

Orangeburg County

Title: Deputy Coroner - Coroner

Class Code: D030

☐ FT

☒ PT

☐ Exempt

☒ Non-Exempt



It's a great day in...
**ORANGEBURG
COUNTY**
We are here to serve you!

Physical Demands:

Performs medium work that involves walking, standing, virtually all of the time. Ability to safely move 150+ pounds on a regular and recurring basis. Exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment):

- Ability to work in and around deceased individuals that may have been exposed to communicable diseases, environmental factors (i.e. radiation) and advanced decomposition.

Special Certifications and Licenses:

- NA

Americans with Disabilities Act Compliance

Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

I have read the above duties associated with the position of Deputy Coroner, Part-Time. I understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

Michael E. Bartley

Print Employee Name

10/04/2021

Date

Employee Signature

10/04/2021

Date

This Class Description does not constitute an employment agreement between Orangeburg County and an employee and is subject to change by the County as its needs change.



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We are here to serve you!

General Description

The purpose of this job is to conduct investigations to determine the cause and manner of death and the identity of decedents in cases under the Coroner's jurisdiction.

This class works formulates long-range goals for the organization, develop policy and position papers and negotiates with the chief administrative officer and/or elected officials.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Supervise examinations on deceased individuals to determine the cause of death.
- Overseeing the collection of physical, scientific, pathological, and all related evidence.
- Request medical records, speak with family/friends and physicians of the deceased and complete death certificates.
- Order autopsies and collect and submit specimens for toxicological analysis.
- Testify in court when called upon to do so regarding the content and validity of findings.
- Photographs, receives, releases, and moves decedents; cleans autopsy suite.
- Documents, impounds, examines and identifies all medications prior to proper disposition within a controlled manner.
- Maintains and updates files and records related to investigations and enforcement activities; completes required project documentation, daily logs and reports.
- Gathers, documents and maintains the chain of evidence; maintains accurate records and files. Prepares written reports of findings and distributes to the proper authorities.
- Interview individuals at the scene to obtain relevant information; reports any unusual or suspicious circumstances to the appropriate law enforcement agency and provides appropriate information to their personnel.
- Performs other duties and related work as instructed and assigned.

Minimum Education and Experience Requirements:

Requires graduation from high school. Experience within the medical field, law enforcement and/or funeral service is helpful, but not required.

This Class Description does not constitute an employment agreement between Orangeburg County and an employee and is subject to change by the County as its needs change.





DEPARTMENT OF HUMAN RESOURCES

1437 Amelia St. • Suite 205 • Orangeburg, South Carolina 29115 • 803.533.1000

Sandra Aiken,
Director

Sherry Grubbs,
Benefits Administrator

February 27, 2019

Re: Offer of Employment

Dear **Michael Bartley**:

Orangeburg County is pleased to offer you the position of **Deputy Coroner**, reporting to **Samuella Marshall**, effective **March 18, 2019**.

This position offers an hourly rate of **\$85.00 per on-call assignment**, which is paid on a bi-weekly basis. This position will be considered a part-time, nonexempt position, which means that you will be eligible for overtime time pay for hours worked in excess of 40 within the seven (7) day defined workweek.

We recognize that you retain the option, as does the County of Orangeburg, of ending your employment with the County of Orangeburg at any time, with or without notice and with or without cause. As such, your employment with the County of Orangeburg is at will, and neither this letter nor any other oral or written representations may be considered a contract.

On your first day, **March 18, 2019**, we will be discussing with you the County's policies and benefits at your mandatory New-Hire Orientation on **Monday, March 18, 2019 at 8:30 a.m.** in the Human Resources Department, Room **205** at the Orangeburg County Administrative Center 1437 Amelia Street, Orangeburg, SC 29115.

This New-Hire Orientation will include completing employment forms, reviewing and discussing benefits. A summary of company benefits is enclosed with this letter. In preparation for New-Hire Orientation, please bring the following documentation below for completion of your new hire forms.

- Voided check or form from bank for direct deposit
- Drivers License and social security card OR passport for Citizenship verification for I-9 form.
- Beneficiary Information such as Social Security Number and Date of Birth for your beneficiaries

Please indicate your acceptance of our offer by signing below and returning the letter, to me no later than **Friday, March 8, 2019**.

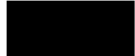


DEPARTMENT OF HUMAN RESOURCES
1437 Amelia St. • Suite 205 • Orangeburg, South Carolina 29115 • 803.533.1000

Sandra Aiken,
Director



Sherry Grubbs,
Benefits Administrator



We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding. Please feel free to contact Lillian Watson, HR Generalist at (803) 531-2178 or me at (803) 533-6152 should you have any additional questions or concerns.

Sincerely,

Sandra Aiken
Director of Human Resources

Michael Bartley accept employment with the County of Orangeburg with under
the terms and conditions of this letter.

Michael Bartley
Signature

3-8-19
Date

Employee Information

Contact Information

Name: Bartley Michael Eric Sr
Last Name First Name Middle Name Suffix

Current Address: 564 Mulberry ST

Orangeburg SC 29118
City State Zip Code

Social Security Number: [REDACTED] Email Address: [REDACTED]

Home Phone Number: [REDACTED] Mobile Phone: [REDACTED]

Demographics

Sex: Male ☒ Female ☐ D.O.B. [REDACTED] State of Birth: NY

Ethnic Data/Education

Ethnic Data	Highest Level of Education Achieved
☐ White	☐ Less Than High School Diploma
☒ Black	☐ High School Diploma/GED
☐ Hispanic	☐ Two-Year Degree
☐ Asian/Pacific Islander	☒ Bachelor's Degree
☐ American Indian/Alaskan Native	☐ Master's Degree
	☐ Doctoral Degree
	☐ Other: _____

Retirement System Information

Are you a member of the South Carolina Retirement System? Yes ☒ No ☐

Are you a RETIRED member of the South Carolina Retirement System? Yes ☒ No ☐

Are you retired under the TERI plan (South Carolina Retirement System)? Yes ☐ No ☒

Do you use tobacco? Yes ☐ No ☒

APPLICANT PRE-OFFER EMPLOYMENT QUESTIONNAIRE

READ THE FOLLOWING VERY CAREFULLY:

PLEASE TAKE CARE IN COMPLETING ALL OF THE INFORMATION CAREFULLY. INCOMPLETE DATA COULD RESULT IN THE REJECTION OF YOUR EMPLOYMENT CANDIDACY. FALSIFICATION OR MISREPRESENTATION OF THE INFORMATION LISTED COULD RESULT IN THE REJECTION OF YOUR EMPLOYMENT CANDIDACY AND IF HIRED, TERMINATION OF YOUR EMPLOYMENT.

New Hire Checklist

Candidate Name:	Michael Bartley
Position:	Deputy Coroner
Department:	Coroner
Orientation Date:	3/18/19

Full Time/Part Time

Temporary/Regular

Exempt/Non-Exempt

- ☒ Personnel Action (PA) Form Signed by Department Head
- ☒ Pre-Employment Packet Completed by Applicant
- ☒ Driver's License
- ☒ Social Security Card
- ☒ Drug Test Passed
- ☒ Background Check Passed
- ☐ MVR Check (if applicable)
- ☒ Reference Checks
- ☒ HR Director's Signature on PA Form
- ☒ Deputy Administrator's Signature on PA Form
- ☒ County Administrator's Signature on PA Form
- ☒ Offer Letter Sent
- ☒ Signed Offer Letter Received

Comments: _____

PORS 307.2012
RTW-



ORANGEBURG COUNTY PERSONNEL ACTION FORM

Date: 02/11/2019

Effective Date: 02/11/2019

Name **Michael Bartley**
Address **564 Mulberry St**
City, State, Zip **Orangeburg, SC 29118**
Employee No. _____

Check Here For: (Explain)

- ☐ Change of Name
☐ Change of Address

Department **Coroner**Home
Cost
Number - -

Department No. _____

Position Title **Deputy Coroner**
Grade/Step _____

Pay Rate **85.00/ call**

Type Employment FLSA Status
☐ Full Time Exempt
☐ Temporary
☒ Part-time Non-Exempt
☐ Other

Position No. _____

APPOINTMENT

☒ New Position ☐ Replacement

(Name)

(Position No.)

Shift: Shift 1: 7.5 Hour Day

☒ REPORTS TO:**Coroner****ADJUSTMENTS**

- ☐ Promotion
☐ Transfer
☒ Reclassification
☐ Demotion
☐ Merit Change
☐ Other (Explain)

Position Title To **Deputy Coroner**
Department To _____
Grade/Step or Pay Rate To _____
Position No. To _____

Explanation **Being added as a deputy coroner in addition to transport services**

Releasing Department Head's Signature (Transfer Only)
Forward to Receiving Department for approval Below (Transfer Only)

LEAVES OF ABSENCE OR SUSPENSION

Kind
Reason

Date Expected to Return:

Documents Attached?

Y

N

OVERTIME REQUEST

☐ Permission ☐ Payment Dates _____ Hours _____
Reason: _____

SEPARATION ☐**EMPLOYMENT** ☐

Reason _____
Services were: ☐ Satisfactory ☐ Unsatisfactory
Would You Rehire? ☐ Yes ☐ No If no, explain _____

Was notice given? ☐ Yes ☐ No Resignation letter attached? ☐ Yes ☐ No
Credentials, Keys, & Equipment Surrendered? ☐ Yes ☐ No

Pay for: ☐ Annual Leave ☐ Compensable Time ☐ Holiday Time
(Payment is subject to the applicable policies, laws and the County Administrator's approval)

Conducted Exit Interview: ☐ Yes ☐ No**Remarks:****orientation 3/18/19**

☐ Incomplete (Please Resubmit) I REQUEST THE ACTION INDICATED ABOVE, FOR "APPOINTMENT" OR "ADJUSTMENT" ACTIONS. I HEREBY CERTIFY THAT SALARY FUNDS ARE INCLUDED IN MY DEPARTMENTAL BUDGET FOR THE CURRENT YEAR AS APPROVED BY ORANGEBURG COUNTY COUNCIL AND THAT SUFFICIENT UNENCUMBERED SALARY FUNDS REMAIN IN MY BUDGET TO PAY FOR SAME.

Employee

Date

HR Director

Date

County Administrator

Date

Deputy Administrator

Date

Department Head

Date



ORANGEBURG COUNTY
WORKING HARD FOR YOU

COUNTY ADMINISTRATOR
Harold Young

COUNCIL MEMBERS
Johnnie Wright Sr., CHM
Janie Cooper-Smith, VICE CHM
Deloris Frazier
Joseph Garvin
Kenneth M. McCaster
Willie B. Owens
Johnny Ravenell

MEMORANDUM

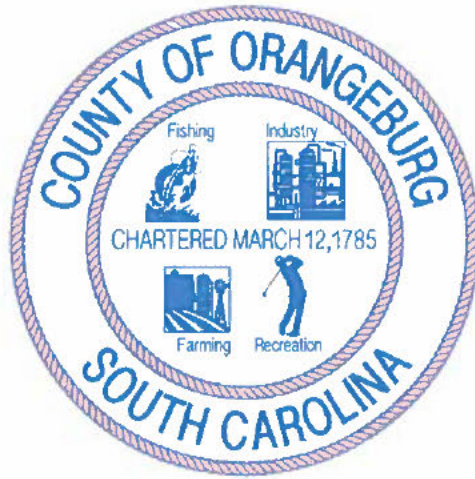
TO: ALL EMPLOYEES
FROM: SANDRA AIKEN, HUMAN RESOURCES DIRECTOR
SUBJECT: NOTICE REGARDING PERFORMANCE EVALUATIONS FOR CALENDAR YEAR 2019
DATE: MARCH 25, 2021

Notice Regarding Performance Evaluations for Calendar Year 2019

What. The County has decided to skip employee performance appraisals for work performed in calendar year 2019. For this reason, an employee's personnel file will not contain a performance appraisal for work performed in calendar year 2019.

Why. In general, County employee performance appraisals occur in March of the year following the calendar year in which work was performed. For example, performance appraisals for work performed during calendar year 2018 occurred in March 2019 and performance appraisals for work performed during calendar year 2020 will occur in March 2021.

Performance appraisals for calendar year 2019 were scheduled to occur in March 2020; however, as is universally known, March 2020 was also the month that the pandemic commonly referred to as COVID-19 caused U.S. employers, including the County, to radically adjust employee work in an effort to carry out the County's mission while minimizing the health threats brought on by COVID-19. For almost a year, employee work and hours have continued to evolve in response to the fluid COVID-19 situation that continues to this day. As a result, the County did not carry out the usual cycle of performance appraisals for work performed in calendar year 2019. Given that calendar year 2020 performance appraisals are scheduled to begin now, the County has decided to skip employee performance appraisals for work performed in calendar year 2019.



PRE-EMPLOYMENT APPLICANT QUESTIONNAIRE

Office of Human Resources

1437 Amelia Street

Suite 205 Orangeburg, SC

803-268-2462

THE COUNTY OF ORANGEBURG IS AN AT-WILL EMPLOYER



APPLICANT PRE-OFFER EMPLOYMENT QUESTIONNAIRE

READ THE FOLLOWING VERY CAREFULLY:

PLEASE TAKE CARE IN COMPLETING ALL OF THE INFORMATION CAREFULLY. INCOMPLETE DATA COULD RESULT IN THE REJECTION OF YOUR EMPLOYMENT CANDIDACY. FALSIFICATION OR MISREPRESENTATION OF THE INFORMATION LISTED COULD RESULT IN THE REJECTION OF YOUR EMPLOYMENT CANDIDACY AND IF HIRED, TERMINATION OF YOUR EMPLOYMENT.

Employee Information

Contact Information

Name: Barkley Michael Eric Sr
Last Name First Name Middle Name Suffix

Current Address: 564 Mulberry ST

Orangeburg SC 29118
City State Zip Code

Social Security Number: [REDACTED] Email Address: [REDACTED]

Home Phone Number: [REDACTED] Mobile Phone: [REDACTED]

Demographics

Sex: Male ☒ Female ☐ D.O.B.: [REDACTED] State of Birth: NY

Ethnic Data/Education

Ethnic Data	Highest Level of Education Achieved
☐ White	☐ Less Than High School Diploma
☒ Black	☐ High School Diploma/GED
☐ Hispanic	☐ Two-Year Degree
☐ Asian/Pacific Islander	☒ Bachelor's Degree
☐ American Indian/Alaskan Native	☐ Master's Degree
	☐ Doctoral Degree
	☐ Other: _____

Retirement System Information

Are you a member of the South Carolina Retirement System? Yes ☒ No ☐

Are you a RETIRED member of the South Carolina Retirement System? Yes ☒ No ☐

Are you retired under the TERI plan (South Carolina Retirement System)? Yes ☐ No ☒

Do you use tobacco? Yes ☐ No ☒

Theft from Employers/Honesty

This agency is interested in any incidents of theft or misappropriation from an employer in which you may have been involved.

In the space provided below, please list everything you have ever taken from an employer, which you did not have permission to take. Please include any items taken such as cash, merchandise, or property. Also include the value, the date (as close as possible) the item was taken, and the location where the property was taken from.

1. Have you ever stolen any money from a place of employment, regardless of the amount?

☐ YES ☒ NO

If yes, how much and when?

2. Have you ever stolen any equipment, tools or merchandise or supplies from any of your employers, including unauthorized gifts or discounts?

☐ YES ☒ NO

Please list.

Item Taken	Value	Date	Location

3. Have you ever submitted a false expense report?

☐ YES ☒ NO

Traffic and Driving Record

The position of peace officer and fire fighter require an individual have good driving skills. We wish to know what your current traffic and driving record is, and it will be checked. However, we do wish you to be honest in this area. Answer the questions listed below:

1. Have you received more than three (3) moving traffic citations in the last three (3) Years?

☐ YES ☒ NO

2. Have you been at fault in any motor vehicle accidents in the last three (3) years?

☐ YES ☒ NO

3. Have you ever had your driver's license suspended?

☐ YES ☒ NO

4. Have you ever been convicted of driving while license suspended?

☐ YES ☒ NO

5. Do you have liability insurance on all vehicles you drive, at this time?

☒ YES ☐ NO

6. Have you ever driven a vehicle without insurance

☐ YES ☒ NO

7. Have you ever been involved in any accident (minor or major) where you did not leave identification, or you failed to render aid to anyone who was injured?

☐ YES ☒ NO

8. Have you ever been licensed as a driver anywhere except South Carolina? ☐ Yes ☒ No

If yes, list the state and note status of the license (active, suspended, expired, etc.)

State	Status

New Hire Checklist

Candidate Name:	Michael Bentley
Position:	Deputy Coroner
Department:	Coroner
Orientation Date:	3/18/19

Full Time/Part Time

Temporary/ Regular

Exempt/Non-Exempt

- ☒ Personnel Action (PA) Form Signed by Department Head
- ☒ Pre-Employment Packet Completed by Applicant
- ☒ Driver's License
- ☒ Social Security Card
- ☒ Drug Test Passed
- ☒ Background Check Passed
- ☐ MVR Check (if applicable)
- ☒ Reference Checks
- ☒ HR Director's Signature on PA Form
- ☒ Deputy Administrator's Signature on PA Form
- ☒ County Administrator's Signature on PA Form
- ☒ Offer Letter Sent
- ☒ Signed Offer Letter Received

Comments: _____

PORS 307.2012
RTW-



PHOTO TO RELEASE FORM

I hereby give my employer County of Orangeburg consent to record, videotape and photograph my image and/or voice to be used in the following ways below:

- Use as New-Hire Welcome Announcement
- Company intranet accessible by employees only
- Company internet accessible via the World Wide Web to anyone
- Printed employee newsletter
- Printed client/customer newsletter
- Other _____

I further understand that no special compensation will be provided to me for use of my image and that I may not be informed in advance of the specific use of my image.

Michael Bentley

Employee Name (Please Print)

MS Bentley

Employee Signature

3-18-19

Date

ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT I HAVE BEEN INFORMED AND UNDERSTAND THE FOLLOWING:

- THAT NOTHING IN THE ORANGEBURG COUNTY EMPLOYEE HANDBOOK OR IN ANY SEPARATE POLICY OF ORANGEBURG COUNTY ("THE COUNTY") SHALL BE DEEMED TO CONSTITUTE A CONTRACT OF EMPLOYMENT.
- THAT ALL EMPLOYEES OF THE COUNTY, INCLUDING ME, ARE EMPLOYEES "AT WILL" WHOSE EMPLOYMENT MAY BE TERMINATED AT ANY TIME, BY ME OR BY THE COUNTY, WITH OR WITHOUT NOTICE OR CAUSE
- THAT THE POLICIES IN THE EMPLOYEE HANDBOOK WILL IN NO WAY ALTER THE "AT-WILL" NATURE OF MY EMPLOYMENT.
- THAT ONLY THE COUNTY COUNCIL HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT REGARDING LENGTH OF SERVICE OR GROUNDS FOR TERMINATION AND ANY SUCH AGREEMENT MUST BE IN WRITING, APPROVED BY COUNTY COUNCIL, AND SIGNED BY THE ADMINISTRATOR.

I ALSO ACKNOWLEDGE (1) THAT THE EMPLOYEE HANDBOOK IS KEPT CURRENT AND AVAILABLE ON THE COUNTY'S WEBSITE AT ALL TIMES AND IS ALSO AVAILABLE IN HARDCOPY ON REQUEST AT THE HR DEPARTMENT AND (2) THAT IT IS MY DUTY TO KEEP CURRENT WITH THE EMPLOYEE HANDBOOK VIA THE WEBSITE OR REQUEST TO HR. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ, UNDERSTAND, BECOME FAMILIAR WITH, AND COMPLY WITH THE POLICIES IN THE EMPLOYEE HANDBOOK.

Michael Bartley
[Signature]

Michael Bartley
Printed Name

3-18-19
Date



Sandra Aiken,
Human Resources
Director

Keith Scharf,
Risk Manager

Sherry Grubbs,
Benefits Coordinator

Lillian Watson,
HR Generalist

Melvin Davis,
H/R Admin. Asst.

DEPARTMENT OF HUMAN RESOURCES

1437 Amelia St. • Suite 205 • Orangeburg, South Carolina 29115 • 803.533.2462

Terms of Employment Notice

Name: Michael Bartley

Date of Hire: 03/18/2019 Social Security Number: [REDACTED]

Address: 564 Mulberry St. Orangeburg SC 29118

In compliance with 41-10-30 of the South Carolina Code of Laws, 1976, as amended, you are hereby notified of the terms of employment.

☐ Full-Time

☒ Part-Time

☐ Seasonal

1. Normal hours of work: Varies due to departmental scheduling.
2. Rate of pay per hour: \$ 85.00 / per hour call
3. Pay days are Friday: bi-weekly.
4. Place of Payment: Checks are directly deposited into the bank accounts you've provided.
5. *Deductions to be made from wages such as, but not limited to: Documented debts/offsets, etc. (excluding income taxes and FICA). South Carolina Retirement and/or Police Officer Retirement will be deducted from your wages if you are a full-time permanent, part-time permanent employee, rehired retiree, or if you have contributed to the South Carolina Retirement System, and have not withdrawn your contributions.*

Any changes in these terms shall be made in writing and at least seven days before they become effective.

M. E. Bartley
Employee Signature

3-18-19
Date

Sherry W. Grubbs
Employer Signature

03/18/2019
Date

County of Orangeburg
PO Drawer 9000
1437 Amelia Street
Orangeburg, SC 29116
803-533-6150



ORANGEBURG COUNTY PERSONNEL ACTION FORM

Date: 02/11/2019
Effective Date: 02/11/2019

Name: Michael Bartley
Address: 564 Mulberry St
City, State, Zip: Orangeburg, SC 29118
Employee No.:

Check Here For: (Explain)

- ☐ Change of Name
☐ Change of Address

Department: Coroner

Home Cost Number: - -

Department No.:

Position Title: Deputy Coroner
Grade/Step:

Pay Rate: 85.00/ call

Type Employment: ☐ Full Time ☐ Temporary ☒ Part-time ☐ Other
FLSA Status: Exempt Non-Exempt

Position No.:

APPOINTMENT

☒ New Position ☐ Replacement

Shift: Shift 1: 7.5 Hour Day

REPORTS TO:

(Name)

(Position No.)

Coroner

ADJUSTMENTS

- ☐ Promotion
☐ Transfer
☒ Reclassification
☐ Demotion
☐ Merit Change
☐ Other (Explain)

Position Title To: Deputy Coroner
Department To:
Grade/Step or To:
Pay Rate To:
Position No. To:

Explanation: Being added as a deputy coroner in addition to transport services

Releasing Department Head's Signature (Transfer Only)
Forward to Receiving Department for approval Below (Transfer Only)

LEAVES OF ABSENCE OR SUSPENSION

Kind:
Reason:

Date Expected to Return:

Documents Attached?

Y

N

OVERTIME REQUEST

☐ Permission ☐ Payment Dates: Hours:
Reason:

SEPARATION ☐

EMPLOYMENT ☐

Reason:
Services were: ☐ Satisfactory ☐ Unsatisfactory
Would You Rehire? ☐ Yes ☐ No If no, explain

Was notice given? ☐ Yes ☐ No Resignation letter attached? ☐ Yes ☐ No

Credentials, Keys, & Equipment Surrendered? ☐ Yes ☐ No

Pay for: ☐ Annual Leave ☐ Compensable Time ☐ Holiday Time

(Payment is subject to the applicable policies, laws and the County Administrator's approval)

Conducted Exit Interview: ☐ Yes ☐ No

Remarks:

orientation 3/18/19

☐ Incomplete (Please Resubmit) I REQUEST THE ACTION INDICATED ABOVE. FOR "APPOINTMENT" OR "ADJUSTMENT" ACTIONS, I HEREBY CERTIFY THAT SALARY FUNDS ARE INCLUDED IN MY DEPARTMENTAL BUDGET FOR THE CURRENT YEAR AS APPROVED BY ORANGEBURG COUNTY COUNCIL AND THAT SUFFICIENT UNENCUMBERED SALARY FUNDS REMAIN IN MY BUDGET TO PAY FOR SAME.

Michael Bartley 2/11/19
Employee Date

Sandra Nelson 2/25/19
HR Director Date

Paul M. Lopez
County Administrator Date

2/25/19
Deputy Administrator Date

2/11/19
Department Head Date

Direct Deposit Acknowledgement of Understanding

The Electronic Fund Transfer Act (EFTA) also known as Federal Regulation E, permits employers to make direct deposit mandatory. It is mandatory for all County employees to have a Direct Deposit account set-up with a Banking Institution or Credit Union of your choice.

As a New Hire, once you receive an acceptance letter of a tentative offer, you should set-up a Direct Deposit account with a Banking Institution or Credit Union of your choice because it is mandatory to have Direct Deposit upon your date of hire.

As an employee of the County, when you make changes to your Direct Deposit account(s), you will enter your Routing and Account numbers in Employee Self Service (ESS) which will notify Human Resources that you have entered your information. Your changes are required to be entered in Employee Self Services (ESS) by **Thursday** of each week. On **Friday of each week**, a prenote test certification will be processed to ensure that your Banking and/or Credit Union Routing and Account number information is correct.

Closing an account without notifying Human Resources will cause a delay of your paycheck.

If you leave County employment for any reason, please do not close your Direct Deposit account until you have contacted the County of Orangeburg Human Resources Office.

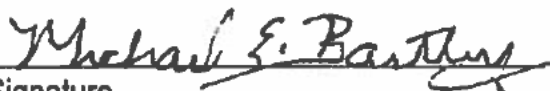
Please sign below that you understand and accept this Direct Deposit Acknowledgement of Understanding.

Michael E. Bartley

Print Name

01/31/2022

Date


Signature