



**RICHLAND ONE**

ENGAGE • EDUCATE • EMPOWER

2024-2025

Employee Handbook



# RICHLAND ONE 2024-2025 ACADEMIC CALENDAR

## Year-Round Modified School Calendar

Independence Day Holiday	July 4
Teachers Return	August 1
Professional Development Days (No School for Students)	August 1-5
Teacher Workdays	August 6-7
First Day of School for Students	August 8
Labor Day Holiday	September 2
Early Dismissal for Students/Professional Development	September 20
End of First Quarter	October 10
Teacher Workday	October 11
Early Dismissal for Students/Parent-Teacher Conferences	October 25
Election Day Holiday	November 5
Thanksgiving Break	November 25-29
End of Second Quarter	December 20
Early Dismissal for Students/Teacher Workday	December 20
Winter Break	December 23 - January 3
Teacher Workday	January 6
Early Dismissal for Students/Professional Development	January 17
Dr. Martin Luther King, Jr. Holiday	January 20
Professional Development (No School for Students)	February 14
Student/Staff Holiday	February 17
End of Third Quarter	March 13
Teacher Workday	March 14
Early Dismissal for Students/Parent-Teacher Conferences	March 28
Spring Break	April 14-21
Memorial Day Holiday	May 26
Last Day of School for Students (Early Dismissal for Students)	May 28
End of Fourth Quarter	May 28
Last Day for Teachers (Workday)	May 29

### CALENDAR NOTES

180-day employees do not work on 10/11, 1/6, 2/14, 3/14 and 5/29

184-day and 186-day employees do not work on 10/11, 1/6, 3/14

240-day employees work on 11/25-11/26, 12/23, 1/3, 2/17, and 4/21

Student and Staff Make-up Days: November 25, November 26, April 21

### CALENDAR KEY

- First/Last Day of School for Students
- Professional Development Day (No school for students)
- Student/Staff Holiday (Schools/Offices Closed)
- Teacher Workday (No school for students)
- Professional Development (Early Dismissal for Students)
- End of Nine Weeks
- Early Dismissal for Students-Parent Teacher Conferences

### 2024-2025 Work Schedule

	First Workday	Last Workday
180-day employees	8/8/24	5/28/25
184-day employees	8/6/24	5/29/25
186-day employees	8/5/24	5/30/25
190-day employees	8/1/24	5/29/25
200-day employees	7/25/24	6/5/25
220-day employees	7/11/24	6/19/25
240-day employees	7/1/2024	6/30/25

## JULY 2024

S	M	T	W	T	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 2024

S	M	T	W	T	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 2024

S	M	T	W	T	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 2024

S	M	T	W	T	F	S
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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 2024

S	M	T	W	T	F	S
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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 2024

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## JANUARY 2025

S	M	T	W	T	F	S
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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 2025

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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23	24	25	26	27	28	

## MARCH 2025

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## APRIL 2025

S	M	T	W	T	F	S
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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 2025

S	M	T	W	T	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 2025

S	M	T	W	T	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					



## Office of the Superintendent

August 26, 2024

Dear Richland One Colleagues,



Welcome to the 2024-2025 school year! To our returning employees thank you for your service and dedication, and to our new employees welcome to the Team One family.

Each school year brings new opportunities to improve as an organization, grow as professionals, and, most importantly, positively impact schools and the lives of the students we serve. Our core business is teaching and learning and improving student outcomes. We take to heart our mission of being a “leader in transforming lives through education, empowering all students to achieve their potential and dreams.” It takes committed adults working together in our respective roles to do this because our students deserve nothing less than our best every day.

Across the organization, we want to foster a climate and culture of professionalism, accountability, and support that continues to move the school system for the benefit of our students. We are proud to have an Employee Code of Excellence outlining seven expectations for employee professionalism and performance. I ask you to review our 2024-2025 Employee Handbook, which contains essential information for new and longtime district employees, including policies and procedures.

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

Sincerely,

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

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### Welcome to the 2024-2025 school year!

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

Richland One is richly diverse, geographically and culturally, serving over 22,000 students in urban, suburban, and rural communities, with a team of over 4,000 employees. Our schools and communities provide conducive learning environments and various resources to prepare all students for college and career-ready. Our schools and departments offer many services and resources to assist you, including instructional, human resources, financial and budgeting services, and operations.

Our 2024-2029 Strategic Plan will guide our work in Richland One on behalf of our students. Although we have a new Strategic Plan, our mission – literally and figuratively – has not changed: ***We are Richland One, a leader in transforming lives through education, empowering all students to achieve their potential and dreams.***

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

We are here for you throughout the year and are pleased to have you in the Richland One family of schools and departments.

**We remain Richland One Strong!**

## EMPLOYEE HANDBOOK DISCLAIMER

NOTHING IN THIS 2024-2025 HANDBOOK OR ANY POLICY MANUAL OF RICHLAND COUNTY SCHOOL DISTRICT ONE CONSTITUTES OR CREATES AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT; RATHER, THIS HANDBOOK IS A BRIEF DESCRIPTION OF THE BENEFITS OFFERED BY RICHLAND COUNTY SCHOOL DISTRICT ONE AND AN OVERVIEW OF ITS POLICIES AND RULES. THIS HANDBOOK SUPERSEDES ALL PREVIOUS HANDBOOKS OR OTHER DOCUMENTS THAT ADDRESS THE SAME SUBJECT MATTER AS THE POLICIES AND RULES CONTAINED IN THIS HANDBOOK. IN ADDITION, THIS HANDBOOK CAN BE MODIFIED OR ALTERED AT ANY TIME BY RICHLAND COUNTY SCHOOL DISTRICT ONE. SINCE THE 2002-2003 SCHOOL YEAR, BOARD POLICIES HAVE APPEARED ON THE INTERNET. THE OFFICE OF HUMAN RESOURCE SERVICES WILL CLARIFY ANY POINTS THAT NEED CLARIFICATION. THE SCHOOL DISTRICT RESERVES THE RIGHT, AT ITS DISCRETION, TO MAKE CHANGES OR EXCEPTIONS TO STATEMENTS IN THIS HANDBOOK CONSISTENT WITH APPROVED POLICIES AND PROCEDURES AND LEGAL REQUIREMENTS. THE BOARD OF SCHOOL COMMISSIONERS MAY ELECT TO MODIFY OR MAKE EXCEPTIONS TO THE POLICY MANUAL AT ANY TIME.

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

ALL EMPLOYEES WILL DIGITALLY SIGN ACKNOWLEDGING ELECTRONIC RECEIPT OF THIS 2024-2025 EMPLOYEE HANDBOOK NO LATER THAN **SEPTEMBER 27, 2024**. YOUR SIGNATURE WILL BE KEPT ON FILE AS AN OFFICIAL RECORD OF YOUR ACKNOWLEDGEMENT OF ELECTRONIC RECEIPT AND AGREEMENT TO COMPLY WITH THE POLICIES, MANDATES, AND PROCEDURES OF RICHLAND COUNTY SCHOOL DISTRICT ONE.

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***I acknowledge that I have read, understood, and agree to abide by the 2024-2025 Employee Handbook as a Richland County School District One employee.***

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

## EMPLOYEE CODE OF EXCELLENCE (ECOE) DISCLAIMER

### Board-Approved Expected Behaviors for Employees

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

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***I acknowledge that I have read, understood, and agree to abide by the Employee Code of Excellence (ECOE) as an employee of Richland County School District One.***

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

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

## CONFIDENTIALITY AGREEMENT DISCLAIMER

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

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

### **Individual Matters**

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

### **Disposal of Confidential Documents**

Schools and departments must confidentially handle documents prior to proper disposal.

### **Reporting Breach of Confidentiality**

All employees, volunteers, or people doing business with Richland County School District One must 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 Richland County School District One.***

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

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

## 2024-2029 STRATEGIC PLAN



Richland One’s 2024-2029 Strategic Plan was approved by the Richland One Board of School Commissioners on April 23, 2024. The Strategic Plan was developed with input and feedback from stakeholders, including board members, district employees, students, parents, community members, and business partners.

### OUR MISSION

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

### OUR VISION

Richland School District One, in collaboration with an engaged community, is committed to ensuring that all learners achieve their potential in a safe, caring, academically challenging, and diverse learning environment that will develop productive citizens for a changing world.

### CORE VALUES

*The district’s core values are:*

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

## **CORE PRIORITIES**

*The district's core priorities are:*

- Ensure equitable experiences that support educational excellence for all learners.
- Recruit and retain quality professionals in all positions to ensure every student receives personalized opportunities for success.
- Communicate effectively and efficiently to ensure collaboration and engagement that supports student success with families and community partners.
- Address and support the social-emotional well-being of students and staff to ensure a productive learning and working environment.
- Provide and maintain high-quality facilities, technology, and resources to support efficiencies and innovation.

## **ACTIONS FOR IMPROVEMENT**

*The district's actions for improvement are:*

- We will continue the tiered system of interventions and support (MTSS) to provide students with specific academic and behavioral supports to increase opportunities for success.
- Ensure students are reading at a grade level when promoted to third grade.
- Expand, increase, and continue implementing rigorous recruitment and retention processes.
- Increase kindergarten readiness for potential students of Richland One.
- Provide opportunities for all Richland One graduates to be considered college or career ready as defined by the Profile of a South Carolina Graduate.
- We will continue to implement systems and processes to support the district's work and achieve organizational efficiencies.

## THE RICHLAND ONE BOARD OF SCHOOL COMMISSIONERS



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

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

Agendas are posted on the district's website in advance of the meeting and can be found at the following link: <https://go.boarddocs.com/sc/rcsd1/Board.nsf/public>

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

### **Board Policy and Board Policy Revisions**

Board policies and related regulations are posted on the district's website. The district uses national policy standards and provides a searchable database of all policies. Board policies and regulations may be revised and adopted during the school year. Board policy revisions can be viewed online at <https://www.richlandone.org/Domain/96>

## Members of the Board of School Commissioners



Dr. Aaron Bishop  
Chairman  
Election District 1



Angela Clyburn  
Vice-Chairwoman  
At-Large Seat



Robert Lominack  
Secretary Treasurer  
Election District 3



Jamie L. Devine  
Parliamentarian  
Election District 2



Cheryl Harris  
Election District 4



Barbara L. Weston  
At-Large Seat



Tamika Myers  
At-Large Seat

For general information concerning board matters, please contact Dana Weaver-Pushia, Special Assistant to the Board, at 803-231-7556. Board meeting schedules, policies, and other pertinent information can be found at <https://go.boarddocs.com/sc/rcsd1/Board.nsf/public>

## 2024-2025 Board Meeting Schedule

July 23, 2024	7:00 p.m.	Stevenson Administration Building
August 13, 2024	7:00 p.m.	Stevenson Administration Building
August 27, 2024	7:00 p.m.	A.C. Flora High School
September 10, 2024	7:00 p.m.	Stevenson Administration Building
September 24, 2024	7:00 p.m.	Lower Richland High School
October 8, 2024	7:00 p.m.	Stevenson Administration Building
October 22, 2024	7:00 p.m.	C.A. Johnson High School
November 12, 2024	7:00 p.m.	Stevenson Administration Building
December 10, 2024	7:00 p.m.	Stevenson Administration Building
January 14, 2025	7:00 p.m.	Stevenson Administration Building
January 28, 2025	7:00 p.m.	Dreher High School
February 11, 2025	7:00 p.m.	Stevenson Administration Building
February 25, 2025	7:00 p.m.	Columbia High School
March 11, 2025	7:00 p.m.	Stevenson Administration Building
March 25, 2025	7:00 p.m.	Eau Claire High School
April 29, 2025	7:00 p.m.	Stevenson Administration Building
May 13, 2025	7:00 p.m.	Stevenson Administration Building
May 27, 2025	7:00 p.m.	W.J. Keenan High School
June 10, 2025	7:00 p.m.	Stevenson Administration Building
June 24, 2025	7:00 p.m.	Stevenson Administration Building

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

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

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

## GENERAL INFORMATION FOR ALL EMPLOYEES

### Affordable Health Care Act Coverage (ACA)

On January 1, 2014, the Affordable Care Act (ACA) imposed new shared responsibility healthcare requirements on employers, including governmental employers that employ 50 or more employees. Under these new rules, Richland One offers health insurance coverage to all employees, including temporary employees, who work an average of 30 hours or more per week. Furthermore, the district provides affordable healthcare coverage to full-time employees and offers a minimum level of coverage. In addition, Richland One monitors the hours for potentially eligible part-time and substitute staff. Contact the district's benefits office at 803-231-7448 if you have questions.

### An Equal Opportunity and Affirmative Action Employer

Richland County School District One does not discriminate on the basis of race, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), disability, age, or other protected characteristics in its programs and activities. For further details, see Board Policy AC.

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

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

Dr. Jamal Sanders  
Richland County School District One  
1616 Richland Street  
Columbia, SC 29201  
(803) 231-7101  
[titleixcoordinator@richlandone.org](mailto:titleixcoordinator@richlandone.org)

### Acceptable Use Policy (AUP)

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

### Americans with Disabilities Act (ADA)

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

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

Ms. LaJamea Dixon, Director of Special Services  
Richland County School District One  
1225 Oak Street  
Columbia, SC 29204  
(803) 231-6785  
[LaJamea.dixon@richlandone.org](mailto:LaJamea.dixon@richlandone.org)

### ***Employee Relations Coordinator***

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

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

Dr. John Koumas, Chief Human Resources Officer  
Richland County School District One  
1616 Richland Street  
Columbia, SC 29201  
(803) 231-7415  
[john.koumas@richlandone.org](mailto:john.koumas@richlandone.org)

### **Child Abuse**

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

### **Compliance and Ethics Hotline**

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

### **Conflict of Interest**

Staff members shall not engage in any activity that conflicts or raises a reasonable question of conflict while fulfilling their position's duties and responsibilities in the district. Suppose a district employee has a conflict of interest or perceived conflict of interest. In that case, the employee must immediately notify, in writing, the superintendent or chair of the Richland One Board of School Commissioners.

### **Confidentiality Agreement**

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

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

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

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

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

### **Employee Identification Badges**

Employees must wear or carry identification badges at all times while at work. Non-exempt workers must utilize valid ID badges in documenting time and attendance in KRONOS. Employees are responsible for the safekeeping and integrity of their ID badges. Due to normal wear and tear, a replacement for ID badges is free to the employee from middle and high schools in the assigned cluster or Human Resource Services. Lost badges will incur a small replacement fee.

### **Inclement Weather**

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

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

### **Professional Dress Code**

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

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

Educators must possess the required professional certification from the South Carolina Department of Education commensurate with the position. All teachers assigned to teach in the advanced academics program require the

gifted and talented endorsement. It is the sole responsibility of employees who must have content or work-related certification, endorsement, or license to maintain valid credentials. All employees who use or are assigned District Motor Vehicles (not applicable to bus operations) must sign an acknowledgment of the district expectations, policies, procedures, regulations, licensure, or standards. The signed forms must be sent to the security and emergency services director. Blank forms are in the Appendix section.

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

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

### **Staff Code of Conduct**

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

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

Educators are held to higher ethical standards by the community it serves. As an educational institution, we must acknowledge to the community that we embrace and understand how important it is to uphold the highest ethical standards. The Employee Code of Excellence (ECOE) is a regulatory guideline supported by and based on current Board policies and administrative rules, federal and South Carolina state codes, federal and South Carolina state statutes, and federal and state law. The ECOE is designed to ensure all employees are treated fairly, reasonably, thoughtfully, and consistently and to assist district leaders in handling various situations that may be disciplinary in nature.

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

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

## **EMPLOYEE EXPECTATIONS FOR BEHAVIOR**

The district is committed to maintaining a safe and respectful learning and working environment for all members of the Richland One community. It has established general expectations for behavior for all employees, including

but not limited to the following:

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

### **Teacher-Student Boundaries**

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

The role of the teacher is different from that of a parent, a friend, a coach, a counselor, or other district staff members. The teacher-student relationship is considered integral to successful teaching and learning; therefore, fostering personal connections with students professionally is encouraged. However, teachers and students must respect the boundaries that separate them. Educators must determine ways to balance demonstrating care and support while maintaining a professional relationship with their students. Doing so will ensure the teacher's and student's protection and well-being.

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

Ethical boundaries in the teacher-student relationship are among the most sensitive and complex issues we face. Nevertheless, the teacher-student relationship has time, place, purpose, and activity boundaries. The onus is on professional educators to recognize their vulnerabilities, determine whether they are "at risk" of crossing boundaries, and address the issue. The district believes it is incumbent on all employees to safeguard the well-being of our students. All staff members have a duty of care to ensure no student is exposed to any risk of harm.

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

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



For those working in schools, we have a professional image to uphold, and how we conduct ourselves online helps determine this image. We also must model for students how to appropriately use social media.

As reported by the media, there have been instances of those who work in schools demonstrating professional misconduct while engaging in inappropriate dialogue about their schools and students/parents or posting pictures and videos of themselves engaged in inappropriate activity.

Social media provides the capacity to “friend,” “follow,” and be “followed by” others – creating groups that share interests and personal news. The student-staff and parent-staff dynamic is altered when students/parents access a staff member’s network of friends and acquaintances and view personal information and photos. Friending students/parents provide more information than one should share in an educational setting.

Common Social Media Applications	Blocked for Staff	Blocked for Students
Facebook	No	Yes
Instagram	Yes	Yes
LinkedIn	No	Yes
Snapchat	Yes	Yes
TikTok	Yes	Yes
Twitter	No	Yes
YouTube	Must use district credentials to access.	

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

### Friends and Friending

- Do not accept students and/or parents as friends. Decline any student and/or parent-initiated “friend” requests.
- Do not initiate or submit requests for students and/or parents to become “friends.”
- Remember that people classified as “friends” can download and share your information with others.
- Do not engage in so-called “private” networks between and among co-workers, friends, and parents.
- Discussion of students, administrators, and parents is strictly prohibited.

### Content

- Do not use commentary deemed to be defamatory, obscene, proprietary, or libelous. Exercise caution regarding exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
- Weigh whether a particular posting puts your effectiveness as a Richland One employee at risk.

- Post what you only want the world to see. Imagine your students, their parents, and your administrator visiting your site. It is not like posting something to your website or blog and realizing that a story or photo should be taken down. Posting something on a social media site may be available, even after it is removed from the site.
- Do not discuss students, parents, or co-workers or publicly criticize school policies or personnel.
- Do not post images that include students or parents.
- Do not post information about students or students' work.

## Security

- Under no circumstance are district employees to use social media sites on district devices network unless they are responsible for managing their school and/or department office Facebook Page.
- Under no circumstance are you to “sync” your personal electronics and/or passwords with your district devices.
- This information is general security information you should remember when using social media on your personal devices at home.
- Be careful not to fall for phishing scams that arrive via email or on your social media, providing a link for you to click, leading to a fake login page.
- Visit your profile’s security and privacy settings. At a minimum, all privacy settings should be set to “only friends.” If you enable “Friends of friends” or “Networks and Friends,” you will open your content to many unknown people. Your privacy and that of your family may be at risk. People you do not know may be looking at you, your home, your kids, your grandkids, and your lives!

## PAYROLL INFORMATION



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

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

### Delayed Check

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

### Direct Deposit

As a condition of employment with Richland School District One, all employees (including part-time employees) must enroll in payroll direct deposit. Employees must provide banking institution information upon hire, but no later than 30 days of their employment. If employees do not have a banking institution, the district will provide a payroll card. A payroll card is a prepaid card arranged by the district with its financial institution to pay wages. The employee’s pay is loaded directly onto the payroll card every pay period. Payroll cards can be obtained by contacting the Payroll Department.

Employees who do not provide banking institution information within 30 days of employment will be required

to pick up their paycheck at the district office, at which time a payroll card will be issued.

When making a direct deposit change, employees should allow one payroll cycle for processing the latest information (including closing a current/active account). The district reserves the right to pay by check if the direct deposit option is unavailable due to unforeseen conditions.

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

### **Electronic Pay Stubs**

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

### **Manual Checks**

Employees who receive no pay during a regularly scheduled payroll run may receive a "manual check." Employees should contact their paymasters at the school/department to assist with any payroll inquiries on incorrect pay.

### **Pro-rated Pay**

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

### **Underpayment/Overpayment**

The district's practice is to ensure all employees receive compensation for work performed. Employees must verify their pay is correct and notify Human Resources immediately if it is incorrect. Since funds are budgeted annually, issues must be identified promptly to reach a resolution during the same fiscal year. If the district discovers that an employee is not receiving the correct salary, the district will make the necessary adjustments to ensure that the employee is paid correctly within the fiscal year. If the district discovers that an employee is being overpaid, arrangements will be made to ensure repayment is made immediately. The district reserves the right to recoup overpayments through collection agencies.

The district is authorized to correct overpayments by debiting an employee's bank account in case of an overpayment or collecting from future paychecks.

### **Resignations, Terminations, Retirement**

Employees who leave employment with the district during the year or at the end of their contract and are owed additional pay will be paid their remaining salary on the next pay date after leaving employment with the district. Employees who do not work the full term of their work schedule or contract within the fiscal year will have their salary adjusted for the actual number of days worked at their daily rate. Payout of vacation balance at termination will be the latest of a) the first pay after the employee completes their service or b) after Payroll receives the final absence report for that employee. The exception for this will be the payout of sick and vacation amounts to retirees who

retire at the end of a quarter.

## **KRONOS**

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

## **Overtime**

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

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

## **Additional Pay**

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

## **Supplemental Pay**

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

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

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

## **Pay on a District Holiday**

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

## **Summer Work Hours**

The district may institute modified work hours for summer. In this event, employees will be notified by May 1 of

changes in work schedules and pay dates.

### Severance Pay

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

### Paycheck Questions

Employees should contact the paymaster at their location or school regarding payroll questions and issues. The paymaster will work with the payroll department at the district office to resolve the payroll issue and relay information regarding the matter to the employee. If the work location paymaster is unavailable or cannot assist, employees may contact the payroll office at 803-231-7518.

## EMPLOYEE BENEFITS

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

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

#### Benefits/Insurance

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

#### FMLA/ACA Specialist

Lois Howell  
[lois.howell@richlandone.org](mailto:lois.howell@richlandone.org)

#### Benefits Specialist

Raquel Lance  
[raquel.lance@richlandoneone.org](mailto:raquel.lance@richlandoneone.org)

#### Benefits Specialist

LaToya Brockington  
[latoya.brockington@richlandone.org](mailto:latoya.brockington@richlandone.org)

#### Retirement Specialist

Bettina Smith  
[bettina.smith@richlandone.org](mailto:bettina.smith@richlandone.org)

#### ERP Self-Service (Formerly known as Munis Online)

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

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

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

### Legal Services

The district's general counsel advises the district on day-to-day legal matters and coordinates legal services with outside legal counsel. The district's general counsel assists staff development, legal issues, contractual matters, and risk management. In addition, district officials are kept abreast of the current state and federal laws. Legal Services facilitates the review of board policies for appropriate revisions. The Board of School Commissioners, the superintendent, the superintendent's executive team, executive directors, and principals have direct contact with the district's general counsel. With the permission of one of the aforementioned persons, a district employee may request legal assistance regarding school-related matters. The general counsel does not advise staff on personal matters. No employee shall give statements to outside attorneys regarding district matters without contacting the district's legal counsel. Employees who contact law enforcement regarding

district matters should promptly notify the general counsel regarding the subject and nature of the report. The district's general counsel may be reached at [tiffany.richardson@richlandone.org](mailto:tiffany.richardson@richlandone.org) or 803-231-7404.

### **Tuition Reimbursement**

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

The 2024-2025 school year reimbursement is a maximum of \$800 per course. Courses must be completed between July 1, 2024, and June 30, 2025. Approval for tuition reimbursement must be obtained from Human Resource Services before enrollment in the course for which reimbursement is sought. Forms and guidelines will be available on the district's website; click Departments, then Human Resources. For additional information, you may contact Human Resources at 803-231-7419.

### **Sick Leave Bank**

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

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

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

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

While most of us can handle our problems and situations in life, it is unrealistic to think we can cope with every problem confronting us alone. When a personal, medical, or family problem occurs, it often affects job performance. Before the problem grows too big to handle and impairs performance in the workplace, employees and their families are encouraged to take advantage of the district's Employee Assistance Program (EAP). Several resource agencies in the Greater Columbia area provide counseling, medical, psychological, or

vocational assessment, residential or outpatient treatment for substance abuse, and guidance in personal relationships, stress management, and time management. Many of these programs are offered free or at reduced rates to district employees and their families. The district maintains confidentiality when employees are referred to EAP. More information about the program can be obtained by contacting Human Resource Services or calling South Carolina Vocational Rehabilitation at 803-782-4239.

### **Wellness Program**

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

### **Summer Work Schedule**

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

### **Holidays**

Our Board of School Commissioners approves our holiday schedule as part of the annual calendar. While employees do not receive pay for holidays, these days are not included in your work schedule. Recognized holidays are denoted on the approved district academic calendar.

### **ERP Self-Service (Formerly known as Munis Online Self-Service)**

Richland One has implemented a Payroll/HR system. Default access to ERP Self-Service is activated for each district employee. Through ERP Self-Service, employees can update their employee profile, change their home address, telephone, and emergency contact information, review dependent information, check leave accruals, paycheck history, view check stubs, W2s (from 12 months behind to current), and check W-4 information.

To access ERP Self-Service, go to <https://richlandone.munisselfservice.com/>. ERP Self-Service Online instructions are included in the Appendix.

### **National Board District Compensation**

The district offers a supplement to eligible National Board-Certified Teachers. NBCTs, who initiated their National Board candidacy after 2008, will receive their local supplement the fiscal year following their certification. Additional information on the National Board Program can be found on page 50.

## **HEALTH PLANS AND BENEFITS**

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

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

A subscriber who uses tobacco or e-cigarette products and has single coverage must now pay a \$40 monthly surcharge on their health insurance premiums. If they cover any family members and anyone who uses tobacco or e-cigarette products, they must pay a \$60 monthly surcharge. For details, refer to PEBA's Insurance Benefits Guide.

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

### **State Health Plan**

Pre-authorization is no longer required for medically necessary mental health and substance abuse office visits except for Dialectic Behavior Therapy (DBT), Applied Behavior Analysis Therapy (ABA), and Psychological/Neuropsychological testing. As part of the Wellness Incentive Program, subscribers and their covered spouses and children who meet certain criteria may be eligible for a copayment waiver for some generic drugs that treat diabetes, cardiovascular disease, and congestive heart failure. For details, refer to PEBA's Insurance Benefits Guide.

### **Health Coverage**

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

### **Dental Coverage**

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

### **Life Insurance**

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

### **State Vision Care**

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

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

On January 1, 2014, the Affordable Care Act (ACA) imposed new shared responsibility healthcare requirements on employers, including governmental employers that employ 50 or more employees. Under these new rules, Richland One offers health insurance coverage to all employees, including temporary employees, who work an average of 30 hours or more per week. Furthermore, affordable health care

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

### **Disability Retirement**

Benefits for total disability are provided by the Public Employee Benefit Authority (PEBA) for members with five (5) years of contributing service by the employee or eight (8) years for those hired after July 1, 2012. A member must be approved for disability by the Federal Social Security Administration, which generally requires an incapacity to perform any general occupation. Contact PEBA-Retirement at 803-737-6800 for additional information.

### **Special Eligibility Situations**

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

### **COBRA**

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

### **Termination of Benefits**

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

### **HIPAA**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was signed into law on August 21, 1996. HIPAA's primary goal is to protect the health coverage of individuals who switch from one job to another or leave a job without taking another one. To make health coverage more "portable," the law limits the use of pre-existing conditions exclusions, waiting periods, and eligibility restrictions based on

health status. For additional information, contact the Public Employee Benefits Authority (PEBA) at 803-737-6800 or the district's benefits administrator at 803-231-7448.

### **Long-term Disability**

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

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

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

### **Basic Life Insurance**

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

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

A benefit equivalent to one year's salary is available to active Public Employee Benefit Authority (PEBA) members after one year's membership if employed at the time of death, at no cost to the employee. The one-year requirement is waived if the active member dies from a job-related injury.

### **General Liability**

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

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

- Tax savings through pre-tax payments for eligible expenses:
- Health Savings Account
- Medical Spending Account
- Limited Medical Spending Account
- Dependent Care Spending Account
- Premium Deduction Feature (pre-tax all health, dental deductions, the premium for optional life up to \$50,000)

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

- State contracted agency
- Payroll deduction for contributions

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

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

## Retirement

Employees who retire from the Public Employee Benefit Authority (PEBA) will be compensated with payment for accrued sick leave up to a maximum of 90 days, provided they have been employed by the district for five (5) full years immediately before retirement and retire in good standing with the district. Payment will be \$45 per day for the 2024-2025 school year. There is no exception or waiver of the five (5) full-year employment requirements. The Board reserves the right to modify or discontinue this payment as determined annually.

## Retirement Membership

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

## Optional Retirement Plan (ORP)

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

## ATTENDANCE AND LEAVE INFORMATION

To operate efficiently, the district must rely upon its employees to be in regular attendance. Instructional time and overall district operations may suffer due to excessive absences and tardiness. Proper notice is required when an employee will not be reporting for work. Notification of absence and tardiness shall be as required by departmental rules and regulations, but in no case shall notice be later than two hours after the beginning of any scheduled workday. Any classified employee who does not notify their supervisor of the reason for an absence for three consecutive workdays is considered to have voluntarily resigned from their position. Certified staff may be in breach of contract if they do not notify their supervisor of the reason for an absence for any given time.

Employees who know they will be absent for over five days must apply for leave under the Family and Medical Leave Act (FMLA) or a leave of absence, as applicable. When FMLA leave is foreseeable, the employee must notify the district of their request for leave at least 30 days before the date the leave is to begin. If the leave is unforeseeable, the employee must give notice as early as possible.

When an employee knows that they will be absent for a period longer than 30 days, they should request, in writing, a leave of absence. The leave request must include medical or legal documentation to support the request and an indication of the anticipated length of the absence. The superintendent or his designee may grant an employee leave without pay for personal illness following the exhaustion of all accrued sick leave and following the use of FMLA, if applicable. Leave with and without pay will not exceed ten months in any year.

An employee returning from an extended leave of absence must present a statement from the attending physician certifying the employee's ability to return to work, without restrictions, to a regular work schedule.

### **Vacation Leave**

Each full-time, 240-day employee is entitled to vacation leave with pay. This leave is accrued monthly, beginning with the first month of employment. However, no vacation leave may be taken before the first six months of service. Vacation leave accrual will not be available or shown until six months of employment have been completed. Vacation leave is earned at the rate of five-sixths of a day for each full month of service, which is ten days per year. Employees who have completed at least 20 years of continuous district service earn leave at the rate of one and one-fourth (1.25) days per month, which is 15 days (about 2 weeks) per year. Leave is credited on the last day of each month. Employees may accrue up to forty-five (45) days; however, if they leave the district, they will be paid for only twenty (20) days at their daily rate. Those employees who retire and have accrued 45 days will be paid for the 45 days at their daily rate.

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

### **Sick Leave**

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

### **Advancement of Sick Days**

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

The leave will be considered by the superintendent or their designee (chief human resources officer) upon submission of the following evidence: 1) written evidence from the doctor of personal illness, 2) written evidence from the doctor of family illness that necessitates the absence, 3) evidence of maternity-related absences, and 4) explanation of religious leave request. The employee will be notified in writing of the approval or denial

of the request. Three days of sick leave will be advanced to new district employees or employees new to the state retirement system with no leave to transfer in from another agency or district. It is not the district's practice to reinstate money retroactively for docked days if the employee did not have accrued leave at the time of absence.

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

### **Bereavement Leave**

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

Up to three days of sick leave can be taken per occurrence for an extended family member's bereavement. These days will be deducted from the employee's sick leave allocation. If the employee does not maintain a sufficient sick leave balance, the employee will be docked in pay. For the purposes of this policy, the extended family is defined as the following: aunt, uncle, cousins, sisters-in-law or brothers-in-law, niece, and nephew.

### **Personal Business Leave**

Three days of sick leave per fiscal year (July 1 to June 30) may be used for personal business. Although these three personal business days are tracked separately, they are part of the 15 annual sick leave and will be deducted from sick leave accrual. Any days used for personal reasons over three days can be charged to vacation, if applicable. However, if no vacation days are available, the days will be charged without pay. The request for personal business days should be made no less than 24 hours in advance but with as much notice as possible. Employees are prohibited from taking sick leave for personal business before and after a holiday except upon written approval by their immediate supervisor. Requests for absences before and after a holiday must be submitted in writing and in enough time for review and response. Failure to comply with personal business leave provisions could result in the employee being docked in pay for an unauthorized absence. It is the employee's responsibility to account for personal business days accurately.

### **Jury Duty/Legal Absence/Legal Leave**

The district will grant an employee leave without loss of pay when they are summoned for jury duty. Whenever prospective jurors are dismissed before the end of the working day, they will return to their official duties. South Carolina law provides that teachers, certified personnel at the building level, or bus drivers may request to be released from jury duty during the school year. This does not apply to a federal court summons. An employee must bring an official statement from the court for actual time served on jury duty.

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

to postpone jury duty for summer school will not be considered since summer employment is optional.

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

### **Paid Parental Leave (PPL)**

On May 12, 2023, Governor Henry McMaster signed into law the Paid Parental Leave (PPL) Act for eligible school district employees to provide six weeks of paid leave at one hundred percent of the eligible state employee's base pay or two weeks of paid leave at one hundred percent of the eligible state employee's base pay depending on the qualifying event.

Qualifying events include the birth of a newborn biological child to an eligible state employee or a co-parent's newborn child, fostering a child in state custody or the initial legal placement of a child by adoption. **[To qualify for Paid Parental Leave (PPL), the adoption, birth, or foster care placement must occur on or after June 26, 2023].**

To be eligible for Paid Parental Leave, the employee must occupy all or part of a full-time equivalent (FTE) position. There is no service requirement to be eligible for PPL. Employees occupying all or part of an FTE position are immediately eligible for PPL. Eligibility determinations are made as of the date of the birth, adoption, or foster care placement.

### **Military Leave**

The district supports and appreciates its employees who serve in the military. Employees called to active duty for an extended period (30 days or more) should present copies of their orders to the chief human resources officer within 30 days before the leave date so that the Administration can inform the Board of School Commissioners of their information. The military orders must have the employee's name and the specific dates of the leave.

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

### **Religious Leave**

Employees may be granted up to three (3) days of religious leave from accumulated sick leave for approved religious holidays each year. The chief human resources officer may approve requests for religious leave for holidays other than those on the approved list if the employee provides the appropriate documentation in advance of the request for leave. The district reserves the right to request documentation from church leadership supporting the request for religious leave. A request for religious leave will be handled case-by-case and can be granted according to Board Policy GCC/GCD and Administrative Rule GCC/GCD.

### **Family and Medical Leave Act (FMLA)**

The Family and Medical Leave Act became effective on August 5, 1993. FMLA entitles eligible employees to

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

To be eligible for FMLA benefits, an employee must:

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

Only eligible employees may be granted a total of 12 workweeks of unpaid leave during any 12 months for one or more of the following reasons:

- For the birth and care of the newborn child of the employee.
- For placement with the employee of a child for adoption or foster care.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- To take medical leave when the employee cannot work because of a serious health condition.

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

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

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

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

Employees must provide medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member. The employee should provide certification before the leave begins. FMLA regulation provides that a health care provider representing the employer may contact the employee's health care provider, with the employee's permission, to clarify and confirm that the health care provider provided the information. While on unpaid FMLA, employees are only responsible for the employee portion of insurance premiums. However, if the employee does not return to work after using FMLA, they will be billed for the employer's amount. Employees returning from FMLA or medical leave must

provide the district with a release letter from the employee’s doctor certifying that the employee can return to work with no restrictions/or restrictions specified. For further details, see Policy GCC/GDC and Administrative Rule GCC/GCD-R with the exhibit.

When returning from a medical leave of absence, the returning employee must present a medical release from the employee’s physician to the Office of Human Resource Services before returning to work.

### Conferences/Training Workshops

Any travel out of district or out of state deemed necessary will need to be specifically approved by the superintendent or his designee until further notice.

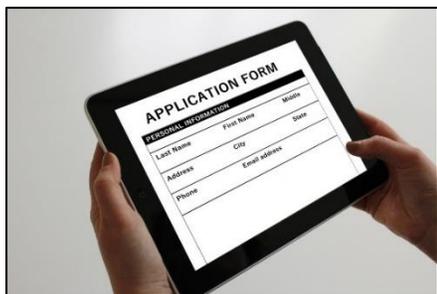
### Non-paid/Emergency/Family Responsibility/Educational Leaves

Professional training, education, or travel pertinent to an employee’s teaching or administrative duties may be reasons for granting leave without pay. In addition, the Board may grant an employee up to two semesters of leave without pay for educational purposes or family responsibility under certain conditions. The Board must approve the written request presented with the supporting documentation. If a medically related request involves the employee or a family member, the employee must submit a doctor’s statement with the request. All written requests for a leave of absence, except for FMLA leave, must be submitted to the chief human resources officer in the Office of Human Resource Services for preparation and submission to the Board for approval. For these and other emergencies or unusual situations not covered by the leave policies of the district, an employee may request non-paid leave for a period not to exceed two semesters. For further details, see Policy GCC/GDC and Administrative Rule GCC/GCD-R.

### Administrative Leave

If the superintendent or the superintendent’s designee believes that the immediate removal of an employee is necessary to protect the well-being of the district’s students, the employee may be placed on administrative leave by the superintendent or their designee without notice or a hearing. Administrative leave without pay may be imposed per district policy. Written notice of the administrative leave with pay, including cause and the fact that a hearing is available if requested, will be provided to the employee. Administrative leave without pay (suspension) must be authorized and approved by the Board of School Commissioners for certified employees.

## APPLICATION AND EMPLOYMENT PROCEDURES



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

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

Department of Social Services' database of records of child and abuse cases.

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

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

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

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

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



## Assignments

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

## Reassignment and Administrative Transfer

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

Upon initial employment, officials in Human Resource Services will notify employees of their tentative

assignments. After that, administrative transfers can be made at the superintendent's discretion at any time. Certification and prior work experience will be considered in making reassignments.

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

### **Voluntary and Involuntary Transfer**

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

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

### **Athletic Coaching Assignments**

All athletic coaching assignments are made by the principal, with the superintendent's approval or the superintendent's designee, and are in addition to their regular duties. Administrators are not eligible to coach. Coaching agreements should be filed annually with Human Resources after review by the district's athletics director. Classified employees who coach must complete the Coaching Exceptions Process annually, as policy prescribes. Coaching assignments will be for one year and may be terminated without affecting continuation as a teacher or classified employee. A chart of the current supplements is included in the Appendix. Schedules for the 2024-2025 school year will be amended and may be retroactive based on Board approval. Guidelines will be published separately. For further details, see Policy GCBE and exhibits.

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

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

### **Personnel File**

The district maintains electronic personnel files and is maintained during the employee's period of employment. Active employees have the right to review the contents of their personnel file upon written request to the chief human resources officer. The employee does not have the right to review pre-employment documents, including, but not limited to, references, transcripts, interview notes, comments, and recommendations provided on a confidential basis.

Upon receipt of the employee's request, one copy of the file will be printed for review. Should the employee

wish to obtain copies, a fee will be assessed. Access will be provided within 48 hours of the request, barring extenuating circumstances, which will be communicated to the employee.

Former employees do not have access to their personnel files after they leave employment with the district, except for instances of subpoena or mandatory compliance. For further details, see Policy GBJ and Administrative Rule GBJ-R.

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

If a supervisor is not notified of the reason for absences from work for a classified employee for three consecutive workdays, the employee is considered to have voluntarily resigned. Before the established date, people who know they will not return to the district should complete Form A (Notice of Separation) of the exit process and other tasks required to be released from employment. Employees should give a two-week notice (ten working days) of their separation from the district. For further details, see Policy GDQB and Administrative Rule GDQB-R.

### **Resignation (certified staff)**

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

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

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

### **Probation**

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

### **Promotions**

Board policy is to promote from within the district when such a promotion results in selecting the best

available and qualified candidate. Positions will be adequately publicized so all qualified personnel can apply for them. A suitable replacement must be hired for in-district promotions for staff in teaching positions.

### **Dismissal (classified staff)**

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

The appropriate executive team member will review recommendations and decide in consultation with Human Resources. A copy of the causes for dismissal shall be given to the employee by the department head or principal.

Depending on the charges, an employee recommended for dismissal will be suspended immediately with or without pay or allowed to continue working until a decision is rendered regarding their future employment. A dismissed employee will be notified in writing by Human Resources only. The notification will state the reasons for the dismissal and inform the employee of the procedures for the appeal of the dismissal. See Policy GCN and Administrative Rule GCN-R.

### **Re-employment**

Resigning employees may reapply to the district and follow the same procedures for new applicants. There is no guarantee the district will rehire former employees. Those reemployed within one calendar year of the resignation retain benefits such as sick leave unless they are ineligible for rehire.

### **Emergency Workforce**

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

### **Retirees**

Retired employees must have an offer extended and are governed by the terms offered in the employment letter of agreement. They can be terminated at the discretion of the district. Retirees who return to work with the district will contribute a percentage of their wages established by the Public Employee Benefit Authority (PEBA). Anyone who retired on or after January 2, 2013, and under age 62 is subject to the earnings limitation of \$10,000 if they return to a state-covered employer. Retirees returning to work are required to contribute to the retirement system. Retirees returning to work must be off the payroll for 30 days. Twelve-month re-employed retirees are granted annual leave on the first day of reporting to work. Vacation leave is not carried over from year to year. However, earned sick leave can be carried over yearly for these employees. For more information on retirement benefits, contact the retirement specialist at 803-231-7414.

### **Verification of Employment**

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

## Letter of Intent

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

## Worker's Compensation

In compliance with the Workers' Compensation Law, the District must provide medical treatment for on-the-job injuries for employees. Employees *must* use the Occupational HealthCare clinic designated by the District. Employees are required and must report job injuries to their supervisor(s) *and* Risk Management immediately, even if no care is sought. All forms for Worker's Compensation Forms can be found on the District's website under Risk Management.

They are:

1. First Report of Injury (*must* be signed by employee supervisor immediately or as soon as possible).
2. Medical Release Form (*must* be signed by the employee immediately or as soon as possible).
3. Employee Acknowledgment Form (*must* be signed by the employee as soon as possible).

All forms must be sent *immediately* to Risk Management or as soon as possible. Sick Leave and FMLA (family and medical leave) will run concurrently with any Worker's Compensation leave. Any employee seeking assistance with FMLA or 504 Accommodations should contact Human Resources for assistance. For further details regarding Worker's Compensation benefits, contact Risk Management at 803-231-7401.

## Registering for Professional Development

To ensure credit is awarded for participation in district-sponsored professional learning activities, staff must register in the district's Professional Learning Management System (PLMS). To register, access the sign-on portion of the system through this link <https://richlandone.truenorthlogic.com/U/P/Channel/-/Guest/Login>.

# CERTIFIED STAFF INFORMATION

## Teacher Recruitment

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

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

## South Carolina Educator Certificate

Upon completing an application for certification and presentation of appropriate documents (such as transcripts and PRAXIS scores) to the State Department of Education, Office of Educator Services, an educator certificate or letter of eligibility is issued to eligible individuals. Questions regarding certification should be

emailed to [certification@ed.sc.gov](mailto:certification@ed.sc.gov) or to apply for certification at <https://ed.sc.gov/>

The certified employee is responsible for renewing the certificate, adding new certification areas, upgrading the certificate, and establishing experience credit. It is the sole responsibility of the individual to secure the educator certificate or letter of eligibility and, upon receiving an offer of employment, present the certificate to the Office of Human Resource Services. Until Human Resources can verify that the certified employee has a valid South Carolina educator's certificate or letter of eligibility, certified employees on the teacher's salary schedule will be paid at the lowest level (bachelor's degree and no experience). Once verification is made, salary adjustments will be retroactive to the certificate's date, provided it is within the current fiscal year (July 1 through June 30). The certified employee's responsibility is to ensure the accuracy of their years of service credit, educator level with the South Carolina Department's Office of Educator Services, and address and contact information. The district will pay on the certificate in effect and as reported to the South Carolina Department of Education as required by legislative or departmental guidelines for the current year. It is good practice to verify your salary levels and years of experience on your certificate annually.

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

### Certificate Renewal Requirements

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

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

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

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

### Restricted Certificates

Requests for permits to teach outside of one's certification area are seldom necessary. In instances where a

request must be made, the following State Department of Education guidelines must be followed:

1. A teacher must have a valid South Carolina educator's certificate, twelve semester hours in the requested certification area, and be "highly qualified" in the primary certification area to be eligible for a restricted certificate.
2. Restricted certificates are valid for one year (July 1-June 30).
3. Completion of six semester hours of credit toward full certification in the area of the restricted certificate is required before a restricted certificate can be renewed for an additional year.
4. Restricted certificates may be issued for consecutive years only.
5. A school principal must notify parents of students in the teacher's classroom that the teacher is not fully certified in the subject area taught or highly qualified. Before issuing the letter, principals will obtain the approval of Human Resource Services. Principals also will submit a copy of the final letter with the teacher's name to Human Resource Services. Copies of the letters and lists of parents notified are kept on file in the principal's office.

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

### **Contract Renewal**

By statute, the district must issue a contract for the next school year to re-employ certified personnel or written notification of the district's intent to non-renew the contract before May 1. Contracts must be signed and returned to the principal or supervisor no later than May 10 unless the Legislature has set another date. Failure to do so will be considered the employee's rejection of the contract. Contracts will not be accepted after May 10 unless the Legislature has set another date, regardless of the reason. For additional information, refer to Policy GCB.

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

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

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

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

### **Dismissal**

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

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

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

## **RICHLAND ONE NATIONAL BOARD PROGRAM**

The Richland One National Board Program supports National Board candidates and National Board Certified Teachers (NBCTs). The purpose of the program is to provide the latest information from the National Board of Professional Teaching Standards (NBPTS), the Center for Educator Recruitment, Retention & Advancement (CERRA), and Richland County School District One concerning national, state, and local initiatives, supplements and other information that may impact National Board candidates and NBCTs. The Richland One National Board Program is coordinated through the Office of Human Resource Services. Policies and expectations are reviewed by the Richland One National Board Advisory Committee, which comprises representatives from various stakeholder groups.

### **National Board Candidacy**

Richland One professionals may engage in the National Board certification process to become more reflective, highly effective practitioners. This process involves completing three portfolio components and one assessment center component. Eligibility requirements for National Board certification may be reviewed by visiting the National Board of Professional Teaching Standards website at <https://www.nbpts.org/>.

### **Interest/Awareness Sessions**

The Office of Human Resource Services offers interest/awareness sessions to prospective candidates to provide information about the National Board certification process and the benefits of successful completion.

### **Richland One Support Program**

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

### **Eligibility Requirements for the Richland One NBPTS Program**

Although the National Board for Professional Teaching Standards allows teachers to begin the certification process before completing three years of experience, Richland County School District One recommends:

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

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

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

## NATIONAL BOARD-CERTIFIED TEACHERS

### Score Release

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

### School Board Recognition

The district will recognize **newly certified NBCTs** during a Richland One Board of School Commissioners meeting in the months following the official notification of National Board certification. New NBCTs will receive an engraved Richland One National Board door plaque during the recognition.

### National Board Plaques

Any new NBCT hired in the district should contact the National Board Coordinator at [sally.mccants@richlandone.org](mailto:sally.mccants@richlandone.org) before October 25, 2024.

## STATE SUPPLEMENTS

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

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

Eligible South Carolina NBCTs	(Initial application after July 1, 2021)	\$5,000
Eligible South Carolina NBCTs	Eligible for the supplement for the length of their national <b>five-year MOC Certificate</b> ***	\$5,000

- \* Supplement eligibility is determined by the NBCT's position within the school/district.
- \*\* These NBCTs are eligible for the supplement at the \$5,000 level for the remainder of their certificate. SCDE will not provide payment for the past years in which these NBCTs were ineligible for a supplement.
- \*\*\* Amount based on July 22, 2021, Proviso. NBCTs may continue to receive a state supplement as long as they maintain National Board Certification. Amount subject to change per request of CERRA.

### Maintenance of Certificate (MOC) State Supplement

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

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

### LOCAL SUPPLEMENTS

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

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

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

### Requirements to receive the local supplement:

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

### Maintenance of Certificate (MOC) Local Supplement

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

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

National Board Certified Teachers who applied with NBPTS™ prior to July 1, 2010, and who complete the MOC process will receive a five-year **local** salary supplement (at the \$5500) level. The July 1, 2010, deadline refers to the NBCT’s **initial application** to the National Board. A local salary supplement (\$5,500 or \$3,000) will remain in place each time the candidate successfully meets the requirements for MOC. Supplement eligibility is also determined by the NBCT’s position within the school/district. The **district may modify the local supplement amount** for NBCTs if warranted through the annual budget process.

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

For Additional Information		
National Board of Professional Teaching Standards	Phone: 1-800-22TEACH	nbpts.org
National Board in CERRA South Carolina	Phone: 1-800-476-2387	cerra.org
National Board in Richland One	Office of Human Resource Services Sally McCants Teacher Liaison Phone: 803-231-7000 Fax: 803-400-1687	<a href="mailto:Sally.mccants@richlandone.org">Sally.mccants@richlandone.org</a>

## SELECT DISTRICT POLICIES

### Extra Duty Assignments for Teachers

Teachers should understand that their contracts include duties other than classroom instruction. These duties may include but are not limited to bus duty, cafeteria duty, yard duty, hall duty, supervision of extracurricular activities, and serving on committees. The assignment of such duties shall be at the discretion of the principal. The assignment of all teaching duties, both curricular and non-curricular, is the duty of the principal or designee. In making such assignments, the principal must consider the teachers' workloads and equalize them to the extent possible. A chart of the approved school-based supplements is included in the Appendix. For further details, see Policy GCMD and Administrative Rule GCMD-R.

### College Work Taken During a Regular School Term

The Board encourages all employees to engage in professional learning experiences designed to improve competencies that support the district’s educational programs and operations to increase and sustain student achievement. The board’s policy permits certified employees to undertake college coursework and participate in other in-service programs. If an employee’s supervisor feels that the employee’s performance is adversely affected by such activities, the concern shall be brought to the employee’s attention, and the employee may be asked to withdraw from the activities. For further details, see Policy GCI and Administrative Rule GCI-R.

### School Trips and Field Trips

Field trips must be related to concepts and objectives of the approved curriculum for the particular subject area, club, or grade level to be scheduled as a part of the instructional day. They should be chosen wisely, thoroughly planned, and carefully conducted. Follow-up discussions and activities must be provided after the trip.

Teachers who plan to take classes or groups of students on school or field trips must obtain the school principal's approval. The principal may approve one day or fewer school trips within South Carolina. A request to the appropriate district-level executive director is required for trips with one or more of the following characteristics: overnight duration, out-of-state, out-of-country, or requiring district funds. Ultimately, the Board of School Commissioners must also approve this request. A school-to-work trip will be under the direct supervision of a district career and technical education consultant or school-to-work liaison. Groups planning trips are encouraged to use district- or state-owned vehicles when possible. If this is not possible, contracted transportation should be used. Private transportation is discouraged. Schools will determine the mode of transporting students from available transportation options for school-to-work activities. A State Department of Education regulation forbids trips for more than three consecutive school days. For further details, see Policy IJOA and Administrative Rule, IJOA-R.

### **Tutoring**

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

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

### **Fundraising Projects in Schools**

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

### **Solicitation**

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

### **Contests for Students**

From time to time, various civic and professional organizations wish to sponsor contests or projects in or through the schools. Because of the number of such requests, each principal, in collaboration with the Office of Teaching and Learning and Executive Directors of Schools, will determine which contests/competitions may be held in their school. Competitions/contests will only be considered when all the following criteria are met: (1) they are curriculum-related; (2) they emphasize educational value rather than prizes; (3) they are integrated into the regular instructional programs; and (4) student participation is voluntary.

### **Grievances**

A grievance is a claim made by an employee regarding the application of Board policies, practices, or district regulations as they affect the employee's work. Actions dealing with employment, dismissal, and

evaluation are not grievable. An employee who wishes to file a grievance must complete the prescribed grievance form and must present it to their supervisor within ten days following the event giving rise to the grievance. For further details, see Policy GBK.

### **Copyright Law**

The Copyright Law applies to all information formats, both print and electronic. Written permission from the copyright holder should always be obtained before using materials, and when the materials are used, the source must be appropriately credited. Copyrighted material may not be used if written permission is not received. Educators may use copyrighted resources under the Fair Use Guidelines provided the use meets these criteria: a) the purpose and character of the use; b) the nature of the work; c) the amount and substantiality of the portion of the work to be used as compared to the copyrighted materials as a whole; and, d) the effect its use will have on the potential market for, or value of, the copyrighted materials.

While the district encourages the use of supplementary materials, it is the responsibility of the employee to comply with approved procedures outlined in Policy EGAD and Administrative Rule EGAD-R for the use of those materials. Employees should understand that using copyrighted materials beyond those expressly allowed under the Copyright Law and Fair Use Guidelines is strictly illegal. Any uncertainty regarding copyright compliance should be directed to supervisors, the Office of Learning Environments and Instructional Resources, or the Office of Legal Services for assistance in interpreting and complying with this legislation and district policy.

The district cannot defend the violation of the Copyright Law or the Fair Use Guidelines. The district will not honor requests to reproduce materials on district equipment unless such reproduction is legally permissible.

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

Richland One staff are assigned devices. Information regarding processes and procedures for those devices can be found on the Information Technology Department's website.

When an employee transfers to another school or another department, their assigned device must stay in the position and room the employee is vacating. The transferred employee will receive different technology assigned to the new position.

### **Title IX Discrimination Complaints**

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

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

Students who believe they have been discriminated against on the basis of sex have the right to appeal to their principal. If the student is unsatisfied with the principal's decision, they may appeal to the employee relations coordinator, who serves as the district's Title IX Coordinator. For further details, see Policies AC, ACG, JB, JBAB, and JJIB and Board Policy Regulations found in Administrative Rules AC-R, JB-R, and JJIB-R.

## **Instructional Materials Concerns**

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

## **Conflict of Interest**

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

## **Nepotism**

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

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

## **Employee Pupil Assignment Option**

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

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

Contact the district's registrar at 803-231-6944 or see Policy JFABC and Administrative Rule, JFABC-R for further details. Should an employee separate from the district, a pro-rated fee will be assessed if the employee's child remains in a district school.

## **Substance Abuse**

The Board considers employee substance abuse a serious problem that can and should be treated. Board policy is that alcohol or illegal drugs used in work-related activities may be grounds for dismissal or suspension. However, the Board encourages rehabilitation. Any employee who believes substance abuse treatment may

be beneficial may receive confidential assistance from Human Resources in locating such treatment. For further details, see Policy GBEC and Administrative Rule GBEC-R with the exhibit.

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

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

### **Staff Welfare and Protection**

The Board wishes to use all reasonable means to preserve the dignity of and protect its employees in performing their duties. Under certain circumstances, the Board will furnish legal counsel if criminal charges are brought against an employee due to interactions with students or parents. Also, under certain circumstances, the Board will provide legal counsel for an employee who brings criminal charges against others for events that occur in the line of duty. The Board will be responsible only for that part of the medical costs not covered by the employee's insurance, workers' compensation, or other benefits the district provides. Reporting and filing procedures must be followed to receive a regular salary. All school-related acts of violence and threats to an employee's person or property will be immediately reported to the employee's supervisor. For further details, see Policy GBG and Administrative Rule GBG-R with the exhibit.

### **Employee Contact with Students**

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

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

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

School employees are uniquely positioned to discover cases of abuse and neglect of children. Any principal, assistant principal, teacher, school attendance officer, computer technician, nurse, or counselor who has reason to believe that a child under the age of 18 has been abused or neglected as defined by law must report this information to the law enforcement agency in the county where the child resides or is located, or to the Department of Social Services (DSS) immediately (within 24 hours). Other school staff who have reason to believe that a child under 18 has been or may be abused or neglected as defined by law may also report or cause a report to be made and are encouraged to do so, as stated above. It is not the employee's responsibility to investigate or provide proof but to report it to law enforcement or DSS.

South Carolina provides civil and criminal immunity to those reporting suspected child abuse or neglect. Anyone required to report who knowingly fails to do so may be guilty of a misdemeanor. The reporting employee must also notify the principal (or the person in charge of the school in the principal's absence) that a report has been made. If support or guidance is needed by the employee making the report, s/he should consult with the

principal, school counselor, nurse, psychologist, or social worker. The principal or department head will assist the employee in completing any necessary district forms (Report of Suspected Child Abuse/Neglect Form). Student Support Services will help in follow-up action in these cases. For further details, see Policy JLF and Administrative Rule JLF-R.

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

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

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

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

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

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

## **FIELD PLACEMENTS**

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

The college or university must have a current Affiliation Agreement in place before requesting a field experience placement in Richland County School District One. All field experience placements are arranged by the district and institution's field placement coordinators. The final decision to accept or decline placement requests rests with the school district and building principal.

### **District Employee Field Placements**

District employees are reminded that field placements cannot interfere with fulfilling the requirements of their full-time positions. Employees who request a leave of absence must submit their request in writing to the Office of Human Resources by April 15 for the fall semester and October 15 for the spring semester. District

employees are generally not permitted to student teach at their current school(s) or locations where relatives are employed.

### Request for Guidance and Counseling Services Placement

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

### Request for School Leadership/Administration Placement

After the placement has been coordinated, the district employee must submit a plan to the school's principal on how the requirements will be met. Once the plan is submitted and approved by the principal, the placement will be considered for approval by the designated Human Resources representative.

## GRANTS



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

- Schools or departments should not commit to partnerships with organizations without the approval of their Executive Director.
- Schools and departments should report all grant or award activity to the Office of Grants. This includes considering grants or awards (even if not ultimately pursued) and proposals submitted for funding.
- Schools and departments requesting technology resources in proposals must have all software and devices approved by the district's Digital Resources Adoption Process (DRAPE; pronounced "drape") before beginning the application process to ensure the resources meet or exceed the district's technology standards. The building principal or department director must submit a DRAPE request; requests cannot come directly from teachers, coaches, coordinators, etc. A copy of the approved DRAPE must be included in the Grant proposal.
- For funding opportunities of \$ 1,500 or more (routing required), a principal, coordinator, or director should serve as the Primary Initiator (PI) even if another individual facilitates the process within the school or department.
- The Primary Initiator (PI) should communicate funding information to their Executive Director and then contact the Office of Grants to review the RFP, RFA, SGA, or NOFA.
- The Primary Initiator should contact the Office of Grants and request information about competitive funding opportunities to determine if another record of intent exists to submit a proposal for the same opportunity. If another record for the same opportunity occurs within the same funding cycle and presents an internal conflict of interest for the district, the Office of Grants will resolve the conflict based on the recommendations of the Superintendent.
- Funding opportunities less than \$1500 are not required to be routed but should be communicated to the Office of Grants.
- Schools and departments should submit all grant-related information and requests (i.e., Letters of Support and Grant Award Notices) to the Office of Grants. The Office of Grants will secure the necessary signatures.

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

## SUBSTITUTE SERVICES

As needed, qualified substitutes are employed to replace full-time employees to maintain an uninterrupted program of quality instruction in all schools. To qualify for the Substitute Program, applicants must be at least 21 years of age with a high school diploma or equivalent (i.e., GED). Applicants who do not meet the minimum qualifications as stated may be approved as a substitute upon review and approval by the chief human resources officer. Applicants interested in substituting must attend a Virtual Substitute Teacher's Orientation & Training session before becoming a substitute. Applicants are invited to a Virtual Training by email.

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

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

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

## MEDICAL AND HEALTH INFORMATION

### Tuberculin Skin Test

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

### Hepatitis B Vaccination

The Hepatitis B vaccine is not mandatory for new employees and is made available to all eligible employees with occupational exposure after receiving training. Eligible employees must also be trained in Bloodborne Pathogens. Hepatitis is a disease that affects the liver and can be transmitted from person to person by contaminated water

or food, blood or blood transfusions, body fluids, or during childbirth. This vaccination is given in three series and is provided at no cost to the employee. If employees with occupational exposure initially decline Hepatitis B vaccination, they must sign a written Declination Statement. For further details about the vaccination, contact the risk management coordinator at 803-231-7401.

### **Certificate of Medical Examination**

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

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

Before an employee can administer prescription or non-prescription medicine to students, the school must have written permission from the parent on file. The principal and school nurse are responsible for safekeeping any such medicine. For further details, see Policy JLCD.

### **Communicable Diseases and Blood-Borne Pathogens**

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

### **HIV/AIDS**

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

### **Universal Precautions to Prevent Spread of Infectious Diseases**

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

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

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

Those precautions include the following:

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

## PERFORMANCE EVALUATION SYSTEMS

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

### Teacher Evaluations

Teacher evaluations follow the Expanded ADEPT Support and Evaluation System guidelines outlined in the Assisting, Developing and Evaluating Professional Teachers (ADEPT) guidelines, and the type(s) of evaluation(s) that must be conducted and/or assistance that must be provided are specified in the ADEPT statute, regulation, and guidelines. Specific ADEPT guidelines can be found at <https://ed.sc.gov/educators/educator-effectiveness/> or by contacting the coordinator for performance evaluation services at (803) 231-7427. The evaluation expectations set forth for each contract level include the following:

- **Induction contracts and Annual Diagnostic Assistance** educators are informally evaluated. Induction 1 educators will be assigned a two-member assistance team comprised of an administrator and one mentor. Induction 2 and 3 educators will have an additional observer compared to Induction 1. Annual diagnostic assistance educators receive two evaluators plus a mentor. Evaluators on the assistance team will observe at least once in the fall and once in the spring. The educator will receive written and verbal feedback twice during the year – preliminary and final evaluations. The educators will also develop a Student Learning Objective (SLO) as a student growth measure. The mentor is support only and will not be involved in the educator's evaluative process. Media specialists, speech-language therapists, and school counselors will be informally evaluated and receive feedback a minimum of twice during the year aligned to the ADEPT Special Area performance standards (School Counselors complete Student Growth Goals) and receive mentoring to meet professional coaching needs.
- **Annual 1 contract, Annual 2 Summative, Annual 3 Summative, Annual 4 Summative, and Continuing Summative** educators are required to undergo South Carolina ADEPT formal evaluation. Each educator under formal evaluation will be assigned either a two- or three-member evaluation team, including at

least one administrator. Team members will each observe a minimum of once each semester. The team will provide written and verbal feedback twice during the year at the conclusion of the preliminary and final evaluation cycles. Summative evaluation educators must attend a mandatory orientation before beginning the evaluation cycle. Specific ADEPT guidelines can be found at <https://ed.sc.gov/educators/educator-effectiveness/> or by contacting the coordinator for performance evaluation services at 803-231-7427. Summative evaluation educators will also develop a Student Learning Objective (SLO) as a student growth measure. Summative media specialists, speech-language therapists, and school counselors will be formally evaluated using the ADEPT Special Area formal evaluation associated with their position (School Counselors complete Student Growth Goals).

- **Annual 2, 3, and 4** contract educators will be informally evaluated utilizing goals-based evaluation. Classroom-based educators' GBE goals will be their Student Learning Objectives (SLO) as a student growth measure or complete a GBE goal depending on the teacher's teaching assignment. Annual contract media specialists, speech-language therapists, and school counselors will be informally evaluated using GBE goals (School Counselors complete Student Growth Goals).
- **Continuing** contract educators will be evaluated, formally or informally, at the district's discretion. Classroom-based educators' GBE goal will be their Student Learning Objectives (SLO) as a student growth measure. Depending upon the educator's teaching assignment, they will complete a GBE goal (School Counselors complete Student Growth Goals). Expanded ADEPT requires formative -evaluation once every five years of continuing contract educators. Specific ADEPT guidelines can be found at <https://ed.sc.gov/educators/educator-effectiveness/> or by contacting the coordinator for performance evaluation services at 803-231-7427. Continuing contract educators, media specialists, speech-language therapists, and school counselors can be placed on formal evaluation if they are notified in writing by May 10 (or the date contracts are issued) of the reasons for the formal evaluation.

### Principal Evaluations

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

### School-and District-Based Administrators

School- and district-based administrators (other than principals) are evaluated annually using the Richland One Support Personnel Evaluation. Employees can obtain copies of the various performance evaluation instruments by accessing the website at <https://www.richlandone.org/Domain/142>. Information about and assistance with certified performance evaluations should be directed to the coordinator of performance evaluation services at 803-231-7427.

### Evaluation Appeals

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

director or the chief human resources officer is final.

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

## USE OF DISTRICT MOTOR VEHICLES AND EQUIPMENT



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

### General Safety Procedures

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

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

## DRIVING RECORD REVIEW

### New District Vehicle Drivers

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

## **Current Employees**

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

## **Notification Responsibility**

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

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

## **Standards for Driving Records**

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

## **Accident Procedures**

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

## **Acknowledgment of Mandates**

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

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

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

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

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

## Categories of Employees Covered

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

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

## Types of Testing

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

## Verified Test Results

- (1) Employees, including those involved in safety-sensitive functions, must be immediately removed from duty. This happens only upon receiving the initial report of the verified positive test result.
- (2) If the district receives a verified adulterated (unpure specimen or substituted drug test result), it will consider this a refusal to test and immediately remove the employee involved from performing safety-sensitive functions. This occurs upon receiving the initial report of the verified adulterated or substituted test result.
- (3) In South Carolina, driving a vehicle with a BAC (blood alcohol concentration) of 0.08 percent or higher is illegal. For commercial driver's license (CDL) holders, the limit is 0.04 percent. These guidelines show a 0.00 percent tolerance for employees testing positive for illegal substances or alcohol. Employees with positive results will be immediately removed from their positions, including those performing safety-sensitive functions, pending verification of the results or at the department heads' discretion.
- (4) If the district receives a drug test result indicating that the employee's urine specimen test was canceled because it was invalid, a second collection must occur under direct observation.
  - 1) Employees will be immediately directed to provide a new specimen under direct observation.
  - 2) Employees may not be penalized for an invalid test other than collecting a new specimen under direct observation.
  - 3) No advanced notice will be given to the employee.
  - 4) The Department head or manager must ensure that the collector conducts the collection under direct observation (the supervisor must accompany the employee to the collection site).
  - 5) If the district receives a canceled test result when a negative result is required (e.g., pre-employment, return-to-duty, or follow-up test), the employee must provide another specimen immediately.

## Substance Abuse

Richland School District One's Drug-Free Workplace Policy allows an employee to come forward and ask for rehabilitation counseling voluntarily. The employee will still be suspended without pay until Human Resources (substance abuse professional) can certify them fit to return to duty. The Employee Assistance Program encourages employees with substance abuse problems to seek help. Any employee convicted of any criminal

drug or alcohol abuse violation must report this conviction to their department head and/or Human Resources within five days of the conviction or face dismissal.

### **Pre-Employment Drug Testing**

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

### **Reasonable Suspicion Drug Testing**

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

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

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

### **Post-Accident Testing**

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

Regardless of whether the accident is the employee's fault, any employee involved in any work-related accident must take a post-accident drug and alcohol test as soon as possible following the accident. Post-accident testing forms are on the district's website under Risk Management.

If the employee is hospitalized, arrangements will be made for drug and alcohol testing to be done there. If the test is negative and involves a driving accident, the supervisor will evaluate the individual's driving record and decide if disciplinary measures are indicated. Suppose the accident occurs after hours or the district's designated Occupational Health Provider is closed for the evening. In that case, the employee's supervisor should immediately contact the After-Hours Collection site for direction or seek other agencies such as, but not limited to, Urgent Care and/or Emergency.

### **Random Drug Testing**

The district has contracted with Premier BioTech to draw names through a random selection pool based on driver information provided by each department with drivers of district vehicles quarterly, of DOT and non-DOT district drivers and employees to be sent for a random test. This includes safety-sensitive and non-safety-sensitive positions. Risk Management will coordinate with the department heads and supervisors to send their

randomly selected employee(s) for the test. The department heads and supervisors will be notified in a reasonable timeframe to promptly ensure the employee(s) gets to the test site. Any department head, manager, or supervisor who disrupts the purity of the testing procedures by informing employees before being designated can and may receive a written reprimand that will be placed in their personnel file.

### **Refusal**

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

### **Training**

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

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

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

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

### **Disclosure of Test Results**

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

### **Acknowledgment of Mandates**

Every driver of district vehicles must sign an acknowledgment of district expectations, policies, procedures, regulations, licensure, or standards. If you are a driver of a district vehicle, you must sign a Use of District Motor Vehicles and Equipment form. A sample form is included in the Appendix for reference.

## **APPENDIX**

**Procedures and 504 Accommodation Request**  
**ERP Self-Service Instructions (Formerly known as Munis Self-Service)**  
**Paid Parental Leave (PPL) Request Form**  
**Sick Leave Bank Request Form**  
**Sick Leave Bank Physician's Statement Form**  
**Universal Availability Notification 403(b) Plan**  
**Payroll Direct Deposit Authorization Form**  
**Payroll Calendar**  
**Use of District Motor Vehicles and Equipment (Pages 1 & 2)**  
**Pay Scale for Workers at Athletic Games**  
**Athletic Supplements**  
**School Activity Supplements**  
**Job Classifications Lists**  
**Salary Guide for Teachers**  
**Salary Schedules for Administration, Instructional Support, and Classified Employees**  
**List of School Principals, Locations, Phone, and Mail Codes**  
**Whom to Call for What in Human Resources**

**FILE GBA-E2 Procedures for 504 Accommodations**

- » Requests must be in writing and on the appropriate form.
- » Documentation must be attached to support the request (physician’s statements, etc.)
- » Once a request is received, a review committee will convene and render a response within ten (10) working days.
- » Appeals can be addressed to the superintendent or his designee.
- » Approved requests will be reviewed once every three (3) years.

***Accommodation Request Form***

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

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

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

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

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

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

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

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

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

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

**Richland County School District One**

\_\_\_\_\_

## MUNIS SELF SERVICE INSTRUCTIONS

Access Richland One website, [www.richlandone.org](http://www.richlandone.org). Move your cursor over “Resource Center.” A menu will appear. Move your cursor over “Employee Resources,” then click on “MUNIS Online.” Scroll to the MUNIS Online link at <https://richlandone.munisselfservice.com/>. Click on LOG IN.

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

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

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

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

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

### **EMPLOYEE PROFILE:**

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

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

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

### **DEPENDENT INFORMATION:**

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

### **LEAVE ACCRUAL:**

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

### **PAYCHECK HISTORY:**

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

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

Click on Employee Self Service, then Pay/Tax Information, then click on W-4. W-4 information cannot be changed online.

### **W-2 INFORMATION**

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

### **LOG OUT**

08/23/24



# RICHLAND COUNTY SCHOOL DISTRICT ONE

## PAID PARENTAL LEAVE (PPL) REQUEST FORM

Employee Name:	Job Title:
Last 5 Digits of SSN:	Email Address:
Department/School:	Supervisor's Name:
Phone Number:	Date of Request:
Date of Qualifying Event:	Parental Leave Start Date:

### REASON PARENTAL LEAVE REQUESTED (*check one*)

- I have given birth. (*Six consecutive weeks of parental leave*).
- I am the co-parent of a biological child. (*Two weeks of consecutive parental leave*).
- I am primarily responsible for furnishing the care and nurture of a child initially legally placed with me for adoption. (*Six weeks of consecutive parental leave*). Only one eligible employee may be designated the parent primarily responsible for furnishing the care and nurture of their child.
- I am **not** primarily responsible for furnishing the care and nurture of a child initially legally placed with me for adoption. (*Two weeks of consecutive parental leave*).
- I am fostering a child in State custody (**choose Option One or Two**) (*Two weeks of parental leave*).
- Option One:** I will take the two weeks of paid parental leave at one time.
- Option Two:** I will take paid parental leave in two, one-week, non-consecutive increments intermittently.

### REQUIRED DOCUMENTATION FOR QUALIFYING EVENT

QUALIFYING EVENT	REQUIRED DOCUMENTATION
Birth	Birth Certificate or Proof of Birth, Certified DNA Results, Custody Order
Adoption	Adoption Order and/or Agreement confirming the Initial Date of Placement
Foster Placement	Foster Care Placement Agreement, Custody Order

### EMPLOYEE CERTIFICATIONS (*check each box*)

- I acknowledge that I am entitled to receive six weeks (30 days) of paid parental leave if I give birth or if I am primarily responsible for furnishing the care and nurture of an adopted child and two weeks (10 days) of paid parental leave if I am not the birthing parent or primarily responsible for furnishing the care and nurture of an adopted child.
- I acknowledge that days of paid parental leave taken under this policy must be taken consecutively, except for foster parents who may request and receive approval for parental leave in non-consecutive one-week time periods.

Employee's Signature	Date
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**RICHLAND COUNTY SCHOOL DISTRICT ONE**

**Human Resource Services**

**Sick Leave Bank Request Form**

(Please Print or Type)

**CONFIDENTIAL**

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

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

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

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

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

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

Initial Request: \_\_\_\_\_ Request for an Extension: \_\_\_\_\_ Number of days requested (no more than 30): \_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

**VERIFICATION OF LEAVE**

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

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

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

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

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

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To: All Employees of Richland County School District One

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

### Eligibility

All employees of the Employer are eligible to participate in the plan.

### Contributions

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

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

- For **2022**, you may defer from your wages, a maximum of \$20,500 to all 403(b) and 401(k) plans unless you will reach 50 years of age during the year. In that case, you would be eligible to contribute an additional \$6,500. Deferrals may not exceed 100% of your wages.

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

### Limitation on Aggregate Annual Additions Notice

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

### Plan Investment Options

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

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

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

### Assistance

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

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

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**Investment Provider Options**

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

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

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Security Benefit	Annuities	Phone (800) 888-2461 <a href="http://www.securitybenefit.com">www.securitybenefit.com</a>  Michael Taylor Phone (803) 736-6969 <a href="mailto:MTaylor@seinvestnc.com">MTaylor@seinvestnc.com</a>
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**Third Party Administrator**

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

**Employer Benefits Administrator**

Richland County School District One  
Antoinette Milton, Benefits Counselor  
Phone (803) 231-7448  
Email: [antoinette.milton@richlandone.org](mailto:antoinette.milton@richlandone.org)

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

## RICHLAND COUNTY SCHOOL DISTRICT ONE Payroll Direct Deposit Authorization

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

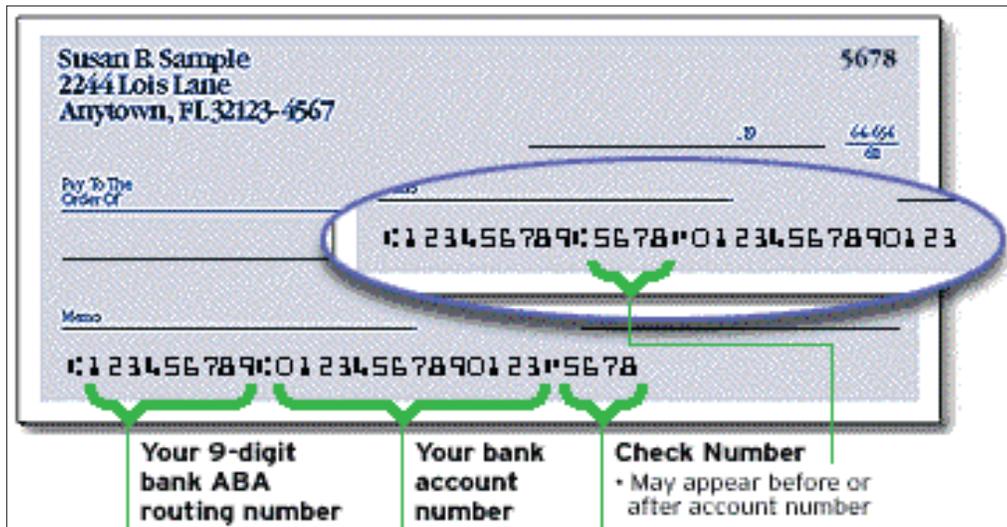
Employee ID# \_\_\_\_\_

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

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

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

ATTACH VOIDED CHECK HERE



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

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

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

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

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



# 2024-2025 PAYROLL CALENDAR

9/10 MO	11 MO	12 MO	The dates on your pay stub represent only the <b>BASE SALARY</b> portion of your check.		Hourly, Supplemental / Overtime, Kronos Approval Periods, Time Sheets, Subs, Docks & Summer School follow:	DUE DATE FOR PAYMASTERS * Kronos Approval * Hourly & Sub Time Sheets * Absence Reports	DUE DATE FOR HUMAN RESOURCES * Pay Changes / Uploads * New Hires * Benefit Changes
			PAY DATE	PERIOD COVERED			
1	2	4	08/30/2024	(1ST PAY 9/10 MO)	07/20/24 - 08/02/24	08/02/2024	08/09/2024
2	3	5	09/16/2024		08/03/24 - 08/16/24	08/16/2024	08/30/2024
3	4	6	10/01/2024		08/17/24 - 08/30/24	08/30/2024	09/13/2024
4	5	7	10/16/2024		08/31/24 - 09/13/24	09/13/2024	09/27/2024
5	6	8	11/01/2024		09/14/24 - 09/27/24	09/27/2024	10/11/2024
6	7	9	11/15/2024		09/28/24 - 10/11/24	10/11/2024	10/25/2024
7	8	10	11/29/2024		10/12/24 - 10/26/24	10/26/2024	11/08/2024
8	9	11	12/16/2024		10/27/24 - 11/09/24	11/09/2024	11/22/2024
9	10	12	12/31/2024		11/10/24 - 11/23/24	11/23/2024	12/03/2024
10	11	13	01/16/2025		11/24/24 - 12/14/24	12/14/2024	12/20/2024
11	12	14	01/31/2025		12/15/24 - 12/31/24	12/31/2024	01/16/2025
12	13	15	02/14/2025		01/01/25 - 01/17/25	01/17/2025	01/31/2025
13	14	16	02/28/2025		01/18/25 - 01/31/25	01/31/2025	02/14/2025
14	15	17	03/14/2025		02/01/25 - 02/16/25	02/16/2025	02/28/2025
15	16	18	04/01/2025		02/17/25 - 02/28/25	02/28/2025	03/14/2025
16	17	19	04/16/2025		03/01/25 - 03/16/25	03/16/2025	04/01/2025
17	18	20	05/01/2025		03/17/25 - 03/31/25	03/31/2025	04/16/2025
18	19	21	05/16/2025		04/01/25 - 04/18/25	04/18/2025	05/01/2025
19	20	22	05/30/2025		04/19/25 - 04/30/25	04/30/2025	05/16/2025
20	21	23	06/16/2025		05/01/25 - 05/16/25	05/16/2025	05/30/2025
21	22	24	07/01/2025	(LAST PAY 12 MO)	05/17/25 - 05/31/25	05/31/2025	06/16/2025
22	23	1	07/16/2025	(1ST PAY 12 MO)	06/01/25 - 06/16/25	06/16/2025	07/01/2025
23	24	2	08/01/2025	(LAST PAY 11 MO)	06/17/25 - 06/30/25	06/30/2025	07/16/2025
24	1	3	08/15/2025	(LAST PAY 9/10 MO) (1ST PAY 11 MO)	07/01/25 - 07/16/25	07/16/2025	08/01/2025

## USE OF DISTRICT MOTOR VEHICLES AND EQUIPMENT

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

### General Safety Procedures

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

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

## DRIVING RECORD REVIEW

### New District Vehicle Drivers

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

### Current Employees

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

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

**Notification Responsibility**

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

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

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

**Standards for Driving Records**

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

**Accident Procedures**

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

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

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

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

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

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

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

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

***Chief / Signature:*** \_\_\_\_\_  
***Executive Director***

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

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

***District Employee Number:*** \_\_\_\_\_

## PAY SCALE FOR WORKERS AT ATHLETIC GAMES

### HIGH SCHOOLS

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

### MIDDLE SCHOOLS

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

### **IMPORTANT NOTES:**

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

**RICHLAND COUNTY SCHOOL DISTRICT ONE**  
**ATHLETIC SUPPLEMENTS**  
**2024-2025**

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

**RICHLAND COUNTY SCHOOL DISTRICT ONE**  
**ATHLETIC SUPPLEMENTS**  
**2024-2025**

POSITION	SUPPLEMENT	A Schools	AA Schools	AAA AAAA Schools	Experience Incentive (District Employees Only)		
Boys/Girls Cross Country Varsity Assistant	2,843				200	400	600
Boys/Girls Swim Head Coach	3,223				500	1,000	1,500
Boys/Girls Swim Varsity Assist	2,843				200	400	600
Cheerleading-Competitive	3,290				500	1,000	1,500
Cheerleading Head Football	4,042				500	1,000	1,500
Cheerleading Junior Varsity Football	2,843				200	400	600
Cheerleading Head Basketball	3,250				500	1,000	1,500
Cheerleading Junior Varsity Basketball	1,699				200	400	600
Cheerleading 7 <sup>th</sup> & 8 <sup>th</sup> Grade Football	1,012						
Cheerleading 7 <sup>th</sup> & 8 <sup>th</sup> Grade Basketball	1,012						
Boys/Girls Lacrosse Head Coach	Tiered	3,510	5,010	6,510	1,000	2,000	3,000
Boys/Girls Lacrosse Varsity Assist	2,843				300	600	900
Boys/Girls Lacrosse Junior Varsity	2,843				300	600	900
Boys/Girls Lacrosse B Team	1,800				300	600	900
Middle School Intramurals	570						
Boys and Girls Bowling	1,370				300	600	900

## HIGH SCHOOL ACTIVITY SUPPLEMENTS

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

## MIDDLE SCHOOL ACTIVITY SUPPLEMENTS

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

## ELEMENTARY SCHOOL ACTIVITY SUPPLEMENTS

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

## SPECIAL SCHOOL SUPPLEMENTS

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

## PERFORMING ARTS SUPPLEMENTS

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

## VOCATIONAL SUPPLEMENTS

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

## OTHER SUPPLEMENTS

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



**RICHLAND ONE**

ENGAGE • EDUCATE • EMPOWER

**2024-2025**

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

**Richland County School District One**  
**2024-2025 Job Classifications List**

JOB TITLE	FLSA	GRADE	WORK SCHEDULE
A	E-Exempt N=Non Exempt		
Accounting Clerk I	N	114	240
Accounting Clerk II	N	116	240
Accountant	N	118	240
Additional Education Assistant (High School Diploma)	N	107	184
Additional Education Assistant (Associate)	N	109	184
Additional Education Assistant (Bachelors/Masters)	N	111	184
Administrative Assistant	N	113	240,220, 200
Adult Education Transition Specialist	N	120	240
Applications Specialist	N	118	240
Architect	E	127	240
Area Custodial Supervisor	E	117	240
Assistant Principal - Elementary (Masters)	E	128	200
Assistant Principal - Elementary (Masters+30)	E	129	200
Assistant Principal - Elementary (Doctorate)	E	130	200
Assistant Principal - Middle (Masters)	E	129	220
Assistant Principal - Middle (Masters+30)	E	130	220
Assistant Principal - Middle (Doctorate)	E	131	220
Assistant Principal - High (Masters)	E	130	220
Assistant Principal - High (Masters+30)	E	131	220
Assistant Principal - High (Doctorate)	E	132	220
Assistant Principal - Special School (Masters)	E	129	220
Assistant Principal - Special School (Masters+30)	E	130	220
Assistant Principal - Special School (Doctorate)	E	131	220
Assistant Registrar	N	115	240
Audiologist	E	127	220
B			
Behavior Intervention Specialist	N	114	184
Benefits Administrator	N	122	240
Benefits Specialist	N	118	240
Bookkeeper	N	114	240, 220
Broadcast Communications Specialist	N	119	240
Budget Analyst	E	122	240
Budget Manager	E	120	240
Building Custodial Coordinator I	N	111	240
Building Custodial Coordinator II	N	114	240
Bus Aide	N	105	180
Bus Driver	N	111	180
Business Systems Administrator	E	123	240
C			
Campus Monitor	N	106	184
Carpenter	N	114	240
Carpenter Crew Leader	N	118	240
Career Specialist	N	115	184, 240
Cash Manager	N	116	240
Cashier	N	108	186
Catering Lead	N	113	240
Certified Internal Auditor	E	128	240
Chief Finance Officer	E	139	240
Chief Human Resources Officer	E	139	240
Chief of Operations	E	139	240
Chief of Staff	E	140	240
Chief of Teaching and Learning	E	139	240

**Richland County School District One**  
**2024-2025 Job Classifications List**

JOB TITLE	FLSA	GRADE	WORK SCHEDULE
Construction Supervisor	E	123	240
Construction Manager	E	123	240
Consultant (Masters)	E	127	240,220,200
Consultant (Masters+30)	E	128	240,220,200
Consultant (Doctorate)	E	129	240,220,200
Coordinator (Bachelors)	E	128	240,200
Coordinator (Masters)	E	129	240,200
Coordinator (Masters+30)	E	130	240,220
Coordinator (Doctorate)	E	131	240,220
Custodian	N	107	240,184
<b>D</b>			
Data Cabling Team Member	N	117	240
Data Cabling Technician Leader	E	119	240
Database Analyst	N	115	240
Database Specialist	N	112	220
Dean - ROMC (Masters)	E	131	240
Dean - ROMC (Masters+30)	E	132	240
Dean - ROMC (Doctorate)	E	133	240
Digital Print Operator	N	113	240
Director (Bachelors)	E	130	240
Director (Bachelors+18)	E	131	240
Director (Masters)	E	132	240
Director (Masters+30)	E	133	240
Director (Doctorate)	E	134	240
Dispatcher	N	108	240
<b>E</b>			
Electrician	N	116	240
Electrician Apprentice	N	113	240
Electrician Crew Leader	N	120	240
Employment Assistant	N	113	240
Employment Specialist	N	118	240
Equipment Operator	N	109	240
Executive Assistant	N	118	240
Executive Director (Masters)	E	136	240
Executive Director (Masters+30)	E	137	240
Executive Director (Doctorate)	E	138	240
<b>F</b>			
Facilities Maintenance Technician	N	113	240
Financial Services Supervisor	E	124	240
FMLA Specialist	N	118	240
Food Service Operator I	N	106	184
Food Service Operator II	N	107	184
Food Services Manager	E	125	240
Food Services Supervisor	E	120	240
<b>G</b>			
General Counsel	E	139	240
Glazier	N	113	240
Grants Specialist	N	113	240
<b>H</b>			
Head Mechanic	N	118	240
Hearing Officer	E	127	240
Hearing Office Assistant	E	123	240
Human Resources Generalist	N	119	240
HVAC Apprentice	N	108	240

**Richland County School District One  
2024-2025 Job Classifications List**

<b>JOB TITLE</b>	<b>FLSA</b>	<b>GRADE</b>	<b>WORK SCHEDULE</b>
HVAC Crew Leader	N	120	240
HVAC Mechanic	N	117	240
HVAC Trades worker	N	108	240
<b>I</b>			
In-School Suspension Monitor	N	114	184
Instructional Assistant (High School Diploma)	N	107	184
Instructional Assistant (Associate)	N	109	184
Instructional Assistant (Bachelors/Masters)	N	111	184
Instructional Coach (Masters)	E	127	240
Instructional Coach (Masters+30)	E	128	240
Instructional Coach (Doctorate)	E	129	240
Interpreter - Hearing Impaired (Non-Certified)	N	115	184
Interpreter - Hearing Impaired (Certified)	N	117	184
<b>J</b>			
Job Coach (certified)	E	120	220
Job Coach (classified)	N	120	184, 200
Landscaping Crew Leader	N	117	240
Landscaping Specialist	N	109	240
Lead Coordinator (Masters)	E	130	240
Lead Coordinator (Masters+30)	E	131	240
Lead Coordinator (Doctorate)	E	132	240
Lead Flight Director	E	130	240
Lead Psychologist (Masters)	E	128	240
Lead Psychologist (Masters+30)	E	129	240
Lead Psychologist (Doctorate)	E	130	240
Library Assistant (High School Diploma)	N	107	184
Library Assistant (Associate - Human Services, LIS/Education)	N	109	184
Library Assistant (Bachelors/Masters - Human Services/Education)	N	111	184
Maintenance Support Specialist	N	118	240
Manager, Building Services	E	123	240
Manager, Environmental Safety	E	120	240
Manager, Maintenance Projects	E	123	240
Manager, Warehouse Operations	E	123	240
Manager, Security Services	E	123	240
Mason	N	113	240
Master Carpenter	N	115	240
Master Electrician	N	117	240
Master Facility Landscape Technician	N	114	240
Master Plumber	N	117	240
Mechanical Engineer	E	123	240
Media Technician	N	111	240
Medicaid Accountant	N	120	240
Mission Assistant	N	107	240
<b>N</b>			
Network Architect	E	125	240
Night Custodial Crew Leader	N	109	240
<b>O</b>			
Occupational Therapist	N	125	240,184
Office Assistant	N	107	240,184
Ombudsman	E	129	240
<b>P</b>			
Painter	N	113	240
Painter Crew Leader	N	118	240
Para Legal	N	119	240

**Richland County School District One  
2024-2025 Job Classifications List**

<b>JOB TITLE</b>	<b>FLSA</b>	<b>GRADE</b>	<b>WORK SCHEDULE</b>
Parent and Family Engagement Specialist	N	114	200
Payroll Accountant	N	118	240
Personnel Analyst	E	126	240
Personnel Technician	N	119	240
Physical Therapist	E	125	240,184
Plumber	N	116	240
Plumber Crew Leader	N	120	240
Postal Services Driver	N	107	240
Postal Services Supervisor	E	119	240
Principal - Elementary (Masters)	E	131	240
Principal - Elementary (Masters+30)	E	132	240
Principal - Elementary (Doctorate)	E	133	240
Principal - Middle (Masters)	E	132	240
Principal - Middle (Masters+30)	E	133	240
Principal - Middle (Doctorate)	E	134	240
Principal - High (Masters)	E	133	240
Principal - High (Masters+30)	E	134	240
Principal - High (Doctorate)	E	135	240
Principal - Special School (Masters)	E	132	240
Principal - Special School (Masters+30)	E	133	240
Principal - Special School (Doctorate)	E	134	240
Printing Supervisor	E	120	240
Procurement Manager	E	123	240
Procurement Specialist	N	116	240
Programmer - Analyst	N	123	240
Project Design Specialist	N	117	240
Property Clerk	N	109	240
Psychologist (Masters)	E	127	200
Psychologist (Masters+30)	E	128	200
Psychologist (Doctorate)	E	129	200
Public Information Manager	E	120	240
<b>Q</b>			
Quality Assurance Financial Manager	N	121	240
Quality Control Technician	N	118	240
<b>R</b>			
Records Retention Specialist	N	116	240
Registered Dietician	E	123	240
Registered Nurse (ASN)	E	121	240, 200
Registered Nurse (BSN)	E	122	240,200
Registered Nurse (MSN)	E	123	240,200
Research Specialist	E	126	240
Retirement Specialist	N	118	240
Risk Containment Technician	N	115	240
ROTC Associate Instructor (No Degree)	E	118	240
ROTC Associate Instructor (Bachelors)	E	119	240
ROTC Associate Instructor (Masters)	E	120	240
ROTC Associate Instructor (Masters+30)	E	121	240
ROTC Associate Instructor (Doctorate)	E	122	240
ROTC Officer Instructor (No Degree)	E	122	240
ROTC Officer Instructor (Bachelors)	E	123	240
ROTC Officer Instructor (Masters)	E	124	240
ROTC Officer Instructor (Masters+30)	E	125	240
ROTC Officer Instructor (Doctorate)	E	126	240
<b>S</b>			

**Richland County School District One**  
**2024-2025 Job Classifications List**

JOB TITLE	FLSA	GRADE	WORK SCHEDULE
School Security Associate	N	113	200
Secretary	N	110	240,220,200
Senior Accountant	N	120	240
Senior Network Engineer	E	123	240
Social Worker (MSW)	E	124	200
Social Worker (MSW+30)	E	125	200
Special Assistant to the Board (Associate)	E	123	240
Special Assistant to the Board (Bachelors)	E	124	240
Special Assistant to the Board (Masters)	E	125	240
Special Assistant to the Superintendent	E	123	240
Student Nutrition Lead	N	113	220
Student Nutrition Services Accountant	E	120	240
Student Nutrition Services Truck Driver	N	111	186
Substitute Center Specialist	N	118	240
Substitute Supervisor	E	120	240
Supervisor, Motor Pool	E	121	240
Supervisor, Warehouse Operations	E	120	240
Systems Analyst	E	124	240
<b>T</b>			
Technology Acquisition Technician	N	119	240
Technology Support Manager	E	123	240
Technology Support Technician I	N	118	240,200
Technology Support Technician II	N	120	240
Telecommunications Specialist	N	119	240
Theater Technician	N	115	240
Theatre Manager	N	122	240
Therapeutic Assistant	N	113	184
Training Manager	E	123	240
Transportation Manager	E	123	240
Transportation Officer	N	118	220
Transportation Supervisor	E	120	240
Truck Driver	N	107	240
<b>V</b>			
Vehicle Mechanic	N	113	240
Volunteer-Mentoring Program Coordinator	N	119	240
<b>W</b>			
Warehouse Supply Specialist	N	107	240
Web Administrator	E	126	240

Richland County School District One  
Salary Guide for Teachers 2024-2025

Step	Class 3 Bachelor's			Class 2 Bachelor's + 18			Class 1 Master's			Class 7 Master's + 30			Class 8 Doctorate		
	State	Local	Total	State	Local	Total	State	Local	Total	State	Local	Total	State	Local	Total
0	47,000	3,100.00	50,100	47,500	4,516	52,016	51,000	3,677	54,677	52,500	3,920	56,420	55,000	4,326	59,326
1	47,250	3,450.00	50,700	47,750	4,866	52,616	51,250	4,027	55,277	52,750	4,270	57,020	55,500	4,426	59,926
2	47,500	3,740.80	51,241	48,000	5,410	53,410	51,500	4,721	56,221	53,000	4,927	57,927	56,000	5,223	61,223
3	47,750	3,759.87	51,510	48,250	5,362	53,612	51,750	4,649	56,399	53,250	5,076	58,326	56,500	5,367	61,867
4	48,000	3,642.59	51,643	48,500	5,367	53,867	52,000	4,671	56,671	53,500	5,134	58,634	57,000	5,277	62,277
5	49,000	2,775.09	51,775	49,500	4,622	54,122	53,000	3,942	56,942	54,000	4,941	58,941	57,500	5,174	62,674
6	49,500	2,408.23	51,908	50,000	4,377	54,377	53,500	3,714	57,214	54,500	4,748	59,248	58,000	5,061	63,061
7	50,000	2,040.66	52,041	50,500	4,132	54,632	54,000	3,486	57,486	55,000	4,557	59,557	59,000	5,544	64,544
8	50,500	1,674.30	52,174	51,000	3,887	54,887	54,500	3,258	57,758	55,500	5,195	60,695	60,500	5,532	66,032
9	51,000	2,241.54	53,242	51,500	3,642	55,142	55,000	3,221	58,221	56,000	5,839	61,839	62,000	5,518	67,518
10	52,000	2,266.39	54,266	52,500	3,673	56,173	56,000	3,173	59,173	57,000	5,976	62,976	63,250	5,778	69,028
11	52,500	2,830.37	55,330	53,000	4,234	57,234	56,500	3,809	60,309	58,000	6,122	64,122	64,500	6,049	70,549
12	53,000	3,359.57	56,360	53,500	4,767	58,267	57,250	4,208	61,458	59,000	6,265	65,265	65,750	6,324	72,074
13	53,500	3,927.90	57,428	54,000	5,332	59,332	58,000	4,598	62,598	60,000	6,406	66,406	67,000	6,596	73,596
14	54,000	4,453.83	58,454	54,500	5,860	60,360	58,750	4,994	63,744	61,000	6,554	67,554	68,250	6,871	75,121
15	54,500	5,025.42	59,525	55,000	6,425	61,425	59,000	5,884	64,884	62,000	6,694	68,694	69,500	7,143	76,643
16	55,000	5,555.71	60,556	55,500	6,955	62,455	60,250	5,779	66,029	63,000	6,834	69,834	70,750	7,418	78,168
17	55,500	6,115.34	61,615	56,000	7,522	63,522	61,000	6,170	67,170	64,000	6,974	70,974	72,000	7,691	79,691
18	56,000	6,643.45	62,643	56,500	8,048	64,548	61,750	6,564	68,314	64,500	7,621	72,121	72,500	8,716	81,216
19	57,000	6,711.77	63,712	57,500	8,111	65,611	62,750	6,704	69,454	65,000	8,262	73,262	73,000	9,737	82,737
20	57,500	7,233.36	64,733	58,000	8,642	66,642	63,250	7,349	70,599	65,500	8,906	74,406	73,750	10,510	84,260
21	58,000	7,278.94	65,279	58,500	8,701	67,201	63,750	7,957	71,707	66,000	9,562	75,562	74,500	11,012	85,512
22	58,500	7,325.60	65,826	59,000	8,770	67,770	64,250	8,089	72,339	66,500	9,718	76,218	75,250	11,027	86,277
23	59,000	7,696.13	66,696	59,500	9,159	68,659	64,750	8,853	73,603	67,000	10,524	77,524	75,750	11,932	87,682
24	59,500	7,838.42	67,338	60,000	9,323	69,323	65,250	9,095	74,345	67,500	10,808	78,308	76,000	12,587	88,587
25	60,500	7,488.33	67,988	61,000	8,997	69,997	66,250	8,845	75,095	68,500	10,602	79,102	76,500	13,000	89,500
27	60,500	8,072.00	68,572	61,000	9,605	70,605	66,250	9,091	75,341	68,500	10,888	79,388	76,500	13,819	90,319
31	61,000	8,163.00	69,163	61,500	9,712	71,212	66,750	9,268	76,018	69,000	11,110	80,110	77,000	14,143	91,143

Revised 9/6/2024

Richland County School District One  
 Salary Schedule for Administration, Instructional Support and Classified Employees  
 FY 2024-2025 - 240 day Schedule

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	26,207.04	26,870.98	27,557.18	28,243.20	28,973.57	29,704.13	30,456.58	31,253.38	32,050.18	32,869.06	33,710.21	34,573.25	35,458.75	36,388.22	37,317.89	38,291.71	105
106	26,370.05	27,024.58	27,697.92	28,415.62	29,131.97	29,869.63	30,629.18	31,407.55	32,188.22	33,009.79	33,875.71	34,739.14	35,623.49	36,530.50	37,478.98	38,448.77	106
107	27,571.97	28,267.39	28,984.13	29,721.41	30,460.03	31,240.70	32,040.00	32,862.72	33,706.37	34,569.79	35,455.68	36,362.30	37,289.86	38,258.69	39,250.56	40,261.06	107
108	28,193.47	28,931.14	29,668.99	30,448.90	31,249.92	32,050.94	32,894.02	33,758.40	34,622.59	35,529.02	36,477.50	37,426.18	38,416.90	39,407.62	40,461.50	41,515.58	108
109	29,433.98	30,214.46	30,993.02	31,815.74	32,638.27	33,480.77	34,366.46	35,273.28	36,200.83	37,149.50	38,119.30	39,129.98	40,162.56	41,216.45	42,313.34	43,430.02	109
110	30,845.95	31,646.59	32,469.31	33,332.74	34,198.47	35,083.01	36,010.75	36,959.23	37,929.22	38,940.67	39,952.51	41,006.40	42,103.10	43,219.97	44,357.76	45,538.56	110
111	32,422.66	33,286.27	34,150.66	35,035.58	35,983.14	36,890.88	37,860.48	38,852.16	39,883.97	40,937.86	42,013.44	43,109.38	44,247.94	45,427.97	46,628.93	47,851.78	111
112	33,860.16	34,745.86	35,651.52	36,579.26	37,548.86	38,540.54	39,551.23	40,604.93	41,681.86	42,776.64	43,915.39	45,075.46	46,255.10	47,498.88	48,742.85	50,049.79	112
113	35,809.15	36,757.82	37,705.54	38,696.26	39,707.90	40,740.48	41,816.45	42,912.19	44,030.21	45,188.93	46,369.73	47,591.62	48,855.55	50,142.53	51,470.40	52,819.39	113
114	37,170.43	38,160.00	39,151.87	40,183.68	41,259.46	42,334.27	43,451.14	44,611.01	45,791.81	47,013.70	48,257.66	49,543.49	50,850.43	52,199.42	53,591.42	55,023.36	114
115	38,870.40	39,903.17	40,958.02	42,032.64	43,148.54	44,287.30	45,467.14	46,670.02	47,914.18	49,198.66	50,505.98	51,854.78	53,224.90	54,658.75	56,112.96	57,609.98	115
116	40,838.21	41,913.02	43,029.89	44,167.68	45,327.55	46,529.28	47,772.10	49,036.99	50,345.28	51,672.00	53,041.92	54,475.97	55,910.21	57,406.08	58,944.38	60,525.31	116
117	42,797.57	43,936.32	45,095.23	46,297.15	47,519.81	48,784.90	50,090.69	51,419.90	52,789.63	54,180.67	55,634.88	57,110.98	58,650.05	60,209.28	61,812.48	63,476.74	117
118	47,962.37	49,290.05	50,661.31	52,052.35	53,485.25	54,961.34	56,499.65	58,099.46	59,660.74	61,326.91	63,013.25	64,763.52	66,575.81				118
119	50,302.08	51,694.08	53,106.05	54,581.18	56,097.98	57,638.40	59,239.30	60,894.74	62,571.07	64,319.23	66,090.43	67,945.73	69,822.34				119
120	52,725.89	54,201.79	55,698.82	57,236.93	58,818.24	60,462.53	62,128.70	63,855.94	65,627.14	67,460.54	69,336.77	71,255.23	73,236.48				120
121	55,298.69	56,836.80	58,396.80	60,019.97	61,694.22	63,392.45	65,162.69	66,976.13	68,830.27	70,748.93	72,730.37	74,753.66	76,841.28				121
122	57,995.71	59,598.91	61,262.98	62,949.12	64,699.39	66,490.75	68,346.05	70,243.39	72,203.71	74,227.20	76,292.93	78,421.25	80,613.89				122
123	60,820.61	62,506.94	64,236.10	66,027.46	67,881.82	69,758.02	71,697.60	73,699.97	75,745.34	77,852.93	80,023.49	82,259.14	84,555.84				123
124	63,792.77	65,563.01	67,376.45	69,252.67	71,192.26	73,172.54	75,196.99	77,305.54	79,454.98	81,668.74	83,966.40	86,306.11	88,708.80				124
125	66,912.96	68,788.45	70,685.76	72,646.08	74,670.53	76,756.22	78,885.70	81,099.26	83,354.88	85,694.40	88,076.35	90,542.21	93,072.00				125
126	70,180.42	72,118.66	74,143.30	76,208.64	78,337.15	80,508.86	82,763.52	85,082.11	87,443.90	89,888.45	92,418.43	94,990.27	97,667.33				126
127	78,421.25	80,720.06	83,059.78	85,507.70	87,992.26	90,563.14	93,220.03	95,960.06	98,763.07	101,672.30							127
128	82,259.14	84,682.94	87,148.61	89,699.52	92,334.34	95,032.51	97,814.40	100,681.30	103,632.60	106,667.70							128
129	86,306.11	88,834.94	91,428.67	94,104.77	96,865.73	99,711.74	102,620.90	105,635.10	108,734.20	111,937.50							129
130	90,542.21	93,197.95	95,938.18	98,742.14	101,630.00	104,623.30	107,680.50	110,841.80	114,109.20	117,461.60							130
131	95,011.39	97,793.47	100,660.40	103,611.50	106,646.60	109,767.00	112,991.20	116,322.80	119,737.30	123,257.70							131
132	99,690.82	102,599.80	105,614.00	108,713.30	111,896.30	115,183.90	118,577.50	122,055.90	125,660.50	129,349.20							132
133	104,603.30	107,659.60	110,820.90	114,066.00	117,418.40	120,876.10	124,438.70	128,084.20	131,858.10	135,736.70							133
134	109,745.10	112,971.30	116,301.90	119,716.20	123,235.80	126,841.50	130,572.10	134,430.00	138,371.70	142,460.50							134
135	115,162.90	118,567.30	122,035.00	125,618.50	129,307.20	133,122.80	137,042.70	141,069.70	145,221.70	149,501.60							135
136	120,855.20	124,395.60	128,063.20	131,836.80	135,715.80	139,699.80	143,810.70	148,046.80	152,409.80	156,899.90							136
137	126,829.30	130,551.00	134,386.80	138,350.80	142,418.70	146,612.50	150,934.70	155,382.00	159,956.20	164,678.80							137
138	133,081.00	137,001.80	141,027.60	145,201.70	149,458.80	153,865.00	158,396.20	163,075.60	167,881.90	172,835.50							138
139	139,677.50	143,798.60	148,025.70	152,367.90	156,857.10	161,494.30	166,259.70	171,149.40	176,209.00	181,414.80							139
140	146,571.60	150,892.80	155,339.90	159,914.10	164,635.60	169,484.40	174,501.90	179,644.40	184,935.40	190,395.30							140

Richland County School District One																	
Salary Schedule for Administration, Instructional Support and Classified Employees																	
FY 2024-2025 - 220 day Schedule																	
Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	24,023.12	24,631.73	25,260.75	25,889.60	26,559.10	27,228.78	27,918.53	28,648.93	29,379.33	30,129.97	30,901.02	31,692.14	32,503.86	33,355.87	34,208.06	35,100.74	105
106	24,172.54	24,772.63	25,389.76	26,047.65	26,704.30	27,380.50	28,076.75	28,790.26	29,505.87	30,258.98	31,052.74	31,884.21	32,654.86	33,486.29	34,355.73	35,244.70	106
107	25,274.30	25,911.78	26,568.78	27,244.62	27,921.70	28,637.31	29,370.00	30,124.16	30,897.50	31,688.98	32,501.04	33,332.11	34,182.37	35,070.46	35,979.68	36,905.97	107
108	25,844.02	26,520.21	27,196.58	27,911.49	28,645.76	29,380.03	30,152.85	30,945.20	31,737.38	32,568.27	33,437.71	34,307.33	35,215.49	36,123.65	37,089.71	38,055.95	108
109	26,981.15	27,696.59	28,410.27	29,164.43	29,918.42	30,690.70	31,502.59	32,333.84	33,184.10	34,053.71	34,942.69	35,869.15	36,815.68	37,781.74	38,787.23	39,810.85	109
110	28,275.46	29,009.38	29,763.54	30,555.01	31,348.59	32,159.42	33,009.86	33,879.30	34,768.45	35,695.62	36,623.14	37,589.20	38,594.51	39,618.30	40,661.28	41,743.68	110
111	29,720.77	30,512.42	31,304.77	32,115.95	32,966.21	33,816.64	34,705.44	35,614.48	36,560.30	37,526.37	38,512.32	39,516.93	40,560.61	41,642.30	42,743.18	43,864.13	111
112	31,038.48	31,850.37	32,680.56	33,530.99	34,419.79	35,328.83	36,255.30	37,221.18	38,208.37	39,211.92	40,255.78	41,319.17	42,400.51	43,540.64	44,680.94	45,878.98	112
113	32,825.06	33,694.67	34,563.41	35,471.57	36,398.91	37,345.44	38,331.74	39,336.18	40,361.02	41,423.18	42,505.58	43,625.65	44,784.26	45,963.98	47,181.20	48,417.78	113
114	34,072.90	34,980.00	35,889.22	36,835.04	37,821.17	38,806.42	39,830.21	40,893.42	41,975.82	43,095.89	44,236.19	45,414.86	46,612.90	47,849.47	49,125.47	50,438.08	114
115	35,631.20	36,577.90	37,544.85	38,529.92	39,552.83	40,596.69	41,678.21	42,780.85	43,921.33	45,098.77	46,297.15	47,533.55	48,789.49	50,103.86	51,436.88	52,809.15	115
116	37,435.02	38,420.27	39,444.06	40,487.04	41,550.26	42,651.84	43,791.09	44,950.58	46,149.84	47,366.00	48,621.76	49,936.30	51,251.02	52,622.24	54,032.35	55,481.54	116
117	39,231.10	40,274.96	41,337.30	42,439.06	43,559.82	44,719.49	45,916.46	47,134.91	48,390.50	49,685.62	50,998.64	52,351.73	53,762.54	55,191.84	56,661.44	58,187.01	117
118	43,965.50	45,182.54	46,439.54	47,714.66	49,028.14	50,381.23	51,791.34	53,221.17	54,689.04	56,216.34	57,762.14	59,366.56	61,027.82				118
119	46,110.24	47,386.24	48,680.54	50,032.75	51,423.15	52,832.20	54,302.69	55,811.01	57,356.82	58,959.30	60,582.90	62,283.58	64,003.81				119
120	48,332.06	49,684.98	51,057.25	52,467.18	53,916.72	55,423.98	56,951.31	58,534.61	60,158.21	61,838.83	63,558.70	65,317.30	67,133.44				120
121	50,690.46	52,100.40	53,530.40	55,018.30	56,543.87	58,109.74	59,732.46	61,394.78	63,094.42	64,853.18	66,669.50	68,524.19	70,437.84				121
122	53,162.74	54,632.34	56,157.73	57,703.96	59,307.78	60,949.86	62,650.54	64,389.78	66,186.74	68,041.60	69,935.18	71,866.14	73,896.06				122
123	55,752.22	57,298.03	58,883.09	60,525.17	62,206.67	63,944.85	65,722.80	67,558.30	69,433.23	71,365.18	73,354.86	75,404.21	77,509.52				123
124	58,476.70	60,099.42	61,761.74	63,481.62	65,259.57	67,074.83	68,930.58	70,863.41	72,833.73	74,863.01	76,969.20	79,113.94	81,316.40				124
125	61,336.88	63,037.74	64,795.28	66,592.24	68,447.98	70,359.87	72,311.89	74,340.99	76,408.64	78,553.20	80,736.66	82,997.02	85,316.00				125
126	64,332.05	66,108.77	67,964.69	69,857.92	71,809.06	73,799.79	75,866.56	77,991.94	80,156.91	82,397.74	84,716.90	87,074.42	89,528.38				126
127	71,886.14	73,993.39	76,138.13	78,379.31	80,659.57	83,016.21	85,451.70	87,963.39	90,532.82	93,199.57							127
128	75,404.21	77,626.03	79,886.22	82,224.56	84,639.81	87,113.14	89,663.20	92,291.23	94,996.53	97,778.74							128
129	79,113.94	81,432.03	83,809.62	86,262.70	88,793.58	91,402.43	94,069.18	96,832.21	99,673.02	102,609.40							129
130	82,997.02	85,431.46	87,943.33	90,513.63	93,160.85	95,904.59	98,707.14	101,605.00	104,600.10	107,673.10							130
131	87,093.78	89,644.02	92,272.05	94,977.17	97,759.38	100,619.70	103,575.30	106,629.20	109,759.20	112,986.20							131
132	91,383.25	94,049.82	96,812.85	99,653.84	102,571.60	105,585.20	108,696.00	111,884.60	115,188.80	118,570.10							132
133	95,886.38	98,687.95	101,585.80	104,560.50	107,633.50	110,803.10	114,068.80	117,410.50	120,869.90	124,425.30							133
134	100,599.70	103,557.00	106,610.10	109,739.90	112,966.10	116,271.40	119,691.10	123,227.50	126,840.70	130,588.80							134
135	105,566.00	108,677.50	111,865.40	115,150.30	118,531.60	122,029.20	125,622.50	129,313.90	133,119.90	137,043.10							135
136	110,783.90	114,029.30	117,391.30	120,850.40	124,406.10	128,058.10	131,826.50	135,709.60	139,709.00	143,824.90							136
137	116,251.00	119,671.70	123,187.90	126,821.60	130,550.50	134,394.80	138,356.80	142,433.50	146,626.50	150,955.60							137
138	121,990.90	125,585.00	129,275.30	133,101.60	137,003.90	141,042.90	145,196.50	149,486.00	153,891.80	158,432.60							138
139	128,037.70	131,806.20	135,690.20	139,670.60	143,785.70	148,036.40	152,404.70	156,886.90	161,524.90	166,296.90							139
140	134,357.30	138,318.40	142,394.90	146,587.90	150,916.00	155,360.70	159,960.10	164,674.00	169,524.10	174,529.00							140

Richland County School District One																	
Salary Schedule for Administration, Instructional Support and Classified Employees																	
FY 2024-2025 - 200 day Schedule																	
Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	21,839.20	22,392.48	22,964.32	23,536.00	24,144.64	24,753.44	25,380.48	26,044.48	26,708.48	27,390.88	28,091.84	28,811.04	29,548.96	30,323.52	31,088.24	31,909.76	105
106	21,975.04	22,520.48	23,081.60	23,679.68	24,276.64	24,891.36	25,524.32	26,172.96	26,823.52	27,508.16	28,229.76	28,949.28	29,686.24	30,442.08	31,232.48	32,040.64	106
107	22,976.64	23,556.16	24,153.44	24,767.84	25,383.36	26,033.92	26,700.00	27,385.60	28,088.64	28,808.16	29,546.40	30,301.92	31,074.88	31,882.24	32,708.80	33,550.88	107
108	23,494.56	24,109.28	24,724.16	25,374.08	26,041.60	26,709.12	27,411.68	28,132.00	28,852.16	29,607.52	30,397.92	31,188.48	32,014.08	32,839.68	33,717.92	34,596.32	108
109	24,528.32	25,178.72	25,827.52	26,513.12	27,198.56	27,900.64	28,638.72	29,394.40	30,167.36	30,957.92	31,766.08	32,608.32	33,468.80	34,347.04	35,261.12	36,191.68	109
110	25,704.96	26,372.16	27,057.76	27,777.28	28,498.72	29,235.84	30,008.96	30,799.36	31,607.68	32,450.56	33,293.76	34,172.00	35,085.92	36,016.64	36,964.80	37,948.80	110
111	27,018.88	27,738.56	28,458.88	29,196.32	29,969.28	30,742.40	31,550.40	32,376.80	33,236.64	34,114.88	35,011.20	35,924.48	36,873.28	37,856.64	38,857.44	39,876.48	111
112	28,216.80	28,954.88	29,709.60	30,482.72	31,290.72	32,117.12	32,959.36	33,837.44	34,734.88	35,647.20	36,596.16	37,562.88	38,545.92	39,582.40	40,619.04	41,708.16	112
113	29,840.96	30,631.52	31,421.28	32,246.88	33,089.92	33,950.40	34,847.04	35,760.16	36,691.84	37,657.44	38,641.44	39,659.68	40,712.96	41,785.44	42,882.00	44,016.16	113
114	30,975.36	31,800.00	32,626.56	33,486.40	34,382.88	35,278.56	36,209.28	37,175.84	38,159.84	39,178.08	40,214.72	41,286.24	42,375.36	43,499.52	44,659.52	45,852.80	114
115	32,392.00	33,252.64	34,131.68	35,027.20	35,957.12	36,906.08	37,889.28	38,891.68	39,928.48	40,998.88	42,088.32	43,212.32	44,354.08	45,548.96	46,760.80	48,008.32	115
116	34,031.84	34,927.52	35,858.24	36,806.40	37,772.96	38,774.40	39,810.08	40,864.16	41,954.40	43,060.00	44,201.60	45,396.64	46,591.84	47,838.40	49,120.32	50,437.76	116
117	35,664.64	36,613.60	37,579.36	38,580.96	39,599.84	40,654.08	41,742.24	42,849.92	43,991.36	45,150.56	46,362.40	47,592.48	48,875.04	50,174.40	51,510.40	52,897.28	117
118	39,968.64	41,075.04	42,217.76	43,376.96	44,571.04	45,801.12	47,083.04	48,382.88	49,712.56	51,057.76	52,511.04	53,969.60	55,479.84				118
119	41,918.40	43,078.40	44,255.04	45,484.32	46,748.32	48,032.00	49,366.08	50,737.28	52,142.56	53,599.36	55,075.36	56,621.44	58,185.28				119
120	43,938.24	45,168.16	46,415.68	47,697.44	49,015.20	50,385.44	51,773.92	53,213.28	54,689.28	56,217.12	57,780.64	59,379.36	61,030.40				120
121	46,082.24	47,364.00	48,664.00	50,016.64	51,403.52	52,827.04	54,302.24	55,813.44	57,358.56	58,957.44	60,608.64	62,294.72	64,034.40				121
122	48,329.76	49,685.76	51,052.48	52,457.60	53,916.16	55,408.96	56,955.04	58,536.16	60,169.76	61,856.00	63,577.44	65,351.04	67,178.24				122
123	50,683.84	52,089.12	53,530.08	55,022.88	56,551.52	58,131.68	59,748.00	61,416.64	63,121.12	64,877.44	66,686.24	68,549.28	70,463.20				123
124	53,160.64	54,635.84	56,147.04	57,710.56	59,328.88	60,977.12	62,664.16	64,421.28	66,212.48	68,057.28	69,972.00	71,921.76	73,924.00				124
125	55,760.80	57,307.04	58,904.80	60,538.40	62,225.44	63,963.52	65,738.08	67,582.72	69,462.40	71,412.00	73,396.96	75,451.84	77,560.00				125
126	58,483.68	60,098.88	61,786.08	63,507.20	65,280.96	67,090.72	68,969.60	70,901.76	72,869.92	74,907.04							126
127	65,351.04	67,266.72	69,216.48	71,253.92	73,326.88	75,469.28	77,683.36	79,966.72	82,302.56	84,726.88							127
128	68,549.28	70,569.12	72,623.84	74,749.60	76,945.28	79,193.76	81,512.00	83,901.12	86,360.48	88,889.76							128
129	71,921.76	74,029.12	76,190.56	78,420.64	80,721.44	83,093.12	85,517.44	88,029.28	90,611.84	93,281.28							129
130	75,451.84	77,664.96	79,948.48	82,285.12	84,691.68	87,186.08	89,733.76	92,368.16	95,091.04	97,884.64							130
131	79,176.16	81,494.56	83,883.68	86,342.88	88,872.16	91,472.48	94,159.36	96,935.68	99,781.12	102,714.70							131
132	83,075.68	85,499.84	88,011.68	90,594.40	93,246.88	95,986.56	98,814.56	101,713.30	104,717.10	107,791.00							132
133	87,169.44	89,716.32	92,350.72	95,055.04	97,848.64	100,730.10	103,696.90	106,736.80	109,861.80	113,113.90							133
134	91,454.24	94,142.72	96,918.24	99,763.52	102,696.50	105,701.30	108,810.10	112,025.00	115,309.80	118,717.10							134
135	95,969.12	98,797.76	101,695.80	104,682.10	107,756.00	110,935.70	114,202.20	117,558.10	121,018.10	124,584.60							135
136	100,712.60	103,663.00	106,719.40	109,864.00	113,096.50	116,416.50	119,842.20	123,372.30	127,008.20	130,749.90							136
137	105,682.70	108,792.50	111,989.00	115,292.30	118,682.20	122,177.10	125,778.90	129,485.00	133,296.80	137,232.30							137
138	110,900.80	114,168.20	117,523.00	121,001.40	124,549.00	128,220.80	131,996.80	135,896.30	139,901.60	144,029.60							138
139	116,397.90	119,823.80	123,354.70	126,973.30	130,714.20	134,578.60	138,549.80	142,624.50	146,840.80	151,179.00							139
140	122,143.00	125,744.00	129,449.90	133,261.80	137,196.30	141,237.00	145,418.20	149,703.70	154,112.80	158,662.70							140

Richland County School District One  
 Salary Schedule for Administration, Instructional Support and Classified Employees  
 FY 2024-2025 - 184 day Schedule

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
106	20,092.06	20,601.08	21,127.17	21,653.12	22,213.07	22,773.16	23,350.04	23,960.92	24,571.80	25,199.61	25,844.49	26,506.16	27,185.04	27,887.64	28,610.38	29,356.98	105
107	20,217.04	20,718.84	21,235.07	21,785.31	22,334.51	22,900.05	23,482.37	24,079.12	24,677.64	25,307.51	25,971.38	26,633.34	27,311.34	28,006.71	28,733.88	29,477.39	106
108	21,138.51	21,671.67	22,221.16	22,786.41	23,352.69	23,951.21	24,564.00	25,194.75	25,841.55	26,503.51	27,182.69	27,877.77	28,588.89	29,331.66	30,092.10	30,866.81	107
109	21,615.00	22,180.54	22,746.23	23,344.15	23,958.27	24,572.39	25,194.75	25,841.55	26,503.51	27,182.69	27,966.09	28,693.40	29,452.95	30,212.51	31,020.49	31,828.61	108
110	22,668.05	23,164.42	23,761.32	24,392.07	25,022.68	25,668.59	26,347.62	27,042.85	27,753.97	28,481.29	29,224.79	29,999.65	30,791.30	31,599.28	32,440.23	33,296.35	109
111	23,648.56	24,262.39	24,893.14	25,555.10	26,218.82	26,896.97	27,608.24	28,335.41	29,079.07	29,854.52	30,630.26	31,438.24	32,279.05	33,135.31	34,007.62	34,912.90	110
112	24,857.37	25,519.48	26,182.17	26,860.61	27,571.74	28,283.01	29,026.37	29,786.66	30,577.71	31,385.69	32,210.30	33,050.52	33,923.42	34,828.11	35,748.84	36,686.36	111
113	25,959.46	26,638.49	27,332.83	28,044.10	28,787.46	29,547.75	30,322.61	31,130.44	31,956.09	32,795.42	33,668.47	34,557.85	35,462.25	36,415.81	37,339.52	38,371.51	112
114	27,453.68	28,181.00	28,907.58	29,667.13	30,442.73	31,234.37	32,059.28	32,899.35	33,756.49	34,644.84	35,550.12	36,486.91	37,455.92	38,442.60	39,460.64	40,494.87	113
115	28,497.33	29,256.00	30,016.44	30,807.49	31,632.25	32,456.28	33,312.54	34,201.77	35,105.05	36,043.83	36,997.54	37,983.34	38,985.33	40,019.56	41,086.76	42,184.58	114
116	29,800.58	30,592.45	31,401.12	32,225.00	33,080.58	33,953.58	34,858.15	35,780.39	36,734.17	37,719.03	38,721.20	39,755.39	40,805.72	41,905.08	43,019.86	44,167.58	115
117	31,309.29	32,133.32	32,989.58	33,861.89	34,751.12	35,672.45	36,625.27	37,595.03	38,598.05	39,615.20	40,665.47	41,764.91	42,864.49	44,011.33	45,190.69	46,402.74	116
118	32,811.47	33,684.51	34,573.01	35,494.48	36,431.85	37,401.75	38,402.86	39,421.93	40,472.05	41,538.52	42,663.41	43,785.08	44,965.04	46,160.45	47,389.57	48,665.50	117
119	36,771.15	37,789.04	38,840.34	39,906.80	41,005.36	42,137.03	43,316.40	44,512.25	45,739.90	47,017.30	48,310.16	49,652.03	51,041.45				118
120	40,423.18	41,554.71	42,702.43	43,881.64	45,093.98	46,354.60	47,632.01	48,956.22	50,314.14	51,719.75	53,158.19	54,629.01	56,147.97				119
121	42,395.66	43,574.88	44,770.88	46,015.31	47,291.24	48,600.88	49,958.06	51,348.36	52,769.88	54,240.84	55,759.95	57,311.14	58,911.65				120
122	44,463.38	45,692.50	46,968.28	48,260.99	49,602.87	50,976.24	52,398.64	53,853.27	55,356.18	56,907.52	58,491.24	60,122.96	61,803.98				121
123	46,629.13	47,921.99	49,247.67	50,621.05	52,027.40	53,481.15	54,968.16	56,503.31	58,071.43	59,687.24	61,351.34	63,065.34	64,826.14				122
124	48,907.79	50,264.97	51,655.28	53,093.72	54,580.73	56,098.95	57,651.03	59,257.58	60,915.48	62,612.70	64,374.24	66,168.02	68,010.08				123
125	51,299.94	52,722.48	54,192.42	55,695.33	57,247.40	58,846.44	60,479.03	62,176.10	63,905.41	65,699.04	67,525.20	69,415.69	71,355.20				124
126	53,804.99	55,290.97	56,843.19	58,426.62	60,058.48	61,723.46	63,452.03	65,229.62	67,040.33	68,914.48	70,854.13	72,825.88	74,876.28				125
127	60,122.96	61,885.38	63,679.16	65,553.61	67,460.73	69,431.74	71,468.69	73,569.38	75,718.36	77,948.73							126
128	63,065.34	64,923.59	66,813.93	68,769.63	70,789.66	72,858.26	74,991.04	77,189.03	79,451.64	81,778.58							127
129	66,168.02	68,106.79	70,095.32	72,146.99	74,263.72	76,445.67	78,676.04	80,986.94	83,362.89	85,818.78							128
130	69,415.69	71,451.76	73,552.60	75,702.31	77,916.35	80,211.19	82,555.06	84,978.71	87,483.76	90,053.87							129
131	72,842.07	74,975.00	77,172.99	79,435.45	81,762.39	84,154.68	86,626.61	89,180.83	91,798.63	94,497.54							130
132	76,429.63	78,659.85	80,970.75	83,346.85	85,787.13	88,307.64	90,909.40	93,576.22	96,339.75	99,167.76							131
133	80,195.88	82,539.01	84,962.66	87,450.64	90,020.75	92,617.67	95,402.97	98,197.86	101,091.20	104,064.80							132
134	84,137.90	86,611.30	89,164.78	91,782.44	94,480.76	97,245.18	100,105.30	103,063.00	106,085.00	109,219.80							133
135	88,291.59	90,993.94	93,560.17	96,307.51	99,135.52	102,060.80	105,066.10	108,153.40	111,336.60	114,617.90							134
136	92,655.63	95,370.00	98,181.81	101,074.90	104,048.80	107,103.20	110,254.90	113,502.50	116,847.50	120,289.90							135
137	97,228.10	100,089.10	103,029.80	106,068.90	109,187.70	112,403.00	115,716.60	119,126.20	122,633.10	126,253.70							136
138	102,028.70	105,034.70	108,121.20	111,321.30	114,585.00	117,963.10	121,437.10	125,024.60	128,709.50	132,507.20							137
139	107,086.10	110,237.90	113,486.30	116,815.40	120,257.10	123,812.30	127,465.80	131,214.50	135,093.60	139,084.70							138
140	112,371.60	115,684.50	119,093.90	122,600.80	126,220.60	129,938.00	133,784.80	137,727.40	141,783.80	145,969.70							139

Richland County School District One  
Salary Schedule for Student Nutrition Operators  
FY 2024-2025

Grade 108	09CL - 186 Days-Cashier Salary Schedule															
Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
7.00	19,118.68	19,618.97	20,119.28	20,648.17	21,191.35	21,734.54	22,306.31	22,892.38	23,478.45	24,093.10	24,736.36	25,379.60	26,051.43	26,723.28	27,437.98	28,152.70
Grade 106	09CL - 184 Days-Food Service Operator I															
Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
5.00	12,635.63	12,949.27	13,271.95	13,615.78	13,959.10	14,312.52	14,676.45	15,049.43	15,423.56	15,817.17	16,232.09	16,645.83	17,069.63	17,504.16	17,958.68	18,423.40
7.00	17,689.91	18,128.99	18,580.69	19,062.14	19,542.70	20,037.54	20,547.08	21,069.23	21,592.93	22,144.07	22,724.96	23,304.17	23,897.42	24,505.87	25,142.15	25,792.72
Grade 107	09CL - 184 Days-Food Service Operator II Salary Schedule															
Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
5.00	13,211.57	13,544.80	13,888.19	14,241.50	14,595.40	14,969.46	15,352.54	15,746.71	16,150.98	16,564.71	16,989.14	17,423.57	17,868.09	18,332.29	18,807.54	19,291.73
7.00	18,496.20	18,962.71	19,443.52	19,938.11	20,433.60	20,957.31	21,493.50	22,045.41	22,611.36	23,190.57	23,784.85	24,393.05	25,015.28	25,665.20	26,330.58	27,008.46
Grade 111	09CL - 186 Days-SNS Truck Driver Salary Schedule															
Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
7.00	21,986.61	22,572.25	23,158.41	23,758.51	24,387.50	25,016.63	25,674.14	26,346.62	27,046.32	27,760.98	28,490.36	29,233.55	30,005.63	30,805.84	31,620.24	32,449.49
Grade 111	09CL - 182 Days-Base Kitchen Crew Leader Salary Schedule															
Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
7.00	21,513.73	22,086.87	22,660.44	23,247.59	23,863.10	24,478.64	25,122.04	25,780.05	26,464.67	27,163.93	27,877.67	28,604.90	29,360.40	30,143.36	30,940.29	31,751.64
Grade 111	09CL - 186 Days-Prod Migr SNS															
Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
8.00	25,127.56	25,796.86	26,466.76	27,152.58	27,871.43	28,590.43	29,341.87	30,110.42	30,910.08	31,726.84	32,560.42	33,409.77	34,292.15	35,206.68	36,137.42	37,085.13
Grade 113	09CL - 186 Days-Cant Mgr/Shift Ldr CK															
Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
6.00	20,814.10	21,365.45	21,916.28	22,492.14	23,080.25	23,680.40	24,305.79	24,942.70	25,592.50	26,266.05	26,952.40	27,662.81	28,397.33	29,145.35	29,917.14	30,701.29
8.00	27,752.09	28,487.31	29,221.79	29,989.60	30,773.63	31,573.87	32,407.75	33,256.95	34,123.41	35,021.42	35,936.54	36,883.50	37,863.05	38,860.46	39,889.56	40,935.03

Richland County School District One  
 Salary Schedule for Instructional Assistants/Library Assistants  
 FY 2024-2025 - 184 days - 7.5 hrs/day

Pay Grade 107	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	19,817.35	20,317.19	20,832.34	21,362.26	21,893.15	22,454.26	23,028.75	23,620.08	24,226.45	24,847.04	25,483.77	26,135.41	26,802.08	27,498.43	28,211.34	28,937.63
Pay Grade 109	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	21,155.69	21,716.68	22,276.21	22,867.50	23,456.70	24,064.31	24,700.85	25,352.64	26,019.37	26,701.26	27,398.20	28,124.69	28,866.88	29,624.31	30,412.67	31,215.34
Pay Grade 111	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	23,303.78	23,924.51	24,545.78	25,181.83	25,848.50	26,515.32	27,212.22	27,924.99	28,666.60	29,424.08	30,197.16	30,984.86	31,803.20	32,651.35	33,514.54	34,393.46

Richland County School District One  
 Salary Schedule for Bus Aides and Bus Drivers  
 FY 2024-2025 - 180 Day Schedule

Bus Aides																
Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
5.50	13,512.97	13,655.34	14,209.13	14,562.91	14,939.52	15,316.14	15,704.16	16,115.01	16,525.86	16,948.11	17,381.79	17,826.87	18,283.38	18,762.70	19,242.02	19,744.17
6.00	14,741.46	15,114.92	15,500.92	15,886.80	16,297.63	16,708.57	17,131.82	17,580.02	18,028.22	18,488.84	18,961.99	19,447.45	19,945.55	20,468.38	20,991.31	21,539.09
6.50	15,969.92	16,374.50	16,792.66	17,210.70	17,655.77	18,100.95	18,559.48	19,045.03	19,530.58	20,029.58	20,542.16	21,068.07	21,607.68	22,174.07	22,740.59	23,334.01
7.00	17,198.37	17,634.08	18,084.40	18,534.60	19,013.90	19,493.33	19,987.13	20,510.03	21,032.93	21,570.32	22,122.32	22,688.69	23,269.81	23,879.77	24,489.86	25,128.94
7.50	18,426.83	18,893.66	19,376.15	19,858.50	20,372.04	20,885.72	21,414.78	21,975.03	22,535.28	23,111.06	23,702.49	24,309.32	24,931.94	25,585.47	26,239.14	26,923.86
8.00	19,655.28	20,153.23	20,667.89	21,182.40	21,730.18	22,278.10	22,842.43	23,440.03	24,037.63	24,651.79	25,282.66	25,929.94	26,594.06	27,291.17	27,988.42	28,718.78
Bus Drivers																
Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
5.50	19,942.61	20,418.35	20,884.47	21,385.19	21,943.94	22,483.72	23,063.63	23,653.72	24,283.14	24,902.39	25,541.98	26,191.46	26,870.38	27,569.10	28,277.99	28,997.60
6.00	21,755.57	22,274.57	22,783.06	23,329.30	23,938.85	24,527.69	25,160.33	25,804.06	26,490.70	27,166.24	27,863.97	28,572.51	29,313.14	30,075.38	30,848.72	31,633.74
6.50	23,568.54	24,130.78	24,681.65	25,273.40	25,933.75	36,571.67	27,257.02	27,954.40	28,698.26	29,430.09	30,185.97	30,953.55	31,755.91	32,581.66	33,419.44	34,269.89
7.00	25,381.50	25,987.00	26,580.24	27,217.51	27,928.66	28,615.64	29,353.72	30,104.74	30,905.82	31,693.95	32,507.97	33,334.59	34,198.67	35,087.94	35,990.17	36,906.03
7.50	27,194.47	27,843.21	28,478.82	29,161.62	29,923.56	30,659.61	31,450.41	32,255.08	33,133.37	33,957.80	34,829.97	35,715.63	36,641.43	37,594.23	38,560.89	39,542.18
8.00	29,007.43	29,699.42	30,377.41	31,105.73	31,918.46	32,703.59	33,547.10	34,405.42	35,320.93	36,221.65	37,151.96	38,096.68	39,084.19	40,100.51	41,131.62	42,178.32

Richland County School District One  
 Salary Schedule for Administration, Instructional Support and Classified Employees  
 FY 2024-2025 - Hourly Rates

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	13.65	14.00	14.35	14.71	15.09	15.47	15.86	16.28	16.69	17.12	17.56	18.01	18.47	18.95	19.44	19.94	105
106	13.73	14.08	14.43	14.80	15.17	15.56	15.95	16.36	16.76	17.19	17.64	18.09	18.55	19.03	19.52	20.03	106
107	14.36	14.72	15.10	15.48	15.86	16.27	16.69	17.12	17.56	18.01	18.47	18.94	19.42	19.93	20.44	20.97	107
108	14.68	15.07	15.45	15.86	16.28	16.69	17.13	17.58	18.03	18.50	19.00	19.49	20.01	20.52	21.07	21.62	108
109	15.33	15.74	16.14	16.57	17.00	17.44	17.90	18.37	18.85	19.35	19.85	20.38	20.92	21.47	22.04	22.62	109
110	16.07	16.48	16.91	17.36	17.81	18.27	18.76	19.25	19.75	20.28	20.81	21.36	21.93	22.51	23.10	23.72	110
111	16.89	17.34	17.79	18.25	18.73	19.21	19.72	20.24	20.77	21.32	21.88	22.45	23.05	23.66	24.29	24.92	111
112	17.64	18.10	18.57	19.05	19.56	20.07	20.60	21.15	21.71	22.28	22.87	23.48	24.09	24.74	25.57	26.07	112
113	18.65	19.14	19.64	20.15	20.68	21.22	21.78	22.35	22.93	23.54	24.15	24.79	25.45	26.12	26.81	27.51	113
114	19.36	19.88	20.39	20.93	21.49	22.05	22.63	23.23	23.85	24.49	25.13	25.80	26.48	27.19	27.91	28.66	114
115	20.25	20.78	21.33	21.89	22.47	23.07	23.68	24.31	24.96	25.62	26.31	27.01	27.72	28.47	29.23	30.01	115
116	21.27	21.83	22.41	23.00	23.61	24.23	24.88	25.54	26.22	26.91	27.63	28.37	29.12	29.90	30.70	31.52	116
117	22.29	22.88	23.49	24.11	24.75	25.41	26.09	26.78	27.49	28.22	28.98	29.75	30.55	31.36	32.19	33.06	117
118	24.98	25.67	26.39	27.11	27.86	28.63	29.43	30.24	31.07	31.94	32.82	33.73	34.67				118
119	26.20	26.92	27.66	28.43	29.22	30.02	30.85	31.71	32.59	33.50	34.42	35.39	36.37				119
120	27.46	28.23	29.01	29.81	30.63	31.49	32.36	33.26	34.18	35.14	36.11	37.11	38.14				120
121	28.80	29.60	30.42	31.26	32.13	33.02	33.94	34.88	35.85	36.85	37.88	38.93	40.02				121
122	30.21	31.04	31.91	32.79	33.70	34.63	35.60	36.59	37.61	38.66	39.74	40.84	41.99				122
123	31.68	32.56	33.46	34.39	35.34	36.33	37.34	38.39	39.45	40.55	41.68	42.84	44.04				123
124	33.23	34.15	35.09	36.07	37.08	38.11	39.17	40.26	41.38	42.54	43.73	44.95	46.20				124
125	34.85	35.82	36.82	37.84	38.89	39.98	41.09	42.24	43.41	44.63	45.87	47.16	48.48				125
126	36.55	37.56	38.62	39.69	40.80	41.93	43.11	44.31	45.54	46.82	48.13	49.47	50.87				126
127	40.84	42.04	43.26	44.53	45.83	47.17	48.55	49.98	51.44	52.95							127
128	42.84	44.11	45.39	46.72	48.09	49.50	50.95	52.44	53.98	55.56							128
129	44.95	46.27	47.62	49.01	50.45	51.93	53.45	55.02	56.63	58.30							129
130	47.16	48.54	49.97	51.43	52.93	54.49	56.08	57.73	59.43	61.18							130
131	49.49	50.93	52.43	53.96	55.55	57.17	58.85	60.58	62.36	64.20							131
132	51.92	53.44	55.01	56.62	58.28	59.99	61.76	63.57	65.45	67.37							132
133	54.48	56.07	57.72	59.41	61.16	62.96	64.81	66.71	68.68	70.70							133
134	57.16	58.84	60.57	62.35	64.19	66.06	68.01	70.02	72.07	74.20							134
135	59.98	61.75	63.56	65.43	67.35	69.33	71.38	73.47	75.64	77.87							135
136	62.95	64.79	66.70	68.67	70.69	72.76	74.90	77.11	79.38	81.72							136
137	66.05	68.00	69.99	72.06	74.18	76.36	78.61	80.93	83.31	85.77							137
138	69.31	71.36	73.45	75.63	77.84	80.14	82.50	84.94	87.44	90.02							138
139	72.75	74.89	77.10	79.36	81.70	84.11	86.59	89.14	91.78	94.49							139
140	76.34	78.59	80.91	83.29	85.75	88.27	90.89	93.56	96.32	99.16							140

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

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

High Schools	Telephone	Principal	Address	Mail Code
Columbia High	731-8950	Dr. Shawn Washington	1701 Westchester Drive 29210	110
Dreher High	253-7000	Lawrence Eberlin	3319 Millwood Avenue 29205	120
Eau Claire High	735-7600	Ekemam Montgomery	4800 Monticello Road 29203	130
A.C. Flora High	738-7300	Susan Childs	1 Falcon Drive 29204	140
C.A. Johnson High	253-7092	Dr. Brenton Coe	2219 Barhamville Road 29204	150
W.J. Keenan High	714-2500	Jabar Hankins	361 Pisgah Church Road 29203	160
Lower Richland High	695-3000	Latayna Williams	2615 Lower Richland Blvd. 29061	170

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

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

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

<b>Accreditation</b> Joya Gregg 231-7426	<b>Additional Pay</b> Kathy Parker 231-7447	<b>Americans with Disabilities (ADA) and 504 Accommodations</b> Dr. Jamal Sanders 231-7101	<b>Alternative Certification Program</b> Dr. Tammy Small 231-7463
<b>Benefits Management</b> Antoinette Milton 231-7448	<b>Certified Transfer Process/Intent Forms</b> Joya Gregg 231-7426	<b>Classified Process /Intent Forms</b> Dr. Felicia Richardson 231-7419	<b>Classified Evaluations</b> Dr. Felicia Richardson 231-7419
<b>Consolidated Omnibus Budget Reconciliation Act (COBRA)</b> Antoinette Milton 231-7448	<b>Compensation/Salary Schedule</b> Dr. John Koumas 231-7415	<b>Curricular Supplements</b> Kathy Parker 231-7447	<b>Employee Assistance Program (EAP)</b> Dr. Jamal Sanders 231-7101
<b>Exit Survey &amp; Out Processing</b> Dr. Jamal Sanders 231-7101	<b>Employee Handbook</b> Dr. John Koumas 231-7415	<b>Employee Investigations</b> Dr. Jamal Sanders 231-7101	<b>Employee Personnel Records</b> Dr. Jamal Sanders 231-7101
<b>Employment Verifications</b> Morgan Bullock 231-7446	<b>Equal Opportunity Employment Issues (EOE)</b> Dr. Jamal Sanders 231-7101	<b>Family and Medical Leave Act (FMLA)</b> Lois Howell 231-7429	<b>Field Placement Assignments</b> Dr. LaToya Curry-Jones 400-1696 Sally McCants 231-7423
<b>International Teachers</b> Dr. Tammy Small 231-7463	<b>Loan Forgiveness Program</b> Morgan Bullock 231-7446	<b>MUNIS Online</b> Morgan Bullock 231-7446	<b>Para-Pro Assessment and WIN for Classified Employees</b> Articia Quick 231-7419
<b>Frontline Application</b> Regina Harper 231-7418	<b>Frontline Job Posting</b> Regina Harper 231-7418	<b>Principal Evaluations</b> Daniel Oddo 231-7427	<b>Recruitment and Retention Activities</b> Dr. LaToya Curry-Jones 400-1696
<b>Retirement Counseling</b> Bettina Smith 231-7414	<b>Sick Leave Bank</b> Antoinette Milton 231-7448	<b>Staffing Allocations</b> Dr. John Koumas 231-7415	<b>Substitute Services</b> Alfredia Boyd, 231-7425 Erica Rogers, 231-7431
<b>Teacher Certification</b> Joya Gregg 231-7426	<b>Teacher Certification Renewal</b> Dr. Tammy Small 231-7463	<b>Teacher Contract Issuance</b> Joya Gregg 231-7426	<b>Teacher Evaluations</b> Daniel Oddo 231-7427
<b>Temporary Employees</b> Dr. Felicia Richardson 231-7419	<b>Title IX</b> Dr. Jamal Sanders 231-7101	<b>Tuition Reimbursement</b> Dr. LaToya Curry-Jones 400-1696	<b>Wage and Hour Issues</b> Dr. Felicia Richardson 231-7419

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





**RICHLAND ONE**

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