

2022-2023 Employee Handbook

## RICHLAND ONE 2022-2023 ACADEMIC CALENDAR

Independence Day	July 4
Professional Development	August 9-11
Teacher Workdays	August 12 & 15
First Day for Students	August 16
Labor Day Holiday	September 5
Professional Development Day (Early Release Students)	September 23
End of First Reporting Period (41st Day)	October 12
Teacher Workday	October 14
Report Cards Issued	October 20
Early Release for Students-Parent Teacher Conferences	October 24
Professional Development (Early Release for Students)	November 7
Election Day	November 8
Thanksgiving Break	November 23-2
End of Second Reporting Period (85th Day)	December 20
Winter Break	December 21-3
Student/Staff Holiday	January 2
Teacher Workday	January 3
Report Cards Issued	January 12
Professional Development (Early Release for Students)	January 13
Martin Luther King, Jr. Holiday	January 16
Professional Development (Early Release for Students)	February 17
Professional Development Day	February 20
End of Third Reporting Period (132 Days)	March 10
Teacher Workday	March 13
Report Cards Issued	March 16
Early Release for Students- Parent Teacher Conferences	March 20
Spring Break	April 10-14
Professional Development (Early Release for Students)	April 28
Last Day for Students (180 Days) (Early Release for Students)	May 26
Teacher Workday	May 27
Holiday	May 29

### **CALENDAR NOTES**

Student and Staff Make-Up Days: December 21, February 20, March 13
Early release times: elementary (11 a.m.), high (11:45 a.m.),
middle (12:30 p.m.)

Note: 180-, 182-, 184- and 186-day employees do not work on 10/14/22; 1/3/23; 2/20/23; or 3/13/23.

200-, 220-, and 240-day employees are required to work on 5/27/23.

Nutrition Services employees work on 10/14/22 and 2/20/23.

First.	/Last	Day	nt.	School	tor	Students

- Professional Development Day (No school for students)
- Student/Staff Holiday (Schools/Offices Closed)
- Teacher Workday (No school for students)
- rofessional Development (Early release for students)

— End of Nine Weeks

△ Early Release for Students/Parent Teacher Conference

#### 2022-2023 Employee Work Schedule

	First Workday	Last Workday
180–day employees	August 16, 2022	May 26, 2023
182–day employees	August 15, 2022	May 27, 2023
184–day employees	August 11, 2022	May 27, 2023
186–day employees	August 9, 2022	May 27, 2023
190-day employees	August 9, 2022	May 27, 2023
200-day employees	August 2, 2022	June 5, 2023
220-day employees	July 19, 2022	June 19, 2023
240-day employees	July 1, 2022	June 30, 2023

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September 21, 2022

Dear Richland One Colleagues,



The new school year is off to a great start in Richland One! Welcome back to our returning employees — thank you for your service and dedication. Welcome to our new employees — thank you for joining our team.

Our theme for the 2022-2023 school year is "**Team One, One Team,**" and we are proud to have a great team in Richland One!

Team One has individual job duties and responsibilities – teaching students, keeping our buildings safe and clean, transporting students to and from school, preparing meals, handling financial transactions, or answering the phones and greeting visitors. Regardless of our titles

or positions, we are all here because of our students.

Just as we have high expectations for our students, we also have high expectations for our employees. Our students deserve nothing less than our best every day, regardless of whether we are in the classroom or a support role. We are proud to have an Employee Code of Excellence outlining seven expectations for employee professionalism and performance. I ask you to review our 2022-2023 Employee Handbook, which contains essential information for new and longtime district employees, including policies and procedures.

Recognizing that employees have their own goals and dreams, Richland One offers many opportunities 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.

I extend my gratitude to every member of Team One for what you have done and for what you will do this year on behalf of our students. By working together as one team and keeping our students at the core of all we do, there's no limit to what we can accomplish! **#TeamOne #OneTeam** 

Sincerely,

Craig Witherspoon, Ed.D.

Superintendent

**Richland County School District One** 

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Welcome to the 2022-2023 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 various resources to prepare all students for college and career-ready. Our schools and departments offer many services and resources to assist you, including instructional, human resources, financial and budgeting services, and operations.

Our 2019-2024 Strategic Plan will guide our work 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. Each employee 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 district's overall success. We are here to offer any support and assistance you may need this year and every year.

By working together as one team with a shared vision and mission, there's no limit to what we can accomplish this year... go Team One!

We remain Richland One Strong!

#### **EMPLOYEE HANDBOOK DISCLAIMER**

NOTHING IN THIS 2022-2023 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 IS 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. THE OFFICE OF HUMAN RESOURCE SERVICES WILL CLARIFY ANY POINTS THAT NEED CLARIFICATION. 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 WILL DIGITALLY SIGN ACKNOWLEDGING ELECTRONIC RECEIPT OF THIS 2022-2023 EMPLOYEE HANDBOOK NO LATER THAN **SEPTEMBER 30, 2022**. 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.

I acknowledge that I have read, understood, and agree to abide by the 2022-2023 Employee Handbook as a Richland County School District One employee.

My electronic signature does not necessarily indicate agreement with the employee handbook; however, I understand that I will be held accountable for close adherence to the standards referenced therein.

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

#### **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, 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, 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 Employee Code of Excellence (ECOE) as an employee of Richland County School District One.

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 EMPLOYMENT CONTRACT.

#### **CONFIDENTIALITY AGREEMENT DISCLAIMER**

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 and includes the time during and after employment, volunteering, and when services with Richland School District One have 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**

Individual matters include personnel, student files, and other similar files where unauthorized access or release, falsification, or destruction of confidential personal records is strictly prohibited.

#### **Disposal of Confidential Documents**

Schools and departments must confidentially handle documents confidentially 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 Human Resource Services.

I acknowledge that I have read, understand, and agree to maintain strict confidentiality of all employee, departmental, school, and district information I gained or exposed while fulfilling my job duties and responsibilities at Richland County School District One.

I further acknowledge that failure to adhere to this code of confidentiality could lead to serious personnel actions, including, but not limited to, termination of my employment.

My electronic signature does not necessarily indicate agreement; however, I understand that I will be held accountable for closely adhering to the standards referenced.

#### 2019-2024 STRATEGIC PLAN



Richland One's 2019-2024 Strategic Plan was approved by the Richland One Board of School Commissioners in March 2019. The Strategic Plan was developed with input and feedback from stakeholders, including board members, district employees, students, parents, community members, and business partners.

#### **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.

#### **OUR MISSION**

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

#### **CORE VALUES**

The district's core values are:

- 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.
- **Equity** We are fair and just in providing opportunities for success for all.
- **Excellence** We provide excellent educational experiences that ensure expanded opportunities for learners and prosperity for our community.
- **Safety** We provide a culture and environment of emotional, intellectual, cyber, and physical safety.
- **Courage** We make bold decisions and take informed and thoughtful actions to meet present and future challenges.
- **Compassion** We respect all people by offering care and compassion with integrity.

#### **CORE PRIORITIES**

- 1. Ensure equitable experiences that support educational excellence for all learners.
- 2. Employ a quality professional in all positions to ensure every student receives personalized opportunities for success.
- 3. Offer varied opportunities for families, stakeholders, and community partners to be meaningfully engaged in supporting student success.
- 4. Provide a safe, secure, supportive learning environment for all students and employees.
- 5. 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**

- Deliver and implement a tiered system of interventions to provide students specific academic and behavioral support 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 comprises three at-large members and four members representing 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 Tuesday of the month (except for July, November, December, January, and April), with meetings 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: <a href="https://go.boarddocs.com/sc/rcsd1/Board.nsf/public">https://go.boarddocs.com/sc/rcsd1/Board.nsf/public</a>

Minutes of the Board meetings are posted in BoardDocs and can be found at the following link: <a href="https://go.boarddocs.com/sc/rcsd1/Board.nsf/public">https://go.boarddocs.com/sc/rcsd1/Board.nsf/public</a>

#### **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 can be viewed online at <a href="https://www.richlandone.org/Domain/96">https://www.richlandone.org/Domain/96</a>

#### **Members of the Board of School Commissioners**



Cheryl Harris
Chairwoman
Election District 4



Angela Clyburn Vice Chairwoman At-Large Seat



Tamika Myers Secretary-Treasurer At-Large Seat



Jamie L. Devine Parliamentarian Election District 2



Dr. Aaron Bishop Election District 1



Beatrice King Election District 3



Robert Lominack At-Large Seat

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 <a href="https://www.richlandone.org/domain/89">https://www.richlandone.org/domain/89</a>.

#### 2022-2023 Board Meeting Schedule

July 26, 2022	7:00 p.m.	Stevenson Administration Building
August 9, 2022	7:00 p.m.	Stevenson Administration Building
August 23, 2022	7:00 p.m.	Stevenson Administration Building
September 13, 2022	7:00 p.m.	Lower Richland High School
September 27, 2022	7:00 p.m.	Stevenson Administration Building
October 11, 2022	7:00 p.m.	C.A. Johnson High School
October 25, 2022	7:00 p.m.	Stevenson Administration Building
November 22, 2022	7:00 p.m.	Stevenson Administration Building
December 13, 2022	7:00 p.m.	Stevenson Administration Building
January 24, 2023	7:00 p.m.	Dreher High School
February 14, 2023	7:00 p.m.	Lower Richland High School
February 28, 2023	7:00 p.m.	Stevenson Administration Building
March 14, 2023	7:00 p.m.	C.A. Johnson High School
March 28, 2023	7:00 p.m.	Stevenson Administration Building
April 18, 2023	7:00 p.m.	Stevenson Administration Building
May 9, 2023	7:00 p.m.	Dreher High School
May 23, 2023	7:00 p.m.	Stevenson Administration Building
June 13, 2023	7:00 p.m.	Stevenson Administration Building
June 27, 2023	7:00 p.m.	Stevenson Administration Building

**THESE DATES ARE SUBJECT TO CHANGE**. Meeting dates, times, and locations are e-mailed to the news media. Agendas are posted on the district's website (<a href="www.richlandone.org">www.richlandone.org</a>) at least 24 hours before each meeting.

Richland One reserves the right to continue streaming school board meetings, committee meetings, and other meetings until the COVID-19 endemic issues are resolved. Please check the district's website at <a href="https://www.richlandone.org">www.richlandone.org</a> 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)

On 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, the district provides affordable health care coverage to full-time employees and offers a minimum level of coverage. In addition, Richland One monitors the hours for potentially eligible part-time and substitute staff. Contact the district's benefits office at 803-231-7448 if you have questions.

#### 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 (including pregnancy, childbirth, or related medical conditions), disability, age, or other protected characteristic in its programs and activities. For further details, see Board Policy AC.

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

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

Joya Gregg, Employee Relations Coordinator Richland County School District One 1616 Richland Street Columbia, SC 29201 (803) 231-7101 titleixcoordinator@richlandone.org

#### **Acceptable Use Policy (AUP)**

The district expects all employees to comply with the acceptable use policy and be models for properly using the district's technologies and digital resources. Access and use of the district system is a privilege, not a right. All violations of the acceptable use policy and its associated administrative rule will be investigated and may result in one or more consequences 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.

#### Americans with Disabilities Act (ADA)

There are no obligations to disclose information about any personal limitations. However, if there are any accommodations to which an employee or applicant feels entitled under the Americans with Disabilities Act, please submit an Accommodation Request Form (see Appendix) along with medical documentation to Joya Gregg, employee relations coordinator. Once the necessary documentation is 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)

Dr. Candice Greene, Coordinator of Special Services Richland County School District One 1225 Oak Street Columbia, SC 29204 (803) 231-6786

Note: Student-related requests should be sent to Dr. Candice Greene candice.greene@richlandone.org

Joya Gregg, 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 Joya Gregg

titleixcoordinator@richlandone.org

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

Dr. Jeffery E. Long, Chief Human Resources Officer Richland County School District One 1616 Richland Street Columbia, SC 29201 (803) 231-7415 jeffery.long@richlandone.org

#### **Child Abuse**

All district employees are mandatory reporters for suspected or known instances of sexual or physical abuse. Telling other district employees does not mean the mandate is met. Failure to do so could result in criminal charges and termination of employment. The district's procedure is 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 a Compliance and Ethics Hotline to provide a way for employees to report suspected or actual misconduct or non-compliance confidentially. The district will investigate matters involving fraud, waste, and abuse of district resources or non-compliance with district policies and federal and state laws or regulations. 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. Suppose a district employee has a conflict of interest or perceived conflict of interest. In that case, the employee must 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. The district's duration of employment includes during and after employment, volunteering, and when services with the district have 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 confidentially prior to proper disposal.

All employees, volunteers, or people doing business with the district must report violations of this policy. Options include reporting to a supervisor, appropriate individuals in the legitimate chain of command, or Human Resource Services.

#### **Emergency Contacts/Contact Information**

Employees are required to ensure their emergency contact information is up to date in Munis Employee Self-Service at <a href="https://richlandone.munisselfservice.com/">https://richlandone.munisselfservice.com/</a>. In addition, employees are encouraged to update their home addresses and telephone number as soon as changes occur.

#### **Employee Identification Badges**

Employees must 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 KRONOS. Employees are responsible for the safekeeping and integrity of their ID badges. Due to normal wear and tear, a replacement for ID badges is at no cost to the employee from middle and high schools in the assigned cluster or Human Resource Services. Lost badges will incur a small replacement fee.

#### **Inclement Weather**

There may be times when inclement weather will prompt a late start, early dismissal, or cancellation of school during the school year. Whether canceling school, starting late, or dismissing early during inclement weather is seldom easy, the safety of our students and employees will continue to be our most important consideration.

The district has procedures to decide whether school and work schedules will be modified and notify students, parents, district employees, and community members as quickly as possible. Announcements of school closings or delays will be sent to local news media and posted on the district's website (<a href="www.richlandone.org">www.richlandone.org</a>) and Richland One TV (Spectrum cable channel 1303), as well as Facebook (facebook.com/richlandone), Twitter (twitter.com/richlandone), and the Richland One InfoPhone (803-231-7512) by the Office of Communications. An alert notification also will be sent through the district's mobile app.

#### **Professional Dress Code**

It is the responsibility of all employees to project a positive image. Employees are expected to present a neat, well-groomed appearance during working hours. Each school or department, following district guidelines, 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 creates a distraction or disruption in the work environment. Some employees are required to wear uniforms or safety equipment. If an employee must wear a uniform or safety equipment, the supervisor will advise the employee where and how to obtain the uniform. For further details, see Policy GBEBA.

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

Educators must possess the required professional certification from the South Carolina Department of Education commensurate with the position. All teachers assigned to teach in the advanced academics program require the gifted and talented endorsement. It is the sole responsibility of employees who must have content or work-related certification, endorsement, or license to maintain valid credentials. All employees who use 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 security and emergency services director. Blank forms are in the appendix section.

#### Sexual Harassment, Harassment, and Discrimination

Richland County School District One is committed to maintaining a learning and working environment free from sexual harassment, harassment, and discrimination. The District prohibits discrimination because of race, religion, color, disability, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identification, age, lineage, or national origin as required by state and federal law. It violates Policy GBAA for any district employee to harass or discriminate against any other district employee. Employees who believe they have been subjected to sexual harassment, harassment, or discrimination are encouraged to file a complaint. Reporting is mandatory, and the administration must be notified of a complaint or violation.

#### **Staff Code of Conduct**

It is the responsibility of all employees to conduct themselves professionally at all times. Immoral conduct from any employee will constitute grounds for immediate suspension. Immoral behavior 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 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 GBE-R.

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

Educators are held to higher ethical standards by the community it serves. As an educational institution, we need 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 a regulatory guideline supported by and based on current Board policies and administrative rules, federal and South Carolina 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 various situations that may be disciplinary in nature.

The guidelines outlined 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 informally. Some incidents are more severe than others and warrant proper corrective action, including termination.

Annually, every employee will be required to sign an acknowledgment of the ECOE. Everyone will know these expectations in advance by clearly defining the employee behavioral expectations. We believe that all employees want to follow the rules to create a safe and supportive environment conducive to learning for students and staff. The ECOE is on the district's website at <a href="https://www.richlandone.org">www.richlandone.org</a>

#### **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. It has established general expectations for behavior for all employees and including but not limited to:

- 1. Report to work prepared, on time, and ready to fulfill all duties as assigned by one's job description.
- 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, 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, 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 depends 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 considered 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. Educators must determine ways to balance demonstrating care and support while maintaining a professional relationship with their students. Doing so will ensure the teacher's and student's protection and well-being.

Teachers are in a position of trust and are entrusted with 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 confuses 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 severe career-threatening mistakes in managing teacher-student relationships.

Ethical boundaries in the teacher-student relationship are one of the most sensitive and complex issues we face. Nevertheless, the teacher-student relationship has time, place, purpose, and activity boundaries. The onus is on professional educators to recognize their vulnerabilities, determine whether they are "at risk" of

crossing boundaries, and address the issue. The district believes 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 applies 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 students or posting pictures and videos of themselves engaged in inappropriate activity. Some educators feel that being online prevents them from examining their personal lives. 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. The student-teacher dynamic is altered when students access a teacher's network of friends and acquaintances and view personal information and photos. Friending students provide more information than one should share in an educational setting. Maintaining a professional relationship with students is essential to avoid relationships that could cause classroom bias or news headlines.

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" can 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 regarding 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, and your administrator
  visiting your site. It is not like posting something to your website or blog and realizing that a story or
  photo should be taken down. Posting something on a social networking site 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 external applications that work with social networking sites. Examples of these sites are calendar programs and games.
- Run updated malware protection to avoid spyware and adware infections that social networking sites might place on your computer.
- Be careful not to fall for phishing scams that arrive via email or on 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 many 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, and your lives!
- Please stay informed and cautious in using 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.
- Richland One IT will conduct phishing training a year. Use the instructions from this training to shore up any security settings that may be lacking.

#### **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, with 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 receives 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 must abide by local, state, and federal vehicle regulations. 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 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. They should report the incident immediately to a supervisor.

#### **DRIVING RECORD REVIEW**

#### **New District Vehicle Drivers**

Any new or prospective employee whose job may involve driving for the district, either full-time or part-time, 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 the responsibilities of your position require you to drive a district vehicle, reviews will be conducted annually and without notice, 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 necessary. If your job is to drive a district vehicle and the number of accidents or violations are determined to be numerous, habitual, or serious 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 to Human Resources before 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 the forms in the appendix, and return a signed copy as directed.

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

Richland County School District One has zero tolerance for using alcohol, illegal substances, or the misuse of prescription medications while on duty or the presence of these substances in the body regardless of when consumed. The use and ingestion of prohibited drugs are prohibited at all times. An employee must not consume

alcohol before duty, eight hours following an accident when 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, including after-hours duty.

#### **Definition of "On-Duty"**

Some employees may work additional shifts to serve the district's needs and effectively use its resources. Duty starts when employees begin their workday and the moment they occupy a district vehicle in implementing such. Duty ends according to the employee's 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 use unless approved by their department head.

#### **Categories of Employees Covered**

These guidelines apply to all employees driving district vehicles on district business, including temporary employees working in safety-sensitive and non-safety-sensitive positions. The district reserves the right to change or update these guidelines when necessary or deemed appropriate to cover issues, items, and personnel not currently identified. Safety sensitivity 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) Employees must be immediately removed from duty, including those involved in 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 (unpure 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, driving a vehicle with a BAC (blood alcohol concentration) of 0.08 percent or higher is illegal. For commercial driver's license (CDL) holders, the limit is 0.04 percent. These guidelines show a 0.00 percent tolerance for any employee testing positive for illegal substances or alcohol. Employees with positive results will be immediately removed from their positions, including those 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 canceled because it was invalid, a second collection must occur under direct observation.
  - 1) Employees will be immediately directed to provide a new specimen under direct observation.

- 2) Employees 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) The Department head or manager must ensure that the collector conducts the collection under direct observation (the supervisor must accompany the employee to the collection site).
- 5) If the district receives a canceled 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 come forward and ask for rehabilitation counseling voluntarily. The employee will still be suspended without pay until Human Resources (substance abuse professional) can certify them fit to return to duty. Employees with substance abuse problems are encouraged to seek help through the Employee Assistance Program. Any employee convicted of any criminal drug or alcohol abuse violation must 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 hired applicant 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 not be considered for hire. The hiring authority can authorize a second test if the applicant feels prescription drugs may have unfairly skewed the results.

#### **Reasonable Suspicion Drug Testing**

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

Upon deciding to test, the department head, designated supervisor, or manager will pull that employee from duty and remind them 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 they may be taking at the time of the collection. All medications will be verified with the employee's physician. The employee can be terminated if the test is positive for illegal substances.

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 drug testing result. 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 suffered 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 healthcare provider due to an accident is also subjected to testing.

Regardless of whether the accident is the employee's fault, any employee involved in any work-related accident must 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.

If the employee is hospitalized, arrangements will be made for 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. Suppose the accident occurs after hours or the district's designated Occupational Health Provider is closed for the evening. In that case, the employee's supervisor should immediately contact the After-Hours Collection site 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 to send their randomly selected employee(s) for the test. The department heads and supervisors will be notified in a reasonable timeframe to promptly ensure the employee(s) gets to the test site. Any department head, manager, or supervisor who disrupts the purity of the testing procedures by informing employees before being designated 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. 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 on how to explain the drug policy to employees, provide guidance and support to employees, as well as train 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 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 their 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 designated by the district only and to the employee if they request 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 the forms in the appendix and return a signed copy as directed.

#### **EMPLOYEE BENEFITS**

As an employee, you have access to several benefits as a result of your employment, including educational, professional development, and health. Upon your initial employment, you attended an onboarding session to provide you with opportunities and information needed to take advantage of these generous amenities. A Human Resources staff member 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 the 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 request services.

#### **Benefits/Insurance**

Antoinette Milton antoinette.milton@richlandone.org

#### **FMLA/ACA Specialist**

Lois Howell lois.howell@richlandong.org

#### **Retirement Specialist**

Sylvia Samuel <a href="mailto:sylvia.samuel@richlandoneone.org">sylvia.samuel@richlandoneone.org</a>

#### **Benefits Specialist**

LaToya Brockington latoya.brockington@richlandone.org

#### **Retirement Specialist**

Bettina Smith bettina.smith@richlandone.org

#### **MUNIS Online**

Kathy Parker kathleen.parker@richlandone.org

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

Morgan Bullock morgan.bullock@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 assists staff development, legal issues, contractual matters, and risk management. In addition, district officials are kept abreast of the 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 regarding school-related matters. No employee shall give statements to outside attorneys regarding district matters without contacting the district's legal counsel to obtain advice at susan.williams@richlandone.org or 803-231-7404. Employees who contact law enforcement regarding district matters should promptly notify the 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, courses to improve current job knowledge and skills or to prepare for promotion or licensure (classified employees). Certified and classified employees must pass the course with a grade of "C" or better. Funds are available on a

<u>first-come</u>, <u>first-served</u> <u>basis</u> and <u>are limited</u> <u>by funding allocations each year. Employees must apply and gain prior approval before taking courses.</u>

The reimbursement for the 2022-2023 school year is a maximum of \$800 per course. Courses must be completed between July 1, 2022, and June 30, 2023. Approval for tuition reimbursement must be obtained from Human Resource Services before enrollment in the course for which reimbursement is sought. Forms and guidelines will be available on the district's website; click on Departments, then Human Resources. 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 for 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 in cases of incapacitating/catastrophic personal illness, during which the employee cannot perform the duties of their position for a prolonged (minimum of 30 consecutive work days) period. This includes the condition itself and essential treatment or surgery and recovery. The attending physician must state, in writing, that the treatment or procedures are medically necessary or that there are extenuating circumstances. The condition itself must be hindering, not the surgery or treatment.

Employees enrolled in the Sick Leave Bank will be permitted to extend member benefits to their dependents under extreme circumstances on a case-by-case basis. 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 their position to assist a member of their family who is ill.

There must be evidence that the illness is incapacitating/catastrophic before 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 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 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)**

While most of us can handle our problems and situations in life, it is unrealistic to think we can cope with every problem confronting us alone. When a personal, medical, or family problem occurs, it often affects 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). Several resource agencies in the Greater Columbia area provide counseling, medical, psychological, or vocational assessment, residential or outpatient treatment for substance abuse, and guidance in personal relationships, stress management, and time management. Many of these programs are offered free 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 calling South Carolina Vocational Rehabilitation at 803-782-4239.

#### **Wellness Program**

Richland District One is committed to providing an environment that promotes and protects the health and wellness of its

employees. Each year employees are encouraged to participate in The Superintendent's Cup, a district-wide step challenge. The purpose is to encourage all faculty and staff to walk or run to help maintain a healthy lifestyle. Participants submit their steps each week and have a chance to win prizes. Individual schools may design and implement walking programs, aerobics classes, stair-climbing contests, and other forms of exercise with appropriate safety protocols in place. We also offer free health and wellness screenings and 3D digital mobile mammography screenings in partnership with Prisma Health to help our employees manage their health and well-being. Get involved with your worksite's wellness efforts. It could change your life! For more information on wellness programs, please call 803-231-6828.

#### **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 June 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 the district's website and other district correspondence.

#### **Holidays**

As part of the annual calendar, our Board of School Commissioners 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 academic calendar.

#### **Munis Online**

Richland One has implemented a Payroll/HR system. Default access to Employee Self-Service (ESS), also known as Munis Online, is activated for each district employee. Through Munis Online, employees can update their employee profile, change their home address, telephone, emergency contact information, review dependent information, check leave accruals, paycheck history, view check stubs, W2s (from 12 months behind to current), and check W-4 information. To access Munis Online, go to <a href="https://richlandone.munisselfservice.com/">https://richlandone.munisselfservice.com/</a>. Munis Self-Service instructions are included in the appendix.

#### **National Board District Compensation**

The district offers a supplement to <u>eligible National Board-Certified Teachers</u>. 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 51.





The district provides several benefits to all full-time and some part-time employees and their dependents at additional costs. For details, refer to the Public Employee Benefit Authority (PEBA) Insurance Benefits Guide at <a href="https://www.peba.sc.gov">www.peba.sc.gov</a>

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

A subscriber who uses tobacco or e-cigarette products and has single coverage must now pay a \$40 monthly surcharge on their health insurance premiums. If they cover any family members and anyone who uses tobacco or e-cigarette products, they 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, has been excluded from all health plans. Rules excluding pre-existing conditions no longer apply to subscribers and covered spouses or children.

#### **State Health Plan**

Pre-authorization is no longer required for medically necessary mental health and substance abuse office visits except for Dialectic Behavior Therapy (DBT), Applied Behavior Analysis Therapy (ABA), and Psychological/Neuropsychological testing. As part of the Wellness Incentive Program, subscribers and their covered spouses and 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 the employee (employee must enroll)
- Dependent coverage available
- Dental Plus

#### Life Insurance

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

#### **State Vision Care**

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

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

On 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 provides a minimum level of coverage. In addition, Richland One monitors the hours for potentially eligible part-time and substitute staff. Contact the ACA benefits specialist at 803-231-7429 if you have questions.

#### **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 by the Federal Social Security Administration, which generally requires an

incapacity to perform any general occupation. Contact PEBA at 803-737-6800 for additional information.

# **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 yours 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 due to 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 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 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 the district's 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 date. Employees may select to continue coverage through COBRA. 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 effective July 1 unless they choose continuation coverage per 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 effective July 1 unless they continue coverage per state law. Coverage will continue through the summer for all 9-, 10-, or 11-month employees transferring to another school district in South Carolina or another state agency.

#### **HIPAA**

On August 21, 1996, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) was signed into law. HIPAA's primary goal is to protect the health coverage of individuals who switch from one job to another or leave a job without taking another one. To make 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 the district's benefits administrator at 803-231-7448.

#### **State Basic 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 the monthly gross salary, with a maximum of \$800 per month.

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

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

#### **Basic Life Insurance**

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

## **Retirement Incidental Death Group Life Insurance**

A benefit equivalent to one year's salary is available to active 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. The one-year requirement is waived if the active member dies from a job-related injury.

# **General Liability**

Damage protection may be awarded due to bodily injury, tort liability, defense costs, and judgment coverage.

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

Tax savings through pre-tax payments for eligible expenses:

- Health Savings Account
- Medical Spending Account
- Limited Medical Spending Account
- Dependent Care Spending Account
- Premium Deduction Feature (pre-tax all health, dental deductions, the 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 offers 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. According 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 <a href="mailto:service@penserv.com">service@penserv.com</a>

#### 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 (5) full years immediately before retirement and retire in good standing with the district. Payment will be at \$45 per day for the 2022-2023 school year. There is no exception or waiver of the five (5) full-year employment requirements. The Board reserves the right to modify or discontinue this payment as determined annually.

# **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: the South Carolina Retirement Systems and the State Optional Retirement Plan (ORP). 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. Employees who select non-membership can't change their selection later unless they have a new hiring event. If an employee who can choose 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 participate in the State Optional Retirement Plan (ORP) instead of the 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 comparing the plans. If you do not select a plan within 30 days of employment, you will default to the SCRS plan. If you have any questions about retirement membership, contact the retirement specialist at 803-231-7414.

# **Optional Retirement Plan (ORP)**

The South Carolina General Assembly passed legislation that provides, as an alternative to participation in the South Carolina Retirement System (SCRS), the 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). Members who don't switch from ORP to SCRS during the allotted time will continue membership under ORP (unless a hiring event occurs). 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

To operate efficiently, the district 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 notice be later than two hours after the beginning of any scheduled workday. Any classified employee who does not notify their supervisor of the reason for an absence for <a href="three consecutive workdays">three consecutive workdays</a> is considered to have voluntarily resigned from their position. Certified staff may be in breach of contract if they do not notify their supervisor of the reason for an absence for any given time. For further details, see Policy GDQB and Administrative Rule GDQB-R.

When employees know they will be absent for a period longer than five days, they will be encouraged to apply for leave under the Family and Medical Leave Act (FMLA). When FMLA leave is foreseeable, the employee must notify the district of their request for leave at least 30 days before the date the leave is to begin. If the leave is not foreseeable, the employee must give notice as early as is practical.

When an employee knows that they will be absent for a period longer than 30 days, they should request, in writing, a leave of absence. The leave request must include medical or legal documentation to support the request and an

indication of the anticipated length of the absence. The superintendent or his designee may grant an employee leave without pay for personal illness following the exhaustion of all accrued sick leave and following the use of FMLA, if applicable. Leave with and without pay will not exceed ten months in any year.

An employee returning from an extended leave of absence must present a statement from the attending physician certifying the employee's ability to return to work, without restrictions, to a regular work schedule. For further details, see Policy GCC/GDC and Administrative Rule GCC/GDC-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 before the first six months of service. Vacation leave accrual will not be available or shown until six months of employment have been completed. Vacation leave is earned at the rate of five-sixths of a day for each full month of service, which is ten 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 (1.25) 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, they will be paid for only twenty (20) days at their daily rate.

Retirees approved to return to work on a 240-day contract or letter of agreement 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 based on one and one-fourth days (1.25) of sick leave for each full month of active service. Earnings are posted at the close of business on 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 ten 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 accrued but not used, provided such employees do not violate their respective contracts. 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 employees can take. For further details, see Policy GCC/GDC and Administrative Rule GCC/GCD-R.

## **Advancement of Sick Days**

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

The leave will be considered by the superintendent or their 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) explanation of religious leave request. The employee will be notified in writing of the approval or denial of the request. Three days of sick leave will be advanced to new district employees or employees new to the state retirement system who have no leave to transfer in from another agency or district. It is not the district's practice to reinstate money retroactively for docked days if the employee did not have accrued leave at the time of absence.

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 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, sister, step-sister, brother, step-brother, grandparents, step-grandparents, grandchildren, step-grandchildren, ward or other relative living in the household for which the employee is responsible for at the time of illness/death.

Up to three days of sick leave can be taken per occurrence for the bereavement of an extended family member. These days will be deducted from the employee's sick leave allocation. If the employee does not maintain a sufficient sick leave balance, the employee will be docked in pay. For the purposes of this policy, the extended family is defined as the following: aunt, uncle, cousins, 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 (July 1 to June 30) may be used for personal business. Any days used for personal reasons over 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 in pay for an unauthorized absence. It is the employee's responsibility to account for personal business days accurately. For further details, see Policy GCC/GDC and Administrative Rule GCC/GCD-R.

# Jury Duty/Legal Absence/Legal Leave

The district will grant an employee leave without loss of pay when they are summoned for jury duty. Whenever prospective jurors are dismissed before the end of the working day, they will return to their 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. This does not apply to a federal court summons. An employee must bring an official statement from the court for actual time served on jury duty.

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 before serving. It is the employee's responsibility, and not that of Human Resources, to ascertain a postponement of jury duty. If the postponement is granted, the district cannot assume responsibility for follow-ups. Requests to postpone jury duty for summer school will not be considered since 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 issues. For further details, see Policy GCC/GDC and Administrative Rule GCC/GCD-R.

# **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. Employees called to active duty for an extended period (30 days or more) should present copies of their orders to the chief human resources officer within 30 days before the leave date so that the Administration can inform the Board of School Commissioners for their information.

Every effort should be made to schedule military leave or training 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 may 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. The district reserves the right to request documentation from church leadership supporting the request for religious leave. A request for religious leave will be handled case-by-case and can be granted according to Board Policy GCC/GCD and Administrative Rule GCC/GCD.

### Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act became effective on August 5, 1993. FMLA entitles eligible employees to take up to 12 weeks or 60 days of leave for family and medical reasons. This leave can be a combination of paid or 60 days unpaid, depending on how much sick leave the employee has accrued. Employees can obtain the necessary applications and information for FMLA leave from the district's board policy website or contact the FMLA Specialist in 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 <a href="https://www.richlandone.org">www.richlandone.org</a>. To access policies, employees should go to "Policies and Procedures" under Quick Links. As of July 1, 2008, Richland One employed a 12-month rolling calendar, meaning you must work 1250 hours between FMLA events. Contact the FMLA benefits specialist at 803-231-7429 for more information.

## To be eligible for FMLA benefits, an employee must:

- 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 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 workweeks of unpaid leave during any 12 months 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 cannot 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 time (dividing the leave) or reducing their regular 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 provide 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 will be required to provide medical certification supporting the need for leave due to a 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 only responsible for the employee portion of insurance premiums. However, if the employee does not return to work following the use of FMLA, they will be billed for the employer's amount. Employees returning from FMLA or medical leave must provide the district with a release letter from the employee's doctor certifying that the employee can 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, the returning employee must present a medical release from the employee's physician to the Office of Human Resource Services before returning to work.

# **Conferences/Training Workshops**

Due to the COVID-19 endemic, all conferences and professional development will be virtual or within the district. Any travel out of district or out of state deemed necessary will need to be specifically approved by the superintendent or his designee until further notice.

# Non-paid/Emergency/Family Responsibility/Educational 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 educational purposes or family responsibility under certain conditions. The Board

must approve the written request presented with the supporting documentation. If a medically related request involves the employee or a family member, the employee must submit a doctor's statement with the request. All written requests for a leave of absence, except for FMLA leave, must be submitted to the chief human resources officer in the Office of Human Resource Services for preparation and submission to the Board for approval. 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 the 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 their designee without notice or a hearing. Administrative leave without pay may be imposed per 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 (suspension) must be authorized and approved by the Board of School Commissioners for certified employees.

# **APPLICATION AND EMPLOYMENT PROCEDURES**

Board policy provides equal opportunity to all applicants, and that selection is based upon qualifications and merit. No one may be hired except by 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 South Carolina certification, should be scanned into the online application when completed. Human Resources complies with state law to check into any previous convictions of applicants. Human Resources will also request that the State Law Enforcement Division (SLED), and 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 and bus aide positions and any other position that utilizes a district-owned vehicle must also submit to and successfully pass a pre-employment drug test as required by the Omnibus Transportation Employee Testing Act of 1991. According to board policy, bus drivers and bus assistants must also submit to and complete medical examinations and physical performance tests. 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 <a href="https://www.winlearning.com/">https://www.winlearning.com/</a>

After interviewing candidates, the principal or department head will recommend a candidate for employment to the chief human resources officer or their designee. Also, the Immigration Reform and Control Act prohibits 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 and administrators who have or are eligible to hold a professional South Carolina educator certificate, valid for the period of employment and 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 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 superintendent's recommendation.

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# **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 their 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 district's discretion 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 reassign employees as may be necessary. For further details, see Policy GCK and Administrative Rule GCK-R.

Upon initial employment, officials in Human Resource Services will notify employees of their tentative assignments. After that, administrative transfers can be made at the superintendent's discretion 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 employee in writing. Class assignments and other duty assignments within a school are made at the principal's discretion. 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 superintendent's authority to assign or 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, voluntary transfers will only be granted after the designated date if the sending principal agrees that the school can secure an adequate replacement and the program will not be adversely affected. Teachers do not need to resign from their current position to transfer from their current worksite. An involuntary transfer can be made if, in the superintendent's opinion, such transfer is in the district's best interest. 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 superintendent's approval or the superintendent's designee, and are in addition to their regular 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 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 2022-2023 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**

For one year only, the principal makes all co-curricular assignments with the superintendent's or their designee's approval. Employees may be reassigned at the beginning of each year. Administrators are not eligible for additional pay or co-curricular supplements.

#### **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 separation from the district, 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 their 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 in their personnel file. The employee should submit changes in their home address or telephone number 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 will require 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 <u>by appointment</u>. 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. To review your personnel file, a written request must be made at least 24 hours before the requested time to review the file. Pre-employment information is not available to an employee for review. Pre-employment documentation includes, but is not limited to, application, references, transcripts, interview notes, and 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 before 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 required to release from employment. Twelve-month employees must give a two-week notice (ten working days) 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 before 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 required to 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, only by giving written notice by a specified date. Certified employees should not assume they are automatically released from their contracts upon request. Primary factors considered in a release will be the availability of a replacement and 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 signed contracts. 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 their contractual obligations with Richland County School District One. The district employs certified employees rather than individually assigned schools and departments. Submission of a Form A (Notice of Separation) of the exit process to the Office of Human Resource Services is a resignation from the district. 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 and may be terminated at any time during the probationary period if the principal or department head believes the employee is incapable of performing the assigned duties satisfactorily. Completing a probationary period does not guarantee 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 selecting the best available and qualified candidate. Positions will be adequately publicized so that all qualified personnel has an opportunity to apply for them. A suitable replacement must be hired for in-district promotions for staff in teaching positions.

# Dismissal (classified staff)

The district considers classified staff at will, those not elected by the board's direct vote. 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 request, and must be accompanied by whatever documents may be required by Human Resources.

The appropriate executive team member will review recommendations and decide 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 on the charges, an employee recommended for dismissal will be suspended immediately with or without pay or allowed to continue working until a decision is rendered regarding their future employment. A dismissed employee will be notified in writing by Human Resources only. The notification will state the reasons for the dismissal and 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 for new applicants. There is no guarantee the district will rehire former employees. Those reemployed within one calendar year of the resignation retain benefits such as sick leave unless they are ineligible for rehire.

# **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 emergencies. Employees will be notified on or before September 1 of each year if they are designated, emergency workers.

#### Retirees

Retired employees must have an offer extended and are governed by the terms offered in the employment letter of agreement. They can be terminated at the discretion of the district. Retirees who return to work with the district will contribute a percentage of their wages 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 systems. Retirees returning to work must be off payroll for 30 days. Retirees who return to work are paid 95 percent of their annual salary. Twelve-month re-employed retirees are granted annual leave on the first day of reporting to work. Vacation leave is not carried over from year to year. However, earned sick leave can be carried over yearly for these employees. For more information on retirement benefits, contact the retirement specialist at 803-231-7414.

#### **Verification of Employment**

Human Resource Services completes all employment verifications. 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' standard processing time is generally three (3) business days. However, please allow 3-5 days during the peak hiring season. 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. Written letters of intent for certified employees are generally issued in January, and classified letters of intent are issued under an established date. Letters of intent are not binding and do not constitute an offer of continued or future employment.

## **Worker's Compensation**

In compliance with the Workers' Compensation Law, the district must provide medical treatment for injured employees. 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 sought. Under Risk Management, worker's Compensation Forms are on the district's website. 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 the district's Professional Learning Management System (PLMS). To register, access the sign-on portion of the system through this link <a href="https://richlandone.truenorthlogic.com/U/P/Channel/-/Guest/Login">https://richlandone.truenorthlogic.com/U/P/Channel/-/Guest/Login</a>

## **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 in 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 district employee acts as an ambassador to attract outstanding teachers and help build a strong workforce. For additional information, refer to Policy GCEC.

#### **South Carolina Educator Certificate**

Upon completing 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 emailed to <a href="mailto:certification@ed.sc.gov">certification@ed.sc.gov</a> or to apply for certification at <a href="mailto:https://ed.sc.gov/">https://ed.sc.gov/</a>

The certified employee is responsible for renewing the certificate, adding new certification areas, 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, present the certificate to the Office of Human Resource Services. 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 (bachelor's degree and no experience). Once verification is made, salary adjustments will be retroactive to the certificate's date, provided it is within the current fiscal year (July 1 through June 30). The certified employee's responsibility is 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 in effect and as reported to the South Carolina Department of Education as required by legislative or departmental guidelines for the current year. It is good practice to verify your salary levels and years of experience on your certificate annually.

Employees must send official transcripts required to advance a certificate directly 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 certificate's

effective date. Transcripts for renewal credit should be submitted with a request for change/action form to the Office of Certified Employment Services in Human Resource Services.

# **Certificate Renewal Requirements**

Certified employees who hold professional educator certificates must earn 120 renewal points during the five-year validity period to keep credentials current and valid. Additional information regarding certificate renewal can be found on the Office of Educator Services website at <a href="https://ed.sc.gov/educators/">https://ed.sc.gov/educators/</a>. Forms and other information can be found on the district's website at <a href="https://www.richlandone.org/Page/382">https://www.richlandone.org/Page/382</a>

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

- A completed computation sheet as a cover.
- 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 a 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 certificate of completion
  must be submitted with the certification renewal packet.

The certified employee's responsibility is to ensure their certification is up to date and compile and submit the required recertification documents. **Partial packets will not be accepted**. Should the certified employee allow their certificate to expire, their contract becomes void and, therefore, would jeopardize their employment with the school district. Contact the director of certified employment services at 803-231-7426 should you have questions or require additional information.

#### **Restricted Certificates**

Requests for permits to teach out of one's certification area 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 certification area to be eligible for a restricted certificate.
- 2. Restricted certificates are valid for 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 or highly qualified. Before 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 their 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 the Legislature has set another date. Failure to do so will be considered the employee's rejection of the contract. Contracts will not be accepted after May 10 unless the Legislature has set another date, regardless of the reason. Employees issued a contract before May 1 and who misplace the contract before the May 10 deadline, unless the Legislature has set another date, may secure an additional copy at cost. Human Resources must be notified of this before May 10 unless the Legislature has set another date. 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, or supervisor shall notify the teacher of their tentative assignment for the ensuing school year. If a teacher who the district has employed 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 the Legislature has set another date, the teacher shall be deemed reemployed, and the Board of School Commissioners shall issue a contract.

Teachers 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 the Legislature has set another date, that reemployment will depend upon recommendations from their current principal and the availability of positions.

#### **Non-renewal of Contracts**

In writing, a notice of intent not to renew a contract shall be given to a teacher no later than April 30 of each year unless the South Carolina State Legislature has set another date. Upon receiving such notice, the teacher shall have an opportunity for a hearing, if so granted by the statutes. Reasons for the 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 violating the laws of this state or the United States.
- 6. Gross immorality.
- 7. Illegal use, sale, or possession of alcohol, 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.

## RICHLAND ONE NATIONAL BOARD PROGRAM

The Richland One National Board Program supports 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 Human Resource Services. Policies and expectations are reviewed by the Richland One National Board Advisory Committee, which comprises representatives from various stakeholder groups.

# **National Board Candidacy**

Richland One professionals may engage in the National Board certification process to become more reflective, highly effective practitioners. This process involves completing 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/

### **Interest/Awareness Sessions**

The Office of Human Resource Services offers interest/awareness sessions to prospective candidates 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 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 a successful evaluation the previous year.
- 5. Must have successfully completed 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) Application Fee (\$75) paid for <u>qualifying</u> candidates (<u>A receipt must be submitted to the Coordinator of the National Board upon request by the communicated deadline</u>).
   (\*The district may adjust the availability of application fees)
- Notification of local, state, and national resources

#### **NATIONAL BOARD-CERTIFIED TEACHERS**

#### **Score Release**

Candidates will receive notification of their scores on or before the last calendar day of the calendar year. Upon certification, a new National Board Certified Teacher (NBCT) should email a copy of their score report within seven days of notification to the Office of Human Resources Services to latoya.curry-jones@richlandone.org.

# **School Board Recognition**

The district will recognize newly certified NBCTs during a Richland One Board of School Commissioners meeting in the months following the official notification of National Board certification. New NBCTs will receive their

engraved Richland One National Board door plaques during the recognition.

# **National Board Plaques**

Any NBCT newly hired in the district or needs an additional National Board plaque should contact the induction coordinator and national board at <a href="mailto:latoya.curry-jones@richlandone.org">latoya.curry-jones@richlandone.org</a> before October 28, 2022.

#### **STATE SUPPLEMENTS**

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

Initial Candidates			
	Effective Date	Supplement Amount	
Eligible South Carolina NBCTs	(Initial application prior to July 1, 2010)	\$7,500	
Eligible South Carolina NBCTs	(Initial application July 1, 2010 - June 30, 2018)	\$5,000	
Eligible South Carolina NBCTs	*(Initial application between July 1, 2018 - June 30, 2021, and certified in the Fall of 2018-2020)	\$5,000	
Eligible South Carolina NBCTs	(Initial application after July 1, 2021)	\$5,000	
	Renewal Candidates (10 years)		
(up to a total of 20 years- initial and one renewal)			
Eligible South Carolina NBCTs	(Initial application prior to July 1, 2010)	\$7,500	
Eligible South Carolina NBCTs	(Initial application July 1, 2010-June 30, 2018)	\$5,000	
Maintenance of Certification (5 years)			
(up to a total of 15 years- initial and one MOC)			
Eligible South Carolina NBCTs	***(Initial application prior to July 1, 2010)	\$5,000	
Eligible South Carolina NBCTs	(Initial application July 1, 2010-June 30, 2018)	\$5,000	
Eligible South Carolina NBCTs	*(Initial application between July 1, 2018-June 30, 2021, and certified in the Fall of 2018-2020)	\$5,000	
Eligible South Carolina NBCTs	(Initial application after July 1, 2021)	\$5,000	

These NBCTs are eligible for the supplement at the \$5,000.00 level for the remainder of their certificate.

SCDE will not provide payment for the past years in which these NBCTs were ineligible for a supplement.

# Maintenance of Certificate (MOC) State Supplement

National Board Certified Teachers who apply and successfully complete the MOC process will receive a five-year **state** salary supplement.

If an NBCT elects not to renew through MOC, the **state supplements** will end at the conclusion of the 5<sup>th</sup> or 10<sup>th</sup> fiscal year of eligibility, depending on the certificate life of the original certification. This means they may receive the final supplement disbursement before their National Board Certificate expires. Notify your district's National Board Coordinator within seven (7) days of notification of successfully completing MOC.

#### **LOCAL SUPPLEMENTS**

The district offers a supplement to **eligible NBCTs**.

Category	Local Supplement Amount
Newly Hired National Board Certified Teachers	
All National Board Certified Teachers (hired after October 31, 2010 (Initial	\$3,000
Certificate and Renewal)	
National Board Certified Teachers (Initial 10 Years or Initial 5 Years)	
*National Board Certified Teachers (hired prior to November 2010 and applied	\$5,500
<u>prior</u> to July 1, 2010)	
Originally <u>applied</u> after June 30, 2010	\$3,000

<sup>\*\*</sup> Supplement eligibility is determined by the NBCT's position within the school/district.

<sup>\*\*\*</sup> Amount based on July 22, 2021, Proviso. Amount subject to change per request of CERRA.

National Board Certified Teachers (Renewal)	
Renewal status information is released in November of each year.	
The supplement is based on the candidate's initial supplement amount.	
National Board Certified Teachers (MOC)	
MOC status information is released in November of each year.	
The supplement is based on the candidate's initial supplement amount.	

<sup>\*</sup> Has not exceeded 20 years

# Requirements to receive the local supplement:

- 1. Maintain and demonstrate *leadership* and *service* to the district.
- 2. Have successfully completed evaluation the previous year.

# Maintenance of Certificate (MOC) Local Supplement

Maintenance of Certification replaced the National Board Renewal Process effective September 2020. MOC will result in a five-year national certificate. Current NBCTs are eligible to extend their certificate for five years through the MOC process if:

- Initial or renewal National Board certificate is valid.
- State teaching license is current and unencumbered (e.g., not suspended or revoked), and
- The candidate is entering the year before or is in the current year of certificate expiration. See the MOC Calendar.

National Board Certified Teachers who applied with NBPTS™ prior to July 1, 2010, and who complete the MOC process will receive a five-year **local** salary supplement (at the \$5500) level. The July 1, 2010 deadline refers to the NBCT's **initial application** to the National Board and candidates who have not exceeded 20 years of certification. A local salary supplement (\$5,500 or \$3,000) will remain in place each time the candidate successfully meets the requirements for MOC. Supplement eligibility is also determined by the NBCT's position within the school/district. The **district may modify the local supplement amount** for NBCTs if warranted through the annual budget process.

If an NBCT elects not to renew through MOC, the **local supplements** will end at the conclusion of the 5<sup>th</sup> or 10<sup>th</sup> fiscal year of eligibility, depending on the certificate life of the original certification. This means they may receive the final supplement disbursement before their National Board Certificate expires. Notify your district's National Board Coordinator within seven (7) days of notification of successful renewal.

For Additional Information		
National Board of Professional	Phone: 1-800-22TEACH	nbpts.org
Teaching Standards		
National Board in CERRA		cerra.org
South Carolina	Phone: 1-800-476-2387	
National Board in Richland One	Office of Human Resource Services	latoya.curry-jones@richlandone.org
	LaToya Curry-Jones, Ed.D.	
	Coordinator of Induction & National	
	Board	
	Phone: 803-400-1696	
	Fax: 803-400-1687	

<sup>\*\*</sup> 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.

## **SUBSTITUTE SERVICES**

As needed, qualified substitutes are employed to replace full-time employees to maintain an uninterrupted program of quality instruction in all schools. To qualify for the Substitute Program, applicants must be at least 21 years of age with a high school diploma or equivalent (i.e., GED). 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 must attend a Virtual Substitute Teacher's Orientation & Training session before 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 <a href="https://www.aesoponline.com">https://www.aesoponline.com</a>, or from a mobile device at <a href="https://m.aesoponline.com">https://m.aesoponline.com</a> as soon as 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 in advance. 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 their 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 outlined guidelines to request the desired substitute. Teachers or administrators can 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, they may seek the services of a non-certified substitute.

We strive to have 100 percent of our teachers in every school. If 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 they are teaching, the principal must notify the 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.

## **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 funding 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
  considering grants or awards (even if not ultimately pursued) and proposals submitted for funding.

- Schools and departments requesting technology resources in proposals must have all software and devices approved by the district's Digital Resources Adoption Process (DRAP; pronounced "drape") before beginning the application process to ensure the resources meet or exceed the district's technology standards. The building principal or department director must submit a DRAPE request; requests cannot come directly from teachers, coaches, coordinators, etc.
- For funding opportunities of \$1500 or more (routing required), a principal, coordinator, or director should serve as the Primary Initiator (PI) even if another individual is facilitating the process 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 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 Support 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 <a href="https://www.richlandone.org/Domain/143">https://www.richlandone.org/Domain/143</a>

# **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 with leadership and service.

The college or university must have a current Affiliation Agreement in place before requesting a field experience placement in Richland County School District One schools. All field experience placements are arranged by the district and institution's field placement coordinators. The 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 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 to meet the requirements. 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 school's principal

on 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 Richland County School District One employees must get a Tuberculin Skin Test before reporting to work orduty. 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 vaccine is not mandatory for new employees and is made available to all eligible employees with occupational exposure after the employee has received training. Eligible employees must also be trained in Bloodborne Pathogens. Hepatitis is a disease that affects the liver that can be transmitted from person to person by contaminated water or food, blood or blood transfusions, body fluids, or during childbirth. This vaccination is given in three series and is provided at no cost to the employee. If employees with occupational exposure initially decline Hepatitis B vaccination, they must sign a written Declination Statement. For further details about the vaccination, contact the risk management coordinator at 803-231-7401.

## **Certificate of Medical Examination**

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

#### Administration of Medicine to Students

Before an employee can administer prescription or non-prescription medicine to students, the school must have written permission from the parent on file. The principal and school nurse are responsible for safekeeping 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 infectious diseases may pose a threat to that environment, decisions regarding students' school attendance and the 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) must 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 according 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

Knowing who carries an infectious disease and what germs may be present is impossible in the school setting. Persons with infections do not always have outward signs and are often unaware of the infection. However, employees can take precautions at school and in other situations to help protect them from infectious diseases.

These precautions should protect you from HIV, 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 carries an infectious disease. Using universal precautions will protect you and others from transmitting severe contagious 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 with 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 regularly 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 to dispose of refuse that contains blood or other body spills that may have 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 with 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 position determines the type of evaluation and, if certified, the certification and contract level.

#### **Teacher Evaluations**

Teacher evaluations follow the Expanded ADEPT Support and Evaluation System guidelines outlined 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. Specific ADEPT guidelines can be found at <a href="https://ed.sc.gov/educators/educator-effectiveness/">https://ed.sc.gov/educators/educator-effectiveness/</a> or by contacting the coordinator for performance evaluation services at (803) 231-7427. The evaluation expectations set forth for each contract level include:

Induction contracts and Annual Diagnostic Assistance educators are informally evaluated. Induction 1
educators will be assigned a two-member assistance team comprised of an administrator and one mentor.
Induction 2 and 3 educators will have an additional observer compared to Induction 1. Annual diagnostic
assistance educators receive two evaluators plus a mentor. Evaluators on the assistance team will observe

at least once in the fall and once in the spring. The educator will receive written and verbal feedback twice during the year – preliminary and final evaluations. The educators will also develop a Student Learning Objective (SLO) as a student growth measure. The mentor is a support only and will not be involved in the educator's evaluative process. Media specialists, 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 (School Counselors complete Student Growth Goals).

- Annual 1 contract, Annual 2 Summative, Annual 3 Summative, Annual 4 Summative, and Continuing Summative educators are required to undergo South Carolina ADEPT formal evaluation. Each educator under formal evaluation will be assigned either a two- or three-member evaluation team, including at least one administrator. Team members will each observe a minimum of once each semester. The team will provide written and verbal feedback twice during the year at the conclusion of the preliminary and final evaluation cycles. Summative evaluation educators must attend a mandatory orientation before beginning evaluation cycle. Specific **ADEPT** guidelines can https://ed.sc.gov/educators/educator-effectiveness/ or by contacting the coordinator for performance evaluation services at 803-231-7427. Summative evaluation educators will also develop a Student Learning Objective (SLO) as a student growth measure. Summative media specialists, speech-language therapists, and school counselors will be formally evaluated using the ADEPT Special Area formal evaluation associated with their position (School Counselors complete Student Growth Goals).
- Annual 2, 3, and 4 contract educators will be informally evaluated utilizing goals-based evaluation.
   Classroom-based educators' GBE goals will be their Student Learning Objectives (SLO) as a student growth measure or complete a GBE goal depending on the teacher's teaching assignment. Annual contract media specialists, speech-language therapists, and school counselors will be informally evaluated using GBE goals (School Counselors complete Student Growth Goals).
- Continuing contract educators will be evaluated, formally or informally, at the district's discretion. Classroom-based educators' GBE goal will be their Student Learning Objectives (SLO) as a student growth measure. Depending upon the educator's teaching assignment, they will complete a GBE goal (School Counselors complete Student Growth Goals). Expanded ADEPT requires formative -evaluation once every five years of continuing contract educators. Specific ADEPT guidelines can be found at <a href="https://ed.sc.gov/educators/educator-effectiveness/">https://ed.sc.gov/educators/educator-effectiveness/</a> or by contacting the coordinator for performance evaluation services at 803-231-7427. Continuing contract educators, 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 following 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 <a href="https://www.richlandone.org/Domain/142">https://www.richlandone.org/Domain/142</a>. 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. Still, an employee can appeal their evaluation if the evaluation team did not follow the required procedures and/or if they disagree with the result tabulation. If an employee wishes to appeal their evaluation, a written request must be submitted for review 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 review results, they 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 has the right to appeal the recommendation 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 the chief human resources officer is notified 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**

Payroll

Richland County School District One pays annual wages on a semi-monthly basis. All employees will be paid 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. See the payroll calendar in the appendix for a list of pay dates.

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 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. To receive a check, the employee must complete a direct deposit form or sign up for the district's payroll card. Forms can be obtained online via the district website or by email 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 unavailable due to unforeseen conditions.

Please ensure that the district has processed the change before closing your account with the bank when closing

a bank account. The bank must return any funds remitted by the district to a closed bank account before refunding them to the employee. Please note that this process could delay the receipt of the funds to the employee. A payroll card account is offered through the district's bank for employees interested in using it as a direct deposit. For further details, call Payroll Services at 803-231-7518.

## **Electronic Pay Stubs**

The district has implemented electronic pay stubs to increase the security of employees' personal information. Employees can view and print pay stubs and W-2's from Munis Online's Employee Self-Service (ESS). To access Munis Online, go to <a href="https://richlandone.munisselfservice.com/">https://richlandone.munisselfservice.com/</a>. To obtain or reset your username and/or password, click the "forgot password or username" link at the login screen and follow the prompts. Munis Self-Service instructions are included in the appendix.

## **Manual Checks**

Employees who receive no pay during a regularly scheduled payroll run may receive a "manual check." Employees should 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 courier to the school.

# **Pro-rated Pay**

Employees who do not work the full term of their work schedule or are hired or leave employment within the fiscal year will have their salary adjusted or pro-rated for the actual number of days worked at their daily rate.

# **Underpayment/Overpayment**

It is the district's practice to ensure all employees receive compensation for work performed. Employees must verify their pay is correct and notify Human Resources immediately if it is incorrect. Since funds are budgeted annually, issues must be identified promptly to reach a resolution 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 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 case of an overpayment or collecting 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. Employees who do not work the full term of their work schedule or contract within the fiscal year will have their salary adjusted for the actual number of days worked at their daily rate. Payout of vacation balance at termination will be the latest of a) the first pay after the employee completes their 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 work time by swiping their employee badges at a time clock. Please check with your supervisor to find the location 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 violation of district procedures could result in serious personnel action.

#### Overtime

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

Employees are expected to make themselves available for overtime work. No overtime or repetitive overtime work will be required or permitted without written authorization by an employee's immediate supervisor. The signed approval form is filed on-site by the employee's immediate supervisor for three (3) years. See policy GDBC-R.

# **Additional Pay**

Additional pay is when employees work over their regular scheduled hours outside their normal work scope. The additional duties must not be performed during the employee's regularly scheduled work hours outside their usual scope of work. They 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 and will be paid over the period of the school year or the program. The Richland One Board approves the supplemental pay schedule per position.

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

The deadline for submitting 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. All forms must contain the employee's signature and the department head or principal's 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 so that the employee should receive them 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

agreement.

# **Paycheck Questions**

Employees should contact the paymaster at their location or school regarding payroll questions and issues. The paymaster will work with the payroll department at the district office to resolve the payroll issue and relay information regarding the matter to the employee. If the work location paymaster is unavailable or cannot assist, employees may contact the payroll office 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, hall 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 or designee. In making such assignments, the principal must consider the teachers' workloads and equalize them to the extent possible. 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 all employees to engage in professional learning experiences designed to improve competencies that support the district's educational programs and operations to increase and sustain student achievement. The board's policy permits certified employees to undertake college coursework and participate in other in-service programs. If an employee's supervisor feels that the employee's performance is adversely affected by such activities, the concern shall be brought to the employee's attention, and the employee may be asked to withdraw from the activities. For further details, see Policy GCI and Administrative Rule GCI-R.

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

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. They should be chosen wisely, thoroughly planned, and carefully conducted. Follow-up discussions and activities must be provided after the trip.

Teachers who plan to take classes or groups of students on school or field trips must obtain the school principal's approval. 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, out-of-country, 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, contracted transportation should be used. Private transportation is discouraged. Schools will determine the mode of transporting students from available transportation options for school-to-work activities. 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.

# **Tutoring**

A teacher may enter into an agreement with parents to tutor children for a fee. This practice must be limited

to children other than those the teacher is currently teaching or supervising. These restrictions ensure that all students receive reasonable assistance without charge from their own teachers and avoid placing a teacher in a position where they may have a conflict of interest.

A teacher may not tutor students for private pay during 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 as individuals and as groups to help defray the cost of certain non-curricular field trips or other worthwhile programs or support 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 only for educationally sound purposes. Teachers may not ask for contributions for any purpose without the principal's approval. Employees may solicit funds for their schools through the "Donate Now" icon on the Richland One website with their principal's prior permission. 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, each principal, in collaboration with the Office of Teaching and Learning and Executive Directors of Schools, will determine which contests/competitions may be held in their school. Competitions/contests will only be considered when all of the following criteria are met: (1) they are curriculum-related; (2) they emphasize educational value rather than prizes; (3) they are integrated into the regular instructional programs; and (4) student participation is voluntary.

## Grievances

A grievance is a claim made by an employee regarding the application of Board policies, practices, 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 their supervisor within ten days following the event giving rise to the grievance. 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 information formats, both print and electronic. Written permission from the copyright holder should always be obtained before using materials, and when the materials are used, the source must be appropriately credited. The copyrighted material may not be used if written permission is not received.

Educators may use copyrighted resources under the Fair Use Guidelines provided the use meets these criteria: a) the purpose and character of the use; b) the nature of the work; c) the amount and substantiality of the portion of the work to be used as compared to the copyrighted materials as a whole; and, d) the effect its use will have on the potential market for, or value of, the copyrighted materials.

While the district encourages the use of supplementary materials, it is the responsibility of the employee to comply with approved procedures outlined in Policy EGAD and Administrative Rule EGAD-R for the use of those materials. 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. The district will not honor requests to reproduce materials on district equipment unless such reproduction is legally permissible.

# **District-Owned Technologies and Transferring Employees**

Richland One teachers, administrators, and other selected staff have access to district-owned desktop computers, laptops, tablets, cell phones, and other digital devices. Those devices are not assigned to individual staff members; instead, 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 and room, 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 all technologies – laptops, tablets, cell phones, etc. The only exception to this basic rule is teacher laptops as long as they stay at the same school.

# 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, 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 does not have a computer for the newly hired 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,
  creating unnecessary emergency management risks. 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.

## **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. As stated herein, adult employees who believe they have been discriminated against 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 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 principal's decision, they may appeal to the employee relations coordinator, who serves as the district's Title IX Coordinator. For further details, see Policies AC, ACG, JB, JBAB, and JJIB and Board Policy Regulations found in Administrative Rules AC-R, JB-R, and JJIB-R.

#### 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 handling these matters. 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 their position to obtain an economic interest, immediate family member, or associate. If the employee is required to decide or take an action that 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 regular compensation for advice or assistance during employment. For further details, see Policy GBEA.

# Nepotism

No immediate family member of a board member or superintendent may be employed without the Board of School Commissioners' written consent. Immediate family is defined as 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 their 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**

Requests for out-of-attendance-zone assignments for children of full-time district employees may be granted. Employee option transfers may be considered for schools with space availability after the transfer season (March 1 to May 1) under the following circumstances:

- the employee is a new hire with the district;
- the employee has had a recent change of employment with the district; or
- a student has been recently placed in the care of the employee via foster care, court order, or other legal paperwork.

Contact the district's registrar at 803-231-6944 or see Policy JFABC and Administrative Rule, JFABC-R for further

details. 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 employee substance abuse a serious problem that can and should be treated. Board policy is that alcohol or illegal drugs used 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 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 protect its employees in performing their duties. Under certain circumstances, the Board will furnish legal counsel if criminal charges are brought against an employee due to interactions with students or parents. Also, under certain circumstances, the Board will provide 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, workers' compensation, or other benefits the district provides. Reporting and filing procedures must be followed to receive a regular salary. All school-related acts of violence and threats to an employee's person or property will be immediately reported to the employee's supervisor. For further details, see Policy GBG and Administrative Rule GBG-R with the exhibit.

## **Employee Contact with Students**

Through public funding, Richland County School District One employees are entrusted with one of the public's most valued resources, children's education. 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 One, employees are expected to exercise sound judgment and keep in mind the critical role of parents in all decisions affecting their child and their right to be informed. The employee's supervisor is to be notified in advance of school-sponsored activities or those activities that a parent might reasonably conclude to be school-sponsored. Any questions, concerns, or needs 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 uniquely positioned to discover cases of abuse and neglect of children. Any principal, assistant principal, teacher, school attendance officer, computer technician, nurse, or counselor who has reason to believe that a child under the age of 18 has been abused or neglected as defined by law must report this information to the law enforcement agency in the county where the child resides or is located, or to the Department of Social Services (DSS) immediately (within 24 hours). Other school staff who have reason to believe that a child under the age of 18 has been or may be abused or neglected as defined by law may also report or cause a report to be made and are encouraged to do so,

as stated above. It is not the employee's responsibility to investigate or provide proof but to report it to law enforcement or DSS.

South Carolina provides civil and criminal immunity to those reporting suspected child abuse or neglect. Anyone required to report who knowingly fails to do so may be guilty of a misdemeanor. The reporting employee must also notify the principal (or the person in charge of the school in the principal's absence) that a report has been made. If support or guidance is needed by the employee making the report, s/he should consult with the principal, school counselor, nurse, psychologist, or social worker. The principal or department head will assist the employee in completing any necessary district forms (Report of Suspected Child Abuse/Neglect Form). Student Support Services will help 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 must be mindful of the laws regarding releasing district student-related information to persons other than parents or guardians. There are significant 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 federal and state laws and board policy violations.

# Sexual Harassment, Harassment, and Discrimination

Federal law prohibits sexual harassment, harassment, or discrimination. Richland County School District One is committed to maintaining a learning and working environment free from sexual harassment, harassment, and discrimination based on race, religion, color, disability, sex (including pregnancy, childbirth, or related medical conditions), 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 another district employee. Employees who believe they have been subjected to sexual harassment, harassment, or discrimination are 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 plans to seek and 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 any district personnel during the workday for campaigning purposes. For further details, see Policy GBI and Administrative Rule GBI-R.

# **APPENDIX**

# FILE GBA-E2 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.

## Accommodation Request Form

Date Submitted:		
Name of Employee or Applicant:		
The request for accommodation is to allow:		
$\hfill\Box$ Performance of an essential function of job.		
□ Completion of the application process.		
Summary of Disability Leading to Request:		
	<del>-</del>	
Description of Accommodation(s) Requested:		
Signature of Employee (or Applicant)	Date	
Richland County Scho	ool District One	

# **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 before 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 must 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 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 full-time or part-time, 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 conducted 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 Initi	ials:

# **Notification Responsibility**

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

- ☑ Any change in 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 job is to drive a district vehicle and the number of accidents or violations are determined to be numerous, habitual, or serious by the district/or designee, the district reserves the right to suspend the employee's right to operate a district vehicle and 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 their supervisor before returning the vehicle to work.

My signature below acknowledges that I have read and and controlled substance testing.	understand that I am subject to random alcoho
Employee Name (Print):	Date:
Employee Signature:	Date:
Supervisor Signature:	Date:
Employee SC Driver's License Number (attach a copy of	license):
District Employee Number:	

#### MUNIS SELF SERVICE INSTRUCTIONS

Access Richland One website, <a href="www.richlandone.org">www.richlandone.org</a>. Move your cursor over "Resource Center." A menu will appear. Move your cursor over "Employee Resources," then click on "MUNIS Online." Scroll to the MUNIS Online link at <a href="https://richlandone.munisselfservice.com/">https://richlandone.munisselfservice.com/</a>. Click on LOG IN.

LINKS TO DOCUMENTS & WEBSITES: Located on Welcome page.

#### **USER NAME AND PASSWORD:**

Your username is your first and last name separated with a dot, for example, "jane.doe". To change your password, click on the User Menu icon (upper right corner). Then go to My Account, click on Change Password. Type in the current and new passwords, confirm the new password, and give a password hint to help you remember your password. Passwords must be six digits/characters. Click on Update.

#### TO RESET PASSWORD IF YOU HAVE DISTRICT EMAIL:

When your login attempt fails, select "here" to receive your password hint by email on the screen. You must close out of the internet browser so that the email can be sent to you. Upon receiving the email and seeing the hint, if you still don't remember your password, click on "use the following link... to generate a new password". You will be sent an email with a temporary password. This temporary password enables you to access Munis Self Service. If you are still unsuccessful or don't know your user name, contact Human Resources at 803-231-7447.

#### **EMPLOYEE PROFILE:**

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

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

Choose Personal Information, then click on Employee Profile to change address, telephone, or emergency contacts. Click on Edit. Change your information and then click on SAVE. 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:**

To view your existing dependent information go to Dependent Information on the Personal Information screen. You cannot change your dependent information. However, changes can be made during the Open Enrollment Period in October. If you have any questions, contact the Benefits Office at 803-231-7448.

#### **LEAVE ACCRUAL:**

Choose Employee Self Service, then choose Time Off. To view the detail click on the appropriate leave category, i.e., SICK(D), VAC(D), BUS(D), etc. **NOTE: ABSENCES ARE POSTED IN THE PAYROLL SYSTEM WITH A TWO-WEEK DELAY.** You will need to consider any days you may have taken since the last date was posted.

#### **PAYCHECK HISTORY:**

Click on Employee Self Service, then Pay/Tax Information. To view details click on Details. To view previous years, click on YTD Information, then 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.

#### W-2 INFORMATION

Click on Employee Self Service, then Pay/Tax Information, then click on W-2. Choose the year to be viewed in the drop-down box. It can be printed using the print function of your internet browser.

#### LOG OUT

08/11/21

### 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 illn work days) period of time. A catastrophic illn physician must state, in writing, that the trea is an incapacitating or catastrophic illness. T is incapacitating or catastrophic prior to su catastrophic due to complications arising from	ess is one that is life the atment and/or procedure The condition itself must rgery or treatment. The	nreatening. This include res are medically neces at be incapacitating or c	s the condition itself and ssary or require immedia atastrophic, not the surg	ate attention. The attending phy gery or treatment. There must be	ery and recovery. The attending ysician must also state that this e clear evidence that the illness
Initial Request:	Request for an E	extension:	Numbe	er of days requested:	
Last day of work:			Expec	ted date of Return:	
Were you injured on the job?	YES ed with workers' comp po	NO rior to grants by Sick Lea	Have you applied ve Bank)	d for any disability benefits	?YESNO
Nature of Illness:					
Employee Signature				Date	
SECTION II: (TO BE COMPLETED BY HRS)					
Remaining sick leave days:		VERIFICATION	I OF LEAVE	Remaining annual leave	e days:
If granted, first day of sick leave bank				-	,
in grantou, mot day or sick leave bank	grant				
Benefits Counselor		·		Date of Verification	
SECTION III (SICK LEAVE BANK COMMITTEE I	JSE ONLY)				
Request Approved:			Request Denied	:	
Number of days approved:			Comments:		
Effective Dates:	IU				
	1				1
Benefits Committee Representative	Date		Chief Human Re	sources 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	
	EASE INFORMATION:  xamination. If detailed information is a large to submit the submit in the submit is a large to submit in the submit in the submit in the submit is a large to submit in the submit		it may be necessary to sub	
Employee Signature			Date	
(minimum of 30 consecutivessential treatment or surgenecessary or require immeditself must be incapacitating	pacitating illness is one that caus e work days) period of time. A causery and recovery. The attending diate attention. The attending physic or catastrophic, not the surgery or t. The Sick Leave Bank will not conform these procedures.	astrophic illness is one that is li physician must state, in writing sician must also state that this is treatment. There must be clear of	ife threatening. This include g, that the treatment and/o an incapacitating or catas evidence that the illness is in	es the condition itself and/or or procedures are medically trophic illness. The condition ncapacitating or catastrophic
	TO BE COMPLETED	BY A LICENSED MEDICAL D	OCTOR ONLY	
Layman's description of the Attach an additional sheet in	incapacitating illness and the reas	ion(s) why you consider the cond	dition to be a catastrophic o	one. Please print or type.
I hereby certify that the abo	ve-named employee is under my o	are and unable to work from	t	0
Physician's Name			Office Phone	
Address				
Street		City	ST	Zip Code
Physician's Signature			Date	

## Richland County School District One 403(b) Plan 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 of the Employer are eligible to participate in the plan.

#### **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 **2022**, you may defer from your wages, a maximum of \$20,500 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 be able to rollover funds you received as an eligible rollover distribution from another employer's plan. Before you can complete a rollover into this Plan, you must first receive an acceptance authorization before the monies can be applied to your account.

#### **Limitation on Aggregate Annual Additions Notice**

Your Elective Deferrals may not exceed contribution limits as determined by Applicable Law. There may be excess contributions to your 403(b) if you own more than 50% ("control") of another business and maintain a retirement plan for that business. In such event, the maximum contribution to all plans you control and your 403(b) accounts or annuities may not exceed IRC Section 415 limits for the year, plus the age 50 catch-up limit, if applicable. Your Employer is responsible for knowing you may control another business. You must notify your Employer that you have control of another business to ensure you have not exceeded this limit. If there is an excess between multiple plans, the excess must be removed from the 403(b).

#### **Plan Investment Options**

Your contributions to the 403(b) Plan must be made to an approved investment provider.

NOTE: Before enrolling in the Plan, you MUST first establish an account with one of the Providers listed in this Notice. If a valid contract or account number has not been received by PenServ prior to receipt of a salary deferral, the contribution will be returned to your Employer.

Once an investment contract is executed, a Salary Reduction Agreement that includes the Contract Number should be completed and submitted to your benefits representative or PenServ Plan Services, Inc., as instructed in your 403(b) Enrollment Guide.

#### **Assistance**

You may join the Plan or receive assistance by first contacting your Employer's Benefit Representative, the Plan's Third Party Administrator or one of the Investment Companies listed below. Additional information on Plan options is available by contacting PenServ Plan Services, Inc. at (800) 849-4001 or from the Plan's web site.

## **Investment Provider Options**

Provider and Product Name	Product Type	Contact		
AIG Retirement Services	Annuities	Jonathan Hope, Phone (803) 667-6664 jonathan.hope@aig.com		
Ameriprise Financial Services	Annuities	Greg Downs Phone (803) 251-4818 Gregory.downs@ampf.com  Gregg Newman Phone (803) 731-2788 Email: Gregg.c.newman@ampf.com		
Brighthouse Life Insurance Company	Annuities	Mary Strickland Phone (803) 476-0340		
Equitable (AXA)	Annuities	Julie Parks Phone (803) 348-2307 julia.parks@equitable.com		
Horace Mann Insurance Company	Annuities	Jim Rhodes Phone (803) 783-4400 jim.rhodes@horacemann.com		
MetLife	Annuities	Mary Strickland Phone (803) 476-0340		
National Life Group	Annuities	Phone (800) 732-8939 www.nationallife.com  Richard Griffin Phone (864) 884-0112 richardgriffin@valuteachers.com		
ReliaStar Life Insurance Company	Annuities	Seth Shores Phone (803) 804-5387 sshores@gwnsecurities.com		

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

Security Benefit	Annuities	Phone (800) 888-2461 www.securitybenefit.com  Michael Taylor Phone (803) 736-6969 MTaylor@seinvestnc.com
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#### **Third Party Administrator**

PenServ Plan Services, Inc.
Plan Record-keeper
Phone (800) 849-4001
www.penserv.com

Email: 403badministration@penserv.com

Plan Web Site is available at:

www.penserv.com

Select: Login to Your Account

#### **Employer Benefits Administrator**

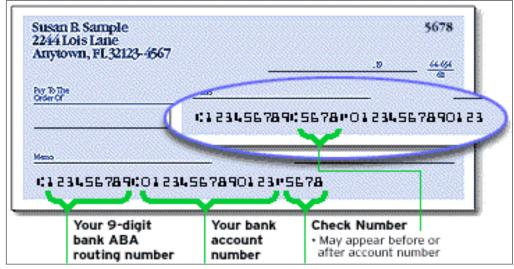
Richland County School District One Antoinette Milton, Benefits Counselor Phone (803) 231-7448

Email: antoinette.milton@richlandone.org

## RICHLAND COUNTY SCHOOL DISTRICT ONE Payroll Direct Deposit Authorization

Employee Name:	Employee ID#					
Social Security #:		Location: _				
	Checking New / Change / Delete	Savings New / Change / Delete	Checking or Savings (circle one above) New / Change / Delete			
Bank Name:						
Routing Number:						
Account Number:						
Deposit All of Net Check:	Yes / No	Yes / No	Yes / No			
OR						
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:	//



#### 2022-2023 PAYROLL CALENDAR

			The dates on your pay stub	Hourly, Su	ıpplementa	al / Overtime,	DUE DATE FOR	DUE DATE FOR
10	0	МО	represent only the BASE	Kronos Approval Periods, Time Sheets,		PAYMASTERS	HUMAN RESOURCES	
9/10 MO	I MO		<b>SALARY</b> portion of your check.	Subs, Docks	& Summer	r School follow:	* Kronos Approval	* Pay Changes / Uploads
9/1	11	12	PAY DATE	DEDI		VERED	* Hourly & Sub Time Sheets	* New Hires
			PATUAIL	PERI	OD CO	VERED	* Absence Reports	* Benefit Changes
		1	7/15/2022 <b>(1ST PAY 12 MO)</b>	06/11/22	-	06/24/22	06/24/22	06/28/22
		2	8/1/2022	06/25/22	-	07/08/22	07/08/22	07/12/22
	1	3	8/16/2022 (1ST PAY 11MO)	07/09/22	-	07/22/22	07/22/22	07/26/22
1	2	4	9/01/2022 (1ST PAY 9/10 MO)	07/23/22	-	08/05/22	08/05/22	08/09/22
2	3	5	9/16/2022	08/06/22	-	08/19/22	08/19/22	08/23/22
3	4	6	9/30/2022	08/20/22	-	09/02/22	09/02/22	09/06/22
4	5	7	10/14/2022	09/03/22	-	09/16/22	09/16/22	09/20/22
5	6	8	11/1/2022	09/17/22	-	09/30/22	09/30/22	10/04/22
6	7	9	11/16/2022	10/01/22	-	10/14/22	10/14/22	10/18/22
7	8	10	12/1/2022	10/15/22	-	10/28/22	10/28/22	11/01/22
8	9	11	12/16/2022	10/29/22	-	11/11/22	11/11/22	11/15/22
9	10	12	12/30/2022	11/12/22	-	12/02/22	12/02/22	12/06/22
10	11	13	1/16/2023	12/03/22	-	12/16/22	12/16/22	12/20/22
11	12	14	2/1/2023	12/17/22	-	01/13/23	01/13/23	01/17/23
12	13	15	2/16/2023	01/14/23	-	01/27/23	01/27/23	01/31/23
13	14	16	3/1/2023	01/28/23	-	02/10/23	02/10/23	02/14/23
14	15	17	3/16/2023	02/11/23	-	02/24/23	02/24/23	02/28/23
15	16	18	3/31/2023	02/25/23	-	03/10/23	03/10/23	03/14/23
16	17	19	4/14/2023	03/11/23	-	03/24/23	03/24/23	03/28/23
17	18	20	5/1/2023	03/25/23	-	04/07/23	04/07/23	04/18/23
18	19	21	5/16/2023	04/08/23	-	04/28/23	04/28/23	05/02/23
19	20	22	6/1/2023	04/29/23	-	05/12/23	05/12/23	05/16/23
20	21	23	6/16/2023	05/13/23	-	05/26/23	05/26/23	05/30/23
21	22	24	6/30/2023 (LAST PAY 12MO)	05/27/23	-	06/09/23	06/09/23	06/13/23
22	23	1	7/14/2023 (1ST PAY 12 MO)	06/10/23	-	06/23/23	06/23/23	06/27/23
23	24	2	8/01/2023 (LAST PAY 11MO)	06/24/23	-	07/07/23	07/07/23	07/11/23
24	1	3	8/16/2023 (LAST PAY 9/10MO)(1ST PAY 11 MO)	07/08/23	-	07/21/23	07/21/23	07/25/23
1	2	4	9/01/2023 (1ST PAY 9/10MO)	07/22/23	-	08/04/23	08/04/23	08/08/23

Extended perior 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 2022-2023

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 7th & 8th Grade	1,771						
Football Assistant Coach 7th & 8th 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 9th Grade	2,585				300	600	900
Basketball Head Coach 7th & 8th Grade	1,518				000	000	700
Basketball Asst. Coach 7th & 8th Grade	1,012						
Soccer Head Coach	Tiered	3,510	5,010	6,510	1,000	2,000	3,000
Soccer Varsity Assistant	2,843	0,010	5,010	0,010	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 7th and 8th Grade	627				200	100	000
Wrestling-Asst. Coach 7th and 8th Grade	500						
Baseball Head Coach	Tiered	4,135	5,636	7,135	1,000	2,000	3,000
Baseball Varsity Assistant	2,843	1,100	5,050	7,100	300	600	900
Baseball Junior Varsity	2,843				300	600	900
9 <sup>th</sup> Grade Baseball	1,100				300	000	700
Softball Head Coach	Tiered	4,135	5,636	7,135	1,000	2,000	3,000
Softball Varsity Assistant	2,843	4,100	3,030	7,133	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				200	400	000
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	4,100	3,033	7,733	300	600	900
Track 7 <sup>th</sup> & 8 <sup>th</sup> Grade	627				300	000	700
Track Assistant 7th & 8th 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
	2,843				200	400	600
Tennis Varsity Assistant Tennis Lunior Varsity	·				200		600
Tennis Junior Varsity Cross Country Head Coach	2,843 3,663	1			500	1,000	1,500

#### RICHLAND COUNTY SCHOOL DISTRICT ONE ATHLETIC SUPPLEMENTS 2022-2023

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	
Yearbook	
Forensics	
Student Council	
Honor Society	
Literary Magazine	
Academic Coach	
Class Sponsor – Senior	
Class Sponsor – Junior	
Class Sponsor – Sophomore	
Class Sponsor – Freshman	
SAT Coach	
JROTC - Officer	2,000
JROTC – Enlisted	
Department Chair	
Debate Team	
Science Team	
Destination Imagination	
Math Team (extra-curricular)	
Model UN (extra-curricular)	
Model UN (class)	
Mock Trial (extra-curricular)	
Student Assistance Team Chairperson	
SAT CoachSAT Playoff Rounds	
POSITION	SUPPLEMENT
Newspaper	600
Newspaper Yearbook	
• •	600
Yearbook Student Council Honor Society	
YearbookStudent CouncilHonor SocietyLiterary Magazine	
Yearbook Student Council Honor Society Literary Magazine Destination Imagination	
Yearbook Student Council Honor Society Literary Magazine Destination Imagination Academic Coach	
Yearbook Student Council Honor Society Literary Magazine Destination Imagination Academic Coach Math Team	
Yearbook Student Council Honor Society Literary Magazine Destination Imagination Academic Coach Math Team Mock Trial	
Yearbook Student Council Honor Society Literary Magazine Destination Imagination Academic Coach Math Team Mock Trial Science Team	
Yearbook Student Council Honor Society Literary Magazine Destination Imagination Academic Coach Math Team Mock Trial Science Team Team Leaders	
Yearbook Student Council Honor Society Literary Magazine Destination Imagination Academic Coach Math Team Mock Trial Science Team	
Yearbook Student Council	
Yearbook Student Council Honor Society Literary Magazine Destination Imagination. Academic Coach Math Team Mock Trial Science Team Team Leaders. Student Assistance Team Chairperson	
Yearbook Student Council Honor Society Literary Magazine Destination Imagination. Academic Coach Math Team Mock Trial Science Team Team Leaders. Student Assistance Team Chairperson.  ELEMENTARYSCHOOL ACTIVITY SUPPLES  POSITION	
Yearbook	
Yearbook	
Yearbook Student Council Honor Society Literary Magazine Destination Imagination Academic Coach Math Team Mock Trial Science Team Team Leaders. Student Assistance Team Chairperson  ELEMENTARYSCHOOL ACTIVITY SUPPLED  POSITION  Newspaper Destination Imagination	
Yearbook Student Council Honor Society Literary Magazine Destination Imagination Academic Coach Math Team Mock Trial Science Team Team Leaders Student Assistance Team Chairperson  ELEMENTARYSCHOOL ACTIVITY SUPPLED.  POSITION  Newspaper Destination Imagination Student Assistance Team Chairperson	
Yearbook Student Council Honor Society Literary Magazine Destination Imagination. Academic Coach Math Team Mock Trial Science Team. Team Leaders Student Assistance Team Chairperson  FELEMENTARYSCHOOL ACTIVITY SUPPLE  POSITION  Newspaper Destination Imagination Student Assistance Team Chairperson  Grade Level Chairperson	
Yearbook. Student Council	
Yearbook Student Council Honor Society Literary Magazine Destination Imagination Academic Coach Math Team Mock Trial Science Team Team Leaders. Student Assistance Team Chairperson  ELEMENTARYSCHOOL ACTIVITY SUPPLE  POSITION  Newspaper Destination Imagination Student Assistance Team Chairperson  Grade Level Chairperson  SPECIAL SCHOOL SUPPLEMENTS  POSITION  Newspaper SPECIAL SCHOOL SUPPLEMENTS	
Yearbook Student Council Honor Society Literary Magazine Destination Imagination Academic Coach Math Team Mock Trial Science Team Team Leaders Student Assistance Team Chairperson  ELEMENTARYSCHOOL ACTIVITY SUPPLED.  POSITION  Newspaper Destination Imagination Student Assistance Team Chairperson Student Assistance Team Chairperson Grade Level Chairperson  SPECIAL SCHOOL SUPPLEMENTS  POSITION	

#### PERFORMING ARTS SUPPLEMENTS

POSITION	SUPPLEMENT
High School Chorus	1 380
Middle School Chorus	
High School Band/Marching Band	
High School Assistant Band	
Middle School Band	1,150
High School Orchestra	
Middle School Orchestra	
High School Theater	2,300
High School DanceMiddle School Dance	1 150
High School Visual Arts	
ETS&D – Chorus, Dance, Theatre and Visual Arts	
Lead Teacher – Dance	2,300
Lead Teacher – Theater	
Lead Teacher – Orchestra	
Lead Teacher – Band	
Lead Teacher – Choral Music	
Lead Teacher - Elementary Music	
Lead Teacher – Elementary Visual Arts Lead Teacher – Middle/High School Visual Arts	
VOCATIONAL SUPPLEMENTS	2,000
	CLIDDI EL CELIE
POSITION	SUPPLEMENT
HOSA – High School	600
VICA - High School	
DECA - High School	600
HERO – High School	
FBLA – High School	600
FCCLA – High School	600
TEC – High School FBLA – Middle School	
FCCLA – Middle School	
FCCLA – Middle School	400
OTHER SUPPLEMENTS	
POSITION	SUPPLEMENT
Building Staff Development Coordinator	400
Lead Teacher – Elementary Physical Education	
Lead Teacher – Middle School Physical Education	
Lead Teacher – High School Physical Education	
Lead Teacher – Drivers Education.	2,300
Lead Teacher – Foreign Language (HS, MS, Elementary)	
Lead Teacher – ESL Program	
Lead Teacher – JROTC	
Lead Teacher - Olympia Learning Center	
Lead Teacher – Middle School Alternative Lead Interpreter	
Lead Interpreter  Lead Audiologist	
National Board Certification	
National Board Certification	
ADEPT Mentors – Induction Teachers	400
ADEPT Mentors – Annual 2 Diagnostic Assistance Teacher	200
ADEPT Peer Evaluators	150



2022-2023

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

Accounting Clerk I				
Accounting Clerk   N	JOB TITLE	FLSA	GRADE	WORK SCHEDULE
Accounting Clerk   N		E-Exempt		
Accounting Clerk II				
Accountant				
Additional Education Assistant (High School Diploma) Additional Education Assistant (Rechelors/Masters) Additional Feducation Assistant (Rechelors/Masters) Additional Feducation Assistant (Pachelors/Masters) N 111	<u> </u>			
Additional Education Assistant (Associate)  Additional Education Assistant (Bachelors/Masters)  N 111 184  Administrative Assistant  Additional Education Assistant (Bachelors/Masters)  N 113 240,220, 200  Adult Education Transition Specialist  N 120 240  Architect  E 127 240  Architect  E 177 240  Architect  E 177 240  Assistant Principal - Elementary (Masters)  E 128 200  Assistant Principal - Elementary (Masters)  E 129 200  Assistant Principal - Elementary (Masters)  E 129 200  Assistant Principal - High (Masters)  E 129 220  Assistant Principal - High (Masters)  E 130 220  Assistant Principal - High (Masters)  E 131 220  Assistant Principal - Special School (Masters)  E 132 220  Assistant Principal - Special School (Masters)  E 130 220  Assistant Principal - Special School (Masters)  E 131 220  Assistant Principal - Special School (Masters)  E 131 220  Assistant Principal - Special School (Masters)  B  Behavior Intervention Specialist  N 114 184  Benefits Administrator  B 122 240  Budget Manager  N 114 240  Budget Manager  N 114 240  Budget Manager  F 120 240  Budget Manager  F 120 240  Budget Manager  N 114 240  Bus Aide  N 114 240  Bus Aide  N 115 240  Carpetter Crew Leader  N 118 240  Carpetter Crew Leader  N 119 240  C				
Madditional Education Assistant (Hachelors/Masters)   N   111   184				
Administrative Assistant Adult Education Transition Specialist N 120 240 Adult Education Transition Specialist N 120 240 Architect E 127 240 Architect E 127 240 Assistant Principal - Elementary (Masters) E 117 240 Assistant Principal - Elementary (Masters) E 128 200 Assistant Principal - Elementary (Masters) E 129 200 Assistant Principal - Elementary (Masters) E 129 220 Assistant Principal - Middle (Masters) E 129 220 Assistant Principal - Middle (Masters) E 130 220 Assistant Principal - Middle (Masters) E 130 220 Assistant Principal - Middle (Masters) E 131 220 Assistant Principal - High (Masters) E 131 220 Assistant Principal - High (Masters) E 131 220 Assistant Principal - High (Masters) E 131 220 Assistant Principal - Special School (Masters) E 132 220 Assistant Principal - Special School (Masters) E 129 220 Assistant Principal - Special School (Masters) E 129 220 Assistant Principal - Special School (Doctorate) E 131 220 Assistant Principal - Special School (Doctorate) E 131 220 Assistant Principal - Special School (Doctorate) E 131 220 Behavior Intervention Specialist B E 127 220 Behavior Intervention Specialist B N 114 184 Benefits Specialist N 114 184 Benefits Specialist N 114 184 Benefits Specialist N 115 240 Benefits Specialist N 116 240 Benefits Specialist N 117 240 Building Custodial Coordinator I N 118 240 Bus Aide N 105 180 Bus Driver N 106 184 Career Povelopment Specialist N 106 184 Career Development Specialist N 107 180 Bus Driver N 108 186 Career Development Specialist N 108 186 Career Development Specialist N 108 186 Career N 118 240 Career Development Specialist N 108 186 Carefiel Internal Auditor E 139 240 Chief of Operations E 140 240 Chief of Operations E 140 240 Chief of Operations				
Adult Iducation Transition Specialist   N   120	,			
Applications Specialist				
Architect				
Area Custodial Supervisor				
Assistant Principal - Elementary (Masters)         E         128         200           Assistant Principal - Elementary (Masters)         E         129         200           Assistant Principal - Elementary (Doctorate)         E         130         200           Assistant Principal - Middle (Masters)         E         130         220           Assistant Principal - Middle (Masters)         E         131         220           Assistant Principal - High (Masters)         E         130         220           Assistant Principal - High (Masters)         E         130         220           Assistant Principal - High (Masters)         E         130         220           Assistant Principal - High (Doctorate)         F         132         220           Assistant Principal - Special School (Masters)         E         129         220           Assistant Principal - Special School (Masters)         E         131         220           Assistant Principal - Special School (Doctorate)         F         131         220           Assistant Principal - Special School (Doctorate)         F         131         220           Assistant Principal - Special School (Doctorate)         F         131         220           Assistant Principal - Special School (Doctorate) <th< td=""><td></td><td></td><td></td><td></td></th<>				
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 - High (Masters+30)         E         130         220           Assistant Principal - High (Masters+30)         E         131         220           Assistant Principal - High (Doctorate)         E         132         220           Assistant Principal - Special School (Masters)         E         132         220           Assistant Principal - Special School (Masters40)         E         130         220           Assistant Principal - Special School (Masters+30)         E         130         220           Assistant Principal - Special School (Doctorate)         E         130         220           Assistant Principal - Special School (Doctorate)         E         130         220           Assistant Principal - Special School (Doctorate)         E         130         220           Assistant Principal - Special School (Masters)         E         129         220           Assistant Principal - Special Scho	1			
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 (Mosters)         E         131         220           Assistant Principal - High (Masters)         E         130         220           Assistant Principal - High (Masters)         E         131         220           Assistant Principal - High (Masters)         E         132         220           Assistant Principal - Special School (Masters)         E         129         220           Assistant Principal - Special School (Masters)         E         130         220           Assistant Principal - Special School (Masters)         E         130         220           Assistant Principal - Special School (Doctorate)         E         131         220           Assistant Principal - Special School (Masters)         E         129         220           Assistant Principal - Special School (Masters)         E         130         220           Assistant Principal - Special School (Masters)         E         127         220           Beatility Assistant Principal - Special School (Masters) </td <td></td> <td></td> <td></td> <td></td>				
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+30)         E         130         220           Assistant Principal - Special School (Masters+30)         E         130         220           Assistant Principal - Special School (Doctorate)         E         131         220           Assistant Principal - Special School (Doctorate)         E         131         220           Assistant Principal - Special School (Masters+30)         E         131         220           Assistant Principal - Special School (Masters+30)         E         131         220           Assistant Principal - Special School (Masters+30)         E         131         220           Assistant Principal - Special School (Masters+30)         E         131         220           Assistant Principal - Special				
Assistant Principal - Middle (Masters+30)				
Assistant Principal - High (Masters)         E         131         220           Assistant Principal - High (Masters*40)         E         130         220           Assistant Principal - High (Masters*40)         E         131         220           Assistant Principal - High (Doctorate)         E         132         220           Assistant Principal - Special School (Masters*40)         E         130         220           Assistant Principal - Special School (Doctorate)         E         131         220           Assistant Principal - Special School (Doctorate)         E         131         220           Assistant Principal - Special School (Doctorate)         E         131         220           Assistant Principal - Special School (Doctorate)         E         131         220           Assistant Principal - Special School (Doctorate)         E         131         220           Assistant Principal - Special School (Doctorate)         E         131         220           Assistant Principal - Special School (Doctorate)         E         131         220           Assistant Principal - Special School (Doctorate)         E         131         220         220           Budion School (Doctorate)         B         114         114         114         114         <				
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 Registrar         N         115         240           Audiologist         E         127         220           B           Behavior Intervention Specialist         N         114         184           Benefits Administrator         N         112         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         122         240           Building Custodial Coordinator II         N         111         240           Bus Aide         N         105         180 </td <td></td> <td></td> <td>+</td> <td></td>			+	
Assistant Principal - High (Masters+30)         E         131         220           Assistant Principal - High (Doctorate)         E         132         220           Assistant Principal - Special School (Masters+30)         E         129         220           Assistant Principal - Special School (Masters+30)         E         130         220           Assistant Principal - Special School (Doctorate)         E         131         220           Assistant Registrar         N         115         240           Audiologist         E         127         220           Behavior Intervention Specialist           Benefits Administrator         N         114         184           Benefits Administrator         N         118         240           Benefits Specialist         N         118         240           Benefits Specialist         N         118         240           Benefits Specialist         N         119         240           Budget Analyst         E         122         240           Budget Manager         E         120         240           Building Custodial Coordinator I         N         111         240           Bus Aide         N         105				
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           Assistant Registrar         N         115         240           Audiologist         E         127         220           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 Analyst         E         122         240           Budget Manager         E         120         240           Building Custodial Coordinator II         N         111         240           Building Custodial Coordinator II         N         114         240           Bus Aide				
Assistant Principal - Special School (Masters)         E         129         220           Assistant Principal - Special School (Masters+30)         E         130         220           Assistant Registrar         N         115         240           Audiologist         E         127         220           B           Behavior Intervention Specialist         N         114         184           Benefits Administrator         N         122         240           Benefits Specialist         N         118         240           Benokteeper         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           Bus Driver         N         111         180           Bus priver				
Assistant Principal - Special School (Masters+30)         E         130         220           Assistant Principal - Special School (Doctorate)         E         131         220           Assistant Registrar         N         115         240           Audiologist         E         127         220           Behavior Intervention Specialist           Benefits Administrator         N         114         184           Benefits Specialist         N         118         240           Bookkeeper         N         114         240,220           Broadcast Communications Specialist         N         119         240           Budget Analyst         E         122         240           Budget Analyst         E         122         240           Budget Manager         E         120         240           Budget Stodial Coordinator I         N         111         240           Building Custodial Coordinator II         N         114         240           Bus Driver         N         105         180           Bus Driver         N         105         180           Bus Driver         N         111         180           Business Systems Adminis				
Assistant Principal - Special School (Doctorate)   E   131   220   Assistant Registrar   N   115   240   Audiologist   E   127   220				
Assistant Registrar				
Behavior Intervention Specialist   N				
Behavior Intervention Specialist				
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 Driver         N         105         180           Bus Driver         N         105         180           Bus Driver         N         111         180           Business Systems Administrator         E         123         240           C         C         C           Carpenter         N         111         180           Carpenter Crew Leader         N         114         240           Carpenter Crew Leader         N         118         240           Career Development Specialist         N <th></th> <th>E</th> <th>127</th> <th>220</th>		E	127	220
Benefits Administrator		N	11/	19/
Benefits Specialist				
Bookkeeper				
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           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         N         118         240           Career Development Specialist         N         116         240           Cashier         N         108         186           Cashier         N         108         186           Catering Lead         N         113         240				
Budget Manager				-
Budget Manager	*			
Building Custodial Coordinator I         N         111         240           Building Custodial Coordinator II         N         114         240           Bus Aide         N         105         180           Bus Driver         N         111         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         N         118         240           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 of Operations         E         139         240           Chief of Staff         E         140         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         N         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				
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         N         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				
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         N         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				
Business Systems Administrator				
C           Campus Monitor         N         106         184           Carpenter         N         114         240           Carpenter Crew Leader         N         118         240           Career Development Specialist         N         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				
Campus Monitor         N         106         184           Carpenter         N         114         240           Carpenter Crew Leader         N         118         240           Career Development Specialist         N         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 of Operations         E         139         240           Chief of Staff         E         140         240		L	123	210
Carpenter         N         114         240           Carpenter Crew Leader         N         118         240           Career Development Specialist         N         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		N	106	184
Carpenter Crew Leader         N         118         240           Career Development Specialist         N         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	*			
Career Development Specialist         N         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				
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			110	
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	• •		116	
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				
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 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 Human Resources Officer         E         139         240           Chief of Operations         E         139         240           Chief of Staff         E         140         240				
Chief of Operations         E         139         240           Chief of Staff         E         140         240				
Chief of Staff E 140 240				
	Chief of Teaching and Learning		139	240

Construction Supervisor         E         123           Construction Manager         E         123           Consultant (Masters)         E         127         2           Consultant (Masters+30)         E         128         2	240 240 240,220,200 240,220,200 240,220,200
Construction Manager         E         123           Consultant (Masters)         E         127         2           Consultant (Masters+30)         E         128         2           Consultant (Doctorate)         E         129         2           Coordinator (Bachelors)         E         128           Coordinator (Masters)         E         129           Coordinator (Masters+30)         E         130           Coordinator (Doctorate)         E         131	240 240,220,200 240,220,200
Consultant (Masters)         E         127         2           Consultant (Masters+30)         E         128         2           Consultant (Doctorate)         E         129         2           Coordinator (Bachelors)         E         128           Coordinator (Masters)         E         129           Coordinator (Masters+30)         E         130           Coordinator (Doctorate)         E         131	240,220,200 240,220,200
Consultant (Masters+30)         E         128         2           Consultant (Doctorate)         E         129         2           Coordinator (Bachelors)         E         128           Coordinator (Masters)         E         129           Coordinator (Masters+30)         E         130           Coordinator (Doctorate)         E         131	240,220,200
Consultant (Doctorate)         E         129         2           Coordinator (Bachelors)         E         128           Coordinator (Masters)         E         129           Coordinator (Masters+30)         E         130           Coordinator (Doctorate)         E         131	
Consultant (Doctorate)         E         129         2           Coordinator (Bachelors)         E         128           Coordinator (Masters)         E         129           Coordinator (Masters+30)         E         130           Coordinator (Doctorate)         E         131	
Coordinator (Bachelors)E128Coordinator (Masters)E129Coordinator (Masters+30)E130Coordinator (Doctorate)E131	240,220,200
Coordinator (Masters)E129Coordinator (Masters+30)E130Coordinator (Doctorate)E131	240,200
Coordinator (Masters+30) E 130 Coordinator (Doctorate) E 131	240,200
Coordinator (Doctorate) E 131	240,220
	240,220
Custourian	240,184
D	210,101
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 130	240
Director (Bachelors+18) E 131	240
Director (Masters) E 132	240
Director (Masters+30) E 133	240
Director (Doctorate) E 134	240
Dispatcher N 108	240
E	
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
Executive Assistant N 118	240
Executive Director (Masters) E 136	240
Executive Director (Masters+30) E 137	240
Executive Director (Doctorate) E 138	240
F	
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
1	240
<b>U</b>	
Food Services Supervisor  G  E 120	240
	240
General Counsel E 139	240
Glazier N 113	240
Grants Specialist N 113	240
Н	
Head Mechanic N 118	240
Hearing Officer E 127	240
Hearing Office Assistant E 123	240
	240
Human Resources GeneralistN119HVAC ApprenticeN108	240

JOB TITLE	FLSA	GRADE W	ORK SCHEDULE
HVAC Crew Leader	N	120	240
HVAC Mechanic	N	117	240
HVAC Trades worker	N	108	240
I			
In-School Suspension Monitor	N	114	184
Instructional Assistant (High School Diploma)	N	107	184
Instructional Assistant (Associate)	N	109	184
Instructional Assistant (Bachelors/Masters)	N	111	184
Instructional Coach (Masters)	E	127	240
Instructional Coach (Masters+30)	Е	128	240
Instructional Coach (Doctorate)	Е	129	240
Interpreter - Hearing Impaired (Non-Certified)	N	115	184
Interpreter - Hearing Impaired (Certified)	N	117	184
J			
Job Coach (certified)	Е	120	220
Job Coach (classified)	N	120	184, 200
Landscaping Crew Leader	N	117	240
Landscaping Specialist	N	109	240
Lead Coordinator (Masters)	Е	130	240
Lead Coordinator (Masters+30)	Е	131	240
Lead Coordinator (Doctorate)	Е	132	240
Lead Flight Director	Е	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
Maintenance Support Specialist	N	118	240
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 Facility Landscape Technician	N	114	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
N	11	107	210
Network Architect	Е	125	240
Night Custodial Crew Leader	N	109	240
0	11	107	240
Occupational Therapist	N	125	240,184
Office Assistant	N	107	240,184
Ombudsman	E	129	240,184
P	E	129	4⊤0
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	126	240
Personnel Technician	N	119	240
	E		
Physical Therapist	E	125	240,184

JOB TITLE	FLSA	GRADE W	ORK SCHEDULE
Plumber	N	116	240
Plumber Crew Leader	N	120	240
Postal Services Driver	N	107	240
Postal Services Supervisor	E	119	240
Principal - Elementary (Masters)	E	131	240
Principal - Elementary (Masters+30)	Е	132	240
Principal - Elementary (Doctorate)	Е	133	240
Principal - Middle (Masters)	Е	132	240
Principal - Middle (Masters+30)	E	133	240
Principal - Middle (Doctorate)	Е	134	240
Principal - High (Masters)	E	133	240
Principal - High (Masters+30)	E	134	240
Principal - High (Doctorate)	Е	135	240
Principal - Special School (Masters)	Е	132	240
Principal - Special School (Masters+30)	E	133	240
Principal - Special School (Doctorate)	E	134	240
Printing Supervisor	Е	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)	Е	127	200
Psychologist (Masters+30)	Е	128	200
Psychologist (Doctorate)	Е	129	200
Public Information Manager	E	120	240
Q			
Quality Assurance Financial Manager	N	121	240
Quality Control Technician	N	118	240
R			
Registered Dietician	Е	123	240
Registered Nurse (ASN)	Е	121	240, 200
Registered Nurse (BSN)	Е	122	240,200
Registered Nurse (MSN)	Е	123	240,200
Research Specialist	Е	126	240
Retirement Specialist	N	118	240
Risk Containment Technician	N	115	240
ROTC Associate Instructor (No Degree)	Е	118	240
ROTC Associate Instructor (Bachelors)	Е	119	240
ROTC Associate Instructor (Masters)	Е	120	240
ROTC Associate Instructor (Masters+30)	Е	121	240
ROTC Associate Instructor (Doctorate)	Е	122	240
ROTC Officer Instructor (No Degree)	Е	122	240
ROTC Officer Instructor (Bachelors)	Е	123	240
ROTC Officer Instructor (Masters)	Е	124	240
ROTC Officer Instructor (Masters+30)	Е	125	240
ROTC Officer Instructor (Doctorate)	Е	126	240
S		T	
Secretary	N	110	240,220,200
Senior Accountant	N	120	240
Senior Network Engineer	Е	123	240
Social Worker (MSW)	Е	124	200
Social Worker (MSW+30)	E	125	200
Special Assistant to the Board (Associate)	E	123	240

JOB TITLE	FLSA	GRADE	WORK SCHEDULE
Special Assistant to the Board (Bachelors)	Е	124	240
Special Assistant to the Board (Masters)	Е	125	240
Special Assistant to the Superintendent	Е	123	240
Student Nutrition Lead	N	113	220
Student Nutrition Services Accountant	Е	120	240
Student Nutrition Services Truck Driver	N	107	186
Substitute Center Specialist	N	118	240
Substitute Supervisor	Е	120	240
Supervisor, Motor Pool	Е	121	240
Supervisor, Warehouse Operations	Е	120	240
Systems Analyst	Е	124	240
T			
Technology Acquisition Technician	N	119	240
Technology Support Manager	Е	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	Е	123	240
Transportation Manager	Е	123	240
Transportation Officer	N	118	220
Transportation Supervisor	Е	120	240
V			
Vehicle Mechanic	N	113	240
Volunteer-Mentoring Program Coordinator	N	119	240
W			
Warehouse Supply Specialist	N	107	240
Web Administrator	Е	126	240

### Richland County School District One Salary Guide for Teachers 2022-2023

	Clas	s 3 Bachel	or's	Class 2	Bachelo	or's + 18	Clas	s 1 Mas	ter's	Class 7	' Master'	's + 30	Class	8 Docto	orate	
Step	State	Local	Total	State	Local	Total	State	Local	Total	State	Local	Total	State	Local	Total	Step
0	40,000	1,760.38	41,760	41,576	2,018	43,594	45,076	2,897	47,973	48,576	1,066	49,642	52,076	346	52,422	0
1	40,119	2,733.05	42,852	41,838	3,090	44,928	45,377	4,074	49,451	48,813	2,271	51,084	52,593	1,645	54,238	1
2	40,313	2,796.54	43,110	41,994	3,127	45,121	45,525	4,096	49,621	48,888	2,578	51,466	52,924	1,930	54,854	2
3	40,462	2,774.54	43,237	42,107	3,258	45,365	45,664	4,217	49,881	48,957	2,803	51,760	53,236	2,010	55,246	3
4	40,667	2,696.34	43,363	42,280	3,329	45,609	45,831	4,310	50,141	49,058	2,996	52,054	53,578	2,048	55,626	4
5	40,806	2,684.74	43,491	42,388	3,465	45,853	45,962	4,439	50,401	49,125	3,223	52,348	53,870	2,127	55,997	5
6	41,691	1,926.47	43,617	43,273	2,824	46,097	46,911	3,750	50,661	50,074	2,570	52,644	55,134	2,281	57,415	6
7	42,546	1,199.36	43,745	44,127	2,214	46,341	47,859	3,062	50,921	51,022	2,710	53,732	56,400	2,440	58,840	7
8	43,431	1,335.64	44,767	45,012	1,574	46,586	48,808	2,556	51,364	51,971	2,856	54,827	57,665	2,597	60,262	8
9	44,285	1,462.36	45,747	45,866	1,706	47,572	49,757	2,518	52,275	52,921	2,994	55,915	58,930	2,776	61,706	9
10	45,171	1,594.52	46,766	46,753	1,835	48,588	50,707	2,656	53,363	53,870	3,142	57,012	60,196	2,966	63,162	10
11	46,024	1,726.40	47,750	47,606	1,970	49,576	51,655	2,808	54,463	54,818	3,288	58,106	61,460	3,161	64,621	11
12	46,911	1,861.72	48,773	48,492	2,103	50,595	52,604	2,950	55,554	55,767	3,431	59,198	62,726	3,351	66,077	12
13	47,765	1,989.48	49,754	49,346	2,233	51,579	53,553	3,097	56,650	56,716	3,580	60,296	63,991	3,546	67,537	13
14	48,650	2,129.92	50,780	50,232	2,366	52,598	54,501	3,240	57,741	57,665	3,722	61,387	65,256	3,737	68,993	14
15	49,504	2,261.84	51,766	51,086	2,498	53,584	55,451	3,386	58,837	58,614	3,864	62,478	66,522	3,931	70,453	15
16	50,390	2,389.84	52,780	51,971	2,633	54,604	56,400	3,529	59,929	59,563	4,006	63,569	67,787	4,124	71,911	16
17	51,244	2,519.68	53,764	52,825	2,761	55,586	57,348	3,675	61,023	60,511	4,155	64,666	69,052	4,318	73,370	17
18	51,706	3,080.00	54,786	53,304	3,300	56,604	57,872	4,242	62,114	61,067	4,691	65,758	69,693	5,132	74,825	18
19	52,173	3,590.60	55,764	53,787	3,803	57,590	58,401	4,809	63,210	61,628	5,225	66,853	70,339	5,944	76,283	19
20	52,646	3,639.68	56,286	54,275	3,850	58,125	58,935	5,335	64,270	62,194	5,765	67,959	70,993	6,488	77,481	20
21	53,121	3,687.80	56,809	54,767	3,902	58,669	59,474	5,401	64,875	62,765	5,822	68,587	71,653	6,560	78,213	21
22	53,603	4,038.84	57,642	55,264	4,256	59,520	60,019	6,066	66,085	63,343	6,494	69,837	72,320	7,237	79,557	22
23	54,089	4,167.48	58,256	55,767	4,389	60,156	60,570	6,225	66,795	63,927	6,660	70,587	72,993	7,430	80,423	23
24	54,089	4,789.40	58,878	55,767	5,033	60,800	60,570	6,942	67,512	63,927	7,420	71,347	72,993	8,304	81,297	24
26	54,089	5,347.88	59,437	55,767	5,616	61,383	60,570	7,178	67,748	63,927	7,693	71,620	72,993	9,088	82,081	26
31	54,089	5,913.64	60,003	55,767	6,196	61,963	60,570	7,825	68,395	63,927	8,384	72,311	72,993	9,876	82,869	31

#### Richland County School District One Salary Schedule for Administration, Instructional Support and Classified Employees FY 2022-2023 - 240 day Schedule

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	22,909.00	23,511.00	24,134.00	24,756.00	25,417.00	26,080.00	26,762.00	27,484.00	28,207.00	28,950.00	29,711.00	30,494.00	31,297.00	32,139.00	32,982.00	33,865.00	105
106	24,013.00	24,636.00	25,277.00	25,960.00	26,642.00	27,344.00	28,067.00	28,808.00	29,551.00	30,333.00	31,157.00	31,979.00	32,821.00	33,684.00	34,587.00	35,510.00	106
107	25,157.00	25,819.00	26,501.00	27,203.00	27,906.00	28,649.00	29,410.00	30,193.00	30,996.00	31,818.00	32,661.00	33,524.00	34,407.00	35,329.00	36,273.00	37,235.00	107
108	26,361.00	27,063.00	27,766.00	28,508.00	29,270.00	30,032.00	30,835.00	31,658.00	32,481.00	33,343.00	34,246.00	35,149.00	36,092.00	37,035.00	38,038.00	39,041.00	108
109	27,625.00	28,368.00	29,109.00	29,892.00	30,675.00	31,477.00	32,320.00	33,183.00	34,066.00	34,969.00	35,892.00	36,854.00	37,837.00	38,840.00	39,884.00	40,947.00	109
110	28,969.00	29,731.00	30,514.00	31,336.00	32,160.00	33,002.00	33,885.00	34,788.00	35,711.00	36,674.00	37,637.00	38,640.00	39,684.00	40,747.00	41,830.00	42,954.00	110
111	30,354.00	31,176.00	31,999.00	32,841.00	33,724.00	34,607.00	35,530.00	36,474.00	37,456.00	38,459.00	39,483.00	40,526.00	41,610.00	42,733.00	43,876.00	45,040.00	111
112	31,838.00	32,681.00	33,543.00	34,426.00	35,349.00	36,293.00	37,255.00	38,258.00	39,283.00	40,325.00	41,409.00	42,513.00	43,636.00	44,820.00	46,004.00	47,248.00	112
113	33,364.00	34,267.00	35,169.00	36,112.00	37,075.00	38,058.00	39,082.00	40,125.00	41,189.00	42,292.00	43,416.00	44,579.00	45,782.00	47,007.00	48,271.00	49,555.00	113
114	34,989.00	35,931.00	36,875.00	37,857.00	38,881.00	39,904.00	40,967.00	42,071.00	43,195.00	44,358.00	45,542.00	46,766.00	48,010.00	49,294.00	50,619.00	51,982.00	114
115	36,694.00	37,677.00	38,681.00	39,704.00	40,766.00	41,850.00	42,973.00	44,118.00	45,302.00	46,525.00	47,769.00	49,053.00	50,357.00	51,722.00	53,106.00	54,531.00	115
116	38,480.00	39,503.00	40,566.00	41,649.00	42,753.00	43,897.00	45,080.00	46,284.00	47,529.00	48,792.00	50,096.00	51,461.00	52,826.00	54,250.00	55,714.00	57,219.00	116
117	40,345.00	41,429.00	42,532.00	43,676.00	44,840.00	46,044.00	47,287.00	48,552.00	49,856.00	51,180.00	52,564.00	53,969.00	55,434.00	56,918.00	58,444.00	60,028.00	117
118	45,261.00	46,525.00	47,830.00	49,154.00	50,518.00	51,923.00	53,387.00	54,872.00	56,396.00	57,982.00	59,587.00	61,253.00	62,978.00				118
119	47,488.00	48,813.00	50,157.00	51,561.00	53,005.00	54,471.00	55,995.00	57,561.00	59,166.00	60,830.00	62,516.00	64,282.00	66,068.00				119
120	49,795.00	51,200.00	52,625.00	54,089.00	55,594.00	57,159.00	58,745.00	60,389.00	62,075.00	63,820.00	65,606.00	67,432.00	69,318.00				120
121	52,244.00	53,708.00	55,193.00	56,738.00	58,322.00	59,948.00	61,633.00	63,359.00	65,124.00	66,950.00	68,836.00	70,762.00	72,749.00				121
122	54,811.00	56,337.00	57,921.00	59,526.00	61,192.00	62,897.00	64,663.00	66,469.00	68,335.00	70,261.00	72,227.00	74,253.00	76,340.00				122
123	57,500.00	59,105.00	60,751.00	62,456.00	64,202.00	66,007.00	67,853.00	69,759.00	71,706.00	73,712.00	75,778.00	77,906.00	80,092.00				123
124	60,329.00	62,014.00	63,740.00	65,526.00	67,372.00	69,257.00	71,184.00	73,191.00	75,237.00	77,344.00	79,531.00	81,758.00	84,045.00				124
125	63,299.00	65,065.00	66,890.00	68,756.00	70,683.00	72,668.00	74,695.00	76,802.00	78,949.00	81,176.00	83,443.00	85,790.00	88,198.00				125
126	66,409.00	68,254.00	70,181.00	72,147.00	74,173.00	76,240.00	78,386.00	80,593.00	82,841.00	85,168.00	87,576.00	90,024.00	92,572.00				126
127	74,253.00	76,441.00	78,668.00	80,995.00	83,363.00	85,810.00	88,339.00	90,947.00	93,615.00	96,384.00							127
128	77,906.00	80,213.00	82,560.00	84,988.00	87,496.00	90,064.00	92,712.00	95,441.00	98,250.00	101,139.00							128
129	81,758.00	84,165.00	86,634.00	89,181.00	91,809.00	94,518.00	97,287.00	100,156.00	103,106.00	106,155.00							129
130	85,790.00	88,318.00	90,926.00	93,595.00	96,344.00	99,193.00	102,103.00	105,112.00	108,222.00	111,413.00							130
131	90,044.00	92,692.00	95,421.00	98,230.00	101,119.00	104,089.00	107,158.00	110,329.00	113,579.00	116,930.00							131
132	94,498.00	97,267.00	100,136.00	103,086.00	106,116.00	109,245.00	112,475.00	115,786.00	119,217.00	122,728.00							132
133	99,174.00	102,083.00	105,092.00	108,181.00	111,372.00	114,663.00	118,054.00	121,524.00	125,116.00	128,808.00							133
134	104,068.00	107,139.00	110,309.00	113,559.00	116,909.00	120,341.00	123,892.00	127,564.00	131,316.00	135,208.00							134
135	109,225.00	112,456.00	115,766.00	119,177.00	122,688.00	126,320.00	130,051.00	133,884.00	137,836.00	141,910.00							135
	114,643.00	118,013.00	121,504.00	125,096.00	128,788.00	132,580.00	136,493.00	140,525.00	144,678.00	148,952.00							136
	120,320.00	123,872.00	127,523.00	131,296.00	135,168.00	139,160.00	143,274.00	147,507.00	151,861.00	156,356.00							137
	126,280.00	130,012.00	133,844.00	137,817.00	141,869.00	146,063.00	150,376.00	154,830.00	159,405.00	164,120.00							138
	132,559.00	136,472.00	140,505.00	144,638.00	148,911.00	153,325.00	157,861.00	162,515.00	167,331.00	172,286.00							139
140	139,121.00	143,234.00	147,467.00	151,821.00	156,315.00	160,930.00	165,706.00	170,601.00	175,637.00	180,834.00							140

#### Richland County School District One Salary Schedule for Administration, Instructional Support and Classified Employees FY 2022-2023 - 220 day Schedule

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	21,083.20	21,635.15	22,206.20	22,776.23	23,382.30	23,990.00	24,615.20	25,277.14	25,939.65	26,620.86	27,318.55	28,036.24	28,772.22	29,544.02	30,316.85	31,126.20	105
106	22,095.22	22,666.30	23,254.02	23,879.95	24,505.08	25,148.60	25,811.40	26,490.65	27,171.72	27,888.65	28,643.90	29,397.35	30,169.25	30,960.27	31,788.09	32,634.24	106
107	23,143.97	23,750.80	24,376.00	25,019.50	25,663.67	26,344.88	27,042.60	27,760.26	28,496.24	29,249.80	30,022.58	30,813.63	31,623.08	32,468.31	33,333.74	34,215.45	107
108	24,247.59	24,891.11	25,535.43	26,215.63	26,914.23	27,612.62	28,348.80	29,103.08	29,857.65	30,647.80	31,475.44	32,303.18	33,167.61	34,032.03	34,951.53	35,870.91	
109	25,406.18	26,087.39	26,766.65	27,484.38	28,201.97	28,937.20	29,709.91	30,501.05	31,310.52	32,138.26	32,984.29	33,866.30	34,767.21	35,686.63	36,643.70		
110	26,638.25	27,336.84	28,054.53	28,808.05	29,563.32	30,335.14	31,144.49	31,972.23	32,818.56	33,701.08	34,583.89	35,503.39	36,460.29	37,434.76	38,427.42		
111	27,907.70	28,661.37	29,415.64	30,187.70	30,997.15	31,806.50	32,652.53	33,517.76	34,417.96	35,337.36	36,275.96	37,232.24	38,225.71	39,255.26	40,303.10		
112	29,268.30	30,040.87	30,831.12	31,640.57	32,486.50	33,351.93	34,233.74	35,153.14	36,092.74	37,048.02	38,041.59	39,053.65	40,083.00	41,168.23	42,253.76		
113	30,667.10	31,494.74	32,321.58	33,186.00	34,068.82	34,969.82	35,908.52	36,864.50		38,850.99	39,881.39	40,947.42	42,050.24	43,173.09	44,331.66		
114	32,156.55	33,020.07	33,885.40	34,785.70	35,724.30	36,662.01	37,636.56	38,648.42		40,744.90	41,830.24	42,952.15	44,092.46	45,269.44	46,483.99		
115	33,719.37	34,620.58	35,540.85	36,478.57	37,452.24	38,445.81	39,475.26	40,524.81	41,610.24	42,731.15	43,871.65	45,048.64	46,244.02	47,495.08	48,763.77	50,069.96	
116	35,356.66	36,294.45	37,268.92	38,261.69	39,273.65	40,322.20	41,406.62	42,510.34	43,651.65	44,809.44	46,004.68	47,255.88	48,507.14	49,812.47	51,154.58		
117	37,066.31	38,059.88	39,071.14	40,119.68	41,186.52	42,290.24	43,429.74	44,589.44	45,784.52	46,998.29	48,267.14	49,554.88	50,897.70	52,258.20	53,657.00	55,109.16	
118	41,572.65	42,731.25	43,927.43	45,141.12	46,391.46	47,679.40	49,021.35	50,382.52	51,779.71	53,233.38	54,704.74	56,231.88	57,813.09			<b></b>	118
119	43,614.06	44,828.54	46,060.50	47,347.74	48,671.26	50,015.10	51,412.07	52,847.65	54,318.81	55,844.24	57,389.77	59,008.47	60,645.66			<b></b>	119
120	45,728.84	47,016.68	48,322.82	49,664.93	51,044.53	52,479.11	53,932.88	55,440.02	56,985.35	58,585.15	60,222.24	61,895.91	63,624.76				120
121	47,973.67	49,315.68	50,676.79	52,093.08	53,545.14	55,035.70	56,580.32	58,162.44	59,780.33	61,454.20	63,183.15	64,948.48	66,769.89				121
122	50,326.84	51,725.74	53,177.70	54,648.90	56,176.00	57,738.95	59,357.72	61,013.10	62,723.65	64,489.18	66,291.50	68,148.59	70,061.66			<b></b>	122
123	52,791.77	54,262.93	55,771.69	57,334.60	58,935.10	60,589.80	62,282.04	64,029.18	65,813.81	67,652.61	69,546.50	71,497.15	73,501.16			<b></b>	123
124	55,384.91	56,929.47	58,511.68	60,148.77	61,840.99	63,568.90	65,335.42	67,175.09	69,050.50	70,981.96	72,986.79	75,028.29	77,124.49				124
125	58,107.36	59,726.18	61,399.13	63,109.68	64,876.02	66,695.72	68,553.72	70,485.08	72,453.09	74,494.63	76,572.73	78,724.29	80,931.53				125
126	60,958.22	62,649.48	64,415.92	66,218.03	68,075.22	69,970.00	71,937.14	73,960.26	76,020.87	78,154.04	80,361.38	82,605.30	84,941.09				126
127	68,148.50	70,154.32	72,195.73	74,328.80	76,499.36	78,742.48	81,060.75	83,451.34	85,897.17	88,435.37							127
128	71,497.09	73,611.92	75,763.38	77,988.99	80,287.91	82,642.01	85,069.38	87,570.90	90,145.78	92,794.07							128
129	75,028.20	77,234.64	79,497.76	81,832.54	84,241.70	86,724.91	89,263.11	91,893.16	94,597.09	97,392.07							129
130	78,724.29	81,041.38	83,432.25	85,878.78	88,398.68	91,010.25	93,677.69	96,436.01	99,286.85	102,211.88							130
131	82,623.70	85,051.14	87,552.65	90,127.53	92,775.68	95,498.30	98,311.47	101,218.21	104,197.41	107,269.18						ــــــ	131
132	86,706.62	89,244.82	91,874.57	94,578.80	97,356.09	100,224.54	103,185.45	106,220.53	109,365.66	112,584.06						<b></b>	132
133	90,992.86	93,659.40	96,417.70	99,249.26	102,174.29	105,191.09	108,299.53	111,480.34	114,772.99	118,157.44						<b></b>	133
134	95,479.10	98,293.99	101,199.92	104,179.12	107,250.01	110,395.92	113,651.00	117,016.99	120,456.24	124,024.01						<b>↓</b>	134
135	100,206.25	103,167.96	106,202.24	109,328.88	112,547.38	115,876.53	119,296.74	122,810.22	126,433.14	130,167.42						<b></b>	135
136	105,172.79	108,262.04	111,462.05	114,754.52	118,138.99	121,614.99	125,201.88	128,897.97	132,704.91	136,622.61						<b></b>	136
137	110,376.61	113,632.61	116,979.45	120,437.95	123,987.30	127,646.63	131,417.67	135,298.08	139,289.25	143,409.66						<b>├</b>	137
138	115,840.00	119,261.06	122,773.63	126,415.65	130,130.03	133,974.46	137,928.04	142,010.88	146,204.54	150,526.66						ــــــ	138
139	121,595.77	125,182.68	128,879.58	132,668.23	136,585.12	140,631.26	144,789.16	149,055.50	153,469.96	158,012.20						<b></b>	139
140	127,610.93	131,381.09	135,261.40	139,252.56	143,372.07	147,602.53	151,980.53	156,467.58	161,083.97	165,847.70						<u> </u>	140

#### Richland County School District One Salary Schedule for Administration, Instructional Support and Classified Employees FY 2022-2023 - 200 day Schedule

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	19,257.44	19,759.24	20,278.36	20,796.58	21,347.54	21,900.00	22,468.38	23,070.10	23,672.42	24,291.66	24,925.91	25,578.40	26,247.50	26,949.12	27,651.68	28,387.46	105
106	20,177.44	20,696.56	21,230.91	21,799.98	22,368.26	22,953.26	23,555.78	24,173.32	24,792.46	25,444.14	26,130.86	26,815.78	27,517.42	28,236.58	28,989.18	29,758.40	106
107	21,130.88	21,682.54	22,250.91	22,835.82	23,421.52	24,040.86	24,675.02	25,327.50	25,996.60	26,681.62	27,384.16	28,103.32	28,839.19	29,607.52	30,394.26	31,195.82	107
108	22,134.18	22,719.18	23,304.90	23,923.32	24,558.38	25,193.34	25,862.54	26,548.27	27,234.28	27,952.54	28,704.94	29,457.44	30,243.28	31,029.12	31,865.02	32,700.82	108
109	23,187.44	23,806.68	24,424.22	25,076.60	25,729.08	26,397.38	27,099.92	27,819.18	28,554.96	29,307.46	30,076.59	30,878.34	31,697.42	32,533.32	33,403.36	34,289.12	109
110	24,307.58	24,942.54	25,595.02	26,280.04	26,966.66	27,668.30	28,404.08	29,156.58	29,925.90	30,728.26	31,530.82	32,366.72	33,236.56	34,122.52	35,025.01	35,961.52	110
111	25,461.56	26,146.78	26,832.40	27,534.24	28,270.12	29,005.98	29,775.02	30,561.56	31,380.04	32,215.81	33,069.06	33,938.40	34,841.58	35,777.50	36,730.14	37,700.01	111
112	26,698.34	27,400.78	28,119.24	28,855.02	29,624.14	30,410.88	31,212.44	32,048.34	32,902.56	33,770.92	34,674.18	35,594.28	36,530.00	37,516.58	38,503.36	39,540.00	112
113	27,970.06	28,722.56	29,474.16	30,260.00	31,062.56	31,881.54	32,734.96	33,604.10	34,490.86	35,409.99	36,346.78	37,315.84	38,318.44	39,339.16	40,392.42	41,462.50	113
114	29,324.08	30,109.12	30,895.76	31,714.24	32,567.46	33,420.01	34,305.92	35,225.84	36,162.56	37,131.62	38,118.40	39,138.32	40,174.96	41,244.94	42,349.09	43,485.02	114
115	30,744.88	31,564.16	32,400.76	33,253.28	34,138.44	35,041.62	35,977.44	36,931.68	37,918.36	38,937.38	39,974.22	41,044.20	42,130.90	43,268.26	44,421.54	45,609.06	115
116	32,233.26	33,085.88	33,971.74	34,874.22	35,794.22	36,747.46	37,733.24	38,736.64	39,774.28	40,826.74	41,913.34	43,050.80	44,188.29	45,374.98	46,595.04	47,849.14	116
117	33,787.52	34,690.80	35,610.10	36,563.34	37,533.20	38,536.60	39,572.54	40,626.70	41,713.20	42,816.62	43,970.10	45,140.80	46,361.56	47,598.34	48,870.00	50,190.14	117
118	37,884.22	38,937.48	40,024.98	41,128.32	42,264.96	43,435.76	44,655.82	45,893.20	47,163.42	48,484.90	49,822.50	51,210.86	52,648.28				118
119	39,740.01	40,844.16	41,964.10	43,134.30	44,337.44	45,559.20	46,829.12	48,134.20	49,471.60	50,858.44	52,263.42	53,734.98	55,223.36				119
120	41,662.50	42,833.30	44,020.80	45,240.80	46,495.00	47,799.20	49,120.80	50,490.80	51,895.80	53,350.00	54,838.40	56,360.00	57,931.60				120
121	43,703.28	44,923.34	46,160.72	47,448.26	48,768.34	50,123.36	51,527.54	52,965.86	54,436.62	55,958.44	57,530.02	59,135.04	60,790.82				121
122	45,842.54	47,114.16	48,434.24	49,771.74	51,160.00	52,580.80	54,052.46	55,557.36	57,112.42	58,717.44	60,355.90	62,044.22	63,783.30				122
123	48,083.42	49,420.82	50,792.46	52,213.26	53,668.30	55,172.40	56,710.90	58,299.14	59,921.58	61,593.28	63,315.04	65,088.36	66,910.14				123
124	50,440.80	51,845.02	53,283.34	54,771.62	56,310.06	57,880.84	59,486.66	61,159.16	62,864.10	64,620.00	66,442.58	68,298.40	70,204.08				124
125	52,915.80	54,387.46	55,908.38	57,463.34	59,069.06	60,723.34	62,412.46	64,168.26	65,957.40	67,813.22	69,702.48	71,658.42	73,665.02				125
126	55,507.50	57,044.90	58,650.86	60,289.12	61,977.44	63,700.00	65,488.34	67,327.54	69,200.78	71,140.01	73,146.70	75,186.64	77,310.08				126
127	62,044.22	63,867.50	65,723.42	67,662.54	69,635.80	71,675.04	73,782.56	75,955.76	78,179.22	80,486.78							127
128	65,088.30	67,010.86	68,966.70	70,989.99	73,079.92	75,220.01	77,426.72	79,700.74	82,041.64	84,449.12							128
129	68,298.40	70,304.10	72,361.56	74,484.10	76,674.20	78,931.62	81,239.18	83,630.14	86,088.28	88,629.12							129
130	71,658.42	73,764.94	75,938.44	78,162.50	80,453.34	82,827.58	85,252.48	87,760.00	90,351.68	93,010.86							130
131	75,203.36	77,410.10	79,684.22	82,025.02	84,432.40	86,907.46	89,465.02	92,107.48	94,815.82	97,608.26							131
132	78,915.10	81,222.56	83,613.22	86,071.66	88,596.48	91,204.10	93,895.82	96,655.02	99,514.24	102,440.04							132
133	82,811.66	85,235.86	87,743.36	90,317.44	92,976.62	95,719.20	98,544.88	101,436.64	104,430.00	107,506.70							133
134	86,890.14	89,449.10	92,090.86	94,799.20	97,590.94	100,450.86	103,410.00	106,470.06	109,596.60	112,840.01							134
135	91,187.58	93,880.00	96,638.40	99,480.80	102,406.70	105,433.22	108,542.54	111,736.56	115,030.04	118,424.96							135
136	95,702.58	98,510.94	101,420.02	104,413.20	107,490.08	110,650.10	113,910.86	117,270.88	120,731.62	124,293.28							136
137	100,433.34	103,393.28	106,435.82	109,579.98	112,806.64	116,133.32	119,561.52	123,089.14	126,717.38	130,463.36							137
138	105,400.00	108,510.00	111,703.32	115,014.20	118,390.80	121,885.90	125,480.00	129,191.70	133,004.10	136,933.30							138
139	110,632.54	113,893.34	117,254.16	120,698.38	124,259.14	127,937.40	131,717.46	135,595.90	139,609.10	143,738.44	,						139
140	116,100.78	119,528.28	123,055.90	126,684.14	130,429.12	134,275.02	138,254.98	142,334.16	146,530.88	150,861.66							140

Richland County School District One
Salary Schedule for Administration, Instructional Support and Classified Employees
FY 2022-2023 - 184 day Schedule (8 hours per 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	17,796.90	18,258.50	18,736.10	19,212.86	19,719.68	20,228.00	20,750.90	21,304.47	21,858.63	22,428.33	23,011.91	23,612.13	24,227.72	24,873.18	25,519.55	26,196.48	105
106	18,643.21	19,120.97	19,612.40	20,136.00	20,658.81	21,197.00	21,751.36	22,319.41	22,889.06	23,488.57	24,120.35	24,750.53	25,396.09	26,057.63	26,750.04	27,457.73	106
107	19,520.41	20,027.90	20,550.83	21,089.01	21,627.80	22,197.55	22,781.08	23,381.29	23,996.89	24,627.07	25,273.43	25,935.07	26,612.00	27,318.90	28,042.66	28,780.21	107
108	20,443.45	20,981.64	21,520.52	22,089.47	22,673.70	23,257.80	23,873.53	24,504.41	25,135.49	25,796.33	26,488.54	27,180.84	27,903.82	28,626.79	29,395.81	30,164.73	108
109	21,412.44	21,982.10	22,550.24	23,150.56	23,750.77	24,365.57	25,011.93	25,673.67	26,350.70	27,042.90	27,750.49	28,488.15	29,241.69	30,010.61	30,811.09	31,626.01	109
110	22,442.90	23,027.20	23,627.41	24,257.60	24,889.37	25,534.83	26,211.75	26,904.06	27,611.85	28,350.00	29,088.36	29,857.38	30,657.67	31,472.70	32,303.01	33,164.60	110
111	23,504.65	24,135.03	24,765.81	25,411.47	26,088.49	26,765.42	27,473.01	28,196.68	28,949.52	29,718.54	30,503.54	31,303.33	32,134.28	32,995.29	33,871.69	34,764.00	111
112	24,642.55	25,288.71	25,949.65	26,626.58	27,334.27	28,057.94	28,795.50	29,564.50	30,350.30	31,149.20	31,980.25	32,826.69	33,687.60	34,595.26	35,503.10	36,456.73	112
113	25,812.41	26,504.72	27,196.23	27,919.20	28,657.56	29,411.01	30,196.20	30,995.78	31,811.55	32,657.28	33,518.99	34,410.57	35,332.90	36,272.00	37,241.00	38,225.51	113
114	27,058.20	27,780.36	28,504.10	29,257.10	30,042.10	30,826.37	31,641.44	32,487.77	33,349.49	34,241.17	35,148.93	36,087.25	37,040.96	38,025.34	39,041.20	40,086.18	114
115	28,365.29	29,119.03	29,888.75	30,672.95	31,487.32	32,318.27	33,179.28	34,057.10	34,964.94	35,902.37	36,856.27	37,840.65	38,840.40	39,886.81	40,947.89	42,040.34	115
116	29,734.62	30,519.00	31,334.00	32,164.34	33,010.67	33,887.67	34,794.63	35,717.77	36,672.29	37,640.58	38,640.23	39,686.74	40,733.30	41,824.99	42,947.40	44,101.18	116
117	31,164.49	31,995.54	32,841.27	33,718.26	34,610.54	35,533.69	36,486.70	37,456.59	38,456.14	39,471.28	40,532.47	41,609.54	42,732.65	43,870.45	45,040.41	46,254.92	117
118	34,933.47	35,902.37	36,902.92	37,918.00	38,963.76	40,040.93	41,163.43	42,301.74	43,470.31	44,686.12	45,916.71	47,193.96	48,516.43				118
119	36,640.80	37,656.56	38,686.98	39,763.45	40,870.48	41,994.40	43,162.74	44,363.49	45,593.98	46,869.70	48,162.34	49,516.29	50,885.42				119
120	38,409.50	39,486.68	40,579.12	41,701.53	42,855.41	44,055.24	45,271.15	46,531.60	47,824.23	49,162.09	50,531.33	51,931.13	53,377.07				120
121	40,287.10	41,409.46	42,547.86	43,732.41	44,946.80	46,193.49	47,485.31	48,808.60	50,161.75	51,561.65	53,007.69	54,484.20	56,007.56				121
122	42,255.20	43,425.06	44,639.47	45,870.00	47,147.20	48,454.40	49,808.26	51,192.77	52,623.43	54,100.04	55,607.42	57,160.64	58,760.71				122
123	44,316.74	45,547.13	46,809.00	48,116.19	49,454.86	50,838.68	52,254.06	53,715.28	55,207.88	56,745.82	58,329.80	59,961.30	61,637.32				123
124	46,485.56	47,777.38	49,100.66	50,470.00	51,885.28	53,330.32	54,807.74	56,346.48	57,915.00	59,530.33	61,207.10	62,914.46	64,667.75				124
125	48,762.55	50,116.50	51,515.70	52,946.26	54,423.58	55,945.53	57,499.46	59,114.81	60,760.82	62,468.17	64,206.28	66,005.72	67,851.81				125
126	51,146.92	52,561.40	54,038.82	55,545.99	57,099.21	58,684.00	60,329.22	62,021.38	63,744.71	65,528.77	67,375.00	69,251.71	71,205.27				126
127	57,160.64	58,838.10	60,545.47	62,329.53	64,144.95	66,021.00	67,959.89	69,959.30	72,004.90	74,127.83							127
128	59,961.24	61,730.00	63,529.36	65,390.83	67,313.53	69,282.37	71,312.55	73,404.66	75,558.19	77,773.16							128
129	62,914.46	64,759.85	66,652.68	68,605.35	70,620.34	72,697.10	74,820.04	77,019.72	79,281.23	81,618.79							129
130	66,005.72	67,943.80	69,943.33	71,989.58	74,097.00	76,281.37	78,512.27	80,819.17	83,203.55	85,649.95							130
131	69,267.09	71,297.27	73,389.47	75,543.00	77,757.90	80,034.87	82,387.78	84,818.90	87,310.55	89,879.61							131
132	72,681.88	74,804.76	77,004.14	79,265.98	81,588.69	83,987.85	86,464.21	89,002.61	91,633.10	94,324.82							132
133	76,266.68	78,496.90	80,803.89	83,172.08	85,618.48	88,141.60	90,741.32	93,401.68	96,155.63	98,986.10							133
134	80,018.89	82,373.20	84,803.62	87,295.26	89,863.62	92,494.82	95,217.20	98,032.48	100,908.89	103,892.77							134
135	83,972.57	86,449.53	88,987.33	91,602.34	94,294.16	97,078.57	99,939.10	102,877.64	105,907.67	109,030.90							135
136	88,126.31	90,710.06	93,386.39	96,140.14	98,970.81	101,878.00	104,877.95	107,969.21	111,153.10	114,429.82							136
137	92,478.63	95,201.82	98,001.00	100,893.61	103,862.11	106,922.61	110,076.60	113,322.00	116,660.00	120,106.30					, i		137
138	97,048.00	99,909.28	102,847.07	105,893.10	108,999.63	112,215.00	115,521.57	118,936.36	122,443.75	126,058.61							138
139	101,861.90	104,861.86	107,953.83	111,122.50	114,398.45	117,782.50	121,260.00	124,828.22	128,520.40	132,319.35							139
140	106,892.74	110,046.00	113,291.32	116,629.40	120,074.76	123,613.00	127,274.65	131,027.43	134,888.41	138,872.65		·					140

#### Richland County School District One Salary Schedule for Student Nutrition Operators FY 2022-2023

Grade 108	09CL - 186 Day	ys-Cashier Salar	y Schedule													
Hours Per																
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
7.00	18,197.86	18,674.06	19,150.27	19,653.69	20,170.71	20,687.74	21,231.97	21,789.82	22,347.66	22,932.71	23,544.98	24,157.24	24,796.72	25,436.20	26,116.49	26,796.79
Grade 106	09CL - 184 Day	vs-Food Service	Onerator I													
Hours Per	0502 101 00	y5 1 000 301 VICE	Operator i	1			1		1	1		I		1	1	1
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
5.00	12.027.06	12.325.59	12.632.74	12.960.00	13.286.79	13.623.18	13.969.59	14.324.60	14,680.72	15.055.37	15,450.30	15.844.12	16.247.50	16.661.11	17.093.74	17,536.08
7.00	16,437.86	16,855.81	17,285.92	17,743.94	18,201.47	18,672.45	19,157.50	19,654.51	20,153.01	20,677.54	21,230.38	21,781.72	22,346.53	22,925.49	23,531.27	24,150.51
1.00	10,101.00	10,000.01	,200.02	,	.0,20	10,012.10	10,101.00	10,001.01	20,100.01	20,011.01	2.,200.00	21,101112	22,010.00	22,020.10	20,001.21	2 1,100.01
Grade 107	09CL - 184 Day	ys-Food Service	Operator II Sa	alary Schedule												
Hours Per																
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
5.00	12,575.26	12,892.45	13,219.29	13,555.58	13,892.45	14,248.49	14,613.12	14,988.30	15,373.10	15,766.90	16,170.89	16,584.40	17,007.51	17,449.35	17,901.71	18,362.58
7.00	17,205.36	17,649.43	18,107.00	18,577.84	19,049.42	19,547.83	20,058.39	20,583.62	21,122.30	21,673.75	22,239.25	22,818.20	23,410.53	24,029.08	24,662.35	25,307.64
Grade 111	09CL - 186 Day	ys- SNS Truck Di	river Salary Sc	hedule												
Hours Per	0502 100 00	ys sits index bi	iver salary se	Teadie			1		1	1		I			1	i
II I)av	1	2	3	4	5	6	7	a	a	10	11	12	13	14	15	16
Day 7 00	1 20 905 72	21 463 72	3 22 021 72	4 22 592 74	5 23 191 66	6 23 790 58	7 24 415 54	8 25 057 24	9 25 723 12	10 26 402 02	11 27 097 66	12 27 804 46	13 28 539 16	14 29 301 76	15 30 075 52	16 30 866 02
7.00	20,905.72	2 21,463.72	3 22,021.72	4 22,592.74	5 23,191.66	6 23,790.58	7 24,415.54	8 25,057.24	9 25,723.12	10 26,402.02	11 27,097.66	12 27,804.46	13 28,539.16	14 29,301.76	15 30,075.52	16 30,866.02
7.00 Grade 111	-,		22,021.72	,	23,191.66	Ü	7 24,415.54		-							
7.00	-,	21,463.72 ys-Base Kitchen	22,021.72	,	23,191.66	Ü	7 24,415.54		25,723.12		27,097.66	27,804.46	28,539.16		30,075.52	30,866.02
7.00  Grade 111  Hours Per  Day	09CL - 182 Day	21,463.72 ys-Base Kitchen 2	22,021.72 Crew Leader	Salary Schedule	23,191.66	23,790.58	7	25,057.24	25,723.12	26,402.02	27,097.66	27,804.46	28,539.16	29,301.76	30,075.52	30,866.02
7.00  Grade 111  Hours Per	-,	21,463.72 ys-Base Kitchen	22,021.72 Crew Leader	,	23,191.66	23,790.58		25,057.24	25,723.12	26,402.02	27,097.66	27,804.46	28,539.16	29,301.76	30,075.52	30,866.02
7.00  Grade 111  Hours Per  Day	09CL - 182 Day 1 20,477.56	21,463.72 ys-Base Kitchen 2 21,023.10	22,021.72 Crew Leader 3 21,569.05	Salary Schedule	23,191.66	23,790.58	7	25,057.24	25,723.12	26,402.02	27,097.66	27,804.46	28,539.16	29,301.76	30,075.52	30,866.02
7.00  Grade 111  Hours Per  Day  7.00	09CL - 182 Day 1 20,477.56	21,463.72 ys-Base Kitchen 2	22,021.72 Crew Leader 3 21,569.05	Salary Schedule	23,191.66	23,790.58	7	25,057.24	25,723.12	26,402.02	27,097.66	27,804.46	28,539.16	29,301.76	30,075.52	30,866.02
7.00  Grade 111  Hours Per Day 7.00  Grade 111	09CL - 182 Day 1 20,477.56	21,463.72 ys-Base Kitchen 2 21,023.10	22,021.72 Crew Leader 3 21,569.05	Salary Schedule	23,191.66	23,790.58	7	25,057.24	25,723.12	26,402.02	27,097.66	27,804.46	28,539.16	29,301.76	30,075.52	30,866.02
7.00  Grade 111  Hours Per Day 7.00  Grade 111  Hours Per	09CL - 182 Day 1 20,477.56	21,463.72  ys-Base Kitchen  2 21,023.10  ys-Prod Mgr SN	22,021.72 Crew Leader 3 21,569.05	Salary Schedule	23,191.66 2 5 22,713.79	23,790.58 6 23,299.68	7 23,912.09	25,057.24 8 24,538.41	9 25,190.05	26,402.02 10 25,855.63	27,097.66 11 26,535.00	27,804.46 12 27,227.20	28,539.16 13 27,946.32	29,301.76 14 28,691.56	30,075.52 15 29,450.12	30,866.02 16 30,222.39
7.00  Grade 111  Hours Per Day 7.00  Grade 111  Hours Per Day	09CL - 182 Day  1 20,477.56  09CL - 186 Day	21,463.72 ys-Base Kitchen 2 21,023.10 ys-Prod Mgr SN	22,021.72 Crew Leader  3 21,569.05	4 22,127.91	23,191.66 2 5 22,713.79	23,790.58 6 23,299.68	7 23,912.09	8 24,538.41	9 25,190.05	26,402.02 10 25,855.63	27,097.66 11 26,535.00	27,804.46 12 27,227.20	28,539.16 13 27,946.32	29,301.76 14 28,691.56	30,075.52 15 29,450.12	16 30,222.39
7.00  Grade 111  Hours Per Day 7.00  Grade 111  Hours Per Day	09CL - 182 Dav 1 20,477.56 09CL - 186 Dav 1 23,749.26	21,463.72 ys-Base Kitchen 2 21,023.10 ys-Prod Mgr SN	22,021.72 Crew Leader  3 21,569.05  S 3 25,024.13	4 22,127.91	23,191.66 2 5 22,713.79	23,790.58 6 23,299.68	7 23,912.09	8 24,538.41	9 25,190.05	26,402.02 10 25,855.63	27,097.66 11 26,535.00	27,804.46 12 27,227.20	28,539.16 13 27,946.32	29,301.76 14 28,691.56	30,075.52 15 29,450.12	16 30,222.39

8

23,741.39

31,321.82

9

24,359.89

32,146.45

10

25,001.00

33,001.38

11

25,654.29

33,872.45

12

26,330.30

34,773.73

13

27,029.63

35,706.11

14

27,741.62

36,655.43

15

28,476.24

37,634.96

16

29,222.62

38,630.13

Day

6.00

8.00

2

20,336.43

26,781.94

19,811.63

26,082.20

3

20,860.73

27,480.97

5

21,968.64

28,958.18

21,408.85

28,211.80

6

22,539.88

29,719.90

7

23,135.16

30,513.64

#### Richland County School District One Salary Schedule for Instructional Assistants/Library Assistants FY 2022-2023 - 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	18,362.88	18,838.67	19,328.90	19,833.43	20,338.56	20,872.64	21,419.74	21,982.46	22,559.60	23,150.36	23,756.34	24,376.64	25,011.27	25,674.03	26,352.52	27,043.93
																<u>.</u>
Pay Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
109	20,136.77	20,670.74	21,203.32	21,766.14	22,328.86	22,905.30	23,511.18	24,131.58	24,766.20	25,415.25	26,078.62	26,770.13	27,476.56	28,197.51	28,947.90	29,711.91
																-
Pay Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
111	22,098.12	22,689.08	23,280.45	23,885.78	24,520.45	25,155.08	25,818.44	26,496.83	27,202.76	27,923.71	28,659.58	29,409.37	30,188.40	30,995.58	31,817.18	32,653.70

Richland County School District One Salary Schedule for Bus Aides and Bus Drivers FY 2022-2023 - 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	12,862.15	13,188.03	13,524.78	13,861.52	14,219.99	14,578.47	14,947.80	15,338.86	15,729.93	16,131.84	16,544.63	16,968.28	17,402.80	17,859.03	18,315.27	18,793.23
6.00	13,940.53	14,296.03	14,663.40	15,030.75	15,421.81	15,812.88	16,215.78	16,642.40	17,069.01	17,507.47	17,957.78	18,419.94	18,893.95	19,391.66	19,889.37	20,410.79
6.50	15,018.91	15,404.04	15,802.01	16,199.99	16,623.63	17,047.29	17,483.77	17,945.93	18,408.09	18,883.09	19,370.93	19,871.61	20,385.12	20,924.31	21,463.49	22,028.36
7.00	16,097.28	16,512.04	16,940.63	17,369.22	17,825.45	18,281.69	18,751.75	19,249.46	19,747.17	20,258.71	20,784.08	21,323.26	21,876.28	22,456.94	23,037.61	23,645.93
7.50	17,175.66	17,620.05	18,079.25	18,538.44	19,027.27	19,516.10	20,019.73	20,553.00	21,086.26	21,634.34	22,197.22	22,774.93	23,367.45	23,989.58	24,611.73	25,263.49
8.00	18,254.04	18,728.05	19,217.86	19,707.67	20,229.09	20,750.50	21,287.71	21,856.53	22,425.34	23,009.95	23,610.37	24,226.59	24,858.60	25,522.23	26,185.84	26,881.05

#### **Bus Drivers**

Hours Per																
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
5.50	17,686.85	18,154.49	18,622.14	19,101.19	19,603.05	20,104.91	20,629.58	21,165.65	21,724.54	22,294.84	22,876.54	23,469.65	24,085.56	24,724.30	25,374.44	26,035.98
6.00	19,203.84	19,713.99	20,224.15	20,746.74	21,294.23	21,841.71	22,414.09	22,998.90	23,608.59	24,230.74	24,865.32	25,512.34	26,184.25	26,881.05	27,590.30	28,311.98
6.50	20,720.83	21,273.49	21,826.16	22,392.31	22,985.41	23,578.53	24,198.60	24,832.13	25,492.65	26,166.63	26,854.10	27,555.05	28,282.95	29,037.81	29,806.15	30,587.98
7.00	22,237.81	22,833.00	23,428.18	24,037.87	24,676.61	25,315.34	25,983.10	26,665.38	27,376.69	28,102.53	28,842.88	29,597.74	30,381.64	31,194.57	32,022.01	32,863.98
7.50	23,754.79	24,392.49	25,030.18	25,683.43	26,367.79	27,052.14	27,767.61	28,498.62	29,260.75	30,038.42	30,831.66	31,640.44	32,480.32	33,351.32	34,237.88	35,139.98
8.00	25,271.78	25,951.99	26,632.20	27,329.00	28,058.97	28,788.95	29,552.02	30,331.86	31,144.80	31,974.32	32,820.42	33,683.13	34,579.01	35,508.07	36,453.73	37,415.97

#### Richland County School District One Salary Schedule for Administration, Instructional Support and Classified Employees FY 2022-2023 - Hourly Rates - 12 months

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	11.93	12.25	12.57	12.89	13.24	13.58	13.94	14.31	14.69	15.08	15.47	15.88	16.30	16.74	17.18	17.64	105
106	12.51	12.83	13.17	13.52	13.88	14.24	14.62	15.00	15.39	15.80	16.23	16.66	17.09	17.54	18.01	18.49	106
107	13.10	13.45	13.80	14.17	14.53	14.92	15.32	15.73	16.14	16.57	17.01	17.46	17.92	18.40	18.89	19.39	107
108	13.73	14.09	14.46	14.85	15.24	15.64	16.06	16.49	16.92	17.37	17.84	18.31	18.80	19.29	19.81	20.33	108
109	14.39	14.78	15.16	15.57	15.98	16.39	16.83	17.28	17.74	18.21	18.69	19.19	19.71	20.23	20.77	21.33	109
110	15.09	15.48	15.89	16.32	16.75	17.19	17.65	18.12	18.60	19.10	19.60	20.12	20.67	21.22	21.79	22.37	110
111	15.81	16.24	16.67	17.10	17.56	18.02	18.51	19.00	19.51	20.03	20.56	21.11	21.67	22.26	22.85	23.46	111
112	16.58	17.02	17.47	17.93	18.41	18.90	19.40	19.93	20.46	21.00	21.57	22.14	22.73	23.34	23.96	24.61	112
113	17.38	17.85	18.32	18.81	19.31	19.82	20.36	20.90	21.45	22.03	22.61	23.22	23.84	24.48	25.14	25.81	113
114	18.22	18.71	19.21	19.72	20.25	20.78	21.34	21.91	22.50	23.10	23.72	24.36	25.01	25.67	26.36	27.07	114
115	19.11	19.62	20.15	20.68	21.23	21.80	22.38	22.98	23.59	24.23	24.88	25.55	26.23	26.94	27.66	28.40	115
116	20.04	20.57	21.13	21.69	22.27	22.86	23.48	24.11	24.75	25.41	26.09	26.80	27.51	28.26	29.02	29.80	116
117	21.01	21.58	22.15	22.75	23.35	23.98	24.63	25.29	25.97	26.66	27.38	28.11	28.87	29.64	30.44	31.26	117
118	23.57	24.23	24.91	25.60	26.31	27.04	27.81	28.58	29.37	30.20	31.03	31.90	32.80				118
119	24.73	25.42	26.12	26.85	27.61	28.37	29.16	29.98	30.82	31.68	32.56	33.48	34.41				119
120	25.93	26.67	27.41	28.17	28.96	29.77	30.60	31.45	32.33	33.24	34.17	35.12	36.10				120
121	27.21	27.97	28.75	29.55	30.38	31.22	32.10	33.00	33.92	34.87	35.85	36.85	37.89				121
122	28.55	29.34	30.17	31.00	31.87	32.76	33.68	34.62	35.59	36.59	37.62	38.67	39.76				122
123	29.95	30.78	31.64	32.53	33.44	34.38	35.34	36.33	37.35	38.39	39.47	40.58	41.71				123
124	31.42	32.30	33.20	34.13	35.09	36.07	37.08	38.12	39.19	40.28	41.42	42.58	43.77				124
125	32.97	33.89	34.84	35.81	36.81	37.85	38.90	40.00	41.12	42.28	43.46	44.68	45.94				125
126	34.59	35.55	36.55	37.58	38.63	39.71	40.83	41.98	43.15	44.36	45.61	46.89	48.21				126 127
127	38.67	39.81	40.97	42.18	43.42	44.69	46.01	47.37	48.76	50.20							127
128	40.58	41.78	43.00	44.26	45.57	46.91	48.29	49.71	51.17	52.68							128 129
129	42.58	43.84	45.12	46.45	47.82	49.23	50.67	52.16	53.70	55.29							129
130	44.68	46.00	47.36	48.75	50.18	51.66	53.18	54.75	56.37	58.03							130
131	46.90	48.28	49.70	51.16	52.67	54.21	55.81	57.46	59.16	60.90							131
132	49.22	50.66	52.15	53.69	55.27	56.90	58.58	60.31	62.09	63.92							132
133	51.65	53.17	54.74	56.34	58.01	59.72	61.49	63.29	65.16	67.09							133
134	54.20	55.80	57.45	59.15	60.89	62.68	64.53	66.44	68.39	70.42							134
135	56.89	58.57	60.29	62.07	63.90	65.79	67.73	69.73	71.79	73.91							135
136	59.71	61.47	63.28	65.15	67.08	69.05	71.09	73.19	75.35	77.58							136
137	62.67	64.52	66.42	68.38	70.40	72.48	74.62	76.83	79.09	81.44							137
138	65.77	67.71	69.71	71.78	73.89	76.07	78.32	80.64	83.02	85.48							138
139	69.04	71.08	73.18	75.33	77.56	79.86	82.22	84.64	87.15	89.73							139
140	72.46	74.60	76.81	79.07	81.41	83.82	86.31	88.85	91.48	94.18							140

#### Richland County School District One Salary Schedule for Administration, Instructional Support and Classified Employees FY 2022-2023 - Hourly Rates - 11 months

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	11.98	12.29	12.62	12.94	13.29	13.63	13.99	14.36	14.74	15.13	15.52	15.93	16.35	16.79	17.23	17.69	105
106	12.55	12.88	13.21	13.57	13.93	14.29	14.67	15.05	15.44	15.85	16.28	16.70	17.14	17.59	18.06	18.54	106
107	13.15	13.49	13.85	14.22	14.58	14.97	15.37	15.77	16.19	16.62	17.06	17.51	17.97	18.45	18.94	19.44	107
108	13.78	14.14	14.51	14.90	15.29	15.69	16.11	16.54	16.96	17.41	17.88	18.35	18.85	19.34	19.86	20.38	
109	14.44	14.82	15.21	15.62	16.02	16.44	16.88	17.33	17.79	18.26	18.74	19.24	19.75	20.28	20.82	21.38	
110	15.14	15.53	15.94	16.37	16.80	17.24	17.70	18.17	18.65	19.15	19.65	20.17	20.72	21.27	21.83	22.42	110
111	15.86	16.28	16.71	17.15	17.61	18.07	18.55	19.04	19.56	20.08	20.61	21.15	21.72	22.30	22.90	23.51	111
112	16.63	17.07	17.52	17.98	18.46	18.95	19.45	19.97	20.51	21.05	21.61	22.19	22.77	23.39	24.01	24.66	112
113	17.42	17.89	18.36	18.86	19.36	19.87	20.40	20.95	21.50	22.07	22.66	23.27	23.89	24.53	25.19	25.86	
114	18.27	18.76	19.25	19.76	20.30	20.83	21.38	21.96	22.54	23.15	23.77	24.40	25.05	25.72	26.41	27.12	
115	19.16	19.67	20.19	20.73	21.28	21.84	22.43	23.03	23.64	24.28	24.93	25.60	26.28	26.99	27.71	28.45	115
116	20.09	20.62	21.18	21.74	22.31	22.91	23.53	24.15	24.80	25.46	26.14	26.85	27.56	28.30	29.07	29.85	116
117	21.06	21.62	22.20	22.80	23.40	24.03	24.68	25.33	26.01	26.70	27.42	28.16	28.92	29.69	30.49	31.31	117
118	23.62	24.28	24.96	25.65	26.36	27.09	27.85	28.63	29.42	30.25	31.08	31.95	32.85				118
119	24.78	25.47	26.17	26.90	27.65	28.42	29.21	30.03	30.86	31.73	32.61	33.53	34.46				119
120	25.98	26.71	27.46	28.22	29.00	29.82	30.64	31.50	32.38	33.29	34.22	35.17	36.15				120
121	27.26	28.02	28.79	29.60	30.42	31.27	32.15	33.05	33.97	34.92	35.90	36.90	37.94				121
122	28.59	29.39	30.21	31.05	31.92	32.81	33.73	34.67	35.64	36.64	37.67	38.72	39.81				122
123	30.00	30.83	31.69	32.58	33.49	34.43	35.39	36.38	37.39	38.44	39.52	40.62	41.76				123
124	31.47	32.35	33.25	34.18	35.14	36.12	37.12	38.17	39.24	40.33	41.47	42.63	43.82				124
125	33.02	33.94	34.89	35.86	36.86	37.90	38.95	40.05	41.17	42.33	43.51	44.73	45.99				125
126	34.64	35.60	36.60	37.62	38.68	39.76	40.87	42.02	43.19	44.41	45.66	46.93	48.26				126
127	38.72	39.86	41.02	42.23	43.47	44.74	46.06	47.42	48.81	50.25							127
128	40.62	41.83	43.05	44.31	45.62	46.96	48.33	49.76	51.22	52.72							128
129	42.63	43.88	45.17	46.50	47.86	49.28	50.72	52.21	53.75	55.34							129
130	44.73	46.05	47.40	48.79	50.23	51.71	53.23	51.80	56.41	58.07							130
131	46.95	48.32	49.75	51.21	52.71	54.26	55.86	57.51	59.20	60.95							131
132	49.27	50.71	52.20	53.74	55.32	56.95	58.63	60.35	62.14	63.97							132
133	51.70	53.22	54.78	56.39	58.05	59.77	61.53	63.34	65.21	67.13							133
134	54.25	55.85	57.50	59.19	60.94	62.73	64.57	66.49	68.44	70.47							134
135	56.94	58.62	60.34	62.12	63.95	65.84	67.78	69.78	71.84	73.96							135
136	59.76	61.51	63.33	65.20	67.12	69.10	71.14	73.24	75.40	77.63							136
137	62.71	64.56	66.47	68.43	70.45	72.53	74.67	76.87	79.14	81.48							137
138	65.82	67.76	69.76	71.83	73.94	76.12	78.37	80.69	83.07	85.53							138
139	69.08	71.13	73.23	75.38	77.61	79.90	82.27	84.69	87.20	89.78							139
140	72.51	74.65	76.85	79.12	81.46	83.87	86.35	88.90	91.53	94.23							140

#### Richland County School District One Salary Schedule for Administration, Instructional Support and Classified Employees FY 2022-2023 - Hourly Rates - 10 months

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	12.04	12.35	12.67	13.00	13.34	13.69	14.04	14.42	14.80	15.18	15.58	15.99	16.40	16.84	17.28	17.74	105
106	12.61	12.94	13.27	13.63	13.98	14.35	14.72	15.11	15.50	15.90	16.33	16.76	17.20	17.65	18.12	18.60	106
107	13.21	13.55	13.91	14.27	14.64	15.03	15.42	15.83	16.25	16.68	17.12	17.56	18.02	18.50	19.00	19.50	
108	13.84	14.20	14.57	14.96	15.35	15.75	16.17	16.60	17.03	17.48	17.95	18.42	18.91	19.40	19.92	20.44	
109	14.49	14.88	15.27	15.67	16.08	16.50	16.94	17.39	17.85	18.32	18.80	19.30	19.81	20.33	20.88	21.43	109
110	15.19	15.59	16.00	16.43	16.85	17.29	17.75	18.22	18.71	19.21	19.71	20.23	20.77	21.33	21.89	22.48	
111	15.91	16.34	16.77	17.21	17.67	18.13	18.61	19.10	19.61	20.13	20.67	21.21	21.78	22.36	22.96	23.56	111
112	16.69	17.13	17.57	18.03	18.52	19.01	19.51	20.03	20.56	21.11	21.67	22.25	22.83	23.45	24.06	24.71	112
113	17.48	17.95	18.42	18.91	19.41	19.93	20.46	21.00	21.56	22.13	22.72	23.32	23.95	24.59	25.25	25.91	
114	18.33	18.82	19.31	19.82	20.35	20.89	21.44	22.02	22.60	23.21	23.82	24.46	25.11	25.78	26.47	27.18	114
115	19.22	19.73	20.25	20.78	21.34	21.90	22.49	23.08	23.70	24.34	24.98	25.65	26.33	27.04	27.76	28.51	115
116	20.15	20.68	21.23	21.80	22.37	22.97	23.58	24.21	24.86	25.52	26.20	26.91	27.62	28.36	29.12	29.91	116
117	21.12	21.68	22.26	22.85	23.46	24.09	24.73	25.39	26.07	26.77	27.48	28.21	28.98	29.75	30.54	31.37	117
118	23.68	24.34	25.02	25.71	26.42	27.15	27.91	28.68	29.48	30.30	31.14	32.01	32.91				118
119	24.84	25.53	26.23	26.96	27.71	28.47	29.27	30.08	30.92	31.79	32.66	33.58	34.51				119
120	26.04	26.77	27.51	28.28	29.06	29.87	30.70	31.56	32.43	33.34	34.27	35.23	36.21				120
121	27.31	28.08	28.85	29.66	30.48	31.33	32.20	33.10	34.02	34.97	35.96	36.96	37.99				121
122	28.65	29.45	30.27	31.11	31.98	32.86	33.78	34.72	35.70	36.70	37.72	38.78	39.87				122
123	30.05	30.89	31.75	32.63	33.54	34.48	35.44	36.44	37.45	38.50	39.57	40.68	41.82				123
124	31.53	32.40	33.30	34.23	35.19	36.18	37.18	28.22	39.29	40.39	41.53	42.69	43.88				124
125	33.07	33.99	34.94	35.91	36.92	37.95	39.01	40.11	41.22	42.38	43.56	44.79	46.04				125
126	34.69	35.65	36.66	37.68	38.74	39.81	40.94	42.08	43.25	44.46	45.72	46.99	48.32				126
127	38.78	39.92	41.08	42.29	43.52	44.80	46.11	47.47	48.86	50.30							127
128	40.68	41.88	43.10	44.37	45.68	47.01	48.39	49.81	51.28	52.78							128
129	42.69	43.94	45.23	46.55	47.92	49.33	50.77	52.27	53.81	55.39							129
130	44.79	46.10	47.46	48.85	50.28	51.77	53.28	54.85	56.47	58.13							130
131	47.00	48.38	49.80	51.27	52.77	54.32	55.92	57.57	59.26	61.01							131
132	49.32	50.76	52.26	53.79	55.37	57.00	58.68	60.41	62.20	64.03							132
133	51.76	53.27	54.84	56.45	58.11	59.82	61.59	63.40	65.27	67.19							133
134	54.31	55.91	57.56	59.25	60.99	62.78	64.63	66.54	68.50	70.53							134
135	56.99	58.68	60.40	62.18	64.00	65.90	67.84	69.84	71.89	74.02							135
136	59.81	61.57	63.39	65.26	67.18	69.16	71.19	73.29	75.46	77.68							136
137	62.77	64.62	66.52	68.49	70.50	72.58	74.73	76.93	79.20	81.54							137
138	65.88	67.82	69.81	71.88	73.99	76.18	78.43	80.74	83.13	85.58							138
139	69.15	71.18	73.28	75.44	77.66	79.96	82.32	84.75	87.26	89.84							139
140	72.56	74.71	76.91	79.18	81.52	83.92	86.41	88.96	91.58	94.29							140

#### Richland County School District One Salary Schedule for Administration, Instructional Support and Classified Employees FY 2022-2023 - Hourly Rates - 9 months

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	12.09	12.40	12.73	13.05	13.40	13.74	14.10	14.47	14.85	15.24	15.63	16.04	16.46	16.90	17.34	17.80	105
106	12.67	12.99	13.32	13.68	14.03	14.40	14.78	15.16	15.55	15.96	16.39	16.81	17.25	17.70	18.17	18.65	106
107	13.26	13.61	13.96	14.33	14.69	15.08	15.48	15.88	16.30	16.73	17.17	17.62	18.08	18.56	19.05	19.55	107
108	13.89	14.25	14.62	15.01	15.40	15.80	16.22	16.65	17.08	71.52	17.99	18.47	18.96	19.45	19.97	20.49	108
109	14.55	14.93	15.32	15.73	16.14	16.55	16.99	17.44	17.90	18.37	18.85	19.35	19.87	20.39	20.93	21.49	109
110	15.25	15.64	16.05	16.48	16.91	17.35	17.81	18.28	18.76	19.26	19.76	20.28	20.83	21.38	21.95	22.53	110
111	15.97	16.40	16.83	17.26	17.72	18.18	18.66	19.16	19.67	20.19	20.72	21.27	21.83	22.42	23.01	23.62	111
112	16.74	17.18	17.63	18.09	18.57	19.06	19.56	20.08	20.62	21.16	21.73	22.30	22.89	23.50	24.12	24.77	112
113	17.54	18.01	18.48	18.97	19.47	19.98	20.51	21.06	21.61	22.19	22.77	23.38	24.00	24.64	25.30	25.97	113
114	18.38	18.87	19.36	19.88	20.41	20.94	21.50	22.07	22.66	23.26	23.88	24.52	25.16	25.83	26.52	27.23	114
115	19.27	19.78	20.30	20.84	21.39	21.96	22.54	23.14	23.75	24.39	25.04	25.71	26.39	27.10	27.82	28.56	115
116	20.20	20.73	21.29	21.85	22.43	23.02	23.64	24.26	24.91	25.57	26.25	26.96	27.67	28.41	29.18	29.96	116
117	21.17	21.74	22.31	22.91	23.51	24.14	24.79	25.45	26.13	26.81	27.54	28.27	29.03	29.80	30.60	31.42	117
118	23.73	24.39	25.07	25.76	26.47	27.20	27.96	28.74	29.53	30.36	31.19	32.06	32.96				118
119	24.89	25.58	26.28	27.01	27.77	28.53	29.32	30.14	30.97	31.84	32.72	33.64	34.57				119
120	26.09	26.83	27.57	28.33	29.11	29.93	30.75	31.61	32.49	33.40	34.33	35.28	36.26				120
121	27.37	28.13	28.90	29.71	30.53	31.38	32.26	33.16	34.08	35.03	36.01	37.01	38.05				121
122	28.71	29.50	30.33	31.16	32.03	32.92	33.84	34.78	35.75	36.75	37.78	38.83	39.92				122
123	30.11	30.94	31.80	32.69	33.60	34.54	35.50	36.49	37.51	38.55	39.63	40.73	41.87				123
124	31.58	32.46	33.36	34.29	35.25	36.23	37.23	38.28	39.34	40.44	41.58	42.74	43.93				124
125	33.13	34.05	35.00	35.97	36.97	38.01	39.06	40.16	41.28	42.44	43.62	44.84	46.10				125
126	34.75	35.71	36.71	37.74	38.79	39.87	40.98	42.13	43.30	44.52	45.77	47.05	48.37				126
127	38.83	39.97	41.13	42.34	43.58	44.85	46.17	47.53	48.92	50.36							127
128	40.74	41.94	43.16	44.42	45.73	47.07	48.45	49.87	51.33	52.84							128
129	42.74	43.99	45.28	46.61	47.98	49.39	50.83	52.32	53.86	55.45							129
130	44.84	46.16	47.52	48.91	50.34	51.82	53.34	54.90	56.52	58.19							130
131	47.06	48.44	49.86	51.32	52.82	54.37	55.97	57.62	59.31	61.06							131
132	49.38	50.82	52.31	53.85	55.43	57.06	58.74	60.46	62.25	64.08							132
133	51.81	53.33	54.89	56.50	58.17	59.88	61.64	63.45	65.32	67.25							133
134	54.36	55.96	57.61	59.30	61.05	62.84	64.69	66.60	68.55	70.58							134
135	57.05	58.73	60.45	62.23	64.06	65.95	67.89	69.89	71.95	74.07							135
136	59.87	61.62	63.44	65.31	67.24	69.21	71.25	73.35	75.51	77.74							136
137	62.83	64.68	66.58	68.54	70.56	72.64	74.78	76.99	79.25	81.59							137
138	65.93	67.87	69.87	71.94	74.05	76.23	78.48	80.80	83.18	85.64							138
139	69.20	71.24	73.34	75.49	77.72	80.02	82.38	84.80	87.31	89.89							139
140	72.62	74.76	76.96	79.23	81.57	83.98	86.46	89.01	91.64	94.34							140

#### Richland County School District One Salary Schedule for Instructional Assistants/Library Assistants FY 2022-2023 - 184 days - 7.5 hrs/day - Hourly Rates

Pay Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
107	13.31	13.65	14.01	14.37	14.74	15.13	15.52	15.93	16.35	16.78	17.21	17.66	18.12	18.60	19.10	19.60
Pay Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
109	14.59	14.98	15.36	15.77	16.18	16.60	17.04	17.49	17.95	18.42	18.90	19.40	19.91	20.43	20.98	21.53
Pay Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
111	16.01	16.44	16.87	17.31	17.77	18.23	18.71	19.20	19.71	20.23	20.77	21.31	21.88	22.46	23.06	23.66

Richland County School District One Salary Schedule for Bus Aides and Bus Drivers FY 2022-2023 - 180 Day Schedule - Hourly Rates

us		

Dus Alucs																
Hours Per																
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
8.00	12.68	13.01	13.35	13.69	14.05	14.41	14.78	15.18	15.57	15.98	16.40	16.82	17.26	17.72	18.18	18.67
Bus Drivers																
Hours Per																
Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
											22.79					

#### Richland County School District One Salary Schedule for Student Nutrition Operators FY 2022-2023 - Hourly Rates

Grade 108 09CL - 186 Days-Cashier Salary Schedule

2

18.00

17.53

3

18.47

5

19.46

18.96

6

19.97

Hours Per Day

8.00

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
13.98	14.34	14.71	15.10	15.49	15.89	16.31	16.74	17.16	17.61	18.08	18.55	19.05	19.54	20.06	20.58
															•
09CL - 184 Day	s-Food Service	Operator I													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
12.76	13.09	13.42	13.78	14.13	14.50	14.87	15.26	15.65	16.05	16.48	16.91	17.35	17.80	18.27	18.75
09CL - 184 Day	/s-Food Service	Operator II Sa	alary Schedule												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
13.36	13.70	14.06	14.42	14.79	15.18	15.57	15.98	16.40	16.83	17.27	17.72	18.18	18.66	19.15	19.65
09CL - 186 Day	/s- SNS Truck Dr	iver Salary Sc	hedule and Bas	e Kitchen Crew	Leader										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
16.06	16.49	16.91	17.35	17.81	18.27	18.75	19.25	19.76	20.28	20.81	21.36	21.92	22.51	23.10	23.71
															<u>.</u>
09CL - 186 Da	ys-Prod Mgr SN:	S													
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
15.96	16.39	16.82	17.26	17.72	18.18	18.66	19.15	19.66	20.18	20.72	21.26	21.82	22.41	23.00	23.61
09CL - 186 Da	ys-Cant Mgr/Shi	ift Ldr CK													
	09CL - 184 Day 1 12.76 09CL - 184 Day 1 13.36 09CL - 186 Day 1 16.06 09CL - 186 Da	13.98 14.34  09CL - 184 Days-Food Service  1 2 13.76 13.09  09CL - 184 Days-Food Service  1 2 13.36 13.70  09CL - 186 Days- SNS Truck Dr  1 2 16.06 16.49  09CL - 186 Days-Prod Mgr SN  1 2 15.96 16.39	13.98 14.34 14.71  09CL - 184 Days-Food Service Operator I  1 2 3 12.76 13.09 13.42  09CL - 184 Days-Food Service Operator II S  1 2 3 13.36 13.70 14.06  09CL - 186 Days- SNS Truck Driver Salary Sc  1 2 3 16.06 16.49 16.91  09CL - 186 Days-Prod Mgr SNS  1 2 3	13.98 14.34 14.71 15.10  09CL - 184 Days-Food Service Operator I  1 2 3 4 12.76 13.09 13.42 13.78  09CL - 184 Days-Food Service Operator II Salary Schedule  1 2 3 4 13.36 13.70 14.06 14.42  09CL - 186 Days- SNS Truck Driver Salary Schedule and Bas  1 2 3 4 16.06 16.49 16.91 17.35  09CL - 186 Days-Prod Mgr SNS  1 2 3 4 15.96 16.39 16.82 17.26	13.98         14.34         14.71         15.10         15.49           09CL - 184 Days-Food Service Operator II Salary Schedule           1         2         3         4         5           13.36         13.70         14.06         14.42         14.79           09CL - 186 Days- SNS Truck Driver Salary Schedule and Base Kitchen Crew         1         2         3         4         5           1         2         3         4         5         17.81           09CL - 186 Days- Prod Mgr SNS         16.91         17.35         17.81           09CL - 186 Days- Prod Mgr SNS         3         4         5           1         2         3         4         5           15.96         16.39         16.82         17.26         17.72	13.98	13.98	13.98	13.98	13.98	13.98	13.98	13.98	13.98 14.34 14.71 15.10 15.49 15.89 16.31 16.74 17.16 17.61 18.08 18.55 19.05 19.54 19.54 19.05 19.54 19.05 19.54 19.05 19.54 19.05 19.54 19.05 19.54 19.05 19.54 19.05 19.54 19.05 19.54 19.05 19.54 19.05 19.54 19.05 19.54 19.05 19.54 19.05 19.54 19.05 19.05 19.54 19.05	13.98

8

21.05

20.51

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21.60

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22.18

11

22.76

12

23.37

13

24.00

14

24.63

15

25.29

16

25.96

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	Ashton Jones	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	Jason Koepke	2500 Blue Ridge Terrace 29203	396
Gadsden Elementary	353-2231 783-5541	David Thorpe Audrey White-Gardner	1660 S. Goodwin Circle, Gadsden 29	
Hopkins Elementary Horrell Hill Elementary	783-5545	Shannon Adams	6120 Cabin Creek Road, Hopkins 20	
Hyatt Park Elementary	735-3421	Danielle Reilly	517 Horrell Hill Road, Hopkins 29067 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	Lakisha Cook (Acting)	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	Tiffany Brooks (Acting)	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	Kreshella Goodman (Acting)	5125 Fairfield Road 29203	210
Crayton Middle	738-7224	Angela Burns	5000 Clemson Avenue 29206	220
Heyward Gibbes 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 St. Andrews Middle	256-6347	Dr. Robin Coletrain	2600 Barhamville Road 29204	260
W.G. Sanders Middle	731-8910 738–7575	Dr. Jametta Hodges-Stewart Andrenna Smith	1231 Bluefield Road 29210 3455 Pine Belt Road 29204	270 280
Southeast Middle	695-5700	Chaddrick Myers	731 Horrell Hill Road, Hopkins 29061	
High Schools	Tolonhono	Dringinal	Addross	Mail Codo
High Schools	Telephone	Principal	Address	Mail Code
Columbia High	731-8950	Dr. Shannon Washington (Acting)	1701 Westchester Drive 29210	110
Dreher High	253-7000	Kevin Hasinger	3319 Millwood Avenue 29205	120
Eau Claire High	735-7600	Ekemam Montgomery (Acting)	4800 Monticello Road 29203	130
A.C. Flora High	738-7300	Susan Childs	1 Falcon Drive 29204	140
C.A. Johnson High W.J. Keenan High	253-7092 714-2500	Isaac McClinton Vondre' Whaley	2219 Barhamville Road 29204 361 Pisgah Church Road 29203	150 160
Lower Richland High	695-3000	Latayna Williams (Acting)	2615 Lower Richland Blvd, Hopkins	
LOWER MORIBINE FIIGH	090-0000	Latayna vviillams (Acting)	ZOTO LOWER MICHIANU DIVU, HOPKINS A	20001 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	Vacant	3560 Lynhaven Drive 29204	640
Career and Technology Education  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	Robert (Craig) Washington	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
-		,		



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

Accreditation Kalu Kalu 231-7426	Additional Pay Kathy Parker 231-7447	Americans with Disabilities (ADA) and 504 Accommodations Joya Gregg 231-7101	Alternative Certification Program Dr. Tammy Small 231-7463
Benefits Management Antoinette Milton 231-7448	Certified Transfer Process/Intent Forms Kalu Kalu 231-7426	Classified Process /Intent Forms Kwamine Gilyard 231-7419	Classified Evaluations Kwamine Gilyard 231-7419
Consolidated Omnibus Budget Reconciliation Act (COBRA) Antoinette Milton 231-7448	Compensation/Salary Schedule Dr. Jeffery Long 231-7415	Curricular Supplements Kathy Parker 231-7447	Employee Assistance Program (EAP) Joya Gregg 231-7101
Exit Survey & Out Processing Joya Gregg 231-7101	Employee Handbook Dr. Jeffery Long 231-7415	Employee Investigations Joya Gregg 231-7101	Employee Personnel Records Joya Gregg 231-7101
Employment Verifications Morgan Bullock 231-7446	Equal Opportunity Employment Issues (EOE) Joya Gregg 231-7101	Family and Medical Leave Act (FMLA) Lois Howell 231-7429	Field Placement Assignments Dr. Felicia Richardson 231-7423
International Teachers Dr. Tammy Small 231-7463	<b>Loan Forgiveness Program</b> Morgan Bullock 231-7446	MUNIS Online Morgan Bullock 231-7446	Para-Pro Assessment and WIN fo Classified Employees Kwamine Gilyard 231-7419
Frontline Application Regina Harper 231-7418	Frontline Job Posting Regina Harper 231-7418	Principal Evaluations Daniel Oddo 231-7427	Recruitment and Retention Activities Dr. Felicia Richardson 231-7423
Retirement Counseling Bettina Smith 231-7414	Sick Leave Bank Antoinette Milton 231-7448	Staffing Allocations Dr. Jeffery Long 231-7415	Substitute Services Alfredia Boyd, 231-7425 Erica Rogers, 231-7431
<b>Teacher Certification</b> Kalu Kalu 231-7426	Teacher Certification Renewal Dr. Tammy Small 231-7463	Teacher Contract Issuance Kalu Kalu 231-7426	Teacher Evaluations Daniel Oddo 231-7427
Temporary Employees Kwamine Gilyard 231-7419	<b>Title IX</b> Joya Gregg 231-7101	Tuition Reimbursement Kwamine Gilyard 231-7419	Wage and Hour Issues Kwamine Gilyard 231-7419
	COMPLIANCE H	OTLINE: (803-252-9280)	

Payroll: 803-231-7518 Help Desk: 803-231-7436



1616 Richland Street Columbia, SC 29201