

NEW EMPLOYEE DATA SHEET

Name of Employee: Sydney Tyson Hire Date: 10/24/2022
Social Security No.: [REDACTED]
Date of Birth: 1/25/1993 Starting Hourly Rate: \$ 45,295.00 annually
\$ 20.38 hour
Job Title: UPO EIP: \$50/pp
Grade: 110 Greer Bonus: \$34.84/pp
Department: Police Certification Pay: _____
Supervisor: Jim Sharratta Car Allowance: _____
Status (FT/PT/Temp): Full Time Shoe Allowance: \$ 134.57
EEOC Code: Service Workers Job Function: Protective Service
Overtime Status: Non-Exempt Job Class: Service Workers
W/C code: Police Officer
Sex: Female
Ethnic Group: White
Home Address: [REDACTED]
Cell Phone: [REDACTED]

Normal Hours of Work Per Week: 12 Hour shifts, rotating days off

Insurance Election: _____ per pay period premium beginning with _____ paycheck.

Payday is bi-weekly and scheduled on alternating Fridays; please refer to the Payroll Schedule for actual pay periods and dates.

Deductions to be made from wages such as, but not limited to, insurance deductions, documented debts/offset, etc. (excluding income taxes and FICA) include contributions to the SC Retirement System at the current percent of gross salary.

SC Retirement Contribution Rate 9.75%

ADDITIONAL TERMS

VACATION POLICY

Accumulation in the first year of 5 days, years 2 and 3, accumulation of 10 days; please refer to the Policy & Procedures Manual for the increases for subsequent years. Accumulated vacation leave can be used once earned. Vacation leave can be carried over from year to year to a maximum of six weeks of leave. After that, any excess vacation leave will be converted to sick leave.

SICK LEAVE POLICY

Accumulation of one day per month. Sick leave can be carried over from year to year.

PAID HOLIDAYS

Fulltime employees are eligible for 10 paid holidays per calendar year, including 1 Personal Leave Day that must be taken during the calendar year or forfeited. Please refer to the Policy & Procedures Manual for specifics if an employee is required to work a holiday.

Holidays remaining in this calendar year including the personal day. 5

Sydney Tyson
Employee Signature

Alicia Williams
Employer Signature