

REQUEST FOR PERSONNEL ACTION

COUNTY OF SPARTANBURG

54 ML

NAME Charles R. Clevenger-0364 Department Sheriff Date 3-26-92

SOCIAL SECURITY NO. [REDACTED]

Present Position

Recommended Effective Date of Action

A. EMPLOYMENT

- ☐ New Employee
☐ Reinstated Employee

Job Title _____ Classification _____
☐ Full Time ☐ Employee At ☐ Newly Created
☐ Part Time ☐ Base Salary Position
☐ Service Credit ☐ Replaces Terminated
☐ Requested* Employee
☐ Education Credit ☐ Other (Explain) _____
☐ Requested*

Explanation and Comments:

B. SALARY CHANGE

- ☐ Promotion
☐ Demotion
☐ Longevity Increase
☐ Classification Change
☐ Transfer
☐ Deduction

New Job Title _____ New Classification _____
 New Department _____ Number _____
☐ Begin Deduction ☐ Hospitalization Insurance ☐ In-Hospital Insurance ☐ State Retirement
☐ Stop Deduction ☐ Life Insurance ☐ Accident Insurance ☐ Police Retirement
 Years of Service _____

Explanation and Comments:

C. TERMINATION

- ☐ Resignation (with notice)
☐ Resignation (without notice)
☐ Dismissal
☐ Layoff
☐ Military Duty
☐ Other (Explain)

- ☐ Resignation Letter Attached
☐ Resignation Letter To Follow
☐ Would Rehire
☐ Would Not Rehire
☐ Rehire Conditionally

COMPLETION OF ALL TERMINATIONS				
RESIGNATION	DISMISSAL	LAYOFF	SAFETY	POOR
Quantity of Work				
Quality of Work				
Attitude				
Attendance				
Initiative				

Explanation and Comments:

D. PERSONAL CHANGES

- ☐ Name
☒ Address
☐ Phone Number
☐ Beneficiary
☐ Other (Explain)

New Name _____ New Beneficiary _____
 New Address _____ Relationship _____
 CITY STATE

New Phone Number _____

Explanation and Comments:

E. LEAVE

- ☐ Leave of Absence
☐ Vacation
☐ Sick
☐ Military
☐ Other (Explain)

Date: _____ Leave Address _____
 From: _____ To: _____
☐ No Pay Requested ☐ Request Regular Pay ☐ Request Vacation Pay

Explanation and Comments:

F. VERIFICATION BY PERSONNEL OFFICE

- ☐ Budgeted Position ☐ Longevity Increase Due ☐ Education Credit Documented
☐ Position Vacancy ☐ Service Credit Documented ☐ Approval Recommended

G. FINAL ACTION

- ☐ Approved
☐ Disapproved

OLD SUPERVISOR	DATE	COUNTY ADMINISTRATOR	DATE
NEW SUPERVISOR	DATE	CHAIRMAN, PERSONNEL COMMITTEE	DATE
PERSONNEL DIRECTOR	DATE	CHAIRMAN, BOARD OF COMMISSIONERS	DATE

Explanation and Comments:

*Attach letter of justification, certificate, or diploma as appropriate

SIGNATURE AND TITLE OF ORIGINATOR

TO BE RETAINED AS A PERMANENT RECORD IN EMPLOYEE'S FILE

PERSONNEL ACTION

Merit Pay / Range increase 7/1/92

NAME: CHARLES CLEVINGER
EE No. 364
Dept No. 300
Job Title: DETECTIVE/CRIMINAL I
Hire date: 08/30/85
Current salary: 24,107.00
Grade: 16
Minimum Pay: 24,225
Performance rating: 3.4167
Rater: G. WILLIAM
Increase factor: 4.50%
Amount of increase: 1,308
New annual pay: 25,415

REQUEST FOR PERSONNEL ACTION

COUNTY OF SPARTANBURG

64

NAME Charles Clevenger -0364 Department Sheriff Date 5-17-91
 SOCIAL SECURITY NO. [REDACTED] Position Narc/Vice Inv. S-651 S-167 16A
 Recommended Effective Date of Action May 15, 1991

A. EMPLOYMENT

- ☐ New Employee
☐ Reinstated Employee

Job Title _____ Classification _____
☐ Full Time ☐ Employee At ☐ Newly Created
☐ Part Time ☐ Base Salary Position
☐ Service Credit Requested? ☐ Replaces Terminated Employee
☐ Education Credit Requested? ☐ Other (Explain) _____

Explanation and Comments: _____

B. SALARY CHANGE

- ☐ Promotion
☐ Demotion
☐ Longevity Increase
☒ Classification Change
☒ Transfer
☐ Deduction

New Job Title Detective New Classification S-662 S-151 16A
 New Department _____ Number _____
 Years of Service _____
☐ Begin Deduction ☐ Hospitalization Insurance ☐ In-Hospital Insurance ☐ State Retirement
☐ Stop Deduction ☐ Life Insurance ☐ Accident Insurance ☐ Police Retirement

Explanation and Comments: _____

EEOC 0402 Same Salary \$23,408

C. TERMINATION

- ☐ Resignation (with notice)
☐ Resignation (without notice)
☐ Dismissal
☐ Layoff
☐ Military Duty
☐ Other (Explain) _____

☐ Resignation Letter Attached
☐ Resignation Letter To Follow
☐ Would Rehire
☐ Would Not Rehire Rehire Conditionally

COMMENTS FOR ALL TERMINATIONS				
EXCELLENT	GOOD	FAIR	POOR	
Quantity of Work _____				
Quality of Work _____				
Attitude _____				
Attendance _____				
Initiative _____				

Explanation and Comments: _____

D. PERSONAL CHANGES

- ☐ Name
☐ Address
☐ Phone Number
☐ Beneficiary
☐ Other (Explain) _____

New Name _____ New Beneficiary _____
 New Address _____ Relationship _____
 NUMBER _____ STREET _____
 CITY _____ STATE _____

New Phone Number _____

Explanation and Comments: _____

E. LEAVE

- ☐ Leave of Absence
☐ Vacation
☐ Sick
☐ Military
☐ Other (Explain) _____

Dates: _____ Leave Address _____
 From _____ To _____
☐ No Pay Requested ☐ Request Regular Pay ☐ Request Vacation Pay

Explanation and Comments: _____

F. VERIFICATION BY PERSONNEL OFFICE

☐ Budgeted Position ☐ Longevity Increase Due ☐ Education Credit Documented
☐ Position Vacancy ☐ Service Credit Documented ☐ Approval Recommended

G. FINAL ACTION

- ☐ Approved
☐ Disapproved

OLD SUPERVISOR	DATE	COUNTY ADMINISTRATOR	DATE
NEW SUPERVISOR	DATE	CHAIRMAN, PERSONNEL COMMITTEE	DATE
PERSONNEL DIRECTOR	DATE	CHAIRMAN, BOARD OF COMMISSIONERS	DATE

Explanation and Comments: _____

Lateral Transfer

*Attach letter of justification, certificate, or diploma as appropriate

 SIGNATURE AND TITLE OF ORIGINATOR

TO BE RETAINED AS A PERMANENT RECORD IN EMPLOYEE'S FILE

REQUEST FOR PERSONNEL ACTION

COUNTY OF SPARTANBURG

NAME Charles R. Clevenger-0364 Department Sheriff Date 10-2-92
 SOCIAL SECURITY NO. [REDACTED] Present Position _____
 Recommended Effective Date of Action _____

A. EMPLOYMENT ☐ New Employee ☐ Reinstated Employee	Job Title _____ Classification _____ ☐ Full Time ☐ Employee At Base Salary ☐ Part Time ☐ Service Credit Requested? ☐ Education Credit Requested* ☐ Newly Created Position ☐ Replaces Terminated Employee ☐ Other (Explain) _____ Explanation and Comments: _____																														
B. SALARY CHANGE ☐ Promotion ☐ Demotion ☐ Longevity Increase ☐ Classification Change ☐ Transfer ☐ Deduction	New Job Title _____ New Classification _____ New Department _____ Number Years of Service _____ ☐ Begin Deduction ☐ Hospitalization Insurance ☐ In-Hospital Insurance ☐ State Retirement ☐ Stop Deduction ☐ Life Insurance ☐ Accident Insurance ☐ Police Retirement Explanation and Comments: _____																														
C. TERMINATION ☐ Resignation (with notice) ☐ Resignation (without notice) ☐ Dismissal ☐ Layoff ☐ Military Duty ☐ Other (Explain)	☐ Resignation Letter Attached ☐ Resignation Letter To Follow ☐ Would Rehire ☐ Would Not Rehire ☐ Rehire Conditionally <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">COMPLETION OF ALL TERMINATIONS</td> <td style="text-align: center;">EXCELLENT</td> <td style="text-align: center;">GOOD</td> <td style="text-align: center;">FAIR</td> <td style="text-align: center;">POOR</td> </tr> <tr> <td>Quantity of Work</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Quality of Work</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attitude</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attendance</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Initiative</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> Explanation and Comments: _____	COMPLETION OF ALL TERMINATIONS	EXCELLENT	GOOD	FAIR	POOR	Quantity of Work					Quality of Work					Attitude					Attendance					Initiative				
COMPLETION OF ALL TERMINATIONS	EXCELLENT	GOOD	FAIR	POOR																											
Quantity of Work																															
Quality of Work																															
Attitude																															
Attendance																															
Initiative																															
D. PERSONAL CHANGES ☐ Name ☐ Address ☐ Phone Number ☐ Beneficiary ☐ Other (Explain)	New Name _____ New Beneficiary _____ New Address _____ Relationship _____ New Phone Number _____ Explanation and Comments: _____																														
E. LEAVE ☐ Leave of Absence ☐ Vacation ☐ Sick ☐ Military ☐ Other (Explain)	Dates: From _____ To _____ Leave Address _____ ☐ No Pay Requested ☐ Request Regular Pay ☐ Request Vacation Pay Explanation and Comments: _____																														
F. VERIFICATION BY PERSONNEL OFFICE	☐ Budgeted Position ☐ Longevity Increase Due ☐ Education Credit Documented ☐ Position Vacancy ☐ Service Credit Documented ☐ Approval Recommended OLD SUPERVISOR _____ DATE _____ COUNTY ADMINISTRATOR _____ DATE _____ NEW SUPERVISOR _____ DATE _____ CHAIRMAN, PERSONNEL COMMITTEE _____ DATE _____ PERSONNEL DIRECTOR _____ DATE _____ CHAIRMAN, BOARD OF COMMISSIONERS _____ DATE _____ Explanation and Comments: _____																														
G. FINAL ACTION ☐ Approved ☐ Disapproved	Explanation and Comments: _____																														

*Attach letter of justification, certificate, or diploma as appropriate

SIGNATURE AND TITLE OF ORIGINATOR

TO BE RETAINED AS A PERMANENT RECORD IN EMPLOYEE'S FILE

REQUEST FOR PERSONNEL ACTION

COUNTY OF SPARTANBURG

102

NAME Charles R. Clevenger (0364) Department Sheriff Date 1-08-97
 SOCIAL SECURITY NO. [REDACTED] Present Position Detective \$662-\$151-16P
 Recommendation Effective with payroll:
 Effective Date of Action (1-10-97) 1/4/97

A. EMPLOYMENT

- ☐ New Employee
☐ Reinstated Employee

Job Title _____ Classification _____
☐ Full Time ☐ Employee At ☐ Newly Created
☐ Part Time ☐ Basic Salary ☐ Employee Terminated
☐ Service Credit Requested ☐ Employee
☐ Education Credit Requested ☐ Other (Explain) _____

Explanation and Comments:

B. SALARY CHANGE

- ☒ Promotion
☐ Demotion
☐ Longevity Increase
☒ Classification Change
☒ Transfer
☐ Deduction

*** Job Title Criminal Investigator **
 New Classification (L511) CS35 17P
 New Department 268 Solicitor Number _____
☐ Begin Deduction ☐ Hospitalization Insurance ☐ In-Hospital Insurance ☐ State Retirement
☐ Stop Deduction ☐ Life Insurance ☐ Accident Insurance ☐ Police Retirement

Explanation and Comments:

New salary \$32,073.00

C. TERMINATION

- ☐ Resignation (with notice)
☐ Resignation (without notice)
☐ Dismissal
☐ Layoff
☐ Military Duty
☐ Other (Explain)

☒ Resignation Letter Attached
☐ Resignation Letter To Follow
☐ Would Rehire
☐ Would Not Rehire
☐ Rehire Conditionally

COMPLETE FOR ALL TERMINATIONS				
EXCELLENT	GOOD	FAIR	POOR	
Quantity of Work				
Quality of Work				
Attitude				
Attendance				
Initiative				

Explanation and Comments:

Please pay for 1 day and 6 hours of administrative leave. (from pay account for Dept. 300 for payroll ending 1-3-97)

D. PERSONAL CHANGES

- ☐ Name
☐ Address
☐ Phone Number
☐ Beneficiary
☐ Other (Explain)

New Name _____ New Beneficiary _____
 New Address _____ Relationship _____
 New Phone Number _____
 Explanation and Comments:

E. LEAVE

- ☐ Leave of Absence
☐ Vacation
☐ Sick
☐ Military
☐ Other (Explain)

Date: _____ Leave Address: _____
 From: _____ To: _____
☐ No Pay Requested ☐ Request Regular Pay ☐ Request Vacation Pay
 Explanation and Comments:

F. VERIFICATION BY PERSONNEL OFFICE

☐ Budgeted Position ☐ Longevity Increase Due ☐ Education Credit Documented
☐ Position Vacancy ☐ Service Credit Documented ☐ Approval Recommended

G. FINAL ACTION

- ☒ Approved
☐ Disapproved

OLD SUPERVISOR _____ DATE _____ ONLY ADMIN STRATOR _____ DATE _____
 NEW SUPERVISOR _____ DATE _____ CHAIRMAN, PERSONNEL COMMITTEE _____ DATE _____
 COUNTY DIRECTOR B. K. [Signature] DATE 1-14-97 CHAIRMAN, BOARD OF COMMISSIONERS _____ DATE _____
 Explanation and Comments: Salary based on 5% of midpoint of new pay grade added to current salary which is greater than minimum starting salary of new pay grade.

* Attach letter of justification, certificate, or diploma as appropriate

Computer Day Series
1-7-97/lyc

SIGNATURE AND TITLE OF ORIGINATOR

TO BE RETAINED AS A PERMANENT RECORD IN EMPLOYEE'S FILE

PERSONNEL ACTION

Merit Pay / Range increase 7/1/96

NAME: CHARLES CLEVINGER
EE No. 364
Dept No. 300
Job Title: DETECTIVE/CRIMINAL I
Hire date: 08/30/85
Current salary: \$28,981
Grade: 16
Minimum Pay: \$26,600
Mid-Point Pay: \$31,920
Performance rating: 3.7033
Rater: R. GREGORY
Increase factor: 4.5%
Amount of increase: \$1,436.00
New annual pay: \$30,417



SPARTANBURG COUNTY SHERIFF'S OFFICE
BILL COFFEY, SHERIFF

December 11, 1996

Sheriff Bill Coffey
Spartanburg County Sheriff's Office
366 N. Church Street
Spartanburg, SC 29306

Sir:

I hereby resign my commission as Deputy effective January 10, 1997. I submit this early because I wish to close active cases and take my accrued administrative vacation.

Respectfully,

A handwritten signature in cursive script that reads "Rusty Clevenger". The signature is fluid and stylized, with the first and last names being the most prominent.

Rusty Clevenger

PERSONNEL ACTION

Merit Pay / Range increase 7/1/95

NAME: CHARLES CLEVINGER
EE No. 364
Dept No. 300
Job Title: DETECTIVE/CRIMINAL I
Hire date: 08/30/85
Current salary: \$27,586.00
Grade: 16
Minimum Pay: \$25,825
Mid-Point Pay: \$30,990
Performance rating: 3.6667
Rater: BARRY
Increase factor: .0450
Amount of increase: \$1,395
New annual pay: \$28,981

PERSONNEL ACTION

Merit Pay / Range increase 7/1/94

NAME: CHARLES CLEVINGER
EE No. 364
Dept No. 300
Job Title: DETECTIVE/CRIMINAL I
Hire date: 08/30/85
Current salary: \$26,463.00
Grade: 16
Minimum Pay: \$24,952
Performance rating: 3.5633
Rater: R. HENDRIX
Increase factor: 3.7500%
Amount of increase: \$1,123
New annual pay: \$27,586

PERSONNEL ACTION

Merit Pay / Range increase

Effective Date: 07/01/99

Sort order: Name

Name:	CHARLES	CLEVENGER
EE No.	364	
Dept. No.	268	
Job Title:	CRIM INVESTIGATOR	
Hire Date:	08/30/85	
Current Salary:	\$ 35,988.00	
Grade:	20	
Minimum Pay:	\$ 28,246.00	
Mid-Point Pay:	\$ 34,600.00	
Performance Rating:	9.2250	
Rater:		
Increase Factor:	5.0000 %	
Amount of increase:	\$ 1,799.00	5.0000 %
New Annual Pay:	\$ 37,787.00	

PERSONNEL ACTION

Adjustments to Minimum Pay & 2.5% increase effective 1/1/98

NAME: CHARLES CLEVINGER

EE No. 364

Dept No. 268

Job Title: CRIM INVESTIGATOR

Hire date: 08/30/85

Current salary: \$33,438.00

NEW GRADE & SALARY RANGES

New Grade: 20

New Minimum Pay: \$27,069

New Mid-Point Pay: \$33,159

New Maximum Pay: \$39,250

PAY ADJUSTMENTS & NEW ANNUAL SALARY

Adjustment to New

Minimum Pay: \$0

2.5% increase: \$836

Increase factor: 2.5000%

New annual pay: \$34,274

PERSONNEL ACTION

Merit Pay / Range increase

Effective Date: 07/01/98

Sort order: Name

Name:	CHARLES	CLEVENGER
EE No.	364	
Dept. No.	268	
Job Title:	CRIM INVESTIGATOR	
Hire Date:	08/30/85	
Current Salary:	\$ 34,274.00	
Grade:	20	
Minimum Pay:	\$ 27,692.00	
Mid-Point Pay:	\$ 33,922.00	
Performance Rating:	8.9000	
Rater:		
Increase Factor:	5.0000 %	
Amount of increase:	\$ 1,714.00	5.0000 %
New Annual Pay:	\$ 35,988.00	

PERSONNEL ACTION

Merit Pay / Range increase

Effective Date: 07/01/2000

Sort order: Name

Name:	CHARLES	CLEVINGER
EE No.	364	
Dept. No.	268	
Job Title:	SR. CRIMINAL INVESTI	
Hire Date:	08/30/1985	
Current Salary:	\$ 39,604.00	
Grade:	21	
Minimum Pay:	\$ 30,548.00	
Mid-Point Pay:	\$ 37,420.00	
Performance Rating:	9.2250	
Rater:		
Increase Factor:	5.0000 %	
Amount of increase:	\$ 1,980.00	5.0000 %
New Annual Pay:	\$ 41,584.00	

PERSONNEL ACTION

Merit Pay increase 7/1/93

EE No. 364
NAME: CHARLES CLEVINGER
DEPT No. 300
JOB TITLE: DETECTIVE/CRIMINAL I
Current salary: 25,415.00
Grade: 16
Performance rating: 3.4700
Rater: G. WILLIAM
Increase factor: 3.50%
Amount of increase: 1,048
New annual pay: 26,463

PERSONNEL ACTION

Merit Pay / Range increase 7/1/97

NAME: CHARLES CLEVINGER
EE No. 364
Dept No. 268
Job Title: CRIMINAL INVESTIGATO
Hire date: 08/30/85
Current salary: \$32,073.00
Grade: 17
Minimum Pay: \$28,432
Mid-Point Pay: \$34,120
Performance rating: 3.7633
Rater: M. BARRY
Increase factor: 4.00%
Amount of increase: \$1,365.00
New annual pay: \$33,438.00

REQUEST FOR PERSONNEL ACTION

COUNTY OF SPARTANBURG

NAME **CHARLES R. CLEVENGER #0364**

Department **SOLICITOR 268**

Date **1-12-00**

SOCIAL SECURITY NO. XXXXXXXXXX

Present Position **CRIMINAL INVESTIGATOR**

Recommended Effective Date of Action **01-01-00**

A. EMPLOYMENT

- ☐ New Employee
☐ Reinstated Employee

Job Title

- ☐ Full Time
☐ Part Time

- ☐ Employ At Base Salary
☐ Service Credit Requested
☐ Education Credit Requested

Classification **(4061) CS35 GR.20**

- ☐ Newly Created Position
☐ Replaces Terminated Employee
☐ Other (Explain):

Explanation and Comments:

B. SALARY CHANGE

- ☒ Promotion
☐ Demotion
☐ Longevity Increase
☐ Classification Change
☐ Transfer
☐ Deduction

New Job Title **SENIOR CRIMINAL INVESTIGATOR**

New Classification **(4062) CS35 GR.21**

New Department

Number
Years of Service

- ☐ Begin Deduction
☐ Stop Deduction
☐ Hospitalization Insurance
☐ Life Insurance

- ☐ In-Hospital Insurance
☐ Accident Insurance
☐ State Retirement
☐ Policy Retirement

Explanation and Comments: **Promote from Grade 20 to Grade 21 (Senior Criminal Investigator, with new salary of \$39,604.00)**

C. TERMINATION

- ☐ Resignation (with notice)
☐ Resignation (without notice)
☐ Dismissal
☐ Layoff
☐ Military Duty
☐ Other (Explain):

- ☐ Resignation Letter Attached
☐ Resignation Letter To Follow
☐ Would Re-hire
☐ Would Not Re-hire
☐ Retire Conditionally

- ☐ Act Termination
County of Work
Quality of Work
Attitude
Attendance
Initiative

Explanation and Comments:

D. PERSONAL CHANGES

- ☐ Name
☐ Address
☐ Phone Number
☐ Beneficiary
☐ Other (Explain):

New Name

New Beneficiary

New Address

Relationship

New Phone Number

Explanation and Comments:

E. LEAVE

- ☐ Leave of Absence
☐ Vacation
☐ Sick
☐ Military
☐ Other (Explain):

Date

Leave Address

From To

- ☐ No Pay Requested
☐ Request Regular Pay
☐ Request Vacation Pay

Explanation and Comments:

F. VERIFICATION BY PERSONNEL OFFICE

- ☐ Budgeted Position
☐ Longevity Increase Due
☐ Education Credit Documented
☐ Position Vacant
☐ Service Credit Documented
☐ Approval Recommended

G. FINAL ACTION

- ☒ Approved
☐ Disapproved

Signature: *[Signature]* Date: *1/13/00*

Explanation and Comments:

*Attach letter of justification, certificate, or diploma on appropriate form.

Amey Screen Program changed

TO BE RETAINED AS A PERMANENT RECORD IN EMPLOYEE'S FILE

PERSONNEL ACTION

Merit Pay / Range increase

Effective Date: 07/01/2001

Sort order: Dept

Name:	CHARLES	CLEVINGER
EE No.	364	
Dept. No.	268	
Job Title:	SR. CRIMINAL INVESTI	
Hire Date:	08/30/1985	
Current Salary:	\$ 41,584.00	
Grade:	21	
Minimum Pay:	\$ 30,548.00	
Mid-Point Pay:	\$ 37,420.00	
Performance Rating:	9.4000	
Rater:		
Increase Factor:	5.0000 %	
Amount of increase:	\$ 2,079.00	5.0000 %
New Annual Pay:	\$ 43,663.00	

PERSONNEL ACTION

07/02/07

3% increase effective 7/1/2007

Last Name	CLEVENGER
First Name	CHARLES
EE No	364
Dept No	268
Job Title	SR. CRIMINAL INVESTI
Hire Date	08/30/85
Current Salary	\$48,661.00

Grade Salary Range	
Grade	21
Minimum	\$34,378.00
Mid-Point	\$42,114.00
Maximum	\$52,371.00

Performance Rating	
Rater	

Amount of increase	\$1,460.00	3%
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New Annual Pay	\$50,121.00
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PERSONNEL ACTION - SALARIED - 7/5/2008

07/14/08

First Name: CHARLES**Last Name:** CLEVENGER**Dept No:** 268 **Dept Name:** CIRCUIT SOLICITOR**Employee No:** 364**Title Old:** SR. CRIMINAL INVESTI**Title New:****Current Salary:** \$50,121.00 **Current Grade:** 21**Last Promotion or Hire Date:** 01/01/00**Years in Current Position:** 8.50 = **Quartile:** B**New Grade:** 66**New Minimum Salary:** \$33,690**New Mid-Point Salary:** \$42,112**New Maximum Salary:** \$50,534**New Salary Adjustment:** \$0 0.0000%**New Salary:** \$50,121**2% Cost of Living Increase:** \$1,002**New Salary with Cost of Living Increase:** \$51,123

PERSONNEL ACTION

07/07/2004

2% increase effective 7/1/2004

Last Name	CLEVENGER
First Name	CHARLES
EE No	364
Dept No	268
Job Title	SR. CRIMINAL INVESTI
Hire Date	08/30/1985
Current Salary	\$44,973.00

Grade Salary Range	
Grade	21
Minimum	\$32,093.00
Mid-Point	\$39,314.00
Maximum	\$47,931.00

Performance Rating	
Rater	

Amount of increase	\$899.00	1.99%
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New Annual Pay	\$45,872.00
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PERSONNEL ACTION

07/09/05

2% increase effective 7/1/2004

Last Name	CLEVENGER
First Name	CHARLES
EE No	364
Dept No	268
Job Title	SR. CRIMINAL INVESTI
Hire Date	08/30/85
Current Salary	\$45,872.00

Grade Salary Range	
Grade	21
Minimum	\$32,093.00
Mid-Point	\$39,314.00
Maximum	\$47,931.00

Performance Rating	
Rater	

Amount of increase	\$917.00	1.99%
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New Annual Pay	\$46,789.00
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PERSONNEL ACTION

08/01/06

4% increase effective 7/1/2006

Last Name	CLEVENGER
First Name	CHARLES
EE No	364
Dept No	268
Job Title	SR. CRIMINAL INVESTI
Hire Date	08/30/85
Current Salary	\$46,789.00

Grade Salary Range	
Grade	21
Minimum	\$33,377.00
Mid-Point	\$40,887.00
Maximum	\$50,846.00

Performance Rating

Rater

Amount of increase \$1,872.00 4%

New Annual Pay \$48,661.00

REQUEST FOR PERSONNEL ACTION COUNTY OF SPARTANBURG

NAME Charles R. Clevenger

Department Circuit Solicitor Date 12/19/03

SOCIAL SECURITY NO. [REDACTED]

Present Position Criminal Investigator

Recommended Effective Date of Action 12/19/03

A. EMPLOYMENT

- ☐ New Employee
☐ Reinstated Employee

- Job Title
☐ Full Time
☐ Part Time

- ☐ Employ At Base Salary
☐ Service Credit Requested
☐ Education Credit Requested

- ☐ Newly Created Position
☐ Replaces Terminated Employee
☐ Other (Explain)

Explanation and Comments:

B. SALARY CHANGE

- ☐ Promotion
☐ Demotion
☐ Longevity Increase
☐ Classification Change
☐ Transfer
☐ Deduction
☐ Other

New Job Title

- New Department
☐ Begin Deduction
☐ Stop Deduction

- ☐ Hospitalization Insurance
☐ Life Insurance

- New Classification Number
Years of Service
☐ In-Hospital Insurance
☐ Accident Insurance

- ☐ State Retirement
☐ Police Retirement

Explanation and Comments:

C. TERMINATION

- ☐ Resignation (with notice)
☐ Resignation (without notice)
☐ Dismissal
☐ Layoff
☐ Military Duty
☐ Other (Explain)

- ☐ Resignation Letter Attached
☐ Resignation Letter To Follow
☐ Would Rehire
☐ Would Not Rehire
☐ Rehire Conditionally

Explanation and Comments:

COMPLETE FOR ALL TERMINATIONS

Quantity of Work

Quality of Work

Attitude

Attendance

Initiative

EXCELLENT

GOOD

FAIR

POOR

D. PERSONAL CHANGES

- ☐ Name
☒ Address
☒ Phone Number
☐ Beneficiary
☐ Other (Explain)

New Name

New Address

New Beneficiary

Relationship

New Phone Number

Explanation and Comments:

E. LEAVE

- ☐ Leave of Absence
☐ Vacation
☐ Sick
☐ Military
☐ Other (Explain)

Dates:

From

To

Leave Address

- ☐ No Pay Requested

- ☐ Request Regular Pay

- ☐ Request Vacation Pay

Explanation and Comments:

F. VERIFICATION BY PERSONNEL OFFICE

- ☐ Budgeted Position
☐ Position Vacancy

- ☐ Longevity Increase Due
☐ Service Credit Documented

- ☐ Education Credit Documented
☐ Approval Recommended

G. FINAL ACTION

- ☒ Approved
☐ Disapproved

New Classification

Effective Date

Explanation and Comments:

Attach letter of justification, certificate, or diploma as appropriate

TO BE RETAINED AS A PERMANENT RECORD IN EMPLOYEE'S FILE

PER-01

REQUEST FOR PERSONNEL ACTION COUNTY OF SPARTANBURG

Name Charles R. Clevenger Department Coroner Date July 19, 2017
 Employee Number 0364 Present Position Coroner
 Position/Slot Number 9024 CR1 Recommended Effective Date July 8, 2017

A. EMPLOYMENT

Job Title _____ Position/Slot# _____
☐ New Employee ☐ Full Time ☐ Employ at Base Salary ☐ Newly Created Position
☐ Reinstated Employee ☐ Part Time ☐ Service Credit Requested ☐ Replaces Terminated Employee
☐ Reinstated SCRS/PORS provision-original hire date and benefits restored ☐ Education Credit Requested* ☐ Other (explain) _____
 Explanation and Comments _____

B. SALARY CHANGE

New Job Title _____ New Position/Slot# _____
 New Department _____ Years of Service _____
☐ Promotion ☐ Demotion ☐ Longevity Increase ☐ Classification Change ☐ Transfer ☐ Other (explain) _____
 Explanation and Comments _____
 Salary increased to \$80,116 per budget approval.

C. TERMINATION

Complete for all terminations

	Excellent	Good	Fair	Poor
☐ Resignation (with notice)				
☐ Resignation (without notice)				
☐ Dismissal				
☐ Layoff				
☐ SCRS/PORS Provision				
☐ Other (explain):				

☐ Letter attached ☐ Letter not attached ☐ Would Rehire ☐ Would Not Rehire ☐ Rehire Conditionally
 Explanation and Comments _____

D. PERSONAL CHANGES

☐ Name ☐ Address ☐ Phone ☐ Other (explain) _____
 Name _____ Complete Address _____
 Telephone # _____
 Explanation and Comments _____

E. LEAVE

☐ Leave of Absence ☐ Vacation ☐ Sick/Family & Medical Leave ☐ Military ☐ Suspension ☐ Other (explain) _____
 Dates From _____ To _____ Leave Address _____
☐ No Pay Requested ☐ Request Regular Pay ☐ Request Vacation Pay
 Explanation and Comments _____

F. VERIFICATION BY HUMAN RESOURCES

☐ Budgeted Position ☐ Longevity Increase Due ☐ Education Credit Documented
☐ Position Vacancy ☐ Service Credit Documented ☐ Approval Recommended

G. FINAL ACTION

☐ Approved ☐ Disapproved
 To Supervisor _____ Date _____ County HR Director _____ Date _____
 New Supervisor _____ Date _____ Chairman HR Committee _____ Date _____
 HR Director _____ Date _____ Chairman County Court _____ Date _____
 Explanation and Comments _____

* Attach letter of justification. Best date of action as appropriate.

Signature (Blue Ink) and Title of Originator

TO BE RETAINED AS A PERMANENT RECORD IN EMPLOYEE'S FILE

REQUEST FOR PERSONNEL ACTION COUNTY OF SPARTANBURG

CURRENT
8/5/123

Name Rusty Clevenger Department Circuit Solicitor Date 1/12/2009
Employee Number 0364 Present Position Senior Criminal Investigator
Position/Slot Number: 4062-CS35 Recommended Effective Date 1/7/2009

A. EMPLOYMENT ☐ New Employee ☐ Reinstated Employee ☐ Reinstated SCRS/PORS provision-original hire date and benefits restored	<table style="width: 100%;"> <tr> <td style="width: 50%;"> Job Title _____ Position/Slot# _____ ☐ Full Time ☐ Part Time Explanation and Comments _____ </td> <td style="width: 50%;"> ☐ Employ at Base Salary ☐ Service Credit Requested ☐ Education Credit Requested* ☐ Newly Created Position ☐ Replaces Terminated Employee ☐ Other (explain) _____ </td> </tr> </table>	Job Title _____ Position/Slot# _____ ☐ Full Time ☐ Part Time Explanation and Comments _____	☐ Employ at Base Salary ☐ Service Credit Requested ☐ Education Credit Requested* ☐ Newly Created Position ☐ Replaces Terminated Employee ☐ Other (explain) _____
Job Title _____ Position/Slot# _____ ☐ Full Time ☐ Part Time Explanation and Comments _____	☐ Employ at Base Salary ☐ Service Credit Requested ☐ Education Credit Requested* ☐ Newly Created Position ☐ Replaces Terminated Employee ☐ Other (explain) _____		

B. SALARY CHANGE ☐ Promotion ☐ Demotion ☐ Longevity Increase ☐ Classification Change ☒ Transfer ☐ Other (explain) _____	<table style="width: 100%;"> <tr> <td style="width: 50%;"> New Job Title <u>Coroner</u> New Department <u>Coroner's Office</u> Explanation and Comments Employee elected to Coroner position. </td> <td style="width: 50%;"> New Position/Slot# <u>9024 GR2 CR1</u> Years of Service _____ <i>865474</i> </td> </tr> </table>	New Job Title <u>Coroner</u> New Department <u>Coroner's Office</u> Explanation and Comments Employee elected to Coroner position.	New Position/Slot# <u>9024 GR2 CR1</u> Years of Service _____ <i>865474</i>
New Job Title <u>Coroner</u> New Department <u>Coroner's Office</u> Explanation and Comments Employee elected to Coroner position.	New Position/Slot# <u>9024 GR2 CR1</u> Years of Service _____ <i>865474</i>		

C. TERMINATION ☐ Resignation (with notice) ☐ Resignation (without notice) ☐ Dismissal ☐ Layoff ☐ SCRS/PORS Provision ☐ Other (explain) _____	<table style="width: 100%;"> <tr> <td style="width: 40%;"> ☐ Letter attached ☐ Letter not attached ☐ Would Rehire ☐ Would Not Rehire ☐ Rehire Conditionally Explanation and Comments _____ </td> <td style="width: 60%;"> <i>Complete for all terminations</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Excellent</th> <th>Good</th> <th>Fair</th> <th>Poor</th> </tr> </thead> <tbody> <tr> <td>Quantity of Work</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Quality of Work</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attitude</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attendance</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Initiative</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </td> </tr> </table>	☐ Letter attached ☐ Letter not attached ☐ Would Rehire ☐ Would Not Rehire ☐ Rehire Conditionally Explanation and Comments _____	<i>Complete for all terminations</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Excellent</th> <th>Good</th> <th>Fair</th> <th>Poor</th> </tr> </thead> <tbody> <tr> <td>Quantity of Work</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Quality of Work</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attitude</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Attendance</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Initiative</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Excellent	Good	Fair	Poor	Quantity of Work					Quality of Work					Attitude					Attendance					Initiative				
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	Excellent	Good	Fair	Poor																													
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Attendance																																	
Initiative																																	

D. PERSONAL CHANGES ☐ Name ☐ Address ☐ Phone ☐ Other (explain) _____	<table style="width: 100%;"> <tr> <td style="width: 50%;"> Name _____ Complete Address _____ Telephone # _____ Explanation and Comments _____ </td> <td style="width: 50%;"></td> </tr> </table>	Name _____ Complete Address _____ Telephone # _____ Explanation and Comments _____	
Name _____ Complete Address _____ Telephone # _____ Explanation and Comments _____			

E. LEAVE ☐ Leave of Absence ☐ Vacation ☐ Sick/Family & Medical Leave ☐ Military ☐ Suspension ☐ Other (explain) _____	<table style="width: 100%;"> <tr> <td style="width: 50%;"> Dates From _____ To _____ ☐ No Pay Requested Explanation and Comments _____ </td> <td style="width: 50%;"> Leave Address _____ ☐ Request Regular Pay ☐ Request Vacation Pay </td> </tr> </table>	Dates From _____ To _____ ☐ No Pay Requested Explanation and Comments _____	Leave Address _____ ☐ Request Regular Pay ☐ Request Vacation Pay
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F. VERIFICATION BY HUMAN RESOURCES	<table style="width: 100%;"> <tr> <td>☐ Budgeted Position</td> <td>☐ Longevity Increase Due</td> <td>☐ Education Credit Documented</td> </tr> <tr> <td>☐ Position Vacancy</td> <td>☐ Service Credit Documented</td> <td>☐ Approval Recommended</td> </tr> </table>	☐ Budgeted Position	☐ Longevity Increase Due	☐ Education Credit Documented	☐ Position Vacancy	☐ Service Credit Documented	☐ Approval Recommended
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☐ Position Vacancy	☐ Service Credit Documented	☐ Approval Recommended					

G. FINAL ACTION ☒ Approved ☐ Disapproved	<table style="width: 100%;"> <tr> <td style="width: 25%;">Old Supervisor</td> <td style="width: 25%;">Date</td> <td style="width: 25%;">County Administrator</td> <td style="width: 25%;">Date</td> </tr> <tr> <td>New Supervisor</td> <td>Date</td> <td>Chairman, HIR Committee</td> <td>Date</td> </tr> <tr> <td>HR Director</td> <td>Date</td> <td>Chairman, County Council</td> <td>Date</td> </tr> <tr> <td colspan="4">Explanation and Comments _____</td> </tr> </table>	Old Supervisor	Date	County Administrator	Date	New Supervisor	Date	Chairman, HIR Committee	Date	HR Director	Date	Chairman, County Council	Date	Explanation and Comments _____			
Old Supervisor	Date	County Administrator	Date														
New Supervisor	Date	Chairman, HIR Committee	Date														
HR Director	Date	Chairman, County Council	Date														
Explanation and Comments _____																	

* Attach letter of justification, certificate or diploma as appropriate	Signature (Blue Ink) and Title of Originator
--	--

TO BE RETAINED AS A PERMANENT RECORD IN EMPLOYEE'S FILE

0101 7720 E

PERSONNEL ACTION

07/10/03

3% Increase effective 7/1/2003

Last Name	CLEVENGER
First Name	CHARLES
EE No	364
Dept No	268
Job Title	SR. CRIMINAL INVESTI
Hire Date	08/30/85
Current Salary	\$43,663.00

Grade Salary Range	
Grade	21
Minimum	\$31,464.00
Mid-Point	\$38,543.00
Maximum	\$46,991.00

Performance Rating	
Rater	

Amount of increase	\$1,310.00	3.00%
--------------------	------------	-------

New Annual Pay	\$44,973.00
----------------	-------------

SPARTANBURG COUNTY
APPLICATION FOR PROMOTIONS OR TRANSFERS

(Please Print Plainly)

... of 1964 prohibits discrimination in employment because of race, color, religion or national origin. Public Law 90-202 prohibits discrimination because of age. You are
... answer any questions that may be in direct conflict with the Civil Rights Act of 1964 as amended.

(AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER M/F UNDER CIVIL RIGHTS ACT OF 1964 AS AMENDED) AND (SECTION 504 OF 1973 REHABILITATION ACT
FOR EMPLOYMENT OF HANDICAP.) The availability of special services, if required, will be afforded when a notice of 24 hours is given.

FILE

DATE: 12-11-96

SOCIAL SECURITY NO. [REDACTED]

NAME: CLEVINGER CHARLES RUSSELL
LAST FIRST MIDDLE OR MAIDEN

ADDRESS: [REDACTED]
STREET ADDRESS

CITY/COUNTY

STATE

ZIP CODE

TELEPHONE: [REDACTED] 596-2616
HOME PHONE WORK PHONE

BIRTHDATE: [REDACTED] [REDACTED] [REDACTED]
MONTH DAY YEAR

CRIMINAL INVESTIGATOR

POSITION APPLIED FOR

7TH CIRCUIT SOLICITOR

DEPARTMENT

CRIMINAL INVESTIGATOR

CURRENT POSITION

SPARTANBURG SHERIFF'S OFFICE

DEPARTMENT

DATE: 12-11-96 EMPLOYEE'S SIGNATURE: Charles R. Clevenger

SPARTANBURG COUNTY

EEO REPORTING AND PERSONNEL RESEARCH

Note: The information requested in this section is not used to evaluate your application. This information is needed to satisfy Equal
Employment Opportunity reporting and personnel research requirements.

YOUR SOCIAL SECURITY NUMBER [REDACTED] TODAY'S DATE 12-11-96

NAME/LAST: CLEVINGER FIRST: CHARLES MIDDLE: RUSSELL

CHECK ONE/FORMER COUNTY EMPLOYEE CURRENT COUNTY EMPLOYEE XX

DATE OF BIRTH/MONTH: [REDACTED] DAY: [REDACTED] YEAR: [REDACTED]

(Note: The 1972 Human Affairs Law Prohibits Discrimination Based on Age)

POSITION APPLIED FOR SOLICITORS OFFICE INVESTIGATOR

(CHECK ONE)

RACE: 1) X White 2) Black 3) Hispanic 4) Asian or Pacific Islander 5) American Indian or Alaskan Native

SEX: 1) X Male 2) Female MARITAL STATUS: Single X Married

BA ML

NAME Charles R. Clevenger Department Sheriff's Date 8-28-85
SOCIAL SECURITY NO. [REDACTED] Present
Position _____
Recommended
Effective Date of Action 8-30-85

A. EMPLOYMENT	Job Title	<u>Deputy 1/Uniform Patrol</u>		Classification	<u>S611</u>	<u>S55</u>	<u>31A</u>
	☒ New Employee ☐ Reinstated Employee	☐ Full Time ☐ Part Time	☐ Employee At Base Salary ☐ Service Credit Requested* ☐ Education Credit Requested*	☐ Newly Created Position ☐ Replaces Terminated Employee ☐ Other (Explain)			
Explanation and Comments: <u>Annual Salary \$14,129.00</u>							

B. SALARY CHANGE ☐ Promotion ☐ Demotion ☐ Longevity Increase ☐ Classification Change ☐ Transfer ☐ Deduction	New Job Title_____		New Classification_____	
	New Department_____		Number Years of Service_____	
	☐ Begin Deduction	☐ Hospitalization Insurance	☐ In-Hospital Insurance	☐ State Retirement
	☐ Stop Deduction	☐ Life Insurance	☐ Accident Insurance	☐ Police Retirement
	Explanation and Comments:			

C. TERMINATION		COMPLETE FOR ALL TERMINATIONS				
		EXCELLENT	GOOD	FAIR	POOR	
☐ Resignation (with notice)	☐ Resignation Letter Attached	Quantity of Work				
☐ Resignation (without notice)	☐ Resignation Letter To Follow	Quality of Work				
☐ Dismissal	☐ Would Rehire	Attitude				
☐ Layoff	☐ Would Not Rehire	Attendance				
☐ Military Duty		Initiative				
☐ Other (Explain)	Explanation and Comments:					

D. PERSONAL CHANGES	☐ Name	New Name _____	New Beneficiary _____
	☐ Address	New Address _____	Relationship _____
	☐ Phone Number	NUMBER STREET	
	☐ Beneficiary	CITY STATE	
	☐ Other (Explain)	New Phone Number _____	

E. LEAVE ☐ Leave of Absence ☐ Vacation ☐ Sick ☐ Military ☐ Other (Explain	Dates: From _____ To _____	Leave Address
	☐ No Pay Requested ☐ Request Regular Pay ☐ Request Vacation Pay	
	Explanation and Comments:	

F. VERIFICATION BY PERSONNEL OFFICE	☐ Budgeted Position	☐ Longevity Increase Due	☐ Education Credit Documented
	☐ Position Vacancy	☐ Service Credit Documented	☐ Approval Recommended

G. FINAL ACTION ☒ Approved ☐ Disapproved	OLD SUPERVISOR	DATE	COUNTY ADMINISTRATOR	DATE
	NEW SUPERVISOR	DATE	CHAIRMAN, PERSONNEL COMMITTEE	DATE
	PERSONNEL DIRECTOR	DATE 8/23/85	CHAIRMAN, BOARD OF COMMISSIONERS	DATE
	Explanation and Comments:			

*Attach letter of justification, certificate, or diploma as appropriate

Larry D. Smith
SIGNATURE AND TITLE OF ORIGINATOR

TO BE RETAINED AS A PERMANENT RECORD IN EMPLOYEE'S FILE

July 29, 1987.
DATE

RE: Longevity Increase

FROM: PERSONNEL DIRECTOR

AUTHORIZED SIGNATURE

TO: PAYROLL DEPARTMENT

Listed below is the information needed for the appropriate action to be initiated.

NAME: Charles Clevenger 0364

DEPARTMENT: Sheriff

POSITION TITLE: Deputy II

CURRENT GRADE/SALARY: 17,040/36B

NEW GRADE/SALARY: 17,467/36C

EFFECTIVE DATE: 8-29-87

REQUEST FOR PERSONNEL ACTION

COUNTY OF SPARTANBURG

NAME Charles Clevenger Department Sheriff's Date 7-26-88
 SOCIAL SECURITY NO. [REDACTED] Present Position _____
 Recommended Effective Date of Action _____

A. EMPLOYMENT

- ☐ New Employee
☐ Reinstated Employee

Job Title _____ Classification _____
☐ Full Time ☐ Employee At Base Salary ☐ Newly Created Position
☐ Part Time ☐ Service Credit Requested? ☐ Replaces Terminated Employee
☐ Education Credit Requested? ☐ Other (Explain) _____

Explanation and Comments: _____

B. SALARY CHANGE

- ☐ Promotion
☐ Demotion
☐ Longevity Increase
☐ Classification Change
☐ Transfer
☐ Deduction

New Job Title _____ New Classification _____
 New Department _____ Number _____
☐ Begin Deduction ☐ Hospitalization Insurance ☐ In-Hospital Insurance ☐ State Retirement
☐ Step Deduction ☐ Life Insurance ☐ Accident Insurance ☐ Policy Retirement
 Years of Service _____

Explanation and Comments: _____

C. TERMINATION

- ☐ Resignation (with notice)
☐ Resignation (without notice)
☐ Dismissal
☐ Layoff
☐ Military Duty
☐ Other (Explain)

☐ Resignation Letter Attached
☐ Resignation Letter To Follow
☐ Would Rehire
☐ Would Not Rehire
☐ Rehire Conditionally

COMPLET FOR ALL TERMINATIONS				
EXCELLENT	GOOD	FAIR	POOR	
Quantity of Work				
Quality of Work				
Attitude				
Attendance				
Initiative				

Explanation and Comments: _____

D. PERSONAL CHANGES

- ☐ Name
☒ Address
☐ Phone Number
☐ Beneficiary
☐ Other (Explain)

New Name _____ New Beneficiary _____
 New Address _____
 NUMBER _____ STREET _____
 CITY _____ STATE _____

New Phone Number _____
 Explanation and Comments: _____

E. LEAVE

- ☐ Leave of Absence
☐ Vacation
☐ Sick
☐ Military
☐ Other (Explain)

Dates: From _____ To _____ Leave Address _____
☐ No Pay Requested ☐ Request Regular Pay ☐ Request Vacation Pay
 Explanation and Comments: _____

F. VERIFICATION BY PERSONNEL OFFICE

- ☐ Budgeted Position ☐ Longevity Increase Due ☐ Education Credit Documented
☐ Position Vacancy ☐ Service Credit Documented ☐ Approval Recommended

G. FINAL ACTION

- ☐ Approved
☐ Disapproved

OLD SUPERVISOR _____	DATE _____	COUNTY ADMINISTRATOR _____	DATE _____
NEW SUPERVISOR _____	DATE _____	CHAIRMAN, PERSONNEL COMMITTEE _____	DATE _____
PERSONNEL DIRECTOR _____	DATE _____	CHAIRMAN, BOARD OF COMMISSIONERS _____	DATE _____

Explanation and Comments: _____

*Attach letter of justification, certificate, or diploma as appropriate

Larry A. Smith
 SIGNATURE AND TITLE OF ORIGINATOR

TO BE RETAINED AS A PERMANENT RECORD IN EMPLOYEE'S FILE

REQUEST FOR PERSONNEL ACTION

COUNTY OF SPARTANBURG

NAME Charles Clevenger

Department Sheriff's

Date 7-26-88

SOCIAL SECURITY NO. [REDACTED]

Present Position

Recommended Effective Date of Action

A. EMPLOYMENT

- ☐ New Employee
☐ Reinstated Employee

Job Title

- ☐ Full Time
☐ Part Time

- ☐ Employee At Base Salary
☐ Service Credit Requested?
☐ Education Credit Requested?

Classification

- ☐ Newly Created Position
☐ Replaces Terminated Employee
☐ Other (Explain)

Explanation and Comments:

B. SALARY CHANGE

- ☐ Promotion
☐ Demotion
☐ Longevity Increase
☐ Classification Change
☐ Transfer
☐ Deduction

New Job Title

New Department

- ☐ Begin Deduction
☐ Stop Deduction

- ☐ Hospitalization Insurance
☐ Life Insurance

New Classification

- Number
Years of Service
☐ In-Hospital Insurance
☐ Accident Insurance

- ☐ State Retirement
☐ Police Retirement

Explanation and Comments:

C. TERMINATION

- ☐ Resignation (with notice)
☐ Resignation (without notice)
☐ Dismissal
☐ Layoff
☐ Military Duty
☐ Other (Explain)

- ☐ Resignation Letter Attached
☐ Resignation Letter To Follow
☐ Would Rehire
☐ Would Not Rehire
☐ Rehire Conditionally

COMPLETION FOR ALL TERMINATIONS	EXCELLENT	GOOD	FAIR	POOR
Quantity of Work				
Quality of Work				
Attitude				
Attendance				
Initiative				

Explanation and Comments:

D. PERSONAL CHANGES

- ☐ Name
☒ Address
☐ Phone Number
☐ Beneficiary
☐ Other (Explain)

New Name

New Address

New Beneficiary

Relationship

CITY STATE

New Phone Number

Explanation and Comments:

E. LEAVE

- ☐ Leave of Absence
☐ Vacation
☐ Sick
☐ Military
☐ Other (Explain)

Dates:

From

To

Leave Address

No Pay Requested

Request Regular Pay

Request Vacation Pay

Explanation and Comments:

F. VERIFICATION BY PERSONNEL OFFICE

- ☐ Budgeted Position
☐ Position Vacancy

- ☐ Longevity Increase Due
☐ Service Credit Documented

- ☐ Education Credit Documented
☐ Approval Recommended

G. FINAL ACTION

- ☐ Approved
☐ Disapproved

OLD SUPERVISOR

DATE

COUNTY ADMINISTRATOR

DATE

NEW SUPERVISOR

DATE

CHAIRMAN, PERSONNEL COMMITTEE

DATE

PERSONNEL DIRECTOR

DATE

CHAIRMAN, BOARD OF COMMISSIONERS

DATE

Explanation and Comments:

*Attach letter of justification, certificate, or diploma as appropriate

Larry A. Smith
SIGNATURE AND TITLE OF ORIGINATOR

TO BE RETAINED AS A PERMANENT RECORD IN EMPLOYEE'S FILE

REQUEST FOR PERSONNEL ACTION

COUNTY OF SPARTANBURG

NAME Charles Clevenger Department Sheriff's Date 3-12-88
 SOCIAL SECURITY NO. [REDACTED] Present Position Deputy I/Uniform Patrol
 Recommended Effective Date of Action 3-12-88

A. EMPLOYMENT

- ☐ New Employee
☐ Reinstated Employee

Job Title _____ Classification _____
☐ Full Time ☐ Employee At ☐ Newly Created
☐ Part Time ☐ Base Salary ☐ Position
☐ Service Credit ☐ Replaces Terminated
☐ Requested* ☐ Employee
☐ Education Credit ☐ Other (Explain) _____
☐ Requested*
 Explanation and Comments: _____

B. SALARY CHANGE

- ☒ Promotion
☐ Demotion
☐ Longevity Increase
☐ Classification Change
☐ Transfer
☐ Deduction

New Job Title Narc/Vice I New Classification S651 S167 40A
 New Department _____ Number _____
 Years of Service _____
☐ Begin Deduction ☐ Hospitalization Insurance ☐ In-Hospital Insurance ☐ State Retirement
☐ Step Deduction ☐ Life Insurance ☐ Accident Insurance ☐ Police Retirement
 Explanation and Comments: Annual Salary \$18,351.00 CRC

C. TERMINATION

- ☐ Resignation (with notice)
☐ Resignation (without notice)
☐ Dismissal
☐ Layoff
☐ Military Duty
☐ Other (Explain)

☐ Expiration Letter Attached
☐ Resignation Letter to Follow
☐ Would Rehire
☐ Would Not Rehire
☐ Rehire Conditionally

COMPLETE FOR ALL TERMINATIONS					
EXCELLENCE	GOOD	FAIR	POOR		
Quantity of Work					
Quality of Work					
Attitude					
Attendance					
Initiative					

 Explanation and Comments: _____

D. PERSONAL CHANGES

- ☐ Name
☐ Address
☐ Phone Number
☐ Beneficiary
☐ Other (Explain)

New Name _____ New Beneficiary _____
 New Address _____ Relationship _____
 New Phone Number _____
 Explanation and Comments: _____

E. LEAVE

- ☐ Leave of Absence
☐ Vacation
☐ Sick
☐ Military
☐ Other (Explain)

Date: _____ Leave Address _____
 From _____ To _____
☐ No Pay Requested ☐ Request Regular Pay ☐ Request Vacation Pay
 Explanation and Comments: _____

F. VERIFICATION BY PERSONNEL OFFICE

- ☐ Budgeted Position ☐ Longevity Increase Due ☐ Education Credit Documented
☐ Position Vacancy ☐ Service Credit Documented ☐ Approval Recommended

G. FINAL ACTION

- ☐ Approved
☐ Disapproved

OLD SUPERVISOR	DATE	COUNTY ADMINISTRATOR	DATE
NEW SUPERVISOR	DATE	CHAIRMAN, PERSONNEL COMMITTEE	DATE
PERSONNEL DIRECTOR	DATE	CHAIRMAN, BOARD OF COMMISSIONERS	DATE

 Explanation and Comments: _____

*Attach letter of justification, certificate, or diploma as appropriate

SIGNATURE AND TITLE OF ORIGINATOR

TO BE RETAINED AS A PERMANENT RECORD IN EMPLOYEE'S FILE

REQUEST FOR PERSONNEL ACTION

COUNTY OF SPARTANBURG

NAME Charles R. Clevenger Department Sheriff's Date 10-11-89
 SOCIAL SECURITY NO. [REDACTED] Present Position Narc/Vice Off. I S651 S167 40A
 Recommended Effective Date of Action Oct. 7, 1989

A. EMPLOYMENT

- ☐ New Employee
☐ Reinstated Employee

Job Title _____ Classification _____
☐ Full Time ☐ Employee At Base Salary ☐ Newly Created Position
☐ Part Time ☐ Service Credit Requested ☐ Replaces Terminated Employee
☐ Education Credit Requested* ☐ Other (Explain) _____

Explanation and Comments: _____

B. SALARY CHANGE

- ☒ Promotion
☐ Demotion
☐ Longevity Increase
☐ Classification Change
☐ Transfer
☐ Deduction

New Job Title Narc/Vice Officer II New Classification S652 S667 41B
 New Department _____ Number _____
☐ Begin Deduction ☐ Hospitalization Insurance ☐ In-Hospital Insurance ☐ State Retirement
☐ Step Deduction ☐ Life Insurance ☐ Accident Insurance ☐ Police Retirement

Explanation and Comments: _____

Officer has met requirements for
Narc/Vice Officer II Annual Salary \$20,244.00

C. TERMINATION

- ☐ Resignation (with notice)
☐ Resignation (without notice)
☐ Dismissal
☐ Layoff
☐ Military Duty
☐ Other (Explain)

- ☐ Resignation Letter Attached
☐ Resignation Letter To Follow
☐ Would Rehire
☐ Would Not Rehire
☐ Rehire Conditionally

COMPLETE FOR ALL TERMINATIONS	EXCELLENT	GOOD	FAIR	POOR
Quantity of Work				
Quality of Work				
Attitude				
Attendance				
Initiative				

Explanation and Comments: _____

D. PERSONAL CHANGES

- ☐ Name
☐ Address
☐ Phone Number
☐ Beneficiary
☐ Other (Explain)

New Name _____ New Beneficiary _____
 New Address _____
 NUMBER _____ STREET _____
 CITY _____ STATE _____

New Phone Number _____

Explanation and Comments: _____

E. LEAVE

- ☐ Leave of Absence
☐ Vacation
☐ Sick
☐ Military
☐ Other (Explain)

Date: _____ Leave Address _____
 From _____ To _____
☐ No Pay Requested ☐ Request Regular Pay ☐ Request Vacation Pay

Explanation and Comments: _____

F. VERIFICATION BY PERSONNEL OFFICE

- ☐ Budgeted Position ☐ Longevity Increase Due ☐ Education Credit Documented
☐ Position Vacant ☐ Service Credit Documented ☐ Approval Recommended

G. FINAL ACTION

- ☐ Approved
☐ Disapproved

OLD SUPERVISOR _____ DATE _____ COUNTY ADMINISTRATOR _____ DATE _____
 NEW SUPERVISOR _____ DATE _____ CHAIRMAN, PERSONNEL COMMITTEE _____ DATE _____
 PERSONNEL DIRECTOR _____ DATE _____ CHAIRMAN, BOARD OF COMMISSIONERS _____ DATE _____

Explanation and Comments: _____

*Attach letter of justification, certificate, or diploma as appropriate

SIGNATURE AND TITLE OF ORIGINATOR

TO BE RETAINED AS A PERMANENT RECORD IN EMPLOYEE'S FILE

REQUEST FOR PERSONNEL ACTION

COUNTY OF SPARTANBURG

NAME Charles R. Clevenger Department Sheriff's Date 5-23-90
 SOCIAL SECURITY NO. [REDACTED] Present Position _____
 Recommended Effective Date of Action _____

A. EMPLOYMENT

- ☐ New Employee
☐ Reinstated Employee

Job Title _____ Classification _____
 Full Time _____ Part Time _____
 Employee At _____ New, Created
 Same Salary _____ Position
 Service Credit _____ Replaces Terminated
 Recognized _____ Employee
☐ Education Credit Requested? ☐ Other (Explain) _____
 Explanation and Comments: _____

B. SALARY CHANGE

- ☐ Promotion
☐ Demotion
☐ Longevity Increase
☐ Classification Change
☐ Transfer
☐ Deduction

New Job Title _____ New Classification _____
 New Department _____ Number _____
 Years of Service _____
☐ Basic Deduction Hospitalization Insurance ☐ Life Insurance ☐ State Retirement Insurance
☐ Life Insurance ☐ Accident Insurance ☐ Police Retirement Insurance
 Explanation and Comments: _____

C. TERMINATION

- ☐ Resignation (with notice)
☐ Resignation (without notice)
☐ Dismissal
☐ Layoff
☐ Military Duty
☐ Other (Explain)

- ☐ Resignation Letter Attached
☐ Resignation Letter To Follow
☐ Would Rehire
☐ Would Not Rehire
☐ Rehire Conditionally

COMPLETE FOR ALL TERMINATIONS				
EXCELLENT	GOOD	FAIR	POOR	
Quantity of Work				
Quality of Work				
Attitude				
Attendance				
Initiative				

Explanation and Comments: _____

D. PERSONAL CHANGES

- ☐ Name
☒ Address
☒ Phone Number
☐ Beneficiary
☐ Other (Explain)

New Name _____ New Beneficiary _____
 New Address _____ Relationship _____

 New Phone Number _____
 Explanation and Comments: _____

E. LEAVE

- ☐ Leave of Absence
☐ Vacation
☐ Sick
☐ Military
☐ Other (Explain)

Date _____ Leave Address _____
 From _____ To _____
☐ Request Regular Pay ☐ Request Vacation Pay
 Explanation and Comments: _____

F. VERIFICATION BY PERSONNEL OFFICE

- ☐ Backward Position ☐ Longevity Increase Due ☐ Education Credit Documented
☐ Position Vacancy ☐ Service Credit Documented ☐ Approval Documented

G. FINAL ACTION

- ☐ Approved
☐ Disapproved

DATE _____ BY _____ COUNTY ADMINISTRATOR
 DATE _____ BY _____ CHAIRMAN, PERSONNEL COMMITTEE
 DATE _____ BY _____ CHAIRMAN, BOARD OF COMMISSIONERS
 Explanation and Comments: _____

*Attach letter of justification, certificate, or diploma as appropriate

 SIGNATURE AND TITLE OF ORIGINATOR

TO BE RETAINED AS A PERMANENT RECORD IN EMPLOYEE'S FILE

PERSONNEL ACTION

Merit Pay increase 7/1/91

EE No. 364

NAME: CHARLES CLEVENGER

DEPT No. 300

JOB TITLE: DETECTIVE

Current salary: \$23,408.00

Grade: 16

Performance rating: 3.2733

Rater: D. JOHNSON

Increase factor: .0250

Amount of increase: \$699

New annual pay: 24107

[illegible]

31. 10. 1948
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3-12-86 K. H. B. 18, 351 - 1/2 hr. 10/100
7-1-88 S. 19, 229 Col
10-7-89 B. 22, 244, 2000/1000 B. 1000/1000
11-4-89 S. 22, 290 M/100
5-15-91 Quercus

COMMENTS

Code	Last Name	First	Mid.	Dept	Position	Employment Date
					S	4/29/57

SPARTANBURG COUNTY
EMPLOYEE ORIENTATION

(3-1-85)

Reporting	Name of Employee: <u>James L. Williams</u> Date Hired: <u>2-24-85</u> Department: <u>Police</u>
Job / Work Schedule	Job Title: <u>Police Officer</u> The regular work week begins on <u>Saturday</u> and you will be paid by check in your department on a <u>bi-weekly basis</u> on <u>Thursdays before 4:30.</u>
Pay	Annual Salary: <u>\$14,100</u> Bi-weekly Rate: <u>\$538.46</u> Weekly Hours: <u>33.3</u>
Overtime	Overtime is work performed beyond normal working hours. Authorization for overtime is approved by the County Administrator.
Employee Records	Your permanent record includes your job application, personnel actions, work performance, safety, attendance at work, length of service, conduct on the job, promotion and/or demotion, etc. Your personnel records are permanently maintained and kept in the Personnel Department.
Physical Examination	Your employment is conditional upon passing our physical examination by the County Doctor.
Safety	Every accident, no matter how slight, must be reported to your supervisor immediately and in no case later than on the shift which it occurred. A written report must be completed by the supervisor and forwarded to the Personnel Office. Accident prevention depends upon the employee to be successful.
Leave	Annual Leave - New hires accrue annual leave at the rate of <u>4.75</u> hours per month for the first year; thereafter at the rate of <u>5.50</u> hours per month. Annual leave may not be used until satisfactory completion of six (6) probationary period. Request for annual leave shall be submitted to your supervisor and may be taken only after approval by the department head. Sick Leave - New Hires accrue sick leave at the rate of <u>5.50</u> hours per month. Sick leave is a benefit and should not be abused.
Retirement	S. C. State and Police Officer's Retirement System - All regular full-time employees are required to participate, refer to booklet.
Performance Assessment	All employees are hired for a probationary period of six (6) months. Upon satisfactory completion, you will be placed in permanent employment status. Assessment of performance will be conducted hereafter annually.
Bulletin Boards	Notices concerning policies, programs, schedules, job openings, etc., are posted on the bulletin boards, you are urged to check frequently.
Employee Health/Life Insurance	All county employees who work at least thirty (30) hours per week and whose employment is expected to exceed ninety (90) days are eligible to receive group health/life insurance in accordance with detailed provisions of the employee's group insurance plan. Eligibility for group health/life insurance shall commence upon the completion of one(1) month of employment.
	I have read and understand the above and I desire to be signed up as an employee of Spartanburg County. <u><i>James L. Williams</i></u> Signature of Interviewer <u>7/12/85</u> Date <u><i>James L. Williams</i></u> Signature of Employee <u>7/12/85</u> Date

OFFICE OF
Spartanburg County Personnel

County Administrative Building
P.O. Box 5886
Telephone (803) 596-2522
Spartanburg, South Carolina 29304

BONNIE HAMMOND
Personnel Administrator
Operations

March 20, 1995

TONY BELL
Personnel Administrator
Policy and Benefits

TO: Officer Rusty Clevenger
Sheriff's Department

SUBJECT: Secondary part-time employment
Approval of -

This is to advise that your request of **March 19, 1995**, for secondary part-time employment has been approved by the County Administrator subject to the provisions of Chapter XII, Section 12.1 (a,b,c,d) of the Policies and Procedures Manual for Spartanburg County.

In this regard, it is your responsibility to immediately notify your Department Head and the Personnel Office of any change or termination in such secondary part-time employment.

Sincerely,



Bonnie Hammond
Personnel Administrator

BH:ajr

REQUEST FOR EMPLOYMENT OUTSIDE COUNTY SERVICE

MARCH 19, 1995
(Date)

FROM: RUSTY CLEVINGER DEPARTMENT: Sheriff's Office
(Employee)

TO: County Administrator

VIA: Department Head

SUBJECT: Request for Part-Time Employment Outside County

In accordance with provisions of Article 12.1 of Rules and Procedures, it is requested that I be permitted to accept Outside County Service. The following information is submitted for consideration:

Place of Employment: EVANGEL CATHEDRAL

Hours of Work: 4 or, Days of Work: _____

Other Supporting Information: THIS EMPLOYMENT IS A ONE TIME ONLY

I understand that this employment is secondary to my primary position with the County and certify that it will not interfere with my regular employment with Spartanburg County Government and is not in violation of any existing state laws. I understand that if this request for secondary employment is approved, I hereby release the County of all liability for such claims, injuries, etc. that may result from subject employment.

It is understood that without prior approval of County Administrator, no County property, equipment, uniforms, vehicles, etc. will be used in the conduct of such approved secondary employment. Further, I will advise my Department Head and Spartanburg County Government immediately, in writing, upon termination of this secondary employment.

MARCH 16, 1995

(Date)

Charles R. George
(Employee's Signature)

(Date)

FROM: DEPARTMENT HEAD

TO: COUNTY ADMINISTRATOR

1. I have reviewed the above request and (do) _____, (do not) _____,
recommend approval.

Signature: _____



OFFICE OF

Spartanburg County Personnel

County Administrative Building

P.O. Box 5666

Telephone (803) 596-2522

Spartanburg, South Carolina 29304

BONNIE HAMMOND
Personnel Administrator
Operations

February 3, 1995

TONY BELL
Personnel Administrator
Policy and Benefits

TO: Officer Rusty Clevenger
Sheriff's Department

SUBJECT: Secondary part-time employment
Approval of -

This is to advise that your request of February 1, 1995, for secondary part-time employment has been approved by the County Administrator subject to the provisions of Chapter XII, Section 12.1 (a,b,c,d) of the Policies and Procedures Manual for Spartanburg County.

In this regard, it is your responsibility to immediately notify your Department Head and the Personnel Office of any change or termination in such secondary part-time employment.

Sincerely,

Bonnie Hammond
Bonnie Hammond
Personnel Administrator

BH:ajr

2-1-95

2-1-95

Signature: _____



OFFICE OF

Spartanburg County Personnel

County Administrative Building

P.O. Box 5666

Telephone (803) 596-2522

Spartanburg, South Carolina 29304

BONNIE HAMMOND
Personnel Administrator
Operations

October 26, 1994

TONY BELL
Personnel Administrator
Policy and Benefits

TO: Detective Rusty Clevenger
Sheriff's Department

SUBJECT: Secondary part-time employment
Approval of -

This is to advise that your request of October 24, 1994, for secondary part-time employment has been approved by the County Administrator subject to the provisions of Chapter XII, Section 12.1 (a,b,c,d) of the Policies and Procedures Manual for Spartanburg County.

In this regard, it is your responsibility to immediately notify your Department Head and the Personnel Office of any change or termination in such secondary part-time employment.

Sincerely,

Bonnie Hammond
Personnel Administrator

BH:ajr

REQUEST FOR EMPLOYMENT OUTSIDE COUNTY SERVICE

10-29-98
(Date)

FROM: BUSBY CLOVENIGER
(Employee)

DEPARTMENT: DEPT. OF PUBLIC SAFETY

TO: County Administrator

VIA: Department Head

SUBJECT: Part-time employment outside County Service; Request for -

In accordance with provisions of Article 12.1 of Rules and Procedures, it is requested that I be permitted to accept Outside County Service. The following information is submitted for consideration:

Place of Employment: WESTVIEW ELEMENTARY SCHOOL

Hours of Work: 5 OR, Days of Work: 1 TIME EMPLOYMENT

Other Supporting Information: PAID SALARY

I understand that this employment is secondary to my primary position with the County and certify that it will not interfere with my regular employment with Spartanburg County Government and is not in violation of any existing state laws. I understand that if this request for secondary employment is approved, I hereby release the County of all liability for such claims, injuries, etc. that may result from subject employment.

It is understood that without prior approval of County Administrator, no County property, equipment, uniforms, vehicles, etc. will be used in the conduct of such approved secondary employment. Further, I will advise my Department Head and Spartanburg County Government immediately, in writing, upon termination of this secondary employment.

10-29-98
(Date)

[Signature]
(Employee's Signature)

10-29-98
(Date)

FROM: Department Head

TO: County Administrator

1. I have reviewed the above request and (do) _____, (do not) _____, recommend approval.

Signature: _____

(Submit original to Personnel Director for processing and disposition)



OFFICE OF

Spartanburg County Personnel

County Administrative Building

P.O. Box 5666

Telephone (803) 596-2522

Spartanburg, South Carolina 29304

BONNIE HAMMOND
Personnel Administrator
Operations

September 22, 1994

TONY BELL
Personnel Administrator
Policy and Benefits

TO: Officer Rusty Clevenger
Sheriff's Department

SUBJECT: Secondary part-time employment
Approval of -

This is to advise that your request of September 19, 1994, for secondary part-time employment has been approved by the County Administrator subject to the provisions of Chapter XII, Section 12.1 (a,b,c,d) of the Policies and Procedures Manual for Spartanburg County.

In this regard, it is your responsibility to immediately notify your Department Head and the Personnel Office of any change or termination in such secondary part-time employment.

Sincerely,

Bonnie Hammond
Personnel Administrator

BH:ajr

REQUEST FOR EMPLOYMENT OUTSIDE COUNTY SERVICE

9-19-94

(Date)

FROM: JUSTIN C. GARNER
(Employee)

DEPARTMENT: DETECTIVE

TO: County Administrator

VIA: Department Head

SUBJECT: Part-time employment outside County Service; Request for -

In accordance with provisions of Article 12.1 of Rules and Procedures, it is requested that I be permitted to accept Outside County Service. The following information is submitted for consideration:

Place of Employment: SPARTAN FIELD 795

Hours of Work: 4 OR, Days of Work: MON - FRIDAY

Other Supporting Information: _____

I understand that this employment is secondary to my primary position with the County and certify that it will not interfere with my regular employment with Spartanburg County Government and is not in violation of any existing state laws. I understand that if this request for secondary employment is approved, I hereby release the County of all liability for such claims, injuries, etc. that may result from subject employment.

It is understood that without prior approval of County Administrator, no County property, equipment, uniforms, vehicles, etc. will be used in the conduct of such approved secondary employment. Further, I will advise my Department Head and Spartanburg County Government immediately, in writing, upon termination of this secondary employment.

9-19-94

(Date)

Charles R. Garner
(Employee's Signature)

FROM: Department Head

(Date)

TO: County Administrator

I. I have reviewed the above request and (do) _____, (do not) _____ recommend approval.

Signature: _____

(Submit original to Personnel Director for processing and disposition)



OFFICE OF

Spartanburg County Personnel

County Administrative Building

P.O. Box 5866

Telephone (803) 596-2522

Spartanburg, South Carolina 29304

BONNIE HAMMOND
Personnel Administrator
Operations

September 16, 1994

TONY BELL
Personnel Administrator
Policy and Benefits

TO: Officer Rusty Clevenger
Sheriff's Department

FROM: Dennis Taylor, Chairman
Spartanburg County Safety Review Board

SUBJECT: Accident/Incident Review
For Accident: 7/5/94
Reviewed on: September 14, 1994

After reviewing the facts concerning the accident/incident in which you were involved, the Safety Review Board made the following findings and/or recommendations:

Driver found not in error - incident.

This procedure is in accordance with Spartanburg County Ordinance No. 141.

_____ I accept the findings and/or recommendations of the SAFETY REVIEW BOARD.

_____ I have new evidence to present and plan to appeal the findings and/or recommendations of the SAFETY REVIEW BOARD.

Employee Signature

PLEASE NOTE: Complete one copy of this letter and return to Ann Rickard, Safety Review Board Secretary, Personnel Department, Administrative Building.

cc: Department Head

REQUEST FOR EMPLOYMENT OUTSIDE COUNTY SERVICE

6-1-93

(Date)

FROM: CHARLES R. CLEVENGER
(Employee)

DEPARTMENT: SHERIFF DETECTIVE

TO: County Administrator

VIA: Department Head

SUBJECT: Part-time employment outside County Service; Request for -

In accordance with provisions of Article 12.1 of Rules and Procedures, it is requested that I be permitted to accept Outside County Service. The following information is submitted for consideration:

Place of Employment: MOUNTASIA AMUSEMENT PARK

Hours of Work: 8 OR, Days of Work: ANY DAY OF WEEK

Other Supporting Information: _____

I understand that this employment is secondary to my primary position with the County and certify that it will not interfere with my regular employment with Spartanburg County Government and is not in violation of any existing state laws. I understand that if this request for secondary employment is approved, I hereby release the County of all liability for such claims, injuries, etc. that may result from subject employment.

It is understood that without prior approval of County Administrator, no County property, equipment, uniforms, vehicles, etc. will be used in the conduct of such approved secondary employment. Further, I will advise my Department Head and Spartanburg County Government immediately, in writing, upon termination of this secondary employment.

6-1-93

(Date)

Charles R Cleverger
(Employee's Signature)

6-3-93

(Date)

FROM: Department Head

TO: County Administrator

1. I have reviewed the above request and (do) X, (do not) _____, recommend approval.

Signature: Mayor Willie Brown

(Submit original to Personnel Director for processing and disposition)

OFFICE OF
Spartanburg County Personnel

County Administrative Building

P.O. Box 5666

Telephone (803) 596-2522

Spartanburg, South Carolina 29304

AMY S. ALMOND
Personnel Director

June 7, 1993

BONNIE HAMMOND
Administrative Assistant

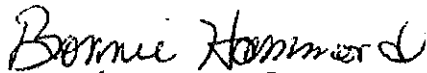
TO: Officer Charles R. Clevenger
Sheriff's Department

SUBJECT: Secondary part-time employment
Approval of -

This is to advise that your request of June 1, 1993, for secondary part-time employment has been approved by the County Administrator subject to the provisions of Chapter XII, Section 12.1 (a,b,c,d,) of Rules and Procedures Manual for Spartanburg County.

In this regard, it is your responsibility to immediately notify your Department Head and the Personnel Office of any change or termination in such secondary part-time employment.

Sincerely,



Bonnie Hammond
Acting Personnel Director

BH:ajr

PERFORMANCE APPRAISAL

CALCULATION WORKSHEET: Non-supervisory Employees

DATE: 03/24/93

NAME: CHARLES CLEVINGER
JOB TITLE: DETECTIVE

	Average Rating	Factor Weighting	Weighted Rating
1. KNOWLEDGE OF JOB	3.00	0.14	0.4200
2. QUALITY OF WORK	4.00	0.14	0.5600
3. QUANTITY OF WORK	3.33	0.09	0.3000
4. DEPENDABILITY	3.33	0.11	0.3667
5. ATTENDANCE	4.33	0.09	0.3900
6. INITIATIVE & ENTHUSIASM	3.33	0.07	0.2333
7. JUDGMENT	3.33	0.10	0.3333
8. COOPERATION	3.33	0.09	0.3000
9. RELATIONSHIPS WITH OTHERS	3.67	0.07	0.2567
10. COORDINATION OF WORK	3.00	0.07	0.2100
11. SAFETY & HOUSEKEEPING	3.33	0.03	0.1000

TOTAL = 3.4700

G. Williams

Section II: SUMMARY OF PROGRESS & LAST APPRAISAL

What progress has the employee made on the actions, objectives and/or training/education established at the last appraisal?

Rusty has done exceedingly well during his first year in criminal investigations. He is continuously enthusiastic and hard working. He is an encouragement to his peers by example. Excellent abilities. Unlimited potential.

Describe any conditions or events beyond the employee's control which made achievement of agreed upon actions, objectives and/or training/education easier or more difficult than expected.

Section III: RECOMMENDATIONS FOR DEVELOPMENT OR ACCOMPLISHMENT

To Appraiser:

Review your ratings and comments; then outline what specific actions, objectives and/or training/education are necessary to maintain, to improve, or to correct the performance of this employee. (Attach another sheet if more space is needed.)

Experience, education, training.

Date set for necessary accomplishment of above to take place Continual

EMPLOYEE: Please acknowledge that this performance appraisal has been reviewed with you by signing your name and indicating date of review in spaces below.

Also indicate whether you intend to submit a written statement (due within 10 days from review date) for any ratings or comments in which there were significant disagreement between you and your supervisor.

Yes ☐ No ☒

Charles R. Clavenger Appraiser [Signature] Reviewer [Signature] Personnel

Date 6-8-92 Date 3-20-92 Date 6-8-92

PD

(How is final date this appraisal must be submitted to the Personnel Department.)

PERFORMANCE APPRAISAL

Name Charles R. Clavenger Department Sheriff
Job Position/Grade Detective/Criminal Inv. 16 Anniversary Month/Day 08-30-85

To be discussed with employee during month and year of 1992 Year of Employment 1985

This performance appraisal is for performances from January to December 1991

☐ 30 Day Review ☐ 60 Day Review ☐ 90 Day Review ☐ Other 3.4/67
☐ 6 Month Review ☒ Annual Review

INSTRUCTIONS

Section I: PERFORMANCE FACTORS

Section I prescribes job performance factors. Appraise the performance of this employee on those pertinent factors contained in this section for the period under review. Be objective and do not let your appraisal of one factor influence your appraisal of another. Each factor to be evaluated has five degrees or levels of achievement by which it may be measured. Each level is defined for your convenience with examples of performance which may be accepted as characteristic of that level. If the employee job performance or level of achievement generally corresponds to the example cited, check that particular box.

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

LEVEL	APPRAISAL SYMBOL	DEFINITION
SUBSTANTIALLY EXCEEDS EXPECTATIONS	SEE	Extraordinary performance; work is always expert, exemplary and flawless; always exceeds results expected by a substantial degree.
EXCEEDS EXPECTATIONS	EE	Superior performance; most work is characterized by unusual accomplishments; significantly and consistently performs at a level above that expected.
MEETS EXPECTATIONS	ME	Meets major requirements; is consistently effective and competent; achieves results expected.
BELOW EXPECTATIONS	BE	Needs improvement to meet major requirements; work is fairly acceptable in some respects but does not meet expectations.
SUBSTANTIALLY BELOW EXPECTATIONS	SBE	Performance is unacceptable; substantial improvement is necessary.

Section II: SUMMARY OF PROGRESS SINCE LAST APPRAISAL

Section II is to be used to record your evaluation of the employee's progress on recommended actions, objectives and/or training/education established at his/her last appraisal.

Section III: RECOMMENDATIONS FOR DEVELOPMENT OR ACCOMPLISHMENT

Section III is to be used to make specific recommendations for the employee's development or accomplishment. Please be as specific as possible.

© Earnest R. Archer, 1992

PERFORMANCE FACTORS - ALL EMPLOYEES

FACTORS	(1) SUBSTANTIALLY BELOW EXPECTATIONS	(2) BELOW EXPECTATIONS	(3) MEETS EXPECTATIONS	(4) EXCEEDS EXPECTATIONS	(5) SUBSTANTIALLY EXCEEDS EXPECTATIONS	COMMENTS	SEE (1)	SEE (2)	SEE (3)	SEE (4)	SEE (5)	AVERAGE RATING
KNOWLEDGE OF JOB Understands and knows technical requirements of job. Shows little understanding of conceptual requirements of job. Shows moderate understanding of conceptual requirements of job. Shows good understanding of conceptual requirements of job. Shows excellent understanding of conceptual requirements of job.	Shows little understanding of technical requirements of job. Shows moderate understanding of conceptual requirements of job. Shows good understanding of conceptual requirements of job. Shows excellent understanding of conceptual requirements of job.	Shows moderate understanding of technical requirements of job. Shows good understanding of conceptual requirements of job. Shows excellent understanding of conceptual requirements of job.	Shows good understanding of technical requirements of job. Shows excellent understanding of conceptual requirements of job.	Shows exceptional understanding of technical requirements of job. Shows exceptional understanding of conceptual requirements of job.	Shows expert understanding of technical requirements of job. Shows expert understanding of conceptual requirements of job.	KNOWLEDGE OF JOB		3				1/3 =
QUALITY OF WORK Accuracy, timeliness, and neatness of work.	Seldom produces work that is satisfactory. Seldom produces work that is satisfactory. Seldom produces work that is satisfactory.	Inconsistently produces work that is satisfactory. Inconsistently produces work that is satisfactory. Inconsistently produces work that is satisfactory.	Usually produces work that is satisfactory. Usually produces work that is satisfactory. Usually produces work that is satisfactory.	Usually produces work that is satisfactory. Usually produces work that is satisfactory. Usually produces work that is satisfactory.	Always produces work that is satisfactory. Always produces work that is satisfactory. Always produces work that is satisfactory.	QUALITY OF WORK			3			1/3 =
QUANTITY OF WORK Amount of work done.	Seldom produces required amount of technical work. Seldom produces required amount of conceptual work. Seldom produces required amount of interpersonal work.	Inconsistently produces required amount of technical work. Inconsistently produces required amount of conceptual work. Inconsistently produces required amount of interpersonal work.	Consistently produces required amount of technical work. Consistently produces required amount of conceptual work. Consistently produces required amount of interpersonal work.	Usually produces required amount of technical work. Usually produces required amount of conceptual work. Usually produces required amount of interpersonal work.	Always produces required amount of technical work. Always produces required amount of conceptual work. Always produces required amount of interpersonal work.	QUANTITY OF WORK		3				1/3 =
DEPENDABILITY Reliability to do assigned work and meet deadlines/schedules.	Cannot be relied on to do assigned work. Consistently fails to be watched over or provided. Seldom meets required deadlines/schedules.	Inconsistently reliable in doing assigned work. Regularly fails to be watched over or provided. Often fails to meet required deadlines/schedules.	Usually reliable in doing assigned work. Usually does not have to be watched over or provided. Meets most deadlines/schedules.	Consistently reliable in doing assigned work. Consistently does not have to be watched over or provided. Meets most deadlines/schedules.	Never fails to do assigned work. Never has to be watched over or provided. Meets most deadlines/schedules.	DEPENDABILITY		3				1/3 =
ATTENDANCE Reliability to be on the job or to be on one's work station.	Over 12 sick occurrences. Has frequent unexcused tardiness. Consistently leaves work/work station without justification.	7-11 sick occurrences. Has frequent unexcused tardiness. Frequently leaves work/work station without justification.	4-6 sick occurrences. Has occasional unexcused tardiness. Seldom leaves work/work station without justification.	1-3 sick occurrences. Has occasional unexcused tardiness. Seldom leaves work/work station without justification.	Never takes sick days. Never takes unexcused tardiness. Always anticipates work to be done.	ATTENDANCE				4		1/3 =
INITIATIVE AND ENTHUSIASM Self-reliance and self-starting ability.	Rarely anticipates work to be done. Never starts work without being directed. Seldom approaches work with enthusiasm.	Inconsistently anticipates work to be done. Sometimes starts work without being directed. Occasionally approaches work with enthusiasm.	Usually anticipates work to be done. Usually starts work without being directed. Usually approaches work with enthusiasm.	Consistently anticipates work to be done. Consistently starts work without being directed. Consistently approaches work with enthusiasm.	Always anticipates work to be done. Always starts work without being directed. Always approaches work with enthusiasm.	INITIATIVE AND ENTHUSIASM		3				1/3 =
JUDGMENT Decision making and problem solving ability.	Exercises poor judgment in routine situations. Exercises poor judgment in non-routine situations. Seldom anticipates consequences of decisions.	Exercises fair judgment in routine situations. Exercises fair judgment in non-routine situations. Anticipates consequences of decisions.	Exercises good judgment in routine situations. Exercises good judgment in non-routine situations. Usually anticipates consequences of decisions.	Exercises exceptional judgment in routine situations. Exercises exceptional judgment in non-routine situations. Foresees consequences of decisions.	Always exercises correct judgment in routine situations. Always exercises correct judgment in non-routine situations. Foresees consequences of decisions with accurate accuracy.	JUDGMENT		3				1/3 =
COOPERATION Willingness to accept supervision and instruction and willingness to apply effort.	Rarely accepts instruction and direction without argument. Frequently attempts to circumvent unpleasant tasks. Exercises minimum effort in completing assignments.	Accepts instruction and direction without argument. Occasionally attempts to circumvent unpleasant tasks. Exercises moderate effort in completing assignments.	Accepts instruction and direction without argument. Usually attempts to circumvent unpleasant tasks. Exercises good effort in completing assignments.	Accepts instruction and direction without argument. Does not attempt to circumvent unpleasant tasks. Exercises good effort in completing assignments.	Always accepts instruction and direction without argument. Does not attempt to circumvent unpleasant tasks. Exercises extraordinary effort in completing tasks.	COOPERATION		3				1/3 =
RELATIONSHIP WITH OTHERS Willingness and ability to get along, interact and work with others, both internally and externally.	Interacts and communicates poorly with supervisors. Interacts and communicates poorly with co-workers. Interacts and communicates poorly with public.	Interacts and communicates fairly well with supervisors. Interacts and communicates fairly well with co-workers. Interacts and communicates fairly well with public.	Interacts and communicates well with supervisors. Interacts and communicates well with co-workers. Interacts and communicates well with public.	Interacts and communicates well with supervisors. Interacts and communicates well with co-workers. Interacts and communicates well with public.	Always interacts and communicates well with supervisors. Always interacts and communicates well with co-workers. Always interacts and communicates well with public.	RELATIONSHIP WITH OTHERS		3				1/3 =
COORDINATION Planning and organizing of work, tasks, and use of resources.	Frequently has to duplicate effort. Frequently wastes of organizational resources. Does a poor job of housekeeping.	Occasionally has to duplicate effort. Occasionally wastes of organizational resources. Does a fair job of housekeeping.	Usually has to duplicate effort. Usually wastes of organizational resources. Does a good job of housekeeping.	Always has to duplicate effort. Always wastes of organizational resources. Does an exceptional job of housekeeping.	Never has to duplicate effort. Never wastes of organizational resources. Always does an exceptional job of housekeeping.	COORDINATION OF WORK		3				1/3 =
SAFETY AND HOUSEKEEPING Observance of housekeeping rules and safety rules and regulations.	Frequently violates safety rules and regulations. Shows little concern for the safety of co-workers.	Inconsistent in observing safety rules/regulations. Shows moderate concern for the safety of co-workers.	Consistently observes safety rules/regulations. Shows substantial concern for the safety of co-workers.	Usually does an exceptional job of housekeeping. Shows exceptional concern for the safety of co-workers.	Always does an exceptional job of housekeeping. Shows exceptional concern for the safety of co-workers.	SAFETY AND HOUSEKEEPING		3				1/3 =

Sum of the ratings for each factor divided by three.

APPLICATION TRANSMITTAL

TO: _____ DATE: _____

SUBJECT: Application and/or Resume - Transmittal

APPLICATION: _____ POSITION: _____

1. Attached application for employment is forwarded herewith for your review and consideration. After you have interviewed, please indicate in the section provided below your remarks concerning the individual in question. If an interview is not desired, please indicate accordingly.
2. Please expedite the return of this memorandum and attached correspondence to the Personnel Office.

DATE: 25 Aug 85

TO: PERSONNEL DIRECTOR

REMARKS: Application to FBI HQ 20 B. Aug 85

[Signature]
SIGNATURE

SPARTANBURG COUNTY

CODE OF CONDUCT

Because the nature of public employment is public service, the highest standards of conduct and decorum is required. Therefore, conduct reflecting unfavorable upon the County government, its departments, or employees cannot be condoned. Breach of required standards of conduct will form the basis for any actions.

The following conduct shall normally be grounds for a reprimand. However, the list is not inclusive of other misconduct which may warrant a reprimand.

1. Failure to report an injury.
2. Failure to wear safety equipment when required by policy and conditions.
3. Failure to follow safe working procedures or to obey safety signs or notices.
4. Faulty work or careless work habits which results in waste or breakage.
5. Misuse of government time such as but not limited to the following:
 - a. not starting work on time
 - b. quitting or leaving work early
 - c. unauthorized visiting in another department
 - d. loitering
 - e. not keeping engaged in assigned work
 - f. interfering with other employee's work routine
 - g. violation of County's rules on solicitation and distribution
 - h. unauthorized breaks
 - i. excessive absences or tardiness
 - j. other similar unacceptable behavior

Except where otherwise noted, the following conduct will result in dismissal for the first offense. However the list is not exclusive of other serious and aggravated misconduct which may warrant dismissal:

- a. Absence of three (3) consecutive days without notification to your supervisor
- b. Gambling during working hours
- c. Throwing objects, running, horse play or other acts endangering self or others
- d. Working on personal jobs during working hours
- e. Defacing County property or the property of a fellow employee while on County property.
- f. Deliberate damage to, theft to, or destruction of County property or the property of a fellow employee while on County property
- g. Restriction of output or the intimidation of others in an attempt to restrict output
- h. Leaving the employee's assigned work areas during working hours without the permission of a supervisor.
- i. Possession or use of intoxicates or illegal drugs on County property
- j. Threatening, intimidating or coercing a fellow employee
- k. Gross insubordination
- l. Willfully giving false statements to supervisors, officials
- m. Falsifying information on an application for employment
- n. Willful and repeated failure to honor court judgments or failure to pay credits when the obligation is uncontested
- o. Acceptance of improper gratuities
- p. Refusal to be examined by a County authorized physician when so directed
- q. Offensive in manner or actions to the general public or fellow employees

I have read and understand the above and I desire to be signed up as an employee of Spartanburg County.

Signature of Interviewer

Date

Signature of Employee

Date

SPARTANBURG COUNTY EMPLOYMENT APPLICATION

(Please Print Plainly)



The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion or national origin. Public Law 90-202 prohibits discrimination because of age. You are not required to answer any questions that may be in direct conflict with the Civil Rights Act of 1964 as amended.

(AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER M/F UNDER CIVIL RIGHTS ACT OF 1964 AS AMENDED) AND (SECTION 504 of 1973 REHABILITATION ACT FOR EMPLOYMENT OF HANDICAP) The availability of special services, if required, will be afforded when a notice of 24 hours is given.

CLASS CODE _____

(PERSONNEL USE ONLY)

DATE: _____

I. PERSONAL				
NAME <u>WALKER</u> <u>CHARLES</u> <u>D</u>		SOCIAL SECURITY NO. <u>██████████</u>		
PRESENT ADDRESS <u>██████████</u> <u>██████████</u> <u>██████████</u>		State <u>██</u> Zip <u>██</u>		
TELEPHONE NO. () <u>██████████</u>	BIRTHDATE <u>██</u> <u>██</u> <u>██</u>	Month Day Year		
DO YOU HAVE NEED FOR SPECIAL ACCOMMODATIONS OR AUXILIARY AIDS FOR EMPLOYMENT TESTING SUCH AS READER, INTERPRETER, ETC. () YES (X) NO				
Please specify if you have any physical limitations that would prevent your effectively performing the job for which you are applying.				
() Yes (X) No If yes explain _____				
Are you willing to submit to a physical examination by a competent physician? () Yes (X) No				
Are you related to anyone employed by Spartanburg County:				
Name <u>██████████</u>		Relationship <u>██████████</u>		Department <u>██████████</u>
In case of emergency, please notify:				
Name <u>TERBY D WALKER</u>		Address <u>1201 1/2 E. 7th St.</u>		Phone No. <u>576-3377</u>
II. PRE-EMPLOYMENT INFORMATION				
POSITION APPLIED FOR <u>Deputy Sheriff</u>		SALARY EXPECTED: <u>As per job</u>		
REFERRAL SOURCE: () Advertisement (X) Friend () Other <u>Paul Brown, Deputy Sheriff</u>				
DO YOU WANT TO WORK: (X) Fulltime () Parttime () On Shifts <u>As per job</u>				
HAVE YOU EVER WORKED FOR SPARTANBURG COUNTY BEFORE? <u>NO</u> IF YES, WHEN? _____				
IF HIRED, ON WHAT DATE WILL YOU BE AVAILABLE TO START WORK? <u>6/3/85</u>				
HAVE YOU EVER BEEN BONDED? () Yes (X) No If so, for what job? _____				
ARE YOU A VETERAN? () Yes (X) No If yes, what branch of military service? _____				
Rank _____				
III. EDUCATION				
	ELEMENTARY	HIGH	COLLEGE/ UNIVERSITY	GRADUATE/ PROFESSIONAL
SCHOOL NAME	<u>WALKER</u>	<u>WALKER</u>		
YEARS COMPLETED (CIRCLE)	<u>4 5 6 7 8</u>	<u>9 10 11 12</u>	<u>1 2 3 4</u>	<u>1 2 3 4</u>
DIPLOMA/DEGREE	<u>YES</u>			
DESCRIBE SPECIALIZED TRAINING, APPRENTICE-SHIP, SKILLS, AND EXTRA-CURRICULAR ACTIVITIES.				
() ADDING MACHINE () CALCULATOR () TYPING _____ () SHORTHAND _____				
() COMPUTER () ACCOUNTING () PAYROLL () PURCHASING _____				
COMMENTS: _____				

SPARTANBURG COUNTY EEO REPORTING AND PERSONNEL RESEARCH

YOUR SOCIAL SECURITY NUMBER

██████████

Note: The information requested in this section is not used to evaluate your application. This information is needed to satisfy Equal Employment Opportunity reporting and personnel research requirements.

Name	Last <u>WALKER</u>	First <u>CHARLES</u>	Middle <u>D</u>	Today's Date	Mo. <u>██</u> Day <u>██</u> Year <u>██</u>
Check one	1. () Former County Employee 2. (X) Present County Employee 3. () Never Employed by the County.				
Date of Birth:	Mo. <u>██</u> Day <u>██</u> Year <u>██</u>	Note: The 1972 Human Affairs Law Prohibits Discrimination Based On Age.			
Position applied for:	<u>Deputy Sheriff</u>				
Race (check one)	1. <u>1</u> White 2. <u>2</u> Black 3. <u>3</u> Hispanic 4. <u>4</u> Asian or Pacific Islander 5. <u>5</u> American Indian or Alaskan Native				
Sex	F () Female M (X) Male	Marital Status: S (X) Single M () Married			

Applicant: Please complete this tab (This tab is detached by the Personnel Office before it is mailed to the Interviewer.)

REQUEST FOR EMPLOYMENT OUTSIDE COUNTY SERVICE

NOVEMBER, 20 1995

(Date)

FROM: CHARLES R. CLEVINGER DEPARTMENT: Sheriff's Office
(Employee)

TO: County Administrator

VIA: Department Head

SUBJECT: Request for Part-Time Employment Outside County

In accordance with provisions of Article 12.1 of Rules and Procedures, it is requested that I be permitted to accept Outside County Service. The following information is submitted for consideration:

Place of Employment: PICCADILLY CAFETERIA

Hours of Work: 8 or, Days of Work: VARIES ON MY SCHEDULE

Other Supporting Information:

I understand that this employment is secondary to my primary position with the County and certify that it will not interfere with my regular employment with Spartanburg County Government and is not in violation of any existing state laws. I understand that if this request for secondary employment is approved, I hereby release the County of all liability for such claims, injuries, etc. that may result from subject employment.

It is understood that without prior approval of County Administrator, no County property, equipment, uniforms, vehicles, etc. will be used in the conduct of such approved secondary employment. Further, I will advise my Department Head and Spartanburg County Government immediately, in writing, upon termination of this secondary employment.

NOVEMBER 20 1995

(Date)

(Employee's Signature)

(Date)

FROM: DEPARTMENT HEAD

TO: COUNTY ADMINISTRATOR

1. I have reviewed the above request and (do) / , (do not) ,
recommend approval.

Signature:



OFFICE OF
Spartanburg County Personnel

County Administrative Building
P.O. Box 5666
Telephone (803) 596-2522
Spartanburg, South Carolina 29304

BONNIE HAMMOND
Personnel Administrator
Operations

November 22, 1995

TONY BELL
Personnel Administrator
Policy and Benefits

TO: Officer Charles R. Clevenger
Sheriff's Department

SUBJECT: Secondary part-time employment
Approval of -

This is to advise that your request of **November 20, 1995**, for secondary part-time employment has been approved by the County Administrator subject to the provisions of Chapter XII, Section 12.1 (a,b,c,d) of the Policies and Procedures Manual for Spartanburg County.

In this regard, it is your responsibility to immediately notify your Department Head and the Personnel Office of any change or termination in such secondary part-time employment.

Sincerely,

A handwritten signature in cursive script, appearing to read "Tony Bell", is written over the typed name.

Tony Bell
Personnel Administrator

TB:ajr

REQUEST FOR EMPLOYMENT OUTSIDE COUNTY SERVICE

6-25-96

(Date)

FROM: RUSTY CLEVENGER DEPARTMENT: Sheriff's Office
(Employee)

TO: County Administrator

VIA: Department Head

SUBJECT: Request for Part-Time Employment Outside County

In accordance with provisions of Article 12.1 of Rules and Procedures, it is requested that I be permitted to accept Outside County Service. The following information is submitted for consideration:

Place of Employment: 5838 HWY 11 CITIZENS OIL COMPANY

Hours of Work: 4/WEEK or, Days of Work: _____

Other Supporting Information: _____

I understand that this employment is secondary to my primary position with the County and certify that it will not interfere with my regular employment with Spartanburg County Government and is not in violation of any existing state laws. I understand that if this request for secondary employment is approved, I hereby release the County of all liability for such claims, injuries, etc. that may result from subject employment.

It is understood that without prior approval of County Administrator, no County property, equipment, uniforms, vehicles, etc. will be used in the conduct of such approved secondary employment. Further, I will advise my Department Head and Spartanburg County Government immediately, in writing, upon termination of this secondary employment.

6-25-96

(Date)

Charles Cleverger

(Employee's Signature)

(Date)

FROM: DEPARTMENT HEAD

TO: COUNTY ADMINISTRATOR

1. I have reviewed the above request and (do) _____, (do not) _____, recommend approval.

Signature: _____



OFFICE OF

Spartanburg County Personnel

County Administrative Building

P.O. Box 5666

Telephone (864) 596-2522

Spartanburg, South Carolina 29304

BONNIE HAMMOND
Personnel Administrator
Operations

June 27, 1996

TONY BELL
Personnel Administrator
Policy and Benefits

TO: Officer Rusty Clevenger
Sheriff's Department

SUBJECT: Secondary part-time employment
Approval of -

This is to advise that your request of **June 25, 1996**, for secondary part-time employment has been approved by the County Administrator subject to the provisions of Chapter XII, Section 12.1 (a,b,c,d) of the Policies and Procedures Manual for Spartanburg County.

In this regard, it is your responsibility to immediately notify your Department Head and the Personnel Office of any change or termination in such secondary part-time employment.

Sincerely,

Bonnie Hammond
Personnel Administrator

BH:ajr

RECORD OF EDUCATION

SCHOOL	NAME/ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE YEARS COMPLETED				NAME OF DEGREE OR CERTIFYING	MAJ MINOR
ELEMENTARY			5	6	7	8		
HIGH SCHOOL			1	2	3	4		
COLLEGE			1	2	3	4		
OTHER (Specify)								

DESCRIBE SPECIALIZED TRAINING, APPRENTICESHIP SKILLS, AND EXTRA CURRICULAR ACTIVITIES:

___ Adding Machine ___ Calculator Typing/Speed ___ Shorthand/Speed ___
 ___ Computer ___ Accounting ___ Payroll ___ Purchasing

Comments:

EMPLOYMENT RECORD

INSTRUCTIONS: Read carefully before completing the remainder of this section. It is important that this section be completed in detail if your experience is to be fairly evaluated. Give specific information about the nature and responsibilities of each position you have held. Use a separate block for each position, even if it is with the same employer.

CURRENT OR MOST RECENT POSITION WITH COUNTY	FROM	TO	STARTING SALARY	LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR

DEPARTMENT:	DESCRIBE THE WORK FOR THIS POSITION:

PREVIOUS EMPLOYMENT	FROM	TO	STARTING SALARY	LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR

COMPANY NAME AND ADDRESS AND TELEPHONE:
DESCRIBE THE WORK YOU DID:

PLEASE ATTACH ADDITIONAL SHEET OR RESUME IF APPLICABLE

9-24-92
(Date)

FROM: CHARLES R CLEVENGER DEPARTMENT: SHERIFF'S OFFICE
(Employee)

TO: County Administrator

VIA: Department Head

SUBJECT: Part-time employment outside County Service; Request for -

In accordance with provisions of Article 12.1 of Rules and Procedures, it is requested that I be permitted to accept Outside County Service. The following information is submitted for consideration:

Place of Employment: HIDDEN HILLS BOWLING LANE

Hours of Work: \$ OR, Days of Work: 1 DAY / WEEK

Other Supporting Information: _____

I understand that this employment is secondary to my primary position with the County and certify that it will not interfere with my regular employment with Spartanburg County Government and is not in violation of any existing state laws. I understand that if this request for secondary employment is approved, I hereby release the County of all liability for such claims, injuries, etc. that may result from subject employment.

It is understood that without prior approval of County Administrator, no County property, equipment, uniforms, vehicles, etc. will be used in the conduct of such approved secondary employment. Further, I will advise my Department Head and Spartanburg County Government immediately, in writing, upon termination of this secondary employment.

9-24-92
(Date)

Charles R Cleenger
(Employee's Signature)

(Date)

FROM: Department Head

TO: County Administrator

1. I have reviewed the above request and (do) X, (do not) _____, recommend approval.

Signature: Major Willie G. Brown

(Submit original to Personnel Director for processing and disposition)

PERFORMANCE APPRAISAL

CALCULATION WORKSHEET: Non-supervisory Employees

DATE: 04/03/92

NAME: CLEVINGER CHARLES R
JOB TITLE: DETECTIVE/CRIMINAL

	Average Rating	Factor Weighting	Weighted Rating
1. KNOWLEDGE OF JOB	3.00	0.14	0.4200
2. QUALITY OF WORK	4.00	0.14	0.5600
3. QUANTITY OF WORK	3.33	0.09	0.3000
4. DEPENDABILITY	3.33	0.11	0.3667
5. ATTENDANCE	4.00	0.09	0.3600
6. INITIATIVE & ENTHUSIASM	3.33	0.07	0.2333
7. JUDGMENT	3.33	0.10	0.3333
8. COOPERATION	3.33	0.09	0.3000
9. RELATIONSHIPS WITH OTHERS	3.00	0.07	0.2100
10. COORDINATION OF WORK	3.33	0.07	0.2333
11. SAFETY & HOUSEKEEPING	3.33	0.03	0.1000

TOTAL = 3.4167

D. Williams

REQUEST FOR EMPLOYMENT OUTSIDE COUNTY SERVICE

09 05 86
(Date)

FROM: RUSTY CLEVENGER
(Employee)

DEPARTMENT: DEPUTY SHERIFF

TO: County Administrator

VIA: Department Head

SUBJECT: Part-time employment outside County Service; Request for -

In accordance with provisions of Article 12.1 of Rules and Procedures, it is requested that I be permitted to accept Outside County Service. The following information is submitted for consideration:

Place of Employment: ROYAL CINEMA

Hours of Work: _____ OR, Days of Work: SUNDAYS 4 HOURS

Other Supporting Information: _____

I understand that this employment is secondary to my primary position with the County and certify that it will not interfere with my regular employment with Spartanburg County Government and is not in violation of any existing state laws. I understand that if this request for secondary employment is approved, I hereby release the County of all liability for such claims, injuries, etc. that may result from subject employment.

It is understood that without prior approval of County Administrator, no County property, equipment, uniforms, vehicles, etc. will be used in the conduct of such approved secondary employment. Further, I will advise my Department Head and Spartanburg County Government immediately, in writing, upon termination of this secondary employment.

09 05 1986
(Date)

Rusty Clevenger
(Employee's Signature)

(Date)

FROM: Department Head

TO: County Administrator

I have reviewed the above request and (do) _____, (do not) _____, recommend approval.

Signature: _____

(Submit original to Personnel Director for processing and disposition)

OFFICE OF
Spartanburg County Council
PERSONNEL DEPARTMENT

County Courthouse
P.O. Box 5666
Telephone (803) 596-2522
Spartanburg, South Carolina 29304

September 8, 1986

WILLIAM L. DUNN
PERSONNEL DIRECTOR

BONNIE HAMMOND
PERSONNEL COORDINATOR

TO: Mr. Rusty Clevenger - Sheriff's Dept.

SUBJECT: Secondary part-time employment;
Approval of -

This is to advise that your request of September 5, 1986 for secondary part-time employment has been approved by the County Administrator subject to the provisions of chapter XII, Section 12.1 (a,b,c,d) of Rules and Procedures Manual for Spartanburg County.

In this regard, it is your responsibility to immediately notify your Department Head and the Personnel Office of any change or termination in such secondary part-time employment.

Sincerely,

Bill Dunn

BILL DUNN
Personnel Director

WLD:ml

SPARTANBURG COUNTY POSITIONS SUBJECT TO RANDOM DRUG TESTING

AS OF MAY 8, 1991

OTHER COUNTY POSITIONS EMERGED AS SAFETY SENSITIVE WILL BE ADDED AS NECESSARY

IN ACCORDANCE WITH THE COUNTY'S ALCOHOL AND DRUG ABUSE POLICY, EMPLOYEES IN "SENSITIVE JOBS" WILL BE SUBJECT TO RANDOM TESTING. SENSITIVE JOBS INCLUDE: SAFETY-SENSITIVE JOBS, EMPLOYEES ASSIGNED TO DRUG INTERDICTION DUTIES, AND EMPLOYEES WHO CARRY FIREARMS. THE COUNTY WILL MAINTAIN A LIST OF SUCH JOBS AND WILL NOTIFY EMPLOYEES WHO HOLD SUCH POSITIONS. THESE ARE LAW ENFORCEMENT OFFICIALS IN THE SHERIFF'S DEPARTMENT, DETENTION FACILITY AND OTHER DEPARTMENTS WHERE EMPLOYEES ARE COMMISSIONED TO CARRY FIREARMS.

SPARTANBURG COUNTY AND/OR THE SPARTANBURG COUNTY SHERIFF RESERVES ITS/HIS RIGHT TO PROMPTLY TERMINATE ANY EMPLOYEE IN A SAFETY SENSITIVE POSITION, SUCH AS IN LAW ENFORCEMENT OR A COMMISSIONED COUNTY LAW ENFORCEMENT OFFICER, WHO TESTS POSITIVE FOR ALCOHOL OR DRUGS UNLESS SUCH DRUGS ARE BEING PRESCRIBED FOR SUCH EMPLOYEE PURSUANT TO A COURSE OF LEGITIMATE MEDICAL TREATMENT.

SHERIFF'S DEPARTMENT

SHERIFF
CHIEF
ADM ASS'T OFFR/SHERIFF
CAPT/DETECTIVES
CAPT/ADMIN. & TRAINING
CAPT/UNIFORM PATROL
LT/CIVIL PROCESS
LT/DETECTIVE
LT/I.D. AND RECORDS
LT/NARC AND VICE
LT/UNIFORM PATROL
LT/WARRANT DIVISION
SGT/DETECTIVES
SGT/CRIME PREVENTION
SGT/CRIME SCENE SPEC.
SGT/I.D. AND RECORDS
SGT/NARC AND VICE
SGT/TRAFFIC ENFORCE.
SGT/TRAINING OFFICER
SGT/WARRANT DIVISION
SGT/UNIFORM PATROL
CORPORAL/COMMUNICATIONS
CORPORAL/WARRANT DIVISION
CORPORAL/UNIFORM PATROL
DETECTIVE
DETECTIVE/JUVENILE
NARC & VICE INVESTIGATOR
DARE OFFICER
DEPUTY II/POLYGRAPH EXAM
DEPUTY II/TRAFFIC ENF
DEPUTY I & II/CIVIL PROCESS
DEPUTY I & II/WARRANTS
DEPUTY I & II/I.D. OFFICER
DEPUTY I & II/UNIFORM PATROL
DEPUTY I & II/DESK OFFICER
CRIMINAL RECORDS OFFICER
CONSTABLE I (COMMISSIONED)

DETENTION FACILITY

DIRECTOR
LIEUTENANT
LT/TRAINING OFFICER
SERGEANT
DETENTION OFFICER III
DETENTION OFFICER II
DETENTION OFFICER I

**SPARTANBURG COUNTY
COMMISSIONED PERSONNEL**

SECURITY GUARD
ANIMAL CONTROL OFFR
LITTER ENFOR OFFICER
INVESTIGATORS (SOL)
VEH. MTC.DIRECTOR/
LAW ENFOR OFFICER
VEH. MTC.OFFICE MGR/
LAW ENFOR OFFICER
CONSTABLES (MAG CT)
EMER SERVICES TRG.
DIR./LAW ENFOR.
OFFICER

I HAVE READ AND/OR BEEN EXPLAINED, AND
I UNDERSTAND THE ABOVE STATEMENT AND
LIST OF SPARTANBURG COUNTY POSITIONS
SUBJECT TO RANDOM DRUG TESTING.

Kurtz Clever 5-22-91
Employee's Signature Date

Charles R. Clever

PART C. PERFORMANCE CHARACTERISTICS

HIGHLY SAT. SAT. UNSAT.

Knowledge of Job -- A clear understanding of the facts or factors pertinent to the job.

☐ ☒ ☐

Comments: _____

Plan for Improvement/Future Objectives: He needs to attend the S.C. Criminal Justice Academy and continue in-service training sessions.

Quality of Work -- Thoroughness, accuracy, neatness of work, judgement, oral and written expression.

☐ ☒ ☐

Comments: _____

Plan for Improvement/Future Objectives: _____

Productivity -- Demonstrated accomplishments, volume of work, economy of time and materials.

☐ ☒ ☐

Comments: _____

Plan for Improvement/Future Objectives: _____

Adaptability -- Interest in job, accepts and seeks additional work responsibility, interested in improving job, perform work with minimum instructions.

☐ ☒ ☐

Comments: _____

Plan for Improvement/Future Objectives: _____

Personal Relations -- Ability and willingness to work with associates, supervisors and others. Ability to meet and handle the public.

☐ ☒ ☐

Comments: _____

Personal Relations - Cont'd.

HIGHLY SAT. SAT. UNSAT.

Plan for Improvement/Future Objectives: _____

Work Habits -- Conscientious, responsible, reliable with respect to attendance, work completion, observance of rules including safety.

☐ ☒ ☐

Comments: He is dependable in attending work; is very alert and conscious in completing his work.

Plan for Improvement/Future Objectives: _____

Personal Appearance -- Cleanliness, neatness of dress.

☐ ☒ ☐

Comments: _____

Plan for Improvement/Future Objectives: _____

Supervisory Skills (Only for employees who supervise) - Ability to supervise, planning, organizing and controlling the work, training and leading, evaluating performance of employees, making decisions, fairness and impartiality and disciplinary control

☐ ☐ ☐

Comments: _____

Plan for Improvement/Future Objectives: _____

PART D. OVERALL RATING

HIGHLY SATISFACTORY ☐ SATISFACTORY ☒ UNSATISFACTORY ☐

COMMENTS: Charles is a eager and dependable employee. He is conscious of his work and tries hard in any thing he does. His law enforcement career can be improved once he has attended the S.C. Criminal Justice Academy.

(Signature of Appraiser) 7-22-88 (Date) Henry D. Smith (Signature of Department Head) (Date)

PART C. PERFORMANCE CHARACTERISTICS

HIGHLY SAT. SAT. UNSAT.

Knowledge of Job — A clear understanding of the facts or factors pertinent to the job.

☒ ☐ ☐

Comments: Officer Clewenger has a clear understanding of the factors important to his job. He is able to accurately apply his knowledge of the S.C. laws to his duties.

Plan for Improvement/Future Objectives: He needs to continue attending in-service training classes.

Quality of Work — Thoroughness, accuracy, neatness of work, judgement, oral and written expression.

☐ ☒ ☐

Comments: _____

Plan for Improvement/Future Objectives: _____

Productivity — Demonstrated accomplishments, volume of work, economy of time and materials.

☐ ☒ ☐

Comments: _____

Plan for Improvement/Future Objectives: _____

Adaptability — Interest in job, accepts and seeks additional work responsibility, interested in improving job, perform work with minimum instructions.

☐ ☒ ☐

Comments: Officer Clewenger is helpful to his fellow officer whenever he is needed. He is able to perform his duties with minimum instructions.

Plan for Improvement/Future Objectives: _____

Personal Relations — Ability and willingness to work with associates, supervisors and others. Ability to meet and handle the public.

☐ ☒ ☐

Comments: Officer Clewenger has a good working relationship with his supervisors and co-workers. He is able to handle the public effectively.

Personal Relations - Cont'd.

HIGHLY SAT. SAT. UNSAT.

Plan for Improvement/Future Objectives: _____

Work Habits — Conscientious, responsible, reliable with respect to attendance, work completion, observance of rules including safety.

☐ ☒ ☐

Comments: Officer Clewenger is a dependable worker and is conscientious in performing his duties. He is consistent in completing his assignments and works within the guidelines of the dept.

Plan for Improvement/Future Objectives: _____

Personal Appearance — Cleanliness, neatness of dress.

☐ ☒ ☐

Comments: Officer Clewenger dresses in accordance with the department's dress code; he is usually neat and clean in appearance.

Plan for Improvement/Future Objectives: _____

Supervisory Skills (Only for employees who supervise) - Ability to supervise, planning, organizing and controlling the work; training and leading, evaluating performance of employees, making decisions, fairness and impartiality and disciplinary control

☐ ☐ ☐

Comments: _____

Plan for Improvement/Future Objectives: _____

PART D. OVERALL RATING

HIGHLY SATISFACTORY ☐ SATISFACTORY ☒ UNSATISFACTORY ☐

COMMENTS: Officer Clewenger is steadfast in accomplishing his goals when performing his daily duties. He is able to apply his knowledge of law enforcement satisfactorily to his job. He is able to work with minimum instructions and often offers help when it's needed.

(Signature of Appraiser) (Date) 11/14/98 (Signature of Department Head) (Date) 11/14/98

PART C. PERFORMANCE CHARACTERISTICS

Knowledge of Job — A clear understanding of the facts or factors pertinent to the job.

HIGHLY SAT. SAT. UNSAT.

☐ ☒ ☐

Comments: *The officer is still new in the*

district field but a progressively rapidly. He has obtained a good working knowledge of the job in a short period of time.

Plan for Improvement/Future Objectives: *Continue to get the training and*

Quality of Work — Thoroughness, accuracy, neatness of work, judgement, oral and written expression.

☐ ☒ ☐

Comments: *He has good command of the English language.*

Plan for Improvement/Future Objectives: *Continue to work hard and do the*

Productivity — Demonstrated accomplishments, volume of work, economy of time and materials.

☐ ☒ ☐

Comments: *He is well known in the office and is a very hard worker.*

Plan for Improvement/Future Objectives: *Continued to improve the*

Adaptability — Interest in job, accepts and seeks additional work responsibility, interested in improving job, perform work with minimum instructions.

☐ ☒ ☐

Comments:

Plan for Improvement/Future Objectives: *He is a very good and the*

Personal Relations — Ability and willingness to work with associates, supervisors and others. Ability to meet and handle the public.

☒ ☐ ☐

Comments:

Personal Relations - Cont'd.

Plan for Improvement/Future Objectives:

HIGHLY SAT. SAT. UNSAT.

☐ ☐ ☐

Work Habits — Conscientious, responsible, reliable with respect to attendance, work completion, observance of rules including safety.

☒ ☐ ☐

Comments:

Plan for Improvement/Future Objectives:

Personal Appearance — Cleanliness, neatness of dress.

☒ ☐ ☐

Comments:

Plan for Improvement/Future Objectives:

Supervisory Skills (Only for employees who supervise) - Ability to supervise, planning, organizing and controlling the work; training and leading, evaluating performance of employees, making decisions, fairness and impartiality and disciplinary control

☐ ☐ ☐

Comments:

Plan for Improvement/Future Objectives:

PART D. OVERALL RATING

HIGHLY SATISFACTORY ☐ SATISFACTORY ☒ UNSATISFACTORY ☐

Comments: *He is a very good and the officer. He is a very good and the officer.*

(Signature of Appraiser) *Bill Williams* 5-17-88 (Date) (Signature of Department Head) *John Ray M. 8* (Date)

PERFORMANCE FACTORS FOR ALL EMPLOYEES

FACTORS	(1) SUBSTANTIALLY BELOW EXPECTATIONS	(2) BELOW EXPECTATIONS	(3) MEETS EXPECTATIONS	(4) EXCEEDS EXPECTATIONS	(5) SUBSTANTIALLY EXCEEDS EXPECTATIONS	COMMENTS	1961	1962	1963	1964	1965	Average Rating
KNOWLEDGE OF JOB	Shows little understanding of technical requirements of job. Shows no understanding of conceptual requirements of job. Shows no understanding of interpersonal requirements of job.	Shows moderate understanding of technical requirements of job. Shows moderate understanding of conceptual requirements of job. Shows moderate understanding of interpersonal requirements of job.	Shows good understanding of technical requirements of job. Shows good understanding of conceptual requirements of job. Shows good understanding of interpersonal requirements of job.	Shows exceptional understanding of technical requirements of job. Shows exceptional understanding of conceptual requirements of job. Shows exceptional understanding of interpersonal requirements of job.	Shows expert understanding of technical requirements of job. Shows expert understanding of conceptual requirements of job. Shows expert understanding of interpersonal requirements of job.							9/3:
QUALITY OF WORK	Produces work that is mediocre. Produces work that is substandard. Produces work that is defective.	Produces work that is satisfactory. Produces work that is acceptable. Produces work that is adequate.	Produces work that is good. Produces work that is excellent. Produces work that is outstanding.	Produces work that is exceptional. Produces work that is extraordinary. Produces work that is remarkable.	Produces work that is superb. Produces work that is magnificent. Produces work that is phenomenal.							3.00
QUANTITY OF WORK	Produces small amount of work. Produces small amount of work. Produces small amount of work.	Produces moderate amount of work. Produces moderate amount of work. Produces moderate amount of work.	Produces good amount of work. Produces good amount of work. Produces good amount of work.	Produces exceptional amount of work. Produces exceptional amount of work. Produces exceptional amount of work.	Produces expert amount of work. Produces expert amount of work. Produces expert amount of work.							3.47
DEPENDABILITY	Reluctant to do assigned work. Reluctant to do assigned work. Reluctant to do assigned work.	Does assigned work. Does assigned work. Does assigned work.	Does assigned work well. Does assigned work well. Does assigned work well.	Does assigned work excellently. Does assigned work excellently. Does assigned work excellently.	Does assigned work superbly. Does assigned work superbly. Does assigned work superbly.							3.00
ATTENDANCE	Reluctant to be on the job. Reluctant to be on the job. Reluctant to be on the job.	Is on the job. Is on the job. Is on the job.	Is on the job well. Is on the job well. Is on the job well.	Is on the job excellently. Is on the job excellently. Is on the job excellently.	Is on the job superbly. Is on the job superbly. Is on the job superbly.							3.33
INITIATIVE AND ENTHUSIASM	Shows no initiative. Shows no initiative. Shows no initiative.	Shows some initiative. Shows some initiative. Shows some initiative.	Shows good initiative. Shows good initiative. Shows good initiative.	Shows exceptional initiative. Shows exceptional initiative. Shows exceptional initiative.	Shows expert initiative. Shows expert initiative. Shows expert initiative.							3.33
JUDGMENT	Shows poor judgment. Shows poor judgment. Shows poor judgment.	Shows moderate judgment. Shows moderate judgment. Shows moderate judgment.	Shows good judgment. Shows good judgment. Shows good judgment.	Shows exceptional judgment. Shows exceptional judgment. Shows exceptional judgment.	Shows expert judgment. Shows expert judgment. Shows expert judgment.							3.33
COOPERATION	Shows no cooperation. Shows no cooperation. Shows no cooperation.	Shows some cooperation. Shows some cooperation. Shows some cooperation.	Shows good cooperation. Shows good cooperation. Shows good cooperation.	Shows exceptional cooperation. Shows exceptional cooperation. Shows exceptional cooperation.	Shows expert cooperation. Shows expert cooperation. Shows expert cooperation.							3.00
RELATIONSHIP WITH OTHERS	Shows no relationship. Shows no relationship. Shows no relationship.	Shows some relationship. Shows some relationship. Shows some relationship.	Shows good relationship. Shows good relationship. Shows good relationship.	Shows exceptional relationship. Shows exceptional relationship. Shows exceptional relationship.	Shows expert relationship. Shows expert relationship. Shows expert relationship.							3.00
COORDINATION OF WORK	Shows no coordination. Shows no coordination. Shows no coordination.	Shows some coordination. Shows some coordination. Shows some coordination.	Shows good coordination. Shows good coordination. Shows good coordination.	Shows exceptional coordination. Shows exceptional coordination. Shows exceptional coordination.	Shows expert coordination. Shows expert coordination. Shows expert coordination.							3.67
SAFETY AND HOUSEKEEPING	Shows no safety. Shows no safety. Shows no safety.	Shows some safety. Shows some safety. Shows some safety.	Shows good safety. Shows good safety. Shows good safety.	Shows exceptional safety. Shows exceptional safety. Shows exceptional safety.	Shows expert safety. Shows expert safety. Shows expert safety.							3.33

* Sums of the ratings for each factor divided by three.

1991 Attendance Calendar

Name: Cleventer, Charles R.
 Last First Middle
 Employee/Payroll # 0364 Dept: 000300
 Hire Date: 08-30-85 Leave Class: 8.5
 Telephone: 803-599-0075

CODES

AL - Administrative Leave
 AS - Advance Sick Leave
 CL - Civil Leave
 FL - Funeral Leave
 H - Holiday
 LWP - Leave Without Pay
 M - Military Leave
 S - Suspension

SL - Sick Leave
 T - Tardy
 V - Vacation
 WC - Workers Comp

JANUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

FEBRUARY

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10	11	12	13	14	15	16
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24	25	26	27	28		

MARCH

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24	25	26	27	28	29	30
31						

APRIL

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28	29	30				

MAY

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26	27	28	29	30	31	

JUNE

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30						

JULY

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AUGUST

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

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29	30					

OCTOBER

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NOVEMBER

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24	25	26	27	28	29	30

DECEMBER

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PERFORMANCE APPRAISAL

CALCULATION WORKSHEET: Non-supervisory Employees

DATE: 04/03/92

NAME: CLEVINGER CHARLES R
JOB TITLE: DETECTIVE/CRIMINAL

	Average Rating	Factor Weighting	Weighted Rating
1. KNOWLEDGE OF JOB	3.00	0.14	0.4200
2. QUALITY OF WORK	4.00	0.14	0.5600
3. QUANTITY OF WORK	3.33	0.09	0.3000
4. DEPENDABILITY	3.33	0.11	0.3667
5. ATTENDANCE	4.00	0.09	0.3600
6. INITIATIVE & ENTHUSIASM	3.33	0.07	0.2333
7. JUDGMENT	3.33	0.10	0.3333
8. COOPERATION	3.33	0.09	0.3000
9. RELATIONSHIPS WITH OTHERS	3.00	0.07	0.2100
10. COORDINATION OF WORK	3.33	0.07	0.2333
11. SAFETY & HOUSEKEEPING	3.33	0.03	0.1000
TOTAL =			3.4167

G. Williams

PERFORMANCE FACTORS FOR ALL EMPLOYEES

[illegible]

* Sum of the ratings for each factor divided by three.

[illegible]

* Sum of the ratings for each factor divided by three.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

[illegible]

* Sum of the ratings for each factor divided by three.

PERFORMANCE APPRAISAL

CALCULATION WORKSHEET: Non-supervisory Employees

DATE: 03/09/94

NAME: CHARLES CLEVINGER
JOB TITLE: DETECTIVE

	Average Rating	Factor Weighting	Weighted Rating
1. KNOWLEDGE OF JOB	3.33	0.14	0.4667
2. QUALITY OF WORK	4.00	0.14	0.5600
3. QUANTITY OF WORK	3.67	0.09	0.3300
4. DEPENDABILITY	3.33	0.11	0.3667
5. ATTENDANCE	4.00	0.09	0.3600
6. INITIATIVE & ENTHUSIASM	3.67	0.07	0.2567
7. JUDGMENT	3.33	0.10	0.3333
8. COOPERATION	3.33	0.09	0.3000
9. RELATIONSHIPS WITH OTHERS	3.33	0.07	0.2333
10. COORDINATION OF WORK	3.67	0.07	0.2567
11. SAFETY & HOUSEKEEPING	3.33	0.03	0.1000
	TOTAL =		3.5633

R. Hendriks



OFFICE OF

Spartanburg County Personnel

County Administrative Building

P.O. Box 6666

Telephone (803) 696-2522

Spartanburg, South Carolina 29304

BONNIE HAMMOND
Personnel Administrator
Operations

June 1, 1995

TONY BELL
Personnel Administrator
Policy and Benefits

TO: Officer Charles Clevenger
Sheriff's Department

FROM: Dennis Taylor, Chairman
Spartanburg County Safety Review Board

SUBJECT: Accident/Incident Review
For Accident: 2/24/95
Reviewed on: May 31, 1995

After reviewing the facts concerning the accident/incident in which you were involved, the Safety Review Board made the following findings and/or recommendations:

Driver found not in error.

This procedure is in accordance with Spartanburg County Ordinance No. 141.

_____ I accept the findings and/or recommendations of the SAFETY REVIEW BOARD.

_____ I have new evidence to present and plan to appeal the findings and/or recommendations of the SAFETY REVIEW BOARD.

Employee Signature

PLEASE NOTE: Complete one copy of this letter and return to Ann Rickard, Safety Review Board Secretary, Personnel Department, Administrative Building.

cc: Department Head

1994 Attendance Calendar

Name: CLEVENGER CHARLES R.
Last First Middle
 Employee/Payroll #: 0364
 Hire Date: 08-30-85 Leave Class: _____
 Telephone:

Codes

AL	Administrative Leave	SL	Sick Leave
AS	Advance Sick Leave	T	Tardy
CL	Civil Leave	V	Vacation
FL	Funeral Leave	WC	Worker's Comp
H	Holiday		
LWP	Leave Without Pay		
M	Military Leave		
S	Suspension		

January

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February

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27	28					

March

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April

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May

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June

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July

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31						

August

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September

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October

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30	31					

November

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December

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

PERFORMANCE APPRAISAL

CALCULATION WORKSHEET: Non-supervisory Employees

DATE: 03/03/95

NAME: CHARLES CLEVINGER

JOB TITLE: DET

	Average Rating	Factor Weighting	Weighted Rating
1. KNOWLEDGE OF JOB	4.00	0.14	0.5600
2. QUALITY OF WORK	4.00	0.14	0.5600
3. QUANTITY OF WORK	3.00	0.09	0.2700
4. DEPENDABILITY	4.00	0.11	0.4400
5. ATTENDANCE	4.00	0.09	0.3600
6. INITIATIVE & ENTHUSIASM	3.67	0.07	0.2567
7. JUDGMENT	3.33	0.10	0.3333
8. COOPERATION	3.67	0.09	0.3300
9. RELATIONSHIPS WITH OTHERS	3.33	0.07	0.2333
10. COORDINATION OF WORK	3.33	0.07	0.2333
11. SAFETY & HOUSEKEEPING	3.00	0.03	0.0900
TOTAL =			3.6667

Barry

PERFORMANCE FACTORS FOR ALL EMPLOYEES

FACTORS	(1) SUBSTANTIALLY BELOW EXPECTATIONS	(2) BELOW EXPECTATIONS	(3) MEETS EXPECTATIONS	(4) EXCEEDS EXPECTATIONS	(5) SUBSTANTIALLY EXCEEDS EXPECTATIONS	COMMENTS	SEE (1)	BE (2)	ME (3)	EE (4)	SEE (5)	Average Rating
KNOWLEDGE OF JOB	Shows little understanding of technical requirements of job. Shows poor understanding of essential requirements of job. Shows poor understanding of important requirements of job. Shows poor understanding of all requirements of job.	Shows moderate understanding of technical requirements of job. Shows moderate understanding of essential requirements of job. Shows moderate understanding of important requirements of job. Shows moderate understanding of all requirements of job.	Shows good understanding of technical requirements of job. Shows good understanding of essential requirements of job. Shows good understanding of important requirements of job. Shows good understanding of all requirements of job.	Shows excellent understanding of technical requirements of job. Shows excellent understanding of essential requirements of job. Shows excellent understanding of important requirements of job. Shows excellent understanding of all requirements of job.	Shows expert understanding of technical requirements of job. Shows expert understanding of essential requirements of job. Shows expert understanding of important requirements of job. Shows expert understanding of all requirements of job.					4		4
QUALITY OF WORK	Shows poor quality of work. Shows poor quality of work. Shows poor quality of work. Shows poor quality of work.	Shows moderate quality of work. Shows moderate quality of work. Shows moderate quality of work. Shows moderate quality of work.	Shows good quality of work. Shows good quality of work. Shows good quality of work. Shows good quality of work.	Shows excellent quality of work. Shows excellent quality of work. Shows excellent quality of work. Shows excellent quality of work.	Shows expert quality of work. Shows expert quality of work. Shows expert quality of work. Shows expert quality of work.					4		4
QUANTITY OF WORK	Shows poor quantity of work. Shows poor quantity of work. Shows poor quantity of work. Shows poor quantity of work.	Shows moderate quantity of work. Shows moderate quantity of work. Shows moderate quantity of work. Shows moderate quantity of work.	Shows good quantity of work. Shows good quantity of work. Shows good quantity of work. Shows good quantity of work.	Shows excellent quantity of work. Shows excellent quantity of work. Shows excellent quantity of work. Shows excellent quantity of work.	Shows expert quantity of work. Shows expert quantity of work. Shows expert quantity of work. Shows expert quantity of work.					3		3
DEPENDABILITY	Shows poor dependability. Shows poor dependability. Shows poor dependability. Shows poor dependability.	Shows moderate dependability. Shows moderate dependability. Shows moderate dependability. Shows moderate dependability.	Shows good dependability. Shows good dependability. Shows good dependability. Shows good dependability.	Shows excellent dependability. Shows excellent dependability. Shows excellent dependability. Shows excellent dependability.	Shows expert dependability. Shows expert dependability. Shows expert dependability. Shows expert dependability.					4		4
ATTENDANCE	Shows poor attendance. Shows poor attendance. Shows poor attendance. Shows poor attendance.	Shows moderate attendance. Shows moderate attendance. Shows moderate attendance. Shows moderate attendance.	Shows good attendance. Shows good attendance. Shows good attendance. Shows good attendance.	Shows excellent attendance. Shows excellent attendance. Shows excellent attendance. Shows excellent attendance.	Shows expert attendance. Shows expert attendance. Shows expert attendance. Shows expert attendance.					4		4
INITIATIVE AND ENTHUSIASM	Shows poor initiative and enthusiasm. Shows poor initiative and enthusiasm. Shows poor initiative and enthusiasm. Shows poor initiative and enthusiasm.	Shows moderate initiative and enthusiasm. Shows moderate initiative and enthusiasm. Shows moderate initiative and enthusiasm. Shows moderate initiative and enthusiasm.	Shows good initiative and enthusiasm. Shows good initiative and enthusiasm. Shows good initiative and enthusiasm. Shows good initiative and enthusiasm.	Shows excellent initiative and enthusiasm. Shows excellent initiative and enthusiasm. Shows excellent initiative and enthusiasm. Shows excellent initiative and enthusiasm.	Shows expert initiative and enthusiasm. Shows expert initiative and enthusiasm. Shows expert initiative and enthusiasm. Shows expert initiative and enthusiasm.					4		4
JUDGMENT	Shows poor judgment. Shows poor judgment. Shows poor judgment. Shows poor judgment.	Shows moderate judgment. Shows moderate judgment. Shows moderate judgment. Shows moderate judgment.	Shows good judgment. Shows good judgment. Shows good judgment. Shows good judgment.	Shows excellent judgment. Shows excellent judgment. Shows excellent judgment. Shows excellent judgment.	Shows expert judgment. Shows expert judgment. Shows expert judgment. Shows expert judgment.					3		3.33
COOPERATION	Shows poor cooperation. Shows poor cooperation. Shows poor cooperation. Shows poor cooperation.	Shows moderate cooperation. Shows moderate cooperation. Shows moderate cooperation. Shows moderate cooperation.	Shows good cooperation. Shows good cooperation. Shows good cooperation. Shows good cooperation.	Shows excellent cooperation. Shows excellent cooperation. Shows excellent cooperation. Shows excellent cooperation.	Shows expert cooperation. Shows expert cooperation. Shows expert cooperation. Shows expert cooperation.					4		3.66
RELATIONSHIP WITH OTHERS	Shows poor relationship with others. Shows poor relationship with others. Shows poor relationship with others. Shows poor relationship with others.	Shows moderate relationship with others. Shows moderate relationship with others. Shows moderate relationship with others. Shows moderate relationship with others.	Shows good relationship with others. Shows good relationship with others. Shows good relationship with others. Shows good relationship with others.	Shows excellent relationship with others. Shows excellent relationship with others. Shows excellent relationship with others. Shows excellent relationship with others.	Shows expert relationship with others. Shows expert relationship with others. Shows expert relationship with others. Shows expert relationship with others.					3		3.33
COORDINATION OF WORK	Shows poor coordination of work. Shows poor coordination of work. Shows poor coordination of work. Shows poor coordination of work.	Shows moderate coordination of work. Shows moderate coordination of work. Shows moderate coordination of work. Shows moderate coordination of work.	Shows good coordination of work. Shows good coordination of work. Shows good coordination of work. Shows good coordination of work.	Shows excellent coordination of work. Shows excellent coordination of work. Shows excellent coordination of work. Shows excellent coordination of work.	Shows expert coordination of work. Shows expert coordination of work. Shows expert coordination of work. Shows expert coordination of work.					3		3.33
SAFETY AND HOUSEKEEPING	Shows poor safety and housekeeping. Shows poor safety and housekeeping. Shows poor safety and housekeeping. Shows poor safety and housekeeping.	Shows moderate safety and housekeeping. Shows moderate safety and housekeeping. Shows moderate safety and housekeeping. Shows moderate safety and housekeeping.	Shows good safety and housekeeping. Shows good safety and housekeeping. Shows good safety and housekeeping. Shows good safety and housekeeping.	Shows excellent safety and housekeeping. Shows excellent safety and housekeeping. Shows excellent safety and housekeeping. Shows excellent safety and housekeeping.	Shows expert safety and housekeeping. Shows expert safety and housekeeping. Shows expert safety and housekeeping. Shows expert safety and housekeeping.					3		3

* Sum of the ratings for each factor divided by three.

SPARTANBURG COUNTY

Employee Name: CHARLES R. CLEVINGER
(PRINT)

POLICY AND PROCEDURES MANUAL - The contents of the policy and procedures manual are approved guidelines of some of Spartanburg County's current policies and procedures and may be changed or updated by County Council when necessary. There is a copy of the policy and procedures manual in your department and one in the Personnel Department for your review.

I have read, and/or been explained, and I understand the policy and procedures manual.

Charles R. Clevinger
Signature of Employee

3-4-96
Date

PERFORMANCE APPRAISAL

CALCULATION WORKSHEET: Non-supervisory Employees

DATE: 03/18/96

NAME: CHARLES CLEVINGER
JOB TITLE: DET

	Average Rating	Factor Weighting	Weighted Rating
1. KNOWLEDGE OF JOB	4.00	0.14	0.5600
2. QUALITY OF WORK	4.00	0.14	0.5600
3. QUANTITY OF WORK	4.00	0.09	0.3600
4. DEPENDABILITY	3.33	0.11	0.3667
5. ATTENDANCE	3.67	0.09	0.3300
6. INITIATIVE & ENTHUSIASM	3.67	0.07	0.2567
7. JUDGMENT	3.67	0.10	0.3667
8. COOPERATION	3.33	0.09	0.3000
9. RELATIONSHIPS WITH OTHERS	4.00	0.07	0.2800
10. COORDINATION OF WORK	3.33	0.07	0.2333
11. SAFETY & HOUSEKEEPING	3.00	0.03	0.0900
TOTAL =			3.7033

R Gregory

Comments and Explanations

PERFORMANCE FACTORS FOR ALL EMPLOYEES

[illegible]

* Sum of the ratings for each factor divided by three.

PERFORMANCE APPRAISAL

CALCULATION WORKSHEET: Non-supervisory Employees

DATE: 04/24/97

NAME: CHARLES CLEVINGER

JOB TITLE: DETECTIVE

	Average Rating	Factor Weighting	Weighted Rating
1. KNOWLEDGE OF JOB	4.00	0.14	0.5600
2. QUALITY OF WORK	4.00	0.14	0.5600
3. QUANTITY OF WORK	3.67	0.09	0.3300
4. DEPENDABILITY	3.67	0.11	0.4033
5. ATTENDANCE	3.67	0.09	0.3300
6. INITIATIVE & ENTHUSIASM	3.67	0.07	0.2567
7. JUDGMENT	3.67	0.10	0.3667
8. COOPERATION	3.67	0.09	0.3300
9. RELATIONSHIPS WITH OTHERS	4.00	0.07	0.2800
10. COORDINATION OF WORK	3.67	0.07	0.2567
11. SAFETY & HOUSEKEEPING	3.00	0.03	0.0900
TOTAL =			3.7633

m Barry

SPARTANBURG COUNTY

Employee Name: CHARLES R. CLEVINGER
(PRINT)

POLICY AND PROCEDURES MANUAL - The contents of the policy and procedures manual are approved guidelines of some of Spartanburg County's current policies and procedures and may be changed or updated by County Council when necessary. There is a copy of the policy and procedures manual in your department and one in the Personnel Department for your review.

I have read, and/or been explained, and I understand the policy and procedures manual.

Charles R. Clevinger
Signature of Employee

3-17-97
Date

1996 Attendance Calendar

Name: CLEVENGER CHARLES R.
 Last First Middle
 Employee/Payroll #: 0364
 Hire Date: 8-30-85 Leave Class: _____
 Telephone: _____

Codes

AL Administrative Leave SL Sick Leave
 AS Advance Sick Leave T Tardy
 CL Civil Leave V Vacation
 FL Funeral Leave WC Worker's Comp
 H Holiday
 LWP Leave Without Pay
 M Military Leave
 S Suspension

January

S	M	T	W	T	F	S
	1 ✓	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 AL	19	20	21	22	23
24	25	26	27	28	29 SL	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13 ✓	14 ✓	15 ✓	16 ✓	17 ✓	18
19	20 AL	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4 AL	5 AL	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12 ✓	13 ✓	14 ✓	15 ✓	16 ✓	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1 AL	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9 SL	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 AL	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
				1	2	
3	4 ✓	5 ✓	6 ✓	7 ✓	8 ✓	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 AL	24 AL	25 AL	26 AL	27 AL	28
29	30 AL	31 AL				

What progress has the employee made on the actions, objectives and/or training/education established at the last appraisal?

Describe any conditions or events beyond the employee's control which made achievement of agreed-upon actions, objectives and/or training/education easier or more difficult than expected.

To Appraiser:

Review your ratings and comments; then outline what specific actions, objectives and/or training/education are necessary to maintain, to improve, or to correct the performance of this employee. (Attach another sheet if more space is needed.)

ate set for necessary accomplishment of above to take place

EMPLOYEE: Please acknowledge that this performance appraisal has been reviewed with you by signing your name and indicating date of review in spaces below.

Also indicate whether you intend to submit a written statement (due within 10 days from review date) for any ratings or comments in which there were significant disagreement between you and your supervisor.

☒ No ☐ Yes

Date <u>3-17-97</u> Employee <u>Charles Eugene Mack Boring</u> Appraiser <u>[Signature]</u> Reviewer <u>[Signature]</u> Personnel <u>[Signature]</u>	Date <u>3-17-97</u> Date <u>3-17-97</u>
--	--

[illegible]

300 is final date this appraisal must be submitted to the Personnel Department.

PERFORMANCE APPRAISAL

Name Charles R. Clevenger Department Sheriff

Job Position/Grade Detective

To be discussed with employee during month and year of _____

This performance appraisal is for performances from 1/96 to 12/96

☐ 30 Day Review ☐ 60 Day Review ☐ 90 Day Review
☐ 6 Month Review ☒ Annual Review ☐ Other

INSTRUCTIONS

Sección I: PERFORMANCE FACTORS

Section 1 prescribes job performance factors. Appraise the performance of this employee on those permanent factors contained in this section for the period under review. Be objective and do not let your appraisal of one factor influence your appraisal of another. Each factor to be evaluated has five degrees or levels of achievement by which it may be measured. Each level is defined for your convenience with examples of performance which may be accepted as characteristic of that level. If the employee job performance or level of achievement generally corresponds to the example cited, check that particular box.

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

LEVEL	APPRAISAL SYMBOL	DEFINITION
SUBSTANTIALLY EXCEEDS EXPECTATIONS	SEE	Extraordinary performance; work is always expert, exemplary and flawless; always exceeds results expected by a substantial degree.
EXCEEDS EXPECTATIONS	EE	Superior performance; most work is characterized by unusual accomplishments; significantly and consistently performs at a level above that expected.
MEETS EXPECTATIONS	ME	Meets major requirements; is consistently effective and competent; achieves results expected.
BELOW EXPECTATIONS	BE	Needs improvement to meet major requirements; work is fairly acceptable in some respects but does not meet expectations.
SUBSTANTIALLY BELOW EXPECTATIONS	SBE	Performance is unacceptable; substantial improvement is necessary.

Section II: SUMMARY OF PROGRESS SINCE LAST APPRAISAL

Section II is to be used to record your evaluation of the employee's progress on recommended actions, objectives and/or training/education established at his/her last appraisal.

Section III: RECOMMENDATIONS FOR DEVELOPMENT OR ACCOMPLISHMENT

Section III is to be used to make specific recommendations for the employee's development or accomplishment. Please be as specific as possible.

SPARTANBURG COUNTY

Employee Name: CHARLES R. CLEVINGER
(PRINT)

POLICY AND PROCEDURES MANUAL - The contents of the policy and procedures manual are approved guidelines of some of Spartanburg County's current policies and procedures and may be changed or updated by County Council when necessary. There is a copy of the policy and procedures manual in your department and one in the Personnel Department for your review.

I have read, and/or been explained, and I understand the policy and procedures manual.

C.R. Clevinger
Signature of Employee

1-12-98
Date

EMPLOYEE PERFORMANCE EVALUATION REPORT

04/01/98

14:11:17

EE# 364 CHARLES CLEVENGER Position: 4061 CRIM INVESTIGATOR

G * Law Enforcement/Detention

Dept# 268

ELEMENTS	WT.	Score	TOTAL
1. Application of Knowledge and Expertise	0.20	9.0	1.800
2. Support of Department's Objectives/Teamwork	0.10	9.0	0.900
3. Human Relations and Communications Skills	0.10	9.0	0.900
4. Situation Assessment and Judgement	0.15	9.0	1.350
5. Quality of Work/Motivation	0.15	9.0	1.350
6. Report Writing	0.10	8.0	0.800
7. Operation and Care of Equipment and Weapons	0.05	9.0	0.450
8. Performance in Stressful/Emerg./Unusual Conditions	0.10	9.0	0.900
9. Attendance and Punctuality	0.05	9.0	0.450
10. Other	0.00	0.0	0.000
TOTALS	1.00		8.9000

1997 Attendance Calendar

Name: CLEVENGER CHARLES RUSSELL
Last First Middle

Employee/Payroll #: 0364

Hire Date: 1-13-97 Leave Class

Telephone:

Codes

AL	Administrative Leave	SL	Sick Leave
AS	Advance Sick Leave	T	Tardy
CL	Civil Leave	V	Vacation
FL	Funeral Leave	WC	Worker's Comp
H	Holiday		
LWP	Leave Without Pay		
M	Military Leave		
S	Suspension		

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	SL	SL	15
16	17	18	19	7.5	7.5	22
23	24	25	26	27	28	29
30	31					

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	V	V	V	V	V	10
	7.5	7.5	7.5	7.5	7.5	
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	V	V	V	V	V	23
	7.5	7.5	7.5	7.5	7.5	
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	V	24	25	26	27
		7.5	H	H	H	
28	V	V	V			
	1.0	7.5	7.5			

By receiving a copy of my evaluation, I understand that this is an evaluation of my performance, and not to be used as a comparison of other evaluations. Sharing of evaluations between employees is expressly prohibited. Violations will result in disciplinary action.

3-20-98
DATE

C.R. Muenzer
EMPLOYEE NAME

1998 Attendance Calendar

Name: **CLEVENGER, CHARLES RUSSELL "RUSTY"**

Last First Middle

Employee/Payroll #: **0364**

Hire Date: **01-13-97**

Leave Class: _____

Telephone: **599-0073**

Codes

AL	Administrative Leave	SL	Sick Leave
AS	Advance Sick Leave	T	Tardy
CL	Civil Leave	V	Vacation
FL	Funeral Leave	WC	Worker's Comp.
H	Holiday	---	---
LWP	Leave Without Pay	---	---
M	Military Leave	---	---
S	Suspension	---	---

JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SPARTANBURG COUNTY

Employee Name: CHARLES R. CLEVINGER Department: SOLICITOR - 9268
(Please Print)

Policy and Procedures Manual - The contents of the policy and procedures manual are approved guidelines of some of Spartanburg County's current policies and procedures and may be changed or updated by County Council when necessary. There is a copy of the policy and procedures manual in your department and one is available in the Personnel Department for your review.

I have read, and/or been explained, and I understand the policy and procedure's manual.

Charles R. Clevinger
Signature of Employee

1-21-99
Date

Please return a signed form with each employee's annual performance appraisal form. Also, for all new hires who may not be eligible for an annual appraisal send a signed form.

EMPLOYEE PERFORMANCE EVALUATION REPORT

03/17/99

14:10:11

EE# 364 CHARLES CLEVINGER Position: 4061 CRIM INVESTIGATOR

G * Law Enforcement/Detention

Dept# 268

ELEMENTS	WT.	Score	TOTAL
1. Application of Knowledge and Expertise	0.20	9.0	1.800
2. Support of Department's Objectives/Teamwork	0.10	9.5	0.950
3. Human Relations and Communications Skills	0.10	9.0	0.900
4. Situation Assessment and Judgement	0.15	9.5	1.425
5. Quality of Work/Motivation	0.15	9.5	1.425
6. Report Writing	0.10	9.0	0.900
7. Operation and Care of Equipment and Weapons	0.05	9.0	0.450
8. Performance in Stressful/Emerg./Unusual Conditions	0.10	9.0	0.900
9. Attendance and Punctuality	0.05	9.5	0.475
10. Other	0.00	0.0	0.000
TOTALS	1.00		9.2250

APPENDIX 2

COUNTY OF SPARTANBURG, SOUTH CAROLINA
PERFORMANCE EVALUATION SYSTEM
GUIDELINES
LEVELS OF PERFORMANCE DEFINITIONS

The levels of performance assigned to each of the elements should consider the performance pattern for the entire appraisal period. After reviewing all records of performance, the rater should select one of the four (4) levels of performance listed below.

- Outstanding Performance:** Employee consistently performs above the established performance expectation for the element. In addition, the employee regularly makes positive contributions to the work unit that demonstrate creativity and initiative. Employee has complete understanding of all requirements of the position and how they relate to the goals of the County, the mission of the department and the needs of other departments, divisions or agencies.
- Exceeds Expectation:** Employee usually performs above the established performance standard for the element. Employee performs effectively and makes contributions to the work unit that are above the established expectation. Employee takes a leadership role in developing new ideas on how to improve the level of service and possesses job knowledge, skills and abilities to successfully complete all assigned tasks efficiently and effectively.
- Meets Expectation:** Employee maintains performance level in accordance with the established expectation for the element and performs job duties at or near full proficiency. Employee's work is completed accurately and on time, and employee works well with associates and the public.
- Below Expectation:** Employee not meeting the performance expectation established for some of the elements. Counseling and corrective measures are necessary. Employee lacks required knowledge, skills and abilities and is unable to perform some tasks adequately.

G

COF Y OF SPARTANBURG, SOUTH CAROLINA
EMPL. PERFORMANCE EVALUATION R. JRT
LAW ENFORCEMENT DIVISION

12/14/98

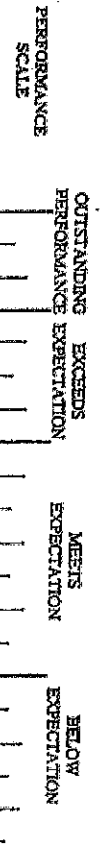
EMPLOYEE — CLEVELAND CHARLES R. SSN _____

DEPARTMENT — 0354 6402

TYPE OF EVALUATION — 0001 PAYROLL 0002B CIRCUIT SUPERVISOR

ISSION _____

IOD OF _____ TO _____



ELEMENT 1 APPLICATION OF KNOWLEDGE AND EXPERTISE EXPECTATION: Is aware of and conforms to all pertinent laws, rules and regulations; enforces law/regulations impartially within standard procedures, regulations and laws and ensures that subordinates, if any, do the same; observes and reports all violations of the law/regulations; serves warrants and other legal papers and makes arrests as required; locates pertinent evidence, questions witnesses, completes reports and testifies in court in appropriate manner.		WT. X SC. = 101
SUPERVISOR COMMENT: .20	9.0	1.8
ELEMENT 2 SUPPORT OF DEPARTMENT'S OBJECTIVES/TEAMWORK EXPECTATION: Works with supervisor and other employees in building an effective team; employee's objectives, talents and efforts are directed toward the needs of the department; improved methods are suggested and attempted to improve effectiveness and solve problems; new and additional assignments are accepted and performed; readily assists and backs other officers; complies with department policies, rules and regulations.		
SUPERVISOR COMMENT: -10	9.5	-95
ELEMENT 3 HUMAN RELATIONS AND COMMUNICATIONS SKILLS EXPECTATION: Is useful in dealing with others; expresses self in clear and understandable manner; comprehends and complies with assigned tasks; maintains composure under stress; uses correct radio and telephone procedure.		
SUPERVISOR COMMENT: -10	9.0	.9
ELEMENT 4 SITUATION ASSESSMENT AND JUDGMENT EXPECTATION: Uses common sense and logic when evaluating a situation; adequately considers alternatives; uses discretion as situation requires; decision making is sound and requires a minimum of supervisory guidance.		
SUPERVISOR COMMENT: -15	9.5	1.425

EMPLOYEE NAME
DEPARTMENT

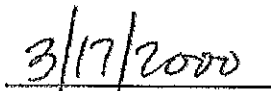
CHARLES R. CLEVINGER
7TH CIRCUIT SOLICITOR'S OFFICE

SPARTANBURG COUNTY

Policy and Procedures Manual – The contents of the policy and procedures manual are approved guidelines of some of Spartanburg County's current policies and procedures and may be changed or updated by County Council when necessary. There is a copy of the policy and procedures manual in your department and one is available in the Personnel Department for your review.

I have read, and/or been explained, and I understand the policy and procedure's manual.


Signature of Employee


Date

Please return a signed form with each employee's annual performance appraisal form. Also, for all new hires that may not be eligible for an annual appraisal send a signed form.

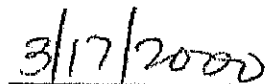
SEVENTH CIRCUIT SOLICITOR'S OFFICE

1999-2000 EMPLOYEE PERFORMANCE EVALUATION REPORT

By receiving a copy of my evaluation, I understand that this is an evaluation of my performance, and not to be used as a comparison of other evaluations.

Sharing of evaluations between employees is expressly prohibited. Violations will result in disciplinary action.


Signature of Employee


Date

EMPLOYEE PERFORMANCE EVALUATION REPORT

06/20/00

11:45:44

EE# 364 CHARLES CLEVINGER Position: 4062 SR. CRIMINAL INVESTI

G * Law Enforcement/Detention

Dept# 268

ELEMENTS	WT.	Score	TOTAL
1. Application of Knowledge and Expertise	0.20	9.0	1.800
2. Support of Department's Objectives/Teamwork	0.10	9.5	0.950
3. Human Relations and Communications Skills	0.10	9.0	0.900
4. Situation Assessment and Judgement	0.15	9.5	1.425
5. Quality of Work/Motivation	0.15	9.5	1.425
6. Report Writing	0.10	9.0	0.900
7. Operation and Care of Equipment and Weapons	0.05	9.0	0.450
8. Performance in Stressful/Emerg./Unusual Conditions	0.10	9.0	0.900
9. Attendance and Punctuality	0.05	9.5	0.475
10. Other	0.00	0.0	0.000
TOTALS	1.00		9.225

1999 Attendance Calendar

Name: **CLEVENGER, CHARLES R.**

Last

First

Middle

Employee/Payroll #: **0364**

Hire Date: **8-30-85**

Leave Class: _____

Telephone: _____

Codes

AL	Administrative Leave	SL	Sick Leave
AS	Advance Sick Leave	T	Tardy
CL	Civil Leave	V	Vacation
FL	Funeral Leave	WC	Worker's Comp.
H	Holiday	---	---
LWP	Leave Without Pay	---	---
M	Military Leave	---	---
S	Suspension	---	---

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

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						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	V	V	V	V	FH	29
30	H	7.5	7.5	7.5	7.5	

JUNE

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30			

JULY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST

S	M	T	W	T	F	S
1	V	V	V	V	V	7
7.5	7.5	7.5	7.5	7.5	7.5	
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER

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			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	V	V	24	25
			7.5	7.5	H	
26	27	V	V	V	V	
H	7.5	7.5	7.5	7.5		

APPENDIX 2

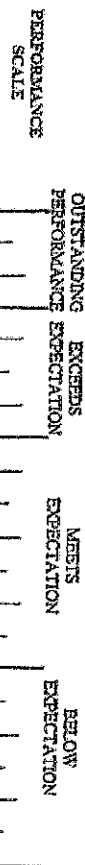
Outstanding Performance: Employee consistently performs above the established performance expectation for the element. In addition, the employee regularly makes positive contributions to the work unit that demonstrate creativity and initiative. Employee has complete understanding of all requirements of the position and how they relate to the goals of the County, the mission of the department and the needs of other departments, divisions or agencies.

Exceeds Expectation: Employee usually performs above the established performance standard for the element. Employee performs effectively and makes contributions to the work unit that are above the established expectation. Employee takes a leadership role in developing new ideas on how to improve the level of service and possesses job knowledge, skills and abilities to successfully complete all assigned tasks efficiently and effectively.

Meets Expectation: Employee maintains performance level in accordance with the established expectation for the element and performs job duties at or near full proficiency. Employee's work is completed accurately and on time, and employee works well with associates and the public.

Below Expectation. Employee not meeting the performance expectation established for some of the elements. Counseling and corrective measures are necessary. Employee lacks required knowledge, skills and abilities and is unable to perform some tasks adequately.

EMPLOYEE WERNERS, CHARLES R. POSITION SSN
DEPARTMENT SOLICITOR ~~4485~~ 0364 DIVISION
TYPE OF EVALUATION ☐ PROBATION ☐ ANNUAL ☐ SPECIAL PERIOD OF TO


$$WT. \times SC. = TOT.$$

2. LAW ENFORCEMENT: Is aware of and conforms to all pertinent laws, rules and regulations; enforces laws/regulations impartially with standard procedures, regulations and laws and ensures that subordinates, if any, do the same; observes and reports all violations of the law/regulations; serves warrants and other legal papers and makes arrests as required; locates pertinent evidence, questions witnesses, compiles reports and testifies in court in appropriate manner.

SUPERVISOR COMMENT:

EXPLANATION: *Working with* = *support* and *department's objectives/teamwork* = *element*

employees' objectives, talents and efforts are directed toward the needs of the department. Improved methods are suggested and attempted to improve effectiveness and solve problems. New and additional assignments are accepted and performed, readily assist and back other officers, complies with department policies, rules and regulations.

SUPERVISOR COMMENT:

EXPECTATION: To master the decision-making process

EXPLANATION: is useful in dealing with others; expresses self in clear and understandable manner; comprehends and complies with assigned tasks; maintains composure under stress; uses correct radio and telephone procedure.

SUPERVISOR COMMENT:

ELEMENT 3: SITUATION ASSESSMENT AND JUDGMENT

considers alternatives, uses discretion as situation requires, decision making is sound and requires a minimum of supervisory guidance.

SUPERVISOR COMMENT:

ELEMENT 1: APPLICATION OF KNOWLEDGE AND EXPERTISE EXPECTATION: Is aware of and conforms to all pertinent laws, rules and regulations; enforces laws/regulations impartially within standard procedures, regulations and laws and ensures that subordinates, if any, do the same; observes and reports all violations of the law/regulations; serves warrants and other legal papers and makes arrests as required; locates pertinent evidence; questions witnesses; completes reports and testifies in court in appropriate manner.	20	9.0	1.8
SUPERVISOR COMMENT:			
ELEMENT 2: SUPPORT OF DEPARTMENT'S OBJECTIVES/TEAMWORK EXPECTATION: Works with supervisor and other employees in building an effective team; employee's objectives, talents and efforts are directed toward the needs of the department; improved methods are suggested and attempted to improve effectiveness and solve problems; new and additional assignments are accepted and performed; readily assists and teaches other officers; complies with department policies, rules and regulations.	10	9.5	.95
SUPERVISOR COMMENT:			
ELEMENT 3: HUMAN RELATIONS AND COMMUNICATIONS SKILLS EXPECTATION: Is tactful in dealing with others; expresses self in clear and understandable manner; comprehends and complies with assigned tasks; maintains composure under stress; uses correct radio and telephone procedure.	10	9.0	.9
SUPERVISOR COMMENT:			
ELEMENT 4: SITUATION ASSESSMENT AND JUDGMENT EXPECTATION: Uses common sense and logic when evaluating a situation; adequately considers alternatives; uses discretion as situation requires; decision making is sound and requires a minimum of supervisory guidance.	15	9.5	1.425
SUPERVISOR COMMENT:			

2000 Attendance Calendar

Name: CLEVENGER, CHARLES "RUSTY"
 Last First Middle
 Employee/Payroll #: 0364
 Hire Date: 8-30-85 Leave Class: _____
 Telephone: _____

Codes

AL Administrative Leave SL Sick Leave
 AS Advance Sick Leave T Tardy
 CL Civil Leave V Vacation
 FL Funeral Leave WC Worker's Comp.
 H Holiday
 LWP Leave Without Pay
 M Military Leave
 S Suspension

JANUARY

S	M	T	W	T	F	S
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23	AL	AL	26	27	28	29
30	3.5	1.5				

FEBRUARY

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27	28	29				

MARCH

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26	27	28	29	30	31	

APRIL

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MAY

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28	29	30	31			

JUNE

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	SL	
				7.5		

JULY

S	M	T	W	T	F	S
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2	SL	4	5	6	7	8
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16	17	18	19	20	21	22
23	FH	V	V	V	V	29
30	7.5	7.5	7.5	7.5		

AUGUST

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27	28	29	30	31		

SEPTEMBER

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OCTOBER

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

S	M	T	W	T	F	S
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12	13	7.5	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	V	V	V	V	22	23
24	7.5	7.5	7.5	7.5	H	
25	V	V	V	V	28	29
31	H	7.5	7.5			30

APPENDIX 2

COUNTY OF SPARTANBURG, SOUTH CAROLINA PERFORMANCE EVALUATION SYSTEM GUIDELINES

LEVELS OF PERFORMANCE DEFINITIONS

The levels of performance assigned to each of the elements should consider the performance pattern for the entire appraisal period. After reviewing all records of performance, the rater should select one of the four (4) levels of performance listed below.

Outstanding Performance: Employees consistently perform above the established performance expectation for the element. In addition, the employee regularly makes positive contributions to the work unit that demonstrate creativity and initiative. Employee has complete understanding of all requirements of the position and how they relate to the goals of the County, the mission of the department and the needs of other departments, divisions or agencies.

Exceeds Expectation: Employee usually performs above the established performance standard for the element. Employee performs effectively and makes contributions to the work unit that are above the established expectation. Employee takes a leadership role in developing new ideas on how to improve the level of service and possesses job knowledge, skills and abilities to successfully complete all assigned tasks efficiently and effectively.

Meets Expectation: Employee maintains performance level in accordance with the established expectation for the element and performs job duties at or near full proficiency. Employee's work is completed accurately and on time, and employee works well with associates and the public.

Below Expectation: Employee not meeting the performance expectation established for some of the elements. Counseling and corrective measures are necessary. Employee lacks required knowledge, skills and abilities and is unable to perform some tasks adequately.

3

COUNTY OF SPARTANBURG, SOUTH CAROLINA
LOYEE PERFORMANCE EVALUATION REPORT
LAW ENFORCEMENT/DEFENSE

CLEVENGER CHARLES R
355 HUMMINGBIRD LANE
CHESNEE SC

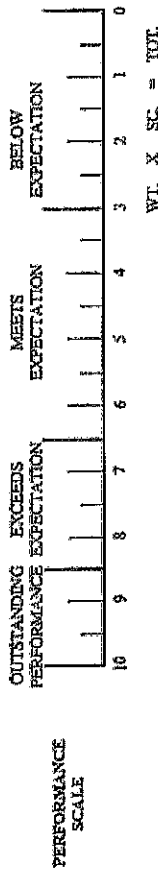
0864

POSITION

SSN

DIVISION

TYPE OF EVALUATION ☐ PROBATION ☐ ANNUAL ☐ SPECIAL PERIOD OF _____ TO _____



ELEMENT 1 APPLICATION OF KNOWLEDGE AND EXPERTISE EXPECTATION: Is aware of and conforms to all pertinent laws, rules and regulations; enforces law/regulations impartially within standard procedures, regulations and laws and ensures that subordinates, if any, do the same; observes and reports all violations of the law/regulations; serves warrants and other legal papers and makes arrests as required; locates pertinent evidence, questions witnesses, completes reports and testifies in court in appropriate manner.										
	SUPERVISOR COMMENT:									
ELEMENT 2 SUPPORT OF DEPARTMENT'S OBJECTIVES/TEAMWORK EXPECTATION: Works with supervisor and other employees in building an effective team; employee's objectives, talents and efforts are directed toward the needs of the department; improved methods are suggested and attempted to improve effectiveness and solve problems; new and additional assignments are accepted and performed; readily assists and backs other officers; complies with department policies, rules and regulations.										
	SUPERVISOR COMMENT:									
ELEMENT 3 HUMAN RELATIONS AND COMMUNICATIONS SKILLS EXPECTATION: Is tactful in dealing with others; expresses self in clear and understandable manner; comprehends and complies with assigned tasks; maintains composure under stress; uses correct radio and telephone procedure.										
	SUPERVISOR COMMENT:									
ELEMENT 4 SITUATION ASSESSMENT AND JUDGMENT EXPECTATION: Uses common sense and logic when evaluating a situation; adequately considers alternatives; uses discretion as situation requires; decision making is sound and requires a minimum of supervisory guidance.										
	SUPERVISOR COMMENT:									
	.20	9.0	1.80							
	.10	9.5	.95							
	.10	9.5	.95							
	.15	9.5	1.43							

EMPLOYEE PERFORMANCE EVALUATION REPORT

05/21/01

15:03:59

EE# 364 CHARLES CLEVINGER Position: 4062 SR. CRIMINAL INVESTI

G * Law Enforcement/Detention

Dept# 268

ELEMENTS	WT.	Score	TOTAL
1. Application of Knowledge and Expertise	0.20	9.0	1.800
2. Support of Department's Objectives/Teamwork	0.10	9.5	0.950
3. Human Relations and Communications Skills	0.10	9.5	0.950
4. Situation Assessment and Judgement	0.15	9.5	1.425
5. Quality of Work/Motivation	0.15	9.5	1.425
6. Report Writing	0.10	9.5	0.950
7. Operation and Care of Equipment and Weapons	0.05	9.5	0.475
8. Performance in Stressful/Emerg./Unusual Conditions	0.10	9.5	0.950
9. Attendance and Punctuality	0.05	9.5	0.475
10. Other	0.00	0.0	0.000
TOTALS	1.00		9.400

EMPLOYEE PERFORMANCE EVALUATION REPORT

Date: 05/20/03

Time: 12:50:49

Ee No: 364 First Name: CHARLES

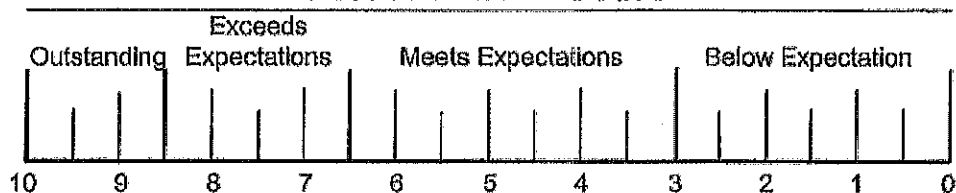
Last Name: CLEVENER

Dept No: 268 Position: SR. CRIMINAL INVESTI

Form: G Law Enforcement/Detention

	Wt.	Score	Total
1. Application of Knowledge and Expertise	0.20	8.0	1.600
2. Support of Department's Objectives/Teamwork	0.10	8.0	0.800
3. Human Relations and Communications Skills	0.10	8.0	0.800
4. Situation Assessment and Judgement	0.15	7.5	1.125
5. Quality of Work/Motivation	0.15	8.0	1.200
6. Report Writing	0.10	7.0	0.700
7. Operation and Care of Equipment and Weapons	0.05	8.0	0.400
8. Performance in Stressful/Emerg./Unusual	0.10	7.0	0.700
9. Attendance and Punctuality	0.05	8.0	0.400
10. Other	0.00	0.0	0.000
Totals	1.00		7.7250

Performance Scale



()

()

APPENDIX 2

COUNTY OF SPARTANBURG, SOUTH CAROLINA
PERFORMANCE EVALUATION SYSTEM
GUIDELINES
LEVELS OF PERFORMANCE DEFINITIONS

The levels of performance assigned to each of the elements should consider the performance pattern for the entire appraisal period. After reviewing all records of performance, the rater should select one of the four (4) levels of performance listed below.

Outstanding Performance: Employee consistently performs above the established performance expectation for the element. In addition, the employee regularly makes positive contributions to the work unit that demonstrate creativity and initiative. Employee has complete understanding of all requirements of the position and how they relate to the goals of the County, the mission of the department and the needs of other departments, divisions or agencies.

Exceeds Expectation: Employee usually performs above the established performance standard for the element. Employee performs effectively and makes contributions to the work unit that are above the established expectation. Employee takes a leadership role in developing new ideas on how to improve the level of service and possesses job knowledge, skills and abilities to successfully complete all assigned tasks efficiently and effectively.

Meets Expectation: Employee maintains performance level in accordance with the established expectation for the element and performs job duties at or near full proficiency. Employee's work is completed accurately and on time, and employee works well with associates and the public.

Below Expectation: Employee not meeting the performance expectation established for some of the elements. Counseling and corrective measures are necessary. Employee lacks required knowledge, skills and abilities and is unable to perform some tasks adequately.

6

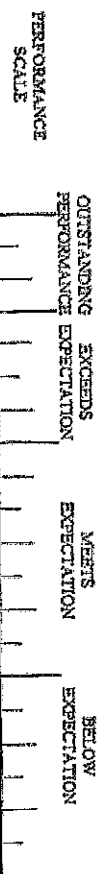
[] COUNTY OF SPARTANBURG, SOUTH CAROLINA
PERFORMANCE EVALUATION REPORT

EMPLOYEE - CLEVELINGER CHARLES R 364
SR. CRIMINAL INVESTIGATOR

DEPARTMENT - 266 Circuit Solicitor

TYPE OF EVALUATION ☐ PROBATION ☐ ANNUAL ☐ SPECIAL PERIOD OF _____ TO _____

SSN _____



WT. X SC. = TOT.

ELEMENT 1 APPLICATION OF KNOWLEDGE AND EXPERTISE EXPECTATION: Is aware of and conforms to all pertinent laws, rules and regulations; enforces law/regulations impartially within standard procedures, regulations and laws and ensures that subordinates, if any, do the same; observes and reports all violations of the law/regulations; serves warrants and other legal papers and makes arrests as required; locates pertinent evidence; questions witnesses; completes reports and testifies in court in appropriate manner.		.20	3	1.6
SUPERVISOR COMMENT:				
ELEMENT 2 SUPPORT OF DEPARTMENT'S OBJECTIVES/TEAMWORK EXPECTATION: Works with supervisor and other employees in building an effective team; employee's objectives, talents and efforts are directed toward the needs of the department; improved methods are suggested and attempted to improve effectiveness and solve problems; new and additional assignments are accepted and performed; readily assists and backs other officers; complies with department policies, rules and regulations.		.10	8	.80
SUPERVISOR COMMENT:				
ELEMENT 3 HUMAN RELATIONS AND COMMUNICATIONS SKILLS EXPECTATION: Is tactful in dealing with others; expresses self in clear and understandable manner; comprehends and complies with assigned tasks; maintains composure under stress; uses correct radio and telephone procedure.		.10	3	.80
SUPERVISOR COMMENT:				
ELEMENT 4 SITUATION ASSESSMENT AND JUDGMENT EXPECTATION: Uses common sense and logic when evaluating a situation; adequately considers alternatives; uses discretion as situation requires; decision making is sound and requires a minimum of supervisory guidance.		.15	7.5	1.125
SUPERVISOR COMMENT:				

EMPLOYEE PERFORMANCE EVALUATION REPORT

Date: 06/16/06

Time: 08:40:36

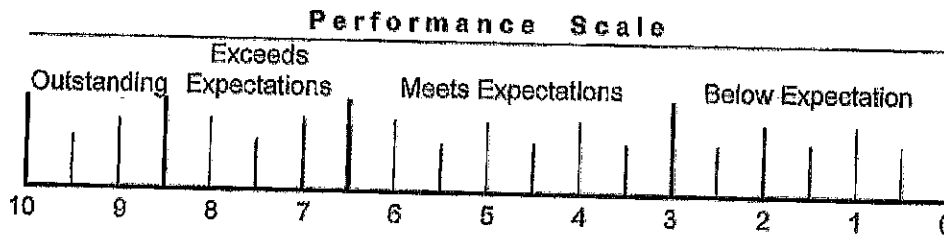
Ee No: 364 First Name: CHARLES

Last Name: CLEVENGER

Dept No: 268 Position: SR. CRIMINAL INVESTI

Form: G Law Enforcement/Detention

	Wt.	Score	Total
1. Application of Knowledge and Expertise	0.20	8.0	1.600
2. Support of Department's Objectives/Teamwork	0.10	8.5	0.850
3. Human Relations and Communications Skills	0.10	8.0	0.800
4. Situation Assessment and Judgement	0.15	9.0	1.350
5. Quality of Work/Motivation	0.15	8.0	1.200
6. Report Writing	0.10	8.0	0.800
7. Operation and Care of Equipment and Weapons	0.05	8.0	0.400
8. Performance in Stressful/Emerg./Unusual	0.10	9.0	0.900
9. Attendance and Punctuality	0.05	8.0	0.400
10. Other	0.00	0.0	0.000
Totals	1.00		8.3000



EMPLOYEE PERFORMANCE EVALUATION REPORT

Date: 06/06/07

Time: 11:14:59

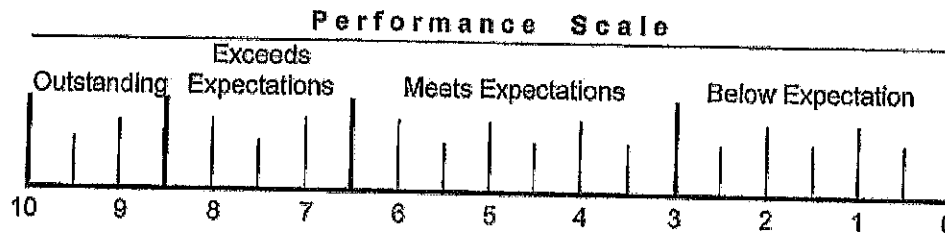
Ee No: 364 First Name: CHARLES

Last Name: CLEVENGER

Dept No: 268 Position: SR. CRIMINAL INVESTI

Form: G Law Enforcement/Detention

	Wt.	Score	Total
1. Application of Knowledge and Expertise	0.20	8.0	1.600
2. Support of Department's Objectives/Teamwork	0.10	8.0	0.800
3. Human Relations and Communications Skills	0.10	8.0	0.800
4. Situation Assessment and Judgement	0.15	8.0	1.200
5. Quality of Work/Motivation	0.15	8.0	1.200
6. Report Writing	0.10	8.0	0.800
7. Operation and Care of Equipment and Weapons	0.05	8.0	0.400
8. Performance in Stressful/Emerg./Unusual	0.10	8.0	0.800
9. Attendance and Punctuality	0.05	8.0	0.400
10. Other	0.00	0.0	0.000
Totals	1.00		8.0000



() APPENDIX 2
COUNTY OF SPARTANBURG, SOUTH CAROLINA
PERFORMANCE EVALUATION SYSTEM
GUIDELINES
LEVELS OF PERFORMANCE DEFINITIONS

The levels of performance assigned to each of the elements should consider the performance pattern for the entire appraisal period. After reviewing all records of performance, the rater should select one of the four (4) levels of performance listed below.

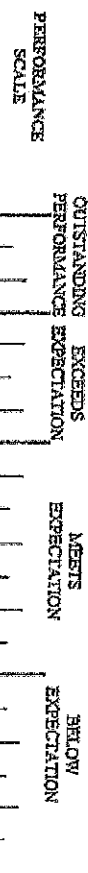
Outstanding Performance: Employee consistently performs above the established performance expectation for the element. In addition, the employee regularly makes positive contributions to the work unit that demonstrate creativity and initiative. Employee has complete understanding of all requirements of the position and how they relate to the goals of the County, the mission of the department and the needs of other departments, divisions or agencies.

Exceeds Expectation: Employee usually performs above the established performance standard for the element. Employee performs effectively and makes contributions to the work unit that are above the established expectation. Employee takes a leadership role in developing new ideas on how to improve the level of service and possesses job knowledge, skills and abilities to successfully complete all assigned tasks efficiently and effectively.

Meets Expectation: Employee maintains performance level in accordance with the established expectation for the element and performs job duties at or near full proficiency. Employee's work is completed accurately and on time, and employee works well with associates and the public.

Below Expectation: Employee not meeting the performance expectation established for some of the elements. Counseling and corrective measures are necessary. Employee lacks required knowledge, skills and abilities and is unable to perform some tasks adequately.

6
COUNTY OF SPARTANBURG, SOUTH CAROLINA
CITY OF SPARTANBURG, SOUTH CAROLINA
SR CRIMINAL INVESTIGATOR
268 CIRCUIT SOLICITOR
BRIAN H. HARRIS
Hire Date: 8/30/1985
Div. Eval. Period: 1/01/05 - 1/23/05
DIVISION _____
TYPE OF EVALUATION ☐ PROBATION ☐ ANNUAL ☐ SPECIAL PERIOD OF _____ TO _____
SSN _____



WT. X SC. = TOT.

ELEMENT 1 APPLICATION OF KNOWLEDGE AND EXPERTISE EXPECTATION: Is aware of and conforms to all pertinent laws, rules and regulations; enforces law/regulations impartially within standard procedures, regulations and laws and ensures that subordinates, if any, do the same; observes and reports all violations of the law/regulations; serves warrants and other legal papers and makes arrests as required; locates pertinent evidence, questions witnesses, completes reports and testifies in court in appropriate manner.	.20	8	1.60
ELEMENT 2 SUPPORT OF DEPARTMENT'S OBJECTIVES/TEAMWORK EXPECTATION: Works with supervisor and other employees in building an effective team; employee's objectives, plans and efforts are directed toward the needs of the department; improved methods are suggested and attempted to improve effectiveness and solve problems; new and additional assignments are accepted and performed; readily assists and backs other officers; complies with department policies, rules and regulations.	.10	85	.85
ELEMENT 3 HUMAN RELATIONS AND COMMUNICATIONS SKILLS EXPECTATION: Is useful in dealing with others; expresses self in clear and understandable manner; comprehends and complies with assigned tasks; maintains composure under stress; uses correct radio and telephone procedure.	.10	8	.80
ELEMENT 4 SITUATION ASSESSMENT AND JUDGMENT EXPECTATION: Uses common sense and logic when evaluating a situation; adequately considers alternatives; uses discretion as situation requires; decision making is sound and requires a minimum of supervisory guidance.	.15	9	1.35
SUPERVISOR COMMENT:			

COUNTY OF SPARTANBURG, SOUTH CAROLINA
 PERFORMANCE EVALUATION SYSTEM
 GUIDELINES
 LEVELS OF PERFORMANCE DEFINITIONS

APPENDIX 2

The levels of performance assigned to each of the elements should consider the performance pattern for the entire appraisal period. After reviewing all records of performance, the rater should select one of the four (4) levels of performance listed below.

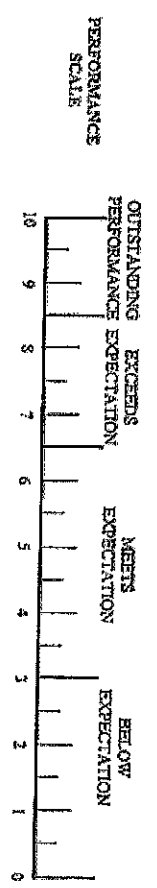
Outstanding Performance: Employee consistently performs above the established performance expectation for the element. In addition, the employee regularly makes positive contributions to the work unit that demonstrate creativity and initiative. Employee has complete understanding of all requirements of the position and how they relate to the goals of the County, the mission of the department and the needs of other departments, divisions or agencies.

Exceeds Expectation: Employee usually performs above the established performance standard for the element. Employee performs effectively and makes contributions to the work unit that are above the established expectation. Employee takes a leadership role in developing new ideas on how to improve the level of service and possesses job knowledge, skills and abilities to successfully complete all assigned tasks effectively and effectively.

Meets Expectation: Employee maintains performance level in accordance with the established expectation for the element and performs job duties at or near full proficiency. Employee's work is completed accurately and on time, and employee works well with associates and the public.

Below Expectation: Employee not meeting the performance expectation established for some of the elements. Counseling and corrective measures are necessary. Employee lacks required knowledge, skills and abilities and is unable to perform some tasks adequately.

0 CITY OF SPARTANBURG, SOUTH CAROLINA
 CLEVELANDER, CHARLES JR.
 9268 CIRCUIT SOLICITOR
 SR CRM INVESTIGATOR
 Hire Date: 8/30/1985
 Evaluation Period: 1/31/06 - 12/31/06
 SSN _____
 TYPE OF EVALUATION: _____
 FROM: _____ TO: _____



ELEMENT 1 APPLICATION OF KNOWLEDGE AND EXPERTISE			WT. X SC. = TOT.		
EXPERIMENTATION: Is aware of and conforms to all pertinent laws, rules and regulations; enforces law/regulations impartially within standard procedures, regulations and laws and ensures that subordinates, if any, do the same; observes and reports all violations of the law/regulations; serves warrants and other legal papers and makes arrests as required; locates pertinent evidence, questions witnesses, compiles reports and testifies in court in appropriate manner.			1.20	8	1.0
SUPERVISOR COMMENT:					
ELEMENT 2 SUPPORT OF DEPARTMENT'S OBJECTIVES/TEAMWORK			1.10	8	.8
EXPERIMENTATION: Works with supervisor and other employees in building an effective team; employees objectives, talents and efforts are directed toward the needs of the department; improved methods are suggested and attempted to improve effectiveness and solve problems; new and additional assignments are accepted and performed; readily issues and backs other officers; complies with department policies, rules and regulations.					
SUPERVISOR COMMENT:					
ELEMENT 3 HUMAN RELATIONS AND COMMUNICATIONS SKILLS			1.10	8	.8
EXPERIMENTATION: Is useful in dealing with other employees self in clear and understandable manner; complements and counsels with assigned tasks; maintains composure under stress; uses correct radio and telephone procedure.					
SUPERVISOR COMMENT:					
ELEMENT 4 SITUATION ASSESSMENT AND JUDGMENT			1.15	8	1.2
EXPERIMENTATION: Uses common sense and logic when evaluating a situation; adequately considers alternatives; uses discretion as situation requires; decision making is sound and requires a minimum of supervisory guidance.					
SUPERVISOR COMMENT:					

EMPLOYEE INFORMATION

Employee Lookup

ID Number

ID 0364

Employee Identification

Name CLEVENGER CHARLES R

Corporation

SPARTANBURG COUNTY

SSN

Division

PAYROLL

State SC

Department

CIRCUIT SOLICITOR

Employment Date 08/30/85

Years Of Service

23.39

Direct Deposit

Leave Information

City Deductions

Check History

Type	Current Inc	Increment	Current Accr	Accrued
VACATION	7.50		45.00	
SICK	7.50			
MISCELLANEOUS	0.00			
OTHER	0.00			

6-15-11
 1,690.50 - new balance after
 90 day deduction
 = 970.50
 sick leave!
 Deducted 90 a/c days
 90 x 8 = 720.00
 (working 8 hr days as correct)