

372 Pine Street East,
Varnville, South Carolina 29944
Phone: 803-943-4576
Fax: 803-943-5943

Ronald Wilcox, Ed.D.,
Superintendent of Schools



Hannah Priester, Board Chair
Jacqueline Hopkins, Vice-Chair
Kari Foy, Secretary
Sabrena Graham, Parliamentarian
Allen Bowers, Member
Bruce Davis, Member
Debra Holmes, Member
Anderson Taylor, Member
Mary Wilson, Member

Certified Teacher or Professional Classified Staff Referral Program

Due to the teacher shortage, we are experiencing, the board voted to pay a \$1,000 recruitment bonus to any staff member who recruited a certified or professional classified employee to this district for the 2023-24 school term. This recruitment incentive includes certified teacher, bus driver and any classified professional position that requires a special license or credential. The newly hired staff member must sign a contract or letter of assurance, and report for duty for you to receive the bonus. If you recruited anyone in these categories since the board approved this on June 7, 2022, please complete the form below.

Name of Applicant

Name of District Employee

HUMAN RESOURCES COMPLETION ONLY

Recommendation for Hire Received

Superintendent Signature

Human Resources Signature

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SCHOOL BOARD MINUTES

HAMPTON COUNTY SCHOOL DISTRICT BOARD OF EDUCATION MINUTES REGULAR MEETING 6/7/22
North District Middle School – 6 pm

8.4 Approve recruiting incentive program Dr. Wilcox made the recommendation to approve the recruiting incentive program for \$1,000. A motion was made to accept the recruitment proposal for the recruiter only, removing the item pertaining to the recruited teacher, pending the verification of funds. Motion: Hopkins Second: Davis Motion passed. No objections.

MEMO TO STAFF

TO: Hampton County School District Certified Staff
FROM: Ronald Wilcox, Superintendent
SUBJECT: Salary Increases and SC Teacher Salary Scale
DATE: July 12, 2022

Additionally, due to the teacher shortage we are experiencing, the board voted to pay a \$1,000 recruitment bonus to any staff member who recruited a certified employee to this district for the 2022-23 school term. This recruitment incentive includes bus drivers and any professional position that requires a special license or credential. The newly hired staff member must sign a contract and report for duty for you to receive the bonus. If you recruited anyone in these categories since the board approved this, please contact the HR department to complete the required documentation.



SUPPLEMENTAL PAY/ADDITIONAL PAY FORM: REQUEST FOR ONE TIME PAYMENT TO HAMPTON COUNTY SCHOOL DISTRICT EMPLOYEE

This form may be used to request a payment or create a record of additional income to a Hampton County School District Employee when the requests does not merit a Personnel Action Form (Form). The income may be a ONE-TIME payment only. Please contact the Employee's School, Human Resources or Office of Finance for instructions on how to complete and submit this form. Please type or print legibly.

INITIATED BY: _____ TITLE: _____ Initials: _____

EMPLOYEE INFORMATION

EID [] FIRST NAME [] LAST NAME []

JOB CODE [] DEPARTMENT NAME []

If the employee has more than one job at Hampton County School District, provide the information for the position to which the payment(s) best relates.

ADDITIONAL PAY

DETAILED BUSINESS PURPOSE (attach supporting documents)

[]

EARNINGS FUND [] SPECIAL PAYMENT INSTRUCTIONS []

EARNINGS AMOUNT []

STRATEGIC PLAN GOAL(S)

[]

Employee Signature: _____ Date: _____

AUTHORIZATIONS

[]

PRINCIPAL'S SIGNATURE & DATE

[]

PROGRAM DIRECTOR'S SIGNATURE & DATE

[]

APPROVING HR AUTHORITY & DATE

[]

SUPERINTENDENT'S SIGNATURE & DATE

FINANCE OFFICE USE ONLY
(Date Stamp)
To be Paid On: _____
Payroll Initial: _____

The Supplemental/Additional Pay form authorizes additional payments beyond the employee's regular pay. To process through Payroll, the employee must have an active appointment for the earnings dates and in which the services will be performed. The form must be submitted to the appropriate authorities for signature based on HR and Finance requirements.



1. The Initiator completes the form with the employee's information of their current job appointment.
2. The Initiator enters all Additional Pay purpose, funding, goals, etc. Note: All boxes must be completed by the Initiator.
3. Each designee on the list will sign the form – Initiator, Principal, Employee, and Program Director (all signatures required).
4. Once all required signatures have been obtained, the form will be transmitted to the Human Resources Office along with supporting documents.

*****Requests for payments for the current fiscal year must be received by Finance no later than May 15th in order to be paid through payroll by June 30th (fiscal year close). Forms must be turned into HR in a timely manner.*****