



# **EMPLOYEE HANDBOOK**

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## DISCLAIMER

NOTHING IN THIS 2023-2024 EMPLOYEE HANDBOOK OR IN ANY POLICY MANUAL OF FLORENCE 1 SCHOOLS CONSTITUTES OR CREATES AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT; RATHER, THIS HANDBOOK SHOULD BE UNDERSTOOD AS A BRIEF DESCRIPTION OF THE BENEFITS OFFERED BY FLORENCE 1 SCHOOLS AND AN OVERVIEW OF ITS POLICIES AND PROCEDURES. THIS HANDBOOK SUPERSEDES ALL PREVIOUS HANDBOOKS OR OTHER DOCUMENTS THAT ADDRESS THE SAME SUBJECT MATTER AS THE POLICIES AND PROCEDURES CONTAINED IN THIS HANDBOOK. IN ADDITION, THIS HANDBOOK CAN BE MODIFIED OR ALTERED AT ANY TIME BY FLORENCE 1 SCHOOLS. COMPLETE INFORMATION ON FLORENCE 1 SCHOOLS' BOARD POLICIES IS AVAILABLE ONLINE AT F1S.ORG.

I UNDERSTAND THAT THE DISTRICT'S EMPLOYEE HANDBOOK AND POLICY MANUAL ARE NOT CONTRACTS. I ALSO UNDERSTAND THAT FULL VERSIONS OF THE DISTRICT'S BOARD POLICIES AND HANDBOOK ARE AVAILABLE ONLINE AT F1S.ORG. I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR FAMILIZARING MYSELF WITH THE DISTRICT'S BOARD POLICES AND EMPLOYEE HANDBOOK.

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NAME (PLEASE PRINT)

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EMPLOYEE SIGNATURE

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DATE

**\*\*Virtual Signature required in SafeSchools\*\***

**CONFIDENTIALITY AGREEMENT DISCLAIMER**

Florence One School District employees must adhere to a strict code of conduct with regard to confidentiality. This agreement covers all persons working, volunteering, or doing business with Florence One School District and includes the time during and after employment, volunteering, and when services with Florence One School District had 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**

School and department must confidentially handle document confidentially prior to proper disposal.

**Reporting Breach of Confidentiality**

All employees, volunteers, or people doing business with Florence One School District 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.

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**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 Florence One Schools.**

**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 standard referenced.**

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**2023-2024 Board Meeting Dates**

August 10

September 14

October 12

November 9

December 14

January 11

February 8

March 14

April 11

May 9

June 13

## **EQUAL EMPLOYMENT OPPORTUNITY**

Florence 1 Schools does not discriminate in the selection, employment, or promotion of employees on the basis of race, color, sex, national origin, age, religion, disability, or any other characteristic protected by applicable federal or S.C. law.

Legal References:

Federal Law:

**Age Discrimination Act of 1975** – Prohibits discrimination on the basis of age.

**Section 504 of the Rehabilitation Act of 1973** – Prohibits discrimination on the basis of disability by entities receiving federal funding.

**Title VI of the Civil Rights Act of 1964** – Prohibits discrimination on the basis of race, color, or national origin, among other factors, by public elementary and secondary schools receiving federal funding.

**Title VII Civil Rights Act of 1964** – Prohibits discrimination in hiring based on race, color, national origin, religion, or sex.

**Title IX of the Education Amendment Act of 1972** – Prohibits discrimination on the basis of sex.

## **EMPLOYEE CONDUCT**

### **STAFF RESPONSIBILITIES, ETHICS, AND CONFLICT OF INTEREST**

All staff members have a responsibility to make themselves familiar with, and abide by, federal and state laws as these affect their work and the regulations designed to implement them. The same requirement applies to the policies of the board and related administrative rules and procedures.

The board expects all staff members to carry out their assigned responsibilities with conscientious concern. The following are specific responsibilities of all personnel, as required, that are essential to the success of ongoing school operations and the instructional programs:

1. Faithfulness and promptness in attendance to work;
2. Support and enforcement of policies of the board and administrative rules and procedures in regard to students;
3. Diligence in submitting required reports promptly at the times specified;
4. Care and protection of school property; and
5. Concern and attention toward their own, and the board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

*(GBE – Staff Rights and Responsibilities)*

### **STATE ETHICS LAW**

A public-school employee is under the jurisdiction of the "Ethical Conduct of Public Officials and Employees," Section 8-13-700, et seq. S.C. Code of Laws, and is subject to the rules of conduct of the statute. Such rules include, but are not limited to, the following.

A public employee:

- may not directly or indirectly, knowingly ask, demand, exact, solicit, seek, accept, assign, receive or agree to receive anything of value (as defined in the Ethics Act) for him/herself or for another person in return for the following (8-13-705):
  - being influenced in the discharge of his/her official responsibilities
  - being influenced to commit, aid in committing, collude in, allow fraud, or make an opportunity for the commission of fraud on a government entity
  - being induced to perform or fail to perform an act in violation of his/her official responsibility
- acting in an official capacity - may not receive anything of value for speaking before a private or public group; an employee may accept a meal if everyone else gets the same

meal and may receive reimbursement for actual expenses, if the expenses are reasonable as to time and manner (8-13-715)

- may not use his/her position to obtain an economic interest for him/herself, a family member, or an individual or business associate; if the employee is required to make a decision or take an action which benefits the aforementioned, he/she must prepare a written statement describing the matter and the nature of the potential conflict of interest and submit it to his/her superior, who will assign the matter to another employee (8-13-700)
- may not use public materials, personnel, equipment, or confidential information to obtain an economic interest; he/she may not receive money in addition to normal compensation for advice or assistance given in the course of employment (8-13-720 and -725)
- may not cause the employment, promotion, or advancement of a family member to a position he/she supervises, nor may participate in a disciplinary action of a family member (8-13-750)
- who participates directly in procurement cannot resign and accept employment with a person contracting with the school district if the contract falls or would fall under the departing employee's responsibilities (8-13-760)
- may not use governmental personnel, equipment, or materials in an election campaign (8-13-765)
- may not serve as a member or employee of a government regulatory commission that regulates any business with which the employee is associated (8-13-730)
- may not represent another person before a governmental entity (8-13-740)
- must report the receipt of anything of value worth \$25 or more under certain circumstances (Section 8-13-710)
- may not receive compensation to influence action (Section 8-13-705)
- may not receive additional money as payment for advice or assistance given in the course of their employment (Section 8-13-720)
- may not use or disclose confidential information gained in the course of employment (Section 8-13-725)
- may not have an economic interest in a contract if the employee is authorized to perform an official function relating to the contract (Section 8-13-775)
- may not use or disclose confidential information gained in the course of employment in any way that would affect an economic interest held by the employee, a member of the employee's immediate family, or a business with which the employee is associated (Section 8-13-725)

In cases where an employee is required to take action or make a decision which affects himself/herself or other individuals, the employee will take such steps as the Ethics Commission will prescribe to remove him/herself from the potential conflict of interest (Section 8-13-700).

The superintendent, chief financial officer, and purchasing agent must file an annual statement of economic interest with the State Ethics Commission (Section 8-13-1110).

*(GBEA – Staff Ethics/Conflict of Interest)*

## **NEPOTISM**

S.C. Code Ann. Section 8-13-750 of the South Carolina Ethics Act provides that no board member or public employee may cause the employment, appointment, promotion, transfer, or advancement of a family member to a position in the district in which the board member or public employee supervises or manages. Similarly, no board member or public employee may participate in an action related to the discipline of the board member's or public employee's family member.

"Family member," as referenced in this policy, includes the board member's or public employee's spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, or grandchild [S.C. Code Ann. Section 8-13-100(15)]. The board further includes in the definition of "family member" an individual claimed by a board member or the board member's spouse as a dependent for income tax purposes.

South Carolina Code Ann. 59-25-10 provides that no board member's immediate family member may be employed as a teacher without the written consent of the board of trustees. The provision specifies that written consent of the board of trustees does not apply to any teacher who was employed prior to the time his/her family member became a board member.

*(GBEA – Staff Ethics/Conflict of Interest)*

## **DUAL EMPLOYMENT**

The board prohibits a staff member from engaging in employment that would have the following effect:

- impair the employee's ability to be effective in the district
- make time and/or energy demands upon the individual which could interfere with his/her effectiveness in performing regular assigned duties
- adversely affect the individual's employment status or professional personnel standing
- conflict with assigned duties in any way
- conflict with the South Carolina Ethics Act or board policy GBEA (Staff Ethics/Conflict of Interest)

An employee will not engage in any other employment or in any private business during the hours necessary to fulfill appropriate duties.

*(GCR/GDR Nonschool Employment of Staff)*

## **STAFF CONDUCT**

Immoral conduct on the part of any employee will constitute grounds for immediate suspension. No employee will commit or attempt to induce students or others to commit an act or acts of immoral conduct, which may be harmful to others or bring discredit to the district. If it appears an employee may have violated the law, the district will cooperate with law enforcement agencies.

All employees will maintain a professional relationship with students at all times, both during and after working hours. This includes, but not limited to, any relationship that may exist in person, in writing, or through an electronic/telecommunication device.

The following actions are considered misconduct while on duty on/off district premises:

- fighting or deliberately harming another employee or student
- refusing to follow a supervisor's instructions/directions
- intentionally destroying school property
- using obscene language which is unsuitable in the school setting or in the presence of students
- having any interaction/activity of a sexual nature or intent with a student
- possessing weapons on school property
- using school property without proper authorization
- behaving in any inappropriate manner that may affect an employee's ability to perform his/her work

Employees of the district, while on duty and in the presence of students, will not use tobacco of any form on school district property and will not consume or be under the influence of intoxicating beverages. Employees will not be involved in drug abuse or drug trafficking.

Violations of this policy by employees will be grounds for placing an employee on administrative leave with or without pay, pending an investigation, and possible termination of employment consistent with district policy and state law.

*(GBEB – Staff Conduct)*

## **GENERAL INFORMATION FOR ALL EMPLOYEES**

### **ARREST OF AN EMPLOYEE**

An employee must notify his or her supervisor immediately if he or she is arrested.

The board delegates specific authority to the Superintendent to take appropriate employment action with regard to an employee who has been arrested. Arrests/offenses and employment actions are as follows:

- A misdemeanor offense, which would indicate no danger or appearance of danger to students/employees, will normally not be subject to any employment action.
- A misdemeanor offense, which would indicate a possible danger or appearance of danger to students/employees, will normally warrant suspension with pay pending adjudication.
- A felony offense will normally warrant suspension with pay pending adjudication.

In certain circumstances, other employment actions may be taken. (*GBEB – Staff Conduct*)

## **CONFIDENTIALITY**

As part of employees' duties and responsibilities, it may be necessary for them to maintain, process, handle, review, and/or be privy to student information, personnel information, and other information which is considered private and confidential. Unless mandated for legal reasons, private and confidential information is not to be discussed with any person other than district personnel with a work-related need to know. Unauthorized discussion, disclosure, and/or dissemination of confidential information could result in disciplinary action. (*GBEA – Staff Ethics/Conflict of Interest*)

## **SEXUAL HARASSMENT**

Florence 1 Schools will not tolerate or condone sexual harassment in the workplace. Sexual harassment is a major offense, which may result in disciplinary action or dismissal of the offending employee.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature when:

1. The harasser requires the employee to give in to an explicit or implicit act in order to maintain employment, status, or gain promotion.
2. The harasser uses the employee's submission to, or rejection of, the conduct as the basis for any decision affecting employment, benefits, services, honors, programs, or other available activities.
3. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

An employee who feels that he/she is being harassed should immediately report such an incident to his/her immediate supervisor or to the Chief Personnel Officer. The district will investigate all complaints of sexual harassment. All complaints will be confidential and only those persons necessary for the investigation and resolution of the complaint will be given information about it. (*GBAA – Sexual Discrimination & Harassment*)

## **REPORTING CHILD ABUSE/NEGLECT**

The state of South Carolina provides both civil and criminal immunity to those reporting suspected child abuse or neglect in good faith. Employees who have received information in his/her professional capacity which gives reason to believe that the physical or mental health or welfare of a child under the age of 18 has been or may be adversely affected by abuse or neglect must report such a situation, as provided in SC Code Ann. § 63-7-310, to the county Department of Social Services. It is not the responsibility of school personnel to prove that the child has been abused or neglected, or to make a determination of whether the child is in need of protection. Any involvement of school personnel should be in conjunction with the Department of Social Services. Unless required by law, the Department of Social Services is required to keep the name of the reporter confidential.

Employees should consult their administrator/director for proper reporting procedures for the District. School employees making child abuse/neglect reports must maintain the confidentiality of the information contained in the report. Anyone required to report who knowingly fails to do so may be found guilty of a misdemeanor in the court of law and/or face disciplinary actions by the district.

## **SCHOOL CLOSURE/DELAY**

The Superintendent is empowered to close the schools in the event of hazardous weather, epidemics, or other emergencies that threaten the safety or health of students or staff members. The Superintendent also has the authority to delay the opening of any or all schools or to dismiss them early due to weather conditions or other emergencies. The decision regarding school closures/delays will be made as soon as possible and the decision will be announced to the local news media. Employees are expected to report to work unless directed by the Superintendent. Every effort will be made to post closures/delays on the district's website and automated calling systems will be utilized, when possible. (*EBCE – School Closings & Cancellations*)

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

### **INTERNAL MAIL SYSTEM**

The district's internal mail system (courier) may be used only for the distribution of materials for conducting district business. Therefore, materials sent through the internal mail system are considered to be district property.

### **SOCIAL MEDIA**

The personal life of an employee, including the employee's personal use of a district or non-district issued electronic equipment outside of working hours, will be the concern of and warrant



the attention of the board only as it may directly prevent the employee from effectively performing assigned duties during duty hours or as it violates law or contractual agreements. This includes, but not limited to, social networking sites, email, instant messaging, text messaging, personal portrayal on the Internet, etc.

Employees who have personal social networking sites are required to secure these sites to prevent students from having access to them. Employees are prohibited from posting any student information or student picture on the Internet unless it is posted directly on the district/school website, posted on district-approved web and social media sites, and complies with the Florence 1 Schools policies. (*GBEB – Staff Conduct*)

### **CELL PHONES/MOBILE COMMUNICATION DEVICES (GUIDELINES)**

An employee, with the exception of administrators and supervisory personnel, will not use a mobile communication device, including a cell phone or other electronic communication device, while in the presence of students. This includes, but is not limited to, receiving/placing calls, sending/receiving messages, surfing the Internet, checking voicemail, or sending/receiving email. Cell phones/mobile communication devices may not be used while performing assigned duties, except in situations approved by the employee's supervisor.

Employees/volunteers who are driving and transporting students will not use cell phones/mobile communication devices. The vehicle must be stopped in a safe location so that the device may be safely used.

Any employee who uses a cell phone or mobile communication device in violation of these guidelines will be subject to disciplinary action.

### **USE OF TECHNOLOGY RESOURCES**

The district unconditionally reserves the right for authorized personnel to review system use and file content. With respect to any of its computers, digital devices, and online resources, the district will monitor online activities of employees and employ technology protection measures during use of such computers, devices and resources.

Employees should not disrupt the educational process with the use of personal emails.

Passwords are confidential and should be kept private and secure. Each employee is responsible for the computer activity occurring while the employee is logged in.

Employees should refer to the Florence 1 Schools Acceptable Use Policy for Employees for more details and list of unacceptable uses. The Florence 1 Schools Acceptable Use Policy for Employees

is located at: <https://www.f1s.org/Domain/60>.

## **COMPUTER CRIME ACT**

Section 16-16-20 of the Code of Laws of S.C. states that:

1. It is unlawful for a person to willfully, knowingly, maliciously, and without authorization or for an unauthorized purpose to:
  - a. directly or indirectly access or cause to be accessed a computer, computer system, or computer network for the purpose of:
    - i. devising or executing a scheme or artifice to defraud;
    - ii. obtaining money, property, or service, by means of false or fraudulent pretenses, representations, promises; or
    - iii. committing any other crime.
  - b. alter, damage, destroy, or modify a computer, computer system, computer network, computer software, computer program, or data contained in that computer, computer system, computer program, or computer network or introduce a computer contaminant into that computer, computer system, computer program, or computer network. (7/2/2002)

## **TOBACCO FREE CAMPUS**

The board affirms that tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings, especially children. Therefore, the board believes that it is essential to maintain a 100 percent tobacco-free environment in order to ensure students and staff have access to the healthiest, most productive learning environment possible.

For purposes of this policy: Tobacco product means a product that contains tobacco and is intended for human consumption, including but not limited to, cigarettes, cigars, chewing tobacco, and snuff.

Alternative nicotine product means any vaping product, whether or not it contains nicotine, including but not limited to, electronic smoking devices, that can be ingested into the body by chewing, smoking, absorbing, dissolving, inhaling, or by any other means.

The board commits to the following:

- maintaining a 100 percent tobacco-free, smoke-free environment for all students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public within all district facilities, vehicles, and grounds. This includes any building, facility, and vehicle owned, operated, leased, rented, or chartered by the district and applies to all school-sponsored or school-related events on or off school grounds.
- prohibiting the use of any tobacco product or alternative nicotine product by persons

attending a school-sponsored event when in the presence of students or staff or in an area where smoking or other tobacco use is otherwise prohibited by law

- prohibiting the possession of all tobacco products, alternative nicotine products, or associated paraphernalia
- utilizing a proven and effective science-based tobacco use prevention curriculum
- providing access to cessation counseling or referral services for all students and staff

#### **A. Notice**

This policy will be communicated through a variety of efforts to educate students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public. The policy will be posted on the school website and printed in staff and student handbooks on an annual basis.

Tobacco-free signs prohibiting the use of tobacco products and alternative nicotine products on district property will be posted in highly visible areas at facilities entrances and throughout school and district grounds, including athletic facilities.

#### **B. Enforcement**

Students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public are required to comply with this tobacco-free policy. The district will enforce this policy through appropriate disciplinary actions for violators, including but not limited to, the following:

- I. Students
  - parent/legal guardian/administrator conferences
  - mandatory enrollment in tobacco prevention education or cessation programs
  - community service
  - in-school suspension
  - suspension from extracurricular activities
  - out-of-school suspension
- II. Staff
  - verbal reprimands
  - written notification placed in personnel file
  - suspension
  - mandatory enrollment in a tobacco prevention education program
  - voluntary enrollment in a cessation program
- III. Contract or other workers
  - verbal reprimand
  - notification to contract employer

- removal from district property
- IV. Visitors, volunteers, or members of the public
  - verbal requests to leave school property
  - termination from volunteer position
  - forfeiture of any fee charged for admission
  - prosecution for disorderly conduct after repeated offenses

All staff members are expected to enforce the policy under the direction of the principal or district administrator. Any violation of this policy should be reported to the school or district administration.

### **C. Education and Assistance**

The district will utilize proven and effective tobacco use prevention curricula to educate all students and will provide assistance and/or make appropriate cessation referrals. The district will collaborate with the Department of Health and Environmental Control, the Department of Alcohol and Other Drug Abuse Services, and the South Carolina Department of Education, as appropriate, to implement this policy.

### **D. Tobacco Industry Marketing or Sponsorship**

The district will not accept any contributions or gifts, money, or materials from the tobacco industry. The district will not participate in any type of services that are funded by the tobacco industry. In addition, any gear, paraphernalia, clothing, etc., that advertises tobacco or alternative tobacco products, or tobacco or alternative tobacco product use, will not be allowed on district grounds or in the possession of students, staff, parents/legal guardians, contract and other workers, volunteers, visitors, and other members of the public on district property or at district-sponsored events.

*(ADC Tobacco Free School District)*

## **DRUG AND ALCOHOL-FREE SCHOOLS/WORKPLACE AND ASSISTANCE**

The district is committed to providing a drug and alcohol-free workplace. Drug and alcohol abuse at school or in connection with school-sponsored events on/off school grounds threatens the health and safety of our students and staff and adversely affects the educational mission of the schools.

No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any drug on or in the workplace. “Drug” means any narcotic drug, depressant, stimulant, hallucinogenic drug, amphetamine, barbiturate, marijuana, counterfeit drug, imitation controlled substance, synthetic drug or designer drug, or any other controlled substance as defined by federal/state guidelines. The workplace includes any district facility, vehicle, bus and

any property or event under the jurisdiction of the school district.

Any employee, who appears to be under the influence of drugs/alcohol in such a way that adversely affects his/her performance of duties or the image of the district, will be immediately placed on administrative leave, with pay, pending an investigation. This policy applies to employees on district premises, at district-related events, while on or about district business, or in off-duty hours where such off-duty usage affects the employee's on-the-job conduct or activities.

An employee may be required to submit to drug/alcohol testing as the law permits if a supervisor has "reasonable suspicion" to suspect an employee may be under the influence of alcohol/drugs. Any employee who refuses the request for testing or who shows a positive result from such test will be subject to dismissal. (*GBEC – Drug-Free and Alcohol-Free Schools/Workplace*)

The complete Florence 1 Schools Substance Abuse and Assistance Policy is located at: <https://goo.gl/gxhrds> and must be signed annually.

### **Random Drug Testing Guidelines (NON-DOT)**

Florence One Schools has a 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-hour duty.

### **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

### **Substance Abuse**

Florence One Schools 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.

### **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 substance.

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 subject 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.

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.

### **Disclosure of Test Results**

The actual results of drug and alcohol tests maintained on file by the district may be released to appropriate personal designated by the district only and to the employee if they request the results in writing.

### **Acknowledgement 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 returned a signed copy as directed.

### **Application and Employment Procedures**

#### **EMPLOYEE TRANSFERS**

Employee transfer requests are only accepted from **January 1<sup>st</sup>- May 1<sup>st</sup>**. When the transfer process opens, the Chief Personnel Officer will send out an instructional email that will include the required transfer form. **No** transfer forms will be accepted after **May 1<sup>st</sup>**.

A full-time employee may request a transfer to another lateral position in the District by:

1. Completing a transfer form at <https://www.f1s.org/Page/23244> - Employee Transfer Form.
2. Notifying the principal/supervisor at his/her present school/location to request their signature on the transfer form.
3. Submitting the form to the Human Resource department for consideration by principals/supervisors who have vacancies.

Administrative transfers are required at times when the administration deems the transfer in the best interest of the school district.

**Submitting a transfer request does not guarantee a transfer.**

Before a principal/supervisor recommends a new employee for a position, he/she shall consider appropriate transfer applicants registered in Human Resources. (*GCK/GCK-R – Professional Staff Assignments & Transfers*)

### **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.

Upon initial employment, officials in Human Resources 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 make reassignments.

In all assignments and reassignments of personnel, officials in the Office of Human Resources Service 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 15th; 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.

## **RESIGNATIONS**

### **A. Classified**

A classified employee who wishes to terminate his/her employment should submit a letter of resignation to his/her supervisor with the expected date of resignation clearly indicated. The supervisor will forward the request to the superintendent or his/her designee. The letter of resignation should be submitted at least two weeks prior to the desired termination date. The board authorizes the superintendent or his/her designee to accept and approve the classified employee's resignation. The superintendent or his/her designee will acknowledge and accept such resignations in writing.

The superintendent will provide, as information for the board of trustees, a list of resignations he/she has accepted. (*GDQB – Resignation of Support Staff*)

### **B. Certified**

S. C. Code Ann. § 59-25-530 (1976, as amended) Any certified employee who fails to carry out his employment contract has breached his contractual obligation to the school district. The certified employment contracts of the district provide for liquidated damages in the event the employee breaches the contract. State statute also provides that a teacher's license may be suspended for up to one year if the teacher fails to carry out the contractual obligation.

Any certified staff member who wants to be released from his/her contract must submit such a



request in writing to the superintendent with at least 30 days prior written notice. The board authorizes the superintendent to accept resignations on its behalf. Acceptance of a professional employee's resignation is within the sole discretion of the superintendent and will be based on the needs of the district. The district reserves the right not to release the teacher or other professional if written notice is not given in a timely manner, or if a suitable replacement cannot be found. Until an individual has been formally released from his/her contract, the district expects the employee to report for duty until the release is approved.

If a teacher under contract with this District resigns without consent of the district, the State Department of Education will be notified to take appropriate action to revoke the teacher's license. (*GCQC/GCQD – Resignation of Instructional Staff/Administrative Staff*)

Those employees who terminate service may be eligible for receipt of payment at his/her daily rate for the accrued vacation days, up to twenty days for 240 Day employees and up to fifteen days for 260 Day employees. (*GCD – 240-Day Staff Vacation & Holidays/GDD-Support Staff Vacation & Holidays*)

## **DISCIPLINE, SUSPENSION AND DISMISSAL OF STAFF**

### **A. Certified**

It is the responsibility of the school administration to operate in a manner that will maintain a strong, effective public education program. Therefore, it is policy of the board to remove from employment any professional staff member who fails or who may be incompetent to give instruction in accordance with the directions of the superintendent, or who otherwise manifests an evident unfitness for teacher. Evident unfitness is manifested by conduct such as, but not limited to, the following:

- Incompetence
- Persistent neglect for duty
- Violation of rules/regulations of the SCDE or school district policies/procedures
- Criminal conduct
- Unprofessional or inappropriate conduct
- Drunkenness
- Cruelty
- Immorality
- Dishonesty
- Harassment, intimidation or bullying
- Failure to comply with contract/work agreement provisions
- Failure for a second time to successfully complete formal evaluation.

The discipline, suspension and dismissal process may be found at <https://goo.gl/AUs8aY> .  
(GCQF/GCQF – Discipline, Suspension and Dismissal of Professional Staff )

## **B. Classified**

The principal/director is to be immediately notified regarding any incident or charge against a classified employee under his/her supervision. The principal/director will immediately contact the Chief Personnel Officer for further action. If the welfare of students and/or employees are in doubt, the classified employee may be suspended with or without pay while the incident or charge is being investigated.

The discipline, suspension and dismissal process may be found at <https://goo.gl/AUs8aY> .  
(GCQF/GCQF – Discipline, Suspension and Dismissal of Classified Staff )

## **REDUCTION-IN-FORCE**

### **A. Classified**

#### **I. Pro-Rata Reduction in Salary and/or Workdays**

Loss or reduction in any amount of anticipated or appropriated state, local, or federal funding may, at the discretion of the district, require a pro-rata reduction of salary or a reduction in the number of days worked. Furthermore, any decline in student enrollment, elimination, or change in course programming, financial emergency, or temporary closing of school or district operations because of emergency circumstances may require a pro-rata reduction in salary or days worked. Any such pro-rata reduction will take place only upon the recommendation of the superintendent and approval by the board after reasonable notice has been provided to the affected parties. Recommendations to reduce salary or days worked will be made only after all other remedies have been considered. Any compensation reductions will be made on an equitable basis. Any district-wide position eliminations may be handled in accordance with the procedures set forth below. The RIF procedures set forth below do not apply to a pro-rata reduction in salary or workdays.

#### **II. Reduction-In-Force Procedure**

Once the superintendent has determined that a district-wide elimination of support staff positions is desirable or necessary, the superintendent will determine what position(s) must be eliminated and what individual(s) are to be terminated. Support staff positions may need to be eliminated because of such things as decreases in student enrollment, financial exigency, or other

circumstances as determined by the superintendent.

The elimination of individual support staff positions due to changes in curriculum, or programmatic changes or needs, would not be considered a reduction in force pursuant to this policy. Employee grievances that arise under these circumstances would be handled consistent with board policy GBK. Additionally, prior to commencing action to terminate support staff members under this policy, the superintendent or his/her designee will give due consideration to the ability to achieve position elimination and/reduction in staff by voluntary retirement or resignation, reassignment, voluntary leaves of absence, and part-time employment. Such actions would not be considered a reduction in force and thus would not trigger the guidelines set forth below.

Reduction in force terminations will occur on a district-wide basis; therefore, the superintendent will not be limited to considering only those employees in the particular school, area, or program in which the loss of enrollment, curriculum change, or financial exigency has occurred.

The recommendation concerning specific employees to be terminated under this policy will be based upon the following considerations:

- experience
- area(s) of expertise
- education level
- performance evaluation
- attendance record
- experience in other areas of expertise
- principal's or supervisor's recommendation
- number of days worked
- support needs of the schools and district
- length of service in the district
- safety, maintenance, and operational needs of the schools and district
- any other factor considered appropriate by the superintendent

The superintendent may determine the appropriate weight to give to these factors depending upon the needs and circumstances of the district.

### **III. Notice to Individual Employee**

Recommendations for the elimination of individual support staff positions or reductions in force will be made only after consultation by the Chief Personnel Officer or his or her designee with

the affected employee(s). Following Such consultation, written notice of the superintendent's decision to terminate pursuant to this policy will be sent to the affected employee(s) by certified mail, return receipt requested. Notification will be provided to affected employees as soon as possible and as far in advance of the termination date as possible and in accordance with state and federal law. In no case will affected employees be terminated with less than two weeks notice.

#### **IV. Review of Individual Termination**

Within 10 calendar days after receiving a notice of termination under this policy, an employee may request a hearing on the matter before the superintendent or his or her designee. Any such request will be in writing and addressed to the superintendent. The request for review will specify the grounds on which it is contended that the decision to terminate was arbitrary, discriminatory, or otherwise improper and must include a short, plain statement of facts that the employee believes support his/her contention. A hearing will be conducted in an informal manner as determined by the superintendent. The superintendent or his/her designee will conduct the hearing with the employee within 10 days of receipt of the employee's request and will respond in writing to the employee within 10 days of his/her hearing of the matter. Reasonable adjustments to the time frame set forth may be made at the request of either party.

After following the above procedure, an employee may request a meeting with the board for the purpose of discussing his or her contention that the grounds to terminate were arbitrary, discriminatory, or otherwise improper. This request will be made in writing to the superintendent within five days of the superintendent's or his/her designee's response following the review of the decision to terminate.

The superintendent will, at the next regularly scheduled board meeting, present to the board the request for a review of the decision to terminate, together with all correspondence and responses from the lower administrative levels.

The board will notify the employee of its decision (whether or not to meet with him or her to discuss the decision) within 10 days. Should the board decide to discuss the matter with the employee, said discussion will be informal and non-adversarial. The employee may be represented by legal counsel and will be required to satisfy the board by clear and convincing evidence that the decision to terminate was arbitrary, discriminatory, or otherwise improper. The employee will be notified within 10 calendar days following the hearing of the board's decision.  
*(GDQA Support Staff Reduction In Force)*

## **B. Certified and Administrative**

### **I. General Statement of Policy**

Under South Carolina law, the board is responsible for maintaining good public elementary and secondary schools. The board is also responsible for implementing the educational interests of the state. The board's primary consideration is the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the school district. The board recognizes, however, that it may become necessary to eliminate professional staff positions in certain circumstances. Therefore, the board publishes this policy to provide a fair and orderly process should such eliminations become necessary.

### **II. Reasons for Elimination of Certified Staff Positions**

The board may find it necessary to eliminate certified staff positions because of such things as a decrease in student enrollment, changes in curriculum or programs, financial constraints, district reorganization, or other circumstances as determined by the superintendent and board.

#### **i. Definitions (As Used in this Policy)**

For the purpose of this policy, the following terms are defined below:

- “Days” means calendar days.
- “Teacher” or “Certified Staff” means any employee of the district who holds a professional certificate issued by the South Carolina Department of Education and who is employed in a teaching or administrative position below the rank of superintendent.

### **III. Procedure**

- Once the superintendent has determined that elimination of certified staff positions is desirable or necessary, the superintendent will determine what position(s) must be eliminated and what individual(s) is to be terminated and will present his/her recommendations to the board of trustees for approval. Certified staff positions may need to be eliminated because of such things as a decrease in student enrollment, changes in curriculum or programs, financial constraints, district reorganization, or other circumstances as determined by the superintendent and board.
- Prior to commencing an action to terminate certified staff members under this policy, the

superintendent will give due consideration to the ability to achieve position elimination and/or reduction in staff by voluntary retirement or resignation, reassignment, and part-time employment.

In the event further reduction is required, the board will adhere to the following guidelines:

- Reduction in force (RIF) terminations will be on a district-wide basis. Therefore, the superintendent is not limited to considering for RIF termination only those professional staff members in a particular school, area, or program in which the loss of enrollment, program change, or financial constraints has occurred.
- Once the superintendent has determined that a reason exists which requires an elimination of professional staff positions, the superintendent will, after considering the possibilities set forth above, determine which positions must be eliminated. The superintendent will present his/her recommendations to the board for approval.
- Once the board has approved the elimination of the specified positions or changes to be made in programs, the superintendent will use specified criteria to select those professional staff members who are to be considered for non-renewal or termination. The superintendent will make a recommendation to the board based on the following consideration:
  - professional experience
  - area(s) of certification
  - education level
  - performance evaluation
  - experience in other areas of certification
  - principal/supervisor's recommendation
  - type of contract
  - extracurricular needs of the schools
  - length of service in the district
  - any other factor considered appropriate by the superintendent

The superintendent may determine the appropriate weight to give to these factors depending upon the needs and circumstances of the district.

#### **IV. Notice to Individual Staff Member**

If, after considering the superintendent's recommendation, the board acts to terminate employment of a professional staff member, the board will give written notice of that decision to the affected member. The superintendent will send the written notice by certified mail, return receipt requested. The notice will include a statement of the conditions requiring termination of employment and a general description of the procedures followed in making the decision.

The district will assume that the staff member's address as it appears on the district record is the correct address. It is the staff member's responsibility to see that the district has his/her current address on file.

## **V. Review of Individual Terminations**

A professional staff member may request a review of the board action, provided such request is made within 10 calendar days after his/her receipt of the notice of termination. The only purpose of the review will be to determine whether the decision to terminate was arbitrary, capricious, or generated by ill will, fraud, collusion, or other such motives with respect to that individual.

The request for review must be in writing and addressed to the chairman of the board. The request must clearly state the grounds on which the staff member contends the decision was arbitrary, capricious, or generated by ill will, fraud, collusion, or other such motives. The request must include a short, plain statement of facts to support the contention.

The board will hold a hearing within 30 calendar days after it receives the request. The board will give the staff member at least five days' notice of the hearing.

The burden is on the staff member to satisfy the board by clear and convincing evidence that the decision to terminate was arbitrary, capricious, or generated by ill will, fraud, collusion, or other such motives. The employee will be notified within 10 days following the hearing of the board's decision.

## **VI. Obligations with Respect to Re-Employment or Other Employment**

For two years after the effective date of a termination pursuant to this policy, the board will not replace the professional staff member whose employment has been terminated without first offering the position to the terminated professional staff member. The board will make the offer by certified mail, return receipt requested. The board will notify the professional staff member that he/she must submit written acceptance within 15 calendar days. Failure to make written acceptance or rejection within 15 calendar days of the position eliminates all re-employment rights of the professional staff member.

If the professional staff member is recalled within one year, the district will restore all of the sick leave and/or unused personal leave he/she had accrued on the effective date of the layoff.

If the professional staff whose employment has been terminated requests assistance, the school district will give him/her reasonable assistance in finding other employment.

## **VII. Exclusive RIF Procedure**

This RIF procedure is the only procedure that may be used in a reduction in force. *(GCQA/GCQB Instructional Staff/Administrative Staff Reduction in Force)*

### **PERSONNEL RECORDS AND FILES**

The superintendent will maintain a personnel file on each employee. The personnel file will include all records and documents collected by the district concerning the employee.

General Access to a Personnel File:

The district will permit access to an employee's personnel file to the following persons on a routine basis without consent of the employee about whom the file is maintained:

- employee's school principal/immediate supervisor
- assistant superintendent for human resources
- superintendent or his/her designee
- those school officials involved in the evaluation process of the individual
- those with a "need to know" as determined by the superintendent or the assistant superintendent for human resources

- school board if its examination of the file relates to the duties and responsibilities of the board regarding promotion, demotion, suspension, or dismissal of the employee.

Generally, no other individuals may have access to a personnel file except when the employee gives written consent to the release of his/her personnel file, in which case the release must be specific. Access may further be warranted when lawfully subpoenaed, request pursuant to a court order, or requested pursuant to state law, subject to exemptions or redactions as set forth in law.

*(GBJ- Personnel Records and Files)*

Employee's Access to Personnel File:

Each employee has the right to review the contents of his/her personnel file upon written request. The employee does not have the right to review references and recommendations provided to the district on a confidential basis.



**The superintendent or his/her designee is responsible for granting or denying access to records on the basis of this policy.**

## **WORK ENVIRONMENT AND PROCEDURES:**

### **GRIEVANCE PROCEDURE**

The purpose of grievance procedures shall be to settle issues relating to contracts; salaries; discrimination based on race, religion, color, creed, sex, national origin, marital status, handicap, and age; and working conditions at the lowest possible administrative level. Working conditions refer to areas of class loads, planning time, adequate physical facilities, extracurricular activities, etc. A grievance relating to an evaluation is limited to an alleged violation of the evaluation process and does not include the findings of the evaluator. These proceedings shall be kept as informal and confidential as appropriate at all steps of the procedure. *(GBK - Staff Concerns/ Complaints/ Grievances)*

The district encourages all employees to discuss their concerns or complaints associated with their employment informally with their supervisors. Under normal circumstances, an employee should utilize the grievance procedure only after reasonable informal efforts have failed to produce a satisfactory result. If after reasonable and appropriate informal efforts have failed or for good reasons are inappropriate, an employee feels that a “formal” mechanism for raising his/her concern or problem is needed, he/she should follow the procedure below. Employees who use the grievance procedures have the right to do so with complete freedom from retaliation.

#### **A. Definitions**

A grievance is a claim by an employee of a violation, misinterpretation, or misapplication of a provision of school board policies and administrative procedures or rules and regulations as they affect the employment or work of such employee.

The board does not consider actions which are subject to the Teacher Employment and Dismissal Act, S.C. Code 59-25-410, et seq. (Rev. 2016); Section 59-26-40 (Rev. 2012); or employment decisions implemented under the district’s reduction in force policy (GCQA/GCQB) to be grievances under this procedure.

#### **B. Joint Grievances**

The district may allow employees to present a joint grievance where each grievant alleges

essentially the same facts or circumstances and requests the same relief. Joint grievances must bear the signature of each grievant. The district reserves the right to consolidate individual grievances and the right to hear joint grievances on a separate basis.

### **C. Procedure**

#### **1. Step one:**

An employee who wishes to file a grievance must complete the prescribed grievance form and present it to his/her direct supervisor within 10 days following either the event giving rise to the grievance or the time when the employee reasonably should have gained knowledge of its occurrence.

Grievance form: [http://downloads.microscribepub.com/sc/florence/GBK\\_E\\_08\\_2018.pdf](http://downloads.microscribepub.com/sc/florence/GBK_E_08_2018.pdf)

Should the employee believe that resolution of the grievance requires a decision beyond the supervisor's level or area of authority, the employee will so state such belief upon submitting the grievance form. If the supervisor is in agreement concerning authority to resolve the grievance, he/she will immediately pass the grievance on to the appropriate supervisor, who will handle the matter as a first-level grievance. The direct supervisor may, however, determine that resolution of the grievance is not outside his/her authority and hear the grievance.

The appropriate supervisor will arrange a meeting with the employee within 10 days of receipt of the grievance. The supervisor will provide the employee with a written response to the grievance within five days after the meeting. Generally, staff members included would be the direct supervisor, assistant superintendent for personnel, and the superintendent or his/her designee. The response will include the name of the next level supervisor to whom the grievance may be appealed, provided such appeal is presented in writing within five days.

#### **2. Step two**

The grievance may be appealed through the assistant superintendent for personnel to the superintendent. At each level, the procedure set out above will be followed. The original grievance and the supervisor's response will serve as the basis of the meeting. The employee and the supervisor at the preceding level may summarize the facts previously presented.

On appeals to the superintendent, the superintendent will arrange a meeting within 10 days of receipt of the grievance and will respond in writing to the employee within five days of his/her hearing of the grievance. The aggrieved may appear alone or be accompanied by a representative, including legal counsel. The superintendent will make summaries of the lower level presentations and responses and may, at his/her discretion, hear witnesses and

evidence directly.

Upon mutual agreement between the employee and the supervisor, the time requirements under this procedure may be extended at any step, except that neither party will unreasonably refuse an extension or unreasonably delay the proceeding.

**a. Definition of supervisor**

The term “supervisor” means any person having the authority to recommend employment, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline an employee or any person having the responsibility for directing or reviewing the work of an employee.

**b. Definition of Day**

A “day” is any day on which the administrative office is open.

**STAFF HEALTH**

All employees are initially required to present a health certificate from a licensed physician certifying that such person does not have tuberculosis (TB) in an active stage. The district will not require re-evaluation for employment in consecutive years unless otherwise directed by such guidelines. The testing cost is not covered by the district.

If the district has questions or concerns regarding the ability of an employee to perform the essential functions of his/her position with or without restrictions, the district may require an employee to submit appropriate medical information.

Employees with communicable diseases, as defined in the board policy and except where otherwise provided by law, will inform their principal/supervisor. Upon notice that an employee has a communicable disease, the Chief Personnel Officer will ensure that a committee consisting of the employee’s supervisor, the employee’s personal physician, appropriate public health professional, and district personnel will be formed to monitor and/or evaluate the employee’s health status and the probability of transmission of the disease. The district reserves the right to require a satisfactory certificate from one or more licensed physicians that the employee is not a risk to others.

Every employee has an obligation to treat any knowledge or speculation concerning the HIV status of a student or employee as highly confidential. Information regarding the medical condition of employees and students must be maintained in strict confidence and may only be revealed consistent with state law and regulation.

The district has a blood borne pathogen exposure-control plan for all employees and is on file in

the superintendent's office. This plan includes training and universal precautions that all employees must take when dealing with blood and other bodily fluids. All employees are required to follow infection control guidelines in all settings and at all times. Equipment and supplies will be maintained and readily accessible. Certain employees will receive additional training as appropriate to their positions and responsibilities. (GBGA – Staff Health)

### **SAFETY DATA SHEETS/WRITTEN PROGRAMS (SAFESCHOOLS SDS)**

The district's written programs and chemical inventory safety data sheets (SDS) can be located on the district's website under employee digital resources. This information is available to all employees 24 hours daily. In addition to safety data sheets, the district maintains the following written programs:

- Bloodborne Pathogens Exposure Control Plan
- Written Hazard Communication Program
- Written Lockout/Tagout Program
- Written Personal Protective Equipment (PPE) Program

One printed copy of the district's safety data sheets (SDS) and written programs will be assigned to each location. Employees with questions regarding the safety data sheets and/or written programs and/or their location should immediately consult their administrator, director or supervisor.

### **SAFESCHOOLS ONLINE TRAININGS**

Each year employees are required to complete mandatory trainings, as assigned, using the Safeschools online training program. Employees are expected to complete all mandatory trainings in a timely manner. Failure to complete mandatory trainings in a timely manner may result in disciplinary action. *"Suggested" trainings are optional but may not be used for certificate renewal points for certified staff as they are job embedded.*

### **CERTIFIED STAFF INFORMATION**

#### **TEACHER QUALIFICATIONS**

All new teachers employed by the District must meet the following requirements:

1. Hold a degree from a regionally accredited 4-year college or university or from an alternative certification program.
2. Major in a teaching area or be enrolled in an alternative certification pathway program
3. Meet full requirements of the South Carolina State Department of Education for the Professional Certificate.
4. Provide evidence of successful performance as either a student teacher or certified

teacher.

5. Possess personal qualities conducive to successful teaching performance.
6. Maintain adaptability to the position.

## **CONTRACT STATUS**

Upon recommendation of the superintendent, the board will notify teachers in writing of their employment status before May 1 for the following school year. Teachers must give written acceptance of their contract to the superintendent or his/her designee before May 11. Failure to give such notification constitutes contract rejection. Notice of the superintendent's recommendation not to renew an employee's contract must be given in writing before May 1.

Teacher contracts are issued contingent upon the teacher either obtaining or maintaining a valid South Carolina Certificate. The contract is not legally binding until the teacher files a certificate in the District Office. This provision is specifically stated in the contract. If the employee fails to obtain or maintain an appropriate certificate for the area of assignment, the employment contract becomes invalid and the employee's job is subject to termination.

## **CERTIFICATION OF CERTIFIED PERSONNEL**

### **A. Certification Information**

All teachers, counselors, librarians, principals, assistant principals, and some district instructional supervisory staff are required by accreditation authorities and district policy to maintain a valid South Carolina Teacher's Certificate appropriate to their area of job performance.

The teacher's certificate is the basis for the teacher's salary. Teachers who have not received a certificate should apply immediately to the **Office of Educator Services, 8301 Parklane Road, Columbia, SC 29223. Telephone: (803) 896-0325, Email: [certification@ed.sc.gov](mailto:certification@ed.sc.gov)**. The certificate will be issued when all items requested have been filed and approved by the State Teacher Certification Office.

When the teacher receives a certificate, it should be sent immediately to the Human Resources Department to be recorded. Until the certificate has been registered, the teacher will be paid based on a Bachelor's Degree and 0 years' experience. Teachers will not be paid for teaching experience until that experience has been verified with the State Department of Education and shown on the teacher's certificate. Verification of Experience forms can be located online at <https://ed.sc.gov/educators/certification/adding-experience/> and provided to the Human Resources Department. When the certificate is registered with experience verified in the Human Resources Department, appropriate salary adjustments will be made quarterly and will be retroactive according to the valid period on the certificate.

## **B. Certificate Renewal and Requirements**

The purpose of the certification renewal system is to provide a way that will assist certified educators in applying a broad range of relevant professional development activities and/or courses toward their certificate renewal. These professional development activities:

1. Must directly relate to the educator's professional growth and development plan;
2. Must support the goals of the employing district; and
3. Must promote student achievement, as required by State Board of Education Regulation 43-205.1 Assisting, Developing, and Evaluating Professional Teaching (ADEPT), and Regulation 43-165.1 Program for Assisting, Developing, and Evaluating Principal Performance.

Additional Information and resources pertaining to initial and professional certificates can be located at <https://ed.sc.gov/educators/certification/professional/>, <https://ed.sc.gov/educators/certification/initial/>, and [www.f1s.org/certification](http://www.f1s.org/certification).

### **Read to Succeed (R2S) Requirement(s)**

Educators holding professional certification expiring in 2020 and beyond are required to earn the appropriate Read to Succeed (R2S) endorsement to be eligible for further certification renewals. This requirement became effective July 1, 2015. Additional information is available at: <https://ed.sc.gov/educators/certification/r2s/>

The **R2S Requirement** endorsement is associated with the **R2S Content Area Reading and Writing** course and is applicable to certificate holders who are: Middle Level (all content areas), High School (all content areas), Pre-K-12 Content Areas, Career and Technology, Library Media Specialist, Principal, Administrator, School Guidance Counselor, School Psychologist, and Speech-Language Therapist.

#### Deadline for completion

<b>Certificate Renewals</b>	<b>Deadline</b>
July 1, 2015	June 30, 2020
July 1, 2016	June 30, 2021
July 1, 2017	June 30, 2022
July 1, 2018	June 30, 2023
July 1, 2019	June 30, 2024

The **R2S Literacy Teacher** endorsement is associated with the following four Read to Succeed courses – **Foundations in Reading, Instructional Practices, Assessment of Reading, and Content Area Reading and Writing** and is applicable to certificate holders who are: Early Childhood Education, Elementary Education, ESOL, Special Education (all categories),

Montessori (Pre-K-12, Elementary I, and Elementary II).

Deadline for completion

<b>Certificate Renewals</b>	<b>First Renewal</b>	<b>Deadline for Completion</b>
July 1, 2015	June 30, 2020	June 30, 2025
July 1, 2016	June 30, 2021	June 30, 2026
July 1, 2017	June 30, 2022	June 30, 2027
July 1, 2018	June 30, 2023	June 30, 2028
July 1, 2019	June 30, 2024	June 30, 2029

### **The Jason Flatt Requirement**

Educators working in public **middle or high school** settings **must** satisfy the Jason Flatt Act requirements before their professional certificate can be renewed. This requirement was passed May 14, 2012 and may be completed by visiting the Jason Foundation website, signing up for the free professional development series, and completing the **Mental Health Issues Surrounding Suicidal Ideation (Module 2)** training at: <https://learn.jasonfoundation.com/courses/>.

### **C. Obtaining Renewal Credits**

1. Check the expiration date on the certificate to be sure that credits fall within your current validity period.
2. Before selecting courses/professional activities, make sure that they relate to the certification area and the professional growth and development plan or goals-based evaluation. (See options on the Renewal Credit Matrix.)
3. During the goal-based evaluation conference(s), discuss with the building administrator any activity (course, professional development, etc.) that you may use for your renewal credits. The administrator needs to verify that it was related to your goal by initializing the activity on Recertification Computation Sheet.
4. Use the Renewal Credit Matrix to assist you in determining if a course or activity counts. If you need assistance in determining if you will receive renewal credits for certain options, please email or call Human Resources.
5. After completing renewal credits, submit the Renewal Computation Sheet, along with supporting documents, to Human Resources for review and signature. All documentation must show the number of renewal hours earned as well as the date. **Safe school training does not count towards renewal hours.**
6. The renewal credits will be entered by Human Resources into the Certification Portal System at the Office of Teacher Certification.

#### **D. Submitting Renewal Credits**

1. Check the Renewal Credit Matrix to make sure that you have **120 credits** before submitting them to Human Resources.
2. **Keep a copy** of all renewal credit documents.
3. After completing renewal credits, submit the Recertification Computation Sheet and copies of supporting documents evidencing your 120 credits to the Human Resources Department.

#### **E. Requesting Certification Fields and Endorsements**

Endorsement, such as Read to Succeed, Online Teaching, Gifted and Talented, etc., may be added for specialized areas to recognize additional expertise. In order to add an endorsement, an educator must complete the specific requirements associated with the endorsement and provide a request and supporting documentation through their [Educator Portal](#) with the South Carolina Department of Education.

Human Resources must have in its possession, an appropriate teaching certificate for each member of the certified staff. Any change in certification status or any new certificate must be submitted by the employee, within 10 days of its receipt, to the Director of Personnel – Talent Management. Failure to submit information in a timely fashion may result in non-renewal of contract or other personnel action.

#### **Professional Certificate Renewal Process**

Educators holding a **professional** certificate must earn a **minimum of 120 renewal credits during the 5-year validity period of their certificate.**

#### **EXPERIENCE**

For a year to count towards experience for certification purposes, one of the following conditions must be satisfied:

1. The teacher shall have been employed in a regular teaching position for at least 152 days of full-time employment (full-time employment shall be based upon a minimum 7-hour school day).
2. The teacher shall have been employed in a regular teaching position for at least 95-113 days of full-time teaching (full-time teaching shall be based upon a minimum 7-hour school day) may receive one-half year of experience credit for certification purposes.
3. The teacher shall have been employed more than 9 months in a position normally filled on a 12-month basis.
4. Summer school teaching experience in an accredited program may be used toward



satisfying the requirement of 152 teaching days at the rate of 2 days of summer school for each regular school day, not to exceed 20 regular school days in any year; such summer school days to be added to the accrued teaching days of the preceding school year.

5. For experience credit for certification purposes, no more than 1 year of experience may be earned during any 12-month period.

## **ALTERNATIVE CERTIFICATION PROGRAMS**

### **A. Alternative Certification for Educators (PACE)**

An individual who qualifies under the Program of Alternative Certification for Educators (PACE) guidelines as adopted by the SBE may be issued an alternative route certificate. Successful completion of certification requirements as prescribed in the PACE guidelines as adopted by the State Board of Education will qualify the applicant for a professional certificate. <https://ed.sc.gov/educators/alternative-certification/forms/guidelines/>

### **B. Teachers for America (TFA)**

An individual who qualifies under the Teach for America (TFA) guidelines as adopted by the SBE may be issued an alternative route certificate. Successful completion of certification requirements as prescribed in the TFA guidelines as adopted by the State Board of Education will qualify the applicant for a professional certificate.

### **C. American Board for the Certification of Teacher Excellence (ABCTE)**

An individual who qualifies under the American Board for the Certification of Teacher Excellence (ABCTE) Act may be issued an alternative route certificate. Successful completion of certification requirements as prescribed in the statute will qualify the applicant for a professional certificate.

### **D. Teachers for Tomorrow (Tot)**

An individual who is seeking certification through Teachers of Tomorrow (ToT) must not be hired by a school district in South Carolina without completing the electronic fingerprinting process required by the teacher certification office of the South Carolina Department of Education at the time of application and without having undergone a criminal records check by the South Carolina Law Enforcement Division and a national criminal records check supported by fingerprints and conducted by the Federal Bureau of Investigation pursuant to Section 59-25-115(B). Background checks are valid for a period of eighteen months.

- I. A person who is seeking certification through Teachers of Tomorrow, who has a minimum of a bachelor's degree from a regionally accredited college or university or an institution with a teacher education program that has been approved by the SBE for certification purposes, who has earned a successful score on the certification content area

examination approved by the SBE, and who has met the requirements of subsection D is considered to have met the requirements for certification and must be issued an appropriate alternative route certificate as determined by the SBE upon confirmation of employment by a public school or school district. The alternative route certificate must be valid for one year and may be renewed annually for two additional years upon the successful completion of teaching and of the hiring district's induction program.

- II. A person who maintains a valid Alternative Route certificate for Teachers of Tomorrow and has been initially hired by a school district must be required, as a condition for professional certification, to successfully pass the South Carolina adopted pedagogy examination and to demonstrate teaching effectiveness by a successful summative evaluation at the annual contract level as part of the state's system for Assisting, Developing, and Evaluating Professional Teaching (ADEPT).
- III. The SCDE shall submit annually by March thirty-first to the SBE and the General Assembly the total number of individuals employed in South Carolina with a certificate issued by Teachers of Tomorrow by district and non-privileged information on these individuals through the ADEPT reporting system. A person who has completed all requirements of this regulation and has been hired by a school district has the same responsibilities and rights as other teachers hired by the district
- IV. The SBE is authorized to establish guidelines outlining the content areas in which candidates in Teacher of Tomorrow may pursue certification. The SBE, pursuant to Section 59-5-60 and 59-25-110 and this Regulation, is authorized to approve additional alternative certification programs and outline the content areas in which candidates may pursue certification pursuant to rules and guidelines published by the Board.

## **CRITICAL NEEDS**

**S.C. Code Ann. § 59-26-20(j)** requires the State Board of Education (SBE) to designate South Carolina's critical need subject areas and critical need geographic areas (schools) on an annual basis. Once approved by the SBE each January, information regarding the critical need subject and geographic areas (schools) is widely distributed to school districts, teachers, colleges, universities, and other educational entities. These critical need lists may be used for following purposes:

- South Carolina Teacher Loan Program
- Retirement Earnings Limitation Exemption for the Employment of Retired Teachers

**A. South Carolina Teacher Loan Program**

The critical need subject area designations are used to determine eligibility for participation in the teacher loan program, and the critical need subject and geographic area designations are used to determine eligibility for loan forgiveness. Borrowers who received a South Carolina Teachers Loan or a SC PACE Loan may be eligible to forgive portions of their loan indebtedness by teaching in certain critical geographic and subject areas in the SC public school system. Please contact South Carolina Student Loan services for information on these loan programs, applications, and loan forgiveness.

**I. Identification of Critical Need Subject and Geographic Areas**

The critical need subject areas are identified using the criteria established by the United States Department of Education for federal student loan forgiveness. Data collected through the annual Supply and Demand Survey administered by the Center for Educator Recruitment, Retention, and Advancement (CERRA) are used in the identification of critical subject shortage areas and include, by subject area, the numbers of unfilled teaching positions, teaching positions filled through alternative routes, and total teaching positions hired.

- II. **Critical need geographic areas** are identified using criteria established in S.C. Code Ann. § 59-26-20(j). Pursuant to statute, a critical need geographic area must be defined as a school that has an absolute rating of below average or unsatisfactory, or has an average teacher turnover rate for the past three years that is twenty percent or higher, or meets the poverty index criteria at the seventy percent level or higher.

For additional information regarding the identification of critical schools and subject areas, please contact Carla Edwards in the Office of Educator Services at 803-896-2160

**B. Retirement Earnings Limitation Exemption for the Employment of Retired Teachers**

Pursuant to S.C. Code Ann. § 9-1-1795 (Supp. 2018), beginning in school year 2018–19 and annually thereafter, the SBE will designate areas of critical academic need and critical geographic need for the employment of retired teachers who will be exempt from the earnings limitations imposed by S.C. Code Ann. § 9-1-1790.

General information for educators returning to work as retirees is provided by the South Carolina Public Employee Benefit Authority. Additional information on the requirements to employ retired teachers without the loss of retirement benefits may be found in S. C. Code Ann. § 9-1-1795.

For additional information on the assurance form or process to document that a retired teacher is employed in an exempted position, please contact Kimberly Moss in the SCDE Finance Office

at 803-734-8122.

## **ACCREDITATION**

Each school in the district is accredited regionally by COGNIA and nationally by the Commission on International and Trans-Regional Accreditation (CITA). Schools that use the COGNIA accreditation process may substitute the AdvancED/SACS CASI plan for the school renewal plan provided it includes the appropriate components. For a school to maintain accreditation, each teacher must earn at least six semester hours of college credit during each five-year period of employment or the equivalent, as approved by the state committee. The same six semester hours of graduate credit may be used for certificate renewal. Equivalency points earned for certificate renewal through state approved staff development programs may be presented to meet the SACS accreditation requirement.

## **WORK AGREEMENTS FOR SUPPORT STAFF**

The district considers support staff to be “at-will” employees under the provisions of South Carolina law. Classified employees being renewed must sign and submit their issued work agreement before May 30<sup>th</sup>. Failure to do so constitutes work agreement rejection. If a classified employee’s work agreement is not going to be renewed for the following school year, the employee’s supervisor will notify the employee of the non-renewal by April 15<sup>th</sup>.

The district makes no commitment to renew the employment of any classified employee.

If a classified employee's work is not satisfactory, he/she will not have his/her work agreement renewed. Prior to making the recommendation, the supervisor will confer with the employee to discuss the reasons for possible non-renewal of the employee.

The employee may appeal the non-renewal to the Chief Personnel Officer. The appeal must be in writing and must be received within 5 working days from the employee receiving the notice of non-renewal. The Chief Personnel Officer for Human Resources shall review the non-renewal recommendation and shall give the employee an opportunity to present the employee's position on the issues involved.

The Chief Personnel Officer shall inform the employee in writing of the decision made. The employee shall be informed of the employee's right to an administrative hearing before the Superintendent. To request an administrative hearing, the following procedures will be followed:

1. A request for an administrative hearing shall be made to the Superintendent, in writing, within 10 working days after the employee is notified of the decision of the Chief Personnel Officer.

2. The Superintendent shall conduct an administrative hearing, as soon as practicable, after receiving the request for a hearing. At the hearing, the Superintendent will receive all pertinent evidence. The employee may present such information, testimony, witnesses or other evidence, as the employee considers necessary. The Superintendent shall make a decision on the evidence presented as soon as practicable. The decision of the Superintendent shall be final except that an employee may request, in writing, the school board to review the decision. The school board will decide whether it will accept the review request. If the school board does accept the review request, the review will be by summary of the action taken by the Superintendent with consideration of any matters presented by the employee in his written request for review. *(GDQD Discipline, Suspension & Dismissal of Support Staff)*

## **EMPLOYEE ASSISTANCE PROGRAMS**

Employees may contact the district's Benefits Administrators for information on programs that are available to assist employees with various mental and/or physical issues that may interfere with their ability to perform daily job requirements.

## **WORK-RELATED INJURY/WORKERS' COMPENSATION**

Under the Workers' Compensation Law, it is the responsibility of the school district to provide medical treatment for employees injured on the job. School employees must use those providers specified by the employer. Designation of medical treatment providers will be made by the school district in consultation with and upon the recommendation of the workers' compensation insurance carrier. The refusal of an employee to accept any medical, hospital, surgical, or other treatment when provided by the employer will bar such employee from further compensation until such refusal ceases unless, in the opinion of the South Carolina Workers' Compensation Commission, the circumstances justified the refusal.

When an employee is absent from work as a result of accidental injury arising out of and in the course of his/her employment, available sick and annual leave and workers' compensation benefits **cannot be** coordinated to the extent that such leave and benefits are available.

Every injured employee or his/her representative will immediately, on the occurrence of an accident or as soon thereafter as practicable, give or cause to be given to his/her principal or immediate supervisor and to the district office notice of the accident  
*(GBGD Workers' Compensation)*

## **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**

Renee Prosser (Last Names A- J)

[renee.prosser@fsd1.org](mailto:renee.prosser@fsd1.org)

Kamara Sanders (Last Names K-Z)

[ksanders@fsd1.org](mailto:ksanders@fsd1.org)

### **FMLA Specialist**

Jill Richburg

[jrichburg@fsd1.org](mailto:jrichburg@fsd1.org)

## **COMPENSATION AND BENEFITS**

### **INSURANCE**

#### **A. State Insurance Benefits**

Full-time employees are eligible for insurance benefits offered by the South Carolina Public Employee Benefits Authority (PEBA). The employee must enroll within 30 days from the date of employment or within 30 days after experiencing a special eligibility event. Insurance coverage becomes effective on the first day of the month following the date of employment. For more information about the state insurance plan, visit [www.peba.sc.gov](http://www.peba.sc.gov).

#### **B. Supplemental Insurance Benefits**

Approved insurance vendors offer a variety of supplemental insurance benefits not offered by PEBA. The list of approved vendors and their contact information is on the district's website under the Human Resource page. The district does not administer these supplemental plans and all claims/communications should be made directly to the vendor. Upon receipt of an

authorization form, the district will payroll deduct the insurance premiums for the supplemental insurance plans.

## **RETIREMENT**

Membership in the S.C. Retirement Systems ("SCRS") or an optional retirement plan is required for all personnel with the exception of employees who hold a temporary position. Temporary employees may choose to join the SCRS.

Upon official retirement from the South Carolina Retirement System, employees may transfer up to 90 sick days to the South Carolina Retirement System. This provision may only be exercised once and only at the time of retirement. Any employee who separated from employment for any reason forfeits any accrued, unused leave (sick leave and/or vacation). Employees who continue their employment under a retirement plan may not exercise this provision a second time at the conclusion of the retiree's period of employment. Notwithstanding any other provision of this policy and administrative rule GDC-R, any person who becomes employed by the district on or after July 1, 2005, will only be paid by the district for accumulated annual leave days at the time of official retirement through the South Carolina Retirement System.

## **Payroll Information**

### **SALARIES**

#### **A. Certified**

The board will attempt to pay its certified employees at a level that will attract and hold personnel dedicated to education. The effective date for all salary changes as determined by the salary schedule or by action of the board is July 1. The compensation of certified personnel is based on the state salary schedule with local supplements as approved by the board. The schedule takes into consideration the levels of professional training and years of service in the district. Direct deposit of all regularly paid salary paychecks is required. *(GCB Professional Staff Contracts and Compensation)*

#### **B. Classified**

The board will set the salary scale of all support staff on the recommendation of the superintendent or his/her designee. In setting the scale, the board will consider the responsibility of the position, the services rendered, the provisions of the district's operational budget, and any applicable state and federal laws. The effective date for all salary changes is July 1st. Direct deposit of all regularly paid salary paychecks is required. *(GDB Support Staff Contracts and Compensation)*

## **ADJUSTMENTS IN ANNUAL SALARY: LATE START DATE EMPLOYEES**

If an employee begins work after the normal required start date for that position, the salary will be adjusted. The adjusted salary is computed by multiplying the daily rate of pay by the remaining number of contract days. The result is then divided by the number of remaining semi-monthly payroll periods left in the contract year. Any payroll adjustments are made in the next payroll following the eligibility for the adjustment.

Any retroactive pay or deduction in pay will be spread over the number of payroll periods remaining in the employee contract year.

## **SALARY SCHEDULE**

Employees are paid one-twenty fourth of their annual salary on the 15<sup>th</sup> and 29<sup>th</sup> of each month, with adjustments when possible to pay prior to holidays in November and December, as follows:

- 180- day employees                      two checks August through July
- 190-day employees                      two checks August through July
- 210-day employees                      two checks August through July
- 215-day employees                      two checks August through July
- 220-day employees                      one check July through one check July
- 240/260-day employees                two checks July through June

## **240/260-DAY EMPLOYEE VACATIONS AND HOLIDAYS**

During the period from July 1 to June 30, 12-month professional and support employees will observe the following holidays:

- July 4    Independence Day
- Labor Day                                        September
- National Election Day                      Every other year
- Thanksgiving\*                                Thursday and Friday
- Winter holidays                               Same as schools
- Martin Luther King                          Third Monday in January
- Spring break                                    Number of days depending on the variable of the calendar
- Memorial Day                                  Fourth Monday in May (when appropriate)



*\*The Wednesday before Thanksgiving is a holiday for 12-month employees. However, if an employee works on that day, he/she would not work a corresponding day during spring break. Twelve-month employees are contracted for 239 days.*

Employees are expected to submit their request for use of annual (vacation) leave prior to the commencement of leave and in accordance with guidelines established by their immediate supervisor.

An employee may not use personal leave the day before or the day after a district holiday or during standardized testing without receiving permission from his/her immediate supervisor. *(GCC – Professional Staff Leaves & Absences/GDC – Support Staff Leaves & Absences)*

### **PAYROLL DEDUCTION FOR ABSENCES**

Each absence deemed unapproved/unauthorized by an employee's immediate supervisor or each absence that exceeds an employee's accumulated leave, in accordance with district policy, will require a full day's pay deduction. These deductions will be made in the month they are reported to the district payroll department on the regular semi-monthly absence report. *(DKA – Payroll Procedures/Schedules)*

Any employee who is absent from work for any reason and who does not have any leave days available will have his/her salary adjusted to reflect a deduction in annual salary computed at the employee's daily rate.

An employee who separates from the district for any reason and who has used advanced leave days that he/she has not earned will be required to reimburse the district for those days. *(GCC – Professional Staff Leaves and Absences/GDC – Support Staff Leaves and Absences)*

### **DIRECT DEPOSIT**

Every employee in the district is required to have a direct deposit set up. During the new hire onboarding process, new employees will complete the direct deposit authorization form and submit the required supporting documentation.

Current employees may change their direct deposit at any time in TalentEd Records. The page can be found under the Employee page on the district's website.

<https://f1s.tedk12.com/sso/Account/Login?ReturnUrl=%2Fsso%2F%3Fpid%3D9%26productUrl%3DaHR0cHM6Ly9mMXMudGVkazEyLmNvbS9yZWNVcmRz>

Employees may access their direct deposit notifications through the self-service page. Visit the self-service page at the address below for more information.

<https://etsts.fsd1.org/idsrv/login?signin=5e1ce148d8f37094a418dd6fcc5962da>

## **SUPPLEMENTAL PAY**

According to tax regulations, all monetary compensation/supplements paid to a district employee by any Florence 1 Schools location, must be paid through the payroll department.

## **TUTORING FOR PAY**

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

A teacher may not tutor any student for pay during his/her regular working hours or on school premises.

These agreements are between the parents/legal guardians and the teachers, and the district assumes no liability or responsibility for monitoring these activities. (*GCRD Tutoring for Pay*)

**2023-2024 Payroll Dates**

**(Semi Monthly)**

July 15, 2023 (260, 240, 245)  
July 29, 2023 (220)  
August 15, 2023 (All other employees)  
August 29, 2023  
September 15, 2023  
September 29, 2023  
October 14, 2023  
October 28, 2023  
November 15, 2023  
November 29, 2023  
December 15, 2023  
December 16, 2023  
January 13, 2024  
January 27, 2024  
February 15, 2024  
February 28, 2024  
March 15, 2024  
March 29, 2024  
April 14, 2024  
April 28, 2024  
May 15, 2024  
May 26, 2024  
June 15, 2024  
June 29, 2024

**(Biweekly)**

July 14, 2023  
July 28, 2023  
August 11, 2023  
August 25, 2023  
September 8, 2023  
September 22, 2023  
October 6, 2023  
October 20, 2023  
November 3, 2023  
November 17, 2023  
December 1, 2023  
December 15, 2023  
December 15, 2023  
January 12, 2024  
January 26, 2024  
February 9, 2024  
February 23, 2024  
March 8, 2024  
March 22, 2024  
April 5, 2024  
April 19, 2024  
May 3, 2024  
May 17, 2024  
May 31, 2024  
June 14, 2024  
June 28, 2024

## **ATTENDANCE AND LEAVE INFORMATION**

### **ACCRUAL OF SICK AND VACATION LEAVE**

Upon an employee's reporting to work for their respective contract year, the district will advance the total number of days the employee can potentially earn to his/her leave balance. All active full-time employees earn one and one-fourth days of leave on the last day of each full month employed. Any used and unearned days will be deducted from an employee's final paycheck. This will provide 12 days for 9 months (190 days), 13 days for 10 months (210 days), 14 days for 11 months (220 days) and 15 days for 12 months (240 and 260 days).

Each employee's unused leave at the end of each fiscal year will be carried over in accumulated sick leave up to a maximum of 120 days.

A full-time employee means any person employed in a position in the school district for five months and works at least 30 hours per week.

Employees may accrue up to twenty days of annual leave. Those employees who terminate service may be eligible for receipt of payment at his/her daily rate for the accrued days, up to twenty days. (*GCD – 239-Day Staff Vacation & Holidays/GDD-Support Staff Vacation & Holidays*)

240-day employees earn one day of annual leave (vacation) for each month of service, up to a maximum of twelve annual leave days per year. This leave is accrued monthly, beginning with the first month of employment. 240-day employees will be permitted to carry over up to eight annual leave days.

260-day employees must complete one full year of employment to receive ten annual leave days.

260-day employees will be permitted to carry over up to five annual leave days.

### **REPORTING AN ABSENCE:**

All employees must report any absences through Frontline (AESOP) the district's absence management system. Employees will be given a Login ID and PIN. Employees can also call Absence Management toll free at 1-800-942-3767. All absences must be submitted a minimum of 24 hours or as soon as applicable prior to taking place. Employees can access Frontline on the district website:

<https://login.frontlineeducation.com/login?signin=89f30276d592f3c2801042dcdda10121&productId=ABSMGMT&clientId=ABSMGMT#/login>

An employee will notify his/her immediate supervisor as early as practicable when it is necessary to be absent. Absence reporting procedures, as required by an employee's immediate supervisor, should be followed at all times. It is required that supervisors pre-

approve the use of three or more consecutive leave days for any reason other than unplanned personal illness. If the immediate supervisor does not approve the request the employee will not be able to take the absence.

### **SICK LEAVE**

Accrued sick leave may be used for an employee's own personal illness. The maximum number of sick leave days an employee may use for the illness or death of an immediate family member will be the number of days awarded in the current year. An immediate family member, for purposes of the use of sick leave, is defined as follows: spouse, son, son-in-law, stepson, daughter, daughter-in-law, stepdaughter, mother, mother-in-law, stepmother, father, father-in-law, stepfather, brother, brother-in-law, stepbrother, sister, sister-in-law, stepsister, grandparent, grandchild, guardian, ward or other persons who may have raised the employee. The district may allow the use of sick leave related to an extended family member upon written request of the employee.

Any employee's use of sick leave is subject to verification. The district reserves the right to require an employee to obtain and present a doctor's statement verifying a personal illness or illness of a family member. Specifically, verification may be requested when the employee has been absent for three or more consecutive workdays or a pattern/abuse of leave is suspected. *(GCC-R - Professional Staff Leaves & Absences/GDC-R – Support Staff Leaves & Absences)*

### **PERSONAL LEAVE**

Employees may use up to two days annually of their sick leave for personal leave. This leave should be used for personal matters which cannot be attended to on non-school days or after school hours. Employees will not be required to give a reason for use of personal leave. Personal leave requests should be presented at least 24 hours in advance. The principal or immediate supervisor may deny the request for personal leave. This measure is implemented in order to minimize the possibility of creating a shortage of work staff on a particular date. An employee may take up to two additional personal leave days with a partial deduction of pay. The deduction for certified employees will be \$60/day. The deduction for support employees will be \$12/day. The district will deduct any personal days taken beyond this at the employee's daily rate of pay.

### **TRANSFER OF SICK LEAVE**

An employee of a state agency transferring to any school district in the state, or a school district employee transferring to a state agency, may transfer to and retain all sick leave he/she accumulated at his/her former place of employment.

New employees coming to the district must contact their previous employer to have their sick leave transferred to Florence 1 Schools. If the school district or state agency does not have a form then a letter written on official letterhead stating the number of days will suffice. The form or letter must be sent in to the Human Resource department.

For employees leaving the district who want to have their sick leave transferred can access the form on the Human Resource department page:

<https://www.f1s.org//cms/lib/SC02209534/Centricity/Domain/1782/Medical%20Leave%20Transfer%20Form.pdf>

## **EXTENDED LEAVE AND FMLA**

In order for the district to plan and provide the continuity of the educational programs, a full-time employee who anticipates taking extended leave must submit a request for leave to his/her immediate supervisor AND the district's leave coordinator at least thirty (30) days prior to the effective date of the leave, when possible. Extended leave is considered, but not limited to, the following:

- More than five (5) consecutive absences due to serious personal illness or serious illness or death of an immediate family member;
- Absences related to the birth, adoption or foster placement of a child;
- Absences related to active military duty or the call to active duty;
- More than three (3) consecutive absences that involve an overnight hospital stay.

The district will provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993 (FMLA). Eligible employees must submit their request for leave at least thirty (30) days prior to the expected leave. If less than 30 days, the request should be submitted as soon as possible. Eligible employees are entitled to up to 12 workweeks of unpaid family and medical leave in any 12-month period. In complying with the FMLA, the district will adhere to the requirements of the Americans with Disabilities Act, as well as other applicable federal and state laws.

The Superintendent may grant an employee leave, without pay, for personal illness following the exhaustion of all accrued sick leave. **Extended leave (non-FMLA) will not extend beyond the immediate school year.**

PRIOR to an employee returning to work from an extended leave due to personal illness, the employee must present a physician signed Certification of Fitness for Duty certifying the employee's ability to return to a normal work schedule and to perform all duties and responsibilities of their position. The district will consider the reasonableness of any written requests for accommodations.

**During an approved extended leave, employees should not work supplemental job activities/duties and/or submit time sheets for payment of supplemental job activities/duties.**

Employees on approved extended leave will be required to use available accumulated sick days, vacation days, etc.

Leave request forms are located on the Florence 1 Schools website:

<https://www.f1s.org//cms/lib/SC02209534/Centricity/Domain/1782/Employee%20Extended%20Leave%20Request%20Form.pdf>

<https://www.f1s.org/Page/23244>. (GCC – Professional Staff Leaves & Absences/GDC – Support Staff Leaves & Absences)

## **PAID PARENTAL LEAVE**

### **Paid Parental Leave for Newborn Biological Child or Foster of a Child**

Eligible District employees who are employed by the District and who give birth are entitled to receive six weeks of paid parental leave upon the occurrence of a qualifying event. Other eligible District employees who do not give birth are entitled to receive two weeks of paid parental leave upon the occurrence of a qualifying event.

- Child' means a newborn biological child or foster of a child in state custody and under the age of 18. No child can have more than two parents eligible for paid parental leave.
- Eligible District employee' means an employee occupying any percentage of a full-time equivalent position.
- Paid parental leave' means six weeks of paid leave at 100 percent of the eligible District employee's base pay or two weeks of paid leave at 100 percent of the eligible District employee's base pay. Leave for part-time eligible District employees must be on a prorated basis corresponding to the percentage of hours they are normally scheduled to work.
- Qualifying event' means the birth of a newborn biological child to an eligible District employee or after a co-parent's birth of a newborn child or fostering a child in state custody.

### **Paid Parental Leave for Adoption of a Child**

Eligible District employees who are employed by the District and are primarily responsible for furnishing the care and nurture of the child, are entitled to six weeks of paid parental leave upon the occurrence of a qualifying event. Eligible District employees who are employed by the District who are not primarily responsible for furnishing the care and nurture of the child, are entitled to two weeks of paid parental leave upon the occurrence of a qualifying event.

- Child' means a child initially legally placed for adoption and under the age of 18. No child can have more than two parents eligible for paid parental leave.
- Eligible District employee' means an employee occupying any percentage of a full-time equivalent position.
- Paid parental leave' means six weeks of paid leave at 100 percent of the eligible District employee's base pay or two weeks of paid leave at 100 percent of the eligible District employee's base pay. Leave for part-time eligible District employees must be on a prorated basis corresponding to the percentage of hours they are normally scheduled to work.
- Qualifying event' means the initial legal placement of a child by adoption.

### **Paid Parental Leave Usage Includes the Following:**

- The entitlement of this leave expires at the end of the 12-month period beginning on the date of such birth or initial legal placement. An eligible District employee shall receive no more than one occurrence of six or two weeks of paid parental leave for any 12-month period, even if more than one qualifying event occurs. However, nothing in this item prohibits a foster parent from requesting and receiving approval for parental leave in nonconsecutive one-week time periods.
- If the leave is not used by the eligible District employee before the end of the 12-month period after the qualifying event, such leave does not accumulate for subsequent use. Paid parental leave may not be donated. Any leave remaining at the end of the 12-month period or at

separation of employment is forfeited.

- Days of paid parental leave taken under this policy must be taken consecutively, except that foster parents may request and receive approval for parental leave in nonconsecutive one-week time periods.
- If both parents are eligible District employees, paid parental leave may be taken concurrently, consecutively, or a different time as the other eligible District employee.
- District holidays listed in Board policy will not be counted against paid parental leave.
- Paid parental leave must run concurrently with leave taken pursuant to the Family Medical and Leave Act and any other unpaid leave to which the eligible District employee may be entitled as a result of the qualifying event. However, leave granted under this section is with pay and is not sick leave and therefore does not deduct from the eligible District employee's accrued leave balance. An eligible District employee does not have to exhaust all other forms of leave before being eligible to take leave granted under this section. Eligible District employees shall accrue sick leave at the normal rate while on this leave, if applicable.

#### **AR GCC/GCD-R(2) Paid Parental Leave**

#### **SICK LEAVE BANK**

The district has established a Sick Leave Bank for catastrophic illness and/or an accident for full-time employees. During annual open enrollment (the month of October), an employee may elect a one-time donation of one sick leave day to become a member of the sick leave bank. The donated leave day may not be reclaimed by the donor. If there is a break in service and the employee returns to the district, the employee does not retain sick leave bank membership unless he/she donates another day upon return to the district.

The administration of the Sick Leave Bank will be under the direction of a committee of 5 employees composed of at least one school administrator, one professional employee, one classified employee, and the Chief Personnel Officer or his/her designee. The committee's approval or disapproval will be "final."

To be eligible to make an application request to the committee, an employee must meet all of the following criteria:

1. Be a contributing member of the bank;
2. Suffer from a catastrophic illness or accident;
3. Be absent from official job duties for a minimum of 20 work days and have exhausted all available leave;
4. Present certification by a licensed physician that he/she is unable to report to work;
5. Demonstrated judicious use of sick leave.

The Sick Leave Bank Application can be accessed on the Human Resources page:

<https://www.f1s.org/cms/lib/SC02209534/Centricity/Domain/1782/Sick%20Leave%20Bank%20Application.pdf>

In no event will sick leave credits from the sick leave bank be used for covering any illness longer than 90 consecutive workdays. The maximum number of days that an approved employee may



withdraw from the bank for any catastrophic illness/accident is 30 days (15 days per application) in one school year. If the bank is depleted of days, the committee may issue a call for an additional contribution of a specific amount of leave by employees. (*GCCAAA – Sick Leave Bank*)

### **BEREAVEMENT LEAVE**

The district may grant leave up to the maximum number of an employee's current year accumulated leave days for an employee who requests such leave due to death in the immediate family, as defined by policy.

The employee should directly contact the Chief Personnel Officer to request bereavement leave. When possible, the employee must submit a follow-up written request on an appropriate form prior to the absence, but no later than three days following the employee's return to work. If the employee The filing of a request for bereavement leave does not guarantee that the leave will be granted. (*GCC – Professional Staff Leaves & Absences/GDC – Support Staff Leaves & Absences*)

### **LEGAL LEAVE**

The district will grant employees leave, without loss of pay, when summoned for jury duty or subpoenaed as part of their work-related duties. If an employee must appear in court for any reason other than the above, the district will deduct substitute pay from his/her salary. Whenever a prospective juror is dismissed before the end of the working day, he/she is required to return to his/her official duties.

When selected for jury duty, teachers, certified personnel at the building level or bus drivers are encouraged to request a postponement to a date that does not conflict with the school term. The Human Resources Department will provide a letter of support. (*GCC – Professional Staff Leaves & Absences/GDC – Support Staff Leaves & Absences*)

### **MILITARY LEAVE**

The board expects employees serving in the armed forces to request their training for a period when school is not in session.

Employees serving in the armed forces may take military leave without loss of pay, seniority or efficiency rating for one or more periods not exceeding a total of 15 scheduled workdays in a calendar year. In the event an employee is called upon to serve during an emergency, he/she will be entitled to such leave of absence for a period not exceeding 30 additional days.

An employee seeking military leave must forward a written request, including the appropriate verifying data, to the Superintendent no later than 30 days prior to the prearranged military activity. (*GCC – Professional Staff Leaves & Absences/GDC – Support Staff Leaves & Absences*)

### **ORGAN DONOR LEAVE**

Employees may take a leave of absence to be an organ donor without loss of pay, time, leave or efficiency rating for one or more periods not exceeding a total of 30 scheduled workdays in one fiscal year. (*GCC – Professional Staff Leaves & Absences/GDC – Support Staff Leaves & Absences*)

## **EDUCATION IMPROVEMENT LEAVE**

An employee who has been continuously employed in the district for at least five years and averaged using five or fewer days of sick leave during the five years of employment immediately preceding application for education improvement leave, may request unpaid leave for advanced study or travel designed to enhance the employee's knowledge and skills. Requests for education improvement leave must be made in writing and submitted to the Chief Personnel Officer at least 90 calendar days before the leave would start. Education Improvement Leave is subject to approval by Chief Personnel Officer and Superintendent. (*GCC – Professional Staff Leaves & Absences/GDC – Support Staff Leaves & Absences*)

## **TERMINATION FOR FAILURE TO COMPLY WITH LEAVE POLICY**

The district may terminate the employment of any employee who fails to comply with the requirements of the district's leave policy and accompanying administrative rule, who fails to report to work at the expiration of authorized leave or who fails to obtain an extension of leave. In the case of an employee who has exhausted all leave available under federal law, state law and board policy, the district will declare the employee's position vacant and the employee will be terminated.

An employee is subject to termination from employment with the district for misstatements of fact and/or misrepresentations of purpose for which leave of absence is desired or on the basis of which sick leave is obtained.

An employee who is excessively absent (as determined by district administration) may be terminated, except that any employee who is on leave pursuant to the FMLA will not be terminated prior to the expiration of the amount of leave granted to the employee under the FMLA. In accordance with the provisions of S.C. Code Ann. Section 59-1-400(A), a full-time employee who is absent with a continuing illness, as documented by a treating physician, will not be terminated for excessive absenteeism so long as the total period of continuing extended sick leave does not exceed a total of 91 workdays. (*GCC – Professional Staff Leaves & Absences/GDC – Support Staff Leaves & Absences*)

## **CONFERENCES/TRAINING WORKSHOPS**

The board believes that it is desirable to provide professional leave for teachers in order to attract and retain faculty who will continue to grow professionally and enhance their service to the public schools of the district.

The district may grant leave to an employee attending activities designed to improve employee competency or to improve the instructional or service programs of the district.

The designee may authorize professional leave for attending state, regional and national meetings, workshops and conferences (including observing in other schools) without pay deduction. The employee must apply on the district's prescribed form for prior approval through his/her supervisor within two weeks of the requested leave. The Superintendent must approve any request for out-of-state professional leave. Approval of the request does not commit the

district to payment of any expenses unless otherwise indicated and approved on the request form.

The designee will determine the number of absences allowable for professional leave. Absences will also be subject to budget limitations for employing substitutes and reimbursement for travel, meals and lodging.

**APPENDIX**

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2023-2024 District Calendar.....71

## 504 Assistance Plan Form

# Florence 1 Schools

319 S IRBY STREET \* FLORENCE, SC 29501  
TELEPHONE (843) 669-4141 FAX (843) 665-2957

### Employee 504 Assistance Plan

Employee Name:		Date:	
Employee Position:			
School/Building/Level:			
Disabling Condition and Impact:			

#### Participants at the meeting:

PARTICIPANT TITLE	PRINT NAME	SIGNATURE
Employee		
504 Coordinator		
Other:		
Other:		

#### Acknowledgement:

- ✓ I have participated in the development of the Section 504 individual accommodation plan.
- ✓ I have received a copy of the Section 504 individual accommodation plan.

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 504 INDIVIDUAL ACCOMMODATION PLAN**

Limited Major Life Activity	Accommodation/Desired Outcome

**CONSENT TO IMPLEMENT 504 PLAN**

I have reviewed this 504 Plan and (check one):

- ☐ agree with the plan and its implementation.
- ☐ do not agree with the plan and do not want it implemented.

Print Name	Signature of Employee	Date
------------	-----------------------	------

**Administrative Acknowledgement:**

✓ I have reviewed this document and will arrange for its implementation.

Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM MUST BE RETURNED TO HUMAN RESORUCES.**

## Sick Leave Bank

### **Florence School District One SICK LEAVE BANK APPLICATION FOR SICK DAYS**

A sick leave bank for **catastrophic** illness and/or accident (catastrophic illnesses are usually life threatening and may leave significant residual disability, and therefore shall be considered on a case-by-case basis by the governing board) for full-time employees or immediate family members has been established. (Policy GCCAAA) This leave bank will be established by employees of the district voluntarily donating a day of their sick leave to the bank and thereby establishing their eligibility to participate in the bank should they qualify at some subsequent time. All members who elect to participate must contribute one day. Employees who may lose days at the end of the year and cannot carry them over may contribute those days to the bank. After leave days have been contributed, the donor may not reclaim them.

The administration of the bank will be under the direction of a committee/governing board composed of an administrator, a teacher, a classified employee and the Assistant Superintendent for Personnel or his/her designee. If eligible, the employee will make application on the attached Application for Sick Leave Bank Days to the governing board/committee. **The decision of the governing board/committee is final.**

In order to be eligible, an employee must meet the following criteria:

1. Be a contributing member of the bank;
2. Suffer from a catastrophic illness/accident;
3. Be absent from his/her official duties a minimum of twenty (20) consecutive works days, but less than ninety (90) days, and have exhausted all of his/her otherwise available leave;
4. Provide certification by a licensed physician that his/she is unable to report to work;
5. Demonstrated judicious use of sick leave.

In no event will sick leave credits from the Sick Leave Bank be used for covering any illness/accident lasting longer than ninety (90) consecutive days. **The maximum number of days that may be requested at one time is fifteen (15) days. Employees requesting additional days must reapply in a timely manner. The maximum number of days, which may be drawn from the bank for any catastrophic illness/accident, is thirty (30) days in any one school year.**

## Florence School District One

319 S. Dargan Street, Florence, SC 29506

### APPLICATION FOR SICK LEAVE BANK DAYS

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

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

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

Under the provisions of the Florence School District One Sick Leave Bank policy GCCAAA, I request \_\_\_\_\_ days of sick leave from the Sick Leave Bank. I understand that Sick Leave Bank credits, if approved, are available for a maximum of fifteen (15) days at any one request, with a maximum of thirty (30) days in any one school year and the **decision of the governing board will be final**. Furthermore, I certify that I:

- Am a contributing member of the Sick Leave Bank;
- Suffer from a “catastrophic” illness or accident;
- Have been absent from my official duties for a minimum of twenty (20) consecutive work days and have exhausted all otherwise available leave;
- My leave is not expected to extend beyond ninety (90) consecutive work days;
- Have attached my physician’s certification that I am unable to report to work, along with other available supporting documentation;
- I have demonstrated judicious use of my accumulated sick leave.

At the time of my “catastrophic” illness/accident, I had accumulated available leave as follows:

\_\_\_\_\_ Days of Sick Leave, including Personal Leave

\_\_\_\_\_ Days of Vacation Leave

Please describe, in detail, the nature of your disability that prevents you from working.



**FLORENCE 1 SCHOOLS EMPLOYEE HANDBOOK 2023-2024**

Do you anticipate being able to return to your current position or has your illness/accident caused you to possibly become permanently disabled? Please explain.

How has your condition affected your home life and your ability to perform day-to-day tasks with regard to caring for yourself and/or your family?

Is there any other information you would like to provide to the Sick Leave Bank governing board to further clarify your medical condition or the merits of your request for sick days?

Dated: \_\_\_\_\_

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

.....  
☐ **APPROVED** \_\_\_\_\_ **# OF DAYS**

☐ **DENIED**

\_\_\_\_\_ **GOVERNING BOARD'S DATE OF APPLICATION REVIEW**

**Florence School District One**

319 S. Dargan Street, Florence, SC 29506

(843) 669-4141

(843) 673-1189 Fax

**PHYSICIAN'S CERTIFICATION OF SICK LEAVE**

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

I understand the above-referenced employee is making application for use of the Florence School District One Sick Leave Bank. This employee is under my care for treatment of the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify this employee unable to work beginning \_\_\_\_\_.

The employee is anticipated to return to work duties on \_\_\_\_\_.

**Physician Comments:**

**Health Care Provider Name/Address/Phone:**

\_\_\_\_\_  
**Signature of Physician**

**Dated:** \_\_\_\_\_

## Employee Extended Leave Request

**Must be submitted 30 days prior to the beginning of a scheduled leave.**

### **Employee Information** (complete ALL sections)

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

Telephone Number: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Location: \_\_\_\_\_ Job Title: \_\_\_\_\_

### **Leave Information** (enter both dates **AND** choose leave type)

Leave anticipated beginning: \_\_\_\_\_ "Anticipated" date to return to work: \_\_\_\_\_  
(MUST be provided)

- ☐ Continuous leave (one block of uninterrupted leave)  
☐ Intermittent leave request (not a single block of time) **Provide a proposed leave schedule.**

### **Reason for Requesting Leave** I am requesting extended leave for the following reasons: (check all that apply)

- ☐ Birth of my child and/or to care for my newborn child  
☐ Placement of a child with me for adoption or foster care **Attach supporting documentation**  
☐ Leave to care for a family member with a serious health condition  
Name and Relationship of family member to you: \_\_\_\_\_  
☐ My own serious health condition or illness  
☐ Qualifying exigency because family member is on or has been called to active duty in the Armed Forces to a foreign country  
**Attach supporting documentation**  
Name and Relationship of family member to you: \_\_\_\_\_  
☐ To care for a family member who is a member/veteran of the Armed Forces and who is undergoing medical treatment, recuperation, or therapy, is in outpatient status or on temporary disability retired list for a serious injury or illness  
**Attach supporting documentation**  
Name and Relationship of family member to you: \_\_\_\_\_  
☐ Death of an immediate family member - **Attach supporting documentation**  
Name and Relationship of family member to you: \_\_\_\_\_  
☐ Military leave for active service/duty - **Attach supporting documentation**  
☐ Other (please explain)  
\_\_\_\_\_

### **Employee Certification and Signature**

I certify that the above information is true and correct to the best of my knowledge.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Florence 1 Schools 2023-2024 District Calendar

**Year-Round Modified**

Updated 2/15/2023

July 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Florence 1 Schools is a SCDE approved eLearning district. The current provision allows the district to use up to five (5) days in eLearning. The days are for emergency situations, such as inclement weather or utility interruptions. They are not planned days on the calendar.

**July**  
 4 ..... Holiday (Independence Day)  
 10 ..... Beginning Workday for 220 Employees  
 10 ..... Beginning Workday for 215 Employees  
 10 ..... Beginning Workday for 210 Employees  
 17 ..... Beginning Workday for 200 Employees  
 17-20 ..... Registration  
 24 ..... Beginning Workday for 190 Employees  
 24, 27-28 ..... Teacher Workdays  
 25-26 ..... Teacher Professional Development  
 31 ..... First Day for Students

**August**  
 30 ..... Interim Reports Issued for Q1

**September**  
 4 ..... Holiday (Labor Day)  
 29 ..... Last Day of Q1

**October**  
 2-6 ..... Intercession  
 9 ..... Teacher Workday  
 17 ..... Report Cards Issued for Q1

**November**  
 3 ..... Early Dismissal/Parent Conference Day  
 9 ..... Interim Reports Issued for Q2  
 22-24 ..... Holiday (Thanksgiving)

**December**  
 11-15 ..... S1 Exams  
 15 ..... Half Day for Students  
 15 ..... Last Day of S1/Q2  
 18-31 ..... Holiday (Winter Break)

**January**  
 1 ..... Holiday (Winter Break)  
 2 ..... Teacher Professional Development  
 3 ..... Students Return  
 10 ..... Report Cards Issued for S1/Q2  
 15 ..... Holiday (Martin Luther King Jr. Day)

**February**  
 5 ..... Interim Reports Issued for Q3  
 8 ..... Parent Conference/Teacher Day  
 (8:00 AM-12:00 PM - \* no students)  
 19-23 ..... Presidents' Day/Intercession

**March**  
 15 ..... Last Day of Q3  
 27 ..... Report Cards Issued for Q3  
 29 ..... Holiday (Spring Break)

**April**  
 1-5 ..... Holiday (Spring Break)  
 25 ..... Interim Reports Issued for Q4

**May**  
 22 ..... Graduation Rehearsals  
 23 ..... West Florence Graduation—am  
 23 ..... Wilson Graduation—pm  
 24 ..... South Florence Graduation—am  
 23-24 ..... S2 Exams/Half Day for Students  
 24 ..... Last Day for Students  
 27 ..... Holiday (Memorial Day)  
 28-29 ..... Teacher Workday  
 29 ..... Last Day for 190 Employees

**June**  
 5 ..... Last Day for 200 Employees  
 12 ..... Last Day for 210 Employees  
 19 ..... Last Day for 215 Employees  
 26 ..... Last Day for 220 Employees

Registration
School Days for Students
Teacher Workdays
Professional Development Days
Early Dismissal/Parent Conference Day
Half Day for Students
Parent Conference/Teacher Workday
Holidays

January 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Early Dismissal Days—November 3**  
 Elementary Schools dismiss at 12:10 PM  
 Middle/High Schools dismiss at 1:30 PM  
**Half Days - December 15, May 23, May 24**  
 Elementary Schools dismiss at 11:10 AM  
 Middle/High Schools dismiss at 12:00 PM