

CHARLESTON COUNTY SCHOOL DISTRICT
75 Calhoun Street, Charleston, SC 29401

EMPLOYEE HANDBOOK

June 1, 2007

TABLE OF CONTENTS

3.....	Public List – Board of Trustees
4.....	Description of District
	County Board of Trustees
	Constituent Boards of Trustees
5.....	School Year Calendars
6.....	Message from Leadership
7.....	Mission Statement and Charleston Plan for Excellence
8.....	Key Human Resources Policies
10.....	Information for All Employees
	Employment Conditions and Requirements
11.....	Sexual Harassment Prevention
	Safety/OSHA Requirements
	Technology Acceptable Use
	Americans with Disabilities Act
	Child Abuse and Neglect
12.....	Confidentiality
	Dress Code
	Emergency Closings
	Grievances
	Illegal Substance Abuse and Alcohol Free Schools/Workplace
	Legal Assistance
13.....	Payroll
	Direct Deposit
	Personal Information Changes
	Professional Development
	Workers Compensation
14.....	Fringe Benefits
	Leaves of Absence
	Social Security
15.....	Group Benefits
16.....	Mandated and Optional Benefits
17.....	Notice and changes that will affect your coverage
19.....	Retirement
21.....	Information for Certified Employees
	Certification and Evaluation
	Certification Updates
	Experience Credit
	Breaking a Contract
22.....	Pay Schedules
23.....	Addendum of Revisions 2006-2007

BOARD OF TRUSTEES MEMBERS

Below are the web links and a complete listing of [Charleston County School District Board of Trustees Members](#):

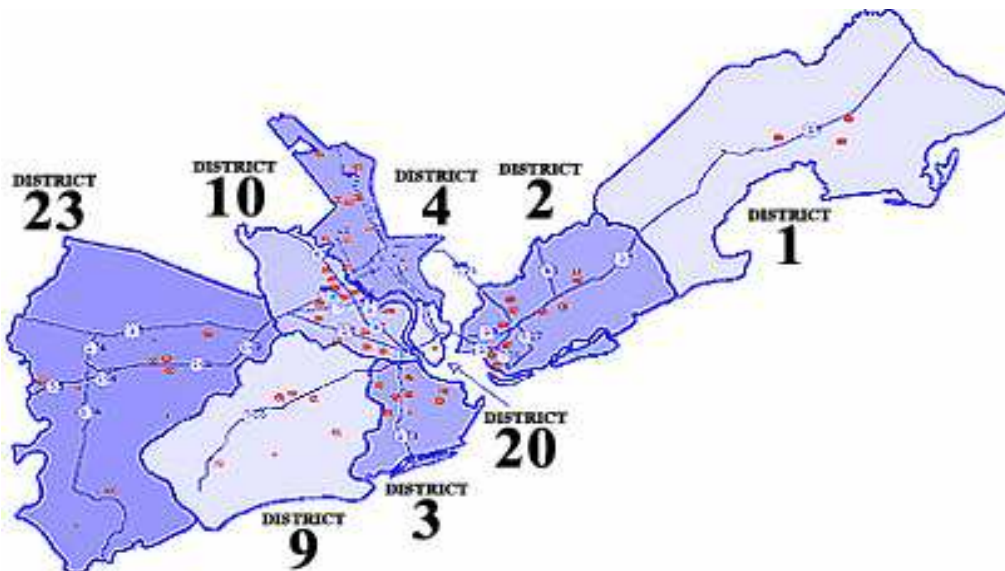
Click on the name to link to the members' bios and addresses:

- [**Dr. Nancy J. McGinley**](#), Superintendent of Schools

- [**Ms. Nancy Cook**](#), Chair
 Email: ncookchas@aol.com
 Phone: 760-2635
 Term expires: 11/2008 - Elected: 11/2000
- [**Mr. Hillery Douglas**](#), Vice Chair
 Email: hpdoug@aol.com
 Phone: 767-0740
 Term expires: 11/2008 - Elected: 11/2004
- [**Mr. Gregg Meyers**](#)
 Phone: 720-8714
 Email: attygm@aol.com
 Term expires: 11/2010 - Elected: 11/2006
- [**Mr. David Engelman**](#)
 Email: davidaengelman@aol.com
 Term expires: 11/2008 - Elected: 11/2004
- [**Mr. Brian Moody**](#)
 Email: Bmoody@ggmcpa.com
 Phone: 937-9710
 Term expires: 11/2008 - Elected: 11/2004
- [**Mr. Raymond Toler**](#)
 Email: raytoler@att.net
 Term expires: 11/2010 - Elected: 11/2002
- [**Mr. Arthur Ravenel, Jr.**](#)
 Phone: 843-884-0291
 Term expires: 11/2010 - Elected: 11/2006
- [**Ms. Toya Hampton Green**](#)
 Phone: 937-6319
 Term expires: 11/2010 - Elected: 11/2006
- [**Ms. Ruth Jordan**](#)
 Phone: 937-6319
 Term expires: 11/2010 - Elected: 11/2006

DESCRIPTION OF THE DISTRICT

Charleston County School District is divided into eight (8) Constituent Districts, as illustrated below. Combined, all eight districts educate approximately 42,725 PreK-12 students in 44 Elementary Schools, 14 Middle Schools, 10 High Schools, 5 Multi-level Combination Schools, and 7 Charter Schools.



COUNTY BOARD OF TRUSTEES

Members of the Charleston County School Board of Trustees are elected countywide for four-year terms. County board meetings are held the second and fourth Mondays of each month except during the months of July and December. In July, it is held on the fourth Monday only, and during the month of December, it is held on the second Monday only. The meeting time is 5:15PM in the County Board Room at 75 Calhoun Street. Meetings are open to the public. The Board meets in executive session (closed to the public) at 4:30 PM prior to each Board meeting. Persons wishing to address the Board may do so by registering 15 minutes prior to the beginning of the meeting. Additional information may be requested by contacting the Superintendent's Office at 937-6319.

CONSTITUENT BOARDS OF TRUSTEES

There are eight constituent boards whose members are from their representative areas. They meet in a public forum monthly. More information regarding these boards and their meeting times may be obtained by contacting the respective associate superintendent.

**Charleston County School District
2007-2008 School Year Calendars**

The [school year calendar](#) is developed annually and amended as necessary.

The [operational calendar](#) contains information about daily events and scheduled meetings as well as a monthly principals' "To Do" list.

Scheduled school start and end dates as well as actual dates for paid holidays appear on the CCSD Website Calendars above.

Paid school year holidays for CCSD employees typically include:

- LABOR DAY
- THANKSGIVING BREAK
- WINTER BREAK
- NEW YEAR'S BREAK
- DR. MARTIN LUTHER KING DAY
- SPRING BREAK
- MEMORIAL DAY
- FOURTH OF JULY BREAK (for employees regularly scheduled to work in July)

Actual holiday schedules may vary depending on employee status and department. Please check with your supervisor for a detailed schedule for your area.

MESSAGE FROM LEADERSHIP

[Greetings and welcome to the Charleston County School District.](#)

MISSION STATEMENT & CHARLESTON PLAN FOR EXCELLENCE

[CCSD Mission Statement](#)

[Building a Foundation for Excellence](#)

[Charleston Plan for Excellence II](#)

KEY HUMAN RESOURCES POLICIES

ALL EMPLOYEES ARE RESPONSIBLE FOR BECOMING FAMILIAR WITH THE PROVISIONS OF THE “G” POLICIES RELATING TO EMPLOYMENT. EACH EMPLOYEE IS ACCOUNTABLE FOR ADHERING TO THE BOARD OF TRUSTEES’ POLICIES AND REGULATIONS.

ALL POLICIES, REGULATIONS AND DOCUMENTS RELATED TO BENEFITS AND RETIREMENT PLANS TAKE PRECEDENCE OVER HANDBOOK STATEMENTS WHERE DISCREPANCIES BETWEEN THE TWO OCCUR.

THE FOLLOWING SELECTION REPRESENTS ONLY A PORTION OF THE DISTRICT’S POLICIES RELATED TO EMPLOYMENT. THE COMPLETE POLICY MANUAL CAN BE FOUND ON THE [DISTRICT’S WEBSITE](#):

Policies listed below not appearing on the website are available through the Executive Director, Human Resources office at 937-6338.

All Employees:

GBA	Equal Employment Opportunity
GBAA	Sexual Harassment
GBE	Employee Rights and Responsibilities
GBEA	Employee Ethics/Conflict of Interest
GBEB	Employee Conduct
GBEBB	Employee Conduct with Students
GBEBD	Technology Acceptable Use
GBEC	Illegal Substance & Alcohol-Free Schools/Workplace
GBED	Tobacco-Free Schools/Workplace
GBG	Employee Welfare/Protection
GBGA	Employee Health
GBGD	Worker’s Compensation
GBI	Employee Participation in Political Activities
GBJ	Personnel Records and Files
GBK	Employee Grievances

Classified Employees:

GDBC	Classified Staff Supplementary Pay/Overtime
GDC	Classified Staff Leaves and Absences
GDCB	Classified Staff Emergency and Legal Leave
GD CD	Classified Staff Military Leave
GDCE	Classified Staff Professional Leave
GD CF	Classified Staff Temporary Leave
GDD	Classified Staff Vacations and Holidays
GDJA	Classified Staff Transfer
GDO	Evaluation of Classified Staff
GDQA	Classified Staff Reduction in Force
GDQB	Resignation of Classified Staff
GDQC	Retirement of Classified Staff
GDQD	Dismissal of Classified Staff
GDQDA	Suspension Without Pay of Classified Staff

KEY HUMAN RESOURCES POLICIES (continued)

Professional Employees:

<u>GCB</u>	Professional Staff Contracts
<u>GCC</u>	Professional Staff Leaves & Absences
<u>GCCAB</u>	Professional Staff Emergency and Legal Leave
<u>GCCAD</u>	Professional Staff Military Leave
<u>GCCAE</u>	Professional Staff Professional Leave
<u>GCCAF</u>	Professional Staff Temporary Leave
<u>GCCAG</u>	Professional Improvement Leave of Absence (In Lieu of Sabbatical)
<u>GCCB</u>	Teacher and Employee Retention Incentive Program (TERI)
<u>GCD</u>	Professional Staff Vacations and Holidays
<u>GCDA</u>	Annual Leave Pay
<u>GCFAA</u>	Accommodating Disabilities
<u>GCI</u>	Professional Staff Development
<u>GCKAA</u>	Voluntary Teacher Transfers
<u>GCKAAA</u>	Involuntary Teacher Transfers
<u>GCKBA</u>	Transfer of Administrative Staff
<u>GCL</u>	Professional Staff Schedule
<u>GCMD</u>	Extra Duty for Teachers
<u>CGO</u>	Evaluation of Administrative Staff
<u>GCOA</u>	Teacher Evaluation
<u>GCQA</u>	Certified Non-Administrative Reduction in Force
<u>GCQB</u>	Administrative Reduction in Force
<u>GCQC</u>	Teacher Resignation
<u>GCQE</u>	Retirement of Professional Staff
<u>GCQF</u>	Dismissal of Professional Staff
<u>GCQFA</u>	Suspension Without Pay of Professional Staff
<u>GCRD</u>	Tutoring for Pay

INFORMATION FOR ALL EMPLOYEES

EMPLOYMENT CONDITIONS AND REQUIREMENTS

Charleston County School District is an equal opportunity employer. See Policy [GBA](#). Persons desiring employment or promotional opportunities for all positions must apply through the Department of Human Resources.

All employment conditions and requirements are addressed in the employee contract, letter of intent, or letter of offer and the [official Policy Manual](#).

All new employees are required to attend an initial orientation session on or before their official starting date of employment. The orientation session includes information about safety, OSHA, payroll, employee services, and fringe benefits.

All employees are responsible for abiding by federal, state, and municipal laws and regulations. Violations of the law while in the course of performing your job duties or otherwise representing the interests of the District are considered CCSD Policy violations.

In addition to signing the [Employee Handbook Disclaimer](#) at the beginning of this document, employees are required to sign verification documents regarding three policies, as follows:

- [Sexual Harassment Prevention](#)
- [Safety/OSHA](#)
- [Technology Acceptable Use](#)

All forms are accessible on the Charleston County School District Intranet.

Sexual Harassment Prevention

Sexual Harassment is unwelcome behavior of a sexual nature. See Policy [GBAA](#).

Quid Pro Quo: Unwelcome advances, requests or sexual favors or other verbal or physical activity of a sexual nature when the acceptance or rejection of such activity, explicitly or implicitly, affects the basis of employment.

Hostile Environment: Any unwelcome verbal, visual, or physical conduct of a sexual nature that is so severe or pervasive that it alters the employee's condition of employment and creates an environment that the employee and a "reasonable person" would find intimidating, hostile, abusive, or offensive. Sexual jokes; graffiti; suggestive remarks; cartoons; physical interference with movement, such as cornering, blocking, or following; or making sexually derogatory comments are examples of hostile environment harassment. Generally, an isolated incident of harassing speech or behavior is not actionable, even if the conduct is sexually offensive.

It is the responsibility of the employee to say the behavior is unwelcome and, if the behavior continues, to report the behavior to the employee's supervisor.

Workplace and Sexual Harassment Prevention Training

All employees are required to review this material annually and to successfully complete the test within 30 days of employment. A signed copy of the completed certificate must be provided to your supervisor. **All employees are required to participate in a “refresher course” annually.**

Safety/ OSHA Requirements

Employees are required to participate in Safety/OSHA training as directed by the District. All employees are to attend the Bloodborne Pathogens Training annually and to complete and sign a Safety/OSHA training certificate (provided at the training session) verifying attendance. For more information, contact the CCSD Risk Manager at 937-6469.

Technology Acceptable Use Policy

The District provides Internet access to employees to promote educational excellence and to facilitate resource sharing, innovation, and communication. Policy [GBEBD](#) requires all employees to read, understand, and sign an agreement to abide by guidelines and terms and conditions of internet use.

A signed copy of the completed certificate must be provided to your supervisor. See Policy [GBEBD](#) and [Administrative Bulletin Vol. XXXIV, No. 6, March 27, 2006](#).

Americans with Disabilities Act **Section 504: 1973 Rehabilitation Act (Amended)**

No otherwise qualified handicapped individual in the United States shall, solely by reason of this handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. This applies to those areas covered under the Americans with Disabilities Act and Individuals with Disabilities Education Act. **Any employee who has a disability that may require an accommodation should notify his/ her immediate supervisor.** See Policy [GCFAA](#).

Child Abuse and Neglect

Personnel in CCSD schools and offices shall cooperate vigorously to expose, by early identification, child abuse and neglect and report suspected cases to the proper authorities. In compliance with the South Carolina Child Protection Act of 1977, any teacher, nurse, counselor, or other school professional acting in an official capacity who has reason to believe that a child under the age of 18 has been subjected to physical, mental, or emotional abuse or neglect, or who may be adversely affected by abuse or neglect, must report or cause a report to be made to the Department of Social Services, or in the alternative, to a law enforcement agency in the county where the child resides or is found. The principal should be notified of suspected ill treatment. All professional staff members and school administrators will maintain an awareness of their requirements and responsibilities regarding child abuse and neglect.

Confidentiality

Employees are expected to exercise good judgment, common sense, and a high level of integrity in all dealings and relationships with students, family members, fellow employees, vendors, and the community. Student, training, personnel, and salary files are considered confidential as they are the property of CCSD.

Dress Code

Employees are expected to abide by the District Dress Code, as outlined in Administrative Bulletin Volume XXXII, Number 33, September 15, 2003.

Emergency Closings

When inclement weather or other conditions prompt a decision to cancel or delay the opening of school, the public will be notified through the broadcast media as soon as possible. Generally all announcements should begin no later than three hours prior to daily school schedules. Local radio and television broadcast stations will carry the announcements. For more information, contact the Director of Communications at 937-6305.

Grievances

Policy [GBK](#) provides a grievance procedure to secure equitable solutions to problems which may affect the welfare or working conditions of an employee. The intent is to reach a solution at the lowest possible level. All proceedings shall be confidential. The Employee Grievance Form must be completed to register a formal complaint when an employee believes there has been a misapplication, misrepresentation, or violation of a Board policy or administrative procedure, rule or regulation, or state or federal law.

Illegal Substance and Alcohol-Free Schools/ Workplace

Charleston County School District maintains an illegal substance and alcohol free workplace for all employees. It is unlawful and against policy to manufacture, distribute, dispense, possess or use a controlled substance, as defined by state law. Policy [GBEC](#) is intended to include on-the-job and off-the-job use and abuse of drugs and alcohol if there exists probable cause to believe an employee's performance while on the job is impaired.

Legal Assistance

The Charleston County School District is obligated by law to defend employees in legal actions resulting from acts done or omitted in good faith in the course of their employment. See Policy [GBG](#). This requirement applies to civil or criminal actions or special proceeding in the court or of this state or of the United States.

Any employee needing legal assistance in a legal action arising out of his/her employment must submit a request in writing to the district superintendent. The district superintendent will bring the request to the board's attention to determine whether legal assistance will be provided to the employee appropriate and consistent with the intent of the law.

Payroll

It is the District's practice that all employees receive compensation for work performed in accordance with the Board approved salary schedules. If the District finds that an employee has been under-compensated according to the applicable salary schedule, the District will make adjustments to ensure that the employee is paid correctly. Also if the District finds that an employee has been overpaid, arrangements will be made with the employee to ensure repayment.

It is the employee's obligation to verify the correctness of compensation and to notify his/ her supervisor immediately if there is a problem. The supervisor will immediately relay this information to the Payroll Office. **Employees who have questions about their salary or deductions should call their Employee Services or Benefits Services technician for their school. The Payroll Office cannot answer these questions.**

Direct Deposit

Beginning with the school year 2006-2007, all CCSD employees are required to participate in the District's direct deposit program. This information must be updated with any changes.

Pay Frequency

Effective July 1, 2006, the standard payroll frequency is based on a bi-weekly schedule and will a total of 26 pay periods within the school year (12 months). Pay dates are set annually by the Payroll Department.

Personal Information Changes

It is extremely important that personnel records are accurate and current. At any time during the year if name or address changes occur, the employee must report the change promptly to the Employee Services technician assigned to the school. [A form is available in the Department of HR Operations.](#) The Payroll Office must have current addresses for the accurate distribution of W2 forms.

Employees who change their status, such as through marriage, should remember that changes might need to be made on [W4 forms, retirement forms, insurance forms, and, very importantly, on beneficiary forms.](#)

Professional Development

Staff Development activities occur during and after school time throughout the year. Some are district-wide in scope while others are planned for specific groups such as subject area teachers, grade level teachers or individual school staff members. Staff development is considered a critical element in school improvement and a vital component in the district's commitment to excellence. See Policy [GCI](#).

Workers' Compensation

All employees are covered, by legal mandate, for medical and weekly compensation benefits if a job-related injury or illness occurs. CCSD is self-insured and pays all premiums for employee coverage. [The CCSD Safety Guidelines Manual](#), available through the Risk Management office (937-6469), has all related forms and instructions.

FRINGE BENEFITS

LEAVES OF ABSENCE

For information on [leave requests](#), please refer to the appropriate policies, as follows: (Policies [GCC/GDC](#) and regulations to be updated by CCSD and approved by Board of Trustees 2006-2007).

LEAVES AND ABSENCES
 EMERGENCY AND LEGAL LEAVE
 MILITARY LEAVE
 PROFESSIONAL LEAVE
 TEMPORARY LEAVE
 ANNUAL LEAVE
 PROFESSIONAL IMPROVEMENT LEAVE OF ABSENCE (In Lieu of Sabbatical)

EXTENDED SICK LEAVE: This leave may be awarded to employees who have used all of their accumulated sick leave and need more leave due to extended personal illness or injury. Employees must submit their request to the Executive Director of Human Resources through the division head for central staff employees or the associate superintendent for school-based employees.

SICK LEAVE CREDIT AT RETIREMENT: Employees with earned sick leave are credited for up to 90 days of accumulated sick leave at the time of retirement, which is included in the annuity computation.

SOCIAL SECURITY

SOCIAL SECURITY: CCSD pays the matching 7.65% of each employee's salary as required by law. This covers FICA and Medicare. Your own contribution is also at 7.65, but there are maximum income levels set by the Social Security Administration.

SOCIAL SECURITY INFORMATION

For information from the [Social Security Administration](#), please contact their toll-free number at 1 (800) 772-1213. This line is accessible Monday through Friday, 7:00 AM to 7:00 PM, or visit the link above.

FRINGE BENEFITS (continued)

See CCSD Website, under Human Resources, [Health Providers Directory](#) for a full listing of direct links to companies that provide health care benefits to CCSD employees. [CCSD Benefits office link](#):

There are a number of benefits, as listed, which are accrued to employees who meet the eligibility requirements for such benefits.

[EIP link](#): (see directory above for specific carriers)

GROUP HEALTH PLAN: Comprehensive medical coverage for employees and their dependents if they become sick or injured; CCSD pays approximately 50%-90% of the premium cost; lifetime maximum benefit is \$1,000,000. **THESE RATES ARE EFFECTIVE AND UPDATED January 1st annually.** Effective July 1, 2000, certified part-time teachers who work a minimum of fifteen hours, but less than thirty hours per week, qualify for health and dental insurance. The district will pay only that portion of the employer's cost that is attributable to the time the teacher is working and the teacher shall pay all remaining costs. The district's contribution shall be no less than one-half the district's contribution for a full-time employee. Premiums are based on three categories of hours worked – Category I, 15-19 hours; Category II, 20-24 hours; Category III, 25-29 hours. The employee and employer contributions are indicated on the next page.

DENTAL PLAN: All regular, full-time employees have a \$1,000 maximum per year; CCSD pays 100% of the employee premium; employees may cover dependents at their expense. CCSD pays \$11.71 per month for each employee.

DENTAL PLUS: All regular, full-time employees have a \$1,500 maximum per year; employees may cover dependents at their expense. There is no employer's portion for this plan.

GROUP LIFE INSURANCE: A beneficiary of an employee with at least one year of credited service to the SCRS receives a payment equal to the current annual salary if the employee dies during the contract/work period. CCSD pays the premium for this coverage.

STATE LIFE INSURANCE: Employees participating in the GROUP HEALTH PLAN have \$3,000 life insurance coverage. CCSD pays \$0.35 monthly for each employee enrolled in the health plan. Part-time teachers working at least fifteen hours per week and electing health insurance are not eligible for this benefit.

[Hartford link](#) (see Directory for contact information at The Hartford Group)

DEPENDENT LIFE INSURANCE: Insurance is available to employees at their own expense for up to \$20,000 (spouse) and \$10,000 (children over 14 days old and less than age 25 and a full-time student).

FRINGE BENEFITS (continued)

OPTIONAL LIFE INSURANCE: Additional life insurance may be purchased at group rates totaling 3 x's salary up to a maximum of \$500,000.

[Aetna link:](#)

LONG-TERM CARE INSURANCE: Employees and their dependents may purchase LTC insurance for disability benefits through the Employee Insurance Program to cover the insured person who is unable to perform daily living activities such as eating, dressing.

[Standard Link:](#)

LONG-TERM DISABILITY: After 90 consecutive days of disability, employees may receive up to \$800 per month. CCSD pays a monthly premium of \$3.23 per employee enrolled in the GROUP HEALTH PLAN.

SUPPLEMENTAL LONG-TERM DISABILITY: Pays 65% of an employee's salary with a maximum of \$8,000 per month and minimum of \$100 per month. This program wraps around the LTD and SCRS programs.

COBRA: Employees leaving service are eligible to retain insurance coverage for 18 or 36 months, subject to qualifying eligibility requirements. Dependents may also qualify for continuation of coverage under this program.

UNEMPLOYMENT COMPENSATION: Unemployment insurance is provided for each employee who qualifies at separation of employment. All premiums are paid by CCSD.

DEFERRED COMPENSATION: A voluntary tax-sheltered retirement program is available to employees who wish to save money for retirement by sheltering pre-tax dollars through a 401(k), 457. The employee pays all contributions. [HR Forms](#).

TAX-SHELTERED ANNUITIES/ TAX-SHELTERED INVESTMENTS: CCSD allows for payroll deductions with approved companies in a 403(b) program. [Salary Reduction Agreement Form](#).

US SAVINGS BONDS: Employees may purchase series EE Bonds in a number of denominations through payroll deductions for as little as \$5.00 per pay period.

[FBMC Link:](#)

MONEYPLUS/ DEPENDENT CARE/ MEDICAL SPENDING ACCOUNT: Employees pay premiums for their group health and dental programs on a pre-tax basis. Employees may also set aside up to \$5,000 per calendar year for medical spending and \$5,000 annually to pay dependent care expenses. There are nominal administrative fees attached of \$.12 for MoneyPlus; \$2.50 for Dependent Care; and \$2.50 for Medical Spending.

FRINGE BENEFITS (continued)

**NOTICE AND CHANGES THAT WILL AFFECT YOUR
COVERAGE FOR HEALTH INSURANCE**

YOU, THE EMPLOYEE, MUST APPLY FOR COVERAGE WITHIN 31 DAYS OF THE DATE OF HIRE OR OTHER QUALIFYING EVENTS TO OBTAIN COVERAGE. IF YOU FAIL TO DO SO, YOU MUST WAIT UNTIL OPEN ENROLLMENT, WHICH OCCURS IN OCTOBER OF ODD-NUMBERED YEARS!

Health plan changes may be made only during the annual enrollment period, beginning October 1 of even-numbered years (2006, 2008, etc.). Changes made during the enrollment period will become effective on the following January 1. No other enrollment changes may be made until the next open enrollment period, which occurs in odd-number years (2007, 2009, etc.), **EXCEPT** in the following situations:

DEPENDENT CHILDREN MAY BE:

- Added within 31 days of birth, adoption or legal custody;
- Added within 31 days of when they are no longer covered under other group insurance because such insurance was discontinued;
- Added within 31 days of when they are acquired by marriage and living in a parent/child relationship; dropped when dependency ends after age 18 or for a full-time student after age 24;
- Dropped upon marriage or full-time employment of the dependent.

DEPENDENT SPOUSE MAY BE:

- Added within 31 days of marriage or within 31 days of when the spouse is no longer covered under another group insurance because such insurance was discontinued or that the spouse terminated employment (proof of previous coverage is required);
- Dropped from dependent status when the spouse is eligible to enroll as a state employee or retiree;
- Dropped within 31 days when a divorce or legal separation occurs.

CHANGE IN FAMILY STATUS

If the employee does not enroll dependents within 31 days of when the dependent first becomes eligible, the employee must wait until the next open enrollment period.

If you marry, you can change your coverage by completing a "Notice of Election" (NOE) form and submitting the same to Human Resource Operations. Notification must be made within 31 days of the date of marriage. Your coverage change will be dated from the date of marriage.

FRI NGE BENEFI TS (continued)**ELI GI BI LI TY OF DEPENDENT COLLEGE STUDENT**

Insurance coverage may be continued for dependent children from age 19 through age 24 if certification is submitted to verify that the dependent child is a full-time student. If the student drops out of school, eligibility is lost. The summer session is excluded from the semester accounting. The employee is responsible for completing the NOE and forwarding the form to Human Resource Operations within 31 days of enrollment, in order that coverage for a dependent student may be continued or changed in the appropriate manner.

WHEN COVERAGE ENDS

In certain situations, employees may be eligible for a limited extension of benefits under a federal legislation known as COBRA, Consolidated Omnibus Budget Reconciliation Act of 1986. Employees who are not transferring to another public entity that provides state benefits covered by the Employee Insurance Program or the State Retirement Systems will be terminated the first day of the month following the last day worked.

FRINGE BENEFITS (continued)

RETIREMENT

[SCRS link:](#)

All eligible retiring employees may transfer to the State Health Plan within 31 days of their retirement date. Contact the Benefits Technician for your district 937-6300 or the toll-free number for the Employee Insurance Program (EIP) at 1-(888)-260-9430. The EIP address is: 1201 Main Street, Suite 300, Columbia, SC 29201.

SOUTH CAROLINA RETIREMENT SYSTEM (SCRS): Full-time, part-time, and selected temporary employees working in regular positions must join the system unless exempted by legislation. CCSD pays 12.48% of salary and the employee pays 6.5% of salary.

DISABILITY RETIREMENT: Contributing SCRS members with five or more years of service credit and under the age of 65 are eligible to apply for disability. The five-year requirement is waived if the disability is job-related.

STATE OPTIONAL RETIREMENT PLAN (ORP): The 2001 Legislature approved an optional retirement plan for all positions hired after July 1, 2001. This is a defined contribution plan wherein the employer and employee contribute to a fund where the contribution is defined. The level of benefit may rise or fall based on the investment performance. An employee contributes 6.5% of his/her salary on a pre-tax basis and employer contributes 5% of the salary on behalf of each employee.

ELECTING THE OPTIONAL RETIREMENT PLAN: Eligible employees hired after July 1, 2001, may elect membership in the state ORP or the SCRS within 30 days after hire date. An employee who fails to make the initial election of the ORP within the required time period will automatically be enrolled in the defined benefit plan of SCRS. Any State ORP participant who has at least one year of ORP participation as of March 1st of the current year may elect to switch to SCRS during the January 1st to March 1st open enrollment period with an April 1st effective date of the current year.

FRINGE BENEFITS (continued)

RETIREMENT (continued)

Effective January 1, 2001, the cost for employees to purchase additional years is as follows:

FEDERAL SERVICE	16% of career highest fiscal year earnable compensation
PUBLIC SERVICE	16% of career highest fiscal year earnable compensation
GRADUATE SCHOOL LEAVE	16% of career highest fiscal year earnable compensation
UNDERGRADUATE SCHOOL LEAVE (Pre-approved)	Pending approval, 16% of career highest fiscal year earnable compensation
LEAVE OF ABSENCE	16% of career highest fiscal year earnable compensation
NON-QUALIFIED SERVICE	16% of career highest fiscal year earnable compensation

***** SELECTED TELEPHONE NUMBERS FOR THE SC RETIREMENT SYSTEMS*****

GENERAL INFORMATION	(800) 868-9002
BENEFITS/PAYROLL	(803) 737-6823
COUNSELING	(803) 737-6872
DISABILITY	(803) 737-6879
INSTALLMENT ACCOUNTING	(803) 737-6904
FAX NUMBER	(803) 737-6810
ON-SITE SERVICES	(803) 737-6881
RECORDS	(803) 737-6844
REFUND	(803) 737-6830
SERVICE CREDIT	(803) 737-6860
MEMBER STATEMENTS	(803) 737-6903

INFORMATION FOR CERTIFIED EMPLOYEES

Certification and Evaluation

The State Department of Education (SDE) requires an accumulation of 120 renewal credits to secure a five-year renewal of a South Carolina teaching credential. The District is responsible for renewing the certificates of its professional educators. CCSD has implemented a Certificate Renewal Plan which follows the guidelines of the SDE. All renewal credits earned must be supported by the teacher's Professional Development Plan, which is developed and approved by the principal each year. The Certificate Renewal Plan is available on the [District's website](#):

Certificate Upgrades

Requests for upgrades to bachelor's + 18, master's degree, master's + 30, and doctorate must be made in writing by using the Request for Change/Action Form available on the District's website: Colleges do not send transcripts automatically; teachers must request that transcripts be sent to the District immediately after they complete their coursework. [The District](#) will forward the documentation to SDE. Effective date of change for compensation is based on the date recorded on the certificate.

Experience Credit

The South Carolina Department of Education (SDE) grants one year's experience credit for 152 days (or more) of service per school year. Teachers employed under contract in a regular teaching position full-time or part-time for at least one-tenth FTE will receive credit as appropriate. Partial FTEs over multiple years are credited as one year of experience upon reaching a total of at least .8 of an FTE.

Breaking a Contract (State Law)

When any teacher has entered into any contract or written agreement to teach in any public school of South Carolina, such teacher shall not break or seek to terminate such contract except for good cause, and then only after giving acceptable notice. Any teacher wishing to cancel or terminate a contract shall give to the associate superintendent written notice at least thirty days prior to the date upon which the teacher desires the contract to be terminated. If the teacher breaks such contract within thirty days prior to the opening date of school or during the school session without the agreement of the district, the teacher may be subject to losing his/her certification for a period of one year. See Policy [GCQC](#).

PAY SCHEDULES

Actual pay rate schedules for all employees are available and accessible on the [CCSD Intranet Web Site](#). If you have questions about your rate of pay or pay calculations, please contact:

Teachers contact Teacher Employment and all other personnel contact Human Resources Operations.

ADDENDUM OF REVISIONS 2006 - 2007

As of July 12, 2007, there are no reported amendments to the handbook effective July 1, 2007.