

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
Job Title:	UPO	EIP:	\$ 20.38 hour
Grade:	110	Greer Bonus:	\$ 50/pp
Department	Police	Certification Pay:	\$ 34.84/pp
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 Williamson
Employer Signature

City of Greer, 301 E. Poinsett St., Greer, SC 29651