



Richland One

South Carolina's Capital Schools

To all new Full-time Employees:

The Board of School Commissioners and the administration of Richland School District One are committed to recruiting and retaining the highest qualify staff to impact the educational futures of the students in our charge. We are glad that you have chosen to join our family and hope that your tenure is long and prosperous.

The district has initiated several employee benefits to include a sick leave bank and the highest supplement for National Board Certification in South Carolina. In addition, as a benefit of your recent employment in Richland One, all full-time permanent employees are eligible for a \$500 advance after the completion of two weeks. As many of our new employees have relocation expenses, we hope that this may help defray costs.

Should you choose to take advantage of this benefit, the \$500 will be automatically deducted from your next ten paychecks at a rate of \$50 per paycheck. If you are hired later in the year there may not be 10 paychecks left so the \$500 would be divided by the remaining number of pays to determine the amount you would pay back each payday. Check the appropriate box and return this signed copy to the Office of Human Resource Services within two days of receipt of this letter. If you leave the district prior to paying the advance back in full, you are still responsible for the remainder of the loan. A promissory note will need to be signed when you pick up your check.

On behalf of the Board and the Superintendent, we pledge our support as you make a difference in Richland One.

Please check one:

- Yes, I choose to take advantage of the \$500 advance. I understand that \$50 will be automatically deducted from my paycheck for the next ten paychecks. I also understand that if I leave the district prior to paying back the entire amount, I am responsible for repaying the remainder of the advance.
- No, I do not choose to take advantage of the \$500 advance.

Signature

Social Security Number

Printed Name

Work Location / Date