INITIAL COVER LETTER

<address>

Dear :

As part of a study of the South Carolina Department of Corrections, the South Carolina Legislative Audit Council is conducting a survey of the opinions of SCDC employees. You have been selected to participate in this survey. I would appreciate it if you would complete the enclosed questionnaire and return it in the envelope provided by June 30 to the University of South Carolina, which is assisting in this study.

The results will help the LAC in evaluating working conditions at the SCDC. Your responses are important, since they represent you and other employees who have similar opinions and experiences.

The information you provide will be completely confidential. It will be compiled with data from other respondents and will be reported only in summary form. No information that would identify the responses of any individual will be reported.

If you have questions about this study, please call Perry Simpson, Audit Manager, or Stephanie Kurzeja, Auditor, at (803) 253-7612.

I appreciate your assistance with this study.

Sincerely,

Perry K. Simpson
Audit Manager

South Carolina Department of Corrections Employee Opinion Survey

Directions: This survey is designed to gather information on the organizational climate of the South Carolina Department of Corrections (SCDC). All individual responses will be kept strictly confidential and the results will be reported in groups. If there is any question you feel you cannot answer or are uncertain about, circle the best option provided, or just leave it blank. Thank you for assisting the agency by completing the survey.

For each of the statements on the following pages, please indicate whether you (1) Strongly Disagree; (2) Disagree; (3) Neutral; (4) Agree; or (5) Strongly Agree as they relate to your work situation.

	Statement	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1	Within the Department of Corrections, the most qualified employees are chosen for promotion.	1	2	3	4	5
2	I am satisfied with my involvement in decisions that affect my work.	1	2	3	4	5
3	I am satisfied with the policies and practices of SCDC's senior leaders	1	2	3	4	5
4	Top management looks after the best interests of the public in making decisions.	1	2	3	4	5
5	I have a high level of respect for SCDC's senior leaders.	1	2	3	4	5
6	My supervisor is sensitive to employee needs.	1	2	3	4	5
7	Pay and promotion policies are applied fairly within SCDC.	1	2	3	4	5
8	Considering everything, I am satisfied with my job.	1	2	3	4	5
9	Disciplinary procedures are fair.	1	2	3	4	5
10	I am satisfied with the information I receive from management on what is going on in SCDC.	1	2	3	4	5
11	There is favoritism in selecting people for job openings.	1	2	3	4	5
12	I am satisfied with the training I receive for my present job.	1	2	3	4	5
13	In SCDC, leaders generate high levels of motivation and commitment in the workforce.	1	2	3	4	5
14	Disciplinary procedures are applied consistently to all employees.	1	2	3	4	5
15	Employee promotions are not handled fairly.	1	2	3	4	5
16	I am satisfied with the recognition I receive for doing a good job.	1	2	3	4	5
17	SCDC's leaders maintain high standards of honesty and integrity.	1	2	3	4	5
18	Managers communicate the goals and priorities of SCDC.	1	2	3	4	5
19	Supervisors often harass employees.	1	2	3	4	5
20	Favoritism determines who gets ahead at the SCDC.	1	2	3	4	5
21	Overall, I am satisfied with SCDC as a place to work.	1	2	3	4	5
22	I feel satisfied with my work most of the time.	1	2	3	4	5
23	Overall, the rules and policies concerning promotion and pay are specific and well defined.	1	2	3	4	5
24	Promotions in SCDC are based on merit.	1	2	3	4	5
25	Employees are treated well at SCDC.	1	2	3	4	5
26	Top management cares about SCDC employees.	1	2	3	4	5
27	Considering everything, I am satisfied with my pay.	1	2	3	4	5
28	Managers review and evaluate SCDC's progress toward meeting its goals and objectives.	1	2	3	4	5
29	Policies and procedures are followed consistently throughout SCDC.	1	2	3	4	5
30	SCDC employees generally comply with agency policies and procedures.	1	2	3	4	5
31	The SCDC job posting system is fair.	1	2	3	3	5

		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
32	If I could find another job earning as much as I do now, I would leave SCDC.	1	2	3	4	5
33	Supervisors show favoritism.	1	2	3	4	5
34	I am satisfied with the opportunity I have to get a better job within SCDC.	1	2	3	4	5
35	Employees are protected from health and safety hazards on the job.	1	2	3	4	5
36	SCDC chooses its best people for promotions.	1	2	3	4	5
37	How an employee is disciplined depends on their race.	1	2	3	4	5
38	Employees are proud to belong to SCDC.	1	2	3	4	5
39	Pay raises depend on how well employees perform their jobs.	1	2	3	4	5
40	Complaints, disputes or grievances are resolved fairly in SCDC.	1	2	3	4	5
41	Supervisors often try to intimidate employees.	1	2	3	4	5
42	How an employee is disciplined depends on their gender.	1	2	3	4	5
43	Human resource policies are administered fairly.	1	2	3	4	5
44	Supervisors are consistent in how they treat employees.	1	2	3	4	5
45	I can disclose a suspected violation of any law, rule or regulation without fear of reprisal.	1	2	3	4	5
46	SCDC has prepared employees for potential security threats.	1	2	3	4	5
47	Arbitrary action, personal favoritism and coercion for partisan political purposes are not tolerated.	1	2	3	4	5
48	Prohibited personnel practices (for example, illegally discriminating for or against any employee/applicant, obstructing a person's right to compete for employment, knowingly violating veterans' preference requirements) are not tolerated.	1	2	3	4	5
49	I feel valued by my supervisors for the work I do at SCDC.	1	2	3	4	5
50	Considering everything, I am satisfied with SCDC.	1	2	3	4	5

What do you consider to be the most rewarding aspects of your job at SCDC?

Have you ever experienced or seen any instances of harassment or intimidation at SCDC. (If yes, please describe)

Have you seen any evidence of favoritism in hiring, promotion, or discipline at SCDC? (If yes, please describe)

Are you aware of any failures to comply with department policies by any SCDC employees? (If yes, please describe)

Please use the space below for any additional comments, both positive and negative, that you would like to provide about the organizational climate of the SCDC or your work experiences.

Please indicate the response that best applies to you.

Gender

Male Female

Race

Black; African-American White; Caucasian Some other race

How long have you been employed at SCDC?

Less than 1 year

1- 5 years

6-10 years

11-20 years

21or more years

Are you in a Security or non-Security position?

Security Non-Security

Thank you for your participation. Please return this questionnaire in the envelope provided.