARK FACILITY

S	CODE	DESCRIPTION
_	27	LATERAL TITLE CHG/UNCLASS
_	28	CLASSIFIED TO UNCLASSSIFIED
_	29	UNCLASSIFIED TO CLASSIFIED
_	30	HAY POSITION INCR/DECR
_	31	SAL DECREASE POST 11/13
_	32	IN BAND UNCLASSIFIED INCR
_	33	ADD SKILLS/KNOWLEDGE
_	34	MILITARY REINSTATEMENT
_	37	INCREASE IN DUTIES
_	38	DECREASE IN DUTIES
_	39	RECRUITED TRANSFER
_	40	RETENTION INCREASE
_	42	BUDGETARY LIMITATION
_	43	UPWARD STATE TITLE CHANGE
_	44	DOWNWARD STATE TITLE CHG
_	45	RIF REINSTATEMENT

TABLE SALCHGCT PAGE > 0004

CLEAR=RETURN F2=MORE F7=BACKWARD F8=FORWARD F10=MENU F11=QUIT

4-© 1 Sess-1 167 7 50 33 SCDC1149 6/2

IDDI100D SOUTH CAROLINA DEPARTMENT OF CORRECTIONS 12/09/08
QUESTION MARK FACILITY

S	CODE	DESCRIPTION
_	46	RIF RECALL
_	47	RIF DEMOTION
_	48	RIF REASSIGNMENT
_	50	START MILITARY LWOP
_	51	END MILITARY LWOP
_		*** END OF LIST ***

TABLE SALCHGCT PAGE > 0005

CLEAR=RETURN F2=MORE F7=BACKWARD F8=FORWARD F10=MENU F11=QUIT

4-© 1 Sess-1 167 7 50 33 SCDC1078 6/2

STATE OF SOUTH CAROLINA
OFFICE OF HUMAN RESOURCES
STATE EMPLOYEE GRIEVANCE COMMITTEE

Hearing in the Matter of Bell, et al., v. SCDC (PUSD No. 1)

SUBMISSION OF DOCUMENTS BY SCDC IN SATISFACTION OF REQUESTS MADE BY PANEL ON NOVEMBER 17, 2008

DOCUMENTS REGARDING LINDA M. BRATTON

PERI310D SOUTH CAROLINA DEPARTMENT OF CORRECTIONS 12/01/08
PERI310M HUMAN RESOURCES MANAGEMENT SYSTEM
PERTRANA SALARY HISTORY

SSN > 247-06-8807 > BRATTON, LINDA M > CERTIFIED TEACHER

	EFF DATE	REASON CODE	SEC STEP	LOC	CLASS CODE	BND	LVL	SLOT	FLSA CDE	BASE SALARY	ADDL BENEFITS	ANNUAL SALARY
_	06/02/08	03		31161	UB02	00		0012	1	67817	0 00	67817
_	06/02/07	03		31161	UB02	00		0012	1	65502	0 00	65502
_	06/02/06	03		31161	UB02	00		0012	1	63205	0 00	63205
_	06/02/05	03		31161	UB02	00		0012	1	61290	0 00	61290
_	06/02/04	33		31161	UB02	00		0012	1	59960	0 00	59960
_	06/02/04	03		31161	UB02	00		0012	1	59776	0 00	59776
_	06/02/03	03		31161	UB02	00		0012	1	58035	0 00	58035
_	06/02/03	48		31161	UB02	00		0012	1	57062	0 00	57062
_	06/02/02	03		31191	UB02	00		0001	1	57062	2252 00	59314
_	05/23/02	25		31191	UB02	00		0001	1	56324	2252 00	58576
_	10/17/01	AS		31191	UB13	00		0001	1	56324	2252 00	58576
_	06/02/01	03		31191	UB13	00		0001	1	56324	0 00	56324
_	06/02/00	03		31191	UB13	00		0001	1	53426	0 00	53426
_	07/02/00	DS		31152	9999	00		0000	2	4992	0 00	4992

PF4=FETCH EMPLOYEE PF2=MODIFY/DELETE PF1=ADD PF3=CHANGE CODE PAGE (0001)

4-© 1 Sess-1 167 7 50 33 SCDC1319 5/7

2008

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

1 0 3 3 0 9 — Position Number

N 0 4 — Agency Code

SC DEPT OF CORRECTIONS — Agency Name

Education/Perry/31191 — Division / Section / Unit

Pelzer/Greenville — City / County

Linda M. Bratton — Employee Name

2 3 — County Code

N — Y/N Is Position in Central Office

Educational Coordinator — Current State Title

U B 1 3 — Alphanumeric Code

0 0 0 1 — Slot

Band

F — Full / Part Time Indicator

40.00 — Hours Per Week

1920 — Base Hours

Principal — Supervisor State Title

U B 1 6 — Alphanumeric Code

0 0 0 2 — Slot

SOURCE OF FUNDING

1 0 0 — State %

0 0 — Federal %

Other %

☐ OHR COPY ☐ AGENCY COPY

OFFICE OF HUMAN RESOURCES

N — Agr

LINDA M BRATTON
000103309
OLD*N04-UB13-0001
NEW*N04-UB02-0001

☑ Delegated ☐ New Position ☐ Prototype
☐ State Title Changes ☐ Update

Classroom Teacher — Approved State Title

J Dease — Approval Signature

2-15-02 — Date Approved

REQUESTED ACTION INFORMATION

update — Requested Action

Requested State Title

Alphanumeric Code

E — FLSA Designation

Supervisor's Signature Stephen R. Ott Date 7-9-01

Other Required Signature Date

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1 What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements)?

STATE MINIMUM REQUIREMENTS Minimum training & experience requirements for educational positions are determined by the Division of Educational Services in conjunction with the Educ Reform Act & the SC Dept. of Education. SCDC REQUIREMENTS Bachelor's Degree, a valid SC Dept. of Education Teaching Certificate Experience in a correctional setting

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Correctional education experience

3 Describe the guidelines and supervision an employee receives to do this job including the employee's independence and discretion

1 Supervision is provided by the Warden, or his/her designee, in areas pertaining to security custody institutional schedules, and general institutional operations

2 Supervision is provided by the Superint of Educ Services, or his/her designee, in areas pertaining to certification, methodology,

4 Indicate additional comments regarding this position (e g , work environment, physical requirements, overnight travel)

Works in a correctional environment with inherent hazards to health & safety

SCDC # 012096

MISCELLANEOUS DATA

Educational Coordinator — Internal Position Title

Band/Level

8 5 0 — Program Code

3 1 1 9 1 9 — Budget Unit

2 of 5

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. **Job Purpose.** Under the supervision of an Oversight Principal administers, manages, and supervises a specifically oriented correctional education school whish serves program enrollments of students by utilizing an individually prescribed instructional curriculum; directs all activities involved in the educational programs, performs duties governed generally by broad instructions, objectives, and policies and involving frequently changing conditions and problems.

2. **Job Functions.**

	Essential/ Marginal (E or M)	Percentage of Time
1 Administers and directs the total educational program (academic, vocational, library, career education, special education and all special activities) within the institution, including the management of all educational facilities and property	E	20%
2 Participates in and supports the priorities of the leadership within the school district and in the institution to ensure continuity of district and agency directions and planned expected outcomes; submits a planning report which documents the policy flow of district and agency directions and priorities of expected outcome.	E	20%
3 Establishes and maintains communication with the institution head regarding education programs including specific expectations about the performance, effectiveness and achievement level of services rendered.	E	5%
4 Provides program information and reports to the district's central office as requested with copy to the institution head when deemed necessary	E	5%
5 Provides direct services to inmates in the area of guidance, classroom instruction, and/or library services.	E	50%

3 **Position's Supervisory Responsibilities.**
This position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

	STATE TITLE	NUMBER
(1)	Classroom Teachers	5
(2)	Vocational Teachers	3
(3)	Librarian	1

Number of employees directly supervised. 9

Total number supervised 9

4 **Comments:**

5 The above description is an accurate and complete description of this job. Linda Bratton 7-9-01
Employee's Signature Date

(From

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

SCDC USE ONLY

SC DEPT OF CORRECTIONS
AGENCY NAME

Upper Yard
Educ/Tyger River/31142
DIVISION / SECTION / UNIT

Jacqueline D Farr
INCUMBENT'S NAME

Enoree/Spartanburg 42
CITY / COUNTY CODE

Classroom Tchr/UB13/0012
CURRENT CLASS / CLASS CODE / SLOT

UB16/0012
SUPERVISOR CLASS / CLASS CODE / SLOT

102161
POSITION NUMBER

SOURCE OF FUNDING		
0,750,0		0,250,0
STATE	FEDERAL	OTHER

POSITION STATUS (F)ILLED OR (V)ACANT: F
MERIT SYSTEM STATUS: N
TEMPORARY POSITION:

F | 37.50 | 1959
F/P | HOURS / WEEK | BASE / HOURS

AGENCY FIELDS: 850 (017) PROGRAM | 31142 (770) BUDGET UNIT

STATE PERSONNEL USE

JACQUELINE D FARR
000102161
OLD N04-UB13-0012
NEW:N04-UB02-0012

Classroom Tchr
APPROVED CLASS TITLE

E
FLSA

BAM
APPROVAL

7600
DATE

Update
REQUESTED ACTION (RECLASS UPDATE DUE TO JOB OR PROGRAM CHANGE)

Classroom Teacher
REQUESTED CLASSIFICATION

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1 What knowledge, skills, and abilities are needed by an employee upon entry to this job? Where / how would an individual normally acquire these knowledge, skills and abilities?

STATE MINIMUM REQUIREMENTS

Minimum training and experience requirements for educational positions are determined by the Division of Educational Services in conjunction with the Education Reform Act and the South Carolina Department of Education, to include current South Carolina Teacher's Certification

SCDC REQUIREMENTS

Baccalaureate Degree Valid SC Teacher's Certificate

2 Describe the guidelines and supervision an employee receives in order to do this job, including the employee's independence and discretion

1. Daily on-site supervision by school principal through verbal and written communications
2. Annual merit review

3 Supervisor's comments

4 Randy T Farr
SUPERVISOR'S SIGNATURE

6-1-00
DATE

2311

(Back)

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

THIS SECTION OF THE DESCRIPTION IS TO BE COMPLETED BY THE INCUMBENT

1 JOB PURPOSE

Under limited supervision teaches a group of students either of elementary or secondary level in assignments requiring demonstrated practical experience Plans and conducts classes based on grade level and/or ability of students

2 ESSENTIAL AND MARGINAL FUNCTIONS

		Percentage of Time
1	Interview incoming students to establish learning rapport (Essential)	5%
2	Maintains records of student attendance and progress and provides informational reports as required (Essential)	10%
3	Plans and prepares student learning activities including developing curriculum based on student needs, abilities and interest to be utilized in the learning process (Essential)	10%
4	Provide appropriate instruction to students according to their needs abilities and interests to ensure student progress (Essential)	55%
5	Maintains a learning environment within the classroom (Essential)	5%
6	Provides supervision that safeguards students and aids security (Essential)	5%
7	Maintains teacher competency in the area of assignment (Essential)	5%
8	Performs other educational and related duties as required	5%

3 SUPERVISORY RESPONSIBILITIES

CLASSIFICATION TITLES OF THREE HIGHEST LEVEL SUBORDINATES — NUMBER

(1) _____ _____

(2) _____ _____

(3) _____ _____

TOTAL NUMBER OF EMPLOYEES SUPERVISED _____

4 COMMENTS

5 THIS SECTION OF THE DESCRIPTION WAS COMPLETED BY

Division of Educational Services

(PLEASE PRINT)

6 THE ABOVE DESCRIPTION IS AN ACCURATE AND COMPLETE DESCRIPTION OF MY JOB

Jacqueline D. Farr — 6-2-00

(INCUMBENT'S SIGNATURE) (DATE)

SCDC 16-87 (Rev July 1992)

2912

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PERI320D        SOUTH CAROLINA DEPARTMENT OF CORRECTIONS                 11/25/08
PERI320M              PERSONNEL MANAGEMENT SYSTEM                        C000175
PERTRANA                 REVIEW INFORMATION

SSN/EMPL#> 004283      > BRATTON, LINDA M              > CERTIFIED TEACHER
                                                        BASE
       DATE     EFFECTIVE REASON  JCLS/BAND/LEVEL     SALARY    PERF  F/P  A/I
_    06/02/08   06/02/08    01      UB02  00                      SE    F    A
_    06/02/07   06/02/07    01      UB02  00                      SE    F    A
_    06/02/06   06/02/06    01      UB02  00                      SE    F    A
_    06/02/05   06/02/05    01      UB02  00                      SE    F    A
_    06/02/04   06/02/04    01      UB02  00                      ER    F    A
_    06/02/03   06/02/03    01      UB02  00                      ER    F    A
_    06/02/02   06/02/02    01      UB02  00                      ER    F    A
_    06/02/01   06/02/01    01      UB13  00                      ER    F    A
_    06/02/00   06/02/00    01      UB13  00                      SE    F    A
_    06/02/99   06/02/99    01      UB13  00                      SE    F    A
LONGEVITY  |   EFFECTIVE   AGENCY CLASS/LEVEL BAND    INCREASE    F/P  A/I
HISTORY    |
           |
           |
           |
ENTER=INQ  PF1=ADD  PF2=MODIFY  PF4=FETCH  PF5=CALC NEW DATE     PAGE ( 0001 )

4-©              1 Sess-1    167 7 50 33                SCDC1174        5/12
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STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

BRATTON LINDA H
CLASSROOM TEACHER
PERRY CORRECTIONAL INSTITUTION

Position/Classification/Title Education Coordinator

Location _____

Date Assigned to Current Position _____

State Employment Date _____

Performance Period
From April 1, 2002

To March 30, 2003

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager, utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However, it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the ***entire*** period Job duties performance characteristics, and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However each performance characteristic shall be defined

Performance Characteristics shall . . given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3). Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1). Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed.

The Job Duties section accounts for most or all of the employee's workload. The job duties section should have a total weight factor which when added to the Objectives Section should equal 100%. The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors.

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		.30
3	20%		1		.20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		.20
2	10%		1		10
3	5%		1		05
Total	25%				.35
Average Weighted Review Total	100%				1.80

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	x	Perform Level 0-1 2-3	=	Weighted Average
1 Job Duty: Administers and directs the total educational program (academic, vocational, library, career education, special education and other special activities) within the institution, including the management of all educational facilities and property Success Criteria. Actual Performance	20		3		60
2 Job Duty: Participates in and supports the priorities of the of the leadership within the school district and in the institution to ensure continuity of district and agency directions and planned expedted outcomes, submits a planning report which documents the policy flow of district and agency directions and priorities of expected outcome Success Criteria Actual Performance	20		2		40
3 Job Duty: Establishes and maintains communication with the institution head regarding education programs including specific expectations about the performance, effectiveness and achievement level of services rendered Success Criteria. Actual Performance	05		3		15
4 Job Duty: Provides program information and reports to the district's central office ad requested with copy to the institution head when deemed necessary. Success Criteria Actual Performance.	05		3		15

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform x Level 0-1 2-3	= Weighted Average
5 Job Duty: Provides direct services to inmates in the area of guidance, classroom instruction, and/or library servies			
Success Criteria.			
Actual Performance.	50	2	10
6 Job Duty			
Success Criteria.			
Actual Performance			
7 Job Duty			
Success Criteria.			
Actual Performance.			
8 Job Duty:			
Success Criteria			
Actual Performance			
Total Section I Summary Rating.	100		23

Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1 Characteristic Promoting Equal Opportunity Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)	A
2 Characteristic Leadership Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict	A
3 Characteristic. Problem Analysis Definition Able to identify problems and relevant issues and alternative solutions and arrives at sound conclusions though logical process; able to evaluate services rendered.	A
4 Characteristic. Judgement Definition Able to reason, compare, understand, and think rationally on the job; makes quality work-related decisions based on sound conclusions and separates facts from opions, able to assess the achievement of others and translate into a corrective action plan.	A
5 Characteristic. Job Knowledge Definition Knows the details of the job and follows all job procedures accurately	A
6 Characteristic. Technical Competence Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job	A
7 Characteristic Internal Relations Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes Degree of responsiveness to organizational changes	A
8 Characteristic. Communication Ability Definition Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management	A
9 Characteristic. Quality of Work Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality.	A
10 Characteristic. Safety Definition Follows established safety practices and corrects unsafe work practices on the job, capable of creating a positive and disciplined environment	A

Section III
OBJECTIVES SECTION

	Weight Factor %	Perform x Level 0-1 2-3	= Weighted Average
1 Objective: To maintain high academic standards for the school. Success Criteria: will be based on student success at the school. Actual Performance:	20	N/A	
2 Objective: To meet all training requirements and maintain state certification requirements. Success Criteria: State certificate remains valid & CEUs during approval. Actual Performance:	20	N/A	
3 Objective: Success Criteria: Actual Performance			
4 Objective: Success Criteria: Actual Performance			
Total Section III Summary Rating:			

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

MS BRATTON DOES AN EXCELLENT JOB OF COORDINATING THE EDUCATIONAL PROGRAM AT PERRY. SHE EXEMPLIFIES TEAM SPIRIT AND COOPERATION

2 Identify employee's areas in need of improvement

NO SIGNIFICANT AREAS NOTED

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

CONTINUE TO TAKE ADVANTAGE OF APPROPRIATE TRAINING OPPORTUNITIES TO ENHANCE SKILLS

V Summary rating for each section

	Weighted Average
Job Duties Section I	2.3
Objectives Section III	N/A
Appraisal Overall Weighted Average Total	2 3

(2 5 3.0 = Substantially Exceeds Performance Requirements)

(1.5 2.49 = Exceeds Performance Requirements)

(0.5 1 49 = Meets Performance Requirements)

(0 0 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

VII Employee Comment

VIII Planning /stage

Rating Supervisor _____ Date 6-4-02

Reviewing Official _____ Date 6-4-02

Concurring Official _____ Date _____

Employee Linda Bratton Date 6-4-02

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX. Evaluation Stage

Rating Supervisor _____ Date 5-27-03

Reviewing Official _____ Date 5/29/03

Concurring Official _____ Date _____

Employee Linda Bratton Date 5/27/03

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

)

Name — BRATTON LINDA M
CERTIFIED TEACHER
Organizatic Tyger CORRECTIONAL INSTITUTION

sification/Title Classroom Teacher

Date Assig

nent Date

Performance Period
From April 1, 2003 To March 31, 2004

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives. The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees.** However it is suggested all management and supervisory employees have at ***least one objective.***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion, the supervisor shall complete the planning stage document. Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period.

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the **entire** period Job duties, performance characteristics and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating. The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective. Success criteria are not required for performance characteristics. However, each performance characteristic shall be defined.

Performance Characteristics shall be given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3). Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description. If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		.20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	x	Perform Level 0-1-2-3	=	Weighted Average
1 Job Duty: Interviews and establishes rapport with incoming students to establish learning rapport and eligibility for transitional					
Success Criteria:					
Actual Performance:	10%		3		.30
2 Job Duty: Prescribes a curriculum to overcome individual educational weaknesses and deficiencies which hinder academic and vocational achievement					
Success Criteria					
Actual Performance:	5%		2		10
3 Job Duty: Teaches the individual student as prescribed to insure progress in academic skills and employility behaviors					
Success Criteria:					
Actual Performance:	50%		2		100
4 Job Duty: Plans and outlines class work, prepares written lesson plans and materials for use in the instructional process					
Success Criteria:					
Actual Performance:	5%		3		15

Section I
JOB DUTIES
(From Position Description)

)

	Weight Factor %	Perform x Level 0-1 2 3	= Weighted Average
5 Job Duty: Administers appropriate evaluation instruments to determine progress of each student			
Success Criteria.			
Actual Performance	5%	3	.15
6 Job Duty: Maintains classroom discipline and order			
Success Criteria.			
Actual Performance	5%	2	10
7 Job Duty: Maintains progress and attendance reports/records for each student			
Success Criteria.			
Actual Performance	5%	3	15
8. Job Duty: Aids in safeguarding students and maintains security, performs other related educational duties			
Success Criteria.			
Actual Performance	10%	3	.30
Total Section I Summary Rating	95%		2.25

Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1 Characteristic Promoting Equal Opportunity Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)	A
2 Characteristic Leadership Definition. Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes develop teamwork, and resolve conflict.	A
3 Characteristic Problem Analysis Definition. Able to identify problems and relevent issues and breaks problems into components, sees relationships and alternative solutions and arrives at sound conclusions through logical process, able to evaluate services rendered	A
4 Characteristic Judgement Definition Able to reason rationally on thejob,makes quality work-related decisions based on sound conclusions and separates facts from opinions, able to assess the achievement of others and translate into a corrective action plan	A
5 Characteristic. Job Knowledge Definition Knows the details of the job and follows all job procedures accurately	A
6 Characteristic Technical Competence Definition ossesses necessary knowledge to effecively perform job and able to apply what he/she has learned about his/her job	A
7 Characteristic Internal Relations Definition Degree to which one works with others in achieving goals and expected outcomes Degree of responsiveness to organizational changes	A
8 Characteristic Communication Ability Definition Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management.	A
9 Characteristic Quality of Work Definition Neatly, thoroughly, and accurately completes job assisgnments according to established standards of quality	A
10 Characteristic Safety Definition ollows established safety practices and corrects unsafe work practices on the job, capable of creating a positive and disciplined environment.	A

Section III
OBJECTIVES SECTION

)

	Weight Factor %	Perform Level 0-1 2 3	Weighted Average
1 Objective Increase GED's by 5%			
Success Criteria			
Actual Performance	____	____	____
2. Objective Maintain student enrollment of 33 per class			
Success Criteria			
Actual Performance Increase TABE scores 1 grade level	____	____	____
3 Objective			
Success Criteria.			
Actual Performance	____	____	____
4 Objective			
Success Criteria.			
Actual Performance:	____	2	____
Total Section III Summary Rating.	5%		.10

Section IV
SUMMARY AND IMPROVEMENT PLAN

)

1 Identify employee's performance strengths

(1) LINDA TRIES TO ENROLL AS MANY STUDENTS AS SHE CAN IF SHE CAN FIND A CHAIR FOR THEM (2) LIT PRO WORK IS WELL DONE

2 Identify employee's areas in need of improvement

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

V Summary rating for each section.

	Weighted Average
Job Duties Section I	2.25
Objectives Section III	.10
Appraisal Overall Weighted Average Total	2.35

(2 5 3 0 = Substantially Exceeds Performance Requirements)

(1 5 2 49 = Exceeds Performance Requirements)

(0.5 1 49 = Meets Performance Requirements)

(0 0 0 49 = Below Performance Requirements)

VI. Justification For Below or Substantially Exceeds Rating:

VII Employee Comment

VIII Planning /stage:

Rating Supervisor Randy Travis Date 10 23 03

Reviewing Official L. C. Counts Date 10/23/03

Concurring Official _____ Date _____

Employee Linda Bratton Date 9/3/03

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree.)

IX. Evaluation Stage

Rating Supervisor Randy Travis Date 05 18 04

Reviewing Official L. C. Counts Date 5/18/04

Concurring Official _____ Date _____

Employee Linda Bratton Date 5/18/04

(My signature indicates that I have discussed the planning stage and position description with my supervisor - not that I necessarily agree.)

STATE OF SOUTH CAROLINA
OFFICE OF HUMAN RESOURCES
STATE EMPLOYEE GRIEVANCE COMMITTEE

Hearing in the Matter of Bell, et al., v. SCDC (PUSD No. 1)

SUBMISSION OF DOCUMENTS BY SCDC IN SATISFACTION OF REQUESTS MADE BY PANEL ON NOVEMBER 17, 2008

DOCUMENTS REGARDING LINDA M. BRATTON

UNABLE TO LOCATE EPMS COVERING 4/1/2004 – 3/31/2005

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

)

Name Linda M Bratton

Position/Classification/Title Certified Teacher

Organizational Unit Education

Location Tyger River

Date Assigned to Current Position

State Employment Date

Performance Period
From April 1 2005

To March 31 2006

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion, the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the **entire** period Job duties, performance characteristics and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

Performance Characteristics shall be given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description If the job description is incorrect, it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		.20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	x Perform Level 0-1 2-3	= Weighted Average
1 Job Duty Demonstrate effective classroom Management.			
Success Criteria See evaluation summary sheets 1 and 2 (attached)			
Actual Performance	25%	3	.75
2 Job Duty Maintains an effective instructional program			
Success Criteria See evaluation summary sheets 1 and 2 (attached)			
Actual Performance	25%	3	.75
3 Job Duty Interviews all students assigned to class and develops an individual education plan with them based on diagnostic profil of test scores, needs and interests			
Success Criteria See evaluation summary sheets 1 and 2 (attached)			
Actual Performance	10%	2	.20
4 Job Duty Development of use of assessments			
Success Criteria See evaluation summary sheets 1 and 2 (attached)			
Actual Performance	15%	2	.30

Section I
JOB DUTIES
(From Position Description)

)

	Weight Factor %	Perform Level 0-1 2 3	Weighted Average
5 Job Duty Professionalism			
Success Criteria See evaluation sheets 1 and 2 (attached)			
Actual Performance	10%	3	.30
6 Job Duty Follows established school, agency, state, and federal policy and procedures			
Success Criteria See evaluation sheets 1 and 2 (attached)			
Actual Performance	10%	3	.30
7 Job Duty			
Success Criteria			
Actual Performance			
8 Job Duty			
Success Criteria.			
Actual Performance			
Total Section I Summary Rating	95%		26

Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1 Characteristic Promoting Equal Opportunity Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational commitment to equal opportunity (Management and Supervisory Employees **Only**)	A
2 Characteristic Self Management Definition Works with minimal supervision Manages own time effectively, maintains control on all current projects/responsibilities and ensures follow up	A
3 Characteristic Leadership Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict	A
4 Characteristic Technical Competence Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job	A
5 Characteristic Adaptability Definition Employee can adapt to job or organizational changes	A
6 Characteristic Job Knowledge Definition Knows the details of the job and follows all job procedures accruately	A
7 Characteristic Internal Relations Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals Degree of responsiveness to organizational needs	A
8 Characteristic Safety Definition Follow established safety practices and corrects unsafe work practices on the job capable of creating a positive and disciplined environment.	A
9 Characteristic Reliability Definition Consistent delivery of what is required when it is required. Meets deadlines and follows instructions	A
10 Characteristic Quality of Work Definition Neatly, thoroughly, and accurately completes job assignments according to established standards of quality	A

Section III
OBJECTIVES SECTION

	Weight Factor %	Perform x Level 0-1 2 3 =	Weighted Average
1 Objective Develop in writing a goal in the areas of content, instructional methods or assessement, or professional growth and development.			
Success Criteria An annual goal must be developed by October 15 of each school year Documented attainment of the goal must be submitted to the immediate supervisor by May 15 of the same school year			
Actual Performance	5%	1	.05
2 Objective			
Success Criteria			
Actual Performance			
3 Objective			
Success Criteria			
Actual Performance			
4 Objective			
Success Criteria			
Actual Performance			
Total Section III Summary Rating	5%		.05

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

Ms Bratton is an excellent teacher. She assist the Principal with administrative duties. Ms Bratton is punctual + dependable

2 Identify employee's areas in need of improvement

None noted

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

Continue SCDC training and professional development activities.

V Summary rating for each section.

	Weighted Average
Job Duties Section I	2.4
Objectives Section III	.105
Appraisal Overall Weighted Average Total	2.65

(2 5 - 3 0 = Substantially Exceeds Performance Requirements)

(1 5 2 49 = Exceeds Performance Requirements)

(0.5 1 49 = Meets Performance Requirements)

(0 0 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating:

VII Employee Comment

VIII Planning /stage.

Rating Supervisor Pamela Burnett Date 4-19-05

Reviewing Official _____ Date _____

Concurring Official _____ Date _____

Employee Linda Bratton Date 4/19/05

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX. Evaluation Stage

Rating Supervisor Pamela B. Burnett Date 4-13-06

Reviewing Official By Jyd Alw Date 4-14-06

Concurring Official _____ Date _____

Employee Linda Bratton Date 4/13/06

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree.)

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

)

Name Linda M Bratton

Position/Classification/Title Certified Teacher

Organizational Unit Education

Location Tyger River/31161

Date Assigned to Current Position

State Employment Date

Performance Period
From Apnl 1 2006

To March 31 2007

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However it is suggested all management and supervisory employees have at ***least one objective.***

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Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However each performance characteristic shall be defined

Performance Characteristics shall be given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3). Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

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Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

Section I
JOB DUTIES
(From Position Description)

)

	Weight Factor %	x	Perform Level 0-1 2-3	=	Weighted Average
1 Job Duty Interviews incoming students to establish learning rapport					
Success Criteria Interviews all students assigned to class and develops and individual education plan(IEP) with the students based on diagnostic profile of test scores needs and interests					
Actual Performance	5%		3		.15
2 Job Duty Maintains records of student attendance and progress and provides informational reports as required					
Success Criteria Individual folders will be set up on each student Ensures that attendance records and reports are accurate Maintains Title I records through assessments to show student gains					
Actual Performance	10%		3		.30
3 Job Duty Maintains computers and software in order that curriculum is available to students working in lab					
Success Criteria Reviews and selects instructional materials that are relevant Ensures that computers are functional and in working order					
Actual Performance	15%		1		.15
4 Job Duty Provides appropriate instruction to students according to their needs, abilities and interests to ensure student progres					
Success Criteria Ensures that an individualized plan of assessing student needs identifying deficiencies prescribing instructional activities & evaluation progress are used for each student Provides special assistance to students who need it Records					
Actual Performance student activities daily	55%		3		1.65

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform x Level 0 1 2 3	= Weighted Average
5 Job Duty: Maintains a positive learning environment within the classroom			
Success Criteria: Uses consistent rules & demonstrated firmness in student discipline & order Maintains resonable control over disruptive behavior Neatness and cleanliness of classroom is present			
Actual Performance	5%	3	15
6 Job Duty: Provides supervision that safeguards students and aids security			
Success Criteria: Follows institutional security regulations consistently in regard to students materials and equipment			
Actual Performance	5%	3	15
7 Job Duty: Provides other educational and related duties as required			
Success Criteria			
Actual Performance	5%	3	15
8 Job Duty			
Success Criteria			
Actual Performance			
Total Section I Summary Rating	100%		27

Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1 Characteristic Promoting Equal Opportunity Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)	A
2 Characteristic Self Management Definition Works with minimal supervision Manages own time effectively maintains control on all current projects/responsibilities and ensures follow up	A
3 Characteristic Leadership Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes develop teamwork and resolve conflict	A
4 Characteristic Technical Competence Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job	A
5 Characteristic Adaptability Definition Employee can adapt to job or organizational changes	A
6 Characteristic Job Knowledge Definition Knows the details of the job and follows all job procedures accurately	A
7 Characteristic Internal Relations Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals Degree of responsiveness to organizational needs	A
8 Characteristic Safety Definition Follow established safety practices and corrects unsafe work practices on the job capable of creating a positive and disciplined environment	A
9 Characteristic Reliability Definition Consistent delivery of what is required when it is required Meets deadlines and follows instructions	A
10 Characteristic Quality of Work Definition Neatly thoroughly and accurately completes job assignments according to established standards of quality	A

Section III
OBJECTIVES SECTION

)

	Weight Factor %	x	Perform Level 0-1 2 3	=	Weighted Average
1 Objective Maintain accreditation files and standards in compliance with Agency's Management Review Process					
Success Criteria					
Actual Performance	5%		1		.05
2 Objective					
Success Criteria					
Actual Performance	____		____		____
3 Objective					
Success Criteria.					
Actual Performance	____		____		____
4 Objective					
Success Criteria					
Actual Performance	____		____		____
Total Section III Summary Rating	____				.05

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

Ms Bratton is an excellent teacher. She is punctual & dependable & assists the Principal with administrative duties.

2 Identify employee's areas in need of improvement

None noted

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

Continue SCDC training and professional development activities.

V Summary rating for each section

	Weighted Average
Job Duties Section I	2.70
Objectives Section III	.05
Appraisal Overall Weighted Average Total	2.75

(2 5 3 0 = Substantially Exceeds Performance Requirements)

(1 5 2 49 = Exceeds Performance Requirements)

(0 5 1 49 = Meets Performance Requirements)

(0 0 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

VII Employee Comment

VIII Planning /stage

Rating Supervisor [signature] Date 4-13-06

Reviewing Official [signature] Date 4-14-06

Concurring Official _____ Date _____

Employee Linda Bratton Date 4-13-06

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor [signature] Date 6-4-07

Reviewing Official [signature] Date 6-1-07

Concurring Official _____ Date _____

Employee Linda Bratton Date 6-4-07

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

)

Name Linda Bratton

Position/Classification/Title Certified Teacher

Organizational Unit Education

Location Tyger River 31161

Date Assigned to Current Position

State Employment Date

Performance Period
From April 1 2007

To March 31 2008

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager utilizing suggestions from the supervisor or non supervising professional employee shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

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Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the **entire** period Job duties performance characteristics and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

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Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a ' meets performance requirements ' rating The success criteria shall be incorporated into the employee s performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However each performance characteristic shall be defined

Performance Characteristics shall be given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description If the job description is incorrect it should be updated at the time the planning stage is completed

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Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		30
3	20%		1		20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		20
2	10%		1		10
3	5%		1		05
Total	25%				35
Average Weighted Review Total	100%				1 80

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform Level 0-1 2-3	Weighted Average
1 Job Duty Interviews incoming students to establish a learning rapport			
Success Criteria Interviews all students assigned to class and develops a plan of instruction based on the diagnostic profile of test scores and interest			
Actual Performance	5%	3	0 15
2 Job Duty Maintains records of student attendance and progress			
Success Criteria Individual folders will be established for each student Ensures that attendance records and reports are accurate			
Actual Performance	10%	2	0 20
3 Job Duty Uses available technology to enhance classroom instruction			
Success Criteria Reviews and selects instructional materials that are relevent to instruction			
Actual Performance	15%	2	0 30
4 Job Duty Provides appropriate instruction to students according to need			
Success Criteria Ensures that an individual plan of accessing student needs are identified and programs of instruction are devised for each student on an individual basis			
Actual Performance	50%	3	1 50

Section I
JOB DUTIES
(From Position Description)

)

		Weight Factor %	x	Perform Level 0 1 2 3	=	Weighted Average
5	Job Duty Maintains a positive learning environment within the clasroom					
	Success Criteria Uses consistant rules and demonstrates firmness and fairness in deling with classroom disruptions					
	Actual Performance	5%		3		0 15
6	Job Duty Provides supervision that safeguards and aids an security					
	Success Criteria Follows institutional security regulations consistently in reguard to students materials and equipment					
	Actual Performance	5%		2		0 10
7	Job Duty Provideas other educatiinal duties as required					
	Success Criteria					
	Actual Performance	5%		2		0 10
8	Job Duty					
	Success Criteria					
	Actual Performance					
	Total Section I Summary Rating	95%				2 50

Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1 Characteristic Promoting Equal Opportunity Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational committment to equal opportunity (Management and Supervisory Employees **Only**)	
2 Characteristic Self Management Definition Works with minimal supervision Manages own time effectively maintains control on all current projects/responsibilities and ensures follow up	A
3 Characteristic Leadership Definition Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes develop teamwork and resolve conflict	A
4 Characteristic Technical Competence Definition Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his her job	A
5 Characteristic Adaptability Definition Employee can adapt to job or organizational changes	A
6 Characteristic Job Knowledge Definition Knows the details of the job and follows all job procedures accruately	A
7 Characteristic Internal Relations Definition Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals Degree of responsiveness to organizational needs	A
8 Characteristic Safety Definition Follow established safety practices and corrects unsafe work practices on the job capable of creating a positive and disciplined environment	A
9 Characteristic Reliability Definition Consistent delivery of what is required when it is required Meets deadlines and follows instructions	A
10 Characteristic Quality of Work Definition Neatly thoroughly and accurately completes job assignments according to established standards of quality	A

Section III
OBJECTIVES SECTION

)

	Weight Factor %	Perform x Level 0-1 2 3 =	Weighted Average
1 Objective Meets all mandatory training requirements and maintains accreditation files along with the current standards			
Success Criteria			
Actual Performance	5%	1	0 05
2 Objective			
Success Criteria			
Actual Performance			
3 Objective			
Success Criteria			
Actual Performance			
4 Objective			
Success Criteria			
Actual Performance			
Total Section III Summary Rating	5%		00

2952

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

Ms Bratton is an excellent teacher She is punctual and ready to assist in any way she can to ensure student success

2 Identify employee's areas in need of improvement

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

V Summary rating for each section

	Weighted Average
Job Duties Section I	2 50
Objectives Section III	0 05
Appraisal Overall Weighted Average Total	2 55

(2 5 3 0 = Substantially Exceeds Performance Requirements)

(1 5 2 49 = Exceeds Performance Requirements)

(0 5 1 49 = Meets Performance Requirements)

(0 0 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

Ms Bratton is a superior teacher in every respect she is a very caring individual and always goes the extra mile in order to get the job done

VII Employee Comment

VIII Planning /stage

Rating Supervisor _____ Date _____

Reviewing Official _____ Date _____

Concurring Official _____ Date _____

Employee _____ Date _____

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor D K Moore Date 5/23/08

Reviewing Official L Caldwell Date 05/22/08

Concurring Official _____ Date _____

Employee Linda Bratton Date 5/23/08

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree)

```
  PERI270D                EMPLOYEE INQUIRY                          12/01/08
  PERI270M                                                          06/30/2008
SSN     > 247-06-8807                    EMPL # > 004283 STATUS> T  710
NAME    > BRATTON, LINDA M               SCDC # > 011914 OHR  #> P2  000102161
STREET > 108 TOLLGATE CT                 JCLS/BAND/LEVEL >    UB02
                                            SLOT   > 0012  JOB COUNTY > 42
CITY    > SIMPSONVILLE         SC 29681-2944  SECURITY IND> N    FLSA   > 1
CONTACT PHONE > 864-967-4860 COUNTY > 23     II TYGER RIVER CORRECTIONAL INSTIT
WORK PHONE > 803-896-3501                    TITLE > CERTIFIED TEACHER
EDUCATION LEVEL > 18       BASE PAY     >    67 817  WORK HOURS >  40 00
HIRE DATE       > 01/03/84 LONGEVITY    >            RACE        > BLACK
STATE HIRE DATE> 01/07/84  ADD BEN >    >            SEX         > FEMALE
REVIEW DATE     >          EMER RES TEAM>            EMER TEAM   >
PROB END DATE   >          SPECIAL PAY  >            CITIZEN     > YES
CONT SERV DATE > 01/03/84  TOTAL ANNUAL >    67,817  MARITAL     > MARRIED
SEC  SERV DATE >                                     SEC STEP    >
BIRTH DATE      > 06/11/54 SEMI-MONTHLY >  2,825 70  FED CAT     > 02
RETIRE SYSTEM   > POLICE   HOURLY RATE  >     32 60  CERTIFIED   >
RETIRE IND > N     A/L PAY > Y                       FILING STATUS> MARRIED
FUND > 96500 > 0 0500   BUDGET > 31161               FED EXEMPT    > 00
     > 91000 > 0 3500   BCLASS > 016000              STATE EXEMPT > 00
     > 96600 > 0 6000   PGM    > 850
 PF4=FETCH EMPLOYEE  PF5=DEDUCTIONS  PF6=ONE-TIME PAY  PF7=EARNINGS  PF8=UPDATE
> EMPLOYEE INFORMATION DISPLAYED
4-9              1 Sess-1    167 7 50 33              SCDC1319          3/10
```

STATE OF SOUTH CAROLINA
OFFICE OF HUMAN RESOURCES
STATE EMPLOYEE GRIEVANCE COMMITTEE

Hearing in the Matter of Bell, et al., v. SCDC (PUSD No. 1)

SUBMISSION OF DOCUMENTS BY SCDC IN SATISFACTION OF REQUESTS MADE BY PANEL ON NOVEMBER 17, 2008

DOCUMENTS REGARDING RUTH L. FRITTS

PERI310D SOUTH CAROLINA DEPARTMENT OF CORRECTIONS 12/01/08
PERI310M HUMAN RESOURCES MANAGEMENT SYSTEM
PERTRANA SALARY HISTORY

SSN > 411-78-1232 > FRITTS, RUTH L > CORRECTIONAL OFFICER I

	EFF DATE	REASON CODE	SEC STEP	LOC	CLASS CODE	BND	LVL	SLOT	FLSA CDE	BASE SALARY	ADDL BENEFITS	ANNUAL SALARY
_	06/02/03	45	02	31171	JD30	03	E	0111	2	26909	0 00	26909
_	06/02/02	33		31171	UB02	00		0015	1	71219	0 00	71219
_	05/23/02	25		31171	UB02	00		0015	1	71095	0 00	71095
_	06/02/01	03		31171	UB13	00		0015	1	71095	0 00	71095
_	06/02/00	03		31171	UB13	00		0015	1	68217	0 00	68217
_	06/02/99	03		31171	UB13	00		0015	1	61123	0 00	61123
_	11/17/98	17		31171	UB13	00		0015	1	58391	0 00	58391
_	06/02/98	03		31171	UB13	00		0027	1	58391	0 00	58391
_	06/02/97	03		31171	UB13	00		0027	1	55841	0 00	55841
_	07/01/96	25		31171	UB13	00		0027	1	54480	0 00	54480
_	06/02/96	03		31171	9007	00		0027	1	54480	0 00	54480
_	06/02/95	03		31171	9007	00		0027	1	52690	0 00	52690
_	06/02/94	03		31171	9007	00		0027	1	50544	0 00	50544
_	07/01/93	25		31171	9007	00		0027	1	42488	0 00	42488

PF4=FETCH EMPLOYEE PF2=MODIFY/DELETE PF1=ADD PF3=CHANGE CODE PAGE (0001)

4-© 1 Sess-1 167 7 50 33 SCDC1113 5/7

(Front)

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

SCDC USE ONLY

SC DEPT OF CORRECTIONS — AGENCY NAME

Education/Leath/31171 — DIVISION / SECTION / UNIT

Ruth Fritts — INCUMBENT'S NAME

Greenwood/Greenwood/24 — CITY / COUNTY / CODE

Classroom Tchr/UB13/0015 — CURRENT CLASS / CLASS CODE / SLOT

UB16 — SUPERVISOR CLASS / CLASS CODE / SLOT

037677 — POSITION NUMBER

POSITION STATUS (FILLED OR VACANT): F

MERIT SYSTEM STATUS: N

SOURCE OF FUNDING		
085000		015000
STATE	FEDERAL	OTHER

TEMPORARY POSITION:

F — F/P

40.00 — HOURS / WEEK

DATES / HOURS

AGENCY FIELDS: 850 — (017) PROG NUM; 3111711 — (771) BUDGET UNIT

STATE PERSONNEL USE

RUTH L FRITTS
000037677
OLD: N04-UB13-0015
NEW N04-UB02-0015

Classroom Tchr — APPROVED CLASS TITLE

E — FLSA

BAM — APPROVAL

7/7/00 — DATE

update — REQUESTED ACTION (RECLASS UPDATE DO THIS ON PROGRAM CHANGE)

REQUESTED CLASSIFICATION

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1 What knowledge, skills, and abilities are needed by an employee upon entry to this job? Where/how would an individual normally acquire these knowledge skills and abilities?

STATE MINIMUM REQUIREMENTS

Minimum training and experience requirements for education al positions are determined by the Division of Education al Services in conjunction with the Education Reform Act and the South Carolina Department of Education, to include current South Carolina Teacher's Certification

SCDC REQUIREMENTS

Baccalaureate Degree Valid SC Teacher's Certificate

2 Describe the guidelines and supervision an employee receives in order to do this job, including the employee's independence and discretion

1 Daily on-site supervision by school principal through verbal and written communications
2 Annual merit review

3 Supervisor's comments

4 [signature] 5/25/00

2958

'(Back)

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

THIS SECTION OF THE DESCRIPTION IS TO BE COMPLETED BY THE INCUMBENT

JOB PURPOSE

Under limited supervision teaches a group of students either of elementary or secondary level in assignments requiring demonstrated practical experience Plans and conducts classes based on grade level and/or ability of students

ESSENTIAL AND MARGINAL FUNCTIONS

		Percentage of Time
1	Interview incoming students to establish learning rapport (Essential)	5%
2	Maintains records of student attendance and progress and provides informational reports as required (Essential)	10%
3	Plans and prepares student learning activities including developing curriculum based on student needs abilities and interest to be utilized in the learning process (Essential)	10%
4	Provide appropriate instruction to students according to their needs abilities and interests to ensure student progress (Essential)	55%
5	Maintains a learning environment within the classroom (Essential)	5%
6	Provides supervision that safeguards students and aids security (Essential)	5%
7	Maintains teacher competency in the area of assignment (Essential)	5%
8	Performs other educational and related duties as required	5%

SUPERVISORY RESPONSIBILITIES

CLASSIFICATION TITLES OF THREE HIGHEST LEVEL SUBORDINATES — NUMBER

(1) _____ _____

(2) _____ _____

(3) _____ _____

TOTAL NUMBER OF EMPLOYEES SUPERVISED _____

COMMENTS

THIS SECTION OF THE DESCRIPTION WAS COMPLETED BY

Division of Educational Services

(PLEASE PRINT)

6 THE ABOVE DESCRIPTION IS AN ACCURATE AND COMPLETE DESCRIPTION OF MY JOB

Ruth Fudd — 5/25/82

(INCUMBENT'S SIGNATURE) — DATE

SCDC 16-67 (Rev. July 1992)

STATE OF SOUTH CAROLINA
OFFICE OF HUMAN RESOURCES
STATE EMPLOYEE GRIEVANCE COMMITTEE

Hearing in the Matter of Bell, et al., v. SCDC (PUSD No. 1)

SUBMISSION OF DOCUMENTS BY SCDC IN SATISFACTION OF REQUESTS MADE BY PANEL ON NOVEMBER 17, 2008

DOCUMENTS REGARDING RUTH L. FRITTS

UNABLE TO LOCATE POSITION DESCRIPTION FOR POSITION ASSUMED 6/2/2003 (JD30-0111)

PERI320D SOUTH CAROLINA DEPARTMENT OF CORRECTIONS 12/01/08
PERI320M PERSONNEL MANAGEMENT SYSTEM C000175
PERTRANA REVIEW INFORMATION

SSN/EMPL#> 411781232 > FRITTS, RUTH L > CORRECTIONAL OFFICER I

	DATE	EFFECTIVE	REASON	JCLS/BAND/LEVEL	BASE SALARY	PERF	F/P	A/I
	12/02/03	12/02/03	01	JD30 03 E			F	A
_	06/02/02	06/02/02	01	UB02 00		ER	F	A
_	06/02/01	06/02/01	01	UB13 00		ER	F	A
_	06/02/00	06/02/00	01	UB13 00		ER	F	A
_	06/02/99	06/02/99	01	UB13 00		SE	F	A
_	06/02/98	06/02/98	01	UB13 00		ER	F	A
_	06/02/97	06/02/97	01	UB13 00		ER	F	A
_	06/02/96	06/02/96	01	9007 00		ER	F	A
_	06/02/95	06/02/95	01	9007 00		ER	F	A
_	06/02/94	06/02/94	01	9007 00		ER	F	A

LONGEVITY HISTORY | EFFECTIVE AGENCY CLASS/LEVEL BAND INCREASE F/P A/I

ENTER=INQ PF1=ADD PF2=MODIFY PF4=FETCH PF5=CALC NEW DATE PAGE (0001)

4-© 1 Sess-1 167 7 50 33 SCDC1113 5/12

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

FRITTS RUTH L
CLASSROOM TEACHER
LEATH CORR INSTIT (WOMEN)

Position/Classification/Title 9007/Classroom Teacher

Location _____

Date Assigned to Current Position _____

State Employment Date _____

Performance Period
From 4-01-02 To 3-31-03

GENERAL INSTRUCTIONS

Planning Stage

Job Duties. The manager, utilizing suggestions from the supervisor or non-supervising professional employee shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees** However, it is suggested all management and supervisory employees have at ***least one objective.***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period After this discussion, the supervisor shall complete the planning stage document. Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature. The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period.

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the ***entire*** period. Job duties, performance characteristics, and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature. The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments.

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%.

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating. The success criteria shall be incorporated into the employee s performance appraisal for each job duty and objective. Success criteria are not required for performance characteristics However, each performance characteristic shall be defined.

Performance Characteristics shall be given a rating of acceptable/unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3). Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period.

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0). Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description. If the job description is incorrect, it should be updated at the time the planning stage is completed.

The Job Duties section accounts for most or all of the employee's workload. The job duties section should have a total weight factor which when added to the Objectives Section should equal 100%. The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section., The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25%. At least one objective is suggested to be established for all supervisors.

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		.30
3	20%		1		.20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1 45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		.20
2	10%		1		10
3	5%		1		05
Total	25%				.35
Average Weighted Review Total	100%				1.80

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform x Level 0-1 2-3	= Weighted Average
1 Job Duty: Interviews incoming students to establish learning rapport.			
Success Criteria: Interviews all students assigned to class and develops an individual education plan (IEP) with the students based on diagnostic profile of test scores, needs and interests.			
Actual Performance	10	3	30
2 Job Duty: Maintains records of student attendance and progress and provides informational reports as required.			
Success Criteria: Individual folders will be set up on each student with the IEP, student test data and on-going student progress documentation. Ensures that attendance records and reports are accurate. Student progress documentation shall reflect level, type and date of instruction, including student feed back through teacher assessment. Maintains EIA remedial basic skill sheets on EPA students where applicable. Maintains Chapter I records where applicable.			
Actual Performance:	10	3	30
3 Job Duty: Plans and prepares student learning activities, including developing curriculum based on students needs, abilities and interests to be utilized in the learning process.			
Success Criteria: Reviews and selects instructional materials that are relevant. Selects audio-visual media, including the use of computer assisted instruction. Ensures that sufficient instructional materials are available. Ensures that A/V equipment are			
Actual Performance: functional.	10	3	30
4 Job Duty: Provides appropriate instruction to students according to their needs, abilities and interests to ensure student progress.			
Success Criteria: Ensures that an individualized plan of assessing student needs, identifying deficiencies, prescribing instructional activities and evaluating progress are used for each student. Uses a variety of teaching techniques and strategies. Uses a variety of appropriate instructional materials and equipment which support teaching activities. Provides special assistance to students who need it. Maintains a minimum loss of instructional time. Records student activities daily.			
Actual Performance	40	3	120

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform x Level 0-1 2-3	= Weighted Average
5 Job Duty: Maintains a learning environment within the classroom.			
Success Criteria: Uses consistent rules and demonstrates firmness in student discipline and order. Maintains reasonable control over disruptive behavior. Uses stimulating techniques to motivate students. Neatness and cleanliness of classroom is	10	3	30
Actual Performance: evident.			
6 Job Duty: Provides supervision that safeguards students and aids in security.			
Success Criteria: Follows institutional security regulations consistently in regard to students, materials and equipment.	5	3	15
Actual Performance:			
7 Job Duty: Maintains Teacher competency in the area of assignment.			
Success Criteria: Attends all mandatory inservice training sessions. Participates in special training sessions in area of assignment. Demonstrates reasonable success in student progress. Keeps certificates updated.	5	2	10
Actual Performance:			
8 Job Duty: Performs other educational and related duties as requires.			
Success Criteria: The extent to which additional assignments are completed.	5	1	5
Actual Performance:			
Total Section I Summary Rating:	95		250

2965

Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1. Characteristic. Promoting Equal Opportunity Definition. Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational commitment to equal opportunity (Management and Supervisory Employees **Only**)	NA
2. Characteristic. Leadership Definition. Employee can be relied upon to guide others to the accomplishment of objectives/responsibilities and outcomes, develop teamwork, and resolve conflict.	A
3 Characteristic. Problem Analysis Definition. Able to identify problems and relevant issues and ~~breaks problems into components; sees relationships~~ and alternative solutions and arrives at sound conclusions through logical process, able to evaluate services rendered	A
4 Characteristic. Judgement Definition. Able to reason, compare, understand, and think rationally ~~on the job, makes quality work-related decisions~~ based on sound conclusions and separates facts from opinions, able to assess the achievement of others and translate into a corrective action plan.	A
5 Characteristic. Job Knowledge Definition. Knows the details of the job and follows all job procedures accurately.	A+
6 Characteristic. Technical Competence Definition. Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job.	A+
7 Characteristic. Internal Relations Definition. Degree to which one works effectively and cooperatively with others and other departments in achieving organizational goals and expected outcomes Degree of responsiveness to organizational changes.	A
8 Characteristic: Communication Ability Definition. Ability of the employee to present accurate information to other employees, peers, and superiors and to enhance the flow of information to inform management.	A
9 Characteristic: Quality of Work Definition. Neatly, thoroughly, and accurately completes job assignments according to established standards of quality	A
10 Characteristic. Safety Definition. Follows established safety practices and corrects unsafe work practices on the job; capable of creating a positive and disciplined environment.	A

Section III
OBJECTIVES SECTION

	Weight Factor %	Perform x Level 0-1-2-3	= Weighted Average
1 Objective. Conduct a multi-class learning activity in life skills, health, science			
Success Criteria. social studies at least quarterly			
Actual Performance	5	3	15
2 Objective.			
Success Criteria.			
Actual Performance.	____	____	____
3 Objective:			
Success Criteria			
Actual Performance:	____	____	____
4 Objective			
Success Criteria.			
Actual Performance	____	____	____
Total Section III Summary Rating:	5		15

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

provides excellent classroom instruction, management and planning, good motivator for student achievement

2. Identify employee's areas in need of improvement.

None noted at this time

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance.

continue training and development on new skills as arrent

V Summary rating for each section.

	Weighted Average
Job Duties Section I	2.50
Objectives - Section III	1.5
Appraisal Overall Weighted Average Total	2.65

(2.5 - 3.0 = Substantially Exceeds Performance Requirements)

(1.5 - 2.49 = Exceeds Performance Requirements)

(0.5 - 1.49 = Meets Performance Requirements)

(0.0 0 49 = Below Performance Requirements)

VI. Justification For Below or Substantially Exceeds Rating.

VII. Employee Comment.

VIII Planning /stage:

Rating Supervisor _____ Date 4-25-02

Reviewing Official _____ Date 4-25-02

Concurring Official _____ Date _____

Employee _____ Date 4/25/02

(My signature indicates that I have discussed the planning stage and position description with my supervisor - not that I necessarily agree.)

IX. Evaluation Stage:

Rating Supervisor _____ Date 5-1-03

Reviewing Official Bernice Wiggleton Date 5-1-03

Concurring Official _____ Date _____

Employee _____ Date 5-1-03

(My signature indicates that I have discussed the planning stage and position description with my supervisor not that I necessarily agree.)

```
  PERI270D                EMPLOYEE INQUIRY                              12/01/08
  PERI270M                                                             08/03/2003
SSN     > 411-78-1232                      EMPL # > 015110 STATUS> T  001
NAME    > FRITTS, RUTH L                   SCDC # > 010502 OHR  #> P1  000037901
STREET > 118 HIAWATHA DR                   JCLS/BAND/LEVEL >    JD30  03  E
                                               SLOT   > 0111  JOB COUNTY > 24
CITY    > BELTON              SC 29627-2108  SECURITY IND> 2    FLSA   > 2
CONTACT PHONE > 864-338-7190 COUNTY > 04     II LEATH CORR INSTIT (WOMEN)
WORK PHONE > 803-896-1000                    TITLE > CORRECTIONAL OFFICER I
EDUCATION LEVEL > 18       BASE PAY     >    26,909  WORK HOURS >  40 00
HIRE DATE       > 10/07/91 SPEC INCEN   >            RACE        > WHITE
STATE HIRE DATE> 10/07/91  ADD BEN >    >            SEX         > FEMALE
REVIEW DATE     > 12/02/03 EMER RES TEAM>            EMER TEAM   >
PROB END DATE   >          SPECIAL PAY  >            CITIZEN     > YES
CONT SERV DATE > 10/07/91  TOTAL ANNUAL >    26,909  MARITAL     > SINGLE
SEC  SERV DATE > 10/07/91                            SEC STEP    > 02  06/02/03
BIRTH DATE      > 07/05/50 SEMI-MONTHLY >  1 121 20  FED CAT     > 04
RETIRE SYSTEM   > POLICE   HOURLY RATE  >     12 93  CERTIFIED   >
RETIRE IND > N     A/L PAY > Y                       FILING STATUS> SINGLE
FUND > 41000 > 1 0000   BUDGET > 31171               FED EXEMPT    > 00
     >       >          BCLASS > 015800              STATE EXEMPT > 00
     >       >          PGM    > 211
 PF4=FETCH EMPLOYEE  PF5=DEDUCTIONS  PF6=ONE-TIME PAY  PF7=EARNINGS  PF8=UPDATE
> EMPLOYEE INFORMATION DISPLAYED
4-©              1 Sess-1    167 7 50 33              SCDC1113          3/10
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STATE OF SOUTH CAROLINA
OFFICE OF HUMAN RESOURCES
STATE EMPLOYEE GRIEVANCE COMMITTEE

Hearing in the Matter of Bell, et al., v. SCDC (PUSD No. 1)

SUBMISSION OF DOCUMENTS BY SCDC IN SATISFACTION OF REQUESTS MADE BY PANEL ON NOVEMBER 17, 2008

DOCUMENTS REGARDING NANCY B. GLENN

PERI310D SOUTH CAROLINA DEPARTMENT OF CORRECTIONS 12/01/08
PERI310M HUMAN RESOURCES MANAGEMENT SYSTEM
PERTRANA SALARY HISTORY

SSN > 251-82-5953 > GLENN NANCY B > CERTIFIED TEACHER

	EFF DATE	REASON CODE	SEC STEP	LOC	CLASS CODE	BND	LVL	SLOT	LSA CDE	BASE SALARY	ADDL BENEFITS	ANNUAL SALARY
_	06/02/08	03		32222	UB02	00		0004	1	60664	0 00	60664
_	06/02/07	03		32222	UB02	00		0004	1	57459	0 00	57459
_	09/17/06	17		32222	UB02	00		0004	1	54371	0 00	54371
_	06/02/06	03		32222	UB02	00		0075	1	54371	0 00	54371
_	06/02/05	03		32222	UB02	00		0075	1	51672	0 00	51672
_	03/17/05	02		32222	UB02	00		0075	1	50577	0 00	50577
_	06/02/04	03		32292	JD30	03	E	2637	2	27716	0 00	27716
_	06/02/03	45	02	32292	JD30	03	E	2637	2	26909	0 00	26909
_	06/02/02	03		32292	UB02	00		0047	1	48168	0 00	48168
_	05/23/02	25		32292	UB02	00		0047	1	47083	0 00	47083
_	06/02/01	03		32292	UB13	00		0047	1	47083	0 00	47083
_	06/02/00	03		32292	UB13	00		0047	1	44235	0 00	44235
_	11/02/99	BU		32292	UB13	00		0047	1	39697	0 00	39697
_	06/02/99	03		32211	UB13	00		0047	1	39697	0 00	39697

PF4=FETCH EMPLOYEE PF2=MODIFY/DELETE PF1=ADD PF3=CHANGE CODE PAGE (0001)

4-© 1 Sess-1 167 7 50 33 SCDC1319 5/7

(Front)

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

SCDC USE ONLY

SC DEPT OF CORRECTIONS — AGENCY NAME

Edue/Stevenson/32292 — DIVISION / SECTION / UNIT

Nancy Glenn — INCUMBENT'S NAME

Columbia/Richland 40 — CITY / COUNTY / CODE

Librarian/UB13/0047 — CURRENT CLASS / CLASS CODE / SLOT

UB16 0013 — SUPERVISOR CLASS / CLASS CODE / SLOT

082830 — POSITION NUMBER

POSITION STATUS (FILLED OR VACANT) F — MERIT SYSTEM STATUS N

SOURCE OF FUNDING

STATE	FEDERAL	OTHER
07000		03000

TEMPORARY POSITION

F — P/P — 3750 — HRS PER MONTH — 1950 — BEGIN DATE

AGENCY FIELDS 820 — FUNCTION NAME — 32292 — SYMBOLIC LOCN

STATE PERSONNEL USE

NANCY B GLENN
000082830
OLD:N04-UB13-0047
NEW*N04-UB02-0047

CLASSROOM TEACHER — APPROVED CLASS TITLE — E — FLSA

APPROVAL — 07 06 00 — DATE

update — (FOR STATE PERSONNEL USE ONLY)

— — CLASSIFICATION

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1 What knowledge skills and abilities are needed by an employee upon entry to this job? When / how would an individual normally acquire these knowledge skills and abilities?

STATE MINIMUM REQUIREMENTS

Baccalaureate Degree Valid SC Teacher's Certificate and 24 hours of accredited library science courses

Two years teaching experience and/or library work

SCDC REQUIREMENTS

Minimum training and experience requirements for educational positions are determined by the Division of Educational Services in conjunction with the Education Reform Act and the South Carolina Department of Education to include current South Carolina Teacher's Certification

2 Describe the guidelines and supervision an employee receives in order to do this job, including the employee's independence and discretion

1 Daily on-site supervision by school principal through verbal and written communications

2 Annual merit review

3 Supervisor's comments

4 Bobby L Stevenson — SUPERVISOR'S SIGNATURE — 5-24-2000 — DATE — OTHER REQUIRED SIGNATURE — DATE

2973

(Back)

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

THIS SECTION OF THE DESCRIPTION IS TO BE COMPLETED BY THE INCUMBENT

1 JOB PURPOSE

Under general supervision directs all phases of library services including program development, student assistance, reader assistance, library instruction, and inmate supervision

2 ESSENTIAL AND MARGINAL FUNCTIONS

		Percentage of Time
1	Provides reader assistance and service to all interested inmates, including the general population and satellite services (Essential)	20%
2	Creates, promotes, and implements library programs for readers and non-readers (Essential)	10%
3	Provides basic library skills instruction to all interested inmates (Essential)	15%
4	Provides supervision of library inmate workers (Essential)	15%
5	Provides input for materials selection (Essential)	10%
6	Provides for effective use of materials (Essential)	15%
7	Provides statistics and reports as required. (Essential)	10%
8	Performs other educational and related duties as required	5%

3 SUPERVISORY RESPONSIBILITIES

CLASSIFICATION TITLES OF THREE HIGHEST LEVEL SUBORDINATES	NUMBER
(1)	
(2)	
(3)	

TOTAL NUMBER OF EMPLOYEES SUPERVISED _____

4 COMMENTS

5 THIS SECTION OF THE DESCRIPTION WAS COMPLETED BY

_____ [PLEASE PRINT]

6 THE ABOVE DESCRIPTION IS AN ACCURATE AND COMPLETE DESCRIPTION OF MY JOB

_____ [INCUMBENT'S SIGNATURE] 5-24-00 DATE

SCDC 16-87 (Rev. July 1992)

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(Front)

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

SCDC USE ONLY

SC DEPT. OF CORRECTIONS — AGENCY NAME

Security/Stevenson Corr. Institut — DIVISION / SECTION / UNIT

Grant, Charley L — INCUMBENT'S NAME

Columbia/Richland — CITY / COUNTY — 40 CODE

C01/JD30/2637 — CURRENT CLASS / CLASS CODE / SLOT

C01/JD35/1258 — SUPERVISOR CLASS / CLASS CODE / SLOT

038143 — POSITION NUMBER

POSITION STATUS (FILLED OR VACANT): F — MERIT SYSTEM STATUS: N

SOURCE OF FUNDING

STATE	FEDERAL	OTHER
100%		

TEMPORARY POSITION

F/P: F — HOURS / WEEK: 40.00 — BASE / HOURS: 2080.0

AGENCY FIELDS: (017) PROGRAM: 211 — (771) BUDGET UNIT: 32292

STATE PERSONNEL USE

CLASS CODE: JD30 — AGENCY: N04 — SLOT: 2637

OPEN DATE: — ACTION: U

Officer I — APPROVED CLASS TITLE — FLSA: N

Bmm — APPROVAL — 8/11/97 — DATE

Update — REQUESTED ACTION (RECLASS, UPDATE, BU HRS OR PROGRAM CHANGE)

REQUESTED CLASSIFICATION

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1 What knowledge skills and abilities are needed by an employee upon entry to this job? Where / how would an individual normally acquire these knowledge, skills and abilities?

High school graduate or state high school equivalency certificate Satisfactory completion of academic and on-the-job training in the SCDC as required for certification Six months work experience in correctional security or police work

2 Describe the guidelines and supervision an employee receives in order to do this job, including the employee's independence and discretion

Incumbent is supervised by direct observation and unannounced inspections, review of records and reports submitted to facility head and other supervisory personnel

RECEIVED
AUG 11 1999
CLASS & COMP

3 Supervisor's comments

Ability to supervise, direct, and control the activities of persons in subordinate positions and to influence inmates to adhere to desired behavior standards is desirable

4 [signature] — SUPERVISOR'S SIGNATURE — 6/8/99 — DATE — OTHER REQUIRED SIGNATURE — DATE

2915

(Back)

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

OFFICE I/PQ

THIS SECTION OF THE DESCRIPTION IS TO BE COMPLETED BY THE INCUMBENT

1 **JOB PURPOSE** Under general supervision, maintain proper security, discipline and safety for all inmates and property under his/her control, assists in counseling inmates regarding work habits and personal matters, develop and maintain a professional rapport with all inmates under his/her supervision and a cooperative relationship with co-workers and others in the working environment Provide informal orientation/guidance as necessary Document and prepare written reports on situations both routine and unusual, which occur at the facility Positions assigned to this class would be found in a minimum security, work release or pre-release facility

2 ESSENTIAL AND MARGINAL FUNCTIONS	Percentage of Time
1 Supervise inmates in their living quarters, cafeteria, work area, recreation area and outside their assigned facility, e g , in transit, on sick call, in court, worksite, etc (Essential)	35%
2 Make regular security inspections and searches of facility, equipment, vehicles, people (inmates visitors and employees), and grounds and takes appropriate corrective action (Essential)	15
3 Prepare and submit written reports on daily activities, disciplinary infractions, accidents, and incidents (Essential)	15%
4 Advise and council inmates, as necessary, concerning work habits and personal matters (Essential)	5
5 As necessary, may operate security devices such as gates and doors (manual and electric), "dead lock" weapons (lethal and non-lethal) and mechanical restraining devices (Essential)	5
6 Supervise inmates and assist in the maintenance of safety and sanitation standards of the facility. (Essential)	10%
7 Develop and maintain a professional rapport with all inmates under his/her control, may resolve verbal and physical disputes among inmates to include use of force when appropriate (Essential)	15%
8 Investigate matters as assigned/delegated by higher authority (Essential)	5%

3 **SUPERVISORY RESPONSIBILITIES**

CLASSIFICATION TITLES OF THREE HIGHEST LEVEL SUBORDINATES	NUMBER
(1)	
(2)	
(3)	

TOTAL NUMBER OF EMPLOYEES SUPERVISED

4 **COMMENTS**

Actual duties within these parameters may vary in each facility
Post descriptions for all positions are posted in all facilities

5 THIS SECTION OF THE DESCRIPTION WAS COMPLETED BY	6 THE ABOVE DESCRIPTION IS AN ACCURATE AND COMPLETE DESCRIPTION OF MY JOB
DAVID WALLS / SGT (PLEASE PRINT)	(INCUMBENT'S SIGNATURE) 6-2-99 DATE

SCDC 16-48 (Revised December 1994)

(Front)

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

SCDC USE ONLY

SC DEPT OF CORRECTIONS — AGENCY NAME

Education/Trenton/32222 — DIVISION / SECTION / UNIT

Juanita Gilbert — INCUMBENT'S NAME

Trenton/Aiken — CITY / COUNTY

02 — CODE

Classroom Tchr/UB13/0075 — CURRENT CLASS / CLASS CODE / SLOT

UB.16 — 0018 — SUPERVISOR CLASS / CLASS CODE / SLOT

117246 — POSITION NUMBER

POSITION STATUS (F)ILLED OR (V)ACANT: F — MERIT SYSTEM STATUS: N

SOURCE OF FUNDING		
04.00.0		06.00.0
STATE	FEDERAL	OTHER

TEMPORARY POSITION

F — P/P — 37.50 — HOURS / WEEK — 1950 — BASE / HOURS

AGENCY FIELDS: 8510 — DIVISION — 32.2.2.2 — UNIT

STATE PERSONNEL USE

JUANITA ROSE GILBERT
000117246
OLD NO4-UB13-0075
NEW NO4-UB02-0075

CLASSROOM TEACHER — APPROVED CLASS TITLE — E — PLAN

APPROVAL — 07 06 00 — DATE

Update — REQUESTED ACTION (NEW CLASS, UPDATE, NO TITLE OR PROGRAM CHANGE)

REQUESTED CLASSIFICATION

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1 What knowledge skills, and abilities are needed by an employee upon entry to this job? Where/how would an individual normally acquire these knowledge skills and abilities?

STATE MINIMUM REQUIREMENTS

Minimum training and experience requirements for educational positions are determined by the Division of Education al Services in conjunction with the Education Reform Act and the South Carolina Department of Education, to include current South Carolina Teacher's Certification

SCDC REQUIREMENTS

Baccalaureate Degree Valid SC Teacher's Certificate.

2 Describe the guidelines and supervision an employee receives in order to do this job, including the employee's independence and discretion

1. Daily on-site supervision by school principal through verbal and written communications.
2. Annual merit review

3 Supervisor's comments

4 [signature] — SUPERVISOR'S SIGNATURE — 5/31/01

77

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(Back) .

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

THIS SECTION OF THE DESCRIPTION IS TO BE COMPLETED BY THE INCUMBENT

1 JOB PURPOSE

Under limited supervision teaches a group of students either of elementary or secondary level in assignments requiring demonstrated practical experience Plans and conducts classes based on grade level and/or ability of students

2 ESSENTIAL AND MARGINAL FUNCTIONS

		Percentage of Time
1	Interview incoming students to establish learning rapport (Essential)	5%
2	Maintains records of student attendance and progress and provides informational reports as required (Essential)	10%
3	Plans and prepares student learning activities including developing curriculum based on student needs, abilities and interest to be utilized in the learning process (Essential)	10%
4	Provide appropriate instruction to students according to their needs abilities and interests to ensure student progress (Essential)	55%
5	Maintains a learning environment within the classroom (Essential)	5%
6	Provides supervision that safeguards students and aids security (Essential)	5%
7	Maintains teacher competency in the area of assignment (Essential)	5%
8	Performs other educational and related duties as required	5%

3 SUPERVISORY RESPONSIBILITIES

CLASSIFICATION TITLES OF THREE HIGHEST LEVEL SUBORDINATES	NUMBER
(1)	
(2)	
(3)	

TOTAL NUMBER OF EMPLOYEES SUPERVISED

4 COMMENTS

5 THIS SECTION OF THE DESCRIPTION WAS COMPLETED BY

Division of Educational Services

(PLEASE PRINT)

6 THE ABOVE DESCRIPTION IS AN ACCURATE AND COMPLETE DESCRIPTION OF MY JOB

Brenda Tolbert — 5/31/90

(INCUMBENT'S SIGNATURE) DATE

SCDC 14-47 (Rev. July 1990)

78

2978

(Fro

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

SCDC USE ONLY

SC DEPT OF CORRECTIONS — AGENCY NAME

Educ / Trenton / 32222 — DIVISION / SECTION / UNIT

Wadonna Dedmondt — INCUMBENT'S NAME

Trenton / Aiken — CITY / COUNTY

02 — CODE

Librarian / UB13 / 0004 — CURRENT CLASS / CLASS CODE / SLOT

UB16 / 0018 — SUPERVISOR CLASS / CLASS CODE / SLOT

038927 — POSITION NUMBER

POSITION STATUS (FILLED OR VACANT) F — MERIT SYSTEM STATUS N

SOURCE OF FUNDING		
04000		06000
STATE	FEDERAL	OTHER

TEMPORARY POSITION

F — F/P — 3750 — HRS/WEEK — 1950 — ANN HOURS

AGENCY FIELDS — 820 — 322222

STATE PERSONNEL USE

WADONNA W DEDMONDT
000038927
OLD*N04-UB13-0004
NEW*N04-UB07-0004

Classroom Tchr — APPROVED CLASS TITLE — E — FLSA

BAM — APPROVAL — 7600 — DATE

update — REQUESTED ACTION (CREATE, UPDATE OR DELETE CHECK IF CHANGED)

Classroom Teacher — POSITION CLASSIFICATION

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1 What knowledge skills and abilities are needed by an employee upon entry to this job? Where / how would an individual normally acquire these knowledge skills and abilities?

STATE MINIMUM REQUIREMENTS
Baccalaureate Degree Valid SC Teacher's Certificate and 24 hours of accredited library science courses
Two years teaching experience and/or library work
SCDC REQUIREMENTS
Minimum training and experience requirements for educational positions are determined by the Division of Educational Services in conjunction with the Education Reform Act and the South Carolina Department of Education to include current South Carolina Teacher's Certification

2 Describe the guidelines and supervision an employee receives in order to do this job, including the employee's independence and discretion

1 Daily on-site supervision by school principal through verbal and written communications

2 Annual merit review

3 Supervisor's comments

4 [signature] — SUPERVISOR'S SIGNATURE — 5/31/01 — DATE — OTHER REQUIRED SIGNATURE — DATE

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(Back)

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

THIS SECTION OF THE DESCRIPTION IS TO BE COMPLETED BY THE INCUMBENT

1 JOB PURPOSE

Under general supervision directs all phases of library services including program development, student assistance, reader assistance, library instruction, and inmate supervision

2 ESSENTIAL AND MARGINAL FUNCTIONS	Percentage of Time
1 Provides reader assistance and service to all interested inmates, including the general population and satellite services (Essential)	20%
2 Creates, promotes, and implements library programs for readers and non-readers (Essential)	10%
3 Provides basic library skills instruction to all interested inmates (Essential)	15%
4 Provides supervision of library inmate workers (Essential)	15%
5 Provides input for materials selection (Essential)	10%
6 Provides for effective use of materials (Essential)	15%
7 Provides statistics and reports as required (Essential)	10%
8 Performs other educational and related duties as required	5%

3 SUPERVISORY RESPONSIBILITIES

CLASSIFICATION TITLES OF THREE HIGHEST LEVEL SUBORDINATES — NUMBER

(1) _____ _____

(2) _____ _____

(3) _____ _____

TOTAL NUMBER OF EMPLOYEES SUPERVISED _____

4 COMMENTS

5 THIS SECTION OF THE DESCRIPTION WAS COMPLETED BY

Dir of Ed
(PLEASE PRINT)

6 THE ABOVE DESCRIPTION IS AN ACCURATE AND COMPLETE DESCRIPTION OF MY JOB

Wedoma W Delmondt 6-2-2000
(INCUMBENT'S SIGNATURE) DATE

SCDC 16-87 (R July 1992)

2930

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PERI320D        SOUTH CAROLINA DEPARTMENT OF CORRECTIONS                11/25/08
PERI320M              PERSONNEL MANAGEMENT SYSTEM                       C000175
PERTRANA                 REVIEW INFORMATION

SSN/EMPL#> 015688      > GLENN  NANCY B                 > CERTIFIED TEACHER
                                                        BASE
      DATE     EFFECTIVE REASON  JCLS/BAND/LEVEL      SALARY    PERF  F/P  A/I
_   09/17/09   09/17/09    01     UB02   00                              A
_   09/17/08   09/17/08    01     UB02   00                      ER      A
_   09/17/07   09/17/07    01     UB02   00                      ER      A
_   09/17/06✓  09/17/06    01     UB02   00                      ER      A
_   09/17/05   09/17/05    01     UB02   00                      ER   F  A
_   12/02/04   12/02/04    01     JD30   03  E                   MR   F  A
_   12/02/03   12/02/03    01     JD30   03  E                   ER   F  A
_   06/02/02   06/02/02    01     UB02   00                      ER   F  A
_   06/02/01   06/02/01    01     UB13   00                      ER   F  A
_   06/02/00   06/02/00    01     UB13   00                      ER   F  A
LONGEVITY  |   EFFECTIVE   AGENCY CLASS/LEVEL BAND    INCREASE   F/P  A/I
HISTORY    |
           |
           |
           |
ENTER=INQ  PF1=ADD  PF2=MODIFY  PF4=FETCH  PF5=CALC NEW DATE     PAGE ( 0001 )

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STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Na GLENN NANCY B
CLASSROOM TEACHER
On STEVENSON CORRECTIONAL INSTITUTION

osition/Classification/Title UB13 Librarian

ocation

Date assigned to Current Position

State Employment Date

Performance Period
From 4-01-02 To 3-31-03

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager, utilizing suggestions from the supervisor or non supervising professional employee, shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee. **Objectives may be identified for management, supervisory and non-supervisory employees** However, it is suggested all management and supervisory employees have at ***least one objective***

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employee's job duties/objectives for the upcoming period. After this discussion, the supervisor shall complete the planning stage document. Prior to discussing the completed planning stage with the employee, the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature. The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period.

Evaluation Stage

The manager will complete the evaluation document based on the employee's performance for the ***entire*** period. Job duties, performance characteristics, and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage.

Once the manager has completed the evaluation document, it will be presented to the reviewing official and concurring official, if applicable, for signature. The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employee's signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective. The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements" rating The success criteria shall be incorporated into the employee s performance appraisal for each job duty and objective. Success criteria are not required for performance characteristics However, each performance characteristic shall be defined

Performance Characteristics shall be given a rating of acceptable/unacceptable.

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3). Work that is characterized by exemplary accomplishments throughout the rating period, performance that is considerably and consistently above the success criteria of the job.

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1). Work that meets the success criteria of the job.

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties), as outlined in the employee's job description. If the job description is incorrect, it should be updated at the time the planning stage is completed.

The Job Duties section accounts for most or all of the employee's workload. The job duties section should have a total weight factor which when added to the Objectives Section should equal 100%. The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable. No weight factor should be assigned to this section , The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25%. At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

Job Duties	Example Weight Factor	x	Example Perform Level	=	Weighted Average
1	20%		3		60
2	15%		2		.30
3	20%		1		.20
4	10%		1		10
5	5%		3		15
6	5%		2		10
Total	75%				1.45
Performance Characteristics					
1			A		
2			A		
3			U		
Total					
Objectives					
1	10%		2		.20
2	10%		1		10
3	5%		1		05
Total	25%				.35
Average Weighted Review Total	100%				1.80

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform Level 0-1-2-3	Weighted Average
1 Job Duty: Provides reader assistance and service to all interested inmates, including the general population and satellite services. Success Criteria: Librarian develops book talks, reading program, bibliographies, book requests, reference assistance, reader recommendations. Actual Performance: Has gone beyond what is required to assist inmates.	20	3	.60
2 Job Duty: Creates, promotes, and implements library programs for readers and non-readers Success Criteria: Librarian develops programs, (e.g. literacy, NIF, etc.) which stimulate inmate involvement, increase self-esteem, and foster creativity. Actual Performance: Has excellent programs at SCI and KCI	10	3	.30
3 Job Duty: Provides basic library skills instruction to all interested inmates Success Criteria: Librarian conducts instruction in catalog use, reference skills, etc. as needed to groups, individuals, and education classes Actual Performance: Works well with inmates on library use.	15	2	.30
4 Job Duty: Provides supervision of library inmate workers. Success Criteria: Librarian hires, trains, supervises all inmate workers assigned to the library. Training is provided on an on-going basis as needed. Actual Performance: Supervises inmates well.	15	2	.30

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform x Level 0-1 2-3	= Weighted Average
5 Job Duty: Provides input for materials selection			
Success Criteria: Librarian uses available selection aids, patron's requests, curriculum needs, and popular interests to develop a selection list for all forms and levels of material.			
Actual Performance: Has done an excellent job selecting materials especially with budget -	10	2	.20
6 Job Duty: Provides for effective use of materials.			
Success Criteria: Librarian organizes materials, including the card catalog, for effective use The collection is evaluated on a periodic basis			
Actual Performance: Has developed excellent procedures for retention of materials	.15	3	.45
Job Duty: Provides statistics and reports as required			
Success Criteria: Librarian collects statistics, writes reports, and turns them in as required in a timely manner.			
Actual Performance: Reports are done in a timely manner -	10	3	.30
Job Duty: Performs other educational and related duties as required.			
Success Criteria			
Actual Performance: Has responded well to any additional requests	05	3	.15
Total Section I Summary Rating:	100		2.60

Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1 Characteristic: Promoting Equal Opportunity Definition. Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational commitment to equal opportunity (Management and Supervisory Employees **Only**)	A
2 Characteristic: Dependability Definition. Employee can be relied upon to meet work schedules and fulfill job responsibilities and commitments	A
3 Characteristic Reliability Definition. Employee gives consistent delivery of what is required when it is required	A
4 Characteristic. Initiative Definition: Employee starts assignments without prompting and independently contributes ideas and projects and acts upon new opportunities Thinks and acts independently and promptly undertakes to solve problems.	A
Characteristic. Punctuality Definition. Employee is prompt in reporting for work and effectively and efficiently uses his time to accomplish his job task	A
Characteristic. Internal Relations Definition Employee works effectively and cooperatively with other employees in achieving organizational goals The employee is responsive to organizational needs	A
Characteristic Judgement Definition The employee is able to reason, compare, understand, and think rationally on the job He makes quality work related decisions based on sound conclusions and separates facts from opinions	A
haracteristic Technical Competence efinition The employee possesses the necessary knowledge to perform his job effectively He is able to apply whats he has learned about his job	A
aracteristic Professional/Personal Growth finition. The employee is willing to participate in seminars, classes, workshops, conferences, and training in order to update his skills.	A
uracteristic. Professional Attitude nition. The employee exhibits concern for the inmates' library needs.	A

Section III
OBJECTIVES SECTION

	Weight Factor %	x	Perform Level 0-1-2-3	=	Weighted Average
1 Objective.					
Success Criteria.					
Actual Performance					
2 Objective					
Success Criteria.					
Actual Performance.					
3 Objective.					
Success Criteria.					
Actual Performance					
4 Objective:					
Success Criteria.					
Actual Performance.					
Total Section III Summary Rating					

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths.
Ms Glenn continued to show professionalism in working with both staff and inmates.

2 Identify employee's areas in need of improvement.
None noted

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance.
Continue to take advantage of training offered by SCDC and outside the Agency

/ Summary rating for each section

Weighted Average

Job Duties - Section I 2.60

Objectives Section III

Appraisal Overall Weighted Average Total

(2.5 3 0 = Substantially Exceeds Performance Requirements)

(1.5 2.49 = Exceeds Performance Requirements)

(0 5 1 49 = Meets Performance Requirements)

(0.0 0 49 = Below Performance Requirements)

VI. Justification For Below or Substantially Exceeds Rating

Ms Glenn has consistently gone above and beyond what is required. She has assisted inmates by locating needed materials and resources at other locations. She has assisted with functions at Shoot on her own time.

VII. Employee Comment.

VIII. Planning /stage.

Rating Supervisor Ellen S Bailey Date 4-23-02

Reviewing Official Date

Concurring Official Date 4-22-02

Employee Date

(My signature indicates that I have discussed the planning stage and position description with my supervisor - not that I necessarily agree)

IX Evaluation Stage

Rating Supervisor Ellen S Bailey Date 5-2-03

Reviewing Official Date 5/5/03

Concurring Official Date

Employee Date 5-7-03

(My signature indicates that I have discussed the planning stage and position description with my supervisor - not that I necessarily agree.)

STATE OF SOUTH CAROLINA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM
SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

Name Nancy Glenn

Position/Classification Title Correctional Officer I

Organizational Unit 32292

Location Stevenson

Date Assigned to Current Position

State Employment Date

Performance Period
From 12202

To 1220

GENERAL INSTRUCTIONS

Planning Stage

Job Duties The manager utilizing suggestions from the supervisor or non-supervising professional employee shall select job duties from the employee's most recent position description and develop success criteria for each job duty

Performance Characteristics. Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the manager and employee from a list developed by the Division of Personnel Administration All management and supervisory employees are required to be reviewed on promoting equal opportunity

Objectives The objectives section allows for managers to document special projects/programs or career development requested by the employee **Objectives may be identified for management, supervisory and non-supervisory employees.** However it is suggested all management and supervisory employees have at least one objective

The supervisor should initially meet with the employee to discuss the position description and how it relates to the employees job duties/objectives for the upcoming period After this discussion the supervisor shall complete the planning stage document Prior to discussing the completed planning stage with the employee the manager will present the final document to the reviewing and concurring official if applicable for signature The manager will then complete the planning stage by meeting with the employee to review his/her planning stage for the period and obtain the employee's signature The completed planning document will be placed in the employees personnel file to be used as the evaluation document at the end of the review period

Evaluation Stage

The manager will complete the evaluation document based on the employees performance for the ***entire*** period Job duties performance characteristics. and objectives shall be rated on how well the employee has met the success criteria as outlined in the planning stage

Once the manager has completed the evaluation document it will be presented to the reviewing official and concurring official if applicable for signature The manager will then schedule a meeting with the employee to discuss his/her performance and obtain the employees signature and appropriate comments

Objectives

Objectives are an identified project (something above and beyond normal duties and responsibilities) to be focused on and accomplished by an employee during the rating period Success Criteria must be developed for each objective The objectives section should not have a total weight value to exceed 25%

Success Criteria

Success Criteria should specify the expected level of performance necessary to obtain a "meets performance requirements rating The success criteria shall be incorporated into the employee's performance appraisal for each job duty and objective Success criteria are not required for performance characteristics However each performance characteristic shall be defined

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform x Level 0-1-2 3	Weighted Average
1 Job Duty: Supervises inmates (Living quarters work areas in transit etc)			
Success Criteria: Ensures inmate assignments are carried out monitors all inmate activity ensuring order and control.			
Actual Performance: CO Glenn has made a wonderful transition from Liberian to officer Also she provides daily supervision of inmates in the library, assists operaitons with processing inmates in/out to include providing security for the law library and other transportation needs	35%	2	.70
2 Job Duty: Conducts security checks (Inspections searches).			
Success Criteria: Ensures security & compliance with post description as defined by the institution.			
Actual Performance: CO Glenn assists operations along with the on duty shifts with conducting frisk searches and shakedowns of the inmate s person and/or property	10%	2	20
3 Job Duty: Prepares and submits written reports as necessary.			
Success Criteria: Prepares and submits required institutional reports without error in accordance with institutional guidelines and time frames			
Actual Performance: CO Glenn assists Operations and Educational Services with ensuring all monthly reports are accurate and completed in a timely manner.	10%	2	20
4 Job Duty: Safely operates and maintains security devices (Gates, weapons restraints, etc			
Success Criteria: Ensures proper operation and use of security devices in accordance with institutional training guidelines and policies			
Actual Performance: CO Glenn is security conscious and follows procedures according to agencies policy and training	5%	1	05

Section I
JOB DUTIES
(From Position Description)

	Weight Factor %	Perform x Level 0-1-2-3	Weighted Average
5 Job Duty Maintains safety and sanitation standards			
Success Criteria. Monitors and observes safety and sanitation standards and reports all violations			
Actual Performance CO Glenn ensures safety and sanitation is a priority All violations are reported and handled in a timely manner	5%	1	05
6 Job Duty Responds to inmate problems, complaints and needs			
Success Criteria Handles problems and/or incidents involving inmates in a professional manner and refers to appropriate personnel within institutional time frames			
Actual Performance CO Glenn has developed an excellent rapport with inmates and ensures inmates problems are handled professionally	15%	2	30
7 Job Duty Conducts formal and informal counts of inmates and reports to appropriate personnel any descrepancies			
Success Criteria In compliance with institutional policies and procedures conducts and ensures accuracy of inmate head count			
Actual Performance CO Glenn assist the on duty shift with formal counts as needed.	5%	1	05
8 Job Duty Performs other library hobbycraft and related duties as required			
Success Criteria Process books and magazines in/out to include maintaining an inventory of all books and hobbycraft materials			
Actual Performance CO Glenn has adapted and responded well to the additional responsibilities	15%	2	30
Total Section I Summary Rating	100%		1 8

Section II
PERFORMANCE CHARACTERISTICS

	Performance Level Acceptable/Unacceptable
1 Characteristic Promoting Equal Opportunity	A
Definition Meets agency affirmative action goals in such areas as hiring, promotion, or placement level of personal and organizational commitment to equal opportunity (Management and Supervisory Employees Only)	
2 Characteristic Self Management	A
Definition Works with minimal supervision, manages own time effectively maintains control on all current projects/responsibilities and ensures follow-up	
3 Characteristic Job Knowledge	A
Definition Knows the details of the job and follows all job procedures	
4 Characteristic Quality of Work	A
Definition Neatly thoroughly and accurately completes job assignments according to established standards of quality	
5 Characteristic Judgement	A
Definition Able to reason compare understand and think rationally on the job Makes quality work related decisions based on sound conclusions and separates facts from opinions	
6 Characteristic Initiative	A
Definition Starts assignments without prompting and independently contributes ideas and projects. Sees and acts upon new opportunities Thinks and acts independently and promptly undertakes problems	
7 Characteristic Dependability	A
Definition Employee can be relied upon to meet work schedules and fulfill job responsibilities and commitments	
8 Characteristic Adaptability	A
Definition Employee can adapt to job or organizaitonal changes	
9 Characteristic Communication Ability	A
Definition Ability of the employee to present accurate information to other employees, peers and superiors	
10 Characteristic	
Definition	

Performance Characteristics shall be given a rating of acceptable unacceptable

- ***Acceptable - Meets Requirements***
- ***Unacceptable - Fails To Meet Requirements***

Performance Level Criteria

Substantially Exceeds Performance Requirements (3) Work that is characterized by exemplary accomplishments throughout the rating period performance that is considerably and consistently above the success criteria of the job

Exceeds Performance Requirements (2) Work that is above the success criteria of the job throughout the rating period

Meets Performance Requirements (1) Work that meets the success criteria of the job

Below Performance Requirements (0) Work that fails to meet the success criteria of the job

Weight Factor

A Weight Factor is to be used which reflects the percentage of time it takes to perform each job duty (or combination of smaller job duties) as outlined in the employee's job description If the job description is incorrect it should be updated at the time the planning stage is completed

The Job Duties section accounts for most or all of the employee's workload The job duties section should have a total weight factor which when added to the Objectives Section should equal 100% The Performance Characteristics section identifies how well the employee approaches the completion of the required tasks and is rated Acceptable/Unacceptable No weight factor should be assigned to this section The Objectives section outlines specific major goals to be completed and should carry a total weight factor of no more than 25% At least one objective is suggested to be established for all supervisors

Example of Appraisal Completion

	Example Weight Factor	x	Example Perform Level	Weighted Average
Job Duties				
1	20%		3	60
2	15%		2	.30
3	20%		1	.20
4	10%		1	10
5	5%		3	15
6	5%		2	10
Total	75%			1 45
Performance Characteristics				
1			A	
2			A	
3			U	
Total				
Objectives				
1	10%		2	.20
2	10%		1	10
3	5%		1	.05
Total	25%			35
Average Weighted Review Total	100%			1 80

Section III
OBJECTIVES SECTION

	Weight Factor %	Perform x Level 0-1-2-3	Weighted Average
1 Objective			
Success Criteria.			
Actual Performance			
2 Objective			
Success Criteria			
Actual Performance			
3 Objective			
Success Criteria			
Actual Performance			
4 Objective			
Success Criteria.			
Actual Performance			
Total Section III Summary Rating			

Section IV
SUMMARY AND IMPROVEMENT PLAN

1 Identify employee's performance strengths

CO Glenn has a pleasent personality and has been an asset to the Operations Staff Always punctual and eager to learn

2 Identify employee s areas in need of improvement.

Continue to learn as much about Operations Section as well as other areas of the Institution

3 Identify actions and recommendations to be taken by employee and/or Agency to improve present performance or to prepare for future performance

Continue to take advantage of training offered by SCDC and outside the Agency

V Summary rating for each section

	Weighted Average
Job Duties Section I	1.85
Objectives - Section III	
Appraisal Overall Weighted Average Total	

(2 5 3 0 = Substantially Exceeds Performance Requirements)
(1 5 - 2 49 = Exceeds Performance Requirements)
(0 5 1 49 = Meets Performance Requirements)
(0 0 - 0 49 = Below Performance Requirements)

VI Justification For Below or Substantially Exceeds Rating

VII Employee Comment.

VIII. Planning Stage

Rating Supervisor _____ Date _____
Reviewing Official _____ Date _____
Concurring Official _____ Date _____
Employee _____ Date _____

(My signature indicates that I have discussed the planning stage and position description with my supervisor – not that I necessarily agree)

IX. Evaluation Stage

Rating Supervisor Capt E. [signature] Date 10/31/03
Reviewing Official _____ Date _____
Concurring Official _____ Date _____
Employee [signature] Date 10-31 03

(My signature indicates that I have discussed the planning stage and position description with my supervisor - not that I necessarily agree)