

# Beaufort County School District Employee Handbook 2024-2025



# DISCLAIMER

NOTHING IN THIS 2024-25 EMPLOYEE HANDBOOK OR IN ANY POLICY MANUAL OF THE BEAUFORT COUNTY SCHOOL DISTRICT CONSTITUTES OR CREATES AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT; RATHER, THIS HANDBOOK SHOULD BE UNDERSTOOD AS A BRIEF DESCRIPTION OF THE BENEFITS OFFERED BY THE BEAUFORT COUNTY SCHOOL DISTRICT AND AN OVERVIEW OF ITS POLICIES AND PROCEDURES. THIS HANDBOOK SUPERSEDES ALL PREVIOUS HANDBOOKS OR OTHER DOCUMENTS THAT ADDRESS THE SAME SUBJECT MATTER AS THE POLICIES AND PROCEDURES CONTAINED IN THIS HANDBOOK. IN ADDITION, THIS HANDBOOK CAN BE MODIFIED OR ALTERED AT ANY TIME BY THE BEAUFORT COUNTY SCHOOL DISTRICT. COMPLETE INFORMATION ON THE BEAUFORT COUNTY SCHOOL DISTRICT ADMINISTRATIVE RULES IS AVAILABLE ONLINE AT BEAUFORTSCHOOLS.NET.

I UNDERSTAND THAT THE DISTRICT'S EMPLOYEE HANDBOOK AND POLICY MANUAL ARE NOT CONTRACTS. I ALSO UNDERSTAND THAT FULL VERSIONS OF THE DISTRICT'S ADMINISTRATIVE RULES AND HANDBOOK ARE AVAILABLE ONLINE AT BEAUFORTSCHOOLS.NET. I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR FAMILIARIZING MYSELF WITH THE DISTRICT'S ADMINISTRATIVE RULES AND EMPLOYEE HANDBOOK.

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## Mission, Vision, and Core Beliefs

The **MISSION** of the Beaufort County School District, through a personalized learning approach, will prepare graduates who compete and succeed in an ever-changing global society and career marketplace.

Our **VISION** is to work with families and our diverse community to ensure that students perform at an internationally competitive level in a learning environment that is safe, nurturing, and engaging.

Our **CORE BELIEF** is that students should be prepared to compete and contribute in an ever-changing global and multilingual society. We believe that:

- Every student can learn using his or her valuable and unique talents and skills.
- Learning takes place when the physical, emotional, social, and intellectual well-being of all students is assured at every level and during every transition.
- High expectations of the school community positively impact student success.
- Early childhood learning experiences form the foundation of future school success.
- Students learn best when they are engaged and provided with opportunities for problem solving and active participation.
- All students are entitled to learning experiences so that they can become competent and confident in the skills and knowledge needed to become successful and productive citizens.
- Investment, involvement, and connection of all members of the school community are essential to a student's success.
- Frequent informal and formal assessment aligned to clearly defined learning objectives will provide improved student achievement.
- The collection, analysis, and use of data from a variety of sources are critical to making decisions.

# BCSD Profile

The Beaufort County School District (BCSD) is located in the heart of the South Carolina Lowcountry. It is a land rich in natural beauty, history, and resources in an area of economic contrast and cultural diversity. BCSD is a public-school district which serves approximately 22,000 students and 3,200 employees.

Below are some links to provide you with additional knowledge of the BCSD.

- [List of Schools](#)
- [BCSD Departments and Key Services](#)
- [Academic Calendar](#)

## Orientation & First Day

### Orientation & Forms

You will be invited to New Employee Orientation via email. You will need to complete the following forms electronically in Frontline Central prior to attending New Employee Orientation:

- Technology Acceptable Use Statement of Understanding
- ADEPT Process Notification (Certified Staff)
- Contract (Certified Staff)
- Direct Deposit Form
- Emergency Contacts
- E-verify (Confirms eligibility to work in the United States)
- I-9 Employment Eligibility Verification Form
- ID Badge Statement of Understanding
- Scanned copies of your social security card and driver's license
- W-4 Employee's Withholding Certificate

### Getting your Teacher Device

During New Employee Orientation, you will receive a link to sign up for technology orientation. In the 2-hour technology orientation session, you will receive your device and get training on district resources such as Outlook, Classlink, and Google. You will also learn about district expectations for technology use including social media.

## Top 10 Tips for New Hires



### Technology

Beaufort County School District is committed to preparing students to be successful citizens in a global community. By providing a mobile device to all students in grades PreK-12, the Connect2Learn program allows students to access information, think critically, problem solve, collaborate, and create while learning to safely, ethically, and effectively utilize 21st century tools. In addition, BCSD provides a wide variety of technology resources available to students and teachers. From interactive panels to online collaboration, BCSD teachers and students have a wealth of digital resources at their fingertips.

BCSD utilizes Classlink for Single Sign On and to give staff and students access to a number of software resources for productivity and learning. A full list of software programs is kept up to date here: [Login - ClassLink](#)



#### **What exactly is ClassLink?**

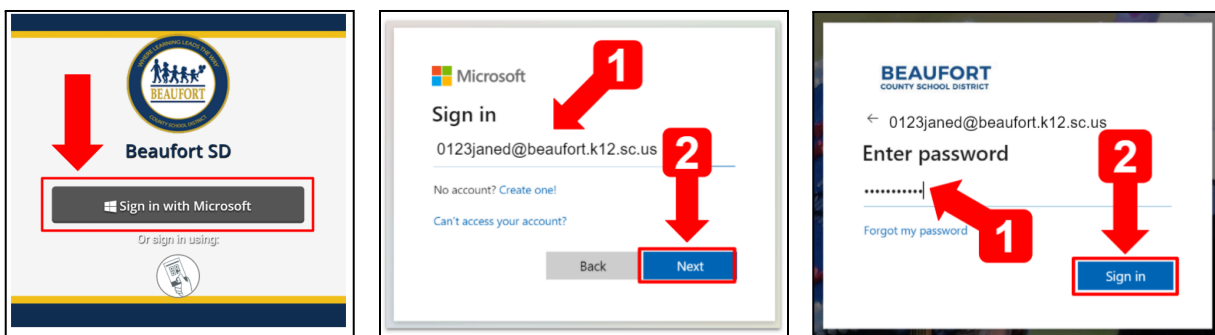
ClassLink is a *website* that allows teachers and students to access Beaufort County School District online resources (a.k.a. other websites) with ONE login. With one click, login to Google, Discovery Education, Compass Learning, Edgenuity, USA Test Prep, and more! Basically ClassLink is a LINK to your other LINKS!

### **How do I access ClassLink?**

Since ClassLink is simply a website, you can access it from ANYWHERE with internet access!! Just go to: [Login - ClassLink](#) to login. We have also made ClassLink the default “landing page” for Google Chrome, so it will automatically open any time you launch Chrome on your BCSD provided device.

### **How do I login to ClassLink?**

Once you access ClassLink through its website ([Login - ClassLink](#)) click “Sign In With Microsoft.” When you get to the login page, TEACHERS login using their networkusername@beaufort.k12.sc.us and network password.



### **How do I access Email?**

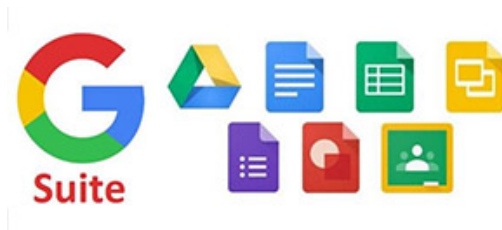
We utilize Microsoft Outlook for our email communications. When you receive your district-issued device, you will set up your network email account and Outlook to access your email. Webmail is also accessible via Classlink for times a user doesn't have their district-issued laptop accessible. See information above for more details about Classlink.

### **What is important to know about district email?**



- EMAIL IS NOT PRIVATE - as a public employee, you are subject to have emails pulled per the Freedom of Information Act.
- Outlook district email must be used for business use only.
- Do not send mass emails to over 100 users.
- Do not create or forward emails with the personally identifiable information of any employee or student (such as social security numbers, dates of birth, credit card numbers, or other sensitive information.)
- Do not use the BCSD email account to obtain, distribute, or store inappropriate content.

\*More details about emails can be found in the Acceptable Use Policy on page 46.



 BCSD adopted the Google Apps for Education program during the 2012-13 school year. This free digital service allows teachers and students to communicate and collaborate effectively in real time. Google Apps offers students access to word processing programs to create presentations, spreadsheets, forms and surveys. These documents are stored in the cloud which allows students access to their materials 24 hours a day. Students can share assignments and homework with their teachers from any computer device. Google Apps is also used for student collaboration on projects, experiments, and presentations in a safe and secure environment. Since the program's inception, the District has seen a boost in student performance and motivation. Google Apps help prepare students for digital communication in the real world.

Students utilize Gmail for the email platform. Staff DOES NOT have access to Gmail in our domain because we utilize Outlook as our staff email platform.

## Identification

You will be issued a photo ID badge that you need to wear at your school, or at any other BCSD location, while working. This badge will allow you access to your school building. It is very important that you do not loan it. If it is lost, report it to your supervisor immediately.

## Human Resources Points of Contact

Our goal is to recruit, hire, and retain employees to serve our current staff members, students, and the community. [Contact us](#) with any questions you may have.

## Safety

### [Drug and Alcohol-Free Workplace \(HRS– 8\)](#)

The BCSD is committed to providing a drug- and alcohol-free learning environment and workplace. Drug and alcohol use in the workplace, at school, or in connection with school sponsored activities on or off school grounds threatens the health and safety of students and employees and adversely affects the BCSD educational mission. Neither drugs nor alcohol shall be permitted on any BCSD property.

### [Tobacco-Free Workplace \(HRS– 9\)](#)

The goal of this Administrative Regulation is to ensure a completely tobacco free environment for all students, staff, and visitors on BCSD property, within all BCSD facilities and vehicles, and at all BCSD sponsored events, whether on or off BCSD property, by exhibiting healthy behavior for all students, staff, visitors, and the entire community;

### [Employee Health \(HRS- 11\)](#)

### [Employee Injuries/Workers' Compensation \(HRS– 12\)](#)

Workers compensation insurance assures that injured workers get medical care and compensation for a portion of the income they lose while they are unable to return to work. Workers receive benefits regardless of who was at fault in the accident. Injuries employees sustain on the workplace premises or anywhere else while the employee is acting in the “course and scope” of employment are covered.

Report all injuries at work immediately. Be sure to tell an individual with a supervisory role at your school such as a Principal, Assistant Principal, Office Manager, or School Nurse. The BCSD will direct you to a medical professional for an evaluation and treatment.

## Crisis Plans (SS- 58)

This administrative regulation establishes the Superintendent's expectations for providing reasonable protection and care to the students, staff, visitors, and facilities of the Beaufort County School District (BCSD) during emergencies with the intent of preventing or minimizing injury and/or damage. All employees must be mindful that school safety is everyone's responsibility. In doing so, they must be familiar with the BCSD Emergency Management Guide and Jacob Kits which are located in every classroom and office space in all schools within the district.

Principals are responsible for ensuring safe school policies and procedures are reviewed with faculty and staff at the beginning of each school and monthly thereafter. Additionally, a School Crisis Team must be in place consisting of members as outlined in Beaufort County School District's Emergency Management Plan (EMP). Some of the safe school training that are required and/or recommended include the following:

- Monthly Fire Civilian Response to Active Shooter Event (C.R.A.S.E)
- CPI Nonviolent Crisis Intervention
- Cardiopulmonary Resuscitation CPR/First Aid (a minimum of 10% of faculty and staff must be trained)
- Stop-the-Bleed

## Crisis Management Communications (E- 21)

This Administrative Regulation establishes the Superintendent's expectations for communication with the media during a crisis situation in the Beaufort County School District (BCSD). All communication during a crisis situation should be directed to the BCSD Communication Officer.

Specifically, they will:

- Handle all media requests and assist the media with information and interview needs.
- Designate an area for the media. The Communication Officer will operate from this location if possible.
- Any interviews with teachers or other staff will be coordinated through the Communication Officer To assure these individuals are free to perform duties as needed during the crisis situation.
- Address media and families by providing periodic updates as information unfolds about the crisis situation. The BCSD will inform the media and families when to expect another update as feasible.
- Prohibit cameras inside classrooms or hallways during the crisis situation unless approved by law enforcement, the principal, and superintendent.
- Provide necessary follow-up information following the crisis.

## Key Control (OS- 26R)

It is the responsibility of Beaufort County School District ("BCSD") to promote the security of its staff and facilities by providing appropriate access to BCSD properties. This administrative rule is designed to facilitate issuance of keys on a need basis, to define responsibility for issuance and collection of keys, and to encourage responsible care of keys by key holders.

# Employment

## Classifications & Schedules

- **Full-time-** means persons employed by the BCSD who work a minimum of 30 hours per week.
  - Exempt- Exempt employees are those who are exempt from minimum wage and overtime pay requirements. This is because exempt employees are paid a salary rather than an hourly wage, and they work in what are considered executive or professional jobs.
  - Non-exempt- Nonexempt employees are workers who are entitled to earn at least the federal minimum wage and qualify for overtime pay, which is calculated as one-and-a-half times their hourly rate for every hour they work above and beyond a standard 40-hour workweek. These regulations are created by the federal Fair Labor Standards Act (FLSA).
    - Are directly supervised by higher-ups who manage the workflow
    - Cannot be "bona fide executive, administrative, professional and outside sales employees," according to the FLSA. Individuals who are teachers, academic administrative personnel, and computer workers are also considered to be exempt.
- **Part-time-** means persons employed by the BCSD who work less than 30 hours per week.

**Temporary-** workers who are at-will workers and paid hourly wages, or, in some cases, a salary. Temporary employees can be part-time, full-time or seasonal. Typically, temporary staff members work under 1,000 hours or one year or less.

**Volunteer-** a person who performs work for charitable, humanitarian, or civic reasons for a public agency or non-profit organization, without the expectation, promise, or receipt of any compensation for their work.

**Contractor-** contractors are employees of another organization paid to provide services to the BCSD. Wages, benefits and most training are provided by the contractor's employer.

## **Work Hours**

### Work Day for School Based Staff

The typical work day is ½ hour before school starts and ½ hour after. For example, if you are an elementary school teacher your work hours will most likely be 7:15am to 3:15pm. Your principal will clarify the work expectations at your school. As professional staff, you will need to be available for other meetings and events such as parent conferences, back to school nights, staff meetings, etc.

### Bell Schedule

|                                                   |               |
|---------------------------------------------------|---------------|
| Elementary School                                 | 7:45am 2:45pm |
| Pre-K                                             | 8:45am 3:45pm |
| Middle Schools                                    | 8:45am 3:45pm |
| High Schools*                                     | 8:45am 3:45pm |
| • Hilton Head Island HS hours are 8:30am - 3:30pm |               |

### Non-Instructional Staff

The work day for non-instructional staff employees is eight (8) hours. Typically, the work hours are 8:00am to 5:00pm. There is some flexibility on start times for non-instructional staff. You may have a different schedule depending on your job duties. Work hours must be approved by your supervisor.

Employees are not paid for bona fide lunch or meal periods, because they are not work time and not compensable.

### Daily Breaks

Instructional staff is entitled to at least thirty minutes unencumbered time without any assigned duties or responsibilities in an 8 hour workday. That unencumbered time may not be withheld or reduced unless it is reasonable and necessary due to extreme and unavoidable circumstances to ensure the safety and welfare of students and staff.

## **Payroll Information**

### [Salary & Stipend Schedule](#)

# Position Specific

## Support (Classified) Staff

### Work Week

A work week shall be a continuous period of 168 hours in the form of seven (7) consecutive 24-hour periods. The BCSD work week begins at 12:01 a.m. each Monday for all employees and runs for seven (7) consecutive days. Each work week stands alone for the purpose of determining overtime pay for non-exempt employees.

### Over Time

Unless exempt, employees covered by the Act must receive overtime pay for hours worked over 40 in a workweek. [HRS-41 Classified Staff Overtime](#), covers the specifics of overtime. It is the Superintendent's expectation not to have any BCSD employee work overtime; however, the Superintendent recognizes it may occasionally be necessary.

### Compensatory Time Off

Non-exempt employees who work more than 40 hours during any work week may be awarded compensatory time off ("comp time"). Comp time shall be awarded at the rate of one and one-half hours for each hour of overtime worked during a given work week.

Comp time may be accrued up until 48 hours, which is 32 overtime hours only. Overtime work beyond this maximum accrual will be monetarily compensated at the rate of one and one-half times the individual's normal hourly rate of pay. Every effort will be made to permit the use of comp time on a schedule mutually agreed upon by the employee and his/her Supervisor; however, where the employee's absence would unduly disrupt the operations of the BCSD or the employee's school, the BCSD shall retain the right to postpone or reschedule comp time usage and/or monetarily compensate the employee. The BCSD requires employees taking comp time to schedule comp time in minimum increments of no less than one half work day, unless the employee has not accrued or does not have remaining four (4) comp time hours. All comp time must be used within the fiscal year in which it is earned, i.e., from July 1 through June 30, excepting comp time accrued between June 1 and June 30 of a fiscal year approved in accordance with this Administrative Regulation. Such accrued comp time shall be used no later than the immediately following August 1 after such comp time is accrued.

Time off for working on an official BCSD holiday will not be considered compensatory time off but as a delayed holiday. Employees who are required to work on an announced holiday will be given equal time off within the same fiscal year.

## **Certified Staff**

### **Contract Levels**

#### Induction-Contract Teachers

- Are in their first, second or third year of teaching and hold a valid South Carolina initial teaching certificate
- Are evaluated formatively in order to provide them with feedback and guidance to enhance their effectiveness
- Receive support, assistance, and feedback from mentors, building administrators, and other experienced teachers.

#### Annual-Contract Teachers

- Hold a valid South Carolina teaching certificate
- Completed induction year requirements (or equivalent)
- Will either be engaged in a summative (formal), (informal) Goals-Based Evaluation (GBE), Student Learning Objective (SLO) evaluation, or Teacher Leadership Goal (TLG) evaluation process.

#### Continuing-Contract Teachers

- Hold a valid South Carolina professional teaching certificate
- Are evaluated on a continuous basis either formally or informally
- May be engaged in a certificate renewal evaluation process.

## **Teacher Certification**

#### Valid Teaching Certificates

All certified employees must maintain valid teaching certificates from the [South Carolina State Department of Education](#).

Professional certificates are valid for five years and expire on June 30th of the expiration year.

### Changes in Certification

It is the responsibility of each certified employee to update and renew their certificate. Professional development and courses used for certificate renewal should be maintained in Frontline Professional Growth. It is the educator's responsibility to keep Human Resources and the state department updated with changes in name, address, or any certification changes. Please contact the District Renewal Coordinator 843-322-5403 with questions. Educators must earn a minimum of 120 renewal credits within a set time frame to meet renewal requirements. Courses taken for renewal credit must be directly related to the particular educator's area(s) of certification, or to the goals of the educator and/or the educator's employing educational entity.

The requirements for certificate renewal are as follows:

- 120 in-service points earned through an approved district certificate renewal plan.
- Six semester hours of State Department of Education in-service points, or State Department of Education approved in-service credit.
- Any combination of college transcript credit, in-service points, or State Department of Education approved in-service credit.
- Courses taken for renewal credit must be directly related to the educator's particular area(s) of certification, or to the goals of the educator and/or the educator's employing educational entity.

### How is your annual salary determined?

The teacher's annual salary is determined by the degree level and years of teaching experience on file with the South Carolina Department of Education (SCDOE). If the SCDOE does not have this information on file, then the teacher's application for employment will be used to determine the starting salary. If needed, the starting salary will be adjusted once the SCDOE has processed their teaching certificate/license. If it has been determined the teacher has been underpaid, then a retro pay back to the start date will be processed. Likewise, if determined that a teacher has been overpaid, then the overpayment will be recouped as well. Your payroll salary will be paid out over 26 equal amounts.

### How does certification/licensure affect your annual salary?

It is the teacher's responsibility to ensure the certification/licensure information on file with the SCDOE is current and accurate. If the teacher receives a certificate/license upgrade, they must notify Human Resources of this change in order for the annual salary to be adjusted. The SCDOE does not notify the school district when a



certificate/license has been changed. The teacher is responsible for notifying [Ebony Wilson](#), Personnel Specialist- Certified Staff, of the certificate/license change.

If a certificate/license upgrade takes place during the school year, then the “effective date” of the class change will be used to determine the retro pay date.

## Travel Reimbursement

District employees who incur reasonable and necessary travel expenses in the course of carrying out their authorized duties will be reimbursed upon submission of a district travel expense reimbursement request form that is properly completed and approved. All employees are expected to be frugal and remain cognizant of public accountability when traveling at district expense. Detailed instructions and guidelines can be found at [beaufortschools.net/common/pages/](http://beaufortschools.net/common/pages/).

# Compensation & Benefits

## Benefits

### Insurance benefits

PEBA administers the state's employee insurance programs for South Carolina's public workforce. Learn more about the benefits available to employees below.

- [Health](#)
- [Prescriptions](#)
- [Dental](#)
- [Vision](#)
- [Life insurance](#)
- [Long term disability](#)
- [MoneyPlus](#)
- [Health Savings Account](#)
- [Adoption assistance](#)

### [Health Resources for a Better You](#)

Are you ready to get on track with your health but not sure where to start? The good thing is you don't have to figure it out on your own. The State Health Plan offers a variety of resources, most of which are available at no cost to you. Preventing

potentially expensive health problems and hospital admissions may control medical costs, which saves you and the Plan money.

## BCSD Employee Perks

- [After school childcare](#) until 5:30 pm for the children of BCSD employees, ages 5 - 12.
- Subsidized premiums for the Standard Health plan for eligible employees.
- Contract with a third party vendor to offer coverages not offered by PEBA Insurance Benefits. These include Critical Illness, Short-term disability, Universal Life, Accident Policy, Allstate Cancer Policy, and Hospital Policy.
- [Online Mental Health and Wellbeing Support](#).
- Sick leave bank for eligible employees after one year of employment.
- BCSD reimburses employees for lapsed vacation and/or sick days at the end of each school year. Reimbursement for lapsed vacation and/or sick days is at the rate of one-half the employee's daily rate of pay.
- [Air Med Ambulance](#). AirMedCare Network is America's largest air medical membership network, providing financial coverage for emergency air medical transport. Even with medical insurance, air medical transport can result in significant out-of-pocket expenses, however an AMCN membership ensures no out-of-pocket expenses for medically necessary flights only if flown by an AMCN provider.



## Retirement benefits

PEBA administers a defined benefit plan, a defined contribution plan and a voluntary, supplemental retirement savings plan. Learn more about the benefits available to you below.

- [South Carolina Retirement System \(SCRS\)](#)
- [State Optional Retirement Program \(State ORP\)](#)
- [South Carolina Deferred Compensation Program](#)

## [Legal Protection \(HRS- 10\)](#)

The district is obligated by state law to defend staff in legal actions resulting from acts done or omitted in good faith in the course of their employment. This requirement applies to civil or criminal actions or special proceedings in the courts of South Carolina and/or in federal courts.

Any employee needing legal assistance in a legal action arising out of his/her employment must submit a request in writing to the Chief Administrative and Human Resource Services Officer. He/She, in consultation with the superintendent, will act on the request to determine whether legal assistance will be provided to the employee appropriate and consistent with the intent of the law. If assistance is granted, the superintendent will bring the matter to the board's attention as information.

## [Pregnancy and Lactation \(HRS- 51\)](#)

This administrative regulation communicates the responsibilities of the BCSD and employees with respect to the needs of pregnant employees who have medical needs arising from pregnancy, childbirth or other related medical conditions and the needs of the breastfeeding mother. The BCSD shall provide reasonable accommodations to employees for medical needs arising from pregnancy, childbirth, or related medical conditions. The BCSD also promotes public health and supports employees who wish to express breast milk and allows employees to have breaks to express breast milk in a dedicated space.

Please contact [Wendy Cartledge](#) if you would like to request accommodations,

## **Accommodations**

Under [Title I of the Americans with Disabilities Act](#) (ADA), a reasonable accommodation is a modification or adjustment to a job, the work environment, or the way things are usually done during the hiring process. These modifications enable an individual with a disability to have an equal opportunity not only to get a job, but successfully perform their job tasks to the same extent as people without disabilities. The ADA requires reasonable accommodations as they relate to three aspects of employment: 1) ensuring equal opportunity in the application process; 2) enabling a qualified individual with a disability to perform the essential functions of a job; and 3) making it possible for an employee with a disability to enjoy equal benefits and privileges of employment.

Please contact the [Human Resource Benefits Department Representative](#) if you wish to request an application for reasonable accommodation.

# Leave

## [Staff Leaves and Absences HRS- 16](#)

This Administrative Regulation establishes the Superintendent's expectation for employees to take leave in accordance and in compliance with the provisions of this Beaufort County School District (BCSD) Administrative Regulation. The Superintendent recognizes employees must sometimes take leave and certain absences are unavoidable.

## [Family Medical Leave \(FMLA\) Procedures \(HRS- 16.1\)](#)

The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family, and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Please contact the [Human Resource Benefits Department Representative](#) if you'd like information on applying for Family and Medical Leave (FMLA).

## [Sick Leave Bank \(HRS– 48\)](#)

A sick leave bank for catastrophic illness and/or injury for active, full-time eligible employees has been established. The bank can provide payment during extended sick leave to an employee (not family member) for catastrophic illness, injury or incapacitation sufficiently severe to self so that regular attendance at work is inadvisable and/or impossible.

## [Employee Vacations and Non-Workdays \(HRS-18\)](#)

This Administrative Regulation establishes the basic structure for Beaufort County School District (BCSD) employee vacations and non-workdays.

## [Compensation of Accruals \(HRS- 18.1\)](#)

This Administrative Regulation establishes the Superintendent's expectation for the basic structure for the payment to employees in the Beaufort County School District (BCSD) for accumulated vacation days and sick days.

# Performance

## [Evaluation of Instructional Staff \(HRS- 28\)](#)

To establish the basic structure for the evaluation of instructional staff in BCSD to ensure accountability.

## [Evaluation of Administrators \(HRS- 29\)](#)

To establish the basic structure for the evaluation of administrators in the bCSD to ensure accountability.

## [Evaluation of Classified Staff \(HRS- 43\)](#)

To establish the basic structure for evaluating classified staff.

# Professional Conduct

## [Staff Conduct \(HRS– 4\)](#)

This administrative regulation establishes the superintendent's expectations of staff conduct within the BCSD.

## [Staff Conduct- Staff and Student Boundaries \(HRS- 4.1\)](#)

The BCSD is committed to protecting students from sexual misconduct and abuse. The purpose of this Administrative Regulation is to establish and emphasize procedures regarding the prevention and reporting of sexual misconduct and abuse and to establish clear and reasonable boundaries for interactions between students and employees. For the purpose of this Administrative Regulation, “employee” refers to any BCSD employee and approved volunteers interacting with students.

## [Ethics \(HRS– 6\)](#)

## [Gifts to and Solicitation by Staff \(HRS– 7\)](#)

## [Staff Participation in Political Activities \(HRS– 13\)](#)

## [Employee Dress and Appearance \(HRS- 50\)](#)

All BCSD employees shall consider themselves professionals and should always dress to gain respect from those with whom they come in contact and to model success for BCSD students. Administrators and supervisors shall be expected to ensure staff members under their supervision are appropriately dressed at all times.

## [Standards of Conduct for South Carolina Educators](#)

## [Technology Acceptable Use Policy \(OS- 39\)](#)

BCSD makes a variety of communication and information technologies available to authorized users. When properly used, these technologies promote BCSD's instructional and business purposes. Illegal, unethical, or inappropriate use may cause significant negative consequences for all users, BCSD, its students, and its employees. This document is intended to minimize the likelihood of such harm by setting standards which protect BCSD, its users, its data, and its Systems.

# **Preventing and Addressing Abusive Conduct**

## [Non-Discrimination and Non-Retaliation in Employment \(HRS-1\)](#)

The Beaufort County School District (BCSD) affirms the right of all individuals to be treated with respect and to be protected from intimidation, discrimination, physical harm, and/or harassment. The BCSD is committed to nondiscrimination and equal opportunity for all students, parents/legal guardians, staff, visitors, applicants for admission and employment, personnel, and community members who participate or seek to participate in its educational programs or activities.

## Harassment, Intimidation & Bullying (HRS – 2)

The BCSD prohibits acts of harassment, intimidation, or bullying by staff towards colleagues, students, or third parties, which interferes with or disrupts a safe and orderly environment at school, in the workplace, on buses, or at BCSD activities, wherever occurring. All personnel are expected to conduct themselves in a professional manner and respect other employees, students, parents, and third parties at all times.

## Title IX Sexual Harassment and Non-Discrimination (HRS- 3)

This Administrative Regulation establishes the Superintendent's expectation that the Beaufort County School District (BCSD) be committed to creating and maintaining a learning and working environment that is free from unlawful discrimination based on sex in accordance with Title IX, which prohibits discrimination on the basis of sex in Education Programs or Activities and Title VII, which prohibits sex discrimination in employment. Sexual harassment and Retaliation under this Administrative Regulation will not be tolerated by BCSD, and are grounds for disciplinary action, up to and including, permanent dismissal from BCSD and/or termination of employment.

## Grievances (HRS– 15)

The purpose of this policy is to settle staff grievances as defined below at the lowest administrative level when an informal resolution of the situation is not possible. The district will keep all grievance proceedings as informal and confidential as is appropriate at all levels of the procedure.

A grievance is a claim by an employee of a violation, misinterpretation or misapplication of a provision of federal or state laws and/or district policies as they may affect the employment or work of an employee.

The superintendent does not consider actions subject to the Teacher Employment and Dismissal Act, S.C. Code of Laws 2004; Section 59-24-410, et seq., as amended; Section 59-26-40, as amended; employment decisions implemented under the district's reduction-in-force policy; reassignments/transfers of any employee; support staff terminations; and professional and support staff evaluations to be grievances under this procedure.

## Grievance Form

# Resignation, Discipline & Termination

## Professional Staff

### [Resignation of Professional Staff \(HRS- 31\)](#)

This Administrative Regulation establishes the Superintendent's expectation for the basic structure for professional staff resignations.

### [Retirement Of Professional Staff \(HRS- 32\)](#)

To establish the basic structure for the retirement of professional staff in a manner having the minimum amount of impact on the BCSD instructional program.

### [Discipline and Dismissal of Professional Staff \(HRS- 33\)](#)

The dismissal or non-renewal of certified staff shall be carried out in accordance with South Carolina law.

## Classified Staff

### [Dismissal of Classified Staff \(HRS- 44\)](#)

To establish the basic structure for the dismissal of classified staff.

### [Resignation And Retirement Of Classified Staff \(HRS- 45\)](#)

To establish the basic structure for the retirement of classified staff.



# Systems

## Absence Management System (ESS)

The ESS absence management system is used by all substitutes and school-based employees. Employees use the ESS absence management system to record absences; substitutes use ESS absence management system to accept assignments. The ESS absence management system is available to you 24 hours a day, 7 days a week, and can be accessed via your telephone (800-942-3767) or the internet. Employees and substitutes should contact ESS or their office managers with any questions they have concerning the ESS absence management system. There are three ways an employee can access the absence management system for absence entry:

1. Under “Employees” on the BCSD website click on “[Absence Management ESS](#)”. That link will bring you to the sign in for the absence management system. Your login and pin will be provided to you by ESS once you attend orientation.
2. In Classlink, click on the icon that looks like the picture on the right. You’ll be taken to your login screen (remember, your login is your phone number and a pin number, not the same as your computer access credentials).
3. Call 800-942-3767 and follow the prompts. Wait for the confirmation number before you disconnect.

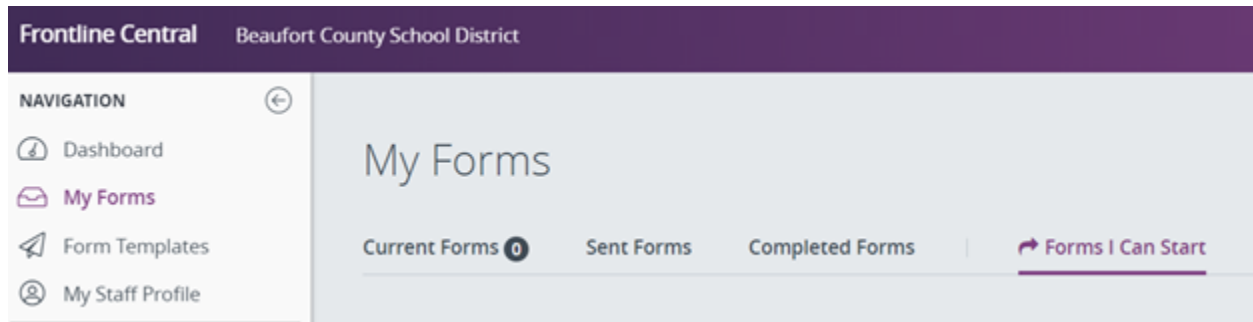


### Tips:

- Know how to enter an absence before you need it!
- The sooner the better! When you know you’re going to be absent, enter your absence. Chances will be better that a sub will pick your job up.
- About an hour before, on the day an absence is needed, you risk being blocked for entry.
- For resources, login to the absence system and click on “Frontline Support.”

## Frontline Central

In [Frontline Central](#) you can access the forms to change your name or address, request an employment verification letter, or change the withholding on your W-4 form. The forms are located under “My Forms” “Forms I Can Start”.



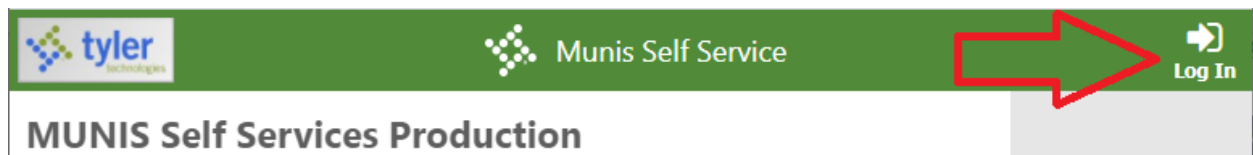
## Munis Employee Self-Service

MUNIS Employee Self Service (ESS) is a web based application that allows Beaufort County School District employees to securely access basic employment information. You can access Munis ESS from this [MUNIS Self Services Production](#) or the BCSD homepage under the Staff heading.

### Login Process

#### Step 1:

Click on the Login link on the top right of the screen.



#### Step 2:

User Name: enter your Employee Number (Note: employee number is located on the top left corner of your pay stub).

Password: First time users will enter the last 4 digits of their SSN as the password and will then be prompted to change their password.

\*To reset a forgotten password, please contact [Margaret McCarthy](#).



Munis Self Service

## Login

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

**Log in**

### Step 3:

Click on Login and select Employee Self Service from the left side of the screen. The main page for Employee Self Service will give you an overview of your profile. You can review your personal information on file with us, along with available time and the last few paychecks received. All other tabs listed to the left of the first Self Service page provide information to which you have access (Certifications, Pay/Tax Information, Personal Information and Time Off).

## Benefits to MUNIS Employee Self Service

The following are some features and information available through MUNIS ESS

### Certifications

This section will show any Certifications that the District has on file for you. If it is blank and you have a certification, then you must contact Human Resources immediately to update your records. This is for Certified staff only.

### Pay/Tax Information

This displays a summary of each pay check going back to 2009. To view the details of each pay period, click on the View Details button. This will display your pay along with all the deductions.

### Personal Information

This section shows the information that is entered in MUNIS concerning your home address, phone number, email address, and emergency contact information.

### Time Off

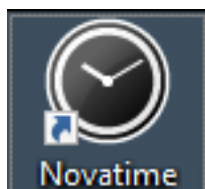
Applicable to non-Absence Management ESS users, this screen displays your accrual amounts. You can see the amount you've earned, taken, and have available.

## Novatime

Novatime Anywhere is a web-based application that allows Beaufort County School District (BCSD) employees to securely and real time capture daily time worked. Novatime is utilized by all Classified employees and Certified employees that work an extra job resulting in additional compensation.

### Accessing Novatime Anywhere Via Computer

From a BCSD issued computer desktop, click on the Novatime icon.



## **Login Process**

Step 1:

User ID: enter you Employee Number (6 digits)

Password: First time users will enter “Changeme” as the password and will then be prompted to change their password

Step 2:

Click Punch to clock into Primary Job. Click Transfer to settle the extra job.





Thursday, 07/15/2021 10:10:09 AM

● Ready...



NEU19013



Enter Employee ID



Enter Password

PUNCH

TRANSFER

CANCEL

EMPLOYEE WEB SERVICES

### Utilizing Time Clocks

Time clocks are in all facilities across the district. Any time clock can be used for time collection. Please see your location's Office Manager to enroll and receive instructions on the utilization of the time clocks.



## Professional Growth (Frontline)

Frontline Professional Growth is an online professional development and evaluation management system for teachers, classified staff and administrators.

- Frontline Professional Growth puts BCSD's catalog of professional development at your fingertips. As a member of the BCSD group within Frontline Professional Growth, you will be able to view and sign up for professional development that is offered throughout the district.
- Frontline Professional Growth also enables you to track your professional growth to ensure you're meeting recertification/licensure requirements. You can view recertification/licensure credits and graduate credits you have accrued and submitted to Frontline during your recertification/licensure cycle.

### Access to Frontline

- Click on "Staff" on the BCSD website (located in the upper right corner).
- Login to the staff portal
- Select "Frontline Education" in the right hand column (it's also in ClassLink)
- Login to Frontline Education
- Select 'Professional Growth' (located in the upper left corner)
- Select 'Activity Catalog', then 'District Catalog' to see Professional Growth Opportunities

Documenting and tracking your professional growth for recertification is the responsibility of each professional educator.

You can also track your own professional journey within the My Info section.

| Professional Growth ▾ Beaufort County School District                                                 |                           |
|-------------------------------------------------------------------------------------------------------|---------------------------|
| <b>NAVIGATION</b>    | <b>MY INFORMATION</b>     |
|                                                                                                       | My File Library           |
|                                                                                                       | My PG Profile             |
|                                                                                                       | <b>PORTFOLIO</b>          |
|                                                                                                       | My Portfolio              |
|  Insights            | View All                  |
|  My Info >           | View By Goal              |
|  Learning Plan       | View By Purpose (Current) |
|  Activity Catalogs > | View Current Year         |
|  Activities >        | View Denied Requests      |
|  Forms >             | View In Progress          |
|  Resource Library >  | View Licensure            |
|                                                                                                       | View My Activities        |
|                                                                                                       | <b>TRANSCRIPT</b>         |
|                                                                                                       | Download Transcript       |
|                                                                                                       | Print Transcript          |



## Direct Deposit Email Notification

When you receive your email notification a few days prior to the pay date (your funds will still be deposited in your bank on the pay date), the subject line will state:

“EMPLOYEE NAME,, here is your Direct Deposit Notification” as shown below:



When you open this email, the body of the email will state the following:



When you open the attachment you will be asked to enter a password as shown:

Your password is your Munis employee number which was given to you by the Human Resources department or you can obtain this number from your school's Office manager.

You can save, print, or forward this email to your home email address to file at home.