



Jeremiah Jackson <jackson@cityofclemson.org>

ORR-Employee roster

1 message

Bradley Ford <fordrecordsrequests@gmail.com>

Sat, Jan 11, 2025 at 11:55 AM

To: jjackson@cityofclemson.org

Good morning,

My request is for an electronic file that includes a roster or listing of every current city employee as of Friday, November 1, 2024.

This request includes employees coded as full-time, part-time, temporary, seasonal, as well as elected officials.

I am requesting the roster or listing include information commonly found in an Employee Master File and is most commonly found in the Human Resources Department or Payroll Department.

The file would include information such as the following fields for each employee:

First Name
Last Name
Hire Date
Gender
Race
Ethnicity
Department
Job Title
Base Salary Amount
Gross Annual Wages
Bonus Amount
Car Allowance (Annual)
Cell Phone Allowance (Annual)
Certification Pay (Annual)

If there are fees associated with this request, please inform me of the cost before fulfilling this request.

If you have any questions regarding this request, please contact me via this email (fordrecordsrequests@gmail.com).

If you need to redact a portion of the request in order to expedite the fulfillment of the request, I agree to redaction in advance.

If you seek to deny part or all of this request, please let me know the basis for a denial in part or in whole.

My preferred delivery method is for the record to be sent via email as an Excel file but a PDF file will also be acceptable.

Thank you for your time and have a great day.

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817-909-9894
fordrecordsrequests@gmail.com

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