



# South Carolina Revenue and Fiscal Affairs Office

## REVENUE AND FISCAL AFFAIRS OFFICE POLICY AND PROCEDURES TABLE OF CONTENTS

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**REVENUE AND FISCAL AFFAIRS OFFICE POLICIES AND PROCEDURES:** <http://www.rfa.sc.gov/policies> (revised due to restructuring 7/1/2015)

Compensation Policy and Procedures  
Disciplinary Policy and Procedures  
Drug Free Workplace Policy and Procedures  
Employee Performance Management Policies and Procedures  
Family Medical Leave Act Policy and Procedures  
Flexible Work Schedule Policy and Procedures  
Furlough Policy and Procedures  
Grievance Policy and Procedures

Holiday Policy and Procedures  
Information Security Acceptable Use Policy and Procedures  
Other Leave Policy and Procedures  
Overtime-Compensation Policy and Procedures  
Reduction in Force (RIF) Policies and Procedures  
Return-To-Work Policy and Procedures  
Work Hours Policy and Procedures

**ADOPTED BY REFERENCE B&CB POLICES AND PROCEDURES:** <http://www.state.sc.us/dio/TableofContents.htm>

Affirmative Action Policy and Procedures  
Annual & Sick Leave Policy and Procedures  
Anti-Harassment Policy and Procedures  
Classification Policy and Procedures  
Disclosure Policy and Procedure s  
Drug & Alcohol Policy and Procedures  
Dual Employment Policy and Procedures  
Hazard Communication Policy and Procedures  
Leave Pool Transfer Policy and Procedures

Mobile Communication Device Usage Policy and Procedures  
Nepotism Policy and Procedures  
News Media Contact and FOIA Policy and Procedures  
Outside and Secondary Employment Policy and Procedures  
Recruitment and Selection Policy and Procedures  
Social Media Policy and Procedures and Procedures  
Workers Comp Policy and Procedures  
Workplace Violence Policy and Procedures