

Richland County School District One



**RICHLAND ONE**

ENGAGE • EDUCATE • EMPOWER

2020-2021

Employee Handbook

REVISED 11/13/20



**RICHLAND ONE**  
ENGAGE • EDUCATE • EMPOWER

## Office of the Superintendent

August 24, 2020

Dear Richland One Colleagues,



In Richland One, we are proud to serve more than 24,000 students. Our mission is to do all that we can, individually and collectively, to empower our students to achieve their potential and dreams. They are the reason we are all here.

We have high expectations for our students, and we have high expectations for our employees. Our students deserve nothing less than our best every day, regardless of our respective titles or positions, or whether we are in the classroom or in a support role. We are proud to have an Employee Code of Excellence, which outlines seven expectations for employee professionalism and performance.

Recognizing that employees have their own goals and dreams, Richland One offers many opportunities for employees to expand their knowledge and skills and grow professionally. I encourage you to take advantage of those opportunities. We are a learning organization, and we believe that learning is lifelong.

Please take time to review our 2020-2021 Employee Handbook which is filled with information that is important for you to be familiar with as a district employee, including policies and procedures.

Although we are in the midst of the COVID-19 pandemic, we look forward to serving our students and staff and supporting each other in the process. Thank you each and every one for your contributions and the success of Richland One.

**We remain Richland One Strong!**

Sincerely,

Craig Witherspoon, Ed.D.  
Superintendent  
Richland County School District One

## Table of Contents

Welcome to the 2020-2021 school year .....	9
<b>RICHLAND COUNTY SCHOOL DISTRICT ONE EMPLOYEE HANDBOOK DISCLAIMER</b> .....	10
<b>ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE CODE OF EXCELLENCE (ECOE)</b> .....	11
Board-Approved Expected Behaviors for Employees .....	11
<b>2019-2024 STRATEGIC PLAN</b> .....	12
OUR MISSION .....	12
OUR VISION .....	12
CORE VALUES.....	12
CORE PRIORITIES .....	12
ACTIONS FOR IMPROVEMENT .....	13
<b>THE RICHLAND ONE BOARD OF SCHOOL COMMISSIONERS</b> .....	14
Board Policy and Board Policy Revisions.....	14
Members of the Board of School Commissioners.....	15
2020-2021 BOARD MEETING SCHEDULE .....	16
<b>GENERAL INFORMATION FOR ALL EMPLOYEES</b> .....	17
Affordable Health Care Act Coverage (ACA).....	17
An Equal Opportunity and Affirmative Action Employer .....	17
Americans with Disabilities Act (ADA).....	17
Child Abuse.....	18
Compliance and Ethics Hotline .....	18
Conflict of Interest .....	18
Confidentiality Agreement.....	18
Employee Identification Badges .....	18
Required Certifications, Endorsements, Licenses .....	19
Sexual Harassment, Harassment, and Discrimination.....	19
<b>EMPLOYEE CODE OF EXCELLENCE (ECOE)</b> .....	19
<b>EMPLOYEE EXPECTATIONS FOR BEHAVIOR</b> .....	19
Teacher-Student Boundaries .....	20
<b>EDUCATOR GUIDELINES FOR USING SOCIAL NETWORKING SITES OR SOCIAL MEDIA</b> .....	21
Friends and Friending .....	21
Content .....	21
Security.....	22
<b>USE OF DISTRICT MOTOR VEHICLES AND EQUIPMENT</b> .....	22

General Safety Procedures.....	22
<b>DRIVING RECORD REVIEW .....</b>	<b>23</b>
New District Vehicle Drivers .....	23
Current Employees .....	23
Notification Responsibility.....	23
Standards for Driving Records .....	23
Accident Procedures .....	23
Acknowledgment of Mandates.....	23
<b>RANDOM DRUG TESTING GUIDELINES (NON-DOT) .....</b>	<b>23</b>
Definition of “On-Duty” .....	24
Categories of Employees Covered .....	24
Types of Testing.....	24
Verified Test Results.....	24
Substance Abuse .....	25
Pre-Employment Drug Testing.....	25
Reasonable Suspicion Drug Testing.....	25
Post-Accident Testing.....	25
Random Drug Testing .....	26
Refusal .....	26
Training .....	26
District Support Services .....	26
Disclosure of Test Results .....	26
Acknowledgment of Mandates.....	26
<b>EMPLOYEE BENEFITS .....</b>	<b>27</b>
Legal Services.....	27
Tuition Reimbursement.....	27
Sick Leave Bank .....	28
Employee Assistance Program (EAP Program).....	28
Wellness Program .....	28
Summer Work Schedule .....	29
Holidays .....	29
National Board District Compensation .....	29
<b>HEALTH PLANS AND BENEFITS .....</b>	<b>29</b>
State Health Plan.....	29
Health Coverage .....	30

Dental Coverage.....	30
Life Insurance .....	30
State Vision Care.....	30
Vision Care Discount Program .....	30
Affordable Health Care Act Coverage (ACA).....	30
Disability Retirement .....	30
Special Eligibility Situations .....	31
COBRA.....	31
Termination of Benefits .....	31
HIPAA.....	31
State Long-term Disability .....	31
Supplemental Long-term Disability (Standard Insurance Company).....	32
Basic Life Insurance .....	32
Group Life Insurance .....	32
General Liability .....	32
Money Plus (Pre-tax Programs).....	32
SC Deferred Compensation 401(K) and 457 Plans .....	32
Voluntary 403(b) Retirement Plan.....	32
Retirement.....	32
Retirement Membership.....	32
Optional Retirement Plan (ORP).....	33
<b>ATTENDANCE AND LEAVE INFORMATION.....</b>	<b>33</b>
Vacation Leave .....	33
Sick Leave.....	34
Advancement of Sick Leave .....	34
Bereavement Leave .....	34
Personal Business Leave.....	35
Legal Absence/Legal Leave .....	35
Maternity/Adoption Leave.....	35
Military Leave.....	35
Religious Leave .....	36
Charter School Leave.....	36
Family and Medical Leave Act (FMLA).....	36
Conferences/Training Workshops .....	37
Non-paid/Emergency/Family Responsibility Leaves.....	37

Administrative Leave .....	37
<b>APPLICATION AND EMPLOYMENT PROCEDURES .....</b>	<b>38</b>
Assignments .....	39
Reassignment and Administrative Transfer .....	39
Voluntary and Involuntary Transfer .....	39
Athletic Coaching Assignments .....	39
Co-Curricular Supplemental Assignments .....	40
Professional Dress Code .....	40
Personnel File .....	40
Resignation (classified staff) .....	40
Resignation (certified staff) .....	41
Probation .....	41
Promotions .....	41
Dismissal (classified staff) .....	41
Re-employment .....	42
Emergency Workforce .....	42
Retirees .....	42
Verification of Employment .....	42
Letter of Intent .....	42
Hazardous Weather .....	43
Temporary Personnel Services .....	43
Worker's Compensation .....	43
Registering for Professional Development .....	43
<b>CERTIFIED STAFF INFORMATION .....</b>	<b>43</b>
Teacher Recruitment .....	43
Professional Dress Code .....	43
South Carolina Educator Certificate .....	44
Certificate Renewal Requirements .....	44
Restricted Certificates .....	45
Contract Renewal .....	45
Non-renewal of Contracts .....	46
Dismissal .....	46
<b>GRANTS .....</b>	<b>46</b>
<b>RICHLAND ONE NATIONAL BOARD PROGRAM .....</b>	<b>47</b>
National Board Candidacy .....	47

Interest/Awareness Sessions.....	47
Richland One Support Program .....	47
Eligibility Requirements for the Richland One NBPTS Program .....	47
Benefits Available to National Board candidates participating in the Richland One Program .....	47
Retake/Advanced Candidates.....	47
<b>NATIONAL BOARD CERTIFIED TEACHERS .....</b>	<b>48</b>
Score Release.....	48
School Board Recognition .....	48
National Board Plaques.....	48
Documentation of Leadership Roles .....	48
<b>STATE AND LOCAL SUPPLEMENTS .....</b>	<b>48</b>
Requirements in order to receive the local supplement:.....	49
Renewal and Supplements .....	49
<b>SUBSTITUTE SERVICES .....</b>	<b>50</b>
<b>FIELD PLACEMENTS .....</b>	<b>50</b>
District Employee Field Placements .....	51
Request for Guidance and Counseling Services Placement .....	51
Request for School Leadership/Administration Placement.....	51
<b>MEDICAL AND HEALTH INFORMATION .....</b>	<b>51</b>
Tuberculin Skin Test.....	51
Hepatitis B Vaccination .....	51
Certificate of Medical Examination .....	51
Administration of Medicine to Students .....	51
Communicable Diseases and Blood-Borne Pathogens.....	52
HIV/AIDS .....	52
Universal Precautions to Prevent Spread of Infectious Diseases.....	52
<b>PERFORMANCE EVALUATION SYSTEMS .....</b>	<b>53</b>
Teacher Evaluations .....	53
Principal Evaluations .....	54
School-and District-Based Administrators .....	54
Evaluation Appeals.....	54
<b>PAYROLL INFORMATION .....</b>	<b>55</b>
Delayed Check .....	55
Direct Deposit.....	55
Electronic Pay Stubs .....	55

Manual Checks .....	55
Underpayment/Overpayment .....	56
Resignations, Terminations, Retirement .....	56
KRONOS .....	56
Overtime .....	56
Additional Pay .....	56
Supplemental Pay .....	57
Deadline for Submission of Additional Pay .....	57
Pay on a District Holiday .....	57
Summer Work Hours .....	57
Severance Pay .....	57
Paycheck Questions .....	57
<b>SELECT DISTRICT POLICIES .....</b>	<b>57</b>
Extra Duty Assignments for Teachers .....	57
College Work Taken During a Regular School Term .....	58
School Trips and Field Trips .....	58
Tutoring .....	58
Fundraising Projects in Schools .....	58
Solicitation .....	58
Contests for Students .....	59
Grievances .....	59
Copyright Law .....	59
Acceptable Use Policy (AUP) .....	59
District-Owned Technologies and Transferring Employees .....	59
Staff Code of Conduct .....	60
Title IX Discrimination Complaints .....	60
Student Complaints (Title IX) .....	60
Instructional Materials Concerns .....	60
Conflict of Interest .....	61
Nepotism .....	61
Employee Pupil Assignment Option .....	61
Substance Abuse .....	61
Tobacco-Free Schools and Buildings .....	61
Staff Welfare and Protection .....	61
Employee Contact with Students .....	62



Reporting Abused and Neglected Children .....	62
Release of Student-Related Information .....	62
Sexual Harassment, Harassment, and Discrimination.....	62
Staff Participation in Political Activities .....	63

**APPENDIX**

Annual Confidentiality Agreement.....	i
Use of District Motor Vehicles and Equipment (Page 1 & 2) .....	ii-iii
Grievance Form .....	iv
Sexual Harassment Complaint Form .....	v
Harassment Complaint Form .....	vi
Procedures for 504 Accommodation .....	vii
Accommodation Request Form.....	viii
Terms of Employment Notice .....	ix
Sick Leave Bank Request Form .....	x
Sick Leave Bank Physician’s Statement Form .....	xi
Recertification Computation Sheet for Professional Educator’s Certificate.....	xii-xiii
2020 Universal Availability Notification 403(b) Plan.....	xiv-xv
Payroll Direct Deposit Authorization Form.....	xvi
Additional Pay Form .....	xvii
MUNIS Self-Service Instructions (Employee Portal) .....	xviii
Payroll Calendar .....	xix
Pay Scale for Workers at Athletic Games .....	xx
Athletic Supplements .....	xxi-xxii
Activity Supplements.....	xxiii-xxiv
Job Classifications List, Salary Schedules for Teachers, Administrative, Instructional Support and Classified Employees .....	xxv-xxxviii
List of School Principals, Locations, Phone, and Mail Codes .....	xxxix
Whom to Call for What in Human Resources .....	xl



Welcome to the 2020-2021 school year!

We are excited about the promise that the new school year holds as we work together to accomplish even more great things for the benefit of the students and families we serve in Richland One.

Richland One is richly diverse, geographically and culturally, serving over 24,000 students in urban, suburban, and rural communities, with a team of over 4,000 teachers and other employees. Our schools and communities provide conducive learning environments and a wide variety of resources to prepare all students to be college and career ready. Our schools and departments provide a plethora of services and resources to assist you, including instructional, human resources, financial and budgeting services, and operations.

Our 2019-2024 Strategic Plan will guide the work we do in Richland One on behalf of our students. Although we have a new Strategic Plan, our mission – literally and figuratively – has not changed: **We are Richland One, a leader in transforming lives through education, empowering all students to achieve their potential and dreams.**

Our Strategic Plan cannot exist only in writing; it must be a living document and each of us must be accountable for ensuring that the plan is implemented with fidelity. Regardless of job title or position, every member of the Richland One team plays a vital role in the overall success of the district. This year and every year, please know that we are here to offer any support and assistance you may need.

**We remain Richland One Strong!**

**RICHLAND COUNTY SCHOOL DISTRICT ONE EMPLOYEE HANDBOOK DISCLAIMER**  
**2020-2021**

NOTHING IN THIS 2020-2021 HANDBOOK OR IN ANY POLICY MANUAL OF RICHLAND COUNTY SCHOOL DISTRICT ONE CONSTITUTES OR CREATES AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT; RATHER, THIS HANDBOOK SHOULD BE UNDERSTOOD AS A BRIEF DESCRIPTION OF THE BENEFITS OFFERED BY RICHLAND COUNTY SCHOOL DISTRICT ONE AND AN OVERVIEW OF ITS POLICIES AND RULES. THIS HANDBOOK SUPERSEDES ALL PREVIOUS HANDBOOKS OR OTHER DOCUMENTS THAT ADDRESS THE SAME SUBJECT MATTER AS THE POLICIES AND RULES CONTAINED IN THIS HANDBOOK. IN ADDITION, THIS HANDBOOK CAN BE MODIFIED OR ALTERED AT ANY TIME BY RICHLAND COUNTY SCHOOL DISTRICT ONE. SINCE THE 2002-2003 SCHOOL YEAR, BOARD POLICIES HAVE APPEARED ON THE INTERNET. ANY POINTS THAT NEED CLARIFICATION SHOULD BE DIRECTED TO THE OFFICE OF HUMAN RESOURCE SERVICES. THE SCHOOL DISTRICT RESERVES THE RIGHT, AT ITS DISCRETION, TO MAKE CHANGES OR EXCEPTIONS TO STATEMENTS IN THIS HANDBOOK CONSISTENT WITH APPROVED POLICIES AND PROCEDURES AND LEGAL REQUIREMENTS. THE BOARD OF SCHOOL COMMISSIONERS MAY ELECT TO MODIFY OR MAKE EXCEPTIONS TO THE POLICY MANUAL AT ANY TIME.

YOU ARE RESPONSIBLE FOR READING AND UNDERSTANDING THE CONTENTS OF THIS HANDBOOK, WHICH CONTAINS IMPORTANT INFORMATION PERTAINING TO YOUR EMPLOYMENT, EMPLOYEE CONDUCT, LEGAL AND PROFESSIONAL RESPONSIBILITIES, PERFORMANCE EVALUATION, AND OTHER PERTINENT EMPLOYMENT INFORMATION.

ALL EMPLOYEES ARE ASKED TO DIGITALLY SIGN ACKNOWLEDGING ELECTRONIC RECEIPT OF THIS 2020-2021 EMPLOYEE HANDBOOK NO LATER THAN SEPTEMBER 11, 2020. YOUR SIGNATURE WILL BE KEPT ON FILE AS AN OFFICIAL RECORD OF YOUR ACKNOWLEDGEMENT OF ELECTRONIC RECEIPT AND AGREEMENT TO COMPLY WITH THE POLICIES, MANDATES, AND PROCEDURES OF RICHLAND COUNTY SCHOOL DISTRICT ONE.

---

**As an employee of Richland County School District One, I acknowledge that I have read, understood, and agree to abide by the Richland School District One 2020-2021 Employee Handbook. My electronic signature does not necessarily indicate agreement with the handbook; however, I understand that I will be held accountable for close adherence to the standards referenced therein.**

**ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE CODE OF EXCELLENCE (ECOE)  
2020-2021**

**Board-Approved Expected Behaviors for Employees:**

1. Report to work prepared, on time, and ready to fulfill all duties as assigned by one's job description(s).
2. Comply with job-related directives issued by established lines of authority.
3. Identify, report, and control, if possible, unsafe conditions and safety hazards immediately to maintain safe and secure working and learning environments.
4. Demonstrate respect and integrity when interacting with students, parents, staff, community members, and other stakeholders.
5. Comply with and report in a truthful and timely manner to the appropriate authority actions that may violate or are violations of federal laws, state statutes, Board policies, and administrative rules, and directives immediately regarding:
  - a. Civil rights that prohibit coercive, harassing, threatening, retaliating, bullying, or discriminating conduct;
  - b. The acquisition, use, maintenance, and disposal of District assets in an ethical and responsible manner;
  - c. Maintaining confidentiality of information; and,
  - d. Other matters that may impact the District.
6. Comply with all other federal laws, state statutes, Board policies, and administrative rules, and directives.
7. Refrain from any behavior or activity that may reasonably interfere with either one's ability to effectively perform one's duties as assigned, or the legitimate operational interests of the District.

---

**I acknowledge that I have read, understood, and agree to abide by the Richland School District One *Employee Code of Excellence* (ECOE). My electronic signature does not necessarily indicate agreement with the ECOE; however, I understand that I will be held accountable for close adherence to the standards referenced therein.**

**IN ACCORDANCE WITH SCCL §41-1-110, THIS DOCUMENT SHALL NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT.**



## 2019-2024 STRATEGIC PLAN

### OUR MISSION

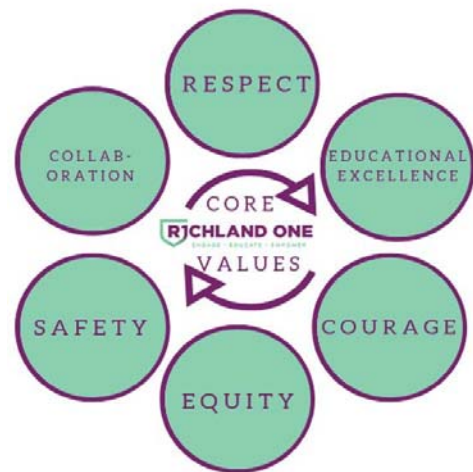
We are Richland One a leader in transforming lives through education, empowering all students to achieve their potential and dreams.

### OUR VISION

Richland School District One, in collaboration with an engaged community, is committed to ensuring that each learner achieves his/her potential in a safe, caring, academically challenging and diverse learning environment that will develop productive citizens for a changing world.

### CORE VALUES

1. **Collaboration** – We believe everyone has a role to play in promoting student success, so we will embrace the diversity of our stakeholders by building an inclusive community to accomplish our goals.
2. **Equity** – We are fair and just in providing opportunities for success for all.
3. **Excellence** – We provide excellent educational experiences that ensure expanded opportunities for learners and prosperity for our community.
4. **Safety** – We provide a culture and environment of emotional, intellectual, cyber, and physical safety.
5. **Courage** – We make bold decisions and take informed and thoughtful actions to meet present and future challenges.
6. **Compassion** – We respect all people by offering care and compassion with integrity.



### CORE PRIORITIES

- Ensure equitable experiences that support educational excellence for all learners.
- Employ a quality professional in all positions to ensure every student receives personalized opportunities for success.

- Offer varied opportunities for families, stakeholders and community partners to be meaningfully engaged in supporting student success.
- Provide a safe, secure, supportive learning environment for all students and employees.
- Develop a long-range facility and technology plan to accommodate enrollment shifts as well as modernization of buildings to support learning and working efficiencies and innovation.

### **ACTIONS FOR IMPROVEMENT**

(A high level plan to describe the execution of actions to accomplish core priorities.)

- ✓ Deliver and implement a tiered system of interventions to provide students specific academic and behavioral supports to increase opportunities for success.
- ✓ Ensure students are reading on grade level when promoted to third grade.
- ✓ Develop and implement rigorous recruitment and retention processes.
- ✓ Increase kindergarten readiness for potential students of Richland One.
- ✓ Provide opportunities for all graduates of Richland One to be considered college and career ready as defined by the Profile of a South Carolina Graduate.
- ✓ Develop and execute organizational efficiencies by developing and implementing systems and processes to support the work of the district.

## THE RICHLAND ONE BOARD OF SCHOOL COMMISSIONERS

The seven-member Board of School Commissioners is the governing body of Richland County School District One. The Board is comprised of three at-large members and four members who represent geographic election districts. Board members are elected to serve four-year terms. Non-partisan elections are held in November of even-numbered years on a staggered basis. The Board holds regularly scheduled meetings on the second and fourth Tuesdays of every month (except for December and July), with meetings locations alternating between schools and the district office (Stevenson Administration Building, 1616 Richland Street). Board members serve on one of three committees (Facilities and Finance, Curriculum and Instruction, and Administration) and meet twice monthly to conduct the business of the Board. Board meetings are open to the public.

The Board sets policies and ensures that the Administration develops and implements effective processes and procedures to meet instructional and operational goals and needs. The education of all children is of utmost importance to the Board.

Agendas are posted on the district's website in advance of the meeting and can be found at the following link: <https://www.richlandone.org/Domain/1662>

Minutes of the Board meetings are posted on the website and can be found at the following link: <https://www.richlandone.org/Domain/1667>

### Board Policy and Board Policy Revisions

Board policies and related regulations are posted on the district's website. The district uses national policy standards and provides a searchable database of all policies. Board policies and regulations may be revised and adopted during the school year. Board policy revisions may be viewed online at [www.richlandone.org](http://www.richlandone.org). Go to Policies and Procedures under Quick Links. Click on Revision History or use the link provided at <https://www.richlandone.org/Domain/96>

## Members of the Board of School Commissioners



Mr. Jamie Devine  
Chairman  
Election District 2  
Term expires in 2020



Mr. Aaron Bishop  
Vice Chairman  
Election District 1  
Term expires in 2022



Ms. Lila Anna Sauls  
Secretary-Treasurer  
At-Large  
Term expires in 2020



Mrs. Cheryl Harris  
Parliamentarian  
Election District 4  
Term expires in 2020



Mrs. Beatrice King  
Election District 3  
Term expires in 2022



Mr. Jonathan Milling  
At-Large  
Term expires in 2020



Mrs. Yolanda Anderson  
At-Large  
Term expires in 2022

For general information concerning board matters, please contact Eva Wilson, Special Assistant to the Board, at 803-231-7556. Board meeting schedules, policies and other pertinent information can be found at <https://www.richlandone.org/domain/89>.



## 2020-2021 BOARD MEETING SCHEDULE

July 2020 – June 2021

July 28, 2020	7:00 p.m.	District Office
August 11, 2020	7:00 p.m.	District Office
August 25, 2020	7:00 p.m.	District Office
September 8, 2020	7:00 p.m.	<b>Carver-Lyon Elementary School</b>
September 22, 2020	7:00 p.m.	District Office
October 13, 2020	7:00 p.m.	<b>Crayton Middle School</b>
October 27, 2020	7:00 p.m.	District Office
November 10, 2020	7:00 p.m.	<b>Lower Richland High School</b>
December 8, 2020	7:00 p.m.	District Office
January 12, 2021	7:00 p.m.	District Office
January 26, 2021	7:00 p.m.	<b>W.A. Perry Middle School</b>
February 9, 2021	7:00 p.m.	District Office
February 23, 2021	7:00 p.m.	<b>Eau Claire High School</b>
March 9, 2021	7:00 p.m.	District Office
March 23, 2021	7:00 p.m.	<b>Mill Creek Elementary School</b>
April 27, 2021	7:00 p.m.	<b>Heyward Gibbes Middle School</b>
May 11, 2021	7:00 p.m.	District Office
May 25, 2021	7:00 p.m.	<b>Dreher High School</b>
June 8, 2021	7:00 p.m.	District Office
June 22, 2021	7:00 p.m.	District Office

**THESE DATES ARE SUBJECT TO CHANGE.** Meetings are scheduled to begin at 7:00 p.m. This schedule of meeting times, dates and locations is e-mailed to the news media. Agendas are posted on the district's website ([www.richlandone.org](http://www.richlandone.org)) at least 24 hours prior to each meeting.

"Richland One reserves the right to continue streaming school board meetings, committee meetings, and other meetings until the COVID 19 Pandemic issues are resolved. Please continue to check the district's website at [www.richlandone.org](http://www.richlandone.org) to verify the location and type(s) of meetings to be held."

The public is always welcomed and encouraged to attend the board meetings.

## GENERAL INFORMATION FOR ALL EMPLOYEES

### Affordable Health Care Act Coverage (ACA)

Effective January 1, 2014, the Affordable Care Act (ACA) imposed new shared responsibility health care requirements on employers, including governmental employers that employ 50 or more employees. Under these new rules, Richland One offers health insurance coverage to all employees, including temporary employees, who work an average of 30 hours or more per week. Furthermore, health care coverage is offered to full-time employees that are both affordable and offer a minimum level of coverage. In addition, Richland One monitors the hours for potentially eligible part-time and substitute staff. Questions should be addressed to the district's benefits office at 803-231-7448.

### An Equal Opportunity and Affirmative Action Employer

Richland County School District One does not discriminate on the basis of race, religion, color, national origin, sex, disability, age or other protected characteristic in its programs and activities. For further details, see Board Policy AC.

The following individual has been designated to handle inquiries regarding our non-discrimination policies:

#### ***Title IX Coordinator (Sex Discrimination), Title VI Coordinator (Racial Discrimination)***

Lisa A. McClain, Employee Relations Coordinator  
Richland County School District One  
1616 Richland Street  
Columbia, SC 29201  
(803) 231-7101  
[titleixcoordinator@richlandone.org](mailto:titleixcoordinator@richlandone.org)

### Americans with Disabilities Act (ADA)

There are no obligations to disclose information about any personal limitations. However, if there are any accommodations for which an employee or applicant feels entitlement under the Americans with Disabilities Act, please submit an Accommodation Request Form (see Appendix) along with medical documentation to the Lisa McClain, Employee Relations Coordinator. Once the necessary documentation has been received, the Section 504 committee will meet to review the request and make decisions about the reasonableness and feasibility of the requested accommodations.

#### ***Section 504 Coordinators (Disability Discrimination)***

Nancy Carnes, Coordinator of Psychological Services  
Richland County School District One  
1225 Oak Street  
Columbia, SC 29204  
(803) 231-6750

Note: *Student-related* requests should be sent to Nancy Carnes.

Lisa A. McClain, Employee Relations Coordinator  
Richland County School District One  
1616 Richland Street  
Columbia, SC 29201  
(803) 231-7101

Note: *Employee-related* requests should be sent to Lisa McClain.

### ***Title VII/ADEA Coordinator (Age or other discrimination)***

Dr. Jeffery E. Long, Chief Human Resources Officer  
1616 Richland Street  
Columbia, SC 29201  
(803) 231-7415

### **Child Abuse**

All district employees are mandatory reporters for suspected or known instances of sexual abuse. Telling other district employees does not mean the mandate has been met. Failure to do so could result in criminal charges and termination from employment. The district's procedure can be found in Policy JLF, Student Welfare, and Administrative Rule JLF-R. The phone number to report is 803-252-9280.

### **Compliance and Ethics Hotline**

Richland One has created a Compliance and Ethics Hotline to provide a way for employees to report suspected and/or actual misconduct or non-compliance confidentially. Only matters involving fraud, waste, and abuse of district resources, and/or non-compliance with district policies and/or federal and state laws or regulations will be investigated. The hotline is open 24 hours per day. The number is 803-252-9280.

### **Conflict of Interest**

Staff members shall not engage in any activity that conflicts or raises a reasonable question of conflict while fulfilling the duties of their position and their responsibilities in the district. If a district employee has a conflict of interest or perceived conflict of interest, he/she is required to immediately notify, in writing, the superintendent or chair of the Richland One Board of School Commissioners.

### **Confidentiality Agreement**

All employees must adhere to a strict code of conduct with regard to confidentiality. All persons working, volunteering or doing business with Richland School District One are included. This includes the time during and after employment, volunteering and when services with the district has been completed or terminated. This agreement prohibits confidential information related to employee data, contractual and litigation information, student data, salaries, personal information, medical issues, disciplinary actions, terminations for cause, and any other information that is deemed confidential from being accessed, disclosed or released in any format to or by any person or a business without the proper written consent of a supervisor or appropriate individuals in the legitimate chain of command.

Access to and knowledge of information that is deemed confidential includes, but is not limited to, any information that personally identifies a particular employee or individual, particular student, board member, or any information that personally identifies individual account information with a financial institution with whom a board member, employee, or another individual may transact business. This includes personnel files, student files, and other similar files where unauthorized access or release, falsification or destruction of confidential individual records is strictly prohibited. Confidential documents must be handled in a confidential manner prior to proper disposal.

All employees, volunteers or people doing business with the district are required to report violations of this policy. Options include reporting to a supervisor, appropriate individuals in the legitimate chain of command, or to Human Resource Services. A copy of the Annual Confidentiality Agreement is included in the appendix.

### **Employee Identification Badges**

Employees are required to wear or carry identification badges at all times while at work. Non-exempt workers must utilize valid ID badges in documenting time and attendance in MUNIS. An employee is responsible for the

safekeeping and integrity of the ID. Replacements for ID badges may be secured from middle and high schools in the assigned cluster or from Human Resource Services.

### **Required Certifications, Endorsements, Licenses**

Educators must possess required professional certification from the South Carolina Department of Education commensurate with the position held. The gifted and talented endorsement is required of all teachers assigned to teach in the advanced academics program. It is the sole responsibility of employees who are required to have content or work-related certification, endorsement, or license to maintain valid credentials. All employees who use and/or are assigned District Motor Vehicles (not applicable to bus operations) must sign an acknowledgment of the district expectations, policies, procedures, regulations, licensure or standards. The signed forms must be sent to the director of security and emergency services. Forms are located in the appendix section.

### **Sexual Harassment, Harassment, and Discrimination**

Richland County School District One is committed to maintaining a learning/working environment free from sexual harassment, harassment, and discrimination. The District prohibits discrimination because of race, religion, color, disability, sex, sexual orientation, gender identification, age, lineage or national origin as required by applicable state and federal law. It is a violation of Policy GBAA for any district employee to harass or discriminate against any other district employee. Any employee who believes he/she has been subjected to sexual harassment, harassment or discrimination is encouraged to file a complaint. Reporting is mandatory, and the administration must be notified of a complaint or violation.

## **EMPLOYEE CODE OF EXCELLENCE (ECOE)**

Educators are held to higher ethical standards by the community it serves. As an educational institution, it is important for us to acknowledge to the community that we embrace and understand how important it is for us to uphold the highest ethical standards. The Employee Code of Excellence (ECOE) is regulatory guidelines supported by and based on current Board policies and administrative rules, Federal and SC State Codes, Federal and South Carolina State Statutes and Federal and State law. The ECOE is designed to ensure all employees are treated in a fair, reasonable, thoughtful and consistent manner and to assist district leaders in handling a variety of situations that may be disciplinary in nature.

The guidelines set forth in our code of excellence are a tool that details the steps we will follow either when working with employees to provide an informal opportunity for self-remediation, when reasonable or appropriate, without the need for formal disciplinary action. It is important to note that not all code violations will be handled in an informal manner. Some incidents are more serious than others and warrant formal disciplinary action up to and including termination.

Annually, every employee will be required to sign an acknowledgment of the ECOE. By clearly defining the employee behavioral expectations, everyone will have knowledge of these expectations in advance. We believe that all employees want to follow the rules in order to create a safe and supportive environment conducive to learning for students and staff. The ECOE is located on the district's website at [www.richlandone.org](http://www.richlandone.org)

## **EMPLOYEE EXPECTATIONS FOR BEHAVIOR**

The District is committed to maintaining a safe and respectful learning and working environment for all members of the Richland One community, and have established general expectations for behavior for all employees and includes but are not limited to:

1. Report to work prepared, on time, and ready to fulfill all duties as assigned by one's job description(s).

2. Comply with job-related directives issued by established lines of authority.
3. Identify, report, and control, if possible, unsafe conditions and safety hazards immediately to maintain safe and secure working and learning environments.
4. Demonstrate respect and integrity when interacting with students, parents, staff, community members, and other stakeholders.
5. Comply with and report in a truthful and timely manner to the appropriate authority actions that may violate or are violations of federal laws, state statutes, Board policies, and administrative rules, and directives immediately regarding:
  - a. Civil rights that prohibit coercive, harassing, threatening, retaliating, bullying, or discriminating conduct;
  - b. The acquisition, use, maintenance, and disposal of District assets in an ethical and responsible manner;
  - c. Maintaining confidentiality of information; and,
  - d. Other matters that may impact the District.
6. Comply with all other federal laws, state statutes, Board policies, and administrative rules, and directives.
7. Refrain from any behavior or activity that may reasonably interfere with either one's ability to effectively perform one's duties as assigned, or the legitimate operational interests of the District.

### **Teacher-Student Boundaries**

Richland School District One is committed to fostering an environment that promotes the success of its employees, students, and community members at all levels. Our ability to achieve this success is dependent on creating and maintaining an environment free of behaviors that undermine our mission to transform lives through education, empowering all students to achieve their potential and dreams. Although both teachers and learners bear responsibility for contributing to this success, educators are accountable for behaving in a manner that reflects the highest levels of professional responsibility.

The role of the teacher is different from that of a parent, a friend, a coach, a counselor, or other district staff members. The teacher-student relationship is viewed as integral to successful teaching and learning; therefore, fostering personal connections with students in a professional manner is encouraged. However, teachers and students must respect the boundaries that separate them. It is essential for educators to determine ways to strike a balance between demonstrating care and support while maintaining a professional relationship with their students. Doing so will ensure the protection and well-being of both the teacher and the student.

Teachers are in a position of trust and have been entrusted with a significant responsibility to their students. Close teacher-student relationships pose difficulties for the teacher, student, and district when professional boundaries of relationships are crossed. When these boundaries are crossed, it degrades the teacher's ability to establish and maintain authority and causes confusion about the teacher's role in the student's life. As a result, educators will find themselves in an untenable position. Consequently, failure to understand professional boundaries can lead to educators making serious mistakes—career threatening ones—in the management of teacher-student relationships.

Ethical boundaries in the teacher-student relationship are one of the most sensitive and difficult issues with which we are faced. Nevertheless, the teacher-student relationship has boundaries of time, place, purpose and activity. The onus is on professional educators for recognizing their vulnerabilities and determining whether they are "at risk" of crossing boundaries and, if they are, for addressing the issue. It is the district's belief that it is incumbent on all employees to safeguard the well-being of our students. All staff members have a duty of care to ensure no student is exposed to any risk of harm.

Although teachers are of central focus, this is applicable to all district employees, including without limitation, all administrators, educators, counselors, nurses, student support specialists, support staff, coaches, volunteers, vendors providing instructional services, as well as student teachers, interns, and practicum students. Activities and behaviors which do not have an educational purpose or do not conform to the appropriate standard of ethical practice will not be tolerated.

## EDUCATOR GUIDELINES FOR USING SOCIAL NETWORKING SITES OR SOCIAL MEDIA



As educators, we have a professional image to uphold and how we conduct ourselves online helps determine this image. All educators should be able to defend all communications professionally when using district-issued electronic/digital devices. As reported by the media, there have been instances of educators demonstrating professional misconduct while engaging in inappropriate dialogue about their schools and/or students or posting pictures and videos of themselves engaged in inappropriate activity. Some educators feel that being online shields them from having their personal lives examined. But increasingly, educators' online identities are too often public and inappropriate online behavior can cause serious repercussions.

Social networks provide the capacity to “friend,” “follow” and be “followed by” others – creating groups that share interests and personal news. The district strongly discourages educators from accepting invitations to friend or follow students or to allow students to friend or follow them within these social networking sites. When students gain access to a teacher’s network of friends and acquaintances and are able to view personal information and photos, the student-teacher dynamic is altered. Friending students provides more information than one should share in an educational setting. It is important to maintain a professional relationship with students to avoid relationships that could cause bias in the classroom or headlines in the news.

For the protection of your professional reputation, Richland District One strongly advises the following practices:

### Friends and Friending

- Do not accept students as friends on personal social networking sites. Decline any student-initiated “friend” requests.
- Do not initiate or submit requests for students to become “friends.”
- Remember that people classified as “friends” have the ability to download and share your information with others.
- If you wish to use networking protocols as a part of the educational process, please work with your administrators and technology staff to identify and use restricted school-endorsed networking platforms.
- Do not engage in so-called “private” networks between and among co-workers, friends, and parents.
- Discussion of students, administrators, and parents is strictly prohibited.

### Content

- Do not use commentary deemed to be defamatory, obscene, proprietary, or libelous. Exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions and derogatory remarks or characterizations.
- Weigh whether a particular posting puts your effectiveness as a Richland One employee at risk.
- Post what you only want the world to see. Imagine your students, their parents, your administrator, visiting your site. It is not like posting something to your website or blog and then realizing that a story

or photo should be taken down. On a social networking site, when you post something, it may be available, even after it is removed from the site.

- Do not discuss students or co-workers or publicly criticize school policies or personnel.
- Do not post images that include students or parents.
- Do not post information about students or students' work.

## Security

- Due to security risks, do not install the external applications that work with social networking sites. Examples of these sites are calendar programs and games.
- Run updated malware protection to avoid infections of spyware and adware that social networking sites might place on your computer.
- Be careful not to fall for phishing scams that arrive via email or in your social media, providing a link for you to click, leading to a fake login page.
- Visit your profile's security and privacy settings. At a minimum, educators should have all privacy settings set to "only friends." If you enable "Friends of friends" or "Networks and Friends", you will open your content to a large group of unknown people. Your privacy and that of your family may be at risk. People you do not know may be looking at you, your home, your kids, your grandkids, your lives!
- Please stay informed and cautious in the use of all new networking technologies and refer to the district's policy IJNDB, Acceptable Use of Information Systems.
- Do not "sync" your personal electronics with district devices.

## USE OF DISTRICT MOTOR VEHICLES AND EQUIPMENT

All district employees who drive school buses, district vehicles, and equipment are subject to random alcohol and controlled substance testing. District school bus drivers (CDL) must follow and fall under the U.S. Department of Transportation and the South Carolina State Department of Education Policy and Guidelines. Testing will be initially conducted prior to a recommendation to the Office of Human Resource Services for employment, randomly during the employment, reasonable suspicion and in designated post-accident situations subject to the conditions and requirements of all school board policies regarding alcohol and drug-free schools. Human Resources will be notified if an employee received a positive test result. For additional information, refer to Policies EEAE, GBEC and Administrative Rule GBEC-R with the exhibit.

## General Safety Procedures

The following are general safety procedures that must be followed when using district vehicles. Drivers are required to abide by local, state and federal vehicle regulations fully. Employees who use and/or assigned district (Richland County School District One) motor vehicles (not applicable to bus operations) agree to:

1. Fully abide by local, state and federal vehicle regulations.
2. Possess and maintain a valid South Carolina driver's license while operating district vehicles. An employee whose license has been suspended or revoked is not permitted to drive any district vehicle. The driver's license must be in possession of the driver at all times when operating the vehicle. The driver's license must be of the appropriate class governing the vehicle being operated.
3. Wear properly fastened safety belts.
4. Refrain from operating a vehicle while under the influence of alcohol and/or illegal drugs or substances.
5. Refrain from operating a vehicle while under the influence of prescription or over-the-counter medication that impairs or negatively affects the driver's judgment or ability to drive.
6. Be aware of hazardous conditions or malfunctions of equipment. He/She should report the incident

immediately to a supervisor.

## **DRIVING RECORD REVIEW**

### **New District Vehicle Drivers**

Any new or prospective employee whose job function may involve driving for the district either on a full-time or part-time basis will have their driving record checked as part of the hiring process.

### **Current Employees**

Human Resources will audit the driving records of the district's authorized drivers. If responsibilities of your position require you to drive a district vehicle, reviews will be done annually and without notice, to the employee on a frequency as determined by the district or designee. Driver's license information and supporting documents must be provided immediately upon request.

### **Notification Responsibility**

If your position or responsibilities include driving a district vehicle, you must notify your supervisor within 24 hours if either of the following occurs: 1) Any change in status of driver's license (suspension, revocation, expiration, tickets, or arrests), or 2) Any accident or moving violation involving a district vehicle.

Failure to promptly notify your supervisor(s) of these changes to your driving record within the required 24-hour period will result in a final written notice. It is the supervisor's responsibility to inform Human Resources immediately upon notification from the employee.

### **Standards for Driving Records**

Driving records must remain "clear" or "acceptable" for continued employment in a position for which driving is a responsibility. If your position is to drive a district vehicle and the number of accidents or violations are determined to be numerous, habitual, or serious in nature by the district/or designee, the district reserves the right to suspend the employee's right to operate a district vehicle and/or take disciplinary action.

### **Accident Procedures**

Drivers of district vehicles must report all accidents immediately to the local law enforcement jurisdiction where the accident occurred, to a supervisor, and Human Resources prior to returning the vehicle to work.

### **Acknowledgment of Mandates**

Every driver of district vehicles must sign an acknowledgment of district expectations policies, procedures, regulations, licensure or standards. If you are a driver of a district vehicle, see forms in the appendix, and return a signed copy as directed.

## **RANDOM DRUG TESTING GUIDELINES (NON-DOT)**

Richland County School District One has a zero tolerance for the use of alcohol, illegal substances or the misuse of prescription medications while on duty or the presence of these substances in the body while on duty regardless of when consumed. The use and ingestion of prohibited drugs is prohibited at all times. An employee must not consume alcohol prior to duty, eight hours following an accident, during any time they are considered on-call or until the employee undergoes a post-accident test. This means that employees must refrain from alcohol use while on assignments, to include after-hours duty.



## Definition of “On-Duty”

Some employees may be scheduled to work additional shifts in order to serve the needs of the district and to effectively use its resources. Duty starts when employees begin their workday, and the moment they occupy a district vehicle in the implementation of such. Duty ends according to the employees work schedule or as dictated by their department head or immediate supervisor. Drivers (with vehicles kept at a home location overnight) should not use their district vehicles for personal matters, unless approved by their department head.

## Categories of Employees Covered

These guidelines apply to all employees currently driving district vehicles on district business, including temporary employees working in both safety-sensitive and non-safety-sensitive positions. The district reserves the right to change or update these guidelines when necessary or as deemed appropriate to cover issues and items and personnel not currently identified. Safety sensitive will be defined as:

1. Anyone driving any district vehicle
2. Anyone operating equipment connected with vehicles or mechanical maintenance
3. Any staff member directly responsible for transporting district employees and others in their personal vehicles for district sponsored events.

## Types of Testing

- Random - **DOT & Non-DOT**
- Post-Accident
- Pre-Employment
- Reasonable Suspicion
- Follow-Up

## Verified Test Results

- (1) Employee must be immediately removed from duty including those involved from performing safety-sensitive functions. This happens only upon receiving the initial report of the verified positive test result.
- (2) If the district receives a verified adulterated (un-pure specimen or substituted drug test result), it will consider this a refusal to test and immediately remove the employee involved from performing safety-sensitive functions. This occurs upon receiving the initial report of the verified adulterated or substituted test result.
- (3) In South Carolina, it is illegal to drive a vehicle with a BAC (blood-alcohol-concentration) of 0.08 percent or higher. For commercial driver’s license (CDL) holders, the limit is 0.04 percent. For the purpose of these guidelines, there is 0.00 percent tolerance for any employee testing positive for any illegal substances or alcohol. Employees with positive results will be immediately removed from their positions, to include those employees performing safety-sensitive functions, pending verification of the results or at the department heads’ discretion.
- (4) If the district receives a drug test result indicating that the employee's urine specimen test was cancelled because it was invalid, a second collection must take place under direct observation.
  - 1) Employee will be immediately directed to provide a new specimen under direct observation.
  - 2) Employee may not be penalized for an invalid test other than collecting a new specimen under direct observation.
  - 3) No advanced notice will be given to the employee.
  - 4) Department head or manager must ensure that the collector conducts the collection under direct observation (employee must be accompanied by supervisor to collection site).

- 5) If the district receives a cancelled test result when a negative result is required (e.g., pre-employment, return-to-duty or follow-up test), the employee must provide another specimen immediately.

## **Substance Abuse**

Richland School District One's Drug-Free Workplace Policy allows an employee to voluntarily come forward and ask for rehabilitation counseling. The employee will still be suspended without pay until Human Resources (substance abuse professional) can certify him/her fit to return to duty. Any employee with a substance abuse problem is encouraged to seek help through the Employee Assistance Program. Any employee convicted of any criminal drug or alcohol abuse violation while employed is required to report this conviction to their department head and/or Human Resources within five days of the conviction or face dismissal.

## **Pre-Employment Drug Testing**

The applicant selected for hire will be asked to take a drug test that day. A negative drug test may constitute an offer of employment, while a positive test will result in not being considered for hire. If the applicant feels prescription drugs may have unfairly skewed the results, the hiring authority can authorize a second test.

## **Reasonable Suspicion Drug Testing**

Department heads and managers, as well as immediate supervisors (with department head's input) can determine and make a referral for reasonable suspicion testing. Supervisors are those who provide direction and make decisions affecting the assignments and duties of one or more employees on a daily basis will be informed and asked to make an observation where possible.

Upon making the decision to test, the department head, designated supervisor or manager will pull that employee from duty and remind him/her of the drug testing policy. The supervisor will arrange for transportation to the testing lab. If the test results are questionable, the MRO will notify the collection site within two hours of the decision. The MRO will attempt to contact the employee first and discuss any prescription medicines that he/she may be taking at the time of the collection. All medications will be verified with the employee's physician. If the test is confirmed positive for any illegal substances, the employee may and will be terminated from employment.

The department head or supervisor is also authorized to call Security if the employee's behavior poses a threat. The employee may be suspended without pay pending the result of the drug testing. If the test is negative, the employee will be notified to return to work with no loss in pay.

## **Post-Accident Testing**

An accident shall be defined as any occurrence associated with the operation of a vehicle in which damage was done to district property, the property of others, an individual dies, an individual who suffer bodily injury and received medical treatment away from the scene of the accident, and an incident in which a vehicle sustains disabling damage requiring a tow truck. Any employee requiring medical attention from a health care provider and district-designated health care provider as a result of an accident is also subjected to testing.

Regardless of whether the accident is the employee's fault, any employee that is involved in any kind of work-related accident will be required to take a post-accident drug and alcohol test as soon as possible following the accident. Post-accident testing forms can be found on the district's website under Risk Management.

In the event the employee is hospitalized, arrangements will be made for the drug and alcohol testing to be done there. If the test is negative and involves a driving accident, the supervisor will evaluate the individual's driving record and decide if disciplinary measures are indicated. If the accident occurs after hours or if the

districts designated Occupational Health Provider is closed for the evening, the employee's supervisor should contact the After-Hours Collection site immediately for direction, or seek other agencies such as, but not limited to, Urgent Care and/or Emergency.

### **Random Drug Testing**

The district has contracted with AOS (Apply Occupational Strategies) to draw names through a random selection pool based on driver information provided by each department with drivers of district vehicles quarterly, of DOT and non-DOT district drivers and employees to be sent for a random test. This includes safety sensitive and non-safety sensitive positions. Risk Management will coordinate with the department heads and supervisors where to send their randomly selected employee(s) for the test. The department heads and supervisors will be notified in a reasonable timeframe to ensure the employee(s) get to the test site in timely manner. Any department head, manager or supervisor who disrupts the purity of the testing procedures by informing employees before being designated to do so can and may receive a written reprimand that will be placed in their personnel file.

### **Refusal**

Any employee who refuses to submit to a drug test can and will be terminated from employment. Other behaviors will also be considered a refusal; leaving the test site without completing the test; tampering with or attempting to adulterate the specimen or collection procedure; not reporting to the collection site in the time allotted; or leaving the scene of an accident without a valid reason before the tests have been conducted.

### **Training**

All supervisors shall receive a minimum of two hours of training in substance abuse awareness education per year. Supervisors will be trained to explain the drug policy to employee, provide guidance and support to employees, as well as trained on the availability of drug treatment and counseling programs, including accessing those programs. All employees will receive one hour of substance abuse awareness education per year. This training will be provided by a substance abuse professional.

General information regarding substance abuse, including telephone numbers for further information, will be distributed to every employee, along with a copy of the district's drug and alcohol policy (Policy GBEC). This will be documented in each employee's personnel file. Copies of all employee drug testing received by and through Risk Management are confidential and will be filed with Risk Management.

For new employees, this will be done during orientation and within the first few days of employment. Each employee will sign a statement of understanding that, as a condition of employment, they will abide by the terms of the drug-free workplace statement and notify the district in writing of his/her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

**District Support Services** – (See District Policies, Procedures and Guidelines).

### **Disclosure of Test Results**

The actual results of drug and alcohol tests maintained on file by the district may be released to appropriate personnel as designated by the district only, and to the employee, if he/she requests the results in writing.

### **Acknowledgment of Mandates**

Every driver of district vehicles must sign an acknowledgment of district expectations policies, procedures, regulations, licensure or standards. If you are a driver of a district vehicle, see forms in the appendix and return a signed copy as directed.

## EMPLOYEE BENEFITS

As an employee, you are entitled to a number of benefits as a result of your employment, including educational, professional development and health. Upon employment, you attended a number of orientations, intended to provide you opportunities and information needed to take advantage of these generous amenities. A member of the Human Resources staff will gladly provide additional information on any existing or upcoming benefits for you and your family. Select areas of benefits available to you are included in this section.



An appointment with staff listed below is not mandated, however, to enhance services to customers, it is advisable to send an email to request a convenient time to meet or to request services.

### Benefits/Insurance

Primary: Antoinette Milton

[antoinette.milton@richlandone.org](mailto:antoinette.milton@richlandone.org)

Secondary: Sylvia Samuel

[sylvia.samuel@richlandoneone.org](mailto:sylvia.samuel@richlandoneone.org)

### FMLA/ACA Specialist

Edneasha Johnson

[edneasha.johnson@richlandong.org](mailto:edneasha.johnson@richlandong.org)

### Retirement Specialist

Tammy Amos

[tammy.amos@richlandone.org](mailto:tammy.amos@richlandone.org)

### MUNIS Online

Primary: Kathy Parker

[kathleen.parker@richlandone.org](mailto:kathleen.parker@richlandone.org)

Secondary: Patsy Petts

[patsy.petts@richlandone.org](mailto:patsy.petts@richlandone.org)

### Employment Verifications, Education Verification, Request for Letters

Primary: Morgan Bullock

[morgan.bullock@richlandone.org](mailto:morgan.bullock@richlandone.org)

Secondary: Patsy Petts

[patsy.petts@richlandone.org](mailto:patsy.petts@richlandone.org)

### Legal Services

The district's general counsel advises the district on day-to-day legal matters and coordinates legal services with outside legal counsel. The district's general counsel also assists with staff development, legal issues, contractual matters and risk management. In addition, district officials are kept abreast of current state and federal laws. Legal Services facilitates the review of board policies annually for appropriate revisions. The Board of School Commissioners, superintendent, the superintendent's executive team, executive directors and principals have direct contact with the district's general counsel. With the permission of one of the aforementioned persons, a district employee may request legal assistance. No employee shall give statements to outside attorneys regarding district matters without first contacting the district's legal counsel to obtain advice at [susan.williams@richlandone.org](mailto:susan.williams@richlandone.org) or 803-231-7404. Employees who contact law enforcement regarding district matters should promptly notify general counsel regarding the subject and nature of the report.

### Tuition Reimbursement

Richland One will reimburse all certified and full-time classified employees for a portion of the costs of courses taken for recertification (certified employees), courses taken as part of a teacher training program, course to improve current job knowledge and skills, or to prepare for promotion or licensure (classified employees), courses taken by employees teaching special education classes with out-of-field permits who need to become fully certified in that field (certified employees). Certified and classified employees must pass the course with a grade of "C" or better. Funds are available on a first-come, first served basis and are limited by funding allocations each year. Employees must apply and gain prior approval before taking courses.

The amount of reimbursement for the 2020-2021 school year is up to a maximum of \$800 per course. Courses must be completed between July 1, 2020 and June 30, 2021. Approval for tuition reimbursement must be obtained from Human Resource Services prior to enrollment in the course for which reimbursement is sought. Forms and guidelines will be available on the Human Resource Services section of the district's website. For additional information, you may contact Human Resources at 803-231-7419.

### **Sick Leave Bank**

The Sick Leave Bank is a benefit made possible by voluntary leave donations of employees. The Sick Leave Bank is formed and operated by employees. Employees must be employed with the district at least one full year to be eligible to join the Sick Leave Bank. The purpose of the Sick Leave Bank is to provide additional paid sick leave to members of the Sick Leave Bank in cases of incapacitating/catastrophic personal illness, during which the employee is unable to perform the duties of his/her position for a prolonged (minimum of 30 consecutive work days) period of time. This includes the condition itself and/or essential treatment or surgery and recovery. The attending physician must state, in writing, that the treatment and/or procedures are medically necessary or that there are extenuating circumstances. The condition itself must be incapacitating, not the surgery or treatment.

Employees enrolled in the Sick Leave Bank will be permitted, under extreme circumstances (as deemed appropriate by the Committee and on a case by case basis), to extend member benefits to their dependents(s). For this purpose, a dependent is defined as a person to whom you have caregiving rights. The contributor may use approved days for the illness of other members of the contributor's family, or if the contributor needs to remain away from his/her position to assist a member of his/her family who is ill.

There must be evidence that the illness is incapacitating/catastrophic prior to surgery or treatment. Sick Leave Bank grants may be used only after all accumulated leave has been used. The Sick Leave Bank will not cover cosmetic or elective surgery, except for the incapacitation/catastrophe due to complications arising from these procedures. The open enrollment period is October 1-31 of each calendar year, unless specified. The Sick Leave Bank committee determines the annual rate of contribution (normally one day). The existence of the Sick Leave Bank and participation by a member in the bank does not negate or eliminate any other sick leave policies of the district; nor does it in any way negate the rights of individual members who participate in the bank to other sick leave benefits. For further details, contact the district's benefits administrator at 803-231-7448 and refer to the Sick Leave Bank Request Form (Parts 1 and 2) in the appendix.

### **Employee Assistance Program (EAP Program)**

While most of us can handle our own problems and situations in life most of the time, it is unrealistic to think that we can cope with every problem that confronts us alone. When a personal, medical or family problem occurs, it often affects an employee's job performance. Before the problem grows too big to handle and impairs performance in the workplace, employees and their families are encouraged to take advantage of the district's Employee Assistance Program (EAP). A number of resource agencies in the Greater Columbia area are used to provide counseling, medical, psychological or vocational assessment, residential or outpatient treatment for substance abuse, and guidance in the areas of personal relationships, stress management, and time management. Many of these programs are offered free of charge or at reduced rates to district employees and their families. The district maintains confidentiality when employees are referred to EAP. More information about the program can be obtained by contacting Human Resource Services or by calling South Carolina Vocational Rehabilitation at 803-896-6337.

### **Wellness Program**

The district believes that promoting good health among its employees will result in happier, more self-confident

and productive employees, who, in turn, will be better, healthier role models for our students. Walking programs, aerobics classes, stair-climbing contests and other forms of exercise are encouraged at all work sites with appropriate safety protocols in place. We also provide blood-pressure screening, cholesterol checks, and mobile mammography screening to help our employees get the most from life. Get involved with your worksite's wellness efforts. It could change your life! For more information on wellness programs, please call 803-231-6874.

### Summer Work Schedule

The district may enact a four-day work schedule during the summer for 12-month employees. Employees will be notified on or before May 1 of each year if a four-day work schedule is planned during the summer. Work weeks will be identified in district-wide emails and district publications, including but not limited to, *This Week*, the district's website and other district correspondence.

### Holidays

Our Board of School Commissioners, as part of the annual calendar, approves our holiday schedule. While employees do not receive pay for holidays, these days are not included in your work schedule. Recognized holidays are denoted on the approved district calendar, which can be accessed on the district's webpage at [www.richlandone.org](http://www.richlandone.org).

### National Board District Compensation

The district offers a supplement to eligible National Board-Certified Teachers. NBCTs, who initiated their National Board candidacy after 2008, will receive their local supplement the fiscal year following their certification. Additional information on the National Board Program can be found on page 47.

## HEALTH PLANS AND BENEFITS



The district provides a number of benefits to all full-time and some part-time employees and their dependents at additional cost. For details, refer to the Public Employee Benefit Authority (PEBA) Insurance Benefits Guide, which can be accessed at [www.peba.sc.gov](http://www.peba.sc.gov)

Employees must enroll or decline health coverage within 31 days. Contact the district's benefits administrator at 803-231-7448 for additional information.

A subscriber who uses tobacco products and has single coverage must now pay a \$40 monthly surcharge on his/her health insurance premiums. If he/she covers any family members and anyone uses tobacco, he/she must pay a \$60 monthly surcharge. For details, refer to PEBA's Insurance Benefits Guide.

The lifetime maximum, the maximum amount a health plan will pay for each person for all benefits, have been excluded from all health plans, including the health maintenance organizations. Rules excluding pre-existing conditions no longer apply to subscribers and covered spouses or children.

### State Health Plan

Pre-authorization will no longer be required for medically necessary mental health and substance abuse office visits except those involving Dialectic Behavior Therapy (DBT), Applied Behavior Analysis Therapy (ABA) and Psychological/Neuropsychological testing. For details, see the Insurance Benefits Guide. As part of the Wellness

Incentive Program, subscribers and their covered spouse and/or children who meet certain criteria may be eligible for a copayment waiver for some generic drugs that treat diabetes, cardiovascular disease, and congestive heart failure. For details, refer to PEBA's Insurance Benefits Guide.

### **Health Coverage**

- State Health Plan (Blue Cross/Blue Shield)
- Health Savings Plan (Blue Cross/Blue Shield)
- TRICARE Supplement (Selman & Company)
- Dependent coverage available

### **Dental Coverage**

- No cost to employee (employee must enroll)
- Dependent coverage available
- Dental Plus

### **Life Insurance**

- Available for employee and family members
- Optional group life (available to employees only for an additional cost).
- Dependent life insurance (available for an additional cost). Dependents 19-24 must be certified as a full-time student.

### **State Vision Care**

The State Vision Plan is available to eligible active employees, retirees, survivors, permanent, part-time teachers and COBRA subscribers and their covered dependents. Subscribers pay the premium without an employer contribution.

### **Vision Care Discount Program**

If you choose not to enroll in the State Vision Plan, the Vision Care Discount Program is available with no premiums. You do not have to enroll in a health plan to use the benefit. You cannot use this program and State Vision Plan benefits at the same time. Plus, you do not file claims. Review PEBA's Insurance Benefits Guide for additional information.

### **Affordable Health Care Act Coverage (ACA)**

Effective January 1, 2014, the Affordable Care Act (ACA) imposed new shared responsibility health care requirements on employers, including governmental employers that employ 50 or more employees. Under these new rules, Richland One offers health insurance coverage to all employees, including temporary employees, who work an average of 30 hours or more per week. Furthermore, affordable health care coverage is offered to full-time employees and offer a minimum level of coverage. In addition, Richland One monitors the hours for potentially eligible part-time and substitute staff. Questions should be addressed to the ACA benefits specialist at 803-231-7429.

### **Disability Retirement**

Benefits for total disability are provided by Public Employee Benefit Authority (PEBA) for members with five (5) years of contributing service by the employee or eight (8) years for those hired after July 1, 2012. A member must be approved for disability from the Federal Social Security Administration which generally requires an incapacity to perform any general occupation.

## Special Eligibility Situations

If you decline enrollment for yourself or your eligible dependents (including your spouse), because of other health insurance or group health plan coverage, you may be able to enroll yourself and your dependents for coverage at a later date if you or your dependents involuntarily lose eligibility for that other coverage (or if the employer stops contributing toward your or your dependents' other coverage). However, you must complete a Notice of Election (NOE) form within 31 days of the date your dependents' other coverage ends (or after the employer stops contributing toward the other coverage). In addition, if you have a new dependent as a result of marriage, birth, adoption or placement for adoption, you may be able to enroll yourself and your dependent. However, you must complete a Notice of Election (NOE) form within 31 days of the date of the marriage, birth, adoption or placement for adoption. A salary increase does not create a special eligibility situation. If you are an active employee and eligible to change your health, dental or Optional Life Insurance coverage due to a special eligibility situation, you also may enroll in or drop the Pretax Group Insurance Premium Feature.

## COBRA

If you lose coverage due to termination of employment or reduction in hours, or your dependents are no longer eligible for coverage, coverage for you and/or your dependents may be continued under the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) or similar state law. If you need additional information, contact the Public Employee Benefit Authority (PEBA) at 803-737-6800 or your local benefits office at 803-231-7448.

## Termination of Benefits

Employees who resign or are terminated from the district will have their insurance terminated the first day of the month following their termination or resignation unless they choose continuation of coverage in accordance with state law. Teachers and other nine-month employees who are not planning to return to the district next year and are not transferring to another state agency or school district in South Carolina will have their insurance terminated July 1 unless they choose continuation coverage in accordance with state law. Ten-month employees who are not planning to return to the district and are not transferring to another state agency or school district in South Carolina will have their insurance terminated July 1 unless they choose continuation of coverage in accordance with state law. Coverage will continue through the summer for all 9-, 10-, or 11-month employees who are transferring to another school district in South Carolina or to another state agency.

## HIPAA

On August 21, 1996, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) was signed into law. HIPAA's main goal is to protect the health coverage of people who switch from one job to another or leave a job without taking another one. To achieve this goal of making health coverage more "portable," the law limits the use of pre-existing conditions exclusions, waiting periods and eligibility restrictions based on health status. If you need additional information, contact the Employee Insurance Program (EIP) at 803-734-0678 or contact the district's benefits administrator at 803-231-7448.

## State Long-term Disability

Benefits for temporary or permanent disability for covered events requiring the employee to be away from duty for more than 90 consecutive days are provided at no cost to employees. An employee must be enrolled in health insurance to receive benefits. This program pays 62.5% of monthly gross salary with a maximum of \$800 per month.



### **Supplemental Long-term Disability (Standard Insurance Company)**

Supplemental long-term disability pays 65% of monthly gross salary up to \$8,000 per month at an additional cost. There is a 90- or 180-day waiting period. Benefits will begin on the 91st or 181st day.

### **Basic Life Insurance**

A \$3,000 policy is provided for all employees at no cost to the employee. Employees must be enrolled in health insurance to receive this benefit.

### **Group Life Insurance**

A benefit equivalent to one year's salary is available to members of the Public Employee Benefit Authority (PEBA) after one year's membership, if employed at the time of death, at no cost to the employee.

### **General Liability**

Protection for damages may be awarded due to bodily injury, tort liability and coverage for defense costs and judgments.

### **Money Plus (Pre-tax Programs)**

Tax savings through pre-tax payments for eligible expenses:

- Health Savings Account
- Medical Spending Act
- Dependent Care Spending Act
- Premium Deduction Feature (pre-tax all health, dental deductions, premium for optional life up to \$50,000)

### **SC Deferred Compensation 401(K) and 457 Plans**

- State contracted agency
- Payroll deduction for contributions

### **Voluntary 403(b) Retirement Plan**

The 403(b) program is designed to offer a broad range of quality investments that provide an opportunity to build a diversified retirement plan portfolio. All employees of Richland One are immediately eligible to participate in the 403(b) program upon hire date. Pursuant to the requirements of IRC §403(b)(12)(A)(ii), you will find the Universal Availability Notice in the appendix. For more information about the 403(b) Plan, please contact PenServ Plan Services at (800) 849-4001 or via email at [service@penserv.com](mailto:service@penserv.com)

### **Retirement**

Employees who retire from the Public Employee Benefit Authority (PEBA) will be compensated with payment for accrued sick leave up to a maximum of 90 days, provided they have been employed by the district for five full years immediately prior to retirement and retire in good standing with the district. Payment will be at \$45 per day for the 2020-2021 school year. The Board reserves the right to modify or discontinue this payment as determined annually. For further details, see Policy GCQE.

### **Retirement Membership**

Membership is mandatory as a condition of your employment unless you are in a position or classification of employment specifically exempted from membership. There are two different retirement plans they are the following: South Carolina Retirement Systems and State Optional Retirement Plan. South Carolina Retirement

System is a 401A defined benefit plan (based on retirement eligibility an employee will be able to draw a monthly retirement check for their lifetime). State Optional Retirement Plan is a 401K defined contribution plan. New hires already enrolled in a retirement plan can change or remain in the same plan since they are experiencing a hiring event. The contribution rate for SCRS and State ORP members is nine percent. Other classifications, such as non-permanent employees, have the option to elect non-membership within 30 days from their date of hire. An employee that selects non-membership can't change their selection at a later time unless they have a new hiring event. If an employee who has the option to select non-member doesn't make that choice within 30 days, they will automatically default to SCRS. Newly hired employees of state agencies, public school districts, and higher education institutions may choose participation in the State Optional Retirement Plan (ORP) instead of South Carolina Retirement System (SCRS) within 30 days of their date of hire. Please refer to the *Select Your Retirement Plan Guide* and the "It's Your Choice: SCRS Plan or State ORP" video for more information about a comparison of the plans. If you do not elect a plan within 30 days of employment, you will default to the SCRS plan. If you have any questions about retirement membership, please contact the retirement specialist at 803-231-7414.

### **Optional Retirement Plan (ORP)**

The South Carolina General Assembly has passed legislation that provides, as an alternative to participation in the South Carolina Retirement System (SCRS), State Optional Retirement Plan (ORP) for all employees of a school district hired on or after July 1, 2001. The ORP is a defined contribution plan. Employers and employees contribute to a fund for which only the contribution is defined. If an employee selects ORP and later wants to change their retirement plan selection, they can switch from ORP to SCRS within 1-5 years of their enrollment date during the open enrollment period (January 1 - March 1). If a member doesn't switch from ORP to SCRS during the allotted time, they will continue membership under ORP (unless a hiring event takes place). Also during open enrollment, an employee can change ORP vendors. Any changes made during open enrollment will go into effect on April 1. If you have any questions, please call the retirement specialist at 803-231-7414.

## **ATTENDANCE AND LEAVE INFORMATION**

In order to operate efficiently, the school system must rely upon its employees to be in regular attendance. Instructional time and overall district operations may suffer due to excessive absences and tardiness. Proper notice is required when an employee will not be reporting for work. Notification of absence and tardiness shall be as required by departmental rules and regulations, but in no case shall notification be later than two hours after the beginning of any scheduled workday. Any classified employee who does not notify his/her supervisor of the reason for an absence for a period of three consecutive workdays is considered to have voluntarily resigned from his/her position. Certified staff may be in breach of contract if he/she does not notify his/her supervisor of the reason for an absence for any given period of time. For further details, see Policy GDQB and Administrative Rule GDQB-R.

### **Vacation Leave**

Each full-time, 240-day employee is entitled to vacation leave with pay. This leave is accrued monthly, beginning with the first month of employment. However, no vacation leave may be taken prior to completion of the first six months of service. Vacation leave accrual will not be available or shown until a six-month period has been completed. Vacation leave is earned at the rate of five-sixths of a day for each full month of service, which is 10 days per year. Employees who have completed at least 20 years of continuous district service earn leave at the rate of one and one-fourth days per month which is 15 days per year. Leave is credited on the last day of each month. Employees may accrue up to forty-five (45) days; however, if the employee leaves the district, he/she will be paid for only twenty (20) days at his/her daily rate.

Retirees who are approved to return to work on a 240-day contract or letter of employment will earn ten vacation days per fiscal year. These days will not carry over to a new fiscal year and will not be compensated when the retiree leaves district employment. For further details, see Policy GCC/GCD and Administrative Rule GCC/GCD-R.

### **Sick Leave**

All full-time employees of the district will accrue sick leave on the basis of one and one-fourth days (1.25) of sick leave for each full month of active service. Earnings are posted the close of business the last working day of the month. This will provide 12 days for nine full months (190 days) (two days are accrued for employees who begin the first workday of their work year and finish the work year). The last one and one-fourth days (1.25) are posted on May 1 of the work year; 12.5 days for 10 full months (200 days); 13.75 days for 11 months (220 days), and 15 days for 12 months (240 days). An employee may accumulate up to 90 days of sick leave that is accrued but not used, provided that such employees do not violate their respective contract. Employees cannot borrow days from future years' earnings. An employee may use sick leave for personal or family illness. One-half of a day is the smallest increment of sick leave that can be taken. For further details, see Policy GCC/GDC and Administrative Rule GCC/GCD-R.

### **Advancement of Sick Leave**

An employee may request advancement of leave for the following extenuating circumstances: unexpected illness of employee; unexpected illness of family member; maternity; and a religious holiday that cannot be covered under personal business days.

The leave will be considered by the superintendent or his/her designee (chief human resources officer) upon submission of the following evidence: 1) written evidence from the doctor of personal illness, 2) written evidence from the doctor of family illness that necessitates the absence, 3) evidence of maternity-related absences, and 4) religious leave request. The employee will be notified in writing of the approval or denial of the request. It is not the district's practice to reinstate money retroactively for days if the employee did not have accrued leave at the time of absence. Three days of sick leave will be advanced to employees who are new to the district or who are new to the state retirement system and who have no leave to transfer in from another agency or district).

For the purpose of this policy, a full-time employee will mean any person employed in a position for which certification is required by the South Carolina State Department of Education or a person who has been employed in the school district for six months and works at least 30 hours per week. For further details, see Policy GCC/GDC and Administrative Rule GCC/GCD-R.

### **Bereavement Leave**

Five days of leave are granted per occurrence for bereavement in the immediate family. These days do not count as or deduct from an employee's sick leave allocation. For the purposes of this policy, immediate family is defined as the following: spouse, son, son-in-law, step-son, daughter, daughter-in-law, step-daughter, mother, mother-in-law, step-mother or guardian/in loco parentis, father, father-in-law, step-father or guardian/in loco parentis, grandparents, step-grandparents, sister, step-sister, brother, step-brother, ward or other relative living in the household at the time of illness/death.

Up to three days of sick leave can be taken per occurrence for bereavement of an extended family member. These days will count as or deduct from the employee's sick leave allocation. If the employee does not maintain a sufficient sick leave balance, the employee will be docked. For the purposes of this policy, the extended family is defined as the following: aunt, uncle, cousin, sisters-in-law or brothers-in-law, niece, and nephew. For further details, see Policy GCC/GDC and Administrative Rule GCC/GCD-R.

## Personal Business Leave

Three days of sick leave per fiscal year may be used for personal business. It is the employee's responsibility to account for personal days accurately. Any days used for personal reasons in excess of three days can be charged to vacation, if applicable. However, if no vacation days are available, the days will be charged without pay. The request for personal business days should be made no less than 24 hours in advance, but with as much notice as possible. Employees are prohibited from taking sick leave for personal business before and after a holiday, except upon written approval by their immediate supervisor. Requests for absences before and after a holiday must be submitted in writing and in enough time to allow for review and response. Failure to comply with personal business leave provisions could result in the employee being docked for unauthorized absence. For further details, see Policy GCC/GDC and Administrative Rule GCC/ GCD-R.

## Legal Absence/Legal Leave

The district will grant an employee leave without loss of pay when he/she is summoned for jury duty. Whenever a prospective juror is dismissed before the end of the working day, he/she will return to his/her official duties.

South Carolina law provides that teachers, certified personnel at the building level or bus drivers may request to be released from jury duty during the school year. An employee must bring an official statement from the court for actual time served on jury duty. (This does not apply to federal court summons). For further details, see Policy GCC/GDC and Administrative Rule GCC/GCD-R.

A letter requesting postponement and verification of employment will be mailed or faxed to the appropriate court official for consideration, provided it is requested in a timely manner and not within a few days prior to serving. It is the responsibility of the employee, and not that of Human Resources, to ascertain a postponement of jury duty. If the postponement of jury duty is granted, the district cannot assume responsibility for follow-ups. Requests to postpone jury duty for summer school will not be considered in that summer employment is optional.

Employees who receive court subpoenas should provide Human Resources with a copy of the court subpoena. Employees will receive leave without loss of pay for any absence resulting from a subpoena-related to any matter involving the employee's employment or job duties with the district. Employees may take other available leave to attend to personal legal matters.

## Maternity/Adoption Leave

For further information, refer to Family and Medical Leave (FMLA) in the administrative rule GCC/GDC-R.

## Military Leave

The district supports and appreciates its employees who serve in the military. Requests for military leave must be submitted 30 days in advance of the leave date so that the Board of School Commissioners may be informed. Every effort should be made to schedule military leave during non-work periods. However, employees may be absent for 15 working days without loss of pay or leave to attend annual training with their military unit. If an employee is called to service during an emergency declared by the governor or the President, 30 additional days shall be granted. Employees absent for active duty military leave are entitled to unpaid leave and reinstatement rights in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). For further details, see Policy GCC/GDC and Administrative Rule GCC/GCD-R.

## Religious Leave

Any employee may be granted up to three (3) days of religious leave from accumulated sick leave for approved religious holidays each year. The chief human resources officer may approve requests for religious leave for holidays other than those on the approved list if the employee provides the appropriate documentation in advance of the request for leave. A request for religious leave may be granted pursuant to Board Policy GCC/GCD and Administrative Rule GCC/GCD-R.

## Charter School Leave

Certified and classified employees may apply to be employed by a charter school for up to five years. A partial year is not granted. Leave must be requested on or before May 10 of each school year. See Section 59-40-130, South Carolina Code of Laws 1976, as amended.

## Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act became effective on August 5, 1993. The FMLA entitles eligible employees to take up to 12 weeks of leave each year for specified family and medical reasons. This leave can be a combination of paid or 60 days unpaid leave depending upon how much sick leave the employee has accrued. Employees can obtain the necessary applications and information needed to apply for FMLA leave from the district's board policy website or by contacting Human Resource Services. Notices of FMLA should be addressed to the chief human resources officer. The district reserves the right to place employees on FMLA with proper notification. Board policies may be viewed online at [www.richlandone.org](http://www.richlandone.org). Employees should go to "Policies and Procedures" under Quick Links to access policies. As of July 1, 2008, Richland One employed a 12-month rolling calendar which means that you must work 1250 hours in between FMLA events. Contact the FMLA benefits specialist at 803-231-7429 for more information.

To be eligible for FMLA benefits, an employee must:

1. Work for a covered employer.
2. Have worked for the district for a total of 12 months.
3. Have worked at least 1,250 hours over the previous 12 months.
4. Work at a location in the United States or in any territory or possession of the United States where the employer within 75 miles employs at least 50 employees.

Only eligible employees may be granted a total of 12 work weeks of unpaid leave during any 12-month period for one or more of the following reasons:

- For the birth and care of the newborn child of the employee.
- For placement with the employee of a child for adoption or foster care.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- To take medical leave when the employee is unable to work because of a serious health condition.

Additionally, employees may be granted up to 26 weeks to care for a qualifying family member injured in the military line of duty.

- (a) Intermittent Leave – Under some circumstances, employees may take FMLA leave intermittently; which means taking leave in blocks of times (dividing the leave up), or by reducing their normal weekly or daily work schedule.
- (b) Substitution of Paid Leave – To prevent "leave stacking," the district requires that employees use accrued sick leave as part of their FMLA leave.

Employees seeking to use FMLA leave are required to provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practical.

Employees need only give notice of FMLA leave once, regardless if leave is taken continuously or intermittently. If an employee fails to give a 30-day notice of foreseeable leave without a reasonable excuse, leave may be delayed for at least 30 additional days after the employee has provided the notice.

Employees may also be required to provide medical certification supporting the need for leave due to serious health condition affecting the employee or an immediate family member. The employee should provide certification before the leave begins. FMLA regulation provides that a health care provider representing the employer may contact the employee's health care provider, with the employee's permission, to clarify and confirm that the health care provider provided the information. While on unpaid FMLA, employees are responsible for the employee's portion of insurance premiums only. However, if the employee does not return to work following the use of FMLA, he/she will be billed for the employer's portion. Employees returning from FMLA or medical leave must provide the district with a release letter from the employee's doctor certifying that the employee is able to return to work with no restrictions/or restrictions specified. For further details, see Policy GCC/GDC and Administrative Rule GCC/GCD-R with the exhibit.

When returning from a medical leave of absence, it is mandatory for the returning employee to present a medical release from the employee's physician to the Office of Human Resource Services prior to returning to work.

### **Conferences/Training Workshops**

At this time due to the COVID-19 pandemic, all conferences and professional development will be virtual or within the district. Any travel deemed necessary will need to be specifically approved by the superintendent or his designee until further notice.

### **Non-paid/Emergency/Family Responsibility Leaves**

Professional training, education or travel pertinent to an employee's teaching or administrative duties may be reasons for granting leave without pay. In addition, the Board may grant an employee up to two semesters of leave without pay for family responsibility under certain conditions. A written request must be presented and approved by the Board. In the event of a medically-related request involving the employee or a family member, the employee must submit a doctor's statement with the request. For these and other emergencies, or unusual situations not covered by the leave policies of the district, an employee may request non-paid leave for a period not to exceed two semesters. For further details, see Policy GCC/GDC and Administrative Rule GCC/GCD-R.

### **Administrative Leave**

If the superintendent or the superintendent's designee believes that immediate removal of an employee is necessary to protect the well-being of the district's students, the employee may be placed on administrative leave by the superintendent or his/her designee without notice or without a hearing. Administrative leave without pay may be imposed in accordance with district policy. Written notice of the administrative leave with pay, including cause and the fact that a hearing is available if requested, will be provided to the employee. Administrative leave without pay must be authorized and approved by the Board of School Commissioners.

## APPLICATION AND EMPLOYMENT PROCEDURES



Board policy provides that equal opportunity is given to all applicants and that selection is based upon qualifications and merit. No one may be hired except through following Human Resource Services procedures, including a personal interview. Interested persons (in-district or out-of-district) must complete an online application for employment directly to <https://tinyurl.com/y4b4pza9>

Documents pertinent to the completion of the application such as transcripts, PRAXIS scores and/or South Carolina certification should be scanned to the online application at the time it is completed. Human Resources complies with state law to check into any previous convictions of applicants. Human Resources also will request that the State Law Enforcement Division (SLED), Surveillance, Resources and Investigations, LLC (SRI), provide a record of previous criminal convictions of each applicant (internal and external) as well as background checks through the Central Registry of Child Abuse and Neglect and the South Carolina Department of Social Services' database of records of child and abuse cases.

Persons applying for bus driver positions and bus assistant positions must also submit to and successfully pass a pre-employment drug test as required by the Omnibus Transportation Employee Testing Act of 1991. Bus drivers and bus assistants must also submit to and successfully complete medical examinations and physical performance tests pursuant to board policy. The district uses WIN (Worldwide Interactive Network Solutions for Career Readiness) for screening candidates for custodial positions. Applicants would need to qualify at a Bronze level to be considered for 9- or 12-month custodial vacancies, and at the Silver level to be considered for night supervisor or building coordinator positions. For more information about the WIN Career Readiness System, visit <https://www.winlearning.com/>

After interviewing candidates, the principal or department head will recommend a candidate for employment to the chief human resources officer or his/her designee. Also, the Immigration Reform and Control Act prohibit employers from hiring aliens not legally eligible to work in the United States and requires all newly hired employees to present evidence of employment eligibility. The district must verify that eligibility through E-Verify. Refer to Policy GBEBDA for more details.

The district considers and employs those teachers/administrators who hold or are eligible to hold a professional South Carolina educator certificate, valid for the period of employment and for the subject or grade-level assignment.

Administrators have access to automated information on candidates. Recommendations of selected applicants to fill vacancies are made by the principal or department head to the director of certified employment services or the director of classified employment services, who contacts the applicant to offer the position, upon approval by the chief human resources officer. Contracts for certified persons and classified administrators are offered contingent upon approval of the school board. Failure or inability of the applicant to provide proper certification and/or evidence of meeting qualifications for employment will make the contract invalid.

***Only a Human Resource Services representative may extend an offer of employment, and only the Board of School Commissioners can approve appointments upon the recommendation of the superintendent.***



## Assignments

Personnel is employed by the district rather than by individual schools or in particular positions. Assignment decisions are based on the needs of the district and its students, where the administration believes the employee is most qualified to serve, and the expressed preference of the employee. The superintendent or his designee has the authority to assign, reassign or transfer employees as necessary. For further details, see Policy GCK and Administrative Rule GGK-R.

## Reassignment and Administrative Transfer

Employees may be reassigned or administratively transferred to positions throughout the school district and are assigned at the discretion of the district as needed for the effective and efficient operation of the school and district. Likewise, teachers are employed by the district rather than by individual schools. Therefore, the superintendent has the authority to assign and to reassign employees as may be necessary. For further details, see Policy GCK and Administrative Rule GCK-R.

Upon initial employment, officials in the Office of Human Resource Services will notify employees of their tentative assignments. Thereafter, administrative transfers may be made at the discretion of the superintendent at any time. Certification and prior work experience will be considered in making reassignments.

In all assignments and reassignments of personnel, officials in the Office of Human Resource Services will notify the affected personnel in writing. Class assignments and other duty assignments within a school are made at the discretion of the principal. By statute, teachers should be notified of their assignments by August 15; however, reassignment may occur at any time. The district requires principals to notify teachers before the start of the school year unless enrollment dictates change.

## Voluntary and Involuntary Transfer

Board policy permits teachers to transfer at the end of the school year from one school to another, if proper procedures are followed and if the transfer will not adversely affect the stability of the faculty, school or district. Although voluntary transfers during the school year are discouraged, the policy does not restrict or change the authority of the superintendent to assign or to reassign personnel.

Voluntary transfer requests shall be submitted, using prescribed procedures (written or electronic) to Human Resource Services. Submission of transfer forms does not guarantee that a transfer will be granted; however, consideration will be given to all requests. The employee seeking the transfer will contact the principal where vacancies exist and request an interview. If the principal recommends the transfer, it can take place subject to the approval of the chief human resources officer. Additionally, after the designated date, voluntary transfers will only be granted if the sending principal agrees that the school will be able to secure an adequate replacement and the program will not be adversely affected. Teachers do not need to resign from his/her current position in order to be considered for a transfer from their current worksite. An involuntary transfer can be made if, in the opinion of the superintendent, such transfer is in the best interest of the district. For further details, see Policy GCK and Administrative Rule GCK-R.

## Athletic Coaching Assignments

All athletic coaching assignments are made by the principal, with the approval of the superintendent or the superintendent's designee, and are in addition to regular teaching duties. Administrators are not eligible to coach. Coaching agreements should be filed annually with Human Resources after review by the district's athletics director. Classified employees who coach must complete the Coaching Exceptions Process annually, as prescribed in policy. Coaching assignments will be for a period of one year and may be terminated without affecting continuation as a teacher or classified employee. A chart of the current supplements is included



in the appendix. Schedules for the 2020-2021 school year will be amended and may be retroactive based on Board approval. Guidelines will be published separately. For further details, see Policy GCBE and exhibits.

### **Co-Curricular Supplemental Assignments**

All co-curricular assignments are made by the principal with the approval of the superintendent or his designee for one year only. Employees may be reassigned at the beginning of each year. Administrators are not eligible for additional pay or co-curricular supplements.

### **Professional Dress Code**

It is the responsibility of all employees to project a positive image. Every employee is expected to present a neat, well-groomed appearance during working hours. Each school or department has established its own dress code guidelines. Teachers will dress in a manner appropriate to the teaching assignment. They should wear no apparel that distracts students from the learning process or that creates a distraction or disruption in the work environment. Some employees are required to wear uniforms or safety equipment. If an employee is required to wear a uniform or safety equipment, the supervisor will advise the employee as to where and how they may be obtained. For further details, see Policy GBEB.

### **Personnel File**

All employees' personnel files are imaged. The personnel file is maintained for the employee's period of employment in the district. Upon the employee's resignation, the file is archived in an inactive status. All documentation sent to an employee's personnel file must be noted appropriately, and the employee must be informed of the submission of such documentation. An employee reserves the right to submit documentation to his/her own personnel file. This documentation should be noted appropriately. Benefits information is filed separately from the personnel file as required in HIPPA regulations.

It is the employee's responsibility to maintain any personal information maintained in his/her personnel file. Any change in address, and/or telephone number, should be submitted online via MUNIS online. It is also the responsibility of the employee to notify the State Department of Education and Public Employee Benefit Authority (PEBA) of name and address changes. Changes in withholding (marital status, dependents) should be sent to the Payroll Office. Name changes requires the submission of a new Social Security Card with the new name noted.

An employee's active personnel file is available for review by the employee by appointment only. A Human Resources staff member must be present for viewing. Copies may be requested and received by the employee, but there is a charge for copies. In order to review an employee personnel file, a written request must be made at least 24 hours prior to the requested time to review the file. Pre-employment information subject to the employee's prior waiver is not available to an employee. Pre-employment documentation includes, but is not limited to, application, references, transcripts, and interview notes and/or comments.

### **Resignation (classified staff)**

If a supervisor is not notified of the reason for absences from work for a classified employee for three consecutive workdays, the employee is considered to have voluntarily resigned. Persons who know prior to the established date that they will not return to the district should complete Form A (Notice of Separation) of the exit process and other tasks as required for a release from employment. Twelve-month employees must give a two-week notice (ten working days) in order to be paid for accumulated unused vacation days. For further details, see Policy GDQB and Administrative Rule GDQB-R.

## **Resignation (certified staff)**

Certified employees must decide by April 25 or by the date of the state Legislative proviso of each year whether or not to sign a contract with the district for the ensuing year. Persons who know prior to the established date that they will not return to the district should complete Form A (Notice of Separation) of the exit process and other tasks as required for a release from employment. A copy should be given to their supervisor.

After a contract is signed, a certified employee may not seek to terminate it except for a good cause, and then only by giving written notice by a specified date. Certified employees should not assume that they are automatically released from their contracts upon request. Major factors considered in a release will be the availability of a replacement and/or the certified employee's inability to fulfill the contract. The chief human resources officer will determine the date of termination of the certified employee's services. Given critical shortages, Human Resources may not release certified employees from their contracts after contracts have been signed. Releases will be considered in limited instances such as relocation or promotion, provided adequate time is provided to find a suitable replacement. Appropriate evidence should accompany requests for release.

The Office of Human Resource Services may pursue proceedings through the South Carolina Department of Education, Office of Teacher Certification, to revoke a certified employee's professional educator's certificate for breach of contract if the certified employee does not fulfill his/her contractual obligations with Richland County School District One. Certified employees are employed by the district rather than by individually assigned schools/departments. Completion of Form A (Notice of Separation) of the exit process as submitted to the Office of Human Resource Services is a resignation from the district and will be considered as such. For further details, see Policy GDQB and Administrative Rule GDQB-R.

## **Probation**

The district considers classified staff to be at-will employees under the provisions of South Carolina law and will provide a letter of agreement to confirm employment. All appointments to classified jobs include a six-month probationary period. Classified personnel will undergo a formal evaluation at the end of the six-month probationary period. An employee may be terminated at any time during the probationary period if the principal or department head believes the employee is not capable of performing the assigned duties in a satisfactory manner. Completion of a probationary period is not a guarantee of any future employment and does not change an employee's at-will status.

## **Promotions**

Board policy is to promote from within the district when such a promotion results in the selection of the best available and qualified candidate. Positions will be adequately publicized so that all qualified personnel has an opportunity to apply for them.

## **Dismissal (classified staff)**

The district considers classified staff to be at-will, those who are not elected by direct vote of the Board. A department head or principal may recommend to Human Resources that a classified employee be dismissed when such action is deemed necessary. This recommendation shall be made in writing, stating the reasons for the recommendation and shall be accompanied by whatever documents may be required by Human Resources.

Recommendations shall be reviewed by the appropriate executive director and a decision made in consultation with Human Resources. A copy of the causes for dismissal shall be given to the employee by the department

head or principal.

Depending upon the charges, an employee who has been recommended for dismissal shall be either suspended with or without pay immediately or allowed to continue working until a decision has been made as to their future employment. An employee who is dismissed shall be so notified in writing by Human Resources only. The notification shall state the reasons for the dismissal and shall inform the employee of the procedures for the appeal of the dismissal. See Policy GCN and Administrative Rule GCN-R.

### **Re-employment**

Employees who resign may reapply to the district and follow the same procedures as outlined for new applicants. There is no guarantee that employees will be rehired. Those who are reemployed within one calendar year of the resignation retain benefits such as sick leave unless he/she is not hireable.

### **Emergency Workforce**

Identified employees including, but not limited to, Student Nutrition Services and Maintenance/Building Services, may be required to work during certain times of the year and/or for emergency situations. Employees will be notified on or before September 1 of each year if they are designated as emergency workers.

### **Retirees**

Retirees who return to work with the district will contribute a set percentage of their wages as established by the Public Employee Benefit Authority (PEBA). Anyone who retires after January 2, 2013, and under age 62, are subject to the earnings limitation of \$10,000 if they return to a state covered employer. Retirees returning to work are required to contribute to the retirement system. Retirees returning to work must be off payroll for 30 days. Retirees who return to work will be paid at 95 percent of their annual salary. Twelve-month re-employed retirees are granted annual leave on the first day of reporting to work. This leave is not carried over from year to year. Earned sick leave can be carried over from year to year for these employees. For more information on retirement benefits, contact the retirement specialist at 803-231-7414.

Retired employees must have an offer extended and are governed by the terms as offered in the employment letter or contract. Retirees may be terminated at the discretion of the district.

### **Verification of Employment**

All employment verifications are completed by Human Resource Services. We will make every effort to process these requests as soon as possible. However, this may necessitate leaving forms to be processed if hand-delivered. Human Resources normal processing time is generally three (3) business days. However, during the peak hiring season, please allow 3-5 days. Staff will continue to expedite documentation required for mortgage closings and court matters within the required timelines. For further information or concerns, contact the employment specialist at 803-231-7446.

### **Letter of Intent**

The letter of intent is intended to give the school district an indication of personnel needs upon which recruitment can be based for the next school year. Letters of intent for certified employees generally are issued in January, and classified letters of intent are issued in accordance to established date. Letters of intent are not binding and do not constitute an offer of continued or future employment.

## Hazardous Weather

In the case of hazardous weather, every school and department should follow hazardous weather procedures including movement-to-shelter signals, “duck and cover” training and specific procedures for the protection of handicapped students or employees. In extreme situations, the superintendent may order early dismissal or delayed opening of schools. In case of early dismissal, the telephone chain is used to notify principals. Notices are sent by email, displayed on Richland One Television (R1TV) and the district’s website, posted on social media and recorded on InfoPhone at 803-231-7512. The Office of Communications will notify the news media.

## Temporary Personnel Services

Schools or departments who need to employ temporary workers should contact the director of classified employment services in Human Resource Services at 803-231-7419. Requests should include the time period for the request, the reason, the desired task, and the funding code.

## Worker’s Compensation

In compliance with the Workers’ Compensation Law, the district must provide medical treatment for employees injured on the job. Employees *must* use the Occupational HealthCare clinic approved by the district. Employees are required and must report job injuries to supervisors and Risk Management immediately, even if no care is being sought. Worker’s Compensation Forms can be found on the district’s website, under Risk Management. Sick Leave and FMLA (family and medical leave) will run concurrently with any Worker’s Compensation leave. For further details regarding benefits, contact the Risk Management Office at 803-231-7401.

## Registering for Professional Development

To ensure credit is awarded for participation in district-sponsored professional learning activities, staff must register in Truenorthlogic, the district’s professional learning management system. To register, access the sign-on portion of the system through this link <https://richlandone.truenorthlogic.com/U/P/Channel/-/Guest/Login>

# CERTIFIED STAFF INFORMATION

## Teacher Recruitment

Aggressive efforts are made to attract the best teachers to Richland County School District One. The district participates in statewide, regional, international, and national teacher recruitment fairs, career days, and other placement services. Human Resource Services also coordinates field experiences and the early offer contract program as part of its recruitment efforts.

Other district recruitment programs include National Board for Professional Teaching Standards and tuition reimbursement. These combined with other federal programs, such as Troops to Teachers, help provide Richland One with excellent teacher candidates. Every employee of the district is charged with acting as an ambassador to attract excellent teachers and to help build a strong workforce. For additional information, refer to Policy GCEC.

## Professional Dress Code

It is the responsibility of all employees to project a positive image. Every employee is expected to present a neat, well-groomed appearance during working hours. Each school or department has established its own dress code guidelines. Teachers will dress in a manner appropriate to the teaching assignment. They should wear no apparel that distracts students from the learning process or that creates a distraction or disruption in the work environment. Some employees are required to wear uniforms or safety equipment. If an employee is

required to wear a uniform or safety equipment, the supervisor will advise the employee as to where and how they may be obtained. For further details, see Policy GBEBBA.

### South Carolina Educator Certificate

Upon completion of an application for certification and presentation of appropriate documents (such as transcripts and PRAXIS scores) to the State Department of Education, Office of Educator Services, an educator certificate or letter of eligibility is issued to eligible individuals. Questions regarding certification should be directed to [certification@ed.sc.gov](mailto:certification@ed.sc.gov) or to apply for certification at <https://ed.sc.gov/>

The certified employee is responsible for renewing the certificate, adding new areas of certification, upgrading the certificate, and establishing experience credit. It is the sole responsibility of the individual to secure the educator certificate or letter of eligibility, and upon receiving an offer of employment, to present the certificate to the Office of Human Resource Services, and until Human Resources can verify that the certified employee has a valid South Carolina educator's certificate or letter of eligibility, certified employees on the teacher's 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 certified employee's responsibility to ensure the accuracy of their years of service credit, educator level with the South Carolina Department's Office of Educator Services, and address and contact information. The district will pay on the certificate that is in effect and as reported to the South Carolina Department of Education as required by legislative or departmental guidelines in effect for the current year. It is good practice to verify annually, the salary levels and years of experience reflected on your certificate. See Salary Guide for Teachers in the appendix.

Official transcripts required to advance a certificate must be sent to the South Carolina Department's Office of Educator Services. The district is limited to current fiscal year funding; therefore, the district will adjust compensation for an advanced degree within the fiscal year only and upon the effective date of the certificate. Transcripts for renewal credit must be submitted to Human Resource Services' Certified Employment Office with a request for change/action form.

### Certificate Renewal Requirements

To keep certificates current and valid, certified employees who hold professional certificates are required to earn 120 renewal points during the five-year validity period. Additional information regarding certificate renewal can be found on the Office of Educator Services website at <https://ed.sc.gov/educators>. Forms and additional information can be found at <https://www.richlandone.org/Page/382>.

Certified employees who have accumulated their 120 credits, should submit the following documentation in their Certification Renewal Packet:

- A completed computation sheet as a cover (copy included in Appendix).
- An official transcript, if you have completed courses (options 1 & 2). **DO NOT OPEN THE TRANSCRIPT.**
- Any verifying documents for each option (i.e., certificates of completion or other signed documents from the person or institution that provided the workshop, training, etc.).
- All certified employees with secondary certification in any area, K-12 certification in any area, and school administration certification are **required** to complete the Jason Flatt Act training. A completed certificate must be submitted with the certification renewal packet.

It is the certified employee's responsibility for ensuring their certification is up to date and for compiling and

submitting the required documents for recertification. **Partial packets will not be accepted.** Should the certified employee allow his/her certificate to expire, his/her contract becomes void and, therefore, would jeopardize his/her employment with the school district. Contact the director of certified employment services at 803-231-7426 should you have questions or require any additional information.

### Restricted Certificates

Requests for permits to teach out of one's area of certification are seldom necessary. In instances where a request must be made, the following State Department of Education guidelines must be followed:

1. A teacher must have a valid South Carolina educator's certificate, twelve semester hours in the requested certification area and be "highly qualified" in the primary area of certification to be eligible for a restricted certificate.
2. Restricted certificates are valid for a period of one year (July 1-June 30).
3. Completion of six semester hours of credit toward full certification in the area of the restricted certificate is required before a restricted certificate can be renewed for an additional year.
4. Restricted certificates may be issued for consecutive years only.
5. A school principal must notify parents of students in the teacher's classroom that the teacher is not fully certified in the subject area taught nor highly qualified. Prior to issuing the letter, principals will obtain the approval of Human Resource Services. Principals also will submit a copy of the final letter with the teacher's name to Human Resource Services. Copies of the letters and lists of parents notified are kept on file in the principal's office.

Only the superintendent or his/her designee may request a restricted certificate. These requests are handled through the director of certified employment services with the Office of Human Resource Services. For further details, contact the director of certified employment services at 803-231-7426.

### Contract Renewal

By statute, the district must issue a contract for the next school year to re-employ certified personnel or written notification of the district's intent to non-renew the contract before May 1. Contracts must be signed and returned to the principal or supervisor no later than May 10, unless another date has been set by the Legislature. Failure to do so will be considered as the employee's rejection of the contract. Contracts will not be accepted after May 10, unless another date has been set by the Legislature, regardless of the reason. Employees issued a contract before May 1 and who misplace the contract prior to the May 10 deadline, unless another date has been set by the Legislature, may secure an additional copy at cost. Human Resources must be notified of this before May 10, unless another date has been set by the Legislature. For additional information, refer to Policy GCB.

Per Section 59-25-410 of the South Carolina Code of Laws, on or before August 15, the superintendent, principal, where applicable, or supervisor shall notify the teacher of his/her tentative assignment for the ensuing school year. If a teacher who has been employed by the district for a majority of the current school year has not been issued either a contract or a letter of non-renewal by May 1, unless another date has been set by the Legislature, the teacher shall be deemed reemployed, and a contract shall be issued by the Board of School Commissioners.

Teachers who are employed for less than a majority of the school year (currently less than 152 days) will not automatically receive a contract for the following school year. By letter, teachers will be notified before May 1 unless another date has been set by the Legislature that reemployment will depend upon recommendations from their current principal and upon the availability of positions.

## Non-renewal of Contracts

Notice of intent not to renew a contract shall be given to a teacher, in writing, no later than April 30 of each year, unless another date has been set by the South Carolina State Legislature. Upon receiving such notice, the teacher shall have an opportunity for a hearing, if so granted by the statutes. Reasons for non-renewal of a contract may be the same as for dismissal. South Carolina Code of Laws 59-25-410 et. seq. outlines contract levels and due process rights.

## Dismissal

A teacher may be dismissed at any time for reasons including, but not limited to, the following:

1. Failure or inability to provide proper instruction
2. Evident unfitness for teaching
3. Persistent neglect of duty
4. Willful violation of rules and regulations
5. A conviction for a violation of the laws of this state or of the United States
6. Gross immorality
7. Illegal use, sale or possession of alcohol and other drugs or narcotics

No teacher shall be dismissed unless written notice specifying the cause of dismissal is given and the teacher has been given the opportunity for a hearing if such a right exists. For further details, see [Policy GCQF](#).

## GRANTS

The Office of Grants serves as a clearinghouse for all grants or awards within the district, and must be notified before work begins on any proposal or project. This is not to discourage the pursuit of competitive funding opportunities intended to supplement educational initiatives within the district, but to provide an adequate account of grants being pursued and grants being funded within the district. Principals and Executive Directors will be responsible for approving proposals or projects.

- Schools or departments should not commit to partnerships with organizations without the approval of their Executive Director.
- Schools and departments should report all grant or award activity to the Office of Grants. This includes grants or awards being considered (even if not ultimately pursued) and proposals submitted for funding.
- For funding opportunities of \$1500 or more (routing required), a principal, coordinator, or director should serve as the Primary Initiator (PI) even if the process is being facilitated by another individual within the school or department.
- The Primary Initiator (PI) should communicate funding information to their Executive Director and then contact the Office of Grants to review the RFP, RFA, SGA or NOFA.
- The Primary Initiator should contact the Office of Grants and request information about competitive funding opportunities to determine if there is another record of intent to submit a proposal for the same opportunity. If another record for the same opportunity occurs within the same funding cycle and presents an internal conflict of interest for the district, the Office of Grants will resolve the conflict based on the recommendations of the Superintendent.
- Funding opportunities less than \$1500 dollars are not required to be routed, but should be communicated to the Office of Grants.
- Schools and departments should submit all grant-related information and requests (i.e. Letters of Supports and Grant Award Notices) to the Office of Grants. The Office of Grants will secure the necessary signatures.

For additional information, call 803-231-7564 or go to <https://www.richlandone.org/Domain/143>

## RICHLAND ONE NATIONAL BOARD PROGRAM

The Richland One National Board program provides support for National Board candidates and National Board-Certified Teachers (NBCTs). The purpose of the program is to provide the latest information from the National Board of Professional Teaching Standards (NBPTS), the Center for Educator Recruitment, Retention & Advancement (CERRA), and Richland County School District One concerning national, state, and local initiatives, supplements and other information that may impact National Board candidates and NBCTs. The Richland One National Board program is coordinated through the Office of Instructional Services. Policies and expectations are reviewed by the Richland One National Board Advisory Committee which is comprised of representatives from the Office of Instructional Services, Curriculum and Instruction, Human Resources, Budget Services, and Legal Services.

### National Board Candidacy

Richland One professionals may engage in the National Board certification process in order to become more reflective, highly effective practitioners. This process involves the completion of three portfolio components and one assessment center component. Eligibility requirements for National Board certification may be reviewed by visiting the National Board of Professional Teaching Standards website at [boardcertifiedteachers.org/](http://boardcertifiedteachers.org/)

### Interest/Awareness Sessions

The Office of Instructional Services (OIS) offers interest/awareness sessions to prospective candidates in order to provide information about the National Board certification process and the benefits of successful completion.

### Richland One Support Program

Candidates must meet several eligibility requirements in order to participate in the Richland One National Board Support Program.

### Eligibility Requirements for the Richland One NBPTS Program

1. Be a continuing contract teacher on the teachers' salary schedule.
2. Employed with Richland One for at least one full year.
3. Have at least three years of successful teaching experience at the continuing contract level.
4. Have successfully completed evaluation the previous year.
5. Must successfully complete an improvement plan, professional growth and development plan or formal evaluation, if assigned during a school year.
6. Currently, possess a valid South Carolina teaching certificate in the area for which National Certification is being sought. (Cannot have a permit, a temporary certificate, a critical needs certificate, or a waiver.)
7. Be recommended by the current principal or supervisor to pursue National Board Certification.

### Benefits Available to National Board candidates participating in the Richland One Program

- Free Professional Learning Opportunities
- Access to Richland One National Board Mentors
- One (1) Retake Fee (\$75) paid for **qualifying** candidates (A receipt must be submitted to OIS upon request by the deadline during the school year). *(The district may adjust the availability of Retake fees)*
- Notification of local, state and national resources

### Retake/Advanced Candidates

Candidates who enroll in the Richland One National Board Support Program **may be eligible** for the payment of one retake fee. Eligible candidates submit their original score to The Office of Instructional Services and agree to remain in the district for three years after becoming certified.



## NATIONAL BOARD CERTIFIED TEACHERS

### Score Release

Candidates will receive notification of their scores on or before December 31, 2020. Upon certification, a new NBCT should fax or email a copy of his/her score report within seven days of notification to the Office of Instructional Services at [felicia.richardson@richlandone.org](mailto:felicia.richardson@richlandone.org) or fax to 803-400-1687.

### School Board Recognition

Newly certified NBCTs will be recognized by the district during a Richland One Board of School Commissioners meeting in the months following the official notification of National Board certification. During the recognition, new NBCTs will receive their engraved Richland One National Board door plaques.

### National Board Plaques

Any NBCT who is newly hired in the district or in need of an additional National Board plaque should contact the Office of Instructional Services prior to October 30, 2020.

### Documentation of Leadership Roles

NBCTs are required to demonstrate *leadership* and participate in *service* to the district. A description of qualifying leadership roles will be provided at the beginning of each year by the Office of Instructional Services. A current record of documentation which demonstrates active, consistent and meaningful engagement as a leader will be required on an annual basis. NBCTs, who do not submit the appropriate paperwork as requested, may forfeit their local supplement for that year. All relevant forms will be disseminated electronically. Hard copies may be requested through the Office of Instructional Services.

The following categories have been approved for **consideration**:

- Team Leader, Grade Level Chairperson, PLC Facilitator
- PTO or SIC Representative
- Induction Mentor
- ADEPT 4.0 Evaluator
- National Board Mentor
- Lead Content Teacher (collaborates with District Coaches)
- Supervising/Coaching Teacher for University Interns/Student Teachers
- School Committee Chairperson (approved on a case by case basis)
- State Committee Work including Board Members (Associations and/or Educational Organizations,
- Local, State, or National Presenter
- Student Organization Advisor
- Specialized Responsibilities (i.e., School Web Manager, True North Logic Site Based Manager)

## STATE AND LOCAL SUPPLEMENTS

The state of South Carolina offers a supplement to eligible NBCTs.

	Effective Date	Supplement Amount
Eligible South Carolina NBCTs	(candidates prior to July 1, 2010)	\$7,500
Eligible South Carolina NBCTs	(candidates after June 30, 2010)	\$5,000
Eligible South Carolina NBCTs	(new candidates after June 30, 2018)	<b>No State Supplement</b>

The district offers a supplement to eligible NBCTs.

Category	Local Supplement Amount
<b>Newly Hired National Board Certified Teachers</b>	
All National Board Certified Teachers hired after October 31, 2010 (Initial Certificate and Renewal)	<b>\$3,000</b>
<b>National Board Certified Teachers (Initial 10 Years)</b>	
National Board Certified Teachers**** (hired prior to November 2010 and applied prior to July 1, 2010)	<b>\$5,500</b>
Originally applied after June 30, 2010	<b>\$3,000</b>
<b>National Board Certified Teachers (Renewal)</b> <b><i>Renewal status information is released October of each year.</i></b>	
The supplement is based on the candidate's initial supplement amount.	

\*\*\*\*To include NBCTs who applied for renewal prior to July 1, 2010

During subsequent fiscal years, the district may modify the local supplement amount for NBCTs if warranted through the annual budget process. The district may modify supplements and the life of supplements in alignment with the state.

### Requirements in order to receive the local supplement:

1. Maintain and demonstrate **leadership** and **service** to the district. A description of qualifying leadership roles will be provided at the beginning of each year by the Office of Instructional Services. A current record of documentation which demonstrates **active, consistent and meaningful** engagement as a leader will be required on an annual basis. NBCTs, who do not submit the appropriate paperwork as requested, may forfeit their local supplement for that year.
2. Have successfully completed evaluation the previous year.

### **Renewal and Supplements**

NBCTs may apply for renewal during the eighth or ninth year of National Board certification. The renewal process allows an NBCT to demonstrate that he/she continues to contribute to the field and remains a highly effective practitioner.

If he/she elects to pursue renewal during the ninth year and is successful, there will be several months that he/she will not receive the local or state supplements. The first ten years will end several months prior to the second ten years beginning. The number of months depends upon how quickly the State Department of Education and the district are able to process the renewal information.

If an NBCT elects not to renew, the state and local supplements will end at the conclusion of the 10<sup>th</sup> fiscal year of eligibility to receive the state and/or local supplements. This means that he/she may receive the final supplement disbursement prior to the expiration of his/her National Board certificate.

Upon renewal, an NBCT should fax a copy of his/her congratulatory letter to the Office of Instructional Services within seven (7) days of notification.

For Additional Information		
National Board of Professional Teaching Standards	Phone: 1-800-22TEACH	nbpts.org
National Board in CERRA South Carolina	Phone: 1-800-476-2387	cerra.org
National Board in Richland One	Office of Instructional Services Felicia Richardson, Ph.D. Coordinator of Induction & National Board Phone: 803-240-1214 Fax: 803-400-1687	<a href="mailto:felicia.richardson@richlandone.org">felicia.richardson@richlandone.org</a>

## SUBSTITUTE SERVICES

As needed, qualified substitutes are employed to replace qualified full-time employees so as to maintain an uninterrupted program of quality instruction in all schools. In order to qualify for the Substitute Program, applicants must be at least 21 years of age with a high school diploma or its equivalent (i.e., GED); If under the age of 21, it is required to have a minimum of 24 semester hours of earned college credit or hold a valid educator's certificate. Applicants who do not meet the minimum qualifications as stated may be approved as a substitute upon review and approval by the chief human resources officer. Applicants interested in substituting are required to attend a Virtual Substitute Teacher's Orientation & Training session prior to becoming a substitute. Applicants are invited to a Virtual Training by email.

Substitute Services provides dedicated service to our schools from 7:30 a.m. – 4:30 p.m. The majority of services are intended to be automated with minimal intervention. The Absence Management system can be accessed 24 hours a day, seven days a week. When anticipating an absence, employees are required to follow the site procedures for securing a substitute. All school-based employees must notify their supervisor and the automated Absence Management system at 1-800-942-3767, via the Internet at <https://www.aesoponline.com> , or from a mobile device at <https://m.aesoponline.com> as soon as the need for the absence is known. Employees housed in administrative buildings/offices are not required to report their absences to the automated system. However, they must notify their supervisor within two hours of the workday of absence.

Notification in the case of planned absences may be given to the automated system up to 90 days in advance and should be given no later than five days ahead. Calls for substitutes should be made by 5:00 p.m. the day before an emergency absence, when possible, and two hours before the start of the school day on the morning of the emergency absence, if necessary. If the need for an absence arises after this time, the employee must contact the immediate supervisor or his/her designee as early as possible. Requests for specific substitutes will be honored, when possible. Teachers with planned absences should contact the Absence Management system using the guidelines outlined above and request the desired substitute. Teachers or administrators are permitted to make commitments directly with a substitute to cover a class; however, the assignment must be recorded in the Absence Management system. Once a principal has exhausted efforts to secure a certified substitute teacher, he/she may seek the services of a non-certified substitute.

We strive to have 100 percent of our teachers in every school. In the event that a long-term substitute is requested at a Title One school for 20 days or more, and if the substitute is not certified in the area he/she is teaching, the principal must notify parents of the students in the substitute's classroom that the substitute is not fully certified in the subject area taught under South Carolina licensure. Principals will submit a copy of the letter with the substitute's name to Human Resources. Copies of the letters and lists of parents notified are kept on file in the principal's office. Should procedures change, appropriate notification will occur.

## FIELD PLACEMENTS

Richland County School District One strives to support cooperating colleges and universities in preparing highly qualified teacher candidates through their teacher preparation and leadership programs. We embrace our role in providing future-ready educators for leadership and service.

Prior to a request for a field experience placement in Richland County School District One schools, the college/university must have a current Affiliation Agreement in place. All field experience placements are arranged by the district and institution's field placement coordinators. Final decision to accept or decline placement requests rests with the school district and building principal.

### **District Employee Field Placements**

District employees are reminded that field placements cannot interfere with fulfilling the requirements of their full-time positions. Employees who wish to request a leave of absence must submit their request in writing to the Office of Human Resources by April 15 for the fall semester, and October 15 for the spring semester. District employees are generally not permitted to student teach at their current school(s) or locations where relatives are employed.

### **Request for Guidance and Counseling Services Placement**

After the placement has been coordinated, the district employee must submit a plan to the district Director of Guidance and Counseling Services of how the requirements will be met. Once the plan is submitted to and approved by the Director of Guidance and Counseling Services, the placement will be considered for approval by the designated Human Resources representative.

### **Request for School Leadership/Administration Placement**

After the placement has been coordinated, the district employee must submit a plan to the principal of the school in which he/she is employed of how the requirements will be met. Once the plan is submitted and approved by the principal, the placement will be considered for approval by the designated Human Resources representative.

## **MEDICAL AND HEALTH INFORMATION**

### **Tuberculin Skin Test**

In compliance with section 44-29-160 and section 44-29-170 of the S.C./Code of Laws, all new employees of Richland County School District One are required to get a Tuberculin Skin Test prior to reporting to work/duty. The results must be recorded on the DHEC Form 1420 and should be given to Human Resource Services. Employees cannot work nor receive compensation until this is done.

### **Hepatitis B Vaccination**

The Hepatitis B Vaccination is available to Richland County School District One employees to protect against the Hepatitis B infection. This vaccination is not mandatory for new employees. Hepatitis is a disease that affects the liver that can be transmitted from person to person, by contaminated water/food, blood/blood transfusions, body fluids, or during childbirth. This vaccination is given in three series and is provided at no cost to eligible district employees. For further details about the vaccination, contact the coordinator of risk management at 803-231-7401.

### **Certificate of Medical Examination**

All new employees are required to submit a certificate of medical examination form certifying that they are free from any communicable diseases or other conditions, which would prevent the performance of duties, functions or responsibilities as an employee of Richland County School District One.

### **Administration of Medicine to Students**

Before an employee may administer prescription or non-prescription medicine to students, there must be written permission to do so, signed by the parent, on file in the school. The principal and school nurse are responsible for the safekeeping of any such medicine. For further details, see Policy JLCD.

## Communicable Diseases and Blood-Borne Pathogens

The district strives to provide a safe, secure environment for all students and employees. Because the presence of communicable diseases may pose a threat to that environment, decisions regarding school attendance of students and work status of employees who have such diseases shall be made on a case-by-case basis. For further details, see Policy GBGA and Policy JLCAA.

## HIV/AIDS

The South Carolina Department of Health and Environmental Control (DHEC) is required to notify the superintendent and district nurse of any students infected with AIDS or HIV. Principals and other staff persons will be notified only on a need to know basis pursuant to Board Policy JLCAA and its administrative rule. Any information disseminated to staff persons is highly confidential.

## Universal Precautions to Prevent Spread of Infectious Diseases

In the school setting, knowing who carries an infectious disease and what germs may be present is not possible. Persons with infections do not always have outward signs and often are not aware of being infected. However, employees can take precautions at school and in other situations that will help protect them from infectious diseases.

These precautions should protect you from HIV infection, Hepatitis B, and many other infectious diseases. These ordinary hygienic practices also will result in fewer illnesses for you and others around you.

Human Immunodeficiency Virus (HIV) infection, Acquired Immune Deficiency disorder syndrome (AIDS) and Hepatitis B are known to be spread only by direct blood-to-blood contact and sexual contact. The basic philosophy of protecting yourself and others is to assume that everybody is carrying an infectious disease. Using universal precautions will result in protecting you and others from the transmission of serious infectious diseases. Employees must maintain the **confidentiality** of all medical information concerning students and co-workers, especially if the individual has either HIV infection or AIDS. With few exceptions, sharing information about someone that has either HIV infection or AIDS without permission is prohibited by law, punishable by a fine or imprisonment and could result in civil liability.

Those precautions include the following:

1. Wash your hands with soap and running water at regular times during the workday. Common infectious diseases, such as impetigo, may be contracted from dirt and waste encountered in the workplace.
2. Avoid punctures with objects that may contain the blood of others.
3. Handle discharges from another person's body (particularly bodily fluids containing blood) with gloves and wash hands thoroughly with soap and running water when you are finished.
4. Carefully dispose of trash that contains body wastes and sharp objects. Use special containers with plastic liners for the disposal of refuse that contains blood or for other body spills that may contain blood. For disposal of sharp objects, use containers that cannot be broken or penetrated.
5. Promptly remove another person's blood and body wastes from your skin by washing with soap and water.
6. Clean surfaces that have blood or body wastes containing blood on them with an Environmental Protection Agency (EPA) approved disinfectant or a 1:10 solution of household bleach and water. The solution should be fresh daily to ensure proper strength (one-fourth cup bleach to one gallon of water, or two tablespoons bleach per quart of

water).

## PERFORMANCE EVALUATION SYSTEMS

All performance evaluations are coordinated through the Office of Human Resource Services. Evaluations are conducted annually for all Richland One employees. The type of evaluation is determined by the position and, if certified, the certification and contract level.

### Teacher Evaluations

Teacher evaluations follows the Expanded ADEPT Support and Evaluation System guidelines set forth in the Assisting, Developing and Evaluating Professional Teachers (ADEPT) guidelines, and the type(s) of evaluation(s) that must be conducted and/or assistance that must be provided are specified in the ADEPT statute, regulation, and guidelines. The evaluation expectations set forth for each contract level include:

- **Induction contract and Annual Diagnostic Assistance** teachers are informally evaluated. Each induction teacher will be assigned a two-member assistance team comprised of an administrator and one mentor; annual diagnostic assistance teachers receive a two evaluators plus the mentor. Evaluation members of the assistance team will evaluate a minimum of twice, once in the fall and once. The teacher will receive written and verbal feedback twice during the year, at the conclusion of the preliminary evaluation cycle and the final evaluation cycle. The teachers will also develop a Student Learning Objective (SLO) as a student growth measure. The mentor is supporting only and will not be involved in the teacher's evaluative process. Media specialist, speech language therapists and school counselors will be informally evaluated and receive feedback a minimum of twice during the year aligned to the ADEPT Special Area performance standards.
- **Annual 1 contract, Annual 3 Summative, Annual 4 Summative and Continuing Summative** teachers are required to undergo ADEPT SCTS (South Carolina Teaching Standards (SCTS) 4.0) formal evaluation. Each teacher under formal evaluation will be assigned either a two- or three-member evaluation team, which will include at least one administrator. Team members will each observe a minimum of once in the fall and once in the spring. Written and verbal feedback will be provided to the Annual 1 teacher by the team twice during the year, at the conclusion of the preliminary evaluation cycle and the final evaluation cycle. Annual 1 contract teachers will be required to attend a mandatory evaluation orientation prior to the beginning of the evaluation cycle and must also submit several written documents during the evaluation process. Specific ADEPT SCTS guidelines can be found in the Expanded ADEPT Process Manual (July 2018), which is available on the South Carolina Department of Education website at [www.ed.sc.gov](http://www.ed.sc.gov) or by contacting the coordinator for performance evaluation services at 803-231-7427. Annual 1 contract teachers will also develop a Student Learning Objective (SLO) as a student growth measure. Annual 1 contract media specialists, speech-language therapists, and school counselors will be formally evaluated using the ADEPT Special Area formal evaluation associated with their position.
- **Annual 2, 3, and 4 contract** teachers will be informally evaluated utilizing Student Learning Objectives (SLO) as a student growth measure or Goals-Based Evaluation, depending upon the teacher's individual teaching assignment. Annual contract media specialists, speech-language therapists and school counselors will be informally evaluated using Goals-Based Evaluation.
- **Continuing** contract teachers will be evaluated either formally or informally, at the discretion of the district. Student Learning Objectives (SLO) or Goals-Based Evaluation, depending upon the teacher's individual teaching assignment, will be used for informal evaluation. Expanded ADEPT requires SCTS 4.0

formative evaluation once every five years of continuing contract classroom teachers. Specific ADEPT SCTS guidelines can be found in the Expanded ADEPT Process Manual (July 2018), which is available on the South Carolina Department of Education website ([www.ed.sc.gov](http://www.ed.sc.gov)) or by contacting the coordinator for performance evaluation services at 803-231-7427. Media specialists, speech-language therapists, and school counselors will be informally evaluated using Goals-Based Evaluation. Continuing contract teachers, media specialists, speech-language therapists and school counselors can be placed on formal evaluation if they are notified in writing by May 10 (or the date contracts are issued) of the reasons for the formal evaluation.

### Principal Evaluations

Principal evaluations are conducted annually in accordance with the state guidelines for the Program for Assisting, Developing and Evaluating Principal Performance (PADEPP). A student growth component is included in all principal evaluations.

### School-and District-Based Administrators

School- and district-based administrators (other than principals) are evaluated annually using the Richland One Support Personnel Evaluation. Employees can obtain copies of the various performance evaluation instruments by accessing the website at [www.richlandone.org/departments/performanceevaluationservices](http://www.richlandone.org/departments/performanceevaluationservices). Information about and assistance with certified performance evaluations should be directed to the coordinator of performance evaluation services at 803-231-7427.

### Evaluation Appeals

No employee may grieve the results of an evaluation, but an employee can appeal his/her evaluation if the evaluation team did not follow required procedures and/or if he/she does not agree with the results. If an employee wishes to appeal his/her evaluation, a written request for review must be submitted to the coordinator of performance evaluation services within five (5) days of receiving their evaluation results. This written request for review must include the date and the teacher's signature. The coordinator of performance evaluation services will respond in writing within ten (10) days. If the employee is not satisfied with the results of the review, he/she may appeal that decision to the appropriate executive director, if at a school site, within five (5) days of the date of the written response from the coordinator of performance evaluation services. If not at a school site, the request should be made to the chief human resources officer. The decision of the executive director or the chief human resources officer is final.

All continuing contract personnel have the right to appeal the recommendation and/or decision made as a result of their evaluation by submitting a letter to the chief human resources officer within five (5) days after receiving the results of their formal evaluation or after receiving the recommendation or decision made regarding employment for the following year. Once notified by the chief human resources officer of the outcome of the appeal, continuing contract personnel may appeal the decision to the superintendent, and then to the Board of School Commissioners, if needed.

## PAYROLL INFORMATION



Richland County School District One pays annual wages on a semi-monthly basis. All employees will be paid on a semi-monthly basis for 24 pay periods agreed to in their contract or agreement. The semi-monthly pay date will be on the 1st and 16th of each month. If the payday falls on a holiday or weekend, the employee will be paid the day before. For a list of pay dates, see the Payroll Schedule in the appendix section.

The first pay of each year for all 9-, 10- and 11-month employees will be direct deposit after attendance is verified. New employees, or employees making changes to their direct deposit, may receive live checks for the first two (2) pays due to the pre-note process for direct deposit.

### Delayed Check

Employees are paid in arrears on a pay schedule that would delay their first check. An employee's first pay may be up to four weeks after starting work. Employees who do not start at the beginning of their work schedule will not be paid on the first payday after starting work but will be paid on the second payday after their start date. This may cause double deductions for benefits.

### Direct Deposit

As a condition of employment with Richland County School District One, all employees (including part-time employees) are required to participate in payroll direct deposit. This means that the employees' pay will be deposited to their participating banking institution each payday. If an employee does not provide information about an established bank account within 30 days of hire, they will be required to pick up their payroll check from the Payroll Office. In order to receive a check, the employee will need to complete a direct deposit form or sign up for the district's payroll card. Forms can be obtained online via the district website or email by request from Payroll Services. When making a direct deposit change, employees should allow one payroll cycle for processing the new information (including closing a current/active account). The district reserves the right to pay by check if the direct deposit option is not available due to unforeseen conditions.

When closing a bank account, please ensure that the district has processed the change prior to closing your account with the bank. Any funds remitted by the district to a closed bank account must be returned by the bank prior to refunding them to the employee. Please note that this process could delay receipt of the funds to the employee. A payroll card account is offered through the district's bank for those employees that are interested in using as a means of direct deposit. For further details, call Payroll Services at 803-231-7518.

### Electronic Pay Stubs

In an effort to increase the security of employee's personal information, the district has implemented electronic pay stubs. Employees can view and print pay stubs and W-2's from employee self-service online. (See the employee self-service section of the employee handbook.) To obtain or reset your username and/or password, click the "forgot password or username" link at the login screen and follow the prompts.

### Manual Checks

Employees who do not receive any pay during a regularly scheduled payroll run may receive a "manual check". Employees should first contact their paymasters at the school/department to assist with any payroll inquiries on incorrect pay. If the building is closed and a manual check is issued, arrangements will be made to distribute via mail, direct deposit, or by courier to the school.



## Underpayment/Overpayment

It is the district's practice to ensure all employees receive compensation for work performed. It is the employee's responsibility to verify the correctness of their compensation and to notify Human Resources immediately if his/her salary is incorrect. Since funds are budgeted on an annual basis, it is imperative that issues be identified promptly so a resolution can be reached during the same fiscal year. If the district discovers that an employee is not receiving the correct salary, the district will make the necessary adjustments to ensure that the employee is paid correctly within the fiscal year. If the district discovers that an employee is being overpaid, arrangements will be made with the employee to ensure repayment is made immediately. The district reserves the right to recoup overpayments through collection agencies.

The district is authorized to make corrections for overpayments by debiting an employee's bank account in the event of an overpayment or collect from future paychecks.

## Resignations, Terminations, Retirement

Employees who leave employment with the district during the year or at the end of their contract, and are owed additional pay, will be paid their remaining salary on the next pay date after leaving employment with the district. Payout of vacation balance at termination will be the latest of a) the first pay after the employee completes his/her service, or b) after Payroll receives the final absence report for that employee. The exception for this will be the payout of sick and vacation amounts to retirees who retire at the end of a quarter.

## KRONOS

Kronos is the district's time and attendance system. All non-exempt employees and other employees identified by Human Resources are expected to record their worked time by swiping their employee badge at a time clock. Please check with your supervisor to find out the location of, and usage instructions of, the nearest time clock at your worksite. Supervisors must not share their passwords with staff. In addition, employees are not allowed to swipe in/out for another employee. This is a violation of district procedures and could result in serious personnel action.

## Overtime

Overtime is paid when a non-exempt employee has worked in excess of forty (40) hours in a work week as defined by the Fair Labor Standards Act (FLSA). Exempt employees are not eligible for overtime pay. Overtime is paid at the rate of one and one-half (1 ½) times an employee's regular rate of pay. Employees must have actually worked forty (40) hours in a week to be eligible for overtime pay.

Employees are expected to make themselves available for overtime work, with the understanding that advance notice of such work will be given if possible. Overtime must have prior approval by the employee's supervisor and chief level. No repetitive overtime work will be required or permitted without prior written authorization by an employee's immediate supervisor and chief level. The prior approval form is filed on site by the employee's immediate supervisor for a period of three (3) years. See policy GDBC-R.

## Additional Pay

Additional pay is when an employee works in excess of their regular scheduled hours outside of their regular scope of work. The additional duties must not be performed during the employee's regularly scheduled work hours, must be outside their regular scope of work, and must be pre-approved by the employee's supervisor and chief level. Additional pay is at a pre-approved rate and is subject to overtime pay for a non-exempt employee exceeding forty (40) hours in a defined work week. Additional pay must be approved through Frontline.

## **Supplemental Pay**

Supplemental pay occurs when an exempt employee assumes leadership responsibilities and work performed beyond their regular scope of work. The supplemental pay schedule is approved by the Richland One Board of School Commissioners per position. Supplemental pay will be paid over the period of the school year or the program.

## **Deadline for Submission of Additional Pay**

The deadline for submission of all additional, supplemental, and overtime pay to payroll services is 12:00 p.m. on the first business day after payday. All time is expected to be processed through Kronos, our time and attendance system. Due to compliance requirements, any time not processed through Kronos will only be accepted on approved forms, and all forms must contain the employee's signature and the department head or principals signature for approval. Any forms used other than the approved form, or forms without the appropriate signatures, will be returned to the location and could create a delay in payment. Payroll will notify all departments of accelerated deadlines due to holiday schedules. Pay forms received after deadlines will be paid in the next regular pay cycle.

## **Pay on a District Holiday**

Should a scheduled payday fall on a district holiday (i.e., winter break, spring break, etc.) pay will be processed and available on the regularly scheduled payday. Should a scheduled payday fall on a federal holiday, pay will be processed and available on the day preceding the regularly scheduled payday. Any live checks issued will be mailed to the last known address in such a manner that the employee should receive it on or before the scheduled payday.

## **Summer Work Hours**

The district may institute modified work hours for summer. In this event, employees will be notified by May 1 of changes in work schedules and pay dates.

## **Severance Pay**

The district does not pay severance unless the employee is under a special Board-approved and initiated the agreement.

## **Paycheck Questions**

Employees should contact the Paymaster at their location or school regarding payroll questions/issues. The paymaster will work with the payroll department at the district office to resolve the payroll issue and relay information regarding the issue to the employee. If the work location paymaster is not available or is unable to assist, employees may contact the payroll office for assistance at 803-231-7518.

# **SELECT DISTRICT POLICIES**

## **Extra Duty Assignments for Teachers**

Teachers should understand that their contracts include duties other than classroom instruction. These duties may include, but not be limited to, bus duty, cafeteria duty, yard duty, supervision of extracurricular activities and serving on committees. The assignment of such duties shall be at the discretion of the principal. The assignment of all teaching duties, both curricular and non-curricular, is the duty of the principal and/or designee. In making such assignments, the principal is expected to take into consideration the workloads of the teachers and, to the extent possible, equalize them. A chart of the approved school-based supplements is included in the appendix.

For further details see Policy GCMD and Administrative Rule GCMD-R.

### **College Work Taken During a Regular School Term**

The Board encourages the in-service development of all employees to improve competencies, which will be of advantage to the district's education program. It is the board's policy to permit certified employees to undertake college coursework and to participate in other in-service programs. If an employee's supervisor feels that the employee's performance is being adversely affected by such activities, the concern shall be brought to the employee's attention. For further details, see Policy GCI and Administrative Rule GCI-R.

### **School Trips and Field Trips**

Teachers who plan to take classes or groups of students on school or field trips must obtain the approval of the school principal. Field trips must be related to concepts and objectives of the approved curriculum for the particular subject area, club or grade level to be scheduled as a part of the instructional day. The principal may approve school trips of one day or less duration within South Carolina. A request to the appropriate district-level executive director is required for trips with one or more of the following characteristics: overnight duration, out-of-state, or requires district funds. Ultimately, this request must also be approved by the Board of School Commissioners. A school-to-work trip will be under the direct supervision of a district career education consultant or school-to-work liaison. Groups planning trips are encouraged to use district- or state-owned vehicles when possible. If this is not possible, public transportation should be used. Private transportation is discouraged. A State Department of Education regulation forbids trips for more than three consecutive school days. For further details, see Policy IJOA and Administrative Rule, IJOA-R with exhibits.

### **Tutoring**

A teacher may enter into an agreement with parents for tutoring children for a fee. This practice must be limited to children other than those for whom the teacher is currently teaching or supervising. These restrictions are to ensure that all students receive reasonable assistance without charge from their own teachers, as well as to avoid placing a teacher in a position where he/she may have a conflict of interest.

A teacher may not tutor any student for private pay during his/her regular working hours or on district premises. Established and approved compensation by the district for tutoring or homebound instruction is not prohibited. For further details, see Policy GCRD.

### **Fundraising Projects in Schools**

The Board recognizes the value of having students participate in fundraising activities, both as individuals and as groups, to help defray the cost of certain non-curricular field trips or other worthwhile programs, or in support of a charitable cause. However, Board policy prohibits fundraising activities by school-sponsored groups or outside organizations that encourage or require door-to-door solicitation. Schools may conduct a limited number of fundraising projects to support various school activities, but these should be kept to a minimum and should be only for educationally sound purposes. Teachers may not ask for contributions for any purpose without the approval of the principal. Employees may solicit funds for their schools through the "Donate Now" icon located on the Richland One website with their principal prior approval. For further details, see Policy JJE.

### **Solicitation**

Certified employees may not sell products of any kind for personal profit to students or patrons of the school district.

## Contests for Students

From time to time, various civic and professional organizations wish to sponsor contests or projects in or through the schools. Because of the number of such requests, any organization wishing to sponsor such competitions must submit its request to the superintendent.

## Grievances

A grievance is a claim made by an employee regarding the application of Board policies, practices and/or district regulations as they affect the employee's work. Actions dealing with employment, dismissal and evaluation are not grievable. An employee who wishes to file a grievance must complete the prescribed grievance form and must present it to his/her supervisor within 10 days following the event giving rise to the grievance. The grievance form is included in the appendix. For further details, see Policy GBK.

## Copyright Law

Copyright is a form of protection provided by the laws of the United States to the authors of original works of authorship. Fair Use has been described as an educator's "rule of reason" in using copyrighted materials. Fair Use should not be interpreted or used as justification for defying the law. Additionally, employees should assist students in complying with copyright by following the procedures outlined in the Acceptable Use of Information Systems Policy and citing all sources of copyrighted works.

The Copyright Law applies to all formats of information, both print and electronic. Educators may use copyrighted resources under the Fair Use Guidelines provided the use meets these criteria: a) the purpose; b) the nature of the work; c) the amount of work; and, d) the effect it will have on the potential market. While the district encourages the use of supplementary materials, it is the responsibility of the employee to comply with approved procedures for the use of those materials. District employees should understand that any use of copyrighted materials beyond those expressly allowed under the Copyright Law and Fair Use Guidelines is strictly illegal. Any uncertainty regarding copyright compliance should be directed to supervisors, the Office of Learning Environments and Instructional Resources, or the Office of Legal Services for assistance in interpreting and complying with this legislation and district policy.

The district cannot defend the violation of the Copyright Law or the Fair Use Guidelines.

## Acceptable Use Policy (AUP)

All employees are expected to comply with the acceptable use policy and to be models for the acceptable use of the district's technologies and digital resources. Access to and use of the district system is provided as a privilege, not a right. All violations of the acceptable use policy and its associated administrative rule will be investigated and will result in one or more consequences as defined in the policy. District policies related to the acceptable use of information systems, include computers, laptops, interactive whiteboards, printers, scanners, networks, access to the Internet and other network resources, software applications, data and other tools and products. For further details, see Policy IJNDB and Administrative Rule IJNDB-R with the exhibits.

## District-Owned Technologies and Transferring Employees

Richland One teachers, administrators and other selected staff are provided access to district-owned desktop computers, laptops, tablets, cell phones, and other digital devices. Those devices are not assigned to individual staff members; rather, those devices are assigned to the position held by individual staff members.

When an employee transfers to another school or another department, the technology used by that employee must stay in the position the employee is vacating. The transferred employee will receive different technology

assigned to the new position. The basic rule is: “People move; technology stays.” This applies to all staff and to all technologies – laptops, tablets, cell phones, etc. There are no exceptions to this basic rule.

Consider the following reasons for adhering to and enforcing the basic rule:

- An assistant principal at School A is promoted to the principal’s position at School B. If that person takes the technology from School A to School B as part of the transfer, then School B ends up with two computers assigned to that principal’s position – the one left by the former principal and the one taken by the new principal. In addition, School A, then, does not have a computer for whoever comes in as the new assistant principal. Over time, this creates imbalances in resources and additional costs for replacing computers that should not have been taken in transfers. It also invalidates the assets inventory process and record keeping.
- District-owned cell phone numbers are part of emergency contact lists for schools and departments. If those phones go with a transferring employee, gaps are created in the school/department emergency plans, which creates unnecessary risks in emergency management. In addition, the same situations described above exist – that is, the new employee replacing the employee at School A will not have a cell phone, and School B will have two cell phones. Inventories are out of sync with actual technology locations.

### **Staff Code of Conduct**

It is the responsibility of all employees to conduct themselves in a professional manner at all times. Immoral conduct on the part of any employee will constitute grounds for immediate suspension. Immoral conduct may include, but may not be limited to, drunkenness; dishonesty; or illegal use of, sale or possession of drugs or narcotics. No employee shall commit or attempt to induce students or others to commit an act or acts of immoral conduct which may be harmful to others or which may bring discredit to the district. If it appears that an employee may have violated the law, the district will cooperate with law enforcement agencies. For further details, see Policies GBE and Administrative Rule GBE-R and GBEB and Administrative Rule GBEB-R.

### **Title IX Discrimination Complaints**

Federal and state laws, executive orders, rules and regulations prohibit discrimination on the basis of race, religion, color, disability, sex, sexual orientation, gender identification, age, lineage, national origin or marital status as required by applicable state and federal law. The district, therefore, commits itself to non-discrimination in all of its education and employment activities. Adult employees who believe they have been discriminated against as stated herein should address their concerns to the Employee Relations Coordinator at (803)231-7101. For further details, see Policy ACG.

### **Student Complaints (Title IX)**

Students who believe that they have been discriminated against on the basis of sex have the right to appeal to their principal. If the student is not satisfied with the decision of the principal, he/she may appeal to the Employee Relations Coordinator who serves as the district’s Title IX Coordinator. For further details, see Policy ACG and JII.

### **Instructional Materials Concerns**

Despite the care taken to select materials for student and teacher use and the qualifications of persons who select the materials, the Board recognizes that occasional objections to a selection can occur. When complaints or concerns about instructional materials arise, employees are expected to follow Board Policy Regulation AR KEC-R, which provides specific guidance on how these matters should be handled. Appeals to complaints or concerns will not be heard unless the process has been followed as outlined. For further details, see Policy KEC.

## **Conflict of Interest**

Staff members shall not engage in any activity that conflicts or raises a reasonable question of conflict while fulfilling the duties of their position and their responsibilities in the district. No employee may use his/her position to obtain an economic interest for him/herself, a member of his/her immediate family or an individual associate. If the employee is required to make a decision or take an action which benefits the aforementioned, the employee must submit a written statement to the superintendent describing the matter and the nature of the potential conflict of interest. The superintendent or his designee may assign the matter to another employee. Employees may not use public materials, personnel, equipment or confidential information to obtain an economic interest. Employees may not receive money in addition to normal compensation for advice or assistance given in the course of employment. For further details, see Policy GBEA.

## **Nepotism**

No immediate family member of a board member or superintendent may be employed without the written consent of the Board of School Commissioners. Immediate family is defined as the following by affinity (birth) or consanguinity (marriage) or living in the same household: spouse, mother, father, brother, sister, son, daughter, grandmother or grandfather. In no instance shall a family member be assigned to or supervised by a member of his/her immediate family, except by written permission from the Board of School Commissioners.

This applies to promotions, demotions, transfers, reinstatements and new appointments. Two members of an immediate family may not be employed and assigned to the same administrative department at the same time without written permission from the superintendent. The Board authorizes the superintendent to revoke approval should a problem arise. For further details, see Policy GBEA.

## **Employee Pupil Assignment Option**

Children of full-time district employees who desire to transfer to a school other than the school to which their residence is zoned must attend either the school in which the parent/legal guardian works or a school near where the parent/legal guardian works. For further details, contact the district's registrar at 231-6944 or see Policy JFABC and Administrative Rule, JFABC-R. Should an employee separate from the district, a pro-rated fee will be assessed if the employee's child remains in a district school.

## **Substance Abuse**

The Board considers substance abuse by employees to be a serious problem, which can, and should be treated. Board policy is that the use of alcohol or illegal drugs in work-related activities may be grounds for dismissal or suspension. However, the Board encourages rehabilitation. Any employee who believes substance abuse treatment may be beneficial may receive confidential assistance from Human Resources in locating such treatment. For further details, see Policy GBEC and Administrative Rule GBEC-R, with the exhibit.

## **Tobacco-Free Schools and Buildings**

The policy of the Board is that all persons are prohibited from using tobacco products while in any district building, vehicle or on any district grounds. The superintendent will create the necessary rules and regulations to enforce this policy. Legal Ref: S.C. Code, 1976, as amended, section 44-95-10 et seq, Clean Indoor Act of 1990 and penalties for violations. For further details, see Policy GBED and Administrative Rule GBED-R.

## **Staff Welfare and Protection**

The Board wishes to use all reasonable means to preserve the dignity of and the protection of its employees in the performance of their duties. Under certain circumstances, the Board will furnish legal counsel if criminal

charges are brought against an employee as a result of interactions with students or parents. Also, under certain circumstances, the Board will furnish legal counsel for an employee who brings criminal charges against others for events that occur in the line of duty. The Board will be responsible only for that part of the medical costs not covered by the employee's insurance benefits, workers' compensation benefits or other benefits provided by the district. Reporting and filing procedures must be followed in order to receive a regular salary. All school-related acts of violence and threats of violence to an employee's person or property are to be reported to the employee's supervisor immediately. For further details, see Policy GBG and Administrative Rule GBG-R, with the exhibit.

### **Employee Contact with Students**

Employees of Richland County School District One are entrusted with one of the public's most valued resources, the education of children through public funding. Therefore, employees must be diligent in all situations involving children so that personal conduct and judgment are worthy of the public's trust and beyond reproach. Responsibilities as a role model, including exercising due diligence of supervision and safety, do not end at the schoolhouse door.

As an ambassador of Richland County School District One, employees are expected to exercise good judgment and keep in mind the important role of parents in all decisions affecting their child and their rights to be informed. The employee's supervisor is to be notified in advance of school-sponsored activities, or of those activities that a parent might reasonably conclude to be school-sponsored. Any questions, concerns or need for clarification should be addressed immediately to the employee's supervisor. All employees are specifically directed to review and understand Board Policy JIAA.

### **Reporting Abused and Neglected Children**

School employees are in a unique position to discover cases of abuse and neglect of children. Any employee who has reason to believe that a child has been abused or neglected is required by law to report this information to the Department of Social Services immediately (within 24 hours). The principal or department head will assist the employee in completing the necessary district forms. Student Support Services will assist in follow-up action in these cases. For further details, see Policy JLF and Administrative Rule JLF-R.

### **Release of Student-Related Information**

District staff needs to be mindful of the release of district student-related information to persons other than parents and/or guardians. There are very important, legal restrictions concerning the release of any information on students to any person or agency. Employees should read Policy JRA before releasing information on students. Employees should contact the general counsel in Legal Services if the release of student information is questionable. The improper release of information may result in violations of federal and state laws and board policy.

### **Sexual Harassment, Harassment, and Discrimination**

Federal law prohibits sexual harassment, harassment or discrimination. Richland County School District One is committed to maintaining a learning/working environment free from sexual harassment, harassment and discrimination based on race, religion, color, disability, sex, sexual orientation, gender identification, age, lineage or national origin as required by applicable state and federal law. It is a violation of this policy for any district employee to harass or discriminate against any other district employee. Any employee who believes he/she has been subjected to sexual harassment, harassment or discrimination is encouraged to file a complaint. Reporting is mandatory, and the administration must be notified of a complaint or violation. The sexual harassment compliance officer is the chief human resources officer or designee and is available on a confidential basis to assist with such matters. All employees are expected to review, understand and comply with Policy GBAA.

### **Staff Participation in Political Activities**

Any employee who intends to campaign for public office shall notify the superintendent, in writing, at the earliest possible moment of the office the employee intends to seek, as well as whether the employee intends to continue employment with the district. No employee may use district facilities, equipment or supplies, nor shall the employee use personal time or that of any district personnel during the workday, for campaigning purposes. For further details, see Policy GBI and Administrative Rule GBI-R.



## APPENDIX

Annual Confidentiality Agreement .....	i
Use of District Motor Vehicles and Equipment (Page 1 & 2).....	ii, iii
Grievance Form .....	iv
Sexual Harassment Complaint Form .....	v
Harassment Complaint Form .....	vi
Procedures for 504 Accommodation.....	vii
Accommodation Request Form .....	viii
Terms of Employment Notice .....	ix
Sick Leave Bank Request Form.....	x
Sick Leave Bank Physician’s Statement Form.....	xi
Recertification Computation Sheet for Professional Educator’s Certificate.....	xii, xiii
2020 Universal Availability Notification 403(b) Plan .....	xiv, xv
Payroll Direct Deposit Authorization Form .....	xvi
Additional Pay Form .....	xvii
MUNIS Self-Service Instructions (Employee Portal) .....	xviii
Payroll Calendar .....	xix
Pay Scale for Workers at Athletic Games .....	xx
Athletic Supplements .....	xxi, xxii
Activity Supplements.....	xxiii
Job Classifications List, Salary Schedules for Teachers, Administrative, Instructional Support and Classified Employees .....	xxv, xxviii
List of School Principals, Locations, Phone, and Mail Codes.....	xxxix
Whom to Call for What in Human Resources .....	xl



## **ANNUAL CONFIDENTIALITY AGREEMENT**

Richland County School District One employees must adhere to a strict code of conduct with regard to confidentiality. This agreement covers all persons working, volunteering or doing business with Richland School District One. This includes the time during and after employment, volunteering and/or when services with Richland School District One has been completed or terminated. This agreement prohibits confidential information related to employee data, contractual and litigation information, student data, salaries, personal information, medical issues, disciplinary actions, terminations for cause, and any other information that is deemed confidential from being accessed, disclosed or released in any format to or by any person/business without the proper written consent of a supervisor or appropriate individuals in the legitimate chain of command.

Access to and knowledge of information that is deemed confidential includes, but is not limited to, any information that personally identifies a particular employee or individual, particular student, board member, or any information that personally identifies individual account information with a financial institution with whom a board member, employee, or another individual may transact business.

### **Individual Matters**

This includes personnel, student files, and other similar files where unauthorized access or release, falsification or destruction of confidential individual records is strictly prohibited.

### **Disposal of Confidential Documents**

Confidential documents must be handled in a confidential manner prior to proper disposal.

### **Reporting Breach of Confidentiality**

All employees, volunteers or people doing business with Richland County School District One are required to report violations of this policy. Options include reporting to a supervisor, appropriate individuals in the legitimate chain of command, or to Human Resource Services.

---

***My signature below indicates my agreement to maintain strict confidentiality of all employee, departmental, school and district information gained or exposed to me in the course of fulfilling my job duties and responsibilities at Richland County School District One. I recognize that failure to adhere to this code of confidentiality could lead to serious personnel actions including but not limited to termination of my employment.***

YOUR DISTRICT EMPLOYEE NUMBER IS REQUIRED FOR SUBMISSION TO YOUR PERSONNEL FILE

School/Department Code: \_\_\_\_\_ EMPLOYEE NUMBER: \_\_\_\_\_

Print Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

C: Personnel File

***ONCE SIGNED, PLEASE RETURN THIS FORM TO SUPERVISOR FOR PLACEMENT INTO YOUR PERSONNEL FILE***

## **USE OF DISTRICT MOTOR VEHICLES AND EQUIPMENT**

As of November 1, 2018, all district employees who drive school buses, district vehicles, and equipment are subject to random alcohol and controlled substance testing. Testing will be initially conducted prior to a recommendation to the Office of Human Resource Services for employment, randomly during the employment, reasonable suspicion and in designated post-accident situations subject to the conditions and requirements of all school board policies regarding alcohol and drug-free schools. Human Resources will be notified if an employee received a positive test result. For additional information, refer to Policies EEAE, GBEC, and Administrative Rule GBEC-R with the exhibit.

### **General Safety Procedures**

The following are general safety procedures that must be followed when using District vehicles. Drivers are required to abide by local, state and federal vehicle regulations fully. Employees who use or are assigned District (Richland County School District One) Motor Vehicles (not applicable to bus operations) agree to:

1. Fully abide by local, state and federal vehicle regulations.
2. Possess and maintain a valid South Carolina driver's license while operating District vehicles. An employee whose license has been suspended or revoked is not permitted to drive any District vehicle. The driver's license must be in possession of the driver at all times when operating the vehicle. The driver's license must be of the appropriate class governing the vehicle being operated.
3. Wear properly fastened safety belts.
4. Refrain from operating a vehicle while under the influence of alcohol and/or illegal drugs or substances.
5. Refrain from operating a vehicle while under the influence of prescription or over-the-counter medication that impairs or negatively affects the driver's judgment or ability to drive.
6. Be aware of hazardous conditions or malfunctions of equipment. He/She should report the incident immediately to a supervisor.

## **DRIVING RECORD REVIEW**

### **New District Vehicle Drivers**

Any new or perspective employee whose job function may involve driving for the district either on a full-time or part-time basis will have their driving record checked as part of the hiring process.

### **Current Employees**

Human Resources will audit the driving records of the district's authorized drivers. If responsibilities of your position require you to drive a district vehicle, reviews will be done annually and without notice, to the employee on a frequency as determined by the district or designee. Driver license information and supporting documents must be provided immediately upon request.

**Employee Initials:** \_\_\_\_\_

**Notification Responsibility**

If your position or responsibilities include driving a district vehicle, you must notify your supervisor within 24 hours if either of the following occurs:

- Any change in the status of your driver’s license (suspension, revocation, expiration, tickets, or arrests).
- Any accident or moving violation involving a district vehicle.

Failure to promptly notify your supervisor(s) of these changes to your driving record within the required 24-hour period will result in a final written notice. It is the supervisor's responsibility to inform Human Resources immediately upon notification from the employee.

**Standards for Driving Records**

Driving records must remain "clear" or "acceptable" for continued employment in a position for which driving is a responsibility. If your position is to drive a district vehicle and the number of accidents or violations are determined to be numerous, habitual, or serious in nature by the district/or designee, the district reserves the right to suspend the employee’s right to operate a district vehicle and/or take disciplinary action.

**Accident Procedures**

Drivers of district vehicles must report all accidents immediately to the local law enforcement jurisdiction where the accident occurred and to his/her supervisor prior to returning the vehicle to work.

---

***My signature below acknowledges that I have read and that I understand that I am subject to random alcohol and controlled substance testing.***

***Employee Name (Print):*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

***Employee Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

***Supervisor Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

***Employee SC Driver’s License Number (attach copy of license):*** \_\_\_\_\_

GRIEVANCE FORM

(THIS FORM MUST BE FILED WITHIN 10 DAYS FROM THE EVENT RESULTING IN CAUSE FOR GRIEVANCE)

This form is to be completed in the filing of a grievance under district policy, "Staff Complaints and Grievances," GBK/GBK-R.

Name \_\_\_\_\_ SSN \_\_\_\_\_  
          First                          MI                          Last

Job assignment \_\_\_\_\_

Location (school or department) \_\_\_\_\_

Supervisor's name \_\_\_\_\_

Supervisor's position \_\_\_\_\_

If you feel your supervisor is not the person who should address your grievance, give the name and position of the person you believe should hear your grievance: \_\_\_\_\_

State the action you feel was in error and what board policies and administrative procedures, rules and regulations were violated, misapplied or misinterpreted (use the back of this form, if necessary). \_\_\_\_\_

Date the action occurred \_\_\_\_\_

State why you feel the action was in error \_\_\_\_\_

State what you are asking to be done in this matter \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Present this form to your direct supervisor even if you feel he/she was not responsible for the error. He/She will be responsible to pass it to the appropriate person, if necessary.

## SEXUAL HARASSMENT COMPLAINT FORM

Name of Employee Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number(s): (HOME) \_\_\_\_\_ (MOBILE) \_\_\_\_\_

Position in the District: \_\_\_\_\_

Job Site: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Name(s) of Alleged Sexual Harasser(s): \_\_\_\_\_

\_\_\_\_\_

Approximate date(s) of alleged sexual harassment or when began, if ongoing: \_\_\_\_\_

\_\_\_\_\_

Location or situation where alleged sexual harassment occurred or is occurring: \_\_\_\_\_

\_\_\_\_\_

Nature of the sexual harassment: \_\_\_\_\_

\_\_\_\_\_

Other individual(s) in whom you have confided about the alleged sexual harassment: \_\_\_\_\_

\_\_\_\_\_

Individuals you believe may have witnessed or also been subjected to, the alleged sexual harassment:

\_\_\_\_\_

Remedy sought: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Individual Receiving Complaint

\_\_\_\_\_  
Date

## HARASSMENT COMPLAINT FORM

Name of Employee Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number(s): (HOME) \_\_\_\_\_ (MOBILE) \_\_\_\_\_

Position in the District: \_\_\_\_\_

Job Site: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Name(s) of Alleged Harasser(s): \_\_\_\_\_

Approximate date(s) of alleged harassment or when began, if ongoing: \_\_\_\_\_

Location or situation where alleged harassment occurred or is occurring: \_\_\_\_\_

Nature of the harassment: \_\_\_\_\_

Other individual(s) in whom you have confided about the alleged harassment: \_\_\_\_\_

Individuals you believe may have witnessed or also been subjected to, the alleged harassment: \_\_\_\_\_

Remedy sought: \_\_\_\_\_

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Individual Receiving Complaint

\_\_\_\_\_  
Date

## **Procedures for 504 Accommodations**

- Requests must be in writing and on the appropriate form.
- Documentation must be attached to support the request (physician's statements, etc.)
- Once a request is received, a review committee will convene and render a response within ten (10) working days.
- Appeals can be addressed to the superintendent or his designee.
- Approved requests will be reviewed once every three (3) years.
- Requests should be submitted to the Coordinator of Employee Relations in the Office of Human Resource Services.
- Submit the completed Accommodation Request Form and all supporting documents to the Employee Relations Coordinator.



# *Accommodation Request Form*

**Date Submitted:** \_\_\_\_\_

**Name of Employee or Applicant:** \_\_\_\_\_

**The request for accommodation is to allow:**

- Performance of an essential function of job.
- Completion of the application process.

**Summary of Disability Leading to Request:** \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

**Description of Accommodation(s) Requested:** \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
**Signature of Employee (or Applicant)**

\_\_\_\_\_  
**Date**



## 2020-2021 Terms of Employment Notice

Name of Employee:		SSN		
Position:		Location:		
FTE:	Hours Per Day:	Date of Change in Terms:		
Standard Contract Days:		Adjusted # of Days to Work in Standard Contract Days:		
Rate of Pay (Full or Part Time Employment)	Hourly Rate:	Daily Rate:	Annual Salary:	Prorated Annual Salary:
<ul style="list-style-type: none"> <li>Payment will be directly deposited less applicable taxes, deductions and withholdings.</li> <li>Any debts owed to the district, including but not limited to, damage to district property, theft, or reimbursement for insurance premiums, may be deducted from wages at the district's discretion and after 7 days prior written notice to the employee.</li> <li>Annual salary does not include any supplements, additional pay, or overtime.</li> </ul>				

**The following terms are provided in accordance with Richland School District One policies:**

**Pay Information:** All Richland One employees are paid on the 1<sup>st</sup> and the 16<sup>th</sup> of each month.

**Holidays:** As part of the annual calendar, the Board of School Commissioners approves of the district's holiday schedule annually. Employees do not receive pay for holidays and these days are not included in your work schedule.

**Vacation Leave:** Each full-time, 240-day employee is entitled to vacation leave with pay. This leave is accrued monthly, beginning with the first month of employment. However, no vacation leave may be taken prior to completion of the first six months of service. Vacation leave accrual will not be available or shown until a six-month period has been completed. Leave is credited on the last day of each month.

**Sick Leave:** All full-time employees of the district will accrue sick leave on the basis of one and one-fourth days (1.25) of sick leave for each full month of active service. Earnings are posted the close of business the last working day of the month. An employee may accumulate up to 90 days of sick leave that is accrued, but not used, provided that such employees do not violate their respective contract. Employees cannot borrow days from future years' earnings. Should an employee take sick leave days that have not yet been earned and subsequently leave the district for any reason, the district reserves the right to deduct from the employee's wages an amount equal to the employee's daily rate for all such days. Employees will be given 7 days prior written notice of any such deduction. For further details, see Policy GCC/GDC.

**Certification/Endorsement/Licensure:** Employees must comply with specific certification, endorsements, or licensure if mandated as a term of employment. 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 educator's responsibility to ensure the accuracy of their years of service credit with the S.C. Department of Education's Certification Office.

**Retirement:** All full-time permanent employees are required to be a member of SCRS (South Carolina Retirement System). Employees in designated categories (international teachers, substitutes, non-district athletic coaches, hourly employees, bus drivers and bus aides) have the option of enrolling for retirement benefits, unless employee is a member based on prior retirement. Enrollment must occur within 30 days of initial employment. Employees hired after January 7, 2016, will be automatically enrolled in the retirement system should employee fail to submit a Non-Election Form within 30 days, and deductions will be taken from pay. If an employee in a designated category later decides not to participate, deductions will be reimbursed.

**Summer Schedule:** If the district adopts a four-day work schedule, the pay day will change from Friday to Thursday of the designated pay week.

**Severance Pay:** The district does not pay severance unless the employee is under a special board approved and initiated agreement.

**My signature indicates knowledge and understanding of terms of employment included herein. Changes to these terms of employment must be made in writing at least seven (7) days before effective date. It is the employee's obligation to notify Human Resources in writing of any errors or omissions.**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

**RICHLAND COUNTY SCHOOL DISTRICT ONE**

Human Resource Services

**Sick Leave Bank Request Form**

(Please Print or Type)

**CONFIDENTIAL**

**SECTION I (MUST BE COMPLETED BY EMPLOYEE)**

Name \_\_\_\_\_ SS# \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_  
Street City ST Zip Code

Position \_\_\_\_\_ School/Dept. \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Schedule:  9 Month  10 Month  11 Month  12 Month FTE \_\_\_\_\_

**DEFINITION:** An incapacitating illness is one that causes the employee to be unable to perform the duties of his/her position for a prolonged (minimum of 30 consecutive work days) period of time. A catastrophic illness is one that is life threatening. This includes the condition itself and/or essential treatment or surgery and recovery. The attending physician must state, in writing, that the treatment and/or procedures are medically necessary or require immediate attention. The attending physician must also state that this is an incapacitating or catastrophic illness. The condition itself must be incapacitating or catastrophic, not the surgery or treatment. There must be clear evidence that the illness is incapacitating or catastrophic prior to surgery or treatment. The Sick Leave Bank will not cover cosmetic or elective surgery, except for those that are incapacitating or catastrophic due to complications arising from these procedures.

Initial Request: \_\_\_\_\_ Request for an Extension: \_\_\_\_\_ Number of days requested: \_\_\_\_\_

Last day of work: \_\_\_\_\_ Expected date of Return: \_\_\_\_\_

Were you injured on the job? \_\_\_\_\_ YES \_\_\_\_\_ NO Have you applied for any disability benefits? \_\_\_\_\_ YES \_\_\_\_\_ NO  
(If yes, all claims must be processed and settled with workers' comp prior to grants by Sick Leave Bank)

Nature of Illness: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature Date

**SECTION II: (TO BE COMPLETED BY HRS)**

**VERIFICATION OF LEAVE**

Remaining sick leave days: \_\_\_\_\_ Remaining annual leave days: \_\_\_\_\_

If granted, first day of sick leave bank grant: \_\_\_\_\_

\_\_\_\_\_  
Benefits Counselor Date of Verification

**SECTION III (SICK LEAVE BANK COMMITTEE USE ONLY)**

Request Approved: \_\_\_\_\_ Request Denied: \_\_\_\_\_

Number of days approved: \_\_\_\_\_ Comments: \_\_\_\_\_

Effective Dates: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Benefits Committee Representative / Date Chief Human Resources Officer / Date

**RICHLAND COUNTY SCHOOL DISTRICT ONE**  
Human Resource Services  
**Sick Leave Bank Physician's Statement Form**  
(Please Print or Type)  
**CONFIDENTIAL**

Name \_\_\_\_\_ SS# \_\_\_\_\_  
Last First MI

Position \_\_\_\_\_ School/Dept. \_\_\_\_\_ Home Phone \_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION:** I hereby authorize the undersigned licensed medical doctor to release any information the course of my treatment or examination. If detailed information is not provided, I understand that it may be necessary to submit more medical statements at the Committee's request. I understand that failure to submit sufficient information may result in denial of this request.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**DEFINITION:** An incapacitating illness is one that causes the employee to be unable to perform the duties of his/her position for a prolonged (minimum of 30 consecutive work days) period of time. A catastrophic illness is one that is life threatening. This includes the condition itself and/or essential treatment or surgery and recovery. The attending physician must state, in writing, that the treatment and/or procedures are medically necessary or require immediate attention. The attending physician must also state that this is an incapacitating or catastrophic illness. The condition itself must be incapacitating or catastrophic, not the surgery or treatment. There must be clear evidence that the illness is incapacitating or catastrophic prior to surgery or treatment. The Sick Leave Bank will not cover cosmetic or elective surgery, except for those that are incapacitating or catastrophic due to complications arising from these procedures.

---

**TO BE COMPLETED BY A LICENSED MEDICAL DOCTOR ONLY**

Layman's description of the incapacitating illness and the reason(s) why you consider the condition to be a catastrophic one. Please print or type. Attach an additional sheet if necessary.

I hereby certify that the above-named employee is under my care and unable to work from \_\_\_\_\_ to \_\_\_\_\_

Physician's Name \_\_\_\_\_ Office Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City ST Zip Code

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
Date

---

**ATTACH TO THE SICK LEAVE BANK REQUEST FORM**

# South Carolina School Districts Recertification Computation Sheet for Professional Educator's Certificate

Last name	First name	M.I.	Former name if needed
Social Security # (optional)	SC Certificate # (required)	Highest degree	*Certificate Validity Period <div style="text-align: right; margin-right: 20px;">             ___/___/___ to 06/30/___           </div>

\*All points must fall within the certificate validity period. However, you may include points earned starting May 1<sup>st</sup> of the beginning validity year.

## OPTION/DESCRIPTION/MAXIMUM POINTS

Course No./Title	Ending Date	Administrator's Preapproval If required	Points Earned
<b>Option 1: College Credit (120)</b>			
Graduate Course No./Title	College		
Undergraduate Course No./Title	College		
<b>Option 2: SDE Certificate Renewal Course (120)</b>			
Course No./Title	Location		
Course No./Title	Location		
<b>Option 3: District Point Plan for Certificate Renewal (120)</b>			
Activity	Location		
Activity	Location		
<b>Option 4: Publications (60)</b>			
Title	Publisher	Date Published	
Title	Publisher	Date Published	
<b>Option 5: Instruction (60)</b>			
Workshop or Course Title	Location		
Workshop or Course Title	Location		
<b>Option 6: Professional Training (120)</b>			
Title	Sponsoring Organization / Agency		
Title	Sponsoring Organization / Agency		
<b>Option 7: Professional Assessor/Evaluator (60)</b>			
Type	Duties		
Type	Duties		
<b>Option 8: Mentorship, Supervision, or Mentoring (60)</b>			
Type			
Type			
Type			
Type			
Continued on page two...			

Course No./Title	Ending Date	Administrator's Preapproval if required	Points Earned
<b>Option 9: Educational Project, Collaboration, Grant, or Research (60)</b>			
Type of Project, Collaboration, Grant, or Research			
Type of Project, Collaboration, Grant, or Research			
<b>Option 10: Professional Development Activity (60)</b>			
Title <span style="float: right;">Sponsoring Organization/Agency</span>			
Title <span style="float: right;">Sponsoring Organization/Agency</span>			
<b>Option 11: Professional Development Activity - CEU Credit (120)</b>			
Title			
Title			
Title			
Title			
<b>Total Renewal Credits Earned &gt; &gt;</b>			

**Please check ONE of the following choices.**

- I give permission for my District Renewal Credit Plan Coordinator to access my certificate records on file at the Division of Teacher Quality, Office of Teacher Certification, in order to retrieve my completed course work transcripts to use toward my renewal.
- I do not give permission for my District Renewal Plan Coordinator to retrieve my certification records. I understand that I will be responsible for obtaining an official transcript from the college/university which shows my completed course work that I will use toward the renewal of my certificate.
- I do not currently have college credit on file with the Division of Teacher Quality, Officer of Teacher Certification, to use toward my professional educator's certificate renewal.

Please check one of the following:

- |   |  |
|---|--|
| <input type="checkbox"/> This completes my Renewal Credit points for this cycle. Please renew my certificate. | <input type="checkbox"/> This is a partial submission of Renewal Credit points. My certificate is not ready for renewal. |
|---|--|

Signature of Educator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## Richland County School District One 403(b) Plan 2020 Universal Availability Notice

---

To: All Employees of Richland County School District One

In compliance with the requirements of IRC §403(b)(12)(A)(ii) this Notice will advise you of the voluntary 403(b) program established and maintained for the benefit of our employees. The following information provides details of the Plan and outlines the procedures for enrollment.

### Eligibility

All employees who are employed by Richland County School District One are eligible to participate in the 403(b) plan upon date of hire.

### Contributions

When you enroll in the program, the amounts you designate as salary deferrals are withheld from your wages and forwarded to an investment provider of your choice. Contributions may be changed, started or stopped at any time. Several types of contributions are available in your Plan:

**Pre-Tax Salary Deferrals.** These are amounts contributed into a 403(b) plan that are deferred from your paycheck before federal income taxes are applied. State income taxes may or may not be applicable.

- For **2020**, you may defer from your wages, a maximum of \$19,500 to all 403(b) and 401(k) plans unless you will reach 50 years of age during the year. In that case, you would be eligible to contribute an additional \$6,500. Deferrals may not exceed 100% of your wages.

**Rollovers.** You may also rollover funds from another employer's plan if you receive an eligible rollover distribution. Before you can complete a rollover into this Plan, you must first receive an acceptance authorization before the monies to be applied to your account.

### Plan Investment Options

Your contributions to the 403(b) Plan must be made to an investment provider approved by your Employer. **(Before enrolling in the Plan, you should first establish an account with one of the Providers listed in this Notice.)** Once you have executed an investment contract, you should establish an account through the Plan's web site and create a secure login and password.

### Assistance

You may enroll in the Plan or receive assistance with these provisions by first contacting one of the Investment Companies listed in this Notice, contacting the Plan's Third Party Administrator, your Employer's Benefit Administrator. Additional information about the provisions and options in your Plan are available by contacting PenServ Plan Services, Inc. at (800) 849-4001 or from the Plan's web site.

**Richland County School District One 403(b) Plan  
2020 Universal Availability Notice**

**Investment Provider Options**

<b>Provider and Product Name</b>	<b>Product Type</b>	<b>Contact</b>
Ameriprise Financial Services	Annuities	Greg Downs Phone (803) 251-4818 <a href="mailto:Gregory.downs@ampf.com">Gregory.downs@ampf.com</a>  Gregg Newman Phone (803) 731-2788 Email: <a href="mailto:Gregg.c.newman@ampf.com">Gregg.c.newman@ampf.com</a>
AXA – Equitable Life Insurance Company	Annuities	Julie Parks Phone (803) 348-2307 <a href="mailto:julia.parks@axa-advisors.com">julia.parks@axa-advisors.com</a>
Great American Financial Resources	Annuities	Phone (888) 497-8556 <a href="http://www.gafri.com">http://www.gafri.com</a>
Horace Mann Insurance Company	Annuities	Jim Rhodes Phone (803) 783-4400 <a href="mailto:jim.rhodes@horacemann.com">jim.rhodes@horacemann.com</a>
Life Insurance Co. of the Southwest	Annuities	Allen Dowdy Phone (803) 353-8980 <a href="mailto:dowdyfinser@aol.com">dowdyfinser@aol.com</a>  Richard Griffin Phone (864) 884-0112 <a href="mailto:richardgriffin@valuteachers.com">richardgriffin@valuteachers.com</a>
MetLife	Annuities	Mary Strickland Phone (803) 476-0340
MetLife of Connecticut	Annuities	Mary Strickland Phone (803) 476-0340
Reli-A-Star Life Insurance Company	Annuities	Seth Shores Phone (803) 804-5387 <a href="mailto:sshores@gwnsecurities.com">sshores@gwnsecurities.com</a>
Security Benefit	Annuities	Phone (800) 888-2461 <a href="http://www.securitybenefit.com">www.securitybenefit.com</a>  Michael Taylor Phone (803) 736-6969 <a href="mailto:MTaylor@seinvestnc.com">MTaylor@seinvestnc.com</a>
Variable Annuity Life Insurance Company (VALIC)	Annuities	Jonathan Hope, Phone (803) 667-6664 <a href="mailto:jonathan.hope@valic.com">jonathan.hope@valic.com</a>

**Third Party Administrator**

PenServ Plan Services, Inc.  
Plan Record-keeper  
Phone (800) 849-4001  
[www.penserv.com](http://www.penserv.com)  
Email: [403badministration@penserv.com](mailto:403badministration@penserv.com)

**Employer Benefits Administrator**

Richland County School District One  
Timothy Re  
Business Manager  
Phone (803) 231-7448  
Email: [timothy.re@richlandone.org](mailto:timothy.re@richlandone.org)

Plan Web Site is available at:  
[www.penserv.com](http://www.penserv.com)  
Select: Login to Your Account



## RICHLAND COUNTY SCHOOL DISTRICT ONE Payroll Direct Deposit Authorization

Employee Name: \_\_\_\_\_

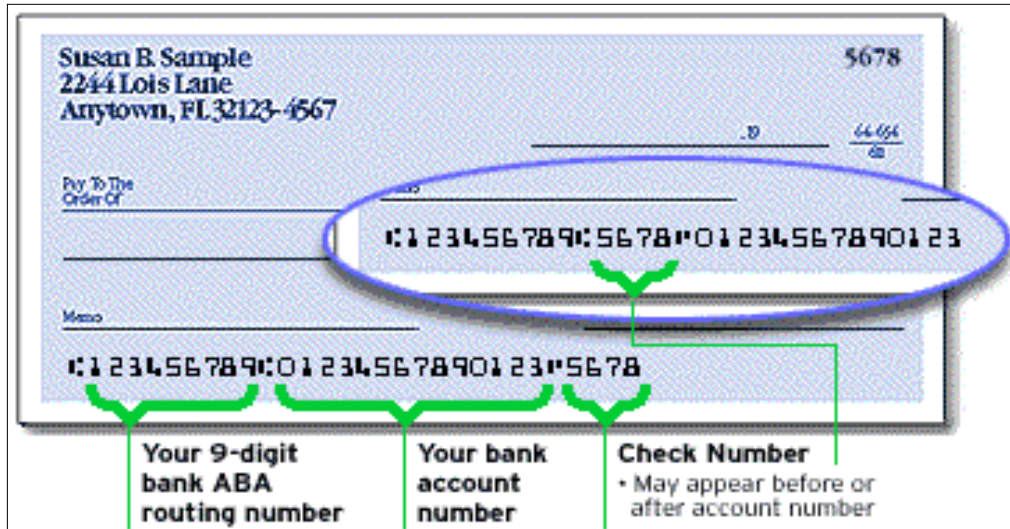
Employee ID# \_\_\_\_\_

Social Security #: \_\_\_\_\_

Location: \_\_\_\_\_

	<u>Checking</u> New / Change / Delete	<u>Savings</u> New / Change / Delete	<u>Checking or Savings</u> (circle one above) New / Change / Delete
Bank Name:	_____	_____	_____
Routing Number:	_____	_____	_____
Account Number:	_____	_____	_____
Deposit All of Net Check:	Yes / No	Yes / No	Yes / No
<b>OR</b>			
Specified Dollar Amount:	\$ _____	\$ _____	\$ _____

ATTACH VOIDED CHECK HERE



This is my authorization for Richland County School District One to automatically deposit my payroll checks into my account(s) in the financial institution(s) listed above. I understand this initial setup and subsequent changes may take up to two (2) processing cycles before going into effect. I also authorize Richland County School District One to make corrections related to any payroll transactions, including the debiting of my account in the event of an overpayment.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Joint Account Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**RICHLAND COUNTY SCHOOL DISTRICT ONE  
ADDITIONAL PAY or OVERTIME REPORT FORM**

Additional Pay     Overtime Pay

Pay Period Date: \_\_\_\_\_

THIS IS AN INDIVIDUAL EMPLOYEE TIMESHEET. TIMESHEET MUST HAVE SPECIFIC DATES WITH TIME IN/OUT LISTED PER LINE.

			A	B	C	D		E
<b>ENTER EMPLOYEE NAME AND SOCIAL SECURITY NUMBER IN THIS BOX:</b>  Name: _____ SS#: _____ Employee #: _____			<b>IF APPLICABLE, SHOW 2.5 HOURS OF ZERO PAY FOR EACH WEEK</b>	<b># HOURS OR DAYS IN EXCESS OF CONTRACT TO BE PAID AT COLUMN "C" RATE</b>	<b>RATE FOR COLUMN "B" TIME</b>	<b>HOURS PHYSICALLY PRESENT OVER 40 PER WEEK (OVERTIME)</b>	<b>OVERTIME RATE (COLUMN "D" TIME)</b>	<b>TOTAL DUE</b>
DATE	TIME							
	In	Out						
<b>TOTALS:</b>								

Understand that a willful statement or misrepresentation of the information supplied on this form which results in the collection of money that is not due is punishable under South Carolina law.

Reason for Pay and/or Position: \_\_\_\_\_

Employee’s Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Immediate Supervisor’s Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Administrator’s Signature (if applicable): \_\_\_\_\_ DATE: \_\_\_\_\_

Account Code: \_\_\_\_\_

## MUNIS SELF SERVICE INSTRUCTIONS

Access Richland One website, [www.richlandone.org](http://www.richlandone.org). Move your cursor over “Resources”. A menu will appear. Move your cursor over “Employee Resources”, then click on “MUNIS Online”. There will also be a “MUNIS Online” link in the “Quick Links” menu in the left-hand column of the main page.

**LINKS TO DOCUMENTS & WEBSITES:** Located on Welcome page.

### **USER PASSWORD:**

To change your password go to My Account, click on Change Password, type in current password, new password, confirm new password, give a password hint that will help you remember your password. Passwords must be 6 digits/characters. Click on Update.

### **TO RESET PASSWORD IF YOU HAVE DISTRICT E-MAIL:**

When your login attempt fails, on the screen select “here” to receive your password hint by email. You must close out of the internet browser so that the e-mail can be sent to you. Upon receiving the e-mail and seeing the hint, if you still don’t remember your password then click on “use the following link... to generate a new password”. You will be sent an e-mail with a temporary password. This temporary password enables you to access Munis Self Service. If you are still unsuccessful or you don’t know your user name, please contact Human Resources at 231-7447.

### **EMPLOYEE PROFILE:**

Choose Employee Self Service, click on Personal Information then click on Employee Profile.

### **ADDRESS, TELEPHONE AND EMERGENCY CONTACTS INFORMATION:**

Choose Personal Information, then click on Employee Profile to change address, telephone or emergency contacts. Click on Change. Change your information and then click on Update. We must have an address on file for you otherwise we will be unable to mail paychecks, pay-stubs, and important mailings to you. It is mandatory that you have an address and that it is current.

### **DEPENDENT INFORMATION:**

You cannot change your dependent information. This is a list of people covered under your insurance and can only be changed at the Enrollment Period in October. To view your existing dependent information go to Dependent Information on the Employee Profile Screen. If you have any questions please contact the Benefits Office at 231-7448.

### **LEAVE ACCRUAL:**

Choose Employee Self Service, then choose Time Off. To view the detail click on Summary. **NOTE: ABSENCES ARE POSTED IN THE PAYROLL SYSTEM WITH A TWO WEEK DELAY.** You will need to take into account any days you may have taken since the last date was posted.

### **PAYCHECK HISTORY:**

Click on Employee Self Service then click on Pay/Tax Information. To view details click on View Details. To view previous years change the year in the drop down box. To print, use the print function of your internet browser.

### **W-4 INFORMATION (Federal and State Marital Status and Exemptions):**

Click on Employee Self Service then Pay/Tax Information then click on W-4. W-4 information cannot be changed online. A W-4 form, which can be printed out, completed, and turned into the Payroll Department, can be found on the Welcome Page.

### **W-2 INFORMATION**

Click on Employee Self Service then Pay/Tax Information then click on W-2. Choose year to be viewed. Can be printed using print function of your internet browser.

### **LOG OUT**

11/02/09



## 2020-2021 PAYROLL CALENDAR

9/10 MO	11 MO	12 MO	The dates on your pay stub represent only the <b>BASE SALARY</b> portion of your check.	Hourly, Supplemental / Overtime, Kronos Approval Periods, Time Sheets, Subs, Docks & Summer School follow:			<b>DUE DATE FOR PAYMASTERS</b>	<b>DUE DATE FOR HUMAN RESOURCES</b>
			<b>PAY DATE</b>	<b>PERIOD COVERED</b>			* Kronos Approval * Hourly & Sub Time Sheets * Absence Reports	* Pay Changes / Uploads * New Hires * Benefit Changes
		1	7/16/2020 (1ST PAY 12 MO)	06/13/20	-	06/26/20	06/26/20	06/30/20
		2	7/31/2020	06/27/20	-	07/10/20	07/10/20	07/14/20
	1	3	8/14/2020 (1ST PAY 11MO)	07/11/20	-	07/24/20	07/24/20	07/28/20
1	2	4	9/01/2020 (1ST PAY 9/10 MO)	07/25/20	-	08/07/20	08/07/20	08/11/20
2	3	5	9/16/2020	08/08/20	-	08/21/20	08/21/20	08/25/20
3	4	6	10/1/2020	08/22/20	-	09/04/20	09/04/20	09/08/20
4	5	7	10/16/2020	09/05/20	-	09/18/20	09/18/20	09/22/20
5	6	8	10/30/2020	09/19/20	-	10/02/20	10/02/20	10/06/20
6	7	9	11/16/2020	10/03/20	-	10/16/20	10/16/20	10/20/20
7	8	10	12/1/2020	10/17/20	-	11/06/20	11/06/20	11/10/20
8	9	11	12/16/2020	11/07/20	-	11/27/20	11/27/20	12/01/20
9	10	12	12/31/2020	11/28/20	-	12/11/20	12/11/20	12/15/20
10	11	13	1/15/2021	12/12/20	-	01/01/21	01/04/21	01/06/21
11	12	14	2/1/2021	01/02/21	-	01/15/21	01/15/21	01/19/21
12	13	15	2/16/2021	01/16/21	-	01/29/21	01/29/21	02/02/21
13	14	16	3/1/2021	01/30/21	-	02/12/21	02/12/21	02/16/21
14	15	17	3/16/2021	02/13/21	-	02/26/21	02/26/21	03/02/21
15	16	18	4/1/2021	02/27/21	-	03/12/21	03/12/21	03/16/21
16	17	19	4/16/2021	03/13/21	-	03/26/21	03/26/21	03/30/21
17	18	20	4/30/2021	03/27/21	-	04/16/21	04/16/21	04/20/21
18	19	21	5/14/2021	04/17/21	-	04/30/21	04/30/21	05/04/21
19	20	22	6/1/2021	05/01/21	-	05/14/21	05/14/21	05/18/21
20	21	23	6/16/2021	05/15/21	-	05/28/21	05/28/21	06/01/21
21	22	24	7/01/2021 (LAST PAY 12MO)	05/29/21	-	06/11/21	06/11/21	06/15/21
22	23	1	7/16/2021 (1ST PAY 12 MO)	06/12/21	-	06/25/21	06/25/21	06/29/21
23	24	2	7/30/2021 (LAST PAY 11MO)	06/26/21	-	07/09/21	07/09/21	07/13/21
24	1	3	8/16/2021 (LAST PAY 9/10MO)(1ST PAY 11 MO)	07/10/21	-	07/23/21	07/23/21	07/27/21
1	2	4	9/01/2021 (1ST PAY 9/10MO)	07/24/21	-	08/06/21	08/06/21	08/10/21

Period covered includes staff holidays

Extended period for hourly, subs, overtime

## **PAY SCALE FOR WORKERS AT ATHLETIC GAMES**

### **HIGH SCHOOLS**

- a. Ticket Collectors \$15 per hour for a minimum 3 hours
- b. Gate Keepers work period for a total of \$45
- c. PA Announcers (football)
- d. Clock Operators
- e. Ticket Sellers \$15 per hour for a minimum of 4 hours  
work period for a total of \$60

### **MIDDLE SCHOOLS**

- a. Ticket Collectors \$15 per hour for a minimum of 2 hours
- b. Gate Keepers work period for a total of \$30
- c. Clock Operators
- d. Ticket Sellers \$15 per hour for a minimum of 3 hours  
work period for a total of \$45

### **IMPORTANT NOTES:**

1. Principals and athletics administrators should establish the work hours (beginning and ending times) for game help.
2. District classified employees who work in the above positions will be paid time and a half (\$15 per hour x 1.5 = \$22.50 per hour) when their work exceeds forty (40) hours. Principals and athletic administrators should check with the school's paymaster to determine if an employee has reached time and a half status (overtime).
3. District employees must be paid through payroll services (Supplemental Pay Form). Non-district employees will be paid via the Substitute Form W-9.

**RICHLAND COUNTY SCHOOL DISTRICT ONE**  
**ATHLETIC SUPPLEMENTS**  
**2020-2021**

POSITION	SUPPLEMENT	A Schools	AA Schools	AAA AAAA Schools	Experience Incentive (District Employees Only)		
					1-5 Yrs.	6-10 Yrs.	11+Yrs.
Athletic Director	Tiered	20,430	21,430	23,430	1,000	2,000	3,000
Assistant Athletic Director	Tiered/4,000			4A only			
Football Head Coach	Tiered	15,430	16,930	18,430	1,000	2,000	3,000
Football-O/D Coordinators	8,899				300	600	900
Football-Varsity Assistant	8,013				300	600	900
Football-Junior Varsity	5,863				300	600	900
Football "B" Squad	2,381				300	600	900
Strength & Condition Coach	Tiered	6,996	6,996	8,569	300	600	900
Athletic Coordinator-Middle School	3,207						
Football Head Coach 7 <sup>th</sup> & 8 <sup>th</sup> Grade	1,771						
Football Assistant Coach 7 <sup>th</sup> & 8 <sup>th</sup> Grade	1,265						
Basketball Head Coach, High School	Tiered	9,420	10,920	12,420	1,000	2,000	3,000
Basketball Junior Varsity	5,010				300	600	900
Basketball Assistant Coach	4,279				300	600	900
Basketball 9 <sup>th</sup> Grade	2,585				300	600	900
Basketball Head Coach 7 <sup>th</sup> & 8 <sup>th</sup> Grade	1,518						
Basketball Asst. Coach 7 <sup>th</sup> & 8 <sup>th</sup> Grade	1,012						
Soccer Head Coach	Tiered	3,510	5,010	6,510	1,000	2,000	3,000
Soccer Varsity Assistant	2,843				300	600	900
Soccer Junior Varsity	2,843				300	600	900
Wrestling Head Coach	4,548				500	1,000	1,500
Wrestling Junior Varsity	3,545				200	400	600
Wrestling-Head Coach 7 <sup>th</sup> and 8 <sup>th</sup> Grade	627						
Wrestling-Asst. Coach 7 <sup>th</sup> and 8 <sup>th</sup> Grade	500						
Baseball Head Coach	Tiered	4,135	5,636	7,135	1,000	2,000	3,000
Baseball Varsity Assistant	2,843				300	600	900
Baseball Junior Varsity	2,843				300	600	900
9 <sup>th</sup> Grade Baseball	1,100						
Softball Head Coach	Tiered	4,135	5,636	7,135	1,000	2,000	3,000
Softball Varsity Assistant	2,843				200	400	600
Softball Junior Varsity	2,843				200	400	600
Volleyball Head Coach	4,202				500	1,000	1,500
Volleyball Varsity Assistant	2,843				200	400	600
Volleyball Junior Varsity	2,843				200	400	600
Volleyball 7 <sup>th</sup> & 8 <sup>th</sup> Grade Head Coach	1,518						
Volleyball 7 <sup>th</sup> & 8 <sup>th</sup> Grade Assistant	1,012						
Track Head Coach	Tiered	4,135	5,635	7,735	1,000	2,000	3,000
Track Varsity Assistant	2,843				300	600	900
Track 7 <sup>th</sup> & 8 <sup>th</sup> Grade	627						
Track Assistant 7 <sup>th</sup> & 8 <sup>th</sup> Grade	500						
Golf Head Coach	2,585				500	1,000	1,500
Golf JV/B Team	1,100				500	1,000	1,500
Golf Varsity Assistant	800				500	1,000	1,500
Tennis Head Coach	3,476				500	1,000	1,500
Tennis Varsity Assistant	2,843				200	400	600
Tennis Junior Varsity	2,843				200	400	600
Cross Country Head Coach	3,663				500	1,000	1,500

**RICHLAND COUNTY SCHOOL DISTRICT ONE**  
**ATHLETIC SUPPLEMENTS**  
**2020-2021**

POSITION	SUPPLEMENT	A Schools	AA Schools	AAA AAAA Schools	Experience Incentive (District Employees Only)		
Cross Country Varsity Assistant	2,843				200	400	600
Swimming Head Coach	3,223				500	1,000	1,500
Swimming Varsity Assistant	2,843				200	400	600
Cheerleading-Competitive	3,290				500	1,000	1,500
Cheerleading Head Football	4,042				500	1,000	1,500
Cheerleading Junior Varsity Football	2,843				200	400	600
Cheerleading Head Basketball	3,250				500	1,000	1,500
Cheerleading Junior Varsity Basketball	1,699				200	400	600
Cheerleading 7 <sup>th</sup> & 8 <sup>th</sup> Grade Football	1,012						
Cheerleading 7 <sup>th</sup> & 8 <sup>th</sup> Grade Basketball	1,012						
Lacrosse Head Coach	Tiered	3,510	5,010	6,510	1,000	2,000	3,000
Lacrosse Varsity Assistant	2,843				200	400	600
Lacrosse Junior Varsity	2,843				200	400	600

## HIGH SCHOOL ACTIVITY SUPPLEMENTS

POSITION	SUPPLEMENT
Newspaper .....	1,380
Yearbook.....	1,380
Forensics.....	1,150
Student Council.....	1,150
Honor Society .....	1,150
Literary Magazine.....	600
Academic Coach .....	2,000
Class Sponsor – Senior .....	1,150
Class Sponsor – Junior .....	1,150
Class Sponsor – Sophomore.....	350
Class Sponsor – Freshman .....	350
SAT Coach.....	1,000
JROTC – Officer .....	2,000
JROTC – Enlisted .....	1,550
Department Chair.....	1,150
Debate Team .....	1,150
Science Team.....	1,150
Destination Imagination.....	1,150
Math Team (extra curricular).....	1,150
Model UN (extra curricular) .....	1,150
Model UN (class).....	1,150
Mock Trial (extra curricular).....	1,000
Student Assistance Team Chairperson .....	500
SAT Coach.....	1,150
SAT Playoff Rounds.....	1,150

## MIDDLE SCHOOL ACTIVITY SUPPLEMENTS

POSITION	SUPPLEMENT
Newspaper .....	600
Yearbook.....	600
Student Council.....	500
Honor Society .....	300
Literary Magazine.....	300
Destination Imagination.....	1,150
Academic Coach.....	1,380
Math Team .....	1,150
Mock Trial .....	1,150
Science Team.....	1,150
Team Leaders .....	700
Student Assistance Team Chairperson .....	500

## ELEMENTARY SCHOOL ACTIVITY SUPPLEMENTS

POSITION	SUPPLEMENT
Newspaper .....	400
Destination Imagination .....	600
Student Assistance Team Chairperson .....	400
Grade Level Chairperson .....	400

## SPECIAL SCHOOL SUPPLEMENTS

POSITION	SUPPLEMENT
Newspaper .....	400
Student Assistance Team Chairperson .....	400
Lead Teacher – Pendergrass Fairwold.....	2,300
Lead Teacher – Hall Institute .....	2,300



## PERFORMING ARTS SUPPLEMENTS

POSITION	SUPPLEMENT
High School Chorus .....	1,380
Middle School Chorus .....	600
High School Band/Marching Band .....	5,175
High School Assistant Band.....	1,725
Middle School Band .....	1,150
High School Orchestra.....	1,725
Middle School Orchestra .....	920
High School Theater.....	2,300
Middle School Theater .....	1,150
High School Dance .....	1,725
Middle School Dance.....	1,150
High School Visual Arts .....	1,725
ETS&D – Chorus, Dance, Theatre and Visual Arts .....	920
Lead Teacher – Dance.....	2,300
Lead Teacher – Theater .....	2,300
Lead Teacher – Orchestra .....	2,300
Lead Teacher – Band.....	2,300
Lead Teacher – Choral Music.....	2,300
Lead Teacher – Elementary Music.....	2,300
Lead Teacher – Elementary Visual Arts.....	2,300
Lead Teacher – Middle/High School Visual Arts.....	2,300

## VOCATIONAL SUPPLEMENTS

POSITION	SUPPLEMENT
HOSA – High School .....	600
VICA – High School .....	600
DECA – High School .....	600
HERO – High School .....	600
FBLA – High School .....	600
FCCLA – High School .....	600
TEC – High School .....	600
FBLA – Middle School .....	400
FCCLA – Middle School .....	400

## OTHER SUPPLEMENTS

POSITION	SUPPLEMENT
Building Staff Development Coordinator.....	400
Lead Teacher – Elementary Physical Education .....	2,300
Lead Teacher – Middle School Physical Education .....	2,300
Lead Teacher – High School Physical Education .....	2,300
Lead Teacher – Drivers Education.....	2,300
Lead Teacher – Foreign Language (HS, MS, Elementary) .....	2,300
Lead Teacher – ESL Program .....	2,300
Lead Teacher – JROTC.....	2,300
Lead Teacher – Olympia Learning Center.....	2,300
Lead Teacher – Middle School Alternative.....	2,300
Lead Interpreter .....	1,150
Lead Audiologist.....	2,300
National Board Certification.....	5,500
National Board Certification.....	3,000
ADEPT Mentors – Induction Teachers .....	400
ADEPT Mentors – Annual 2 Diagnostic Assistance Teacher.....	200
ADEPT Peer Evaluators .....	150



**RICHLAND ONE**

ENGAGE • EDUCATE • EMPOWER

**2020-2021**

**Job Classifications List,  
Salary Schedules for Teachers,  
Administration, Instructional Support and  
Classified Employees**

**Richland County School District One  
2020-2021 Job Classifications List**

JOB TITLE	FLSA	GRADE	WORK SCHEDULE
A	E-Exempt N=Non Exempt		
Accounting Clerk I	N	114	240
Accounting Clerk II	N	116	240
Accountant	N	118	240
Administrative Assistant	N	113	240,220, 200
Adult Education Transition Specialist	N	120	240
Applications Specialist	N	118	240
Architect	E	127	240
Area Custodial Supervisor	E	117	240
Assistant Principal - Elementary (Masters)	E	128	200
Assistant Principal - Elementary (Masters+30)	E	129	200
Assistant Principal - Elementary (Doctorate)	E	130	200
Assistant Principal - Middle (Masters)	E	129	220
Assistant Principal - Middle (Masters+30)	E	130	220
Assistant Principal - Middle (Doctorate)	E	131	220
Assistant Principal - High (Masters)	E	130	220
Assistant Principal - High (Masters+30)	E	131	220
Assistant Principal - High (Doctorate)	E	132	220
Assistant Principal - Special School (Masters)	E	129	220
Assistant Principal - Special School (Masters+30)	E	130	220
Assistant Principal - Special School (Doctorate)	E	131	220
Audiologist	E	127	220
B			
Behavior Intervention Specialist	N	114	184
Benefits Administrator	N	122	240
Benefits Specialist	N	118	240
Bookkeeper	N	114	240, 220
Broadcast Communications Specialist	N	119	240
Budget Analyst	E	122	240
Budget Manager	E	120	240
Building Custodial Coordinator I	N	111	240
Building Custodial Coordinator II	N	114	240
Bus Aide	N	105	180
Bus Driver	N	111	180
Business Systems Administrator	E	123	240
C			
Campus Monitor	N	106	184
Carpenter	N	114	240
Carpenter Crew Leader	N	118	240
Career Development Specialist	E		184
Cash Manager	N	116	240
Cashier	N	108	186
Catering Lead	N	113	240
Certified Internal Auditor	E	128	240
Chief Finance Officer	E	139	240
Chief Human Resources Officer	E	139	240
Chief of Operations	E	139	240
Chief of Staff	E	140	240
Chief of Teaching and Learning	E	139	240
Construction Supervisor	E	123	240
Construction Manager	E	123	240
Consultant (Masters)	E	127	240,220,200
Consultant (Masters+30)	E	128	240,220,200

**Richland County School District One  
2020-2021 Job Classifications List**

<b>JOB TITLE</b>	<b>FLSA</b>	<b>GRADE</b>	<b>WORK SCHEDULE</b>
Consultant (Doctorate)	E	129	240,220,200
Coordinator (Masters)	E	128	240,200
Coordinator (Masters+30)	E	129	240,220
Coordinator (Doctorate)	E	130	240,220
Custodian	N	107	240,184
<b>D</b>			
Data Cabling Team Member	N	117	240
Data Cabling Technician Leader	E	119	240
Database Analyst	N	115	240
Database Specialist	N	112	220
Dean - ROMC (Masters)	E	131	240
Dean - ROMC (Masters+30)	E	132	240
Dean - ROMC (Doctorate)	E	133	240
Digital Print Operator	N	113	240
Director (Bachelors)	E	129	240
Director (Bachelors+18)	E	130	240
Director (Masters)	E	131	240
Director (Masters+30)	E	132	240
Director (Doctorate)	E	133	240
Dispatcher	N	108	240
<b>E</b>			
Electrician	N	116	240
Electrician Apprentice	N	113	240
Electrician Crew Leader	N	120	240
Employment Assistant	N	113	240
Employment Specialist	N	118	240
Equipment Operator	N	109	240
E-Rate Specialist	N	117	240
Executive Assistant	N	118	240
Executive Director (Masters)	E	136	240
Executive Director (Masters+30)	E	137	240
Executive Director (Doctorate)	E	138	240
<b>F</b>			
Facilities Maintenance Technician	N	113	240
Financial Services Supervisor	E	124	240
FMLA Specialist	N	118	240
Food Service Operator I	N	106	184
Food Service Operator II	N	107	184
Food Services Manager	E	125	240
Food Services Supervisor	E	120	240
<b>G</b>			
General Counsel	E	139	240
Glazier	N	113	240
Grants Specialist	N	113	240
<b>H</b>			
Head Mechanic	N	118	240
Hearing Officer	E	127	240
Hearing Office Assistant	E	123	240
Human Resources Generalist	N	119	240
HVAC Apprentice	N	108	240
HVAC Crew Leader	N	120	240
HVAC Mechanic	N	117	240
HVAC Trades worker	N	108	240
<b>I</b>			

**Richland County School District One  
2020-2021 Job Classifications List**

<b>JOB TITLE</b>	<b>FLSA</b>	<b>GRADE</b>	<b>WORK SCHEDULE</b>
In-School Suspension Supervisor	N	114	184
Instructional Assistant (Associate - Human Services/Education)	N	109	184
Instructional Assistant (Bachelors/Masters - Human Services/Education)	N	111	184
Instructional Assistant	N	107	184
Instructional Coach (Masters)	E	127	240
Instructional Coach (Masters+30)	E	128	240
Instructional Coach (Doctorate)	E	129	240
Interpreter - Hearing Impaired (Certified)	N	117	184
Interpreter - Hearing Impaired (Non-Certified)	N	115	184
<b>J</b>			
Job Coach (certified)	E	120	220
Job Coach (classified)	N	120	184
Landscaping Crew Leader	N	117	240
Landscaping Specialist	N	109	240
Lead Coordinator (Masters)	E	129	240
Lead Coordinator (Masters+30)	E	130	240
Lead Coordinator (Doctorate)	E	131	240
Lead Flight Director	E	130	240
Library Assistant (High School Diploma)	N	107	184
Library Assistant (Associate - Human Services, LIS/Education)	N	109	184
Library Assistant (Bachelors/Masters - Human Services/Education)	N	111	184
Manager, Building Services	E	123	240
Manager, Environmental Safety	E	120	240
Manager, Maintenance Projects	E	123	240
Manager, Security Services	E	123	240
Mason	N	113	240
Master Carpenter	N	115	240
Master Electrician	N	117	240
Master Plumber	N	117	240
Mechanical Engineer	E	123	240
Media Technician	N	111	240
Medicaid Accountant	N	120	240
Mission Assistant	N	107	240
<b>N</b>			
Network Architect	E	125	240
Night Custodial Crew Leader	N	109	240
<b>O</b>			
Occupational Therapist	N	125	240,184
Office Assistant	N	107	240,184
Ombudsman	E	129	240
<b>P</b>			
Painter	N	113	240
Painter Crew Leader	N	118	240
Parent and Family Engagement Specialist	N	114	200
Payroll Accountant	N	118	240
Personnel Analyst	E	124	240
Personnel Technician	N	119	240
Physical Therapist	N	125	240,184
Plumber	N	116	240
Plumber Crew Leader	N	120	240
Postal Services Driver	N	107	240
Postal Services Supervisor	N	119	240
Principal - Elementary (Masters)	E	131	240
Principal - Elementary (Masters+30)	E	132	240

**Richland County School District One  
2020-2021 Job Classifications List**

<b>JOB TITLE</b>	<b>FLSA</b>	<b>GRADE</b>	<b>WORK SCHEDULE</b>
Principal - Elementary (Doctorate)	E	133	240
Principal - Middle (Masters)	E	132	240
Principal - Middle (Masters+30)	E	133	240
Principal - Middle (Doctorate)	E	134	240
Principal - High (Masters)	E	133	240
Principal - High (Masters+30)	E	134	240
Principal - High (Doctorate)	E	135	240
Principal - Special School (Masters)	E	132	240
Principal - Special School (Masters+30)	E	133	240
Principal - Special School (Doctorate)	E	134	240
Printing Supervisor	E	120	240
Procurement Manager	E	123	240
Procurement Specialist	N	116	240
Programmer - Analyst	N	123	240
Project Design Specialist	N	117	240
Property Clerk	N	109	240
Psychologist (Masters)	E	127	200
Psychologist (Masters+30)	E	128	200
Psychologist (Doctorate)	E	129	200
Public Information Manager	E	120	240
<b>Q</b>			
Quality Assurance Financial Manager	N	121	240
Quality Control Technician	N	118	240
<b>R</b>			
Registered Dietician	E	123	240
Registered Nurse (ASN)	E	121	240, 200
Registered Nurse (BSN)	E	122	240,200
Registered Nurse (MSN)	E	123	240,200
Research Specialist	E	126	240
Retirement Specialist	N	118	240
Risk Containment Technician	N	115	240
ROTC Associate Instructor (No Degree)	E	118	240
ROTC Associate Instructor (Bachelors)	E	119	240
ROTC Associate Instructor (Masters)	E	120	240
ROTC Associate Instructor (Masters+30)	E	121	240
ROTC Associate Instructor (Doctorate)	E	122	240
ROTC Officer Instructor (No Degree)	E	122	240
ROTC Officer Instructor (Bachelors)	E	123	240
ROTC Officer Instructor (Masters)	E	124	240
ROTC Officer Instructor (Masters+30)	E	125	240
ROTC Officer Instructor (Doctorate)	E	126	240
<b>S</b>			
Secretary	N	110	240,220,200
Senior Network Engineer	E	123	240
Social Worker (BSW)	N	123	200
Social Worker (MSW)	E	124	200
Social Worker (MSW+30)	E	125	200
Special Assistant to the Board (Associate)	E	123	240
Special Assistant to the Board (Bachelors)	E	124	240
Special Assistant to the Board (Masters)	E	125	240
Special Assistant to the Superintendent	E	123	240
Student Nutrition Lead	N	113	220
Student Nutrition Services Accountant	E	120	240
Student Nutrition Services Truck Driver	N	107	186

**Richland County School District One  
2020-2021 Job Classifications List**

<b>JOB TITLE</b>	<b>FLSA</b>	<b>GRADE</b>	<b>WORK SCHEDULE</b>
Substitute Center Specialist	N	118	240
Substitute Supervisor	N	120	240
Supervisor, Motor Pool	N	121	240
Supervisor, Warehouse Operations	N	120	240
Systems Analyst	E	124	240
<b>T</b>			
Technology Acquisition Technician	N	119	240
Technology Support Manager	E	123	240
Technology Support Technician I	N	118	240,200
Technology Support Technician II	N	120	240
Telecommunications Specialist	N	119	240
Theater Technician	N	115	240
Theatre Manager	N	122	240
Therapeutic Assistant	N	113	184
Training Manager	E	123	240
Transportation Manager	E	123	240
Transportation Officer	N	118	220
Transportation Supervisor	E	120	240
<b>V</b>			
Vehicle Mechanic	N	113	240
Volunteer-Mentoring Program Coordinator	N	119	240
<b>W</b>			
Warehouse Supply Specialist	N	107	240
Web Administrator	E	126	240

Richland County School District One  
Salary Guide for Teachers 2020-2021

Salary amounts in each cell reflect the (1) EFA required minimum, (2) the Education Improvement Act supplement, (3) the district supplement and (4) the total salary (1+2+3).

Step	Class 3 Bachelor's				Class 2 Bachelor's + 18				Class 1 Master's				Class 7 Master's + 30				Class 8 Doctorate				Step
	EFA	EIA	District	Total	EFA	EIA	District	Total	EFA	EIA	District	Total	EFA	EIA	District	Total	EFA	EIA	District	Total	
0	28,190	6,810	4,260	<b>39,260</b>	29,459	7,117	4,518	<b>41,094</b>	32,278	7,798	5,397	<b>45,473</b>	35,097	8,479	3,566	<b>47,142</b>	37,916	9,160	2,846	<b>49,922</b>	0
1	28,810	6,309	5,233	<b>40,352</b>	30,220	6,618	5,590	<b>42,428</b>	33,123	7,254	6,574	<b>46,951</b>	35,942	7,871	4,771	<b>48,584</b>	39,043	8,550	4,145	<b>51,738</b>	1
2	29,600	5,713	5,297	<b>40,610</b>	31,009	5,985	5,627	<b>42,621</b>	33,969	6,556	6,596	<b>47,121</b>	36,788	7,100	4,784	<b>48,672</b>	40,171	7,753	4,430	<b>52,354</b>	2
3	30,361	5,101	5,148	<b>40,610</b>	31,770	5,337	5,514	<b>42,621</b>	34,815	5,849	6,457	<b>47,121</b>	37,634	6,323	4,841	<b>48,798</b>	41,298	6,938	4,510	<b>52,746</b>	3
4	31,150	4,517	4,972	<b>40,639</b>	32,559	4,721	5,341	<b>42,621</b>	35,660	5,171	6,290	<b>47,121</b>	38,479	5,579	4,865	<b>48,923</b>	42,426	6,152	4,548	<b>53,126</b>	4
5	31,911	3,895	5,097	<b>40,903</b>	33,321	4,067	5,374	<b>42,762</b>	36,506	4,456	6,317	<b>47,279</b>	39,325	4,800	4,926	<b>49,051</b>	43,554	5,316	4,627	<b>53,497</b>	5
6	32,700	3,991	4,383	<b>41,074</b>	34,110	4,163	4,658	<b>42,931</b>	37,352	4,559	5,522	<b>47,433</b>	40,171	4,903	5,070	<b>50,144</b>	44,681	5,453	4,781	<b>54,915</b>	6
7	33,462	4,084	3,699	<b>41,245</b>	34,871	4,256	3,935	<b>43,062</b>	38,197	4,662	4,730	<b>47,589</b>	41,016	5,006	5,210	<b>51,232</b>	45,809	5,591	4,940	<b>56,340</b>	7
8	34,251	4,180	3,836	<b>42,267</b>	35,660	4,352	4,074	<b>44,086</b>	39,043	4,765	4,876	<b>48,684</b>	41,862	5,109	5,356	<b>52,327</b>	46,936	5,729	5,097	<b>57,762</b>	8
9	35,012	4,273	3,962	<b>43,247</b>	36,421	4,445	4,206	<b>45,072</b>	39,889	4,868	5,018	<b>49,775</b>	42,708	5,213	5,494	<b>53,415</b>	48,064	5,866	5,276	<b>59,206</b>	9
10	35,801	4,370	4,095	<b>44,266</b>	37,211	4,542	4,335	<b>46,088</b>	40,735	4,972	5,156	<b>50,863</b>	43,554	5,316	5,642	<b>54,512</b>	49,192	6,004	5,466	<b>60,662</b>	10
11	36,562	4,462	4,226	<b>45,250</b>	37,972	4,634	4,470	<b>47,076</b>	41,580	5,075	5,308	<b>51,963</b>	44,399	5,419	5,788	<b>55,606</b>	50,319	6,141	5,661	<b>62,121</b>	11
12	37,352	4,559	4,362	<b>46,273</b>	38,761	4,731	4,603	<b>48,095</b>	42,426	5,178	5,450	<b>53,054</b>	45,245	5,522	5,931	<b>56,698</b>	51,447	6,279	5,851	<b>63,577</b>	12
13	38,113	4,652	4,489	<b>47,254</b>	39,522	4,824	4,733	<b>49,079</b>	43,272	5,281	5,597	<b>54,150</b>	46,091	5,625	6,080	<b>57,796</b>	52,574	6,417	6,046	<b>65,037</b>	13
14	38,902	4,748	4,630	<b>48,280</b>	40,312	4,920	4,866	<b>50,098</b>	44,117	5,384	5,740	<b>55,241</b>	46,936	5,729	6,222	<b>58,887</b>	53,702	6,554	6,237	<b>66,493</b>	14
15	39,663	4,841	4,762	<b>49,266</b>	41,073	5,013	4,998	<b>51,084</b>	44,963	5,488	5,886	<b>56,337</b>	47,782	5,832	6,364	<b>59,978</b>	54,830	6,692	6,431	<b>67,953</b>	15
16	40,453	4,937	4,890	<b>50,280</b>	41,862	5,109	5,133	<b>52,104</b>	45,809	5,591	6,029	<b>57,429</b>	48,628	5,935	6,506	<b>61,069</b>	55,957	6,830	6,624	<b>69,411</b>	16
17	41,214	5,030	5,020	<b>51,264</b>	42,623	5,202	5,261	<b>53,086</b>	46,654	5,694	6,175	<b>58,523</b>	49,473	6,038	6,655	<b>62,166</b>	57,085	6,967	6,818	<b>70,870</b>	17
18	41,626	5,080	5,580	<b>52,286</b>	43,050	5,254	5,800	<b>54,104</b>	47,121	5,751	6,742	<b>59,614</b>	49,968	6,099	7,191	<b>63,258</b>	57,656	7,037	7,632	<b>72,325</b>	18
19	42,042	5,131	6,091	<b>53,264</b>	43,480	5,307	6,303	<b>55,090</b>	47,592	5,809	7,309	<b>60,710</b>	50,468	6,160	7,725	<b>64,353</b>	58,232	7,107	8,444	<b>73,783</b>	19
20	42,463	5,183	6,140	<b>53,786</b>	43,915	5,360	6,350	<b>55,625</b>	48,068	5,867	7,835	<b>61,770</b>	50,973	6,221	8,265	<b>65,459</b>	58,815	7,178	8,988	<b>74,981</b>	20
21	42,887	5,234	6,188	<b>54,309</b>	44,354	5,413	6,402	<b>56,169</b>	48,549	5,925	7,901	<b>62,375</b>	51,482	6,283	8,322	<b>66,087</b>	59,403	7,250	9,060	<b>75,713</b>	21
22	43,316	5,287	6,539	<b>55,142</b>	44,797	5,467	6,756	<b>57,020</b>	49,034	5,985	8,566	<b>63,585</b>	51,997	6,346	8,994	<b>67,337</b>	59,997	7,323	9,737	<b>77,057</b>	22
23	43,749	5,340	6,667	<b>55,756</b>	45,245	5,522	6,889	<b>57,656</b>	49,525	6,045	8,725	<b>64,295</b>	52,517	6,410	9,160	<b>68,087</b>	60,597	7,396	9,930	<b>77,923</b>	23
24	43,749	5,340	7,289	<b>56,378</b>	45,245	5,522	7,533	<b>58,300</b>	49,525	6,045	9,442	<b>65,012</b>	52,517	6,410	9,920	<b>68,847</b>	60,597	7,396	10,804	<b>78,797</b>	24
26	43,749	5,340	7,848	<b>56,937</b>	45,245	5,522	8,116	<b>58,883</b>	49,525	6,045	9,678	<b>65,248</b>	52,517	6,410	10,193	<b>69,120</b>	60,597	7,396	11,588	<b>79,581</b>	26
31	43,749	5,340	8,414	<b>57,503</b>	45,245	5,522	8,696	<b>59,463</b>	49,525	6,045	10,325	<b>65,895</b>	52,517	6,410	10,884	<b>69,811</b>	60,597	7,396	12,376	<b>80,369</b>	31



Richland County School District One  
Salary Schedule for Administration, Instructional Support and Classified Employees  
FY 2020-2021 - Hourly Rates

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	10.92	11.22	11.53	11.84	12.17	12.50	12.84	13.20	13.56	13.93	14.31	14.70	15.10	15.52	15.94	16.38	105
106	11.47	11.78	12.10	12.44	12.78	13.13	13.49	13.86	14.23	14.62	15.03	15.44	15.86	16.29	16.74	17.20	106
107	12.04	12.37	12.71	13.06	13.41	13.78	14.16	14.55	14.95	15.36	15.78	16.21	16.65	17.11	17.58	18.06	107
108	12.64	12.99	13.34	13.71	14.09	14.47	14.87	15.28	15.69	16.12	16.57	17.02	17.49	17.96	18.46	18.96	108
109	13.27	13.64	14.01	14.40	14.79	15.19	15.61	16.04	16.48	16.93	17.39	17.87	18.36	18.86	19.38	19.91	109
110	13.94	14.32	14.71	15.12	15.53	15.95	16.39	16.84	17.30	17.78	18.26	18.76	19.28	19.81	20.35	20.91	110
111	14.63	15.04	15.45	15.87	16.31	16.75	17.21	17.68	18.17	18.67	19.18	19.70	20.24	20.80	21.37	21.95	111
112	15.37	15.79	16.22	16.66	17.12	17.59	18.07	18.57	19.08	19.60	20.14	20.69	21.25	21.84	22.43	23.05	112
113	16.13	16.58	17.03	17.50	17.98	18.47	18.98	19.50	20.03	20.58	21.14	21.72	22.32	22.93	23.56	24.20	113
114	16.94	17.41	17.88	18.37	18.88	19.39	19.92	20.47	21.03	21.61	22.20	22.81	23.43	24.07	24.73	25.41	114
115	17.79	18.28	18.78	19.29	19.82	20.36	20.92	21.49	22.08	22.69	23.31	23.95	24.60	25.28	25.97	26.68	115
116	18.68	19.19	19.72	20.26	20.81	21.38	21.97	22.57	23.19	23.82	24.47	25.15	25.83	26.54	27.27	28.02	116
117	19.61	20.15	20.70	21.27	21.85	22.45	23.07	23.70	24.35	25.01	25.70	26.40	27.13	27.87	28.63	29.42	117
118	22.06	22.69	23.34	24.00	24.68	25.38	26.11	26.85	27.61	28.40	29.20	30.03	30.89				118
119	23.17	23.83	24.50	25.20	25.92	26.65	27.41	28.19	28.99	29.82	30.66	31.54	32.43				119
120	24.32	25.02	25.73	26.46	27.21	27.99	28.78	29.60	30.44	31.31	32.20	33.11	34.05				120
121	25.54	26.27	27.01	27.78	28.57	29.38	30.22	31.08	31.96	32.87	33.81	34.77	35.76				121
122	26.82	27.58	28.37	29.17	30.00	30.85	31.73	32.63	33.56	34.52	35.50	36.51	37.55				122
123	28.16	28.96	29.78	30.63	31.50	32.40	33.32	34.27	35.24	36.24	37.27	38.33	39.42				123
124	29.57	30.41	31.27	32.16	33.08	34.02	34.98	35.98	37.00	38.05	39.14	40.25	41.39				124
125	31.05	31.93	32.84	33.77	34.73	35.72	36.73	37.78	38.85	39.96	41.09	42.26	43.46				125
126	32.60	33.52	34.48	35.46	36.47	37.50	38.57	39.67	40.79	41.95	43.15	44.37	45.64				126
127	36.51	37.60	38.71	39.87	41.05	42.27	43.53	44.83	46.16	47.54							127
128	38.33	39.48	40.65	41.86	43.11	44.39	45.71	47.07	48.47	49.91							128
129	40.25	41.45	42.68	43.95	45.26	46.61	47.99	49.42	50.89	52.41							129
130	42.26	43.52	44.82	46.15	47.52	48.94	50.39	51.89	53.44	55.03							130
131	44.38	45.70	47.06	48.46	49.90	51.38	52.91	54.49	56.11	57.78							131
132	46.60	47.98	49.41	50.88	52.39	53.95	55.56	57.21	58.92	60.67							132
133	48.93	50.38	51.88	53.42	55.01	56.65	58.34	60.07	61.86	63.70							133
134	51.37	52.90	54.48	56.10	57.77	59.48	61.25	63.08	64.95	66.89							134
135	53.94	55.55	57.20	58.90	60.65	62.46	64.32	66.23	68.20	70.23							135
136	56.64	58.32	60.06	61.85	63.69	65.58	67.53	69.54	71.61	73.74							136
137	59.47	61.24	63.06	64.94	66.87	68.86	70.91	73.02	75.19	77.43							137
138	62.44	64.30	66.21	68.19	70.21	72.30	74.45	76.67	78.95	81.30							138
139	65.57	67.52	69.53	71.59	73.72	75.92	78.18	80.50	82.90	85.37							139
140	68.84	70.89	73.00	75.17	77.41	79.71	82.09	84.53	87.04	89.63							140

Richland County School District One  
Salary Schedule for Administration, Instructional Support and Classified Employees  
FY 2020-2021 - 240 day Schedule

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	20,966.00	21,542.00	22,138.00	22,733.00	23,366.00	24,000.00	24,653.00	25,344.00	26,035.00	26,746.00	27,475.00	28,224.00	28,992.00	29,798.00	30,605.00	31,450.00	105
106	22,022.00	22,618.00	23,232.00	23,885.00	24,538.00	25,210.00	25,901.00	26,611.00	27,322.00	28,070.00	28,858.00	29,645.00	30,451.00	31,277.00	32,141.00	33,024.00	106
107	23,117.00	23,750.00	24,403.00	25,075.00	25,747.00	26,458.00	27,187.00	27,936.00	28,704.00	29,491.00	30,298.00	31,123.00	31,968.00	32,851.00	33,754.00	34,675.00	107
108	24,269.00	24,941.00	25,613.00	26,323.00	27,053.00	27,782.00	28,550.00	29,338.00	30,125.00	30,950.00	31,814.00	32,678.00	33,581.00	34,483.00	35,443.00	36,403.00	108
109	25,478.00	26,189.00	26,899.00	27,648.00	28,397.00	29,165.00	29,971.00	30,797.00	31,642.00	32,506.00	33,389.00	34,310.00	35,251.00	36,211.00	37,210.00	38,227.00	109
110	26,765.00	27,494.00	28,243.00	29,030.00	29,818.00	30,624.00	31,469.00	32,333.00	33,216.00	34,138.00	35,059.00	36,019.00	37,018.00	38,035.00	39,072.00	40,147.00	110
111	28,090.00	28,877.00	29,664.00	30,470.00	31,315.00	32,160.00	33,043.00	33,946.00	34,886.00	35,846.00	36,826.00	37,824.00	38,861.00	39,936.00	41,030.00	42,144.00	111
112	29,510.00	30,317.00	31,142.00	31,987.00	32,870.00	33,773.00	34,694.00	35,654.00	36,634.00	37,632.00	38,669.00	39,725.00	40,800.00	41,933.00	43,066.00	44,256.00	112
113	30,970.00	31,834.00	32,698.00	33,600.00	34,522.00	35,462.00	36,442.00	37,440.00	38,458.00	39,514.00	40,589.00	41,702.00	42,854.00	44,026.00	45,235.00	46,464.00	113
114	32,525.00	33,427.00	34,330.00	35,270.00	36,250.00	37,229.00	38,246.00	39,302.00	40,378.00	41,491.00	42,624.00	43,795.00	44,986.00	46,214.00	47,482.00	48,787.00	114
115	34,157.00	35,098.00	36,058.00	37,037.00	38,054.00	39,091.00	40,166.00	41,261.00	42,394.00	43,565.00	44,755.00	45,984.00	47,232.00	48,538.00	49,862.00	51,226.00	115
116	35,866.00	36,845.00	37,862.00	38,899.00	39,955.00	41,050.00	42,182.00	43,334.00	44,525.00	45,734.00	46,982.00	48,288.00	49,594.00	50,957.00	52,358.00	53,798.00	116
117	37,651.00	38,688.00	39,744.00	40,838.00	41,952.00	43,104.00	44,294.00	45,504.00	46,752.00	48,019.00	49,344.00	50,688.00	52,090.00	53,510.00	54,970.00	56,486.00	117
118	42,355.00	43,565.00	44,813.00	46,080.00	47,386.00	48,730.00	50,131.00	51,552.00	53,011.00	54,528.00	56,064.00	57,658.00	59,309.00				118
119	44,486.00	45,754.00	47,040.00	48,384.00	49,766.00	51,168.00	52,627.00	54,125.00	55,661.00	57,254.00	58,867.00	60,557.00	62,266.00				119
120	46,694.00	48,038.00	49,402.00	50,803.00	52,243.00	53,741.00	55,258.00	56,832.00	58,445.00	60,115.00	61,824.00	63,571.00	65,376.00				120
121	49,037.00	50,438.00	51,859.00	53,338.00	54,854.00	56,410.00	58,022.00	59,674.00	61,363.00	63,110.00	64,915.00	66,758.00	68,659.00				121
122	51,494.00	52,954.00	54,470.00	56,006.00	57,600.00	59,232.00	60,922.00	62,650.00	64,435.00	66,278.00	68,160.00	70,099.00	72,096.00				122
123	54,067.00	55,603.00	57,178.00	58,810.00	60,480.00	62,208.00	63,974.00	65,798.00	67,661.00	69,581.00	71,558.00	73,594.00	75,686.00				123
124	56,774.00	58,387.00	60,038.00	61,747.00	63,514.00	65,318.00	67,162.00	69,082.00	71,040.00	73,056.00	75,149.00	77,280.00	79,469.00				124
125	59,616.00	61,306.00	63,053.00	64,838.00	66,682.00	68,582.00	70,522.00	72,538.00	74,592.00	76,723.00	78,893.00	81,139.00	83,443.00				125
126	62,592.00	64,358.00	66,202.00	68,083.00	70,022.00	72,000.00	74,054.00	76,166.00	78,317.00	80,544.00	82,848.00	85,190.00	87,629.00				126
127	70,099.00	72,192.00	74,323.00	76,550.00	78,816.00	81,158.00	83,578.00	86,074.00	88,627.00	91,277.00							127
128	73,594.00	75,802.00	78,048.00	80,371.00	82,771.00	85,229.00	87,763.00	90,374.00	93,062.00	95,827.00							128
129	77,280.00	79,584.00	81,946.00	84,384.00	86,899.00	89,491.00	92,141.00	94,886.00	97,709.00	100,627.00							129
130	81,139.00	83,558.00	86,054.00	88,608.00	91,238.00	93,965.00	96,749.00	99,629.00	102,605.00	105,658.00							130
131	85,210.00	87,744.00	90,355.00	93,043.00	95,808.00	98,650.00	101,587.00	104,621.00	107,731.00	110,938.00							131
132	89,472.00	92,122.00	94,867.00	97,690.00	100,589.00	103,584.00	106,675.00	109,843.00	113,126.00	116,486.00							132
133	93,946.00	96,730.00	99,610.00	102,566.00	105,619.00	108,768.00	112,013.00	115,334.00	118,771.00	122,304.00							133
134	98,630.00	101,568.00	104,602.00	107,712.00	110,918.00	114,202.00	117,600.00	121,114.00	124,704.00	128,429.00							134
135	103,565.00	106,656.00	109,824.00	113,088.00	116,448.00	119,923.00	123,494.00	127,162.00	130,944.00	134,842.00							135
136	108,749.00	111,974.00	115,315.00	118,752.00	122,285.00	125,914.00	129,658.00	133,517.00	137,491.00	141,581.00							136
137	114,182.00	117,581.00	121,075.00	124,685.00	128,390.00	132,211.00	136,147.00	140,198.00	144,365.00	148,666.00							137
138	119,885.00	123,456.00	127,123.00	130,925.00	134,803.00	138,816.00	142,944.00	147,206.00	151,584.00	156,096.00							138
139	125,894.00	129,638.00	133,498.00	137,453.00	141,542.00	145,766.00	150,106.00	154,560.00	159,168.00	163,910.00							139
140	132,173.00	136,109.00	140,160.00	144,326.00	148,627.00	153,043.00	157,613.00	162,298.00	167,117.00	172,090.00							140

Richland County School District One  
 Salary Schedule for Administration, Instructional Support and Classified Employees  
 FY 2020-2021 - 220 day Schedule

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	19,219.20	19,747.20	20,292.80	20,838.40	21,419.20	22,000.00	22,598.40	23,232.00	23,865.60	24,516.80	25,185.60	25,872.00	26,576.00	27,315.20	28,054.40	28,828.80	105
106	20,187.20	20,732.80	21,296.00	21,894.40	22,492.80	23,108.80	23,742.40	24,393.60	25,044.80	25,731.20	26,452.80	27,174.40	27,913.60	28,670.40	29,462.40	30,272.00	106
107	21,190.40	21,771.20	22,369.60	22,985.60	23,601.60	24,252.80	24,921.60	25,608.00	26,312.00	27,033.60	27,772.80	28,529.60	29,304.00	30,113.60	30,940.80	31,785.60	107
108	22,246.40	22,862.40	23,478.40	24,129.60	24,798.40	25,467.20	26,171.20	26,892.80	27,614.40	28,371.20	29,163.20	29,955.20	30,782.40	31,609.60	32,489.60	33,369.60	108
109	23,355.20	24,006.40	24,657.60	25,344.00	26,030.40	26,734.40	27,473.60	28,230.40	29,004.80	29,796.80	30,606.40	31,451.20	32,313.60	33,193.60	34,108.80	35,041.60	109
110	24,534.40	25,203.20	25,889.60	26,611.20	27,332.80	28,072.00	28,846.40	29,638.40	30,448.00	31,292.80	32,137.60	33,017.60	33,932.80	34,865.60	35,816.00	36,801.60	110
111	25,748.80	26,470.40	27,192.00	27,931.20	28,705.60	29,480.00	30,289.60	31,116.80	31,979.20	32,859.20	33,756.80	34,672.00	35,622.40	36,608.00	37,611.20	38,632.00	111
112	27,051.20	27,790.40	28,547.20	29,321.60	30,131.20	30,958.40	31,803.20	32,683.20	33,580.80	34,496.00	35,446.40	36,414.40	37,400.00	38,438.40	39,476.80	40,568.00	112
113	28,388.80	29,180.80	29,972.80	30,800.00	31,644.80	32,507.20	33,404.80	34,320.00	35,252.80	36,220.80	37,206.40	38,227.20	39,283.20	40,356.80	41,465.60	42,592.00	113
114	29,814.40	30,641.60	31,468.80	32,331.20	33,228.80	34,126.40	35,059.20	36,027.20	37,012.80	38,033.60	39,072.00	40,145.60	41,236.80	42,363.20	43,524.80	44,721.60	114
115	31,310.40	32,172.80	33,052.80	33,950.40	34,883.20	35,833.60	36,819.20	37,822.40	38,860.80	39,934.40	41,025.60	42,152.00	43,296.00	44,492.80	45,707.20	46,956.80	115
116	32,876.80	33,774.40	34,707.20	35,657.60	36,625.60	37,628.80	38,667.20	39,723.20	40,814.40	41,923.20	43,067.20	44,264.00	45,460.80	46,710.40	47,995.20	49,315.20	116
117	34,513.60	35,464.00	36,432.00	37,435.20	38,456.00	39,512.00	40,603.20	41,712.00	42,856.00	44,017.60	45,232.00	46,464.00	47,748.80	49,051.20	50,388.80	51,779.20	117
118	38,825.60	39,934.40	41,078.40	42,240.00	43,436.80	44,668.80	45,953.60	47,256.00	48,593.60	49,984.00	51,392.00	52,852.80	54,366.40				118
119	40,779.20	41,940.80	43,120.00	44,352.00	45,619.20	46,904.00	48,241.60	49,614.40	51,022.40	52,483.20	53,961.60	55,510.40	57,076.80				119
120	42,803.20	44,035.20	45,284.80	46,569.60	47,889.60	49,262.40	50,652.80	52,096.00	53,574.40	55,105.60	56,672.00	58,273.60	59,928.00				120
121	44,950.40	46,235.20	47,537.60	48,892.80	50,283.20	51,708.80	53,187.20	54,700.80	56,249.60	57,851.20	59,505.60	61,195.20	62,937.60				121
122	47,203.20	48,540.80	49,931.20	51,339.20	52,800.00	54,296.00	55,844.80	57,428.80	59,065.60	60,755.20	62,480.00	64,257.60	66,088.00				122
123	49,561.60	50,969.60	52,412.80	53,908.80	55,440.00	57,024.00	58,643.20	60,315.20	62,022.40	63,782.40	65,595.20	67,460.80	69,379.20				123
124	52,043.20	53,521.60	55,035.20	56,601.60	58,220.80	59,875.20	61,564.80	63,324.80	65,120.00	66,968.00	68,886.40	70,840.00	72,846.40				124
125	54,648.00	56,196.80	57,798.40	59,435.20	61,124.80	62,867.20	64,644.80	66,492.80	68,376.00	70,329.60	72,318.40	74,377.60	76,489.60				125
126	57,376.00	58,995.20	60,684.80	62,409.60	64,187.20	66,000.00	67,883.20	69,819.20	71,790.40	73,832.00	75,944.00	78,091.20	80,326.40				126
127	64,257.60	66,176.00	68,129.60	70,171.20	72,248.00	74,395.20	76,612.80	78,900.80	81,241.60	83,670.40							127
128	67,460.80	69,484.80	71,544.00	73,673.60	75,873.60	78,126.40	80,449.60	82,843.20	85,307.20	87,841.60							128
129	70,840.00	72,952.00	75,116.80	77,352.00	79,657.60	82,033.60	84,462.40	86,979.20	89,566.40	92,241.60							129
130	74,377.60	76,595.20	78,883.20	81,224.00	83,635.20	86,134.40	88,686.40	91,326.40	94,054.40	96,852.80							130
131	78,108.80	80,432.00	82,825.60	85,289.60	87,824.00	90,428.80	93,121.60	95,902.40	98,753.60	101,692.80							131
132	82,016.00	84,444.80	86,961.60	89,548.80	92,206.40	94,952.00	97,785.60	100,689.60	103,699.20	106,779.20							132
133	86,116.80	88,668.80	91,308.80	94,019.20	96,817.60	99,704.00	102,678.40	105,723.20	108,873.60	112,112.00							133
134	90,411.20	93,104.00	95,884.80	98,736.00	101,675.20	104,684.80	107,800.00	111,020.80	114,312.00	117,726.40							134
135	94,934.40	97,768.00	100,672.00	103,664.00	106,744.00	109,929.60	113,203.20	116,564.80	120,032.00	123,604.80							135
136	99,686.40	102,643.20	105,705.60	108,856.00	112,094.40	115,420.80	118,852.80	122,390.40	126,033.60	129,782.40							136
137	104,667.20	107,782.40	110,985.60	114,294.40	117,691.20	121,193.60	124,801.60	128,515.20	132,334.40	136,276.80							137
138	109,894.40	113,168.00	116,529.60	120,014.40	123,569.60	127,248.00	131,032.00	134,939.20	138,952.00	143,088.00							138
139	115,403.20	118,835.20	122,372.80	125,998.40	129,747.20	133,619.20	137,596.80	141,680.00	145,904.00	150,251.20							139
140	121,158.40	124,766.40	128,480.00	132,299.20	136,241.60	140,289.60	144,478.40	148,772.80	153,190.40	157,748.80							140

Richland County School District One  
Salary Schedule for Administration, Instructional Support and Classified Employees  
FY 2020-2021 - 200 day Schedule

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	17,472.00	17,952.00	18,448.00	18,944.00	19,472.00	20,000.00	20,544.00	21,120.00	21,696.00	22,288.00	22,896.00	23,520.00	24,160.00	24,832.00	25,504.00	26,208.00	105
106	18,352.00	18,848.00	19,360.00	19,904.00	20,448.00	21,008.00	21,584.00	22,176.00	22,768.00	23,392.00	24,048.00	24,704.00	25,376.00	26,064.00	26,784.00	27,520.00	106
107	19,264.00	19,792.00	20,336.00	20,896.00	21,456.00	22,048.00	22,656.00	23,280.00	23,920.00	24,576.00	25,248.00	25,936.00	26,640.00	27,376.00	28,128.00	28,896.00	107
108	20,224.00	20,784.00	21,344.00	21,936.00	22,544.00	23,152.00	23,792.00	24,448.00	25,104.00	25,792.00	26,512.00	27,232.00	27,984.00	28,736.00	29,536.00	30,336.00	108
109	21,232.00	21,824.00	22,416.00	23,040.00	23,664.00	24,304.00	24,976.00	25,664.00	26,368.00	27,088.00	27,824.00	28,592.00	29,376.00	30,176.00	31,008.00	31,856.00	109
110	22,304.00	22,912.00	23,536.00	24,192.00	24,848.00	25,520.00	26,224.00	26,944.00	27,680.00	28,448.00	29,216.00	30,016.00	30,848.00	31,696.00	32,560.00	33,456.00	110
111	23,408.00	24,064.00	24,720.00	25,392.00	26,096.00	26,800.00	27,536.00	28,288.00	29,072.00	29,872.00	30,688.00	31,520.00	32,384.00	33,280.00	34,192.00	35,120.00	111
112	24,592.00	25,264.00	25,952.00	26,656.00	27,392.00	28,144.00	28,912.00	29,712.00	30,528.00	31,360.00	32,224.00	33,104.00	34,000.00	34,944.00	35,888.00	36,880.00	112
113	25,808.00	26,528.00	27,248.00	28,000.00	28,768.00	29,552.00	30,368.00	31,200.00	32,048.00	32,928.00	33,824.00	34,752.00	35,712.00	36,688.00	37,696.00	38,720.00	113
114	27,104.00	27,856.00	28,608.00	29,392.00	30,208.00	31,024.00	31,872.00	32,752.00	33,648.00	34,576.00	35,520.00	36,496.00	37,488.00	38,512.00	39,568.00	40,656.00	114
115	28,464.00	29,248.00	30,048.00	30,864.00	31,712.00	32,576.00	33,472.00	34,384.00	35,328.00	36,304.00	37,296.00	38,320.00	39,360.00	40,448.00	41,552.00	42,688.00	115
116	29,888.00	30,704.00	31,552.00	32,416.00	33,296.00	34,208.00	35,152.00	36,112.00	37,104.00	38,112.00	39,152.00	40,240.00	41,328.00	42,464.00	43,632.00	44,832.00	116
117	31,376.00	32,240.00	33,120.00	34,032.00	34,960.00	35,920.00	36,912.00	37,920.00	38,960.00	40,016.00	41,120.00	42,240.00	43,408.00	44,592.00	45,808.00	47,072.00	117
118	35,296.00	36,304.00	37,344.00	38,400.00	39,488.00	40,608.00	41,776.00	42,960.00	44,176.00	45,440.00	46,720.00	48,048.00	49,424.00				118
119	37,072.00	38,128.00	39,200.00	40,320.00	41,472.00	42,640.00	43,856.00	45,104.00	46,384.00	47,712.00	49,056.00	50,464.00	51,888.00				119
120	38,912.00	40,032.00	41,168.00	42,336.00	43,536.00	44,784.00	46,048.00	47,360.00	48,704.00	50,096.00	51,520.00	52,976.00	54,480.00				120
121	40,864.00	42,032.00	43,216.00	44,448.00	45,712.00	47,008.00	48,352.00	49,728.00	51,136.00	52,592.00	54,096.00	55,632.00	57,216.00				121
122	42,912.00	44,128.00	45,392.00	46,720.00	48,000.00	49,360.00	50,768.00	52,208.00	53,696.00	55,232.00	56,800.00	58,416.00	60,080.00				122
123	45,056.00	46,336.00	47,648.00	49,008.00	50,400.00	51,840.00	53,312.00	54,832.00	56,384.00	57,984.00	59,632.00	61,328.00	63,072.00				123
124	47,312.00	48,656.00	50,032.00	51,456.00	52,928.00	54,432.00	55,968.00	57,568.00	59,200.00	60,880.00	62,624.00	64,400.00	66,224.00				124
125	49,680.00	51,088.00	52,544.00	54,032.00	55,568.00	57,152.00	58,768.00	60,448.00	62,160.00	63,936.00	65,744.00	67,616.00	69,536.00				125
126	52,160.00	53,632.00	55,168.00	56,736.00	58,352.00	60,000.00	61,712.00	63,472.00	65,264.00	67,120.00	69,040.00	70,992.00	73,024.00				126
127	58,416.00	60,160.00	61,936.00	63,792.00	65,680.00	67,632.00	69,648.00	71,728.00	73,856.00	76,064.00							127
128	61,328.00	63,168.00	65,040.00	66,976.00	68,976.00	71,024.00	73,136.00	75,312.00	77,552.00	79,856.00							128
129	64,400.00	66,320.00	68,288.00	70,320.00	72,416.00	74,576.00	76,784.00	79,072.00	81,424.00	83,856.00							129
130	67,616.00	69,632.00	71,712.00	73,840.00	76,032.00	78,304.00	80,624.00	83,024.00	85,504.00	88,048.00							130
131	71,008.00	73,120.00	75,296.00	77,536.00	79,840.00	82,208.00	84,656.00	87,184.00	89,776.00	92,448.00							131
132	74,560.00	76,768.00	79,056.00	81,408.00	83,824.00	86,320.00	88,896.00	91,536.00	94,272.00	97,072.00							132
133	78,288.00	80,608.00	83,008.00	85,472.00	88,016.00	90,640.00	93,344.00	96,112.00	98,976.00	101,920.00							133
134	82,192.00	84,640.00	87,168.00	89,760.00	92,432.00	95,168.00	98,000.00	100,928.00	103,920.00	107,024.00							134
135	86,304.00	88,880.00	91,520.00	94,240.00	97,040.00	99,936.00	102,912.00	105,968.00	109,120.00	112,368.00							135
136	90,624.00	93,312.00	96,096.00	98,960.00	101,904.00	104,928.00	108,048.00	111,264.00	114,576.00	117,984.00							136
137	95,152.00	97,984.00	100,896.00	103,904.00	106,992.00	110,176.00	113,456.00	116,832.00	120,304.00	123,888.00							137
138	99,904.00	102,880.00	105,936.00	109,104.00	112,336.00	115,680.00	119,120.00	122,672.00	126,320.00	130,080.00							138
139	104,912.00	108,032.00	111,248.00	114,544.00	117,952.00	121,472.00	125,088.00	128,800.00	132,640.00	136,592.00							139
140	110,144.00	113,424.00	116,800.00	120,272.00	123,856.00	127,536.00	131,344.00	135,248.00	139,264.00	143,408.00							140

Richland County School District One  
 Salary Schedule for Administration, Instructional Support and Classified Employees  
 FY 2020-2021 - 184 day Schedule ( 8 hours per work day. Instructional Assistants and Library Assistants work 7.5 hours per day. See separate schedule)

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	16,074.24	16,515.84	16,972.16	17,428.48	17,914.24	18,400.00	18,900.48	19,430.40	19,960.32	20,504.96	21,064.32	21,638.40	22,227.20	22,845.44	23,463.68	24,111.36	105
106	16,883.84	17,340.16	17,811.20	18,311.68	18,812.16	19,327.36	19,857.28	20,401.92	20,946.56	21,520.64	22,124.16	22,727.68	23,345.92	23,978.88	24,641.28	25,318.40	106
107	17,722.88	18,208.64	18,709.12	19,224.32	19,739.52	20,284.16	20,843.52	21,417.60	22,006.40	22,609.92	23,228.16	23,861.12	24,508.80	25,185.92	25,877.76	26,584.32	107
108	18,606.08	19,121.28	19,636.48	20,181.12	20,740.48	21,299.84	21,888.64	22,492.16	23,095.68	23,728.64	24,391.04	25,053.44	25,745.28	26,437.12	27,173.12	27,909.12	108
109	19,533.44	20,078.08	20,622.72	21,196.80	21,770.88	22,359.68	22,977.92	23,610.88	24,258.56	24,920.96	25,598.08	26,304.64	27,025.92	27,761.92	28,527.36	29,307.52	109
110	20,519.68	21,079.04	21,653.12	22,256.64	22,860.16	23,478.40	24,126.08	24,788.48	25,465.60	26,172.16	26,878.72	27,614.72	28,380.16	29,160.32	29,955.20	30,779.52	110
111	21,535.36	22,138.88	22,742.40	23,360.64	24,008.32	24,656.00	25,333.12	26,024.96	26,746.24	27,482.24	28,232.96	28,998.40	29,793.28	30,617.60	31,456.64	32,310.40	111
112	22,624.64	23,242.88	23,875.84	24,523.52	25,200.64	25,892.48	26,599.04	27,335.04	28,085.76	28,851.20	29,646.08	30,455.68	31,280.00	32,148.48	33,016.96	33,929.60	112
113	23,743.36	24,405.76	25,068.16	25,760.00	26,466.56	27,187.84	27,938.56	28,704.00	29,484.16	30,293.76	31,118.08	31,971.84	32,855.04	33,752.96	34,680.32	35,622.40	113
114	24,935.68	25,627.52	26,319.36	27,040.64	27,791.36	28,542.08	29,322.24	30,131.84	30,956.16	31,809.92	32,678.40	33,576.32	34,488.96	35,431.04	36,402.56	37,403.52	114
115	26,186.88	26,908.16	27,644.16	28,394.88	29,175.04	29,969.92	30,794.24	31,633.28	32,501.76	33,399.68	34,312.32	35,254.40	36,211.20	37,212.16	38,227.84	39,272.96	115
116	27,496.96	28,247.68	29,027.84	29,822.72	30,632.32	31,471.36	32,339.84	33,223.04	34,135.68	35,063.04	36,019.84	37,020.80	38,021.76	39,066.88	40,141.44	41,245.44	116
117	28,865.92	29,660.80	30,470.40	31,309.44	32,163.20	33,046.40	33,959.04	34,886.40	35,843.20	36,814.72	37,830.40	38,860.80	39,935.36	41,024.64	42,143.36	43,306.24	117
118	32,472.32	33,399.68	34,356.48	35,328.00	36,328.96	37,359.36	38,433.92	39,523.20	40,641.92	41,804.80	42,982.40	44,204.16	45,470.08				118
119	34,106.24	35,077.76	36,064.00	37,094.40	38,154.24	39,228.80	40,347.52	41,495.68	42,673.28	43,895.04	45,131.52	46,426.88	47,736.96				119
120	35,799.04	36,829.44	37,874.56	38,949.12	40,053.12	41,201.28	42,364.16	43,571.20	44,807.68	46,088.32	47,398.40	48,737.92	50,121.60				120
121	37,594.88	38,669.44	39,758.72	40,892.16	42,055.04	43,247.36	44,483.84	45,749.76	47,045.12	48,384.64	49,768.32	51,181.44	52,638.72				121
122	39,479.04	40,597.76	41,760.64	42,938.24	44,160.00	45,411.20	46,706.56	48,031.36	49,400.32	50,813.44	52,256.00	53,742.72	55,273.60				122
123	41,451.52	42,629.12	43,836.16	45,087.36	46,368.00	47,692.80	49,047.04	50,445.44	51,873.28	53,345.28	54,861.44	56,421.76	58,026.24				123
124	43,527.04	44,763.52	46,029.44	47,339.52	48,693.76	50,077.44	51,490.56	52,962.56	54,464.00	56,009.60	57,614.08	59,248.00	60,926.08				124
125	45,705.60	47,000.96	48,340.48	49,709.44	51,122.56	52,579.84	54,066.56	55,612.16	57,187.20	58,821.12	60,484.48	62,206.72	63,973.12				125
126	47,987.20	49,341.44	50,754.56	52,197.12	53,683.84	55,200.00	56,775.04	58,394.24	60,042.88	61,750.40	63,516.80	65,312.64	67,182.08				126
127	53,742.72	55,347.20	56,981.12	58,688.64	60,425.60	62,221.44	64,076.16	65,989.76	67,947.52	69,978.88							127
128	56,421.76	58,114.56	59,836.80	61,617.92	63,457.92	65,342.08	67,285.12	69,287.04	71,347.84	73,467.52							128
129	59,248.00	61,014.40	62,824.96	64,694.40	66,622.72	68,609.92	70,641.28	72,746.24	74,910.08	77,147.52							129
130	62,206.72	64,061.44	65,975.04	67,932.80	69,949.44	72,039.68	74,174.08	76,382.08	78,663.68	81,004.16							130
131	65,327.36	67,270.40	69,272.32	71,333.12	73,452.80	75,631.36	77,883.52	80,209.28	82,593.92	85,052.16							131
132	68,595.20	70,626.56	72,731.52	74,895.36	77,118.08	79,414.40	81,784.32	84,213.12	86,730.24	89,306.24							132
133	72,024.96	74,159.36	76,367.36	78,634.24	80,974.72	83,388.80	85,876.48	88,423.04	91,057.92	93,766.40							133
134	75,616.64	77,868.80	80,194.56	82,579.20	85,037.44	87,554.56	90,160.00	92,853.76	95,606.40	98,462.08							134
135	79,399.68	81,769.60	84,198.40	86,700.80	89,276.80	91,941.12	94,679.04	97,490.56	100,390.40	103,378.56							135
136	83,374.08	85,847.04	88,408.32	91,043.20	93,751.68	96,533.76	99,404.16	102,362.88	105,409.92	108,545.28							136
137	87,539.84	90,145.28	92,824.32	95,591.68	98,432.64	101,361.92	104,379.52	107,485.44	110,679.68	113,976.96							137
138	91,911.68	94,649.60	97,461.12	100,375.68	103,349.12	106,425.60	109,590.40	112,858.24	116,214.40	119,673.60							138
139	96,519.04	99,389.44	102,348.16	105,380.48	108,515.84	111,754.24	115,080.96	118,496.00	122,028.80	125,664.64							139
140	101,332.48	104,350.08	107,456.00	110,650.24	113,947.52	117,333.12	120,836.48	124,428.16	128,122.88	131,935.36							140

Richland County School District One  
Salary Schedule for Student Nutrition Operators  
FY 2020-2021

Grade 108 09CL - 186 Days-Cashier Salary Schedule

Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
7.00	16,457.28	16,912.98	17,368.68	17,850.42	18,345.18	18,839.94	19,360.74	19,894.56	20,428.38	20,988.24	21,574.14	22,160.04	22,771.98	23,383.92	24,034.92	24,685.92
Hourly Rate	12.64	12.99	13.34	13.71	14.09	14.47	14.87	15.28	15.69	16.12	16.57	17.02	17.49	17.96	18.46	18.96

Grade 106 09CL - 184 Days-Food Service Operator I

Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
5.00	10,552.40	10,837.60	11,132.00	11,444.80	11,757.60	12,079.60	12,410.80	12,751.20	13,091.60	13,450.40	13,827.60	14,204.80	14,591.20	14,986.80	15,400.80	15,824.00
7.00	14,773.36	15,172.64	15,584.80	16,022.72	16,460.64	16,911.44	17,375.12	17,851.68	18,328.24	18,830.56	19,358.64	19,886.72	20,427.68	20,981.52	21,561.12	22,153.60
Hourly Rate	11.47	11.78	12.10	12.44	12.78	13.13	13.49	13.86	14.23	14.62	15.03	15.44	15.86	16.29	16.74	17.20

Grade 107 09CL - 184 Days-Food Service Operator II Salary Schedule

Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
5.00	11,076.80	11,380.40	11,693.20	12,015.20	12,337.20	12,677.60	13,027.20	13,386.00	13,754.00	14,131.20	14,517.60	14,913.20	15,318.00	15,741.20	16,173.60	16,615.20
7.00	15,507.52	15,932.56	16,370.48	16,821.28	17,272.08	17,748.64	18,238.08	18,740.40	19,255.60	19,783.68	20,324.64	20,878.48	21,445.20	22,037.68	22,643.04	23,261.28
Hourly Rate	12.04	12.37	12.71	13.06	13.41	13.78	14.16	14.55	14.95	15.36	15.78	16.21	16.65	17.11	17.58	18.06

Grade 107 09CL - 186 Days- SNS Truck Driver Salary Schedule

Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
7.00	15,676.08	16,105.74	16,548.42	17,004.12	17,459.82	17,941.56	18,436.32	18,944.10	19,464.90	19,998.72	20,545.56	21,105.42	21,678.30	22,277.22	22,889.16	23,514.12
Hourly Rate	12.04	12.37	12.71	13.06	13.41	13.78	14.16	14.55	14.95	15.36	15.78	16.21	16.65	17.11	17.58	18.06

Grade 111 09CL - 182 Days-Base Kitchen Crew Leader Salary Schedule

Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
7.00	18,638.62	19,160.96	19,683.30	20,218.38	20,778.94	21,339.50	21,925.54	22,524.32	23,148.58	23,785.58	24,435.32	25,097.80	25,785.76	26,499.20	27,225.38	27,964.30
Hourly Rate	14.63	15.04	15.45	15.87	16.31	16.75	17.21	17.68	18.17	18.67	19.18	19.70	20.24	20.80	21.37	21.95

Grade 111 09CL - 186 Days-Prod Mgr SNS

Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
8.00	21,769.44	22,379.52	22,989.60	23,614.56	24,269.28	24,924.00	25,608.48	26,307.84	27,036.96	27,780.96	28,539.84	29,313.60	30,117.12	30,950.40	31,798.56	32,661.60
Hourly Rate	17.09	17.57	18.05	18.54	19.05	19.56	20.10	20.65	21.22	21.81	22.40	23.01	23.64	24.29	24.96	25.64

Grade 113 09CL - 186 Days-Cant Mgr/Shift Ldr CK

Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
6.00	18,001.08	18,503.28	19,005.48	19,530.00	20,065.68	20,612.52	21,181.68	21,762.00	22,353.48	22,967.28	23,592.24	24,239.52	24,909.12	25,589.88	26,292.96	27,007.20
8.00	24,001.44	24,671.04	25,340.64	26,040.00	26,754.24	27,483.36	28,242.24	29,016.00	29,804.64	30,623.04	31,456.32	32,319.36	33,212.16	34,119.84	35,057.28	36,009.60
Hourly Rate	16.13	16.58	17.03	17.50	17.98	18.47	18.98	19.50	20.03	20.58	21.14	21.72	22.32	22.93	23.56	24.20

Richland County School District One  
 Salary Schedule for Instructional Assistants/Library Assistants  
 FY 2020-2021 - 184 days - 7.5 hrs/day

Pay Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
107	16,615.20	17,070.60	17,539.80	18,022.80	18,505.80	19,016.40	19,540.80	20,079.00	20,631.00	21,196.80	21,776.40	22,369.80	22,977.00	23,611.80	24,260.40	24,922.80
Hourly Rate	12.04	12.37	12.71	13.06	13.41	13.78	14.16	14.55	14.95	15.36	15.78	16.21	16.65	17.11	17.58	18.06

Pay Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
109	18,312.60	18,823.20	19,333.80	19,872.00	20,410.20	20,962.20	21,541.80	22,135.20	22,742.40	23,363.40	23,998.20	24,660.60	25,336.80	26,026.80	26,744.40	27,475.80
Hourly Rate	13.27	13.64	14.01	14.40	14.79	15.19	15.61	16.04	16.48	16.93	17.39	17.87	18.36	18.86	19.38	19.91

Pay Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
111	20,189.40	20,755.20	21,321.00	21,900.60	22,507.80	23,115.00	23,749.80	24,398.40	25,074.60	25,764.60	26,468.40	27,186.00	27,931.20	28,704.00	29,490.60	30,291.00
Hourly Rate	14.63	15.04	15.45	15.87	16.31	16.75	17.21	17.68	18.17	18.67	19.18	19.70	20.24	20.80	21.37	21.95

Richland County School District One  
 Salary Schedule for Bus Aides and Bus Drivers  
 FY 2020-2021 - 180 Day Schedule

Bus Aides

Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
5.50	10,810.80	11,107.80	11,414.70	11,721.60	12,048.30	12,375.00	12,711.60	13,068.00	13,424.40	13,790.70	14,166.90	14,553.00	14,949.00	15,364.80	15,780.60	16,216.20
6.00	11,793.60	12,117.60	12,452.40	12,787.20	13,143.60	13,500.00	13,867.20	14,256.00	14,644.80	15,044.40	15,454.80	15,876.00	16,308.00	16,761.60	17,215.20	17,690.40
6.50	12,776.40	13,127.40	13,490.10	13,852.80	14,238.90	14,625.00	15,022.80	15,444.00	15,865.20	16,298.10	16,742.70	17,199.00	17,667.00	18,158.40	18,649.80	19,164.60
7.00	13,759.20	14,137.20	14,527.80	14,918.40	15,334.20	15,750.00	16,178.40	16,632.00	17,085.60	17,551.80	18,030.60	18,522.00	19,026.00	19,555.20	20,084.40	20,638.80
7.50	14,742.00	15,147.00	15,565.50	15,984.00	16,429.50	16,875.00	17,334.00	17,820.00	18,306.00	18,805.50	19,318.50	19,845.00	20,385.00	20,952.00	21,519.00	22,113.00
8.00	15,724.80	16,156.80	16,603.20	17,049.60	17,524.80	18,000.00	18,489.60	19,008.00	19,526.40	20,059.20	20,606.40	21,168.00	21,744.00	22,348.80	22,953.60	23,587.20
Hourly Rate	10.92	11.22	11.53	11.84	12.17	12.50	12.84	13.20	13.56	13.93	14.31	14.70	15.10	15.52	15.94	16.38

Bus Drivers

Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
5.50	14,483.70	14,889.60	15,295.50	15,711.30	16,146.90	16,582.50	17,037.90	17,503.20	17,988.30	18,483.30	18,988.20	19,503.00	20,037.60	20,592.00	21,156.30	21,730.50
6.00	15,800.40	16,243.20	16,686.00	17,139.60	17,614.80	18,090.00	18,586.80	19,094.40	19,623.60	20,163.60	20,714.40	21,276.00	21,859.20	22,464.00	23,079.60	23,706.00
6.50	17,117.10	17,596.80	18,076.50	18,567.90	19,082.70	19,597.50	20,135.70	20,685.60	21,258.90	21,843.90	22,440.60	23,049.00	23,680.80	24,336.00	25,002.90	25,681.50
7.00	18,433.80	18,950.40	19,467.00	19,996.20	20,550.60	21,105.00	21,684.60	22,276.80	22,894.20	23,524.20	24,166.80	24,822.00	25,502.40	26,208.00	26,926.20	27,657.00
7.50	19,750.50	20,304.00	20,857.50	21,424.50	22,018.50	22,612.50	23,233.50	23,868.00	24,529.50	25,204.50	25,893.00	26,595.00	27,324.00	28,080.00	28,849.50	29,632.50
8.00	21,067.20	21,657.60	22,248.00	22,852.80	23,486.40	24,120.00	24,782.40	25,459.20	26,164.80	26,884.80	27,619.20	28,368.00	29,145.60	29,952.00	30,772.80	31,608.00
Hourly Rate	14.63	15.04	15.45	15.87	16.31	16.75	17.21	17.68	18.17	18.67	19.18	19.70	20.24	20.80	21.37	21.95

Elementary Schools	Telephone	Principal	Address	Mail Code
Arden Elementary	735-3400	Dr. Timothy Blackwell	1300 Ashley Street 29203	303
Bradley Elementary	738-7200	Kezia Myers	3032 Pine Belt Road 29204	306
Brennen Elementary	738-7204	Mark D. Shea	438 Devereaux Road 29205	309
Brockman Elementary	790-6743	Sharonda Giles	2245 Montclair Drive 29206	310
Burnside Elementary	783-5530	Janet Campbell	7300 Patterson Road 29209	312
Burton-Pack Elementary	691-5550	Dr. Sarah Smith	111 Garden Drive 29204	392
Carver-Lyon Elementary	343-2900	Dr. Monica Adams	2100 Waverly Street 29204	393
Caughman Road Elementary	783-5534	Shawn Hall	7725 Caughman Road 29209	321
Forest Heights Elementary	691-3780	Dr. Winnie Johnson	2500 Blue Ridge Terrace 29203	396
Gadsden Elementary	353-2231	David Thorpe	1660 S. Goodwin Circle, Gadsden 29052	330
Hopkins Elementary	783-5541	Audrey White-Gardner	6120 Cabin Creek Road, Hopkins 29061	333
Horrell Hill Elementary	783-5545	Parthenia Satterwhite	517 Horrell Hill Road, Hopkins 29061	336
Hyatt Park Elementary	735-3421	Lindell Brabham	4200 Main Street 29203	339
Lewis Greenview Elementary	735-3417	Dr. LaShaunda Evans	726 Easter Street 29203	342
Logan Elementary	343-2915	David Copeland	815 Elmwood Avenue 29201	397
Meadowfield Elementary	783-5549	Lisa Davis	525 Galway Lane 29209	351
Mill Creek Elementary	783-5553	Eddie Whack	925 Universal Drive 29209	354
A.C. Moore Elementary	343-2910	LaQuana Aldridge	333 Etiwan Avenue 29205	357
Pine Grove Elementary	214-2380	Dr. Tracy Pickett	111 Huffstetler Drive 29210	398
H.B. Rhame Elementary	731-8900	Dr. Monica Owens Carter	1300 Arrowwood Road 29210	369
Rosewood Elementary	343-2930	Elizabeth Williams	3300 Rosewood Drive 29205	366
Sandel Elementary	731-8906	Claudia Brooks-McCallum	2700 Seminole Road 29210	372
Satchel Ford Elementary	738-7209	Dr. Matthew Scandrol	5901 Satchel Ford Road 29206	375
South Kilbourne Elementary	738-7215	Derrick Theirse	1400 S. Kilbourne Road 29205	378
E.E. Taylor Elementary	343-2924	Debbie Hunter	200 McRae Street 29203	381
J.P. Thomas Elementary	735-3430	Selina Latimore	6001 Weston Avenue 29203	384
Wakins-Nance Elementary	733-4321	Dr. Linda Norton	2525 Barhamville Road 29204	394
Webber Elementary	353-8771	Dr. Sommer Jones	140 Webber School Road, Eastover 29044	390

Middle Schools	Telephone	Principal	Address	Mail Code
Alcorn Middle	735-3439	Dr. Cedric Wright	5125 Fairfield Road 29203	210
Crayton Middle	738-7224	Angela Burns	5000 Clemson Avenue 29206	220
Heyward Gibbs Middle	343-2942	Cedrick Tidwell	500 Summerlea Drive 29203	230
Hand Middle	343-2947	Dr. Patrice Green	2600 Wheat Street 29205	240
Hopkins Middle	695-3331	Alexandria Williams	1601 Clarkson Road, Hopkins 29061	250
W.A. Perry Middle	256-6347	Dr. Robin Coletrain	2600 Barhamville Road 29204	260
St. Andrews Middle	731-8910	Dr. Jametta Hodges-Stewart	1231 Bluefield Road 29210	270
W.G. Sanders Middle	738-7575	Andrenna Smith	3455 Pine Belt Road 29204	280
Southeast Middle	695-5700	Inger Ferguson	731 Horrell Hill Road, Hopkins 29061	295

High Schools	Telephone	Principal	Address	Mail Code
Columbia High	731-8950	Robert "Craig" Washington	1701 Westchester Drive 29210	110
Dreher High	253-7000	Kevin Hasinger	3319 Millwood Avenue 29205	120
Eau Claire High	735-7600	Neshunda Walters	4800 Monticello Road 29203	130
A.C. Flora High	738-7300	Susan Childs	1 Falcon Drive 29204	140
C.A. Johnson High	253-7092	Isaac McClinton, Interim	2219 Barhamville Road 29204	150
W.J. Keenan High	714-2500	Vondre' Whaley	361 Pigsaw Church Road 29203	160
Lower Richland High	695-3000	Dr. Ericka Hurse	2615 Lower Richland Blvd., Hopkins 29061	170

Charter Schools	Telephone	Principal	Address	Mail Code
Carolina School for Inquiry	691-1250	Victoria Dixon-Mokeba	P.O. Box 2484 29202	--
Richland One Middle College	738-7114	Dr. Carla Brabham	316 Beltline Blvd. 29205	050

Special Schools and Centers	Telephone	Principal	Address	Mail Code
Adult Education	343-2935	Dr. Marva Coates	2612 Covenant Road 29204	620
Career and Technology Education	735-3325	Tana Lee	3560 Lynhaven Drive 29204	640
Challenger Learning Center	929-3951	Dr. Carolyn Donelan	2600A Barhamville Road 29204	495
Evening High School Program	738-7574	Nathan White	621 Bluff Road 29201	612
Hall Institute	898-1488	Faythe Redenburg	P.O. Box 119 29202	480
Heyward Career & Technology Center	735-3343	Dr. Sherry Rivers	3560 Lynhaven Drive 29204	430
Olympia Learning Center	400-1650	Bobbie Hartwell	621 Bluff Road 29201	446
Pendergrass Fairwold School	735-3435	Faythe Redenburg	5935 Token Street 29203	460



## Who to Call for What in Human Resources Mail Code 580

<b>Accreditation</b> Kalu Kalu 231-7426	<b>Additional Pay</b> Kathy Parker 231-7447	<b>Americans with Disabilities (ADA) and 504 Accommodations</b> Lisa McClain 231-7101	<b>Alternative Certification Program</b> Daniel Oddo 231-7427
<b>Benefits Management</b> Antoinette Milton 231-7448	<b>Certified Transfer Process/Intent Forms</b> Kalu Kalu 231-7426	<b>Classified Process /Intent Forms</b> Kwamine Gilyard 231-7419	<b>Classified Evaluations</b> Kwamine Gilyard 231-7419
<b>Consolidated Omnibus Budget Reconciliation Act (COBRA)</b> Antoinette Milton 231-7448	<b>Compensation/Salary Schedule</b> Dr. Jeffery Long 231-7415	<b>Curricular Supplements</b> Kathy Parker 231-7447	<b>Employee Assistance Program (EAP)</b> Lisa McClain 231-7101
<b>Exit Survey &amp; Out Processing</b> Lisa McClain 231-7101	<b>Employee Handbook</b> Dr. Jeffery Long 231-7415	<b>Employee Investigations</b> Lisa McClain 231-7101	<b>Employee Personnel Records</b> Lisa McClain 231-7101
<b>Employment Verifications</b> Morgan Bullock 231-7446	<b>Equal Opportunity Employment Issues (EOE)</b> Lisa McClain 231-7101	<b>Family and Medical Leave Act (FMLA)</b> Edneesha Johnson 231-7429	<b>Field Placement Assignments</b> Joya Gregg 231-7423
<b>International Teachers</b> Dr. Reggie Wicker 231-7463	<b>Loan Forgiveness Program</b> Morgan Bullock 231-7446	<b>MUNIS Online</b> Morgan Bullock 231-7446	<b>Para-Pro Assessment and WIN for Classified Employees</b> Kwamine Gilyard 231-7419
<b>Frontline Application</b> Regina Harper 231-7418	<b>Frontline Job Posting</b> Regina Harper 231-7418	<b>Principal Evaluations</b> Daniel Oddo 231-7427	<b>Recruitment and Retention Activities</b> Joya Gregg 231-7423
<b>Retirement Counseling</b> Tammy Amos 231-7414	<b>Sick Leave Bank</b> Edneesha Johnson 231-7448	<b>Staffing Allocations</b> Dr. Jeffery Long 231-7415	<b>Substitute Services</b> Felecia Wilson-Brown, 231-7431 Alfredia Boyd, 231-7425
<b>Teacher Certification</b> Kalu Kalu 231-7426	<b>Teacher Certification Renewal</b> Dr. Reggie Wicker 231-7463	<b>Teacher Contract Issuance</b> Kalu Kalu 231-7426	<b>Teacher Evaluations</b> Daniel Oddo 231-7427
<b>Temporary Employees</b> Kwamine Gilyard 231-7419	<b>Title IX</b> Lisa McClain 231-7101	<b>Tuition Reimbursement</b> Kwamine Gilyard 231-7419	<b>Wage and Hour Issues</b> Kwamine Gilyard 231-7419

**COMPLIANCE HOTLINE: (803-252-9280)**



**RICHLAND ONE**

ENGAGE • EDUCATE • EMPOWER

1616 Richland Street  
Columbia, SC 29201