

TERMS OF EMPLOYMENT NOTICE
THIS IS NOT A CONTRACT

In compliance with Para. 41-10-30 of the S.C. Code of Laws, 1976, as amended, you are hereby notified of the following terms of employment:

Pay Information

Richland County School District One pays annual wages on a bi-weekly basis. A list of the pay dates is included in the Employee Handbook. Your place and time of payment will be at your job site by the end of business on the designated payday. The district has a direct deposit payroll system; however, your first and last check may be a manual check disbursed by district personnel. If a manual check is issued, you must present proper identification to receive it. All checks and direct deposit pay notice will be returned to Payroll if the employee is not present on payday. Payroll will mail the check to the last known address of record unless notified before the end of payday in writing that the check will be picked up. Retroactive pay will be in the form of a lump sum. Final wages may be mailed to the address of record. It is the employee's responsibility to maintain their current address with the district. District policies and procedures are in place to protect the District from overpayment of wages to employees. An employee's first paycheck will be withheld until the second payday after their first day of employment.

VACATION

An employee who works twelve (12) months a year is entitled to vacation days earned at the rate of 5/6 per month. Employees must work six (6) months before they can take any days. Classified employees cannot take or be paid for accrued vacation days until they successfully complete the six (6) months probationary period. Vacation days are not advanced. After an employee completes twenty (20) years of service with Richland County School District One, he/she earns vacation at the rate of 1 ¼ days per month beginning with their 21st year. See policy GCC for further information. An employee must give a 2-week notice of resignation in order to be paid for his/her accumulated unused vacation days.

HOLIDAYS

No employees in the district receive pay for holidays.

SICK LEAVE

Sick leave is earned at the rate of 1 ¼ days per month. If the employee did not begin on the first working day of a month, he/she begins earning sick leave on the first day of the following month. Sick leave is credited to an employee at the close of business on the last working day of the month. Any unused leave can be carried over from year to year to a maximum of 90 days. For further information, see policy GCC.

SEVERANCE PAY

The district does not pay severance.

DEDUCTIONS

Deductions made from paychecks other than state and federal income tax, FICA, and Medicare, would be approximately 6.5% of the employees gross pay for South Carolina Retirement. Other deductions would vary according to the employee's request and could include the following:

Health Insurance	Dependent Life Insurance	Banking/Credit Union Accounts
Dental Insurance	Tax Sheltered Annuities	State Deferred Compensation
Life Insurance	United Fund	Other Optional Insurance Programs

THREE DAY DEADLINE FOR NOTIFICATION OF ABSENCES

Non-contract personnel are hereby advised of policy GCC: In order to operate efficiently, the school system must rely upon its employees to be regular in attendance and to furnish proper notice when not reporting for work. Notification of an absence shall be as required by departmental rules and regulations, but in no case shall notification be later than two hours after beginning of any scheduled work day. An employee who does not notify his/her supervisor of the reason for absence for a period of three (3) consecutive workdays is considered to have voluntarily resigned from his/her position.

TUBERCLULIN SKIN TEST (FORM 1420)

In compliance with Para. 44-20-150 and Para. 44-29-170 of the S.C. Code of Laws, employees of Richland School District One are required to have DHEC Form 1420 completed according to guidelines on the reverse of the form and on file in Human Resources. The employee must submit the completed form to Human Resource Services prior to starting work.

SOUTH CAROLINA TEACHING CREDENTIAL

Until Human Resource Services can verify that the teacher has a valid South Carolina Teaching Credential or letter of eligibility, employees on the teachers' salary schedule will be paid at the lowest level on the schedule (bachelor's degree and no experience). Once verification can be made, salary adjustments will be made retroactive to the date reflected on the certificate provided it is within the current fiscal year (July 1 through June 30). It is the teacher's responsibility to ensure the accuracy of their years of service credit with S.C. Department of Education's Certification Office. The district will pay on the certificate that is in effect and reported to the S.C. Department of Education as required by legislative or departmental guidelines in effect for the current year.

SUMMER EMPLOYMENT

In the event that the summer schedule is changed from 5 days a week to 4 days a week, and the day not being worked is Friday, then the paydays will change from Friday to Thursday. Notification will be given prior to the summer schedule going into effect via the first paycheck in May or by direct notification. Any changes in these terms shall be made in writing at least seven (7) days before they become effective.

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Employee's Signature

Richland County School District One
1616 Richland Street
Columbia, SC 29201

Social Security Number (Required)