RICHLAND ONE

ENGAGE • EDUCATE • EMPOWER

Employee Handbook
2026-2027

RICHLAND ONE 2026-2027 ACADEMIC CALENDAR

Year-Round Modified School Year Calendar

Teachers Return (Workday)	July 30
Professional Development (No School for Students)	July 31-August 4
Teacher Workday	August 5
First Day of School for Students	August 6
Labor Day Holiday	September 7
Early Dismissal for Students/Professional Development	September 25
End of First Quarter	October 8
Early Dismissal for Students/Parent-Teacher Conferences	October 8
Teacher Workday	October 9
Election Day Holiday	November 3
Thanksgiving Break	November 23-27
End of Second Quarter (Early Dismissal for Students)	December 18
Winter Break	December 21-January 1
Teacher Workday	January 4
Early Dismissal for Students/Professional Development	January 15
Dr. Martin Luther King, Jr. Holiday	January 18
Professional Development (No School for Students)	February 12
President's Day Holiday	February 15
End of Third Quarter	March 11
Teacher Workday	March 12
Early Dismissal for Students/Parent-Teacher Conferences	March 19
Spring Break	March 22-March 29
Holiday	April 26
Last Day of School for Students (Early Dismissal for Students)	May 26
Last Day for Teachers (Workday)	May 27
Memorial Day Holiday	May 31

Richland One is an SCDE-approved eLearning district. The current provision allows the district to use up to 5 days in eLearning.

CALENDAR NOTES

- Quarter 1
- Quarter 2
- Quarter 3
- Quarter 4

CALENDAR KEY

- First/Last Day of School for Students
- End of Quarter
- Teacher Workday (No School for Students)
- Professional Development Day (No School for Students)
- Student/Staff Holiday (Schools/Offices Closed)
- Early Dismissal for Students

2026-2027 Work Schedule

	First Workday	Last Workday
180- day employee	August 6	May 26
184-day employee	August 4	May 27
186-day employee	July 31	May 27
190-day employee	July 30	May 27
200 -day employee	July 23	June 4
220-day employee	July 9	June 18
240-day employee	July 1	June 30

180-day employees do not work on 10/09, 1/4, 2/12, 3/12
184 & 186-day employees do not work on 10/9, 2/12, 3/12
240-day employees work on 11/23, 11/24, 12/21, 2/15, 3/29, 4/26
Student and Staff Make-up Days: 11/23, 11/24, 04/26

JULY 2026

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 2026

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 2026

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 2026

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

NOVEMBER 2026

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					

DECEMBER 2026

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		

JANUARY 2027

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						

FEBRUARY 2027

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						

MARCH 2027

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			

APRIL 2027

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	

MAY 2027

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 2027

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			

RICHLAND ONE
ENGAGE • EDUCATE • EMPOWER

Office of the Superintendent

August 6, 2026

Dear Richland One Colleagues,

As we begin a new school year, I am delighted to extend a warm welcome to the returning Richland One employees and the employees who are new to the district. As I am still fairly new to the district myself, I am excited about continuing to get to know the people in schools and departments throughout the district who help to make a difference in the lives of our students through their daily work.

Our theme "**Rising Together**," is a reminder that our strength lies in unity, communication, and collaboration. By supporting one another and valuing each person's unique contributions, we can achieve our shared goals. Everyone in our district matters. Whether you are teaching students in the classroom, providing support services, maintaining our facilities, preparing meals or leading our administrative efforts, **you matter and you are appreciated.**

Our 2026-2027 Employee Handbook is a comprehensive resource that outlines district policies and procedures, as well as other information pertinent to members of the Richland One team. The Leadership Behaviors serve as a cornerstone of our professional culture. They reflect our shared values of integrity, respect, and compassion. Upholding these behaviors ensure that we foster a positive and productive environment for staff and students.

As we begin this new academic year, I encourage you to review the information provided in this handbook and refer to it throughout the year. If you have any questions or if you need assistance, please do not hesitate to contact your supervisor or Human Resource Services.

Let's embrace the opportunities ahead and rise together, inspiring excellence in every aspect of our work. Thank you for being an integral part of our district's journey. **#RisingTogether**

Sincerely,

Todd A. Walker, J.D., Ph.D.
Superintendent
Richland County School District One

Welcome to the 2026-2027 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.

Geographically and culturally, Richland One serves over 21,000 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.

The 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.
We are Rising Together!

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.

R1 Vision 2030 was created in 2025-2026 which outlines the vision for Richland One in the next 4 years and movement toward our endpoint.

OUR MISSION R1 2030

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

R1 2030 OUR VISION R1 2030

CLICK TO **VIEW VISION 2030)**

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:

- We value collaboration to increase performance. Our advantage is "how we work together". We believe that greater results are accomplished with collective effort.
- We value trust to accelerate outcomes. Trust is a multiplier on everything that we do. We are a trusted organization that continues to build trust through consistent transparency.
- We value details to promote execution. Our focus on the discrete elements is superior because it is integrated with an appreciation of customer and consumer needs, as well as the end in mind.
- We value processes to guide people, create, curate, and implement. Our belief is that if processes are sound, results will be sound. We start with clear goals, roles, and processes.
- We value cultivating joy in the context of our work. Everyone partners with internal and external stakeholders to increase student outcomes, and we enjoy working collaboratively to transform our system. We provide opportunities for growth and development, leading to greater fulfillment.

ACTIONS FOR IMPROVEMENT

The district's actions for improvement are:

Focusing on staff empowerment through clear goals, roles and processes using standard operating procedures (leading to increased student outcomes) because we believe "when our processes are sound, our results will be sound." Our thinking and practices are integrated. Key outcomes of integration and collaboration include staff retention and employee satisfaction. Our employees know that they contribute to and deliver consistent, high-quality learning experiences for our students in a predictable environment, leading to demonstrated radical improvement in student learning

- 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.

CORE BUSINESS OF THE DISTRICT

Our core business is teaching and learning, and we believe that teaching hasn't occurred unless there is evidence of learning. But we also recognize that effectiveness in teaching and learning requires effectiveness in support services, including operations, human resources, finance, communications, and partnerships.

The district's core capabilities are:

- Connectedness
- Preferred Option for College and Career Learning
- University
- 3C Approach: Clarity, Coherence & Confidence

LEADERSHIP BEHAVIORS EXPECTED FOR EVERYONE

1. I ask questions to understand how my actions will impact teams, departments and the whole system prior to acting.
2. I appreciate the “what,” “how” and “when” of success in my role and practice integrating my behaviors with this understanding.
3. I accept ownership when problems arise and work collaboratively with others to develop solutions.
4. I treat others consistent with our *R1Transforming Culture.*
5. I act interdependently for the benefit of my team, school/department, and system – as a whole.
6. I understand and consistently comply with Richland One policies and procedures and laws and regulations applicable to my position.
7. I continuously improve my ability to receive and provide effective feedback that leads to reflection and increases new skill development and improved outcomes.
8. I have a personal professional development plan that reflects my strengths, opportunities for growth and areas for improvement.
9. I learn from other team members, teams, departments, and stakeholders – including parents, students, and community members of differing backgrounds, ages, gender, race experiences, interests, and skills – to pursue our vision.

LEADERSHIP BEHAVIORS EXPECTED FOR EVERYONE

10 I am upfront, open, direct, specific, honest, and caring in my communications with others.

11 I utilize experience informed by evidence to arrive at judgements and draw conclusions in all cases where appropriate.

12 I practice R1 values, norms and guiding principles for others to follow.

13 I keep the R1 daily commitment – all my words and actions are positive, I learn at least one new thing, I always perform my work to the best of my ability and encourage others to perform their work to the best of their ability.

14 I utilize measurable objectives to monitor the progress of work.

15 I accept ownership for problems and process issues received, and I follow up to ensure successful satisfactory resolution.

16 I set objectives that advance our vision and mission, regularly monitor progress, and adjust when necessary.

17 I practice a service mindset focused on the needs of my customer, beginning with a “how may I serve?” attitude and ending with gratitude for the “opportunity to serve.”

18 I am dependable – delivering measurable outcomes within agreed upon timelines and performing my work with honesty and integrity.

RICHLAND ONE BOARD OF SCHOOL COMMISSIONERS

The Board of School Commissioners is the governing body of Richland County School District One and is composed of seven members, including three at-large representatives and four members elected from geographic election districts. Commissioners serve staggered four-year terms and are elected through nonpartisan elections held in November of even-numbered years. To support effective governance, Board members serve on one of three standing committees: Administrative & Audits, Instruction & Accountability, and Facilities & Finance. The Board convenes monthly to conduct District business and provide oversight of the district's operations and strategic priorities.

Regular Board meetings are held on the second and fourth Tuesdays of each month, with the exception of July, November, and December. Meeting locations alternate between District high schools and the Stevenson Administration Building, located at 1616 Richland Street. Consistent with its commitment to transparency and public engagement, all Board meetings are open to the public.

The Board of School Commissioners establishes policies and provides governance oversight to ensure that the Administration develops and implements effective processes, procedures, and practices that support the district's instructional and operational objectives. The Board remains steadfast in its commitment to promoting high-quality educational opportunities and outcomes for all students.

For general information concerning board matter, please contact Dana Weaver-Pushia, Special Assistant to the Board at 803-231-7556. Agendas and Minutes of the Board meetings 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 associated administrative regulations are available on the district's website. Richland County School District One utilizes nationally recognized policy standards and provides a searchable online database to facilitate easy access to Board policies and regulations.

Policies and regulations are subject to review and may be revised or adopted throughout the school year in response to legislative requirements, governance priorities, and the evolving needs of the district. Current Board policies, regulations, and recently approved revisions may be accessed through the district's online policy portal at https://v3.boardpolicyonline.com/b/richland.

Robert Lominack
Chairman
Election District 3

Barbara L. Weston
Vice-Chairwoman
At-Large Seat

Dr. Ericka Hursey
Secretary Treasurer
Election District 4

Jamie L. Devine
Parliamentarian
Election District 2

Dr. Aaron Bishop
Election District 1

Angela Clyburn
At-Large Seat

Dr. Richard Moore
At-Large Seat

2026-2027 BOARD MEETING SCHEDULE

Jul 21, 2026	6:00 p.m.	Stevenson Administration Building
Aug 11, 2026	6:00 p.m.	Stevenson Administration Building
Aug 25, 2026	6:00 p.m.	Lower Richland High School
Sep 8, 2026	6:00 p.m.	Stevenson Administration Building
Sep 22, 2026	6:00 p.m.	Stevenson Administration Building
Oct 13, 2026	6:00 p.m.	Stevenson Administration Building
Oct 27, 2026	6:00 p.m.	Dreher High School
Nov 10, 2026	6:00 p.m.	Stevenson Administration Building
Dec 8, 2026	6:00 p.m.	Stevenson Administration Building
Jan 12, 2027	6:00 p.m.	Stevenson Administration Building
Jan 26, 2027	6:00 p.m.	W.J. Keenan High School
Feb 9, 2027	6:00 p.m.	Stevenson Administration Building
Feb 23, 2027	6:00 p.m.	Stevenson Administration Building
Mar 9, 2027	6:00 p.m.	Stevenson Administration Building
Apr 13, 2027	6:00 p.m.	C.A. Johnson High School
Apr 27, 2027	6:00 p.m.	Stevenson Administration Building
May 11, 2027	6:00 p.m.	Stevenson Administration Building
May 25, 2027	6:00 p.m.	Stevenson Administration Building
Jun 8, 2027	6:00 p.m.	Stevenson Administration Building
Jun 22, 2027	6:00 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) at least 24 hours before each meeting.

TABLE OF CONTENTS

Welcome to the 2026-2027 School Year!

2024-2029 STRATEGIC PLAN

THE BOARD OF SCHOOL COMMISSIONERS

GENERAL INFORMATION FOR ALL EMPLOYEES **page 12**

- Affordable Health Care Act Coverage (ACA)
- An Equal Opportunity and Affirmative Action Employer
- Acceptable Use Policy (AUP)
- Americans with Disabilities Act (ADA)
- Child Abuse
- Compliance and Ethics Hotline
- Conflict of Interest
- Confidentiality Agreement
- Emergency Contacts/Contact Information
- Employee Identification Badges
- Inclement Weather
- Professional Dress Code
- Required Certifications, Endorsements, Licenses
- Sexual Harassment, Harassment, and Discrimination
- Staff Code of Conduct
- Teacher-Student Boundaries
- Social Media Behavior and Security

EMPLOYEE SOCIAL MEDIA BEHAVIOR **page 15**

- Professional Boundaries
- What Not to Post
- Security Tips
- Security

PAYROLL INFORMATION **page 16**

- Delayed Check
- Direct Deposit
- Electronic Pay Stubs
- Manual Checks
- Pro-Rated Pay
- Underpayment/Overpayment
- Resignations, Terminations, Retirement
- UKG
- Overtime
- Additional Pay
- Supplemental Pay
- Deadline for Submission of Additional Pay
- Pay on a District Holiday
- Summer Work Hours
- Severance Pay
- Paycheck Questions

EMPLOYEE BENEFITS **page 19**

- Legal Services
- Tuition Reimbursement
- Sick Leave Bank
- Employee Assistance Program (EAP)
- Wellness Program
- Summer Work Schedule
- Holidays
- Employee Self-Service (ESS)
- National Board District Compensation

HEALTH PLANS AND BENEFITS **page 22**

- State Health Plan
- Health Coverage
- Dental Coverage
- Life Insurance
- State Vision Care
- Affordable Health Care Act
- Disability Retirement
- Special Eligibility Situations
- COBRA
- Termination of Benefits
- HIPAA
- Long-Term Disability
- Supplemental Long-Term Disability
- Basic Life Insurance
- Retirement Incidental Death Group Life Insurance
- General Liability
- Money Plus
- 401(K) and 457 Plans
- Voluntary 403(B) Retirement Plan
- Retirement
- Retirement Membership
- Optional Retirement Plan

ATTENDANCE AND LEAVE INFORMATION **page 25**

- Vacation Leave
- Sick Leave
- Advancement of Sick Days
- Bereavement Leave
- Personal Business Leave
- Jury Duty/Legal Absence/Legal Leave
- Paid Parental Leave (PPL)
- Military Leave
- Religious Leave
- Family and Medical Leave Act (FMLA)
- Conferences/Training Workshops
- Non-paid/Emergency/Family Responsibility/Educational Leaves
- Administrative Leave

TABLE OF CONTENTS

APPLICATION AND EMPLOYMENT PROCEDURES page 29

Assignments
Reassignment and Administrative Transfer
Voluntary and Involuntary Transfer
Athletic Coaching Assignments
Co-Curricular Supplemental Assignments
Personnel File
Resignation (classified staff)
Resignation (certified staff)
Probation
Promotions
Dismissal (classified staff)
Re-employment
Emergency Workforce
Retirees
Verification of Employment
Letter of Intent
Worker's Compensation
Registering for Professional Development

CERTIFIED STAFF INFORMATION page 34

Teacher Recruitment
South Carolina Educator Certificate
Certificate Renewal Requirements
Restricted Certificates
Contract Renewal
Non-renewal of Contracts
Dismissal

RICHLAND ONE NATIONAL BOARD PROGRAM page 36

National Board Candidacy
Interest/Awareness Sessions
Richland One Support Program
Eligibility Requirements for the Richland One NBPTS Program
Benefits for Richland One National Board Candidates
National Board Certified Teachers
Score Release
School Board Recognition
National Board Plaques
State and Local Supplements
Maintenance of Certificate (MOC) State and Local Supplements

SELECT DISTRICT POLICIES page 38

Extra Duty Assignments for Teachers
College Work Taken During a Regular SchoolTerm
School Trips and Field Trips
Tutoring
Fundraising Projects in Schools
Solicitation
Contests for Students
Grievances
Copyright Law
District-Owned Technologies and Transferring Employees
Title IX Discrimination Complaints
Student Complaints (Title IX)
Instructional Materials Concerns
Conflict of Interest
Nepotism
Employee Pupil Assignment Option
Substance Abuse
Tobacco-Free Schools and Buildings
Staff Welfare and Protection
Employee Contact with Students
Reporting Abused and Neglected Children
Release of Student-Related Information
Sexual Harassment, Harassment, and Discrimination
Staff Participation in Political Activities

FIELD PLACEMENTS page 44

District Employee Field Placements
Request for Guidance and Counseling Services Placement
Request for School Leadership/Administration Placement

GRANTS page 44

SUBSTITUTE SERVICES page 45

MEDICAL AND HEALTH INFORMATION page 46

Tuberculin Skin Test
Hepatitis B Vaccination
Certificate of MedicalExamination
Administration of Medicineto Students
Communicable Diseases and Blood-Borne Pathogens
HIV/AIDS
Universal Precautions to Prevent Spread of Infectious Diseases

PERFORMANCE EVALUATION SYSTEMS page 47

Teacher Evaluations
Principal Evaluations
School-and District-Based Administrators
Evaluation Appeals

TABLE OF CONTENTS

USE OF DISTRICT MOTOR VEHICLES AND EQUIPMENT **page 49**

General Safety Procedures

DRIVING RECORD REVIEW **page 49**

New District Vehicle Drivers
Current Employees
Notification Responsibility
Standards for Driving Records
Accident Procedures
Acknowledgment of Mandates

RANDOM DRUG TESTING GUIDELINES (NON-DOT) **page 50**

Definition of "On-Duty"
Categories of Employees Covered.
Types of Testing
Verified Test Results
Substance Abuse
Pre-Employment Drug Testing
Reasonable Suspicion Drug Testing
Post-Accident Testing
Random Drug Testing
Refusal
Training
District Support Services
Disclosure of Test Results
Acknowledgment of Mandates

APPENDIX **page 53**

Procedures and 504 Accommodation Request
ERP Self-Service Instructions (Employee Portal)
Paid Parental Leave (PPL) Request Form
FMLA 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
National Board Supplements
School Activity Supplements
Job Classifications Lists
Salary Guide for Teachers
Salary Schedules:
- Administration
- Instructional Support
- Classified Employees

List of School Principals, Locations, Phone, and Mail Codes
Whom to Call for What in Human Resources

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 health plan that meets the ACA's minimum value requirements. In addition, Richland One monitors the hours of part-time and substitute employees to ensure compliance with ACA employer shared responsibility provisions and to identify employees who become eligible for health coverage. 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 is committed to providing equal educational and employment opportunities and does not discriminate based on race, religion, color, disability, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identification, age, lineage, national origin, or any other protected characteristic as provided by applicable law.

The district is committed to maintaining an environment free from discrimination, harassment, and retaliation and will promptly address concerns raised by employees, students, applicants, and members of the public. Individuals who believe they have experienced discrimination, harassment, or retaliation are encouraged to report concerns promptly through the appropriate district complaint or grievance process.

Nondiscrimination Compliance Contacts
Dr. Alvilda Graham
Employee Relations Coordinator
Title IX Coordinator (Sex Discrimination)
Title VI Coordinator (Race, Color, and National Origin Discrimination)
1616 Richland Street
Columbia, SC 29201
(803) 231-7101
titleixcoordinator@richlandone.org

ACCEPTABLE USE POLICY (AUP)

The district expects all employees to comply with the acceptable use policy and be models for properly using the district's technologies and digital resources. Access and use of the district system is a privilege, not a right. All violations of the acceptable use policy and its associated administrative 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)

Richland County School District One is committed to providing equal employment opportunities to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and applicable state and federal laws.

Employees and applicants who believe they may need a reasonable accommodation to perform the essential functions of a position or to participate in the employment process may submit an Accommodation Request Form and supporting medical documentation to the Employee Relations Coordinator. (see Appendix).

The district will engage in an interactive process to review accommodation requests and determine appropriate accommodations on an individualized basis. Requests will be evaluated in accordance with applicable laws and district procedures.

For assistance regarding accommodation requests or disability-related employment

concerns, employees may contact the Employee Relations Coordinator.

Student Section 504 Complaints and Accommodations
Ms. LaJamea Dixon, Director of Special Services
1225 Oak Street, Columbia, SC 29204
(803) 231-6785
laJamea.dixon@richlandone.org

Employee ADA Accommodation Requests and Disability-Related Employment Concerns
Dr. Alvilda Graham, Employee Relations Coordinator
1616 Richland Street, Columbia, SC 29201
(803) 231-7101 alvilda.graham@richlandone.org

Age and Other Employment Discrimination Complaints
Dr. John Koumas, Chief Human Resources Officer
1616 Richland Street, Columbia, SC 29201
(803) 231-7415
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 as a mechanism for confidential and anonymous reporting of suspected, or actual misconduct or non-compliance. The district will investigate those matters involving fraud, waste, and abuse of district resources or non-compliance with district policies and federal/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

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 always wear or carry identification badges while at work. Non-exempt workers must utilize valid ID badges in documenting time and attendance in UKG. 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 by the Office of Communications to local news media and posted on the district's website (www.richlandone.org) and Richland One TV (Spectrum cable channel 1303), as well as Facebook (facebook.com/richlandone), X (twitter.com/richlandone), and the Richland One InfoPhone (803-231-7512).

PROFESSIONAL DRESS CODE

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

REQUIRED CERTIFICATIONS, ENDORSEMENTS, LICENSES

Educators must possess the required professional certification from the South Carolina Department of Education commensurate with the position. All teachers assigned to teach in the advanced academics program require the gifted and talented endorsement. It is the sole responsibility of employees who must have content or work-related certification, endorsement, or license to maintain valid credentials. All employees who use or are assigned District Motor Vehicles (not applicable to bus operations) must sign an acknowledgment of the district expectations, policies, procedures, regulations, licensure, or standards. The signed forms must be sent to the security and emergency services director. Blank forms are in the Appendix section.

SEXUAL HARASSMENT, HARASSMENT, AND DISCRIMINATION

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

STAFF CODE OF CONDUCT

It is the responsibility of all employees to conduct themselves professionally at all times. Improper 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.

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.

EMPLOYEE SOCIAL MEDIA BEHAVIOR

As school employees, we represent our schools both in person and online. Our behavior on social media should reflect professionalism and set a good example for students.

PROFESSIONAL BOUNDARIES

- o Don't friend or follow students or parents on social media.
- o Don't accept friend requests from students or parents.
- o Avoid private groups that include students or parents.
- o Never discuss students, parents, or coworkers online.

WHAT NOT TO POST

- Avoidposting anything offensive, inappropriate, or critical of your school community.
- Don't share student photos, names, or schoolwork.
- Don't post content that could damage your professional reputation.
- Think before you post—assume students, parents, and administrators may see it.

SECURITY TIPS

- Don't usepersonal social media on district devices unless you manage an official school or department page.
- Don't sync personal accounts or passwords with district devices.
- Be cautious of phishing scams—don't click suspicious links.
- Set your privacy settings to "Friends Only" to protect your personal information.

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 policiesor personnel.
- Do not post images that include studentsor parents.
- Do not post information about studentsor 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!

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
X (formerly Twitter)	No	Yes
YouTube	Must use district credentials to access.	

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. The Richland One work week is Monday through Sunday. 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 CHECKS

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 to two payroll cycles 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 PAYSTUBS

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. Employee 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 over payment or collecting from future paychecks. The district will notify the employee in writing in accordance with state law before such actions are taken.

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.

Vacation leave, if applicable, does not transfer over from year to year for working retirees, but sick leave does. If an employee decides to retire during the year, take a 30-day break and return, the employee will receive a payout up to 90 days of sick leave if they have been with the district for a minimum of 5 years and up to 20 days of vacation regardless of years served. When they are rehired, they then begin collecting sick leave from scratch but are upfronted 10 vacation days as a working retiree. When they officially retire the 2nd time, there is no compensation for sick leave or vacation time.

UKG

UKG 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 employee badges at a time clock.

It is each employee's responsibility to ensure that all punches are recorded correctly, timely, and that no punches are missed at the close of each pay period. Not following these procedures may result in delay of pay.

Employees should consult their supervisor for the location of the nearest time clock and instructions on its proper use. Supervisors are strictly prohibited from sharing their systems passwords with staff. Additionally, employees are not permitted to swipe in or out for another employee.

The district requires all employees who are subject to the provisions of the Fair Labor Standards Act to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary 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 a rate not less than time and one-half the employee's regular rate of pay. 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 and will be preserved 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 UKG, our time and attendance system. Due to compliance requirements, any time not processed through UKG 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 located in the payroll system. The live checks will be post marked by the pay date.

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.

Antoinette Milton
antoinette.milton@richlandone.org
Benefits Manager

Lois Howell
lois.howell@richlandone.org
FMLA/ACA Specialist

Shannon Rush
shannon.rush@richlandone.org
Benefits Specialist

LaToya Bradley
latoya.bradley@richlandone.org
Benefits Specialist

Raquel Lance
raquel.lance@richlandone.org
Retirement Specialist

Morgan Unuovorhaye
morgan.unuovorhaye@richlandone.org
Employment Verifications, Education Verification, Requests for Letters

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 unless it falls under the mandated reporting requirements. The district's general counsel may be reached at 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, course to improve current job knowledge and skills, or to prepare for promotion or licensure (classified employees), courses taken by employees teaching special education classes with out-of field permits who need to become fully certified in that field (certified employees). Certified and classified employees must pass the course with a grade of "C" or better.

Funds are available at first-come, first served basis and are limited. Applicants will be approved in the order of receipt based on the date the Tuition Reimbursement Request and all required documentation are received in the Office of Human Resource Services via Frontline Central.

The amount of reimbursement for the 2026- 2027 school year is a maximum of $800 per course. Courses must be completed between July 1, 2026 and June 30, 2027. Login and use the instructions to complete your request.
Email morgan.unuovorhaye@richlandone.org or call 803-231-7446 with questions.

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 many individuals are able to manage life's challenges independently, there are times when additional support may be beneficial. Personal, medical, or family concerns can impact overall well-being and job performance. Employees and their families are encouraged to take advantage of the district's Employee Assistance Program (EAP) before concerns become overwhelming. The EAP provides access to a range of confidential services, including counseling,

mental health support, substance abuse resources, and guidance related to stress, relationships, and other personal matters. Many services are offered at no cost or at a reduced rate to district employees and their families.

Participation in the EAP is voluntary and confidential, in accordance with applicable laws. Information shared through EAP services is not reported back to the district, except as required by law. Employees may be referred to the EAP by a supervisor or the Office of Employee Relations as a supportive resource; however, self-referral is encouraged at any time.

Services are available through South Carolina Vocational Rehabilitation and other providers in the Greater Columbia area. Appointments may be scheduled at the location below or at other nearby offices:

SC Vocational Rehabilitation
Columbia (Downtown Office)
1430 Confederate Avenue
Columbia, SC 29201
Phone: 803-898-8866

When scheduling an appointment, employees should indicate they are being referred through Richland School District One.

For additional information, employees may contact Human Resources or the Office of Employee Relations.

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 that submit their steps each week will receive a completion award.

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 through Lexington Medical Center 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 803-231-6874.

SUMMER WORK SCHEDULE

The district may enact a four-day work schedule during the summer for 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.

EMPLOYEE SELF-SERVICE (ESS)

Richland One has implemented a Payroll/HR system. Default access to Employee Self-Service is activated for each district employee. Through Employee 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 ESS, go to https://richlandone.munisselfservice.com/. ESS 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 36.

HEALTH PLANS AND BENEFITS

The district providesseveral 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

Employees eligible for insurance benefits must enroll or decline insurance coverage within 31 days of employment. Contact the district's benefits administrator at 803-231-7000 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

- o No cost to the employee for the Basic Dental Plan
- o Dependent coverage available
- o Dental Plus requires enrollment in the Basic Dental Plan and there is a cost.

LIFE INSURANCE

- o Available for employees and family members
- o Optional group life (available to employees only for an additional cost).
- o 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 standard for health coverage. In addition, Richland One monitors the hours for potentially eligible part- time and substitute staff. Contact the FMLA 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 employe 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 your 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 803-231-7000.

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 803-231-7000.

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

Abenefit equivalenttoone year's salaryis 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 maybe awarded due to bodily injury, tort liability, defense costs, and judgment coverage.

MONEY PLUS (PRE-TAX PROGRAMS)

Taxsavings through pre-taxpayments for eligible expenses:

- o Health Savings Account
- o Medical Spending Account
- o Limited Medical Spending Account
- o Dependent Care Spending Account
- o MoneyPlus Pre-tax Premiums 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

- o Payroll deduction for contributions
- o For additional information, contact

Deferred Compensation-Empower at 877-457-6263 or visit local office at 200 Arbor Lake Drive, Suite 201, Columbia, SC 29223.

VOLUNTARY 403(B) RETIREMENT PLAN

The 403(b) program offers abroad 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 Internal Revenue Code (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

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 2026-2027 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 (State ORP). South Carolina Retirement System is a401A-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 specialistat 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 (State ORP) for all employees of a school district hired on or after July 1, 2001. The State ORP is a defined contribution plan. Employers and employees contribute to a fund for which only the contribution is defined. If an employee selects State ORP and later wants to change their retirement plan selection, they can switch from State 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 State ORP to SCRS during the allotted time will continue membership under State ORP (unless a hiring event occurs). Also, during open enrollment, an employee can change State 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. Employees are expected to arrive to work on time and work their full schedule unless leave is taken. 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 aregular work schedule.

VACATION LEAVE

Each full-time, 240-day employee is entitled to vacation leave with pay. Vacation is accrued on a calendar year (January-December). 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. Sick Leave is accrued on a fiscal year (July-June)

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/GDC and Administrative Rule GCC/GCD-R.

ADVANCEMENT OF SICK DAYS

An employee may request the advancement of sick days for the following extenuating circumstances: unexpected 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 your 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 employee's base pay, or effective on October 1, 2026, four weeks of paid leave at one hundred percent of the eligible employee's base pay depending on the qualifying event. 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. Eligibility determinations are made as of the date of the qualifying event.

Qualifying events include the birth of a newborn biological child to an eligible employee or a co-parent's newborn child, fostering a child in state custody or the initial legal placement of a child by adoption. Effective October 1, 2026, stillbirths are considered births for the purpose of PPL. A "Certificate of Birth Resulting in Stillbirth" should be provided as documentation of this qualifying event.To qualify for PPL, the qualifying event must occur on or after October 1, 2026.
PPL runs concurrently with Family and Medical Act (FMLA) leave and any other unpaid leave to which the eligible employee may be entitled because of the qualifying event.

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.

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:

- o Work for a covered employer.
- o Have worked for the district for a total of 12 months.
- o Have worked at least 1,250 hours over the previous 12 months.
- o 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 work weeks of unpaid leave during any 12 months for one or more of the following reasons:

- o For the birth and care of the newborn child of the employee.
- o For placement with the employee of a child for adoption or foster care.
- o To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- o 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.
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.
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. Written notice of the administrative leave with pay will be provided to the employee.

Administrative leave without pay may be imposed per district policy. Written notice of the administrative leave without pay and the right to a hearing, 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.

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 are 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/Esports 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 2026-2027 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 official personnel files for all employees in accordance with applicable laws and Board policy. Current employees may request to review their personnel file or obtain copies of documents by submitting a completed Personnel File Review Request Form to Human Resources or the Office of Employee Relations.

Upon receipt of the completed request form, the district will begin processing the request. Requests are generally fulfilled within 30 calendar days, although processing time may vary depending on the volume of records requested and current workload. The district will communicate with the employee regarding the status of the request and notify them when records are available for review or pickup.

Employees choosing to review their personnel file will be provided access by appointment and must present valid photo identification at the time of review. Personnel files are maintained as official records of the district; therefore, employees may not add to, remove, or alter documents contained in the file during review.

Employees who disagree with any document in their personnel file may submit a written statement for inclusion in the file.

Certain records are not available for review, including but not limited to: Pre-employment materials (e.g., references, interview notes, recommendations), Investigation records and notes, and Confidential documents obtained prior to employment or in connection with promotion decisions

Copies of personnel file documents may be provided upon request. Applicable fees may apply. Former employees do not have access to personnel files following separation from employment, except as required by law (e.g., subpoena or mandatory compliance).

For additional or assistance with submitting a request, employees may contact Human Resources or the Office of Employee Relations. 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 changean 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.

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:

- o First Report of Injury (must be signed by employee supervisor immediately or as soon as possible).
- o Medical Release Form (must be signed by the employee immediately or as soon as possible).

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/ia/employee/login/index

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 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.

Currently, the Bachelor's + 18 (BA + 18) class level remains in Regulation 43-53, Credential Classification. As a result, educator certificates issued at this level will continue to reflect the BA + 18, and the State Department of Education will continue to issue this class level to qualifying educators who request it.

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 computation sheet 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/departments/human-resources/certificate-renewal .

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

- o A completed computation sheet as a cover.
- o 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.).
- o 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.
- o If the certified employee has accrued credits in a previous school district, that school district is required to report the renewal credits. Renewal credits can only be applied during the validity period of certification.

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

- o 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.
- o Restricted certificates are valid for one year (July 1-June 30).
- o 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.
- o Restricted certificates may be issued for consecutive years only.

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 state 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 state 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 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:

- o Failure or inability to provide proper instruction.
- o Evident unfitness for teaching.
- o Persistent neglect of duty.
- o Willful violation of rules and regulations.
- o A conviction for violating the laws of this state or the United States.
- o Gross immorality.
- o 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/AWARENES SSESSIONS

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:

- o Be a continuing contract teacher on the teachers' salary schedule.
- o Employed with Richland One for at least one full year.
- o Have at least three years of successful teaching experience at the continuing contract level.
- o Have a successful evaluation the previous year.
- o Must have successfully completed an improvement plan, professional growth and development plan, or formal evaluation if assigned during a school year.
- o 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 FOR RICHLAND ONE NATIONAL BOARD CANDIDATES

- o Free Professional Learning Opportunities o Access to Richland One National Board Mentors
- o 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.)
- o Notification of local, state, and national resources

NATIONAL BOARD-CERTIFIED TEACHERS

Score Release Candidates willreceivenotification 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.

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 National Board Support at sally.mccants@richlandone.org before October 24, 2026.

STATE SUPPLEMENTS

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

LOCAL SUPPLEMENTS

The district offers a supplement to eligible NBCTs.

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 CERTIFICATION

National Board Certified Teachers who applied with NBPT 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 5th or 10th 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.

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 5th or 10th 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.

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:

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

Further details are included in the Appendix.

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 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

Ateacher 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 Instruction and Accountability 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:

- o they are curriculum-related;
- o they emphasize educational value rather than prizes;
- o they are integrated into the regular instructional programs; and
- o student participation is voluntary.

GRIEVANCES

The district encourages employees to address concerns informally with their supervisor whenever possible, as many issues can be resolved through open communication.

A grievance is defined as a claim by an employee that a Board policy or administrative rule or regulation has been violated, misinterpreted, or misapplied as it relates to the employee’s work or conditions of employment. If an employee believes a formal review is necessary, they must submit a completed grievance form within 10 days of the event giving rise to the concern. Grievances should be submitted to the employee’s immediate supervisor. If the employee believes the supervisor is involved in the matter or cannot provide an impartial review, the grievance may be submitted to the next-level supervisor in accordance with Administrative Rule GBK-R.

The grievance must clearly identify the policy, procedure, rule, or regulation the employee believes was violated, misapplied, or misinterpreted, as well as the resolution being requested. Grievances are reviewed at progressively higher levels of administration if an appeal is submitted. The process is designed to resolve concerns at the lowest possible level. Certain matters, such as evaluations, dismissals governed by applicable law, or reduction in force decisions, are not subject to the grievance process.

For complete procedures, timelines, and appeal rights, employees should refer to Policy GBK and Administrative Rule GBK-R.

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:

- o the purpose and character of the use;
- o the nature of the work;
- o the amount and substantiality of the portion of the work to be used as compared to the copyrighted materials as a whole; and
- o 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 Technology Department's website located in the information Technology Department Standard Operating Procedures.

When an employee transfers to another school or another department, their assigned device(s) 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 (EMPLOYEES)

The district is committed to maintaining a work environment free from discrimination, harassment, and retaliation in accordance with applicable federal and state laws, including Title IX. Employees who believe they have experienced or witnessed sex-based discrimination, harassment, or retaliation are encouraged to report the concern promptly. Reports may be made to a supervisor, building-level administrator, or directly to the district's Title IX Coordinator.

The Employee Relations Coordinator serves as the district's Title IX Coordinator and is responsible for overseeing the district's response to complaints, providing information about the complaint process, and ensuring compliance with applicable laws and district policies.

Supervisors and administrators who receive a report of possible discrimination or harassment are required to promptly share the information with the Title IX Coordinator. Upon receiving notice of a concern, the district will respond promptly and take appropriate steps to review the matter. Supportive measures may be offered to involved parties, as appropriate, regardless of whether a formal complaint is filed. Complaints involving discrimination or harassment may be addressed through the grievance process outlined in Policy GBK, as well as through other applicable procedures depending on the nature of the concern.

The district will make reasonable efforts to address concerns in a prompt, equitable, and confidential manner, consistent with its obligation to investigate and resolve the matter. Retaliation against any individual who reports a concern or participates in the complaint process is strictly prohibited. For additional information regarding reporting options and procedures, employees should refer to Policies AC and GBAA,

as well as Administrative Rules GBK-R and GBAA-R.

TITLE IX DISCRIMINATION COMPLAINTS (STUDENTS)

The district is committed to maintaining an educational environment free from discrimination and harassment on the basis of sex, in accordance with Title IX. Students who believe they have experienced or witnessed sex-based discrimination, harassment, or retaliation are encouraged to report the concern promptly. Reports may be made to a school administrator, including the principal, or directly to the district's Title IX Coordinator.

The Employee Relations Coordinator serves as the district's Title IX Coordinator and is responsible for overseeing the district's response to complaints, providing information about the complaint process, and ensuring compliance with applicable laws and district policies. Employees who receive a report of possible sex-based discrimination or harassment involving a student are expected to promptly share the information with the Title IX Coordinator. Upon receiving notice of a concern, the district will respond promptly and take appropriate steps to review the matter. Supportive measures may be offered to involved parties, as appropriate, regardless of whether a formal complaint is filed.

The district will make reasonable efforts to address complaints in a prompt, equitable, and confidential manner, consistent with its obligation to investigate and resolve concerns. Retaliation against any individual who reports a concern or participates in the complaint process is strictly prohibited.

For additional information regarding reporting options and procedures, employees should refer to Policies AC, JB, JBAB, JJIB, and JIAA, as well as the corresponding administrative rules, including JB-R, JJIB-R, and JIAA-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

Out-of-attendance-zone assignments for children of full-time district employees may be approved. Employee option transfers will be considered for schools with available space after the transfer application period (March 1–May 1), provided one of the following circumstances occurred within thirty (30) days prior to the submission of the request:

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

The student's discipline and academic record must be in good standing.

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 may be assessed if the employee's child remains in a district school.

Please note that schools that use a lottery- based system for student enrollment are not included as an employee option (i.e. Montessori and magnet programs).

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. 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 district will be responsible only for that part of the medical costs not covered by the employee's insurance benefits, workers' compensation benefits, or other benefits provided by the district. It will be the responsibility of the employee to keep complete records of all charges and benefits and to furnish whatever other documentation necessary to verify his/her claims. 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 students 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 in supervision and safety, do not end at the schoolhouse door.

As ambassadors of Richland One, employees are expected to exercise sound judgment, maintain appropriate professional boundaries, and recognize 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.

Employees who have questions, concerns, or require clarification regarding appropriate interactions with students should address them promptly with their supervisor. Employees are also expected to report any concerns involving student safety, welfare, or potential misconduct in accordance with district policies and procedures.

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). All 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 Technology Approval Process 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 Technology Approval Process request; requests cannot come directly from teachers, coaches, coordinators, etc.
A copy of the approved Technology Approval 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. If the grant request includes installation, modification or maintenance to RCSD1 property, permission must be obtained from Operations prior to submittal.

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 on 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 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:
o 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.
o Avoid punctures with objects that may contain the blood of others.
o 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.
o 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 o Promptly remove another person's blood and body wastes from your skin by washing with soap and water.
o 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 after the candidate clears a background check through the Office of Human Resources, 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.

PERMITTED USES FOR DISTRICT VEHICLES District vehicles may be used only for official District business. Authorized uses include, but are not limited to, transporting staff, equipment, and supplies, as well as traveling to and from authorized meetings, events, or other District-related activities.

Personal use of District vehicles is strictly prohibited unless specifically authorized in writing by the District.

District vehicles may not be used to transport unauthorized passengers, including family members, friends, or pets, unless prior written approval has been obtained from the District.

Employees are expected to use District vehicles responsibly and only for authorized purposes. Any unauthorized or improper use of a District vehicle may result in the revocation of vehicle- use privileges and disciplinary action, up to and including termination of employment.

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:

- o Fully abide by local, state, and federal vehicle regulations.
- o 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.

- o Wear properly fastened safety belts. Refrain from operating a vehicle while under the influence of alcohol or illegal drugs or substances.
- o 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.
- o Be aware of hazardous conditions or malfunctions of equipment. They should report the incident immediately to a supervisor.
- o 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

Prior to operating, drivers of district vehicles must report all accidents immediately to the local law enforcement jurisdiction where the accident occurred, to a supervisor, 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:

o Anyone driving any district vehicle.

o Anyone operating equipment connected with vehicles or mechanical maintenance.

o 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

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.

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.

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.

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.

Employees will be immediately directed to provide a new specimen under direct observation. Employees may not be penalized for an invalid test other than collecting a new specimen under direct observation. No advanced notice will be given to the employee.

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). 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 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, pending the circumstances of the hospitalization arrangements may 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. Progressive disciplinary action may be taken, as appropriate, in response to repeated violations by department heads, managers, or supervisors whose actions compromise the integrity, consistency, or fairness of established testing procedures.

REFUSAL

Any employee who refuses to submit to a drug test can and will be terminated. Other behaviors will also be considered a refusal such as 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

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 & 504 Accommodation Request
Personnel File Review Request Form
Personnel File Access Acknowledgement
ERP Self-Service Instructions (Formerly known as Munis Self-Service)
Paid Parental Leave (PPL) Request Form
FMLA 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
National Board Supplements
Pay Scale for Workers at Athletic Games
Athletic Supplements
Job Classifications Lists
Salary Schedules for Teachers, Administration, Instructional Support, and Classified Employees
List of School Principals, Locations, Phone, and Mail Codes Whom to Call for What in Human Resources

Accommodation Request Form for Employees

RICHLAND ONE

All documents related to an accommodation request are kept confidential and maintained in accordance with applicable state and federal laws. Information regarding an individual's medical condition and accommodation request will only be disclosed to those with a legitimate need to know.

Instructions: Individuals employed by Richland County School District One who are requesting accommodation(s) under the *Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973*, applicable state laws, and corresponding state and federal regulations, are encouraged to complete this form in its entirety.

To evaluate your request, the district will need information regarding:

- Your medical condition
- Your essential job functions
- Any applicable functional limitations
- The specific accommodation(s) you are requesting

After completing and signing the form, please submit it along with supporting medical Documentation to the Employee Relations Office.

Review Process:

- A review committee will evaluate your request and respond within ten (10) working days.
- If you wish to appeal the committee's decision, you may submit your writtten appeal to the Chief Human Resources Officer.
- Approved accommodations will be reviewed every three (3) years.

If you have any questions about the process, feel free to contact Employee Relations directly:

Employee Relations Office
Richland County School District One
1616 Richland Street
Columbia, SC 29201
Telephone - (803) 231-7101
Email – alvilda.graham@richlandone.org

Employee and Supervisor Information

Full Name: _____

Job Title: _____ School/Department: _____

Work Telephone: _____ Work Email: _____

Home Telephone: _____ Home Email: _____

Preferred Method of Contact: ☐ Home Phone ☐ Home Email ☐ Work Phone ☐ Work Email

How long have you worked in your current position? _____

How long have you worked at Richland One? _____

Supervisor's Full Name: _____

Job Title: _____

School/Department: _____

Work Telephone Number: _____

Work Email: _____

Medical Information

Please identify the medical condition(s) for which you are requesting an accommodation:

Please provide the name and contact information for the health care professional who diagnosed the condition(s):

Date of diagnosis: _____

Job and Accommodation Information

Describe how your condition(s) substantially limits a major life activity and impacts your ability to perform the essential functions of your position:

If you are a new employee, state the anticipated difficulties you foresee in completing your job duties:

Please describe the specific accommodation(s) you are requesting:

Have you previously received accommodations? ☐Yes ☐No

If yes, please describe:

Please describe any accommodations or assistive technologies you currently use:

Please add any comments that may help us in evaluating your request:

Medical Documentation

Please attach medical documentation from a licensed healthcare provider that includes:

- A diagnosis
- A description of functional limitations
- Any recommended accommodations

Documentation must be **current (within the past 12 months).**

Authorization and Signature

I affirm that the information provided in this form is accurate to the best of my knowledge. I understand that providing false or incomplete information may result in a delay in processing or disciplinary action.

☐ Please check here if additional documentation is attached to this request.

Signature: _____ Date: _____ Printed Name: _____

For ER Use Only – Do Not Write Below This Section

Date Received: _____ Reviewed By: _____

Date of Decision: _____

Decision: ☐ Approved ☐ Denied ☐ More Information Needed

Notes:

Richland School District One

1616 Richland Street · Columbia, SC 29201 · Office: 803-231-7418 · Fax: 803-769-3858

Personnel File Review Request Form

Employee/Former Employee Name:

Home address:

Telephone: (work) (Mobile)

Email address:

Request Type: I am requesting to:

☐ Review my personnel file ☐ Obtain a copy of my personnel file ☐ Obtain copies of specific documents from my personnel file.
Please list below:

Employment Status: ☐ Current ☐ Former

Employee Acknowledgement
I understand the following:

- I must present valid photo identification before being granted access to my personnel file.
- If I am reviewing my personnel file, I may not add, remove, or revise any documents contained within the file.
- If I disagree with information contained in my personnel file, I may submit a written rebuttal or explanation for inclusion in my personnel file in accordance with District policy.
- The right to inspect personnel files and records does not apply to records relating to the investigation of a possible criminal offense, investigation notes, letters of reference, or ratings, reports, or records that were obtained before my employment or were obtained in connection with a promotion.
- The District maintains electronic personnel files. Upon receipt of an employee's request to review a personnel file, the District will prepare a copy of the file for review.
- Access to personnel files will be provided within forty-eight (48) hours of the request, barring extenuating circumstances that will be communicated to the employee.
- Extenuating circumstances may include operational needs, scheduling considerations, holiday closures, or other circumstances that affect the District's ability to prepare and provide access to the personnel file.
- Should I wish to obtain copies of documents from my personnel file, applicable fees may be assessed.

Authorization of Employee:
By my signature below, I certify that the contact information provided is accurate and that I am requesting access to my personnel file as indicated above.

Employee Signature: _____ **Date:** _____

OFFICE USE ONLY

Date Request Received HR: HR Staff Assigned: Date Extenuating Circumstances Communicated:

Extenuating Circumstances Communicated to Employee (if applicable):

Request Type: ☐ Personnel File Review ☐ Personnel File Copy ☐ Specific Documents Requested

Employee Notified On: Schedule Review Date/Time (if applicable): Date Request Completed:

Richland School District One is an equal opportunity employer.

Richland School District One

1616 Richland Street · Columbia, SC 29201 · Office: 803-231-7418 · Fax: 803-769-3858

Personnel File Access Acknowledgement

Employee Name: _____ Date: _____

Access Method: ☐ On-Site Review ☐ Paper Copy Provided ☐ Electronic Copy Provided ☐ Other:_____

Acknowledgment
Iacknowledgethaton the date listed above, I was provided access to my personnel file by the employer in response to my request.

I understand the following:

- I was required to present valid photo identification before accessing my personnel file.
- This access satisfies my request under applicable policies and/or law.
- The contents of the personnel file were made available as maintained by the employer at the time access was provided.
- Any questions or concerns regarding the contents of the personnel file must be submitted in writing to the Employee Relations Coordinator.
- For on-site reviews, original documents remain the property of the District and may not be removed from the personnel file.

This acknowledgment does not constitute agreement with or acceptance of the contents of the personnel file.

Employee Certification
☐ I reviewed mypersonnel file.

☐ I received copies of documents from my personnel file.

☐ I reviewed my personnel file and received copies of documents.

Employee Signature: _____ Date: _____

OFFICE USE ONLY

Appointment Date/Time: _____ **Date File Reviewed:** _____

Access Method Confirmed: ☐ On-Site Review ☐ Paper Copy Provided ☐ Electronic Copy Provided

Date Copies Provide (if applicable): _____ **Photo ID Verified:** ☐ Yes ☐ No

HR Representative: _____ **HR Representative Signature:** _____

Date: _____

Richland School District One is an equal opportunity employer.

EMPLOYEE SELF SERVICE INSTRUCTIONS

Access Richland One website, www.richlandone.org. Click "R1 Portal." A menu will appear. Click "Employee Self-Service".

USER NAME AND PASSWORD:

Your username is your first and last name separated with a dot, for example, "jane.doe". To change your password, please call 803-231-7419.

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.

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**

Richland County School District One

Family and Medical Leave Act (FMLA) Request Form

EMPLOYEE INFORMATION	
Employee Name:	Last 5 Digits of SSN: _____
Job Title:	Department or School:
Email Address:	Daytime Telephone Number:

TYPE OF LEAVE

I hereby request the following type of leave:

☐ Birth of a child. *Anticipated date of birth:* _____

☐ Bond with the newborn child within one year of birth. *Date:* _____

☐ Placement of a child for adoption or foster care and to bond with the newly placed child.
Anticipated date of birth: _____

☐ To care for your family member due to a serious health condition. Your family member is your:
☐ Spouse ☐ Parent ☐ Child under age 18 ☐ Child 18 years or older and incapable of self-care because of a mental or physical disability.

☐ Employee's serious health condition.

☐ Care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent or next of kin of the covered service member.

☐ Exigency Leave: ☐ employee's spouse ☐ employee's son ☐ employee's daughter ***or***
☐ parent is a military member on covered active duty or call to covered active duty status.

AMOUNT OF LEAVE

☐ I request leave be granted for a continuous period of time:

Beginning on (date): _____ Ending on (date): _____

☐ I request leave be granted on a reduced or intermittent leave schedule:

Beginning on (date): _____ Ending on (date): _____

EMPLOYEE CERTIFICATION AND SIGNATURE

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

Employee Signature: _____ ***Date:*** _____

For questions or concerns regarding FMLA, please contact Lois Howell, FMLA Specialist, at (803) 231-7429
Fax FMLA request form to the Benefits Office at (803) 231-7428 or email to Lois Howell at lois.howell@richlandone.org

After the FMLA request form is received, you will receive written notification regarding FMLA eligibility and leave within five (5) business days.

Revised 08/30/2022

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: _____

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.

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

ATTACH TO THE SICK LEAVE BANK REQUEST FORM

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

To: All Employees of Richland County School District One

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

Eligibility

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

SECURE 2.0

Any Catch-up contributions of High Earners (Employees who earned more than $150,000 (indexed) in FICA wages from their employer in 2025) must be made on a Roth basis, starting in 2026.

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. To see the latest contribution limits, access the Dashboard of the PenServ participant plan portal and choose the Quicklink titled Contribution Limits. 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.

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

Investment Provider Options

Provider and Product Name	Product Type	Contact
Ameriprise Financial Services	Annuities	Greg Downs Phone (803) 251-4818 Gregory.downs@ampf.com Gregg Newman Phone (803) 731-2788 Gregg.c.newman@ampf.com
Brighthouse Life Insurance Company	Annuities	Phone (800) 882-1292 www.brighthousefinancial.com
Corebridge Financial fka AIG Retirement Services	Annuities	Jonathan Hope Phone (803) 667-6664 jonathan.hope@corebridgefinancial.com
Equitable	Annuities	Julie Parks Phone (803) 348-2307 julia.parks@equitable.com
Horace Mann Insurance Co	Annuities	Jim Rhodes Phone (803) 783-4400 jim.rhodes@horacemann.com
MetLife	Annuities	Phone (800) 638-5433 http://www.metlife.com
National Life Group	Annuities	Robert Gideon Phone: 803-470-5645 rgideon@appreciationfinancial.com
ReliaStar Life Insurance Company	Annuities	Seth Shores Phone (803) 273-3622 sshores@gwnsecurities.com
Security Benefit	Annuities	Phone (800) 888-2461 www.securitybenefit.com

Third Party Administrator
PenServ Plan Services, Inc.
Plan Record-keeper
Phone (800) 849-4001
www.penserv.com
Email: 403badministration@penserv.com

Plan Web Site is available at:
www.penserv.com
Select: Login to Your Account

Employer Administrator
Richland County School District One
Financial Services-Ciera Bing
Phone (803) 231-7516
Email: **ciera.bing@richlandone.org**

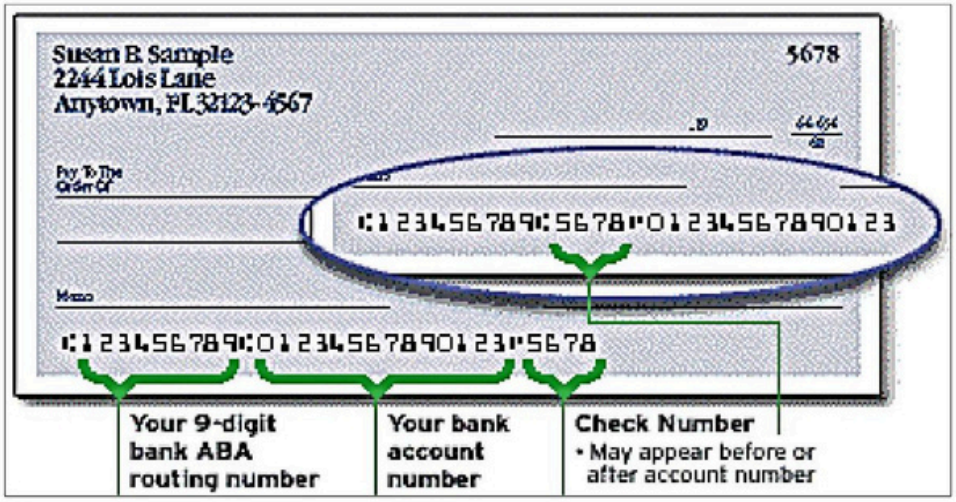
RICHLAND COUNTY SCHOOL DISTRICT ONE
Payroll Direct Deposit Authorization

Employee Name: _____ Employee ID# _____

Social Security #: _____ Location: _____

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

ATTACH VOIDED CHECK HERE



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

Employee Signature: _____ Date: _____/_____/_____

Joint Account Signature: _____ Date: _____/_____/_____

RICHLAND ONE

ENGAGE • EDUCATE • EMPOWER

2026-2027 PAYROLL CALENDAR

9/10 MO	11 MO	12 MO	The dates on your pay stub represent only the **BASE SALARY** portion of your check. **PAY DATE**	Hourly, Supplemental / Overtime, Kronos Approval Periods, Time Sheets, Subs, Docks & Summer School follow: **PERIOD COVERED**			**DUE DATE FOR PAYMASTERS** * Kronos Approval * Hourly & Sub Time Sheets * Absence Reports	**DUE DATE FOR HUMAN RESOURCES** * Pay Changes / Uploads * New Hires * Benefit Changes
			07/01/2026 (LAST PAY 12 MO)	05/23/26		06/12/26	06/15/2026	06/16/2026
		1	07/16/2026 (1ST PAY 12 MO)	06/13/26		07/05/26	07/06/2026	07/06/226
	1	2	07/31/2026 (LAST PAY 11 MO) (1ST PAY 11 MO)	07/06/26		07/19/26	07/20/2026	07/20/2026
1	2	3	08/14/2026 (LAST PAY 9/10 MO) (1ST PAY 09/10 MO)	07/20/26		08/09/26	08/10/2026	08/10/2026
2	3	4	09/01/2026	08/10/26	-	08/16/26	08/17/2026	08/17/2026
3	4	5	09/16/2026	08/17/26	-	08/30/26	08/31/2026	08/31/2026
4	5	6	10/01/2026	08/31/26	-	09/13/26	09/14/2026	09/14/2026
5	6	7	10/16/2026	09/14/26	-	09/27/26	09/28/2026	09/28/2026
6	7	8	10/30/2026	09/28/26	-	10/11/26	10/12/2026	10/12/2026
7	8	9	11/16/2026	10/12/26	-	10/25/26	10/26/2026	10/26/2026
8	9	10	12/01/2026	10/26/26	-	11/08/26	11/09/2026	11/09/2026
9	10	11	12/16/2026	11/09/26	-	11/29/26	11/30/2026	11/30/2026
10	11	12	12/31/2026	11/30/26	-	12/13/26	12/14/2026	12/14/2026
11	12	13	01/15/2027	12/14/26	-	01/03/27	01/05/2027	01/05/2027
12	13	14	02/01/2027	01/04/27	-	01/17/27	01/19/2027	01/19/2027
13	14	15	02/16/2027	01/18/27	-	01/31/27	02/01/2027	02/01/2027
14	15	16	03/01/2027	02/01/27	-	02/14/27	02/16/2027	02/16/2027
15	16	17	03/16/2027	02/15/27	-	02/28/27	03/01/2027	03/01/2027
16	17	18	04/01/2027	03/01/27	-	03/14/27	03/15/2027	03/15/2027
17	18	19	04/16/2027	03/15/27	-	03/28/27	03/30/2027	03/30/2027
18	19	20	04/30/2027	03/29/27	-	04/11/27	04/12/2027	04/12/2027
19	20	21	05/14/2027	04/12/27	-	04/25/27	04/26/2027	04/26/2027
20	21	22	06/01/2027	04/26/27	-	05/09/27	05/10/2027	05/10/2027
21	22	23	06/16/2027	05/10/27	-	05/23/27	05/24/2027	05/24/2027
22	23	24	07/01/2027 (LAST PAY 12 MO)	05/24/27	-	06/06/27	06/07/2027	06/07/2027

Note: Additional dates will be provided once the 2027–2028 Academic Calendar is released

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

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

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

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

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

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

Employee Name (Print): _____ **Date:** _____

Employee Signature: _____ **Date:** _____

Chief/Signature: _____ **Date**: _____

National Board Supplement Information:

STATE SUPPLEMENT: 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	$5,000
Eligible South Carolina NBCTs	(Initial application after July 1, 2021)	$5,000

STATE SUPPLEMENT: 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
STATE SUPPLEMENT: 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 **five-year MOC Certificate** ***	$5,000

* Supplement eligibility is determined by the NBCT's position withinthe 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.

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

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

*During subsequent fiscal years, the districtmay modify the local supplement amount for NBCTs if warrantedthrough the annualbudget process. The district may modify supplements and the life of supplements in alignment with the state.

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	sally.mccants@richlandone.org

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 paidthrough payroll services (Supplemental Pay Form). Non-district employees will be paid via the Substitute For

Richland County School District One
Athletic Supplements 2026-2027

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

POSITION	SUPPLEMENT	A Schools	AA Schools	AAA AAAA Schools	Experience Incentive (District Employees Only)		
					1-5 Yrs.	6-10 Yrs.	11+Yrs.
Girls/Boys Volleyball Junior Varsity	2,843				300	600	900
Volleyball 7th & 8th Grade Head Coach	1,518						
Volleyball 7th & 8th 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 7th & 8th Grade	627						
Track Assistant 7th & 8th 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
Tennis Head Coach	3,476				300	600	900
Tennis Varsity Assistant	2,843				300	600	900
Tennis Junior Varsity	2,843				300	600	900
Cross Country Head Coach	3,663				500	1,000	1,500
Cross Country Varsity Assistant	2,843				300	600	900
Swimming Head Coach	3,223				500	1,000	1,500
Swimming Varsity Assistant	2,843				300	600	900
Cheerleading-Competitive	3,290				500	1,000	1,500
Cheerleading JV Competitive	2,843				300	600	900
Cheerleading Head Football	4,042				500	1,000	1,500
Cheerleading Junior Varsity Football	2,843				300	600	900
Cheerleading Head Basketball	3,250				500	1,000	1,500
Cheerleading Junior Varsity Basketball	1,699				300	600	900
Cheerleading 7th & 8th Grade Football	1,012						
Cheerleading 7th & 8th Grade Basketball	1,012						
Lacrosse Head Coach	Tiered	3,510	5,010	6,510	1,000	2,000	3,000
Lacrosse Varsity Assistant	2,843				300	600	900
Lacrosse Junior Varsity	2,843				300	600	900
Lacrosse B Team	1,800				300	600	900
Middle School Intramurals	570						
Boys and Girls Bowling	1,340				300	600	900
Esports Coordinator	8,000						
Esports Head Coach	4,202						
Esports Assistant Coach	2,843						

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

ELEMENTARYSCHOOL 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

JOB TITLE	FLSA	GRADE	WORK SCHEDULE
	E-Exempt N=Non Exempt		
A			
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 Manager	N	123	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
Cafeteria Crew Leader	N	109	200
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 Teaching and Learning	E	139	240
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
D			
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
Deputy Superintendent	E	140	240
Digital Print Operator	N	113	240
Director (Bachelors)	E	130	240
Director (Bachelors+18)	E	131	240
Director (Masters)	E	132	240
Director (Masters+30)	E	133	240
Director (Doctorate)	E	134	240
Dispatcher	N	108	240
E			
Electrician	N	116	240
Electrician Apprentice	N	113	240

Electrician Crew Leader	N	120	240
Employment Assistant	N	113	240
Employment Specialist	N	118	240
Equipment Operator	N	109	240
Executive Assistant	N	118	240
Executive Director (Masters)	E	136	240
Executive Director (Masters+30)	E	137	240
Executive Director (Doctorate)	E	138	240
F			
Facilities Maintenance technician	N	113	240
Financial Services Supervisor	E	124	240
FMLA Specialist	N	118	240
Food Service Operator I	N	106	184
Food Service Operator II	N	107	184
Food Services Manager	E	125	240
Food Services Supervisor	E	120	240
G			
General Counsel	E	139	240
Glazier	N	113	240
Grants Specialist	N	113	240
H			
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
HVAC Crew Leader	N	120	240
HVAC Mechanic	N	117	240
HVAC Trades worker	N	108	240
I			
In-School Suspension Monitor	N	114	184
Instructional Assistant (High School Diploma)	N	107	184
Instructional Assistant (Associate)	N	109	184
Instructional Assistant (Bachelors/Masters)	N	111	184
Instructional Coach (Masters)	E	127	240
Instructional Coach (Masters+30)	E	128	240
Instructional Coach (Doctorate)	E	129	240
Interpreter - Hearing Impaired (Non-Certified)	N	115	184
Interpreter - Hearing Impaired (Certified)	N	117	184
Interpreter - Spanish	E	119	220
J			
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 (Massters+30)	E	131	240
Lead Coordinator (Doctorate)	E	132	240
Lead Flight Director	E	130	240
Lead Psychologist (Masters)	E	128	240
Lead Psychologist (Massters+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 Supports Specialist	N	118	240
Managers (Building Services)	E	123	240
Managers Environmental Safety	E	120	240
Managers Maintenance Projects	E	123	240
Managers Warehouse Operations	E	123	240
Managers Security Services	E	123	240
Mason	N	113	240
Master Carpenter	N	115	240
Master Electrician	N	117	240
Master Faculty 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
Misson Assistant	N	107	240
N			
Network Architect	E	125	240
Night Custodial Crew Leader	N	109	240
O			
Occupational Therapist	N	125	240, 184
Office Assistant	N	107	240, 184
Ombudsman	E	129	240
P			
Painter	N	113	240
Painter Crew Leader	N	118	240
Para Legal	N	119	240
Parent And Family Engagement Specialist	N	114	200

Payroll Accountant	N	118	240
Personnel Manager	E	123	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
Procurements Manager	E	123	240
Procurements 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
Q			
Quality Assurance Financial Manager	E	121	240
Quality Control Technician	N	118	240
R			
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
Roofing Crew Leader	N	117	240
Roofing Technician	N	113	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
School Security Associate	N	113	200
Secretary	N	110	240, 220, 200
Senior Accountant	N	120	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
T			
Technology Asset Technician	N	119	240
Technology Information Security Specialist	N	120	240
Technology Network Cabling Specialist	N	117	240
Technology Lead Network Cabling Specialist	E	119	240
Technology Network Engineer	N	120	240
Technology Operations/Application Specialist Lead	N	120	240
Technology Senior Network Engineer	E	125	240
Technology Senior Systems Administrator	E	123	240
Technology Network Security Manager	E	123	240
Technology Support Specialist	N	118	240 200
Technology Support Specialist Lead	N	120	240
Technology Systems Administrator	N	120	240

Technology Systems and Data Integration Administrator	E	124	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	240
Transportation Supervisor	E	120	240
Truck Driver	N	107	240
V			
Vehicle Mechanic	N	113	240
Volunteer-Mentoring Program Coordinator	N	119	240
Warehouse Supply Specialist	N	107	240
Web Administrator	E	126	240

Richland County School District One
Salary Guide for Teachers 2026-2027

Step	Bachelors	Masters	Masters +30	Doctorate	Step
0	51,102	55,770	57,549	60,513	0
1	51,714	56,383	58,160	61,125	1
2	52,266	57,345	59,086	62,448	2
3	52,540	57,527	59,493	63,104	3
4	52,675	57,804	59,806	63,523	4
5	52,811	58,081	60,120	63,928	5
6	53,206	58,359	60,433	64,322	6
7	53,602	58,635	60,748	65,834	7
8	54,000	58,913	61,909	67,353	8
9	54,573	59,385	63,075	68,869	9
10	55,623	60,356	64,236	70,408	10
11	56,437	61,516	65,404	71,960	11
12	57,487	62,687	66,571	73,515	12
13	58,576	63,850	67,734	75,067	13
14	59,623	65,019	68,905	76,624	14
15	60,716	66,181	70,068	78,176	15
16	61,767	67,350	71,231	79,731	16
17	62,848	68,514	72,394	81,285	17
18	63,896	69,680	73,563	82,840	18
19	64,986	70,843	74,727	84,391	19
20	66,028	72,011	75,894	85,946	20
21	66,585	73,141	77,073	87,223	21
22	67,142	73,786	77,742	88,003	22
23	68,030	75,075	79,075	89,435	23
24	68,685	75,832	79,874	90,359	24
25	69,348	76,597	80,684	91,290	25
26	69,552	76,823	80,843	91,469	26
27	69,943	76,998	81,135	92,306	27
28	70,149	77,074	81,214	92,397	28
29	70,423	77,375	81,532	92,758	29
30	70,629	77,526	81,690	92,938	30
31	70,892	77,538	81,712	92,966	31

*An employee must work 152 days in order to be eligible for an annual step advancement effective the next fiscal year.

**Teachers previously on the Class 2 Bachelor's + 18 scale will be grandfathered in.
Published 2025

Richland County School District One
Salary Schedule for Administration, Instructional Support and Classified Employees
FY 2026-2027 - 240 day Schedule

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	26,731.00	27,408.00	28,108.00	28,808.00	29,553.00	30,298.00	31,066.00	31,878.00	32,691.00	33,526.00	34,384.00	35,265.00	36,168.00	37,116.00	38,064.00	39,058.00	105
106	26,897.00	27,565.00	28,252.00	28,984.00	29,715.00	30,467.00	31,242.00	32,036.00	32,832.00	33,670.00	34,553.00	35,431.00	36,336.00	37,261.00	38,229.00	39,218.00	106
107	28,123.00	28,833.00	29,564.00	30,316.00	31,069.00	31,866.00	32,681.00	33,520.00	34,380.00	35,261.00	36,165.00	37,090.00	38,036.00	39,024.00	40,036.00	41,066.00	107
108	28,757.00	29,510.00	30,262.00	31,058.00	31,875.00	32,692.00	33,552.00	34,434.00	35,315.00	36,240.00	37,207.00	38,175.00	39,185.00	40,196.00	41,271.00	42,346.00	108
109	30,023.00	30,819.00	31,613.00	32,452.00	33,291.00	34,150.00	35,054.00	35,979.00	36,925.00	37,892.00	38,882.00	39,913.00	40,966.00	42,041.00	43,160.00	44,299.00	109
110	31,463.00	32,280.00	33,119.00	33,999.00	34,882.00	35,785.00	36,731.00	37,698.00	38,688.00	39,719.00	40,752.00	41,827.00	42,945.00	44,084.00	45,245.00	46,449.00	110
111	33,071.00	33,952.00	34,834.00	35,736.00	36,682.00	37,629.00	38,618.00	39,629.00	40,682.00	41,757.00	42,854.00	43,972.00	45,133.00	46,337.00	47,562.00	48,809.00	111
112	34,537.00	35,441.00	36,365.00	37,311.00	38,300.00	39,311.00	40,342.00	41,417.00	42,515.00	43,632.00	44,794.00	45,977.00	47,180.00	48,449.00	49,718.00	51,051.00	112
113	36,525.00	37,493.00	38,460.00	39,470.00	40,502.00	41,555.00	42,653.00	43,770.00	44,911.00	46,093.00	47,297.00	48,543.00	49,833.00	51,145.00	52,500.00	53,876.00	113
114	37,914.00	38,923.00	39,935.00	40,987.00	42,085.00	43,181.00	44,320.00	45,503.00	46,708.00	47,954.00	49,223.00	50,534.00	51,867.00	53,243.00	54,663.00	56,124.00	114
115	39,648.00	40,701.00	41,777.00	42,873.00	44,012.00	45,173.00	46,376.00	47,603.00	48,872.00	50,183.00	51,516.00	52,892.00	54,289.00	55,752.00	57,235.00	58,762.00	115
116	41,655.00	42,751.00	43,890.00	45,051.00	46,234.00	47,460.00	48,728.00	50,018.00	51,352.00	52,705.00	54,103.00	55,565.00	57,028.00	58,554.00	60,123.00	61,736.00	116
117	43,654.00	44,815.00	45,997.00	47,223.00	48,470.00	49,761.00	51,093.00	52,448.00	53,845.00	55,264.00	56,748.00	58,253.00	59,823.00	61,413.00	63,049.00	64,746.00	117
118	48,922.00	50,276.00	51,675.00	53,093.00	54,555.00	56,061.00	57,630.00	59,221.00	60,854.00	62,553.00	64,274.00	66,059.00	67,907.00				118
119	51,308.00	52,728.00	54,168.00	55,673.00	57,220.00	58,791.00	60,424.00	62,102.00	63,822.00	65,606.00	67,412.00	69,305.00	71,219.00				119
120	53,780.00	55,286.00	56,813.00	58,382.00	59,995.00	61,672.00	63,371.00	65,133.00	66,940.00	68,810.00	70,724.00	72,680.00	74,701.00				120
121	56,405.00	57,974.00	59,565.00	61,220.00	62,918.00	64,660.00	66,466.00	68,316.00	70,207.00	72,164.00	74,185.00	76,249.00	78,378.00				121
122	59,156.00	60,791.00	62,488.00	64,208.00	65,993.00	67,821.00	69,713.00	71,648.00	73,648.00	75,712.00	77,819.00	79,990.00	82,226.00				122
123	62,037.00	63,757.00	65,521.00	67,348.00	69,219.00	71,153.00	73,132.00	75,174.00	77,260.00	79,410.00	81,624.00	83,904.00	86,247.00				123
124	65,069.00	66,874.00	68,724.00	70,638.00	72,616.00	74,636.00	76,701.00	78,852.00	81,044.00	83,302.00	85,646.00	88,032.00	90,483.00				124
125	68,251.00	70,144.00	72,099.00	74,099.00	76,164.00	78,291.00	80,463.00	82,721.00	85,022.00	87,408.00	89,838.00	92,353.00	94,933.00				125
126	71,584.00	73,561.00	75,626.00	77,733.00	79,904.00	82,119.00	84,419.00	86,784.00	89,193.00	91,686.00	94,267.00	96,890.00	99,621.00				126
127	79,990.00	82,334.00	84,721.00	87,218.00	89,752.00	92,374.00	95,084.00	97,879.00	100,738.00	103,706.00							127
128	83,904.00	86,377.00	88,892.00	91,494.00	94,181.00	96,933.00	99,771.00	102,695.00	105,705.00	108,801.00							128
129	88,032.00	90,612.00	93,257.00	95,987.00	98,803.00	101,706.00	104,673.00	107,748.00	110,909.00	114,176.00							129
130	92,353.00	95,062.00	97,857.00	100,717.00	103,663.00	106,716.00	109,834.00	113,059.00	116,391.00	119,811.00							130
131	96,912.00	99,749.00	102,674.00	105,684.00	108,780.00	111,962.00	115,251.00	118,649.00	122,132.00	125,723.00							131
132	101,685.00	104,652.00	107,726.00	110,888.00	114,134.00	117,488.00	120,949.00	124,497.00	128,174.00	131,936.00							132
133	106,695.00	109,813.00	113,037.00	116,347.00	119,767.00	123,294.00	126,927.00	130,646.00	134,495.00	138,451.00							133
134	111,940.00	115,231.00	118,628.00	122,111.00	125,701.00	129,378.00	133,184.00	137,119.00	141,139.00	145,310.00							134
135	117,466.00	120,928.00	124,476.00	128,131.00	131,893.00	135,785.00	139,784.00	143,891.00	148,126.00	152,492.00							135
136	123,272.00	126,884.00	130,624.00	134,474.00	138,430.00	142,494.00	146,687.00	151,008.00	155,458.00	160,038.00							136
137	129,366.00	133,162.00	137,534.00	141,118.00	145,267.00	149,545.00	153,953.00	158,490.00	163,155.00	167,972.00							137
138	135,743.00	139,742.00	143,848.00	148,106.00	152,448.00	156,942.00	161,564.00	166,337.00	171,240.00	176,292.00							138
139	142,471.00	146,664.00	150,986.00	155,415.00	159,994.00	164,724.00	169,585.00	174,572.00	179,733.00	185,043.00							139
140	149,503.00	153,911.00	158,447.00	163,112.00	167,928.00	172,874.00	177,992.00	183,237.00	188,634.00	194,203.00							140

Richland County School District One

Salary Schedule for Administration, Instructional Support and Classified Employees

FY 2026-2027 - 220 day Schedule

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	24,503.50	25,124.00	25,765.67	26,407.39	27,090.28	27,773.20	28,477.10	29,221.51	29,966.82	30,732.27	31,518.60	32,326.30	33,153.94	34,022.99	34,892.05	35,803.10	105
106	24,655.69	25,267.98	25,897.76	26,568.60	27,238.79	27,928.01	28,638.49	29,366.27	30,095.99	30,864.16	31,673.69	32,481.09	33,307.96	34,156.02	35,043.10	35,949.79	106
107	25,779.49	26,430.22	27,100.36	27,789.71	28,480.00	29,210.56	29,957.60	30,726.64	31,515.15	32,322.56	33,151.26	33,999.10	34,866.32	35,771.97	36,699.67	37,643.80	107
108	26,360.60	27,050.81	27,740.21	28,469.72	29,218.88	29,967.63	30,755.91	31,564.50	32,372.00	33,219.94	34,106.46	34,993.68	35,919.60	36,846.32	37,831.70	38,817.07	108
109	27,521.10	28,250.82	28,978.48	29,747.72	30,516.79	31,304.21	32,132.84	32,980.82	33,847.98	34,734.38	35,641.74	36,586.83	37,552.30	38,537.67	39,563.30	40,607.40	109
110	28,841.10	29,589.97	30,359.10	31,165.80	31,975.16	32,802.81	33,670.06	34,556.59	35,463.99	36,409.13	37,355.99	38,341.40	39,366.20	40,410.37	41,474.51	42,578.25	110
111	30,315.19	31,122.67	31,931.10	32,758.00	33,625.13	34,493.10	35,399.75	36,326.57	37,291.71	38,277.20	39,282.87	40,307.67	41,371.99	42,475.60	43,598.54	44,741.61	111
112	31,658.90	32,487.68	33,334.57	34,201.71	35,108.29	36,035.11	36,980.21	37,965.60	38,972.04	39,996.00	41,061.10	42,145.65	43,248.32	44,411.65	45,574.86	46,796.76	112
113	33,481.26	34,368.56	35,255.10	36,180.90	37,126.89	38,092.05	39,098.57	40,122.50	41,168.44	42,251.94	43,355.69	44,497.80	45,680.20	46,882.90	48,125.00	49,386.34	113
114	34,754.56	35,679.40	36,607.10	37,571.44	38,577.89	39,582.55	40,626.61	41,711.09	42,815.64	43,957.81	45,121.10	46,322.80	47,544.80	48,806.06	50,107.78	51,446.99	114
115	36,343.99	37,309.16	38,295.65	39,300.32	40,344.30	41,408.62	42,511.37	43,636.07	44,799.46	46,001.10	47,223.09	48,484.22	49,764.90	51,105.94	52,465.42	53,865.13	115
116	38,183.72	39,188.48	40,232.54	41,296.78	42,381.07	43,504.99	44,667.30	45,849.79	47,072.64	48,312.80	49,594.50	50,934.60	52,275.70	53,674.48	55,112.80	56,591.37	116
117	40,016.20	41,080.46	42,163.90	43,287.64	44,430.90	45,614.20	46,835.10	48,077.41	49,358.00	50,658.63	52,018.99	53,398.56	54,837.79	56,295.18	57,794.87	59,350.55	117
118	44,845.10	46,086.29	47,368.83	48,668.65	50,008.80	51,389.10	52,827.47	54,285.89	55,782.82	57,340.27	58,917.68	60,553.99	62,248.08				118
119	47,032.24	48,333.96	49,654.00	51,033.61	52,451.61	53,891.70	55,388.54	56,926.89	58,503.46	60,138.79	61,794.26	63,529.65	65,283.99				119
120	49,298.30	50,678.88	52,078.60	53,516.82	54,995.45	56,532.56	58,090.04	59,705.10	61,361.67	63,075.81	64,830.30	66,623.35	68,476.01				120
121	51,704.57	53,142.81	54,601.21	56,118.37	57,674.75	59,271.73	60,927.11	62,623.08	64,356.51	66,150.24	68,002.89	69,894.87	71,846.60				121
122	54,226.30	55,725.10	57,280.58	58,857.43	60,493.64	62,169.20	63,903.65	65,677.38	67,510.67	69,402.63	71,333.98	73,324.16	75,373.78				122
123	56,867.26	58,443.99	60,060.95	61,735.67	63,450.80	65,223.65	67,037.66	68,909.47	70,821.69	72,792.48	74,821.96	76,911.99	79,059.71				123
124	59,646.53	61,301.11	62,997.07	64,751.45	66,564.56	68,416.33	70,309.20	72,281.08	74,290.30	76,360.27	78,508.78	80,696.02	82,942.73				124
125	62,563.42	64,298.59	66,090.89	67,924.08	69,817.04	71,766.87	73,757.77	75,827.61	77,936.81	80,124.00	82,351.39	84,656.86	87,022.03				125
126	65,618.59	67,430.95	69,323.78	71,255.18	73,245.44	75,275.79	77,383.99	79,551.98	81,760.25	84,045.49	86,411.44	88,815.71	91,319.15				126
127	73,324.16	75,472.88	77,660.89	79,947.12	82,272.56	84,676.23	87,160.33	89,722.46	92,343.18	95,063.76							127
128	76,912.01	79,178.85	81,484.30	83,869.45	86,332.61	88,855.20	91,456.76	94,137.05	96,896.26	99,734.31							128
129	80,696.02	83,061.07	85,485.61	87,987.95	90,569.45	93,230.48	95,950.26	98,768.99	101,666.48	104,661.39							129
130	84,656.86	87,140.29	89,702.20	92,323.90	95,024.47	97,823.08	100,681.08	103,637.40	106,691.80	109,826.76							130
131	88,835.96	91,436.60	94,117.69	96,876.99	99,714.99	102,631.80	105,646.81	108,761.58	111,954.38	115,245.99							131
132	93,211.09	95,930.99	98,748.89	101,647.32	104,622.83	107,697.30	110,869.92	114,122.29	117,492.78	120,941.40							132
133	97,803.71	100,661.91	103,617.22	106,651.41	109,786.57	113,019.46	116,349.78	119,758.91	123,287.10	126,913.41							133
134	102,611.69	105,628.44	108,742.30	111,935.09	115,225.92	118,596.53	122,085.32	125,692.55	129,377.41	133,200.78							134
135	107,677.12	110,850.60	114,102.99	117,453.41	120,902.03	124,469.58	128,135.35	131,900.01	135,782.30	139,784.26							135
136	112,999.38	116,310.30	119,738.63	123,267.67	126,894.22	130,619.46	134,463.03	138,423.99	142,503.18	146,701.40							136
137	118,576.32	122,065.13	125,651.96	129,358.23	133,161.40	137,082.90	141,123.64	145,282.51	149,558.83	153,974.31							137
138	124,431.09	128,096.90	131,860.61	135,763.83	139,743.98	143,863.46	148,100.23	152,475.72	156,969.94	161,601.05							138
139	130,598.45	134,442.02	138,403.80	142,463.71	146,661.11	150,997.13	155,452.79	160,024.34	164,755.20	169,622.84							139
140	137,044.45	141,085.09	145,243.09	149,519.36	153,934.02	158,467.71	163,159.30	167,967.18	172,914.58	178,019.38							140

Richland County School District One
Salary Schedule for Administration, Instructional Support and Classified Employees
FY 2026-2027 - 200 day Schedule

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	22,275.78	22,840.03	23,423.31	24,006.72	24,627.53	25,248.31	25,888.29	26,564.99	27,242.56	27,938.40	28,653.28	29,387.56	30,139.94	30,929.99	31,720.00	32,548.26	105
106	22,414.24	22,970.89	23,543.33	24,153.27	24,762.47	25,389.09	26,034.99	26,696.62	27,359.99	28,058.32	28,794.16	29,528.27	30,279.96	31,050.92	31,857.43	32,681.85	106
107	23,435.87	24,027.48	24,636.61	25,263.40	25,890.90	26,555.01	27,234.20	27,933.31	28,650.11	29,384.12	30,137.43	30,908.36	31,696.68	32,519.99	33,363.35	34,221.60	107
108	23,964.15	24,591.67	25,218.34	25,881.56	26,562.53	27,243.30	27,959.91	28,694.99	29,429.11	30,199.98	31,005.88	31,812.45	32,654.16	33,496.67	34,392.48	35,288.25	108
109	25,019.19	25,682.59	26,344.07	27,043.38	27,742.53	28,458.35	29,211.69	29,982.59	30,770.91	31,576.68	32,401.60	33,260.79	34,138.38	35,034.18	35,966.74	36,915.81	109
110	26,219.26	26,899.99	27,599.12	28,332.43	29,068.30	29,820.76	30,609.14	31,415.05	32,239.99	33,099.17	33,959.94	34,855.84	35,787.44	36,736.67	37,704.10	38,707.48	110
111	27,559.26	28,293.33	29,028.36	29,780.05	30,568.37	31,357.45	32,181.61	33,024.14	33,901.57	34,797.48	35,711.72	36,643.27	37,610.85	38,614.17	39,634.99	40,674.21	111
112	28,780.81	29,534.28	30,304.11	31,092.47	31,916.63	32,759.16	33,618.35	34,514.19	35,429.18	36,360.04	37,328.28	38,314.24	39,316.64	40,374.25	41,431.62	42,542.52	112
113	30,437.48	31,244.15	32,049.99	32,891.62	33,751.72	34,629.11	35,544.09	36,475.06	37,425.88	38,410.89	39,414.27	40,452.47	41,527.52	42,620.78	43,749.99	44,896.68	113
114	31,594.99	32,435.90	33,279.19	34,155.83	35,070.84	35,984.13	36,933.27	37,919.16	38,923.34	39,961.64	41,019.21	42,111.66	43,222.57	44,369.11	45,552.41	46,769.99	114
115	33,039.99	33,917.39	34,814.21	35,727.54	36,676.56	37,644.20	38,646.74	39,669.11	40,726.77	41,819.16	42,930.09	44,076.57	45,240.86	46,459.94	47,695.88	48,968.29	115
116	34,712.48	35,625.91	36,575.10	37,542.53	38,528.32	39,549.99	40,606.68	41,681.64	42,793.29	43,920.80	45,085.93	46,304.17	47,523.38	48,795.07	50,102.53	51,446.72	116
117	36,378.33	37,345.87	38,330.85	39,352.48	40,391.64	41,467.46	42,577.38	43,706.72	44,870.91	46,053.27	47,289.99	48,544.13	49,852.54	51,177.49	52,540.81	53,955.03	117
118	40,768.31	41,896.64	43,062.50	44,244.20	45,462.56	46,717.44	48,024.99	49,350.84	50,711.63	52,127.58	53,561.56	55,049.09	56,589.14				118
119	42,756.57	43,939.97	45,140.04	46,394.21	47,683.29	48,992.44	50,353.20	51,751.73	53,185.01	54,671.65	56,176.67	57,754.19	59,349.09				119
120	44,816.70	46,071.72	47,344.09	48,651.60	49,995.80	51,393.25	52,809.10	54,277.45	55,783.37	57,341.66	58,936.55	60,566.75	62,250.81				120
121	47,004.08	48,311.68	49,637.48	51,016.67	52,431.59	53,883.38	55,388.28	56,929.99	58,505.93	60,136.59	61,820.81	63,540.81	65,315.09				121
122	49,296.66	50,659.18	52,073.23	53,506.75	54,994.18	56,517.44	58,094.24	59,706.68	61,373.26	63,093.32	64,849.09	66,658.36	68,521.60				122
123	51,697.42	53,130.90	54,600.78	56,123.34	57,682.55	59,294.21	60,943.36	62,644.97	64,383.34	66,174.99	68,019.96	69,920.02	71,872.46				123
124	54,224.15	55,728.26	57,270.08	58,864.97	60,513.22	62,196.66	63,917.44	65,710.01	67,536.63	69,418.43	71,371.64	73,360.00	75,402.48				124
125	56,875.82	58,453.28	60,082.60	61,749.07	63,470.10	65,242.60	67,052.45	68,934.17	70,851.65	72,840.04	74,864.90	76,960.78	79,110.90				125
126	59,653.23	61,300.86	63,021.60	64,777.44	66,586.78	68,432.53	70,349.09	72,319.99	74,327.52	76,405.01	78,555.87	80,741.53	83,017.43				126
127	66,658.46	68,611.70	70,600.81	72,679.20	74,793.22	76,978.37	79,236.63	81,565.95	83,948.31	86,421.62							127
128	69,920.01	71,980.80	74,076.62	76,244.99	78,484.19	80,777.44	83,142.54	85,579.14	88,087.49	90,667.56							128
129	73,360.05	75,509.99	77,714.17	79,989.05	82,335.87	84,754.98	87,227.49	89,789.99	92,424.08	95,146.71							129
130	76,960.78	79,218.46	81,547.45	83,930.82	86,385.91	88,930.10	91,528.24	94,215.82	96,992.46	99,842.53							130
131	80,759.98	83,124.15	85,561.55	88,069.99	90,649.99	93,301.63	96,042.55	98,874.19	101,776.64	104,769.09							131
132	84,737.39	87,209.99	89,771.61	92,406.69	95,111.62	97,906.69	100,790.85	103,747.57	106,811.64	109,946.72							132
133	88,912.53	91,510.80	94,197.43	96,955.84	99,805.91	102,744.90	105,772.48	108,871.74	112,079.14	115,375.88							133
134	93,283.32	96,025.87	98,856.60	101,759.19	104,750.83	107,815.03	110,986.70	114,265.89	117,615.90	121,091.64							134
135	97,888.30	100,773.32	103,730.00	106,775.84	109,910.92	113,154.21	116,486.64	119,909.06	123,438.46	127,076.59							135
136	102,726.65	105,736.56	108,853.29	112,061.58	115,358.43	118,744.99	122,239.24	125,839.95	129,548.36	133,364.90							136
137	107,796.65	110,968.35	114,229.08	117,598.35	121,055.84	124,620.84	128,294.18	132,075.10	135,962.54	139,976.65							137
138	113,119.15	116,451.66	119,873.26	123,421.62	127,039.98	130,784.92	134,636.64	138,614.23	142,699.93	146,910.09							138
139	118,725.86	122,220.01	125,821.59	129,512.47	133,328.28	137,270.01	141,320.80	145,476.69	149,777.42	154,202.58							139
140	124,585.86	128,259.18	132,039.20	135,926.74	139,940.03	144,061.54	148,326.76	152,697.47	157,195.06	161,835.75							140

Richland County School District One
Salary Schedule for Administration, Instructional Support and Classified Employees
FY 2026-2027 - 184 day Schedule

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	20,493.70	21,012.80	21,549.50	22,086.18	22,657.33	23,228.42	23,817.20	24,439.80	25,063.14	25,703.30	26,361.08	27,036.58	27,728.74	28,455.70	29,182.39	29,944.72	105
106	20,621.08	21,133.22	21,659.87	22,221.02	22,781.50	23,358.05	23,952.22	24,560.90	25,171.19	25,813.66	26,490.71	27,166.01	27,857.57	28,566.84	29,308.86	30,066.99	106
107	21,561.01	22,105.25	22,665.68	23,242.25	23,819.64	24,430.63	25,055.45	25,698.65	26,358.08	27,033.45	27,726.44	28,435.63	29,160.97	29,918.40	30,694.24	31,483.90	107
108	22,047.05	22,624.30	23,200.90	23,811.03	24,437.60	25,063.84	25,723.20	26,399.37	27,074.75	27,783.99	28,525.41	29,267.40	30,041.89	30,816.96	31,641.00	32,465.18	108
109	23,017.67	23,627.99	24,236.55	24,879.91	25,523.13	26,181.66	26,874.77	27,583.99	28,309.20	29,050.52	29,809.49	30,600.00	31,407.25	32,231.50	33,089.33	33,962.58	109
110	24,121.70	24,747.94	25,391.30	26,065.90	26,742.90	27,435.10	28,160.40	28,901.90	29,660.80	30,451.31	31,243.17	32,067.30	32,924.45	33,797.75	34,687.77	35,610.96	110
111	25,354.52	26,029.87	26,706.11	27,397.62	28,122.90	28,848.90	29,606.99	30,382.25	31,189.40	32,013.65	32,854.75	33,711.83	34,601.99	35,525.09	36,464.20	37,420.25	111
112	26,478.38	27,171.50	27,879.75	28,605.08	29,363.35	30,138.50	30,928.95	31,753.05	32,594.85	33,451.25	34,341.99	35,249.15	36,171.35	37,144.25	38,117.10	39,139.10	112
113	28,002.45	28,744.62	29,486.01	30,260.28	31,051.58	31,858.80	32,700.65	33,557.04	34,431.80	35,337.99	36,261.12	37,216.28	38,205.38	39,211.20	40,250.05	41,304.89	113
114	29,067.40	29,841.00	30,616.90	31,423.35	32,265.20	33,105.41	33,978.65	34,885.70	35,809.50	36,764.71	37,737.70	38,742.77	39,764.80	40,819.65	41,908.30	43,028.52	114
115	30,396.75	31,204.00	32,029.14	32,869.35	33,742.45	34,632.65	35,555.00	36,495.60	37,468.55	38,473.71	39,495.62	40,550.50	41,621.53	42,743.18	43,880.10	45,050.80	115
116	31,935.48	32,775.85	33,649.07	34,539.13	35,446.04	36,386.05	37,358.18	38,347.05	39,369.80	40,407.08	41,478.98	42,599.81	43,721.48	44,891.40	46,094.35	47,330.92	116
117	33,468.10	34,358.20	35,264.47	36,204.25	37,160.35	38,150.10	39,171.18	40,210.20	41,281.19	42,369.00	43,506.88	44,660.58	45,864.34	47,083.26	48,337.50	49,638.65	117
118	37,506.80	38,544.95	39,617.50	40,704.64	41,825.59	42,979.97	44,182.99	45,402.80	46,654.70	47,957.35	49,276.66	50,645.20	52,062.00				118
119	39,336.03	40,424.77	41,528.73	42,682.65	43,868.62	45,073.10	46,325.00	47,611.57	48,930.18	50,297.94	51,682.55	53,133.85	54,601.24				119
120	41,231.34	42,385.99	43,556.68	44,759.57	45,996.15	47,281.80	48,584.45	49,935.24	51,320.62	52,754.30	54,221.65	55,721.39	57,270.75				120
121	43,243.87	44,446.70	45,666.45	46,935.30	48,237.20	49,572.75	50,957.22	52,375.63	53,825.45	55,325.66	56,875.15	58,457.50	60,089.88				121
122	45,352.90	46,606.50	47,907.40	49,226.21	50,594.63	51,995.99	53,446.75	54,930.20	56,463.45	58,045.83	59,661.20	61,325.72	63,039.90				122
123	47,561.61	48,880.43	50,232.75	51,633.47	53,067.95	54,550.65	56,067.82	57,633.38	59,232.66	60,880.98	62,578.37	64,326.35	66,122.66				123
124	49,886.18	51,270.00	52,688.50	54,155.75	55,672.20	57,220.93	58,804.05	60,453.25	62,133.65	63,864.95	65,661.90	67,491.25	69,370.28				124
125	52,325.74	53,777.03	55,276.00	56,809.24	58,392.50	60,023.10	61,688.30	63,419.45	65,183.52	67,012.80	68,875.70	70,804.00	72,782.05				125
126	54,881.00	56,396.79	57,979.90	59,595.30	61,259.80	62,957.93	64,721.20	66,534.35	68,381.30	70,292.50	72,271.40	74,282.25	76,375.99				126
127	61,325.70	63,122.80	64,952.74	66,864.80	68,809.80	70,820.07	72,897.75	75,040.60	77,232.50	79,507.85							127
128	64,326.35	66,222.30	68,150.50	70,145.41	72,205.45	74,315.25	76,491.10	78,732.81	81,040.55	83,414.15							128
129	67,491.25	69,469.20	71,497.10	73,589.93	75,748.99	77,974.58	80,249.25	82,606.88	85,030.15	87,535.00							129
130	70,804.00	72,880.99	75,023.65	77,216.36	79,474.98	81,815.70	84,206.03	86,678.50	89,233.14	91,855.10							130
131	74,299.20	76,474.25	78,716.65	81,024.40	83,398.03	85,837.50	88,359.14	90,964.30	93,634.55	96,387.59							131
132	77,958.45	80,233.20	82,589.90	85,014.15	87,502.75	90,074.21	92,727.59	95,447.74	98,266.75	101,151.01							132
133	81,799.50	84,189.95	86,661.65	89,199.40	91,821.40	94,525.40	97,310.72	100,161.95	103,112.90	106,145.80							133
134	85,820.66	88,343.83	90,948.08	93,618.40	96,370.75	99,189.80	102,107.71	105,124.60	108,206.55	111,404.35							134
135	90,057.30	92,711.42	95,431.60	98,233.80	101,118.00	104,101.95	107,167.70	110,316.40	113,563.33	116,910.50							135
136	94,508.60	97,277.75	100,145.05	103,096.70	106,129.78	109,245.40	112,460.00	115,772.85	119,184.45	122,695.70							136
137	99,172.95	102,090.88	105,090.80	108,190.50	111,371.30	114,651.06	118,030.75	121,508.99	125,085.60	128,778.55							137
138	104,069.60	107,135.50	110,283.45	113,547.88	116,876.80	120,322.20	123,865.70	127,525.09	131,283.99	135,157.20							138
139	109,227.82	112,442.36	115,755.90	119,151.51	122,662.10	126,288.40	130,015.12	133,838.50	137,795.25	141,866.39							139
140	114,619.03	117,998.50	121,475.99	125,052.60	128,744.85	132,536.60	136,460.50	140,481.70	144,619.48	148,889.00							140

Richland County School District One
Salary Schedule for Student Nutrition Operators
FY 2026-2027

Grade 109 10MO - 200 Days-Cafeteria Crew Leader Salary Schedule

Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
8.00	25,019.19	25,682.59	26,344.07	27,043.38	27,742.53	28,458.35	29,211.69	29,982.59	30,770.91	31,576.68	32,401.60	33,260.79	34,138.38	35,034.18	35,966.74	36,915.81

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	12,888.18	13,208.26	13,537.39	13,888.10	14,238.48	14,598.77	14,970.18	15,350.58	15,732.03	16,133.61	16,556.73	16,978.75	17,411.02	17,854.24	18,318.06	18,791.90
7.00	18,043.41	18,491.57	18,952.40	19,443.38	19,933.85	20,438.29	20,958.22	21,490.81	22,024.79	22,586.95	23,179.36	23,770.25	24,375.37	24,995.99	25,645.19	26,308.67

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	13,475.60	13,815.85	14,166.05	14,526.43	14,887.21	15,269.15	15,659.69	16,061.64	16,473.80	16,895.90	17,329.02	17,772.24	18,225.55	18,699.04	19,183.90	19,677.40
7.00	18,865.82	19,342.15	19,832.49	20,336.99	20,842.10	21,376.86	21,923.50	22,486.32	23,063.30	23,654.25	24,260.65	24,881.21	25,515.79	26,178.65	26,857.49	27,548.33

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	22,426.34	23,023.70	23,621.83	24,233.45	24,875.00	25,517.09	26,187.75	26,873.35	27,587.40	28,316.45	29,060.37	29,818.50	30,605.80	31,422.30	32,252.99	33,098.60

Grade 111 09CL - 186 Days-Prod Mgr SNS

Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
8.00	25,630.11	26,312.80	26,996.40	27,695.33	28,428.56	29,162.35	29,928.85	30,712.50	31,528.45	32,361.68	33,211.80	34,078.25	34,978.09	35,911.21	36,860.57	37,826.99

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	21,230.08	21,792.76	22,354.91	22,941.98	23,541.75	24,153.81	24,792.05	25,441.30	26,104.55	26,791.62	27,491.45	28,215.58	28,965.40	29,728.01	30,515.68	31,315.45
8.00	28,306.85	29,057.06	29,806.53	30,589.25	31,389.10	32,205.10	33,055.99	33,921.83	34,806.09	35,722.15	36,655.27	37,620.87	38,620.61	39,637.30	40,687.55	41,753.85

Richland County School District One
Salary Schedule for Instructional Assistants/Library Assistants
FY 2026-2027 - 184 days - 7.5 hrs/day - Hourly Rates

Pay Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
107	14.65	15.02	15.40	15.79	16.18	16.60	17.02	17.46	17.91	18.37	18.84	19.32	19.81	20.33	20.85	21.39

Pay Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
109	15.64	16.05	16.47	16.90	17.34	17.79	18.26	18.74	19.23	19.74	20.25	20.79	21.34	21.90	22.48	23.07

Pay Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
111	17.22	17.68	18.14	18.61	19.11	19.60	20.11	20.64	21.19	21.75	22.32	22.90	23.51	24.13	24.77	25.42

Richland County School District One
Salary Schedule for Bus Aides and Bus Drivers
FY 2026-2027 - 180 Day Schedule - Hourly Rates

Bus Aides

Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
8.00	13.92	14.28	14.64	15.00	15.39	15.78	16.18	16.60	17.03	17.46	17.91	18.37	18.84	19.33	19.83	20.34

Bus Drivers

Hours Per Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
8.00	20.96	21.46	21.95	22.47	23.06	23.63	24.24	24.86	25.52	26.17	26.84	27.52	28.24	28.97	29.72	30.47

Richland County School District One
Salary Schedule for Administration, Instructional Support and Classified Employees
FY 2026-2027 - Hourly Rates

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Grade
105	13.92	14.28	14.64	15.00	15.39	15.78	16.18	16.60	17.03	17.46	17.91	18.37	18.84	19.33	19.83	20.34	105
106	14.01	14.36	14.71	15.10	15.48	15.87	16.27	16.69	17.10	17.54	18.00	18.46	18.92	19.30	19.91	20.43	106
107	14.65	15.02	15.40	15.79	16.18	16.60	17.02	17.46	17.91	18.37	18.84	19.32	19.81	20.21	20.85	21.39	107
108	14.98	15.37	15.76	16.18	16.60	17.03	17.47	17.93	18.39	18.87	19.38	19.88	20.41	20.82	21.50	22.06	108
109	15.64	16.05	16.47	16.90	17.34	17.79	18.26	18.74	19.23	19.74	20.25	20.79	21.34	21.76	22.48	23.07	109
110	16.39	16.81	17.25	17.71	18.17	18.64	19.13	19.63	20.15	20.69	21.22	21.78	22.37	22.81	23.57	24.19	110
111	17.22	17.68	18.14	18.61	19.11	19.60	20.11	20.64	21.19	21.75	22.32	22.90	23.51	23.98	24.77	25.42	111
112	17.99	18.46	18.94	19.43	19.95	20.47	21.01	21.57	22.14	22.73	23.33	23.95	24.57	25.06	26.08	26.59	112
113	19.02	19.53	20.03	20.56	21.09	21.64	22.21	22.80	23.39	24.01	24.63	25.28	25.95	26.47	27.34	28.06	113
114	19.75	20.27	20.80	21.35	21.92	22.49	23.08	23.70	24.33	24.98	25.64	26.32	27.01	27.55	28.47	29.23	114
115	20.65	21.20	21.76	22.33	22.92	23.53	24.15	24.79	25.45	26.14	26.83	27.55	28.28	28.84	29.81	30.61	115
116	21.70	22.27	22.86	23.46	24.08	24.72	25.38	26.05	26.75	27.45	28.18	28.94	29.70	30.30	31.31	32.15	116
117	22.74	23.34	23.96	24.60	25.24	25.92	26.61	27.32	28.04	28.78	29.56	30.34	31.16	31.78	32.84	33.72	117
118	25.48	26.19	26.91	27.65	28.41	29.20	30.02	30.84	31.69	32.58	33.48	34.41	35.37				118
119	26.72	27.46	28.21	29.00	29.80	30.62	31.47	32.35	33.24	34.17	35.11	36.10	37.09				119
120	28.01	28.79	29.59	30.41	31.25	32.12	33.01	33.92	34.86	35.84	36.84	37.85	38.91				120
121	29.38	30.19	31.02	31.89	32.77	33.68	34.62	35.58	36.57	37.59	38.64	39.71	40.82				121
122	30.81	31.66	32.55	33.44	34.37	35.32	36.31	37.32	38.36	39.43	40.53	41.66	42.83				122
123	32.31	33.21	34.13	35.08	36.05	37.06	38.09	39.15	40.24	41.36	42.51	43.70	44.92				123
124	33.89	34.83	35.79	36.79	37.82	38.87	39.95	41.07	42.21	43.39	44.61	45.85	47.13				124
125	35.55	36.53	37.55	38.59	39.67	40.78	41.91	43.08	44.28	45.53	46.79	48.10	49.44				125
126	37.28	38.31	39.39	40.49	41.62	42.77	43.97	45.20	46.45	47.75	49.10	50.46	51.89				126
127	41.66	42.88	44.13	45.42	46.75	48.11	49.52	50.98	52.47	54.01							127
128	43.70	44.99	46.30	47.65	49.05	50.49	51.96	53.49	55.05	56.67							128
129	45.85	47.19	48.57	49.99	51.46	52.97	54.52	56.12	57.77	59.47							129
130	48.10	49.51	50.97	52.46	53.99	55.58	57.21	58.88	60.62	62.40							130
131	50.47	51.95	53.48	55.04	56.66	58.31	60.03	61.80	63.61	65.48							131
132	52.96	54.51	56.11	57.75	59.44	61.19	62.99	64.84	66.76	68.72							132
133	55.57	57.19	58.87	60.60	62.38	64.22	66.11	68.04	70.05	72.11							133
134	58.30	60.02	61.79	63.60	65.47	67.38	69.37	71.42	73.51	75.68							134
135	61.18	62.98	64.83	66.73	68.69	70.72	72.80	74.94	77.15	79.42							135
136	64.20	66.09	68.03	70.04	72.10	74.22	76.40	78.65	80.97	83.35							136
137	67.37	69.36	71.39	73.50	75.66	77.89	80.18	82.55	84.98	87.49							137
138	70.70	72.78	74.92	77.14	79.40	81.74	84.15	86.63	89.19	91.82							138
139	74.20	76.39	78.64	80.95	83.33	85.79	88.33	90.92	93.61	96.38							139
140	77.87	80.16	82.52	84.95	87.46	90.04	92.70	95.44	98.25	101.15							140

SCHOOL CONTACT INFORMATION

Loc.Cod	SCHOOL	PHONE #	PRINCIPAL
357	AC Moore Elementary	343-2910	Mr. John Allen
303	Arden Elementary	735-3400	Ms. Shameka Stephney
306	Bradley Elementary	735-3400	Dr. Kezia Myers
309	Brennen Elementary	738-7204	Ms. Tiffany Ligon
310	Brockman Elementary	790-6743	Dr. Sharonda Giles
312	Burnside Elementary	783-5530	Dr. Cicely Maxwell
392	Burton-Pack Elementary	691-5550	Dr. Robin Hill-Davidson
393	Carver-Lyon Elementary	343-2900	Dr. Monica Adams
321	Caughman Road Elementary	783-5534	Mr. David Thorpe
381	EE Taylor Elementary	343-2924	Ms. Tiffany Brooks
396	Forest Heights Elementary	691-3780	Mr. John Greene
330	Gadsden Elementary	353-2231	Dr. Shevawn Rivers
369	HB Rhame Elementary	731-8900	Dr. Monica Owens Carter
333	Hopkins Elementary	783-5541	Ms. Audrey White-Garner
336	Horrell Hill Elementary	783-5545	Ms. Shannon Adams
339	Hyatt Park Elementary	735-3421	Ms. Ashanda Merritt
384	JP Thomas Elementary	735-3430	Ms. Selina Latimore
342	Lewis Greenview Elementary	735-3417	Dr. Lashaunda Evans
397	Logan Elementary	343-2915	Mr. David Copeland, Jr.
351	Meadowfield Elementary	783-5549	Dr. Malisa Johnson
354	Mill Creek Elementary	783-5553	Mr. Eddie Whack
460	Pendergrass Fairwold	735-3435	Ms. Faythe Redenburg
398	Pine Grove Elementary	214-2380	Dr. Tracy Pickett
366	Rosewood Elementary	343-2930	Ms. Julie Stensland
372	Sandel Elementary	731-8906	Ms. Claudia Brooks-McCallum
375	Satchel Ford Elementary	738-7209	Mr. Brian Scott
378	South Kilbourne Elementary	738-7215	Mr. Derrick Theirse
394	Watkins-Nance Elementary	733-4321	Mr. Reynard Jefferson
390	Webber Elementary	353-8771	Dr. Sommer Jones
210	Alcorn Middle	735-3439	Ms. Kreshella Goodman
220	Crayton Middle	738-7224	Ms. Angela Burns
240	Hand Middle	343-2947	Dr. Patrice Green
230	Heyward Gibbes Middle	343-2942	Dr. Gregory Pickett
250	Hopkins Middle	695-3331	Ms. Alexandria Williams
295	Southeast Middle	695-5700	Mr. Chaddrick Myers
270	St. Andrews Middle	731-8910	Ms. Jametta Hodges-Stewart
260	WA Perry Middle	256-6347	Dr. Robin Coletrain
280	WG Sanders Middle	738-7575	Mr. Miles Dhuey
140	AC Flora High	738-7300	Ms. Susan Childs
150	CA Johnson High	253-7092	Dr. Brenton Coe
110	Columbia High	731-8950	Dr. Shawn Washington
120	Dreher High	253-7000	Dr. Brandon Baskett
130	Eau Claire High	735-7600	Mr. Ekemam Montgomery
170	Lower Richland High	695-3000	Dr. Brandon Ross
160	WJ Keenan High	714-2500	Mr. Jabar Hankins
620	Adult Education	343-2935	Mr. Nathan White and Dr. Linda Norton
495	Challenger Learning Center	929-3951	Dr. Carolyn Donelan
480	Hall Psychiatric Institute	898-1488	Ms. Faythe Redenburg
430	Heyward Career & Technology	735-3343	Mr. Ricky Moye
446	Center Olympia Learning Center	400-1650	Mr. Bobbie Hartwell
435	Evening School	735-7574	Mr. Cedrick Richie
660	Special Education	231-6778	Ms. La'Jamea Dixon
050	Richland One Middle College	738-7114	Dr. Carla Brabham
435	Alternative Education Program	738-7574	Mr. Kerry Abel
460	Pendergrass-Fairwold School	735-3435	Ms. Faythe Redenburg

RICHLAND ONE
HUMAN RESOURCES

Whom to Call for What in Human Resources
Mail Code 580

Accreditation Joya Gregg 231-7426	**Additional Pay** Felecia Wilson-Brown (Certified) 231-7447 Melita Tillman (Classified) 231 - 7430	**Americans with Disabilities (ADA) and 504 Accommodations** Dr. Alvilda Graham 231-7101	**Alternative Certification Program** Devin Washington 231-7463
Benefits Management Dr. Antionette Milton 231-7448	**Certified Transfer Process/Intent Forms** Joya Gregg 231-7426	**Classified Process /Intent Forms** Dr. Felicia Richardson 231-7419	**Classified Evaluations** Dr. Felicia Richardson 231-7419
Consolidated Omnibus Budget Reconciliation Act (COBRA) Dr. Antoinette Milton 231-7448	**Compensation/Salary Schedule** Dr. John Koumas 231-7415	**Curricular Supplements** Felecia Wilson-Brown (Certified) 231-7447 Melita Tillman (Classified) 231 - 7430	**Employee Assistance Program (EAP)** Dr. Alvilda Graham 231-7101
Exit Survey & Out Processing Dr. Alvilda Graham 231-7101	**Employee Handbook** Dr. John Koumas 231-7415	**Employee Investigations** Dr. Alvilda Graham 231-7101	**Employee Personnel Records** Dr. Alvilda Graham 231-7101
Employment Verifications M organ Unuovorhaye 231-7446	**Equal Opportunity Employment Issues (EOE)** Dr. Alvilda Graham 231-7101	**Family and Medical Leave Act (FMLA)** Lois Howell 231-7429	**Field Placement Assignments** Dr. LaToya Curry-Jones 400-1696 Sally McCants 231-7423
International Teachers Devin Washington 231-7463	**Loan Forgiveness Program** Morgan Unuovorhaye 231-7446	**MUNIS Online** TBA 231-7419	**Para-Pro Assessment and WIN for Classified Employees** Adult Education 343-2935
Frontline Application Kassandra Wise 231-7418	**Frontline Job Posting** Kassandra Wise 231-7418	**Principal Evaluations** Daniel Oddo 231-7427	**Recruitment and Retention Activities** Dr. LaToya Curry-Jones 400-1696
Retirement Counseling Raquel Lance 231-7414	**Sick Leave Bank** Antoinette Milton 231-7448	**Staffing Allocations** Dr. John Koumas 231-7415	**Substitute Services** Alfredia Boyd, 231-7425 Brittany Robinson, 231-7431
Teacher Certification Joya Gregg 231-7426	**Teacher Certification Renewal** Devin Washington 231-7463	**Teacher Contract Issuance** Joya Gregg 231-7426	**Teacher Evaluations** Daniel Oddo 231-7427
Scenario Learning Kassandra Wise 231-7418	**Title IX** Dr. Alvilda Graham 231-7101	**Tuition Reimbursement** Dr. LaToya Curry-Jones 400-1696	**Classified Initial Salary Questions** Dr. Felicia Richardson 231-7419
COMPLIANCE HOTLINE: (803-252-9280)			

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

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.

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 with the employee handbook; however, I understand that I will be held accountable for close adherence to the standards referenced therein.

EMPLOYEE HANDBOOK DISCLAIMER

NOTHING IN THIS 2026-2027 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 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 2026-2027 EMPLOYEE HANDBOOK NO LATER THAN **October 9, 2026**. YOUR SIGNATURE WILL BE KEPT ON FILE AS AN OFFICIAL RECORD OF YOUR ACKNOWLEDGEMENT OF ELECTRONIC RECEIPT AND AGREEMENT TO COMPLY WITH THE POLICIES, MANDATES, AND PROCEDURES OF RICHLAND COUNTY SCHOOL DISTRICT ONE.

I acknowledge that I have read, understood, and agree to abide by the 2026-2027 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.

RJ
RISING
TOGETHER.