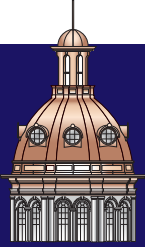


**RICHLAND COUNTY
SCHOOL DISTRICT ONE
2016-2017**





Richland County School District One

2016-2017 Academic Calendar

July 2016						
S	M	T	W	T	F	S
					1	2
3	④	5	6	7	8	9
10	11	12	13	14	15	16
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31						

August 2016						
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October 2016						
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30	31					

November 2016						
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27	28	29	30			

December 2016						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
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22	23	24	25	26	27	28
29	30	31				

February 2017						
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26	27	28				

March 2017						
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26	27	28	29	30	31	

April 2017						
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23	24	25	26	27	28	29
30						

May 2017						
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14	15	16	17	18	19	20
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28	29	30	31			

June 2017						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Independence Day Holiday	July 4
Teacher Workday/Professional development	August 8 - 12
First day of school for students	August 15
Labor Day	September 5
Interim Reports	September 13
Early release for all schools	September 15
Early release for all schools (Parent Conferences)	October 13
Student Holiday/Professional development	October 14
End of first marking period (45 days)	October 18
Report cards issued	October 25
Election Day Holiday	November 8
Interim Reports	November 22
Thanksgiving Break	November 23-25
Early release for all schools	December 16
Winter Break	December 19-December 30
End of second marking period (90 days)	January 9
Early release for all schools	January 12
Student Holiday/Professional development	January 13
Martin Luther King, Jr. Holiday	January 16
Report cards issued	January 19
Interim Reports	February 14
End of third marking period (135 days)	March 15
Report cards issued	March 21
Early release for all schools (Parent Conferences)	March 30
Student Holiday/Professional development	March 31
Spring Break	April 10-14
Student Holiday/Professional development	April 17
Interim Reports	April 25
Last day of school (180 days)/Half-day for students/Elementary report cards issued	May 26
Teacher Workday	May 27
Middle/High schools report cards mailed	June 6

CALENDAR NOTES

Student make-up days (if needed) are January 13, March 31, April 17.
 May 27 will be a workday for 190-, 200-, 220- and 240-day employees.
 182-day employees do not work October 14, January 13, March 31, April 17.
 184-day employees do not work October 14, January 13, March 31, April 17.

- First/last day of school for students
- Student holiday/professional development
- Holiday
- ◇ Teacher Workday
- ⬡ Early release for all schools

Richland One Employee Work Schedules

180-day employees:	August 15, 2016 - May 26, 2017
182-day employees:	August 12, 2016 - May 27, 2017
184-day employees:	August 10, 2016 - May 27, 2017
186-day employees:	August 8, 2016 - May 27, 2017
190-day employees:	August 8, 2016 - May 27, 2017
200-day employees:	August 1, 2016 - June 2, 2017
220-day employees:	July 18, 2016 - June 16, 2017
240-day employees:	July 1, 2016 - June 30, 2017



Office of the Superintendent

July 19, 2016

Dear Richland One Employees:

On behalf of the School Board of Commissioners, I welcome you to the 2016-2017 school year. Each school year brings new opportunities to improve as an organization, grow as professionals, and most importantly, positively impact schools and the lives of the students we are charged to serve. Our core business is teaching and learning and improving student outcomes. We take to heart our mission of being a "leader in transforming lives through education, empowering all students to achieve their potential and dreams." In order to do this, it takes committed adults working together in our respective roles.

Across the organization, we want to foster a climate and culture of professionalism, accountability, and support that continues to move the school system for the benefit of our students. With this in mind, the information contained in this handbook serves to familiarize you with policies and procedures of Richland One. I thank you in advance for reviewing the employee handbook and being a part of Richland County School District One! By working together, we will continue moving the school system forward.



Sincerely,

A handwritten signature in blue ink, which appears to read "Craig Witherspoon". The signature is fluid and cursive.

Craig Witherspoon, Ed.D.
Superintendent

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RICHLAND SCHOOL DISTRICT ONE EMPLOYEE DISCLAIMER
2016-2017

NOTHING IN THIS 2016-2017 HANDBOOK OR IN ANY POLICY MANUAL OF RICHLAND COUNTY SCHOOL DISTRICT ONE CONSTITUTES OR CREATES AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT; RATHER, THIS HANDBOOK SHOULD BE UNDERSTOOD AS A BRIEF DESCRIPTION OF THE BENEFITS OFFERED BY RICHLAND COUNTY SCHOOL DISTRICT ONE AND AN OVERVIEW OF ITS POLICIES AND RULES. THIS HANDBOOK SUPERSEDES ALL PREVIOUS HANDBOOKS OR OTHER DOCUMENTS THAT ADDRESS THE SAME SUBJECT MATTER AS THE POLICIES AND RULES CONTAINED IN THIS HANDBOOK. IN ADDITION, THIS HANDBOOK CAN BE MODIFIED OR ALTERED AT ANY TIME BY RICHLAND COUNTY SCHOOL DISTRICT ONE. SINCE THE 2002-2003 SCHOOL YEAR, BOARD POLICIES HAVE APPEARED ON THE INTERNET. ANY POINTS THAT NEED CLARIFICATION SHOULD BE DIRECTED TO THE OFFICE OF HUMAN RESOURCE SERVICES. 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 ARE ASKED TO SIGN ACKNOWLEDGING ELECTRONIC RECEIPT OF THIS 2016-2017 EMPLOYEE HANDBOOK. YOUR PRINCIPAL OR SITE ADMINISTRATOR WILL PROVIDE A COPY OF THIS FORM FOR YOU TO SUBMIT TO HRS NO LATER THAN SEPTEMBER 9, 2016. 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.

YOUR SOCIAL SECURITY NUMBER IS REQUIRED FOR SUBMISSION TO YOUR PERSONNEL FILE.

School/Department Code: _____ Employee's Social Security Number: ____ - ____ - ____

Employee's Name: _____

Printed Name

Signature

_____, 2016
Month and Date

C: Personnel File
 Employee



2014-2019 STRATEGIC PLAN

OUR MISSION

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

VISION

Richland School District One, in collaboration with an engaged community, is committed to ensuring that each learner achieves his/her potential in a safe, caring, academically challenging and diverse learning environment that will develop productive citizens for a changing world.

OBJECTIVES

- Students will master numeracy and literacy skills.
- Students will demonstrate higher order thinking skills, social skill, and character traits necessary to be contributing citizens in a global society.
- As life- long learners, students will be empowered to continue exploring their interests and passion.

STRATEGIES

- We will ensure a variety of innovative, transformative, personalized learning experiences for each student from early childhood through graduation.
- We will foster an environment that embraces change and leads to a responsive culture of accountability, communication, and stakeholder engagement.
- We will build/grow capacity for individual and system-wide productivity to accomplish our mission.

One Vision • One Mission • One Common Purpose

WELCOME TO THE 2016-2017 SCHOOL YEAR!

Welcome to the 2016-2017 school year as a member of the Richland School District One Family! Richland School District is richly diverse, geographically and culturally, serving over 23,000 students in urban, suburban, and rural sections of our district. We employ over 4,000 teachers and staff to serve the students and their families. Our schools and communities provide conducive learning environments and a wide variety of resources to prepare all students to be college or career ready. Our schools and offices provide a plethora of services and resources to assist you, including instructional, human resources, financial and budgeting services, and operations.

The Board of School Commissioners, the Administration, and the community have united behind one vision, one goal, and one common purpose and have developed an aggressive five-year strategic plan to guide our work together on behalf of children. Become an active participant as we live the essence of our bold mission every day in how we educate, develop, and support all of our staff—all with the same goal: to transform student lives through education! Our Strategic Plan is a document, but it must become a living document in each of us—starting with you!

As you read the following information on our mission, goals, and objectives, start living the plan now. There is no better time and no better chance than now.

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

A complete listing of all schools can be found at the following link:

http://www.richlandone.org/site_res_view_folder.aspx?id=be1637dc-ae1a-43ec-8822-aa7b26828f78

A complete listing of all departments can be found at the following link:

http://www.richlandone.org/site_res_view_template.aspx?id=f9154620-2d10-4db5-9dcd-e3caf45245bb

BOARD OF SCHOOL COMMISSIONERS

Richland District One is governed by a seven member board who set policies and ensures that the administration develops and implements effective processes and procedures to reach instructional and operational goals and needs. The education of all children are of utmost importance to the Board. The Board members serve on one of three committees (Facility and Finance, Curriculum and Instruction, and Administration) and meet monthly to conduct the business of the Board. Board members are elected by the citizens of the district and serve a designated election district or serve in an at-large capacity. Board meetings are open to the public. Agendas are posted on the web in advance of the meeting and can be found at the following link:

http://www.richlandone.org/site_res_view_template.aspx?id=bb51e7cf-8cf7-4caf-8a7f-38d170bb0ea3.

Minutes of the Board meetings are posted on the website and can be found at the following link:

http://www.richlandone.org/site_res_view_template.aspx?id=c118491a-f2c1-4d58-af88-4b37d7fcc543.

Employees and staff who have questions should contact Ms. Eva Wilson, Special Assistant to the Board of School Commissioners, at 231-7556.

Board Policy and Board Policy Revisions

Board policies and related regulations are posted on the district's website. The district uses national policy standards and provides a searchable database of all policies. Board policies and regulations may be revised and adopted during the school year. Board policy revisions may be viewed online at www.richlandone.org. Go to Policies and Procedures under Quick Links. Click on Revision History or use the link provided at http://www.richlandone.org/group_profile_view.aspx?id=bcee8c37-a76c-470c-9e5d-ab24b92b7110.

Members of the Board of School Commissioners 2016-2017

Mrs. Cheryl Harris
Chairwoman
Election District 4
Term expires in 2016

Mr. Vince Ford
Vice Chairman
At-Large
Term expires in 2016

Mrs. Pamela Adams
Secretary/Treasurer
At-Large
Term expires in 2016

Mr. Dwayne Smiling
Parliamentarian
At-Large
Term expires in 2018

Mr. Aaron Bishop
Election District 1
Term vacated November 2016

Mr. Jamie Devine
Election Seat 2
Term expires in 2016

Mrs. Beatrice King
Election District 3
Term expires in 2018

For general information concerning board issues, please contact Eva Wilson, Special Assistant to the School Board, at 231-7556. Board meeting schedules, policies, and other pertinent information can be found at http://www.richlandone.org/site_res_view_folder.aspx?id=4373538a-6aed-41ee-9eef-6cf3a144019d.



Board Meeting Schedule July 2016 – June 2017

July 12, 2016	7:00 p.m.	District Office
August 9, 2016	7:00 p.m.	District Office
August 23, 2016	7:00 p.m.	Hopkins Elementary
September 13, 2016	7:00 p.m.	District Office
September 27, 2016	7:00 p.m.	W.G. Sanders Middle
October 11, 2016	7:00 p.m.	District Office
October 25, 2016	7:00 p.m.	Eau Claire High
November 1, 2016	7:00 p.m.	District Office
November 22, 2016	7:00 p.m.	Logan Elementary
December 13, 2016	7:00 p.m.	District Office
January 10, 2017	7:00 p.m.	W.A. Perry Middle
January 24, 2017	7:00 p.m.	District Office
February 14, 2017	7:00 p.m.	Keenan High
February 28, 2017	7:00 p.m.	District Office
March 14, 2017	7:00 p.m.	Gadsden Elementary
March 28, 2017	7:00 p.m.	District Office
April 4, 2017	7:00 p.m.	Crayton Middle
April 25, 2017	7:00 p.m.	District Office
May 9, 2017	7:00 p.m.	Rosewood Elementary
May 23, 2017	7:00 p.m.	Southeast Middle
June 13, 2017	7:00 p.m.	District Office
June 27, 2017	7:00 p.m.	District Office

GENERAL INFORMATION FOR ALL EMPLOYEES

Affordable Health Care Act Coverage (ACA)

Effective January 1, 2014, the Affordable Care Act (ACA) imposed new shared responsibility health care 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, health care coverage is offered to full-time employees which is both affordable and offer a minimum level of coverage. In addition, Richland One monitors the hours for potentially eligible part-time and substitute staff. Questions should be addressed to the district's ACA benefits clerk at 803-231-7112.

Americans with Disabilities Act (ADA)

There are no obligations to disclose information about any personal limitations. However, if there are any accommodations for which an employee or applicant feels entitlement under the Americans with Disabilities Act, please address requests in writing to the chief human resources officer.

An Equal Opportunity and Affirmative Action Employer

Richland County School District One does not discriminate on the basis of race, religion, color, national origin, sex, disability, age or other protected characteristic in its programs and activities. For further details, see Board Policy AC.

The following individuals have been designated to handle inquiries regarding our non-discrimination policies:

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

Machelle Thompson, Esquire, Director of Classified Employment Services
Richland County School District One
1616 Richland Street
Columbia, SC 29201
(803) 231-7419

Section 504 Coordinators (Disability Discrimination)

Francoise Melville, Coordinator of Psychology Services
Richland County School District One
1225 Oak Street
Columbia, SC 29204
(803) 231-6750

Note: Student-related requests should be sent to Mrs. Melville.

Machelle Thompson, Esquire, Director of Classified Employment Services
Richland County School District One
1616 Richland Street
Columbia, SC 29201
(803) 231-7419

Note: Employee requests should be sent to Ms. Thompson.

Title VII/ADEA Coordinator (Age or other discrimination)

Dr. Sanita Savage Cousar, Chief Human Resources Officer
16161 Richland Street
Columbia, SC 29201
(803) 231-7415

Child Abuse

All district employees are mandatory reports for suspected or known instances of sexual abuse. Telling other district employees does not mean the mandate has been met. Failure to do so could result in criminal charges and termination from employment. The district's procedure can be found 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 created a Compliance and Ethics Hotline to provide a way for employees to report suspected and/or actual misconduct or non-compliance confidentially. Only matters involving fraud, waste and abuse of district resources, and/or non-compliance with district policies and/or federal and state laws or regulations will be investigated. 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 duties of their position and their responsibilities in the district. If a district employee has a conflict of interest, or a perceived conflict of interest, he/she is required to immediately notify, in writing, the superintendent or chair of the board of school commissioners.

Required Certifications, Endorsements, Licenses

All employees who use and/or assigned District Motor Vehicles (not applicable to bus operations) must sign an acknowledgement of the district expectations, policies, procedures, regulations, licensure or standards. The signed forms must be sent to the director of security and emergency services. Forms are located in the Appendix Section.

Sexual Harassment, Harassment and Discrimination

Richland County School District One is committed to maintaining a learning/working environment free from sexual harassment, harassment and discrimination based on race, national origin, disability or religion. It is a violation of Policy GBAA for any district employee to harass or discriminate against any other district employee. Any employee who believes he/she has been subjected to sexual harassment, harassment or discrimination is encouraged to file a complaint. Reporting is mandatory and the administration must be notified of a complaint or violation.

EMPLOYEE STANDARDS OF BEHAVIOR

As an employee in Richland School District One, we have high standards of professional conduct and professionalism that we expect all employees to be governed by. This handbook highlights key policies, practices, and procedures that provide the parameters and standards in which we must work. As a district employee, it is expected that all staff act in accordance with the following standards of behavior. The highest levels of character, integrity, and behavior are expected at all times. Because we serve as models of professionalism, we all have obligations to maintain exemplary standards of decorum and demeanor at all times, inside of the school system while on site and externally, as we represent the best interests of students and families. As stewards of children, we accept and recognize our responsibilities to protect, educate, and nurture each of them—each and every day. We ask that you govern yourselves accordingly. You are responsible for reading and complying with the policies and standards of employee behavior. As employees of Richland One, we value our standards of **SAFETY, POSITIVITY, OWNERSHIP, and KNOWLEDGE.**

<u>SAFETY</u> • Wear ID badge. • Maintain a safe and clean work area and environment. • Report hazardous equipment and conditions. • Report any suspected child abuse. • Demonstrate proper safety practices according to school/office and district policy. • NEVER LEAVE STUDENTS UNSUPERVISED. • Escort customers who are unfamiliar with our facilities when possible. • Refrain from physical contact with students in issuing or enforcing disciplinary measures.	<u>POSITIVITY</u> • Refrain from personal conversations in the presence of customers. • Treat others as you would like to be treated. • Respect the ideas, opinions, expertise and diversity of co-workers. • Acknowledge the contributions of others. • Avoid criticism of Richland One, its customers its staff, or its students. • Listen attentively to others and avoid interrupting them. • Avoid language that demeans anyone's heritage, religion, appearance or lifestyle. • Display tolerance, sensitivity and impartiality towards others' cultures, backgrounds and languages. • Welcome or greet others in a positive manner. • Greet people by name when possible. • Be aware of body language and facial expressions.
<u>OWNERSHIP</u> • Report on time and be ready to begin work. • Practice good personal hygiene; be aware of fragrances, food odors and others' sensitivity to them. • Properly dispose of litter. • Be honest, reliable and helpful even when there's nothing in it for you. • Go the extra mile. • Abide by parking and non-smoking policies. • Ensure all calls and messages are answered promptly, within one business day. • Apologize for delays, keep customers informed and reschedule appointments as appropriate. • Take ownership of personal professional development. • Keep promises. Don't make promises you can't keep. • Utilize district messaging systems. • Comply with acceptable use policies and procedures. Do not videotape or record students outside of formal processes (FERPA).	<u>KNOWLEDGE</u> • Be accountable for information disseminated through district avenues such as "This Week" and the district website. • Ensure that you are helpful, courteous and knowledgeable. • Deal with complaints appropriately. • Seek opportunities for personal and professional growth. • Consider ways to enhance your department or school and share ideas. • Embrace new ideas • Contents of Board policies and district handbook.

TEACHERS' CODE OF PROFESSIONAL CONDUCT

The teachers of Richland County School District One, believing in the worth and dignity of each human being and in the concept of equal educational opportunity for all, accept the responsibility of attaining and maintaining the highest possible standards of professional conduct. In fulfillment of the obligation to the students and to the members of the educational profession, teachers shall make every effort to maintain high standards of conduct by following and supporting these statements of responsibilities to the student, the district and the profession.

Teachers in Richland One should also adhere to the following code of professional conduct specific to their unique responsibilities:

Conduct Towards the School District and the Teaching Profession

1. Teachers will be accountable for time on duty as assigned.
2. Teachers will not leave class or duty unattended.
3. Teachers will refrain from smoking in the presence of students. Teachers will eat or drink only at designated times and places.
4. Teachers will follow school and district rules and policies consistently and fairly.
5. Teachers, when recognizing a weakness in their instructional skills or management techniques, will request assistance from the appropriate source(s).
6. Teachers will attend a reasonable number of after-school functions.
7. Teachers will not knowingly make false or malicious statements about a colleague or student.
8. Teachers will not cause or encourage students to donate gifts of any kind to the teacher.
9. Teachers, according to state law, will not use their official position or office to obtain financial gain for themselves.
10. Teachers, according to state law, will not offer to pay a public official or public employee, nor will they solicit or receive any money in addition to their regular salaries for advice or assistance given in the course of their employment as teachers.
11. Teachers, according to state law, will not use or disclose confidential information gained in the course of or by reason of their official position or activities in any way that would result in financial gain for them or for any other person.
12. Teachers are unique within the community and have a responsibility to promote confidence in the public schools of the district, according to board policy.
13. Teachers are called upon to consider their personal actions, in light of their responsibilities for sustaining and improving the public schools of the district, according to board policy.

Conduct Towards Students

1. Teachers will be fair and consistent in disciplining all students.
2. Teachers will respect all students' opinions, even though they may be different from their own.
3. Teachers will not deliberately embarrass, disparage, ridicule or provoke students by actions or words, including electronic communications.
4. Teachers will not engage in physical contact with students when issuing or enforcing disciplinary action.
5. Teachers will not use profanity, obscenity, vulgar language or gestures in the presence of students.
6. Teachers will not use physically abusive methods in disciplining students.
7. Teachers will communicate with students and parents and will solicit assistance from parents in the education and discipline of their children.
8. Teachers will understand and strictly comply with policy JIAA, Student Sexual Discrimination and Harassment, as well as policy IJNDB, Acceptable Use of Information Systems.
9. Teachers will maintain professional relationships with students, staff, and parents.

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 is dependent 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 both teachers and learners bear responsibility for contributing to this success, teachers are accountable for behaving in a manner that reflects the highest levels of professional responsibility.

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

Teachers are in a position of trust and have been entrusted with a 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 causes confusion about 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 serious mistakes—career threatening ones—in the management of teacher-student relationships.

Ethical boundaries in the teacher-student relationship is one of the most sensitive and difficult issues with which we are faced. Nevertheless, the teacher-student relationship has boundaries of time, place, purpose and activity. The onus is on professional educators for recognizing their vulnerabilities and determining whether they are "at risk" of crossing boundaries and, if they are, for addressing the issue. It is the district's belief that 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 is applicable to all district employees, including without limitation, all administrators, teachers, counselors, nurses, student support specialists, support staff, coaches, volunteers, vendors providing instructional services, as well as student teachers, interns, and practicum students. Activities and behaviors which do not have an educational purpose or do not conform to the appropriate standard of ethical practice will not be tolerated.

EDUCATOR GUIDELINES FOR USING SOCIAL NETWORKING SITES OR SOCIAL MEDIA

As educators we have a professional image to uphold and how we conduct ourselves online helps determine this image. As reported by the media, there have been instances of educators demonstrating professional misconduct while engaging in inappropriate dialogue about their schools and/or students or posting pictures and videos of themselves engaged in inappropriate activity. Some educators feel that being online shields them from having their personal lives examined. But increasingly, educators' online identities are too often public and can cause serious repercussions.

One of the hallmarks of social networks is the ability to "friend" others – creating a group of others that share interests and personal news. The district strongly discourages teachers from accepting invitations to friend students within these social networking sites. When students gain access into a teacher's network of friends and

acquaintances and are able to view personal photos, the student-teacher dynamic is altered. Friending students provides more information than one should share in an educational setting. It is important to maintain a professional relationship with students to avoid relationships that could cause bias in the classroom or headline in the news.

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

Friends and friending

- Do not accept students as friends on personal social networking sites. Decline any student-initiated “friend” requests.
- Do not initiate or submit requests for students to become “friends”.
- Remember that people classified as “friends” have the ability to download and share your information with others.
- If you wish to use networking protocols as a part of the educational process, please work with your administrators and technology staff to identify and use restricted, school-endorsed networking platforms.
- Do not engage in so-called “private” networks between and among co-workers, friends, and parents. Discussion of students, administrators, and parents is strictly prohibited.

Content

- Do not use commentary deemed to be defamatory, obscene, proprietary, or libelous. Exercise caution with regards to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations.
- Weigh whether a particular posting puts your effectiveness as a Richland One employee at risk.
- Post only what you want the world to see. Imagine your students, their parents, your administrator, visiting your site. It is not like posting something to your web site or blog and then realizing that a story or photo should be taken down. On a social networking site, basically once you post something it may be available, even after it is removed from the site.
- Do not discuss students or coworkers or publicly criticize school policies or personnel.
- Do not post images that include students or parents.

Security

- Due to security risks, do not install the external applications that work with the social networking site. Examples of these sites are calendar programs and games.
- Run updated malware protection to avoid infections of spyware and adware that social networking sites might place on your computer.
- Be careful not to fall for phishing scams that arrive via email or on your wall, providing a link for you to click, leading to a fake login page.
- Visit your profile’s security and privacy settings. At a minimum, educators should have all privacy settings set to “only friends.” “Friends of friends” and “Networks and Friends” open your content to a large group of unknown people. Your privacy and that of your family may be a risk. People you do not know may be looking at you, your home, your kids, your grandkids, your lives!
- Please stay informed and cautious in the use of all new networking technologies and refer to the district’s IJNDB, Acceptable Use of Information Systems Policy.
- Do not “synch” your personal electronics with district devices.

USE OF DISTRICT MOTOR VEHICLES

General Safety Procedures

The following are general safety procedures that must be followed when using District vehicles. Drivers are required to fully abide by local, state and federal vehicle regulations. Employees who use and/or 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 the 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/or illegal drugs or substances.
5. Refrain from operating a vehicle while under the influence of prescription or over-the-counter medication that impairs or negatively affects the driver's judgment or ability to drive.
6. Be aware of hazardous conditions or malfunctions of equipment. He/She should report the incident immediately to a supervisor.

DRIVING RECORD REVIEW

New District Vehicle Drivers

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

Current Employees

Human Resources and/or Department of Security and Emergency Services or designee 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 done annually and without notice to the employee 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:

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

Failure to promptly notify your supervisor(s) of these changes to your driving record within the required 24-hour period will result in a final written notice. It is the supervisor's responsibility to inform Human Resources and/or Department of Security and Emergency Services 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 position is to drive a district vehicle and the number of accidents or violations are determined to be numerous, habitual, or serious in nature by the district/or designee, the district reserves the right to suspend the employee's right to operate a district vehicle and/or take disciplinary action.

Accident Procedures

Drivers of district vehicles must report all accidents immediately to the local law enforcement jurisdiction where the accident occurred, to supervisor, and Department of Security and Emergency prior to returning the vehicle to work.

Acknowledgement of Mandates

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

EMPLOYEE BENEFITS

As an employee, you are entitled to a number of benefits as a result of your employment, including educational, professional development, and health. Upon employment, you attended a number of orientations, intended to provide you opportunities and information needed to take advantage of these generous amenities. A member of the Human Resources staff 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.

To expedite services, please make an appointment with the following HR personnel staff for assistance:

Benefits/Insurance

Primary: Charlene Nicia at charlene.nicia@richlandone.org
Secondary: Shirley Bennett at shirley.bennett@richlandone.org

Retirement/TERI

Primary: Kathy Parker at kathleen.parker@richlandone.org
Secondary: Charlene Nicia at charlene.nicia@richlandone.org

MUNIS Online

Primary: Kathy Parker at kathleen.parker@richlandone.org
Secondary: Patsy Petts at patsy.petts@richlandone.org

Employment Verifications, Education Verification, Request for Letters

Primary: Patsy Petts at patsy.petts@richlandone.org
Secondary: Kathy Parker at kathleen.parker@richlandone.org

Note: Our normal processing time is generally three (3) business days. During peak hiring season, please allow 3-5 days. Staff will continue to expedite documentation required for mortgage closings and court matters within the required timelines.

Legal Services

The district's legal counsel advises the district on day-to-day legal matters and coordinates legal services with outside legal counsel. The district's legal counsel also assists with staff development, legal issues, contractual matters, and risk management. In addition, district officials are kept abreast of current state and federal laws. Board policies are reviewed annually for appropriate revisions. The Board of School Commissioners, superintendent, financial officer, chief operations officer, chief human resources officer, executive directors, and principals have direct contact with the attorney. With the permission of one of the aforementioned persons, a district employee may request legal assistance. No employee shall give statements to outside attorneys regarding district matters without first contacting the district counsel to obtain advice at susan.williams@richlandone.org or 231-7404. Employees who contact law enforcement regarding district matters should promptly notify district counsel regarding the subject and nature of the report.

Tuition Reimbursement

Richland One will reimburse all certified and full-time classified employees for a portion of the costs of courses taken for recertification (certified employees), courses taken as part of a teacher training program, courses taken 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), or courses taken by instructional assistants to meet the requirements of the No Child Left Behind Act. Certified and classified employees must pass the course with a grade of "C" or better. Funds are available on a first-come, first-served basis and is limited by funding allocations each year. Employees must apply and gain prior approval before taking courses.

The amount of reimbursement for the 2016-2017 school year is up to a maximum of \$800 per course. Courses must be completed between July 1 and June 15 of the current fiscal year. Approval for tuition reimbursement must be obtained from Human Resource Services prior to enrollment in the course for which reimbursement is sought. Forms and guidelines will be available on the Human Resource Services section of the district's website after September 15. For additional information, you may contact Human Resource Services at 231-7419.

Employee Assistance Program (EAP Program)

While most of us can handle our own problems and situations in life most of the time, it is unrealistic to think that we can cope with every problem that confronts us alone. When a personal, medical or family problem occurs, it often affects an employee's job performance. Before the problem grows too big to handle and impairs performance in the workplace, employees and their families are encouraged to take advantage of the district's Employee Assistance Program (EAP). A number of resource agencies in the Greater Columbia area are used to provide counseling, medical, psychological or vocational assessment, residential or outpatient treatment for substance abuse, and guidance in the areas of personal relationships, stress management and time management. Many of these programs are offered free of charge or at reduced rates to district employees and their families. The district maintains confidentiality when employees are referred to EAP. More information about the program can be obtained by contacting Human Resource Services or by calling South Carolina Vocational Rehabilitation at 803-896-6331.

Wellness Program

The district believes that promoting good health among its employees will result in happier, more self-confident and productive employees, who, in turn, will be better, healthier role models for our students. Walking programs, aerobics classes, stair-climbing contests and other forms of exercise are encouraged at all of our work sites. We also provide blood-pressure screening, cholesterol checks and mobile mammography screening to help our employees get the most from life. Get involved with your worksite's wellness efforts. It could change your life! For more information on wellness programs, please call Machele Thompson at 231-7419.

Conferences/Training Workshops

We must be ever mindful of all travel expenditures. Travel to local, state, and national conferences and meetings must be limited. Employees may only travel to meetings and conferences that:

- Promote the delivery of instruction and are critical to the instructional needs of the school district, or furthers the efficient operation of the school district.
- Are educationally necessary and fiscally prudent, and
- Are directly related to and within the scope of the employee's current responsibilities and the district's professional development plan.

All professional travel is contingent on funds availability and district priorities. Every effort should be made to keep the

number of days absent from the classroom or regular duty assignment due to travel by any employee to a minimum. School-based and district level supervisors and administrators should limit travel to one national conference and one State conference (South Carolina, North Carolina and Georgia). Teachers and other employees should limit travel to no more than three days per semester or five days per school year. Supervisors are responsible for monitoring the frequency of travel. No more than three persons per location may attend a meeting/conference unless specified by a grant or program requirement. For further details, refer to the 2016-2017 District Travel Guidelines for Employees.

Summer Work Schedule

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

Holidays

Our Board of School Commissioners, as part of the annual calendar, approves our holiday schedule annually. 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 calendar, which can be accessed on the district's webpage at www.richlandone.org.

National Board District Compensation

The district offers a supplement to eligible NBCTs. NBSTs, 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 32.

HEALTH PLANS AND BENEFITS

The district provides a number of benefits to all full-time and some part-time employees and their dependents at additional cost. For details, see the Insurance Benefits Guide, which can be found at www.eip.sc.gov.

Employees must enroll or decline health coverage within 31 days. Contact the district's benefits counselor at (803) 231-7448 for further information.

A subscriber who uses tobacco products and has single coverage must now pay a \$40 monthly surcharge on his/her health insurance premiums. If he/she covers any family members and anyone uses tobacco, he/she must pay a \$60 monthly surcharge. For details, see the Insurance Benefits Guide.

The lifetime maximum, the maximum amount a health plan will pay for each person for all benefits, has been excluded for all health plans, including the health maintenance organizations. Rules excluding pre-existing conditions no longer apply to subscribers and covered spouses or children who are age 18 and younger.

State Health Plan

Preauthorization will no longer be required for medically necessary mental health and substance abuse office visits except those involving Dialectic Behavior Therapy (DBT), Applied Behavior Analysis Therapy (ABA) and Psychological/Neuropsychological testing. For details, see the Insurance Benefits Guide. As part of the Wellness Incentive Program, subscribers and their covered spouse and/or 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, see the Insurance Benefits Guide.

Health Coverage

- State Health Plan (Blue Cross/Blue Shield)
- Health Savings Plan

- Standard Coverage
- TRICARE Supplement
- Dependent coverage available

Dental

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

Life Insurance

- Available for employee and family members
- Optional group life (available to employees only for an additional cost).
- Dependent life insurance (available for an additional cost). Dependents 19-25 must be certified as a full-time student.

Vision Plan

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

Affordable Health Care Act Coverage (ACA)

Effective January 1, 2014, the Affordable Care Act (ACA) imposed new shared responsibility health care 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, health care coverage is offered to full-time employees which is both affordable and offer a minimum level of coverage. In addition, Richland One monitors the hours for potentially eligible part-time and substitute staff. Questions should be addressed to the district's ACA benefits clerk at 803-231-7112.

Disability Retirement

Benefits for total disability are provided by Public Employee Benefit Authority (PEBA) for members with five years of contributing service by the employee. (Eight years for those hired after July 1, 2012). A member must be approved for disability from the Federal Social Security Administration which generally requires an incapacity to perform any general occupation.

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 as a result of 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 and eligible to change your health, dental or Optional Life Insurance coverage due to a special eligibility situation, you also 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/or your dependents may be continued under the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) or similar state law. If you need additional

information, contact the Employee Insurance Program (EIP) at 803-734-0678 or your local benefits office at 803-231-7448.

Termination of Benefits

Employees who resign or are terminated from the district will have their insurance terminated the first day of the month following their termination or resignation unless they choose continuation of coverage in accordance with state law. 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 June 1, unless they choose continuation coverage in accordance with 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 July 1 unless they choose continuation of coverage in accordance with state law. Coverage will continue through the summer for all 9-, 10-, or 11-month employees who are transferring to another school district in South Carolina or to another state agency.

HIPAA

On August 21, 1996, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) was signed into law. HIPAA's main goal is to protect the health coverage of people who switch from one job to another or leave a job without taking another one. To achieve this goal of making health coverage more "portable," the law limits the use of pre-existing conditions exclusions, waiting periods and eligibility restrictions based on health status. If you need additional information, contact the Employee Insurance Program (EIP) at 803-734-0678 or contact the district's benefits office at 803-231-7448.

State 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 monthly gross salary with a maximum of \$800 per month.

Supplemental Long-term Disability (Standard Insurance Company)

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

Basic Life Insurance

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

Group Life Insurance

A benefit equivalent to one year's salary is available to members of the Public Employee Benefit Authority (PEBA) after one year's membership, if employed at time of death, at no cost to the employee.

General Liability

Protection for damages may be awarded due to bodily injury, tort liability and coverage for defense costs and judgments.

Money Plus - (Pre- tax Programs)

Tax savings through pre-tax payments for eligible expenses:

- Health Savings Account
- Medical Spending Act (available after one full year of employment).
- Dependent Care Spending Act (can enroll when employed).

- Premium Deduction Feature (pre-tax all health, dental deductions, premium for optional life up to \$50,000 a small fee is involved).

SC Deferred Compensation 401 (k) and 457 Plans

- State contracted agency
- Payroll deduction for contributions
- For a complete listing of 403(b) retirement offerings contact PenServ (803-791-4903). Other private insurance carriers are available. For a complete list, contact the benefits office at 803-231-7448.

Retirement

Employees who retire from the Public Employee Benefit Authority (PEBA) will be compensated with a payment for accrued sick leave up to a maximum of 90 days, provided they have been employed by the district for five full years immediately prior to retirement and retire in good standing with the district. Payment will be at \$45 per day for the 2016-2017 school year. The Board reserves the right to modify or discontinue this payment as determined annually. For further details, see Policy GCQE.

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 by statute. Other classifications, such as non-permanent employees, have the option to elect non-membership within 30 days from their date of hire. Newly hired employees of state agencies, public school districts, and higher education institutions may choose participation in the State Optional Retirement Plan (ORP) instead of South Carolina Retirement System (SCRS) within 30 days of their date of hire. 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 a comparison of the plans. If you do not elect a plan within 30 days of employment, you will default to the SCRS plan.

Optional Retirement Plan (ORP)

The South Carolina General Assembly has passed legislation that provides, as an alternative to participation in the South Carolina Retirement System (SCRS), an 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. An employee is not eligible to participate in the state ORP unless the employee is eligible for membership in the South Carolina Retirement System.

HUMAN RESOURCES INFORMATION

Policy on Attendance and Leave

In order to operate efficiently, the school system must rely upon its employees to be in regular attendance. Instructional time and overall district operations may suffer due to excessive absences and tardiness. Proper notice is required when an employee will not be reporting for work. Notification of an absence and tardiness shall be as required by departmental rules and regulations, but in no case shall notification be later than two hours after the beginning of any scheduled workday. Any classified employee who does not notify his/her supervisor of the reason for absence for a period of three consecutive workdays is considered to have voluntarily resigned from his/her position. Certified staff may be in breach of contract if he/she does not notify his/her supervisor of the reason for absence for any given period of time. For further details, see Policy GCC/GCD.

Vacation Leave

Each full-time, 240-day employee is entitled to vacation leave with pay. This leave is accrued monthly, beginning with the first month of employment. However, no vacation leave may be taken prior to completion of the first six months of service. Vacation leave accrual will not be available or shown until a six-month period has been

completed. Vacation leave is earned at the rate of five-sixths of a day for each full month of service, which is 10 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 days per month which is 15 days per year. Leave is credited on the last day of each month. Employees with at least 20 years of continuous service may accrue 30 days annually. Employees within one year of retirement may accrue a maximum of 45 vacation leave days provided written notification is received by July 1 of the intended retirement date. Employees ending TERI also can make this request provided written notification is received by July 1 of the last year on TERI.

Employees who work 240 days and who are going on TERI will not receive service credit for these days with the Public Employee Benefit Authority (PEBA). However, they may be paid for any vacation leave days for which they have earned when they end TERI. Payment, if authorized by the Board, is at the employee's last daily rate.

Retirees who are approved to return to work on a 240 day contract or letter of employment 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.

Sick Leave

All full-time employees of the district will accrue sick leave on the basis of one and one-fourth days (1.25) of sick leave for each full month of active service. Earnings are posted the close of business the last working day of the month. This will provide 12 days for nine months (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 10 full months (200 days); 13.75 days for 11 months (220 days), and 15 days for 12 months (240 days). An employee may accumulate up to 90 days of sick leave that is accrue, but not used, provided that such employees do not violate their respective contract. 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 can be taken. For further details, see Policy GCC/GDC.

Advancement of Sick Leave

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

The leave will be considered by the superintendent or his/her 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) religious leave request. The employee will be notified in writing of the approval or denial of the request. It is not the district's practice to reinstate money retroactively for days if the employee did not have accrued leave at the time of absence. Three days of sick leave will be advanced to employees who are new to the district or who are new to the state retirement system and who have no leave to transfer in from another agency or district).

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 a person who has been employed in the school district for six months and works at least 30 hours per week. For further details, see Policy GCC/GDC.

Sick Leave Bank

The sick leave bank is a benefit made possible by voluntary leave donations of employees. The bank is formed and operated by employees. Employees must be employed with the district 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 of the bank in cases of incapacitating/catastrophic personal illness, during which the employee is unable to perform the duties of his/her position for a prolonged (minimum of 30 consecutive work days) period of time. 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 that there are extenuating circumstances. The condition itself must be incapacitating, not the surgery or treatment.

Effective November 1, 2015, persons enrolled in the Sick Leave Bank will be permitted, under extreme circumstances (as deemed appropriate by the Committee and on a case by case basis), to extend member benefits to their dependent(s). For this purpose, a dependent is defined as a person to whom you have care-giving rights over. 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 his/her position to assist a member of his/her family who is ill.

There must be evidence that the illness is incapacitating/catastrophic prior to surgery or treatment. Sick leave bank grants may be used only after all accumulated leave has been used. The sick leave bank will not cover cosmetic or elective surgery, except for the incapacitation/catastrophe due to complications arising from these procedures. The open enrollment period is October 1 - 31 of each calendar year, unless specified. The sick leave bank committee determines the annual rate of contribution (normally one day). 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 in any way negate the rights of individual members who participate in the bank to other sick leave benefits.

The sick leave bank may only be used for the contributor's personal incapacitation/catastrophe; it may not be used for the illness of other members of the contributor's family; nor can it be used by the contributor to remain away from his/her position to assist a member of his/her family who is ill. It is the philosophy of the sick leave bank program to require employees to return to work when the physician releases the employee or to apply for disability benefits. For further details, contact the district's benefits counselor at 231-7448 and refer to the Sick Leave Bank Request Form (Parts 1 and 2).

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, grandparents, step-grandparents, sister, step-sister, brother, step-brother, ward or other relative living in the household at the time of illness/death.

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

Personal Business Leave

Three days of sick leave per fiscal year may be used for personal business. It is the employee's responsibility to accurately account for personal days. Any days used for personal reasons in excess of 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 to allow for review and response. Failure to comply with personal business leave provisions could result in the employee being docked for an unauthorized absence. For further details, see Policy GCC/GDC.

Legal Absence/Legal Leave

The district will grant an employee leave without loss of pay when he/she is summoned for jury duty. Whenever a prospective juror is dismissed before the end of the working day, he/she will return to his/her 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. An employee must bring an official statement from the court for actual time served on jury duty. (This does not apply to federal court summons). For further details, see Policy GCC/GDC.

A letter requesting postponement and verification of employment will be mailed or faxed to the appropriate court official for consideration. It is the responsibility of the employee and not that of Human Resource Services, to ascertain a postponement of jury duty. If postponement of jury duty is granted, the district cannot assume responsibility for follow-ups. Requests to postpone jury duty summer school teaching will not be considered, in that summer employment is optional.

Employees who receive court subpoenas should provide Human Resource Services 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 personal legal matters.

Maternity/Adoption Leave

For further information, refer to Family and Medical Leave (FMLA) in the administrative rule GCC/GDC-R.

Military Leave

The district supports and appreciates its employees who serve in the military. Requests for military leave must be submitted 30 days in advance of the leave date so that the Board of School Commissioners may grant approval. Every effort should be made to schedule military leave during non-work periods. However, employees may be absent for 15 working days without loss of pay or leave to attend camp with their military unit. If an employee is called to serve during an emergency declared by the governor or the President, 30 additional days shall 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.

Religious Leave

Any employee 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. A request for religious leave may be granted pursuant to Board Policy GCC and its administrative rule. For further details, see Policy GCD/GDD.

Sabbatical Leave

This initiative was not funded for the 2016-2017 fiscal year.

Charter School Leave

Certified and classified employees may apply to be employed by a charter school for up to five years. Leave must be requested on or before April 15 of each school year. See Section 59-40-130, South Carolina Code of Laws 1976, as amended.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act became effective on August 5, 1993. The FMLA entitles eligible employees to take up to 12 weeks of leave each year for specified family and medical reasons. This leave can be a combination of paid or 60 days unpaid leave depending upon how much sick leave the employee has accrued. Employees can obtain the necessary applications and information needed to apply for FMLA leave from the district's board policy website or by contacting 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. Employees should go to "Policies and Procedures" under Quick Links to access policies.

Effective July 1, 2008, Richland One employed a 12-month rolling calendar which means that you must work 1250 hours in between FMLA events. Contact the Office of Human Resources at 803-231-7448 for more information.

To be eligible for FMLA benefits, an employee must:

1. Work for a covered employer.
2. Have worked for the district for a total of 12 months.
3. Have worked at least 1,250 hours over the previous 12 months.
4. Work at a location in the United States or in 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-month period for one or more of the following reasons:

- For the birth and care of the newborn child of the employee.
- For placement with the employee of a child for adoption or foster care.
- To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- To take medical leave when the employee is unable to work because of a serious health condition.

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

(a) Intermittent Leave - under some circumstances, employees may take FMLA leave intermittently; which means taking leave in blocks of times (dividing the leave up), or by reducing their normal weekly or daily work schedule.

(b) Substitution of Paid Leave - to prevent "leave stacking," the district requires that employees use accrued sick leave as part of their FMLA leave.

Employees seeking to use FMLA leave are required to provide 30-day 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 give 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 may also be required to provide medical certification supporting the need for leave due to 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 responsible for the employee's portion of insurance premiums only. However, if the employee does not return to work following the use of FMLA, he/she will be billed for the employer's portion. Employees returning from FMLA or medical leave must provide the district with a release letter from the employee's doctor certifying that the employee is able to return to work with no restrictions/or restrictions specified. For further details, see Policy GCC/GDC.

When returning from a medical leave of absence, it is mandatory for the returning employee to present a medical release from the employee's physician to the Office of Human Resources prior to returning to work.

Non-paid/Emergency/Family Responsibility 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 family responsibility under certain conditions. A written request must be presented and approved by the Board. In the event of a medically-related request involving the employee or a family member, the employee must submit a doctor's statement with the request. 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.

Administrative Leave

If the superintendent or designee believes that 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 his/her designee without notice or without a hearing. Administrative leave without pay may be imposed in accordance with district policy. Written notice of the administrative leave with pay, including cause and the fact that a hearing is available, if requested, will be provided to the employee. Administrative leave without pay must be authorized or approved by the Board of School Commissioners.

Professional Dress Code

It is the responsibility of all employees to project a positive image. Every employee is expected to present a neat, well-groomed appearance during working hours. Each school or department 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 that creates a distraction or disruption in the work environment. Some employees are required to wear uniforms or safety equipment. If an employee is required to wear a uniform or safety equipment, the supervisor will advise the employee as to where and how they may be obtained.

APPLICATION AND EMPLOYMENT PROCEDURES

Board policy provides that equal opportunity is given to all applicants and that selection is based upon qualifications and merit. No one may be hired except through following Human Resource Services procedures, including a personal interview.

Any interested person (in-or out-of-district) must complete an online application for employment through the district's website at www.richlandone.org. Interested employees should click on "Employment" or go directly to pats.richlandone.org. Documents pertinent to the completion of the applications such as transcripts, references, PRAXIS scores, and/or South Carolina certification should be mailed or delivered to the Office of Human Resource Services. These documents are scanned to the applicant's application. Human Resource Services complies with state law to check into any previous convictions of applicants. Human Resource Services will also request that the State Law Enforcement Division (SLED) provide a record of previous criminal convictions of each applicant (internal and external).

Persons applying for bus driver positions and bus assistant positions must also submit to and successfully pass a pre-employment drug test as required by the Omnibus Transportation Employee Testing Act of 1991. Bus drivers and bus assistants must also submit to and successfully complete medical examinations and physical performance tests pursuant to board policy. Persons applying for secretarial or custodial positions are required to complete a typing test and a written test respectively. After interviewing candidates, the principal or department head will recommend a candidate for employment to the chief human resources officer or his/her designee. Also, the Immigration Reform and Control Act prohibit employers from hiring aliens not legally eligible to work in the United States and 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/administrators who hold, or are eligible to hold a professional South Carolina educator certificate, valid for the period of employment and for 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 are offered contingent upon approval of the school board. Failure or inability of the applicant to provide proper certification and/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 recommendation of the superintendent.

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 his designee has the authority to assign, reassign or transfer employees as necessary. For further details, see Policy GCK.

Reassignment and Administrative Transfer

Employees may be reassigned or administratively transferred to positions throughout the school district and are assigned at the discretion of the district 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 to reassign employees as may be necessary. For further details, see Policy GCK.

Upon initial employment, officials in the Office of Human Resource Services shall notify employees of their tentative assignments. Thereafter, administrative transfers may be made at the discretion of the superintendent 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 affected personnel in writing. Class assignments and other duty assignments within a school are made at the discretion of the principal. 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 at the end of the school year from one school to another, 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 authority of the superintendent to assign or to reassign personnel.

Voluntary transfer requests shall be submitted, using prescribed procedures (written or electronic) to Human Resource Services. Submission of transfer forms does not guarantee that 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, after the designated date, voluntary transfers will be granted only if the sending principal agrees that the school will be able to secure an adequate replacement and the program will not be adversely affected. Teachers do not need to resign from his/her current position in order to be considered for a transfer from their current worksite. An involuntary transfer can be made if, in the opinion of the superintendent, such transfer is in the best interest of the district. For further details, see Policy GCK.

Athletic Coaching Assignments

All athletic coaching assignments are made by the principal, with the approval of the superintendent or the superintendent's designee, and are in addition to regular teaching duties. Administrators are not eligible to coach. Coaching agreements should be filed annually with Human Resource Services after review from the district's athletic director. Classified employees who coach must annually complete the Coaching Exceptions Process as prescribed in policy. Coaching assignments will be for a period of 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 2016-2017 school year will be amended and may be retroactive based on Board approval. Guidelines will be published separately. For further details, see Policy GCBE.

Co-Curricular Supplemental Assignments

All co-curricular assignments are made by the principal with approval of the superintendent or designee for one year only. Employees may be reassigned at the beginning of each year. Administrators are not eligible for additional or co-curricular supplements.

Personnel File

All employees' personnel files are imaged. The personnel file is maintained for the employee's period of employment in the district. Upon the employee's resignation, the file is archived in an inactive status.

The following items will be placed in a certified employee's personnel file: signed contract; South Carolina educator's certificate; complete college transcripts; social security number; employment eligibility verification form; terms of employment form; report to work form; evaluation documentation, TB test, and other official correspondence.

The following items should be in a classified employee's personnel file: health certificate, TB test, social security number, employment eligibility verification form, report to work form, high school/college transcripts (if needed), and terms of employment form. All documentation sent to an employee's personnel file must be noted appropriately and the employee must be informed of the submission of such documentation. An employee reserves the right to submit documentation to his/her own personnel file. This documentation should be noted appropriately. Benefits information is filed separately from the personnel file as required in HIPPA regulations.

It is the employee's responsibility to maintain any personal information maintained in his/her personnel file. Any change in address, and/or telephone number, should be submitted online via MUNIS online. It is also the responsibility of the employee to notify the State Department of Education and Public Employee Benefit Authority (PEBA) of name and address changes. Changes in withholding (marital status, dependents) should be sent to the Payroll Office. Name changes require the submission of a new Social Security Card with the new name noted.

An employee's active personnel file is available for review by the employee by appointment only. A human resource staff member must be present for viewing. Copies may be requested and received by the employee, but there is a charge for copies. In order to review an employee personnel file, a written request must be made at least 24 hours prior to the requested time to review the file. Pre-employment information subject to the employee's prior waiver is not available to an employee. Pre-employment documentation includes, but is not limited to, application, references, and transcripts.

Resignation

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. For further details, see Policy GDQB. Twelve-month employees must give a two-week notice (ten working days) in order to be paid for accumulated unused vacation days

Certified employees must decide by April 25 or 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. Persons who know prior to the established date that they will not return to the district should complete Form A (Notice of Separation) of the exit process and other tasks as required for a release 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 good cause, and then only by giving written notice by a date determined. Certified employees should not assume that they automatically would be released from their contracts upon request. Major factors considered in a release will be the availability of a replacement and/or the certified employee's inability to fulfill the contract. The chief human resources officer will determine the date of termination of the certified employee's services. Given critical shortages, it is highly possible that Human Resource Services may not release employees from their contracts after contracts have been signed.

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 his/her contractual obligations with Richland County School District One. Certified employees are employed by the district rather than by individually assigned schools/departments. Completion of Form A (Notice of Separation) of the exit process as submitted to the Office of Human Resource Services is a resignation from the district and will be considered as such.

Probation

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. An employee may be terminated at any time during the probationary period if the department head believes the employee is not capable of performing the assigned duties in a satisfactory manner. Completion of a probationary period is not a guarantee of any future employment and does not change an employee's at-will status. See Policy GBK.

Promotions

Board policy is to promote from within the district when such a promotion results in the selection of the best available and qualified candidate. Positions will be adequately publicized so that all qualified personnel have an opportunity to apply for them.

Dismissal

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 recommendation and shall be accompanied by whatever documents may be required by Human Resources.

Recommendations shall be reviewed by the appropriate executive director and a decision made in consultation with Human Resources. A copy of the causes for dismissal shall be given to the employee by the department head or principal.

An employee who has been recommended for dismissal shall be, depending upon the charges, either suspended with or without pay immediately or allowed to continue working until a decision has been made as to their future employment.

An employee who is dismissed shall be so notified in writing by Human Resources only. The notification shall state the reasons for the dismissal and shall inform the employee of the procedures for the appeal of the dismissal. See Policy GCN.

Emergency Workforce

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

Retirees and TERI Participants

Retirees who return to work with the district and employees participating in the Teacher and Employee Retention Program (TERI) will contribute a set percentage of their wages as established by the Public Employee Benefit Authority (PEBA). Retirees returning to work must be off payroll for 30 days, unless they are converting from TERI or if returning after ending TERI, one day. Retirees who return to work will be paid at a 10 percent reduction in their annual salary. Twelve-month re-employed retirees are granted annual leave on the first day of reporting to work. This leave is not carried over from year to year. Earned sick leave can be carried over from year to year for these employees. For more information on retirement or TERI benefits, contact the personnel analyst at 803-231-7447.

TERI employees retain contract or employment rights. Retired employees must have an offer extended and are governed by the terms as offered in the employment letter or contract. Retirees may be terminated at the discretion of the district.

Verification of Employment

All employment verifications are completed by Human Resource Services. 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. 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. Letters of intent for certified employees generally are issued in January and classified letters of intent are generally issued before the end of the current school year. Neither is binding and does not constitute an offer of continued or future employment.

Hazardous Weather

In the case of hazardous weather, every school and department should follow hazardous weather procedures including movement-to-shelter signals, “duck and cover” training and specific procedures for the protection of handicapped students or employees. In extreme situations, the superintendent may order early dismissal or delayed opening of schools. In case of early dismissal, the telephone chain is used to notify principals. Notices are shown on Richland One Television (ROTV), the district’s website, and recorded on Infophone at 231-7512. The Office of Communications will notify the news media.

Temporary Personnel Services

Schools or departments who need to employ temporary workers should route the appropriate request form to Machel Thompson in the Office of Human Resource Services at 231-7419. The request should state the time period for the request, the reason, the desired task, and the funding code. Please see the appendix for the form.

Worker’s Compensation

In compliance with the Workers’ Compensation Law, the district must provide medical treatment for employees injured on the job. Employees must use physicians and hospitals approved by the Board. Sick leave and Family and Medical Leave will run concurrently with any worker’s compensation leave. For further details regarding benefits, contact the Risk Management Office at 803-231-7401.

CERTIFIED STAFF HUMAN RESOURCES 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 as part of its recruitment efforts.

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

South Carolina Educator Certificate

Upon completion of an application for certification and presentation of appropriate documents (such as transcripts and PRAXIS scores) to the State Department of Education, Office of Teacher Certification, an educator certificate or letter of eligibility is issued to eligible individuals. Questions regarding certification should be directed to www.scteachers.org. It is the sole responsibility of the individual to secure the educator certificate or letter of eligibility, and upon receiving an offer of employment, to present the certificate to the Office of Human Resource Services.

The certified employee is responsible for renewing the certificate, adding new areas of certification, upgrading the certificate, and establishing experience credit. Until Human Resource Services 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 on the schedule (bachelor's degree and no experience). Once verification can be made, salary adjustments will be made retroactive to the date reflected on the certificate provided it is within the current fiscal year (July 1 through June 30). It is the certified employee's responsibility to ensure the accuracy of their years of service credit, educator level with the S.C. Department of Education's Certification Office, and address/contact information. The district will pay on the certificate that is in effect and reported to the S.C. Department of Education as required by legislative or departmental guidelines in effect for the current year. It is good practice to verify annually, the salary levels and years of experience reflected on your certificate. See Salary Guide for Teachers in the appendix.

Official transcripts required to advance a certificate must be sent to the South Carolina Department of Education's Division of School Effectiveness. 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 effective date of the certificate. Transcripts for renewal credit must be submitted to Human Resource Services' Certified Employment Office with a request for change/action form.

Professional Development Requirements

To keep certificates current and valid, certified employees who hold Professional Certificates are required to earn 120 renewal points during the five-year validity period. Additional information regarding certificate renewal can be found on the Office of Educator Certification website at www.scteachers.org. Forms and additional information can be found at www.richlandone.org on the homepage for Human Resource Services.

Restricted Certificates

Requests for permits to teach out of one's area of certification are seldom necessary. In instances where a request must be made, the following State Department of Education guidelines must be followed:

1. A teacher must have a valid South Carolina educator's certificate, twelve semester hours in the requested certification area and be "highly qualified" in the primary area of certification to be eligible for a restricted certificate.
2. Restricted certificates are valid for a period of one year (July 1-June 30).
3. Completion of six semester hours of credit toward full certification in the area of the restricted certificate is required before a restricted certificate can be renewed for an additional year.
4. Restricted certificates may be issued for consecutive years only.
5. A school principal must notify parents of students in the teacher's classroom that the teacher is not fully certified in the subject area taught nor highly qualified. Prior to issuing the letter, principals will obtain the approval of Human Resource Services. Principals will also 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 his/her 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 on or before the date established by the state legislature. To be valid, the contract must be signed and returned to the principal or supervisor no later than April 25, unless another date has been set by the Legislature. Failure to do so will be considered as the employee's rejection of the contract. Contracts will not be accepted after April 25, unless another date has been set by the Legislature, regardless of the reason. Employees issued a contract on or before April 15 and who misplace the contract prior to the April 25 deadline, unless another date has been set by the Legislature, may secure an additional copy at cost. Human Resource Services must be notified of this before April 25, unless another date has been set by the Legislature. See Policy GCB.

Per Section 59-25-410 of the S.C. Code of Laws, on or before August 15, the superintendent, principal, where applicable, or supervisor shall notify the teacher of his/her tentative assignment for the ensuing school year. If a teacher who has been employed by the district for a majority of the current school year has not been issued either a contract or a letter of non-renewal by April 15, unless another date has been set by the Legislature, the teacher shall be deemed re-employed, and a contract shall be issued by the Board of School Commissioners.

Teachers who are 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 on or before April 15 unless another date has been set by the Legislature that reemployment will depend upon recommendations from their current principal and upon the availability of positions.

Non-renewal of Contracts

Notice of intent not to renew a contract shall be given a teacher, in writing, no later than April 15 of each year, unless another date has been set by the South Carolina State Legislature. Upon receiving such notice, the teacher shall have an opportunity for a hearing, if so granted by the statutes. Reasons for non-renewal of a contract may be the same as for dismissal. South Carolina Code of Laws 59-25-410 et. seq. outlines contract levels and due process rights.

Dismissal

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

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

Re-employment

Employees who resign may reapply to the district and follow the same procedures as outlined for new

applicants. There is no guarantee that employees will be rehired. Those who are reemployed within one calendar year of the resignation retain benefits such as sick leave.

RICHLAND ONE NATIONAL BOARD PROGRAM

The Richland One National Board program provides support for 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 Center for Educator Quality. Policies and expectations are reviewed by the Richland One National Board Advisory Committee which is comprised of representatives from the Center for Educator Quality, Curriculum and Instruction, Human Resources, Budget Services, and Legal Services.

National Board Candidacy

Richland One professionals may engage in the National Board certification process in order to become more reflective, highly effective practitioners. This process involves the completion of 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 @ boardcertifiedteachers.org

Interest/Awareness Sessions

The Center for Educator Quality offers interest/awareness sessions to prospective candidates in order 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 in order to participate in the Richland One National Board Support Program.

Eligibility Requirements

1. Be a continuing contract teacher on the teachers' salary schedule who has worked in Richland One for at least one full year.
2. Have at least three years of successful teaching experience at the continuing contract level.
3. Have successfully completed evaluation the previous year.
4. Must successfully complete an improvement plan, professional growth and development plan or formal evaluation, if assigned during a school year.
5. 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.)
6. Be recommended by the current principal or supervisor to pursue National Board Certification.

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

- Free Workshops
- Access to Richland One National Board Mentors
- Notification of Local, State, and National Resources

National Board Certified Teachers

Score Release

Candidates will receive notification of their scores on or before December 31, 2016. Upon certification, a new NBCT should fax or email a copy of his/her score report to the Center for Educator Quality (803-400-1686 or latoya.curry-jones@richlandone.org) within **7 days of notification**.

School Board Recognition

Newly certified NBCTs will be recognized by the district during a Richland One School Board meeting in the months following the official notification of National Board certification. During the recognition, new NBCTs will receive their engraved Richland One National Board door plaques.

National Board Plaques

Any NBCT who is newly hired in the district or in need of an additional National Board plaque should contact the Center for Educator Quality prior to **October 30, 2016**.

Documentation of Leadership Roles for 2016-2017

NBCTs are required to demonstrate **leadership** and participate in **service** to the district. A description of qualifying leadership roles will be provided at the beginning of each year by the Center for Educator Quality. A current record of documentation which demonstrates **active, consistent and meaningful** engagement as a leader will be required on an annual basis. NBCTs, who do not submit the appropriate paperwork as requested, may forfeit their local supplement for that year. All relevant forms will be disseminated electronically. Hard copies may be requested through the Center for Educator Quality.

The following categories have been approved for **consideration**:

- Team Leader, Grade Level Chairperson, PLC Facilitator
- PTO or SIC Representative
- Induction Mentor
- ADEPT SAFE-T Evaluator
- National Board Mentor
- Lead Content Teacher (collaborates with District Consultants)
- Supervising/Coaching Teacher for University Interns/Student Teachers
- School Committee Chairperson (approved on a case by case basis)
- State Committee Work including Board Members (Associations and/or Educational Organizations)
- Local, State, or National Presenter
- Student Organization Advisor
- Specialized Responsibilities (i.e. School Web Manager)

2016-2017 State and Local Supplements

State Supplements

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

	Effective Date	Supplement Amount
Eligible South Carolina NBCTs	(candidates prior to July 1, 2010)	\$7,500.00
Eligible South Carolina NBCTs	(candidates after June 30, 2010)	\$5,000.00

Local Supplement

The district offers a supplement to eligible NBCTs.

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)	
National Board Certified Teachers**** (hired prior to November 2010 and applied prior to July 1, 2010)	\$5,500
Originally applied after June 30, 2010	\$3,000
National Board Certified Teachers (Renewal) <i>Renewal status information is released October of each year.</i>	
Supplement is based on the candidate's initial supplement amount.	

****To include NBCTs who applied for renewal prior to July 1, 2010

During subsequent fiscal years, the district may modify the local supplement amount for NBCTs if warranted through the annual budget process. The district reserves the right to make modifications to the life of the local supplement based on state modifications.

Requirements in order to receive the local supplement:

1. Maintain and demonstrate **leadership** and **service** to the district. A description of qualifying leadership roles will be provided at the beginning of each year by the Center for Educator Quality. A current record of documentation which demonstrates **active, consistent and meaningful** engagement as a leader will be required on an annual basis. NBCTs, who do not submit the appropriate paperwork as requested, may forfeit their local supplement for that year.
2. Have successfully completed evaluation the previous year.

Renewal and Supplements

NBCTs may apply for renewal during the eighth or ninth year of National Board certification. The renewal process allows a NBCT to demonstrate that he/she continues to contribute to the field and remains a highly effective practitioner. If he/she elects to pursue renewal during the ninth year and is successful, there will be several months that he/she will not receive the local or state supplements. The first ten years will end several months prior to second ten years beginning. The number of months depends upon how quickly the State Department of Education and the district are able to process the renewal information.

If a NBCT elects not to renew, the state and local supplements will end at the conclusion of the 10th fiscal year of eligibility to receive the state and/or local supplements. This means that he/she may receive the final supplement disbursement prior to the expiration of his/her National Board certificate. Upon renewal, a NBCT should fax a copy of his/her congratulatory letter to the Center for Educator Quality within 7 days of notification.

For Additional Information		
National Board of Professional Teaching Standards	Phone: 1-800-22TEACH	nbpts.org
National Board in South Carolina	CERRA Phone: 1-800-476-2387	cerra.org
National Board in Richland One	The Center for Educator Quality LaToya S. Curry-Jones, Ed.S. Coach for Special Programs Phone: 803-400-1669 Fax #: 803-400-1686	

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 employees of Richland County School District One are required to get a Tuberculin Skin Test prior to reporting to work/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 Vaccination is available to Richland County School District One employees to protect against the Hepatitis B infection. This vaccination is not mandatory for new employees. Hepatitis is a disease that affects the liver that can be transmitted from person to person, by contaminated water/food, blood/blood transfusions, body fluids, or during childbirth. This vaccination is given in three series and is provided at no cost to eligible district employees. For further details about the vaccination, contact the director of Risk Management at 803-231-7401.

Certificate of Medical Examination

All new employees are required to submit a certificate of medical examination form certifying that they are free from any communicable diseases or other conditions, which would prevent the performance of duties, functions or responsibilities as an employee of Richland County School District One.

Administration of Medicine to Students

Before an employee may administer prescription or non-prescription medicine to students, there must be written permission to do so, signed by the parent, on file in the school. The principal and school nurse are responsible for the safekeeping of 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 the presence of communicable diseases may pose a threat to that environment, decisions regarding school attendance of students and 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's Department of Health and Environmental Control (DHEC) is required to 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 pursuant 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

In the school setting, knowing who carries an infectious disease and what germs may be present is not possible. Persons with infections do not always have outward signs and often are not aware of being infected. However, employees can take precautions at school and in other situations that will help protect them from infectious diseases.

Those precautions include the following:

1. Wash your hands with soap and running water at regular times during the workday. Common infectious diseases, such as impetigo, may be contracted from dirt and waste encountered in the workplace.
2. Avoid punctures with objects that may contain blood of others.

3. Handle discharges from another person's body (particularly bodily fluids containing blood) with gloves and wash hands thoroughly with soap and running water when you are finished.
4. Carefully dispose of trash that contains body wastes and sharp objects. Use special containers with plastic liners for disposal of refuse that contains blood or for other body spills that may contain blood. For disposal of sharp objects, use containers that cannot be broken or penetrated.
5. Promptly remove another person's blood and body wastes from your skin by washing with soap and water.
6. Clean surfaces that have blood or body wastes containing blood on them with an Environmental Protection Agency (EPA) approved disinfectant or a 1:10 solution of household bleach and water. 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).

These precautions should protect you from HIV infection, 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/or sexual contact. The basic philosophy of protecting yourself and others is to assume that everybody is carrying an infectious disease. Using universal precautions will result in protecting you and others from the transmission of serious infectious 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 that has either HIV infection or AIDS without permission is prohibited by law, punishable by a fine or imprisonment and could result in civil liability.

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 type of evaluation is determined by the position and, if certified, the certification and contract level.

Certified Evaluations

Teacher Evaluations

Teacher evaluation follows the Expanded ADEPT Support and Evaluation System guidelines set forth 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. The evaluation expectations set forth for each contract level include:

- **Induction contract** teachers are informally evaluated. Each induction teacher will be assigned a two-member assistance team comprised of an administrator and one additional educator. Each member of the assistance team will evaluate a minimum of twice, once in the fall and once in the spring. The induction teacher will receive written and verbal feedback from the assistance team twice during the year, at the conclusion of the preliminary evaluation cycle and the final evaluation cycle. Induction contract teachers will also develop a Student Learning Objective (SLO) as a student growth measure. As a support to educators in their first year of teaching, each induction teacher will be assigned a mentor. The mentor is support only and will not be involved in the evaluative process.

- **Annual 1 contract** teachers are required to undergo ADEPT SAFE-T formal evaluation. Each annual 1 contract teacher will be assigned either a two- or three-member evaluation team, which will include at least one administrator. Team members will each observe a minimum of once in the fall and once in the spring. Written and verbal feedback will be provided to the annual 1 teacher by the team twice during the year, at the conclusion of the preliminary evaluation cycle and the final evaluation cycle. Annual 1 contract teachers will be required to attend a mandatory evaluation orientation prior to the beginning of the evaluation cycle and must also submit several written documents during the evaluation process. Specific ADEPT SAFE-T guidelines can be found in *SAFE-T: A Guide for Teachers and Evaluators*, which is available on the South Carolina Department of Education website (www.ed.sc.gov) or by contacting the Coordinator for Performance Evaluation Services at 803-231-7427. Annual 1 contract teachers will also develop a Student Learning Objective (SLO) as a student growth measure. Annual 1 contract media specialists, speech language therapists, and school guidance counselors will be formally evaluated using the ADEPT Special Area formal evaluation associated with their position.
- **Annual contract** teachers will be informally evaluated utilizing Student Learning Objectives (SLO) as a student growth measure or Goals-Based Evaluation, depending upon the teacher's individual teaching assignment. Annual contract media specialists, speech language therapists, and school guidance counselors will be informally evaluated using Goals-Based Evaluation.
- **Continuing contract** teachers will be evaluated either formally or informally, at the discretion of the district. Student Learning Objectives (SLO) or Goals-Based Evaluation, depending upon the teacher's individual teaching assignment, will be used for informal evaluation. Media specialists, speech language therapists, and school guidance counselors will be informally evaluated using Goals-Based Evaluation. Continuing contract teachers, media specialists, speech language therapists, and school guidance counselors can be placed on formal evaluation if they are notified in writing by April 15 (or the date contracts are issued) of the reasons for the formal evaluation.

Principal Evaluations

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

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 www.richlandone.org/departments/performanceevaluationservices. 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, but an employee can appeal his/her evaluation if the evaluation team did not follow required procedures and/or if he/she does not agree with the results. If an employee wishes to appeal his/her evaluation, a written request for review must be submitted 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 with ten (10) days. If the employee is not satisfied with the results of the review, he/she 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 and/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 notified by the Chief Human Resources Officer 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.

SUBSTITUTE SERVICES

To maintain an uninterrupted program of quality instruction in all schools, qualified substitutes are employed to replace qualified full-time employees as needed. In order to qualify for the Substitute Program, applicants must be at least 21 years of age and/or have at least 60 semester hours of college credits or hold a valid educator's certificate. 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.

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 (formerly known as Aesop) 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/login.asp>, or from a mobile device at <https://m.aesoponline.com> as soon as the need for 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 work day of an 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 ahead. 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 his/her 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 guidelines outlined above and request the desired substitute. Teachers or administrators are permitted to make commitments directly with a substitute to cover a class; however, the assignment must be recorded in the Absence Management system. Once a principal has exhausted efforts to secure a certified substitute teacher, he/she may seek the services of a non-certified substitute.

While we strive to have 100 percent of our teachers in every school daily, in the event that 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 he/she is teaching, the principal must notify parents of the students in the substitute's classroom that the substitute is not fully certified or qualified in the subject area taught under SC 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.

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 for leadership and service.

Prior to a request for a field experience placement in Richland County School District One schools, the college/university must have a current Affiliation Agreement in place. All field experience placements are arranged by the district and institution's field placement coordinators. 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 wish to 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. For further details, see Policy GCG/GDC.

Request for Guidance and Counseling Services Placement

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

Request for School Leadership/Administration Placement

Once the placement has been coordinated, the district employee must submit a plan to the principal of the school in which he/she is employed of 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 Services representative.

PAYROLL INFORMATION

Richland County School District One pays annual wages on a bi-weekly basis. All employees will be paid on a bi-weekly basis for the number of pay periods agreed to in their contract or agreement. For a list of pay dates, see the Payroll Schedule in the appendix section.

The first pay of each year for all 9, 10, and 11 month employees will be a live check which must be signed for by the employee and is immediately payable and negotiable to the employee. Direct deposit will resume with the next pay. New employees, or employees making changes to their direct deposit, may receive live checks for the first two (2) pays due to the pre-note process for direct deposit.

Delayed Check

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

Direct Deposit

Direct deposit is mandatory for all employees. Forms can be obtained in Payroll Services or at orientation for new employees. When making a direct deposit change, employees should allow one payroll cycle for processing

the new information (including closing a current/active account). The district reserves the right to pay by check if the direct deposit option is not available due to unforeseen conditions.

When closing a bank account, please ensure that the district has processed the change prior to closing your account with the bank. Any funds remitted by the district to a closed bank account must be returned by the bank prior to refunding them to the employee. Please note that this process could delay receipt of the funds to the employee. A payroll card account is offered through the districts bank for those employees that are interested in using as a means of direct deposit. For further details, call Payroll Services at 231-7518.

Electronic Pay Stubs

In an effort to increase the security of employee's personal information, the district has implemented electronic pay stubs. Employees can view/print pay stubs and W-2's from employee self-service on-line. (See the employee self-service section of employee handbook.) To obtain or reset your user name and/or password, please contact Human Resources.

Manual Checks

Employees who do not receive pay during a regularly scheduled payroll run may receive a "manual check." Manual checks will be issued and distributed in the Financial Services office after 4:30pm on the Tuesday after the regular Friday payday.

Annual Pay Option

Richland County School District One employees with work schedules of less than twelve months may, at the beginning of the school year, elect to change their pay option to twenty-six (26) pays or twenty-seven (27) pays in certain years. To make this selection, the employee must complete the pay option form and forward it to Payroll Services. Once completed, this change will take one payroll cycle to process. Once a year-round pay option is elected, any changes that will be effective during June, July, or August must be submitted to the payroll department by May 31st. These include, but are not limited to, changes in direct deposit, deductions, W-4's, etc.

Once an employee elects the option of twenty-six (year round) pays, he/she may not revert to pay over the term of their work schedule (21, 22, 23, or 24 pays). If a new employee's hire date is on or after October 1, he/she does not have the option of twenty-six pays and will be paid in equal installments over the remainder of that school year. The employee may then elect the year-round pay option for the next school year. See Annual Pay Change Option Form in the appendix section.

Underpayment/Overpayment

It is the district's practice to ensure all employees receive compensation for work performed. It is the employee's responsibility to verify the correctness of their compensation and to notify Human Resources immediately if his/her salary is incorrect. Since funds are budgeted on an annual basis, it is imperative that issues be identified promptly so a resolution can be reached 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 with the employee to ensure repayment.

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. Payout of vacation balance at termination will be the latest of: a) the first pay after employee completes his/her service or b) after Payroll receives the final absence report for that employee. The exception for this will be the payout of sick and vacation amounts to retirees who retire at the end of a quarter.

KRONOS

Kronos is the district's time and attendance system. All non-exempt employees are expected to record their worked time by swiping their employee badge at a time clock. Please check with your supervisor to find out the location of, and usage instructions of, the nearest time clock at your worksite.

Overtime

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

Employees are expected to make themselves available to overtime work, with the understanding that advance notice of such work will be given if possible. Overtime must have prior approval by the employee's supervisor and chief level. No repetitive overtime work will be required or permitted without prior written authorization by an employee's immediate supervisor and chief level. The prior approval form is filed on site by the employee's immediate supervisor for a period of three (3) years. See policy GDBC-R.

Additional Pay

Additional pay is when an employee works in excess of their regular scheduled hours outside of their regular scope of work. The additional duties must not be performed during the employees regular scheduled work hours, must be outside their regular scope of work, and 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.

Supplemental Pay

Supplemental pay occurs when an exempt employee assumes leadership responsibilities and work performed is beyond their regular scope of work. The supplemental pay schedule is approved by Richland County School District One's Board of Commissioners per position. Supplemental pay will be paid over the period of the school year or the program.

Deadline for Submission of Additional Pay

The deadline for submission of all additional, supplemental, and overtime pay to payroll services is 12:00pm on the Monday following a payday. All time is expected to be processed through Kronos, our time and attendance system. Due to compliance requirements, any time not processed through Kronos will only be accepted on approved forms and all forms must contain the employee's signature and the department head or principals signature for approval. Any forms used other than the approved form, or forms without the appropriate signatures, will be returned to the location and could create a delay in 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 pay day fall on a district holiday (i.e. winter break, spring break, etc.) pay will be processed and available on the regularly scheduled pay day. Should a scheduled pay day fall on a federal holiday, pay will be processed and available on the day preceding the regularly scheduled pay day. Any live checks issued will be mailed to the last known address in such a manner that the employee should receive it on or before the scheduled pay day.

Summer Work Hours

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

of changes in work schedules and pay dates.

Severance Pay

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

Paycheck Questions

Employees should contact the Paymaster at their location or school regarding payroll questions/issues. The paymaster will work with the payroll department at the district office to resolve the payroll issue and relay information regarding the issue to the employee. If the work location paymaster is not available, or is unable to assist, employees may contact the payroll office for assistance.

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 not be limited to, bus duty, cafeteria duty, yard 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 teacher duties, both curricular and non-curricular, is the duty of the principal and/or designee. In making such assignments, the principal is expected to take into consideration the workloads of the teachers and, insofar as possible, equalize them. A chart of the approved school based supplements is included in the appendix. For further details see Policy GCMD.

College Work Taken During a Regular School Term

The Board encourages in-service development of all employees to improve competencies, which will be of advantage to the district's education program. It is the board's policy to permit certified employees to undertake college coursework and to participate in other in-service programs. If an employee's supervisor feels that the employee's performance is being adversely affected by such activities, the concern shall be brought to the employee's attention. For further details, see Policy GCI.

School Trips and Field Trips

Teachers who plan to take classes or groups of students on trips must obtain the approval from the school principal. The principal may approve school trips of one day or less duration 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, or requires district funds. Ultimately, this request must also be approved by the Board of School Commissioners. Groups planning trips are encouraged to use district- or state-owned vehicles when possible. If this is not possible, public transportation should be used. Private transportation is discouraged. 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 with exhibits.

Tutoring

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

A teacher may not tutor any student for private pay during his/her 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.

Fund-raising Projects in Schools

Board policy prohibits fund-raising drives for outside interests in schools, except for those of the Partners in Education (PIE), United Way Campaign (a portion of those funds are returned to the district for the homebound teaching program) and the Junior Red Cross. Schools may conduct a limited number of fund-raising projects to support various school activities, but these should be kept to a minimum and should be only for educationally sound purposes. Teachers may not ask for contributions for any purpose without approval of the principal.

Solicitation

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

Contest 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, any organization wishing to sponsor such competitions must submit its request to the superintendent.

Grievances

A grievance is a claim made by an employee regarding the application of Board policies, practices and/or district regulations as they affect the employee's work. Actions dealing with employment, dismissal, and evaluation are not grievable. An employee who wishes to file a grievance must complete the prescribed grievance form and must present it to his/her supervisor within 10 days following the event giving rise to the grievance. The grievance form is included in the appendix. For further details, see Policy GBK.

Copyright Law

The Copyright Law applies to all formats of information, both print and electronic. Educators may use copyrighted resources under the Fair Use Guidelines provided the use meets these criteria: a) the purpose; b) the nature of the work; c) the amount of work; and, d) the effect it will have on the potential market.

Copyright is a form of protection provided by the laws of the United States to the authors of original works of authorship. Fair Use has been described as an educator's "rule of reason" in using copyrighted materials. Fair Use should not be interpreted or used as justification for defying the law. Additionally, employees should assist students in complying with copyright by following the procedures outlined in the Acceptable Use of Information Systems Policy and citing all sources of copyrighted works.

While the district encourages the use of supplementary materials, it is the responsibility of the employee to comply with approved procedures for use of those materials. District employees should understand that any use of 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 Instructional Technology Services or the Office of Legal Services for assistance in interpreting and complying with this legislation and district policy.

General Code of Conduct

It is the responsibility of all employees to conduct themselves in a professional manner at all times. Immoral conduct on the part of any employee will constitute grounds for immediate suspension. Immoral conduct 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 which may be harmful to others or which may bring discredit to the district. If it appears that an employee may have violated the law, the district will cooperate with law enforcement agencies. For

further details, see Policy GBEB and Administrative Rule, GBEB-R.

Title IX Discrimination Complaints

Federal and state laws, executive orders, rules and regulations prohibit discrimination on the basis of race, religion, color, disability, sex, age, lineage, national origin or marital status. The district, therefore, commits itself to nondiscrimination in all its education and employment activities. Adult employees who believe they have been discriminated on the basis of race, religion, color, disability, sex, age, lineage, national origin or marital status should address their concerns to the director of classified employment services at 231-7419. For further details, see Policy AC.

Student Complaints (Title IX)

Students who believe that they have been discriminated against on the basis of sex have the right to appeal to their principal. If the student is not satisfied with the decision of the principal, he/she may appeal to the director of classified employment services who serves as the district's Title IX Coordinator. For further details, see Policy ACG.

Conflict of Interest

Staff members shall not engage in any activity that conflicts or raises a reasonable question of conflict while fulfilling duties of their position and their responsibilities in the district. No employee may use his/her position to obtain an economic interest for him/herself, a member of his/her immediate family or an individual associate. If the employee is required to make a decision or take an action which 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 normal compensation for advice or assistance given in the course of employment. For further details, see Policy GBEA.

Nepotism

No immediate family member of a board member or superintendent may be employed without the written consent of the Board of School Commissioners. Immediate family is defined as the following by 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 his/her 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 in 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

Employees may request that their children be assigned to the school in which they work or to the school which is on or nearest the most direct line of travel between their homes and their work sites. For further details, contact the district's registrar at 231-6944 or see Policy JFABC and Administrative Rule, JFABC-R.

Substance Abuse

The Board considers substance abuse by employees to be a serious problem, which can, and should be treated. Board policy is that the use of alcohol or illegal drugs 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 Resource Services in locating such treatment. For further details, see Policy GBEC.

Tobacco Free Schools and Buildings

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

Staff Welfare and Protection

The Board wishes to use all reasonable means to preserve the dignity of and the protection of its employees in the performance of their duties. Under certain circumstances, the Board will furnish legal counsel if criminal charges are brought against an employee as a result of interactions with students or parents. Also, under certain circumstances, the Board will furnish legal counsel for an employee who brings criminal charges against others for events that occur in the line of duty. The Board will assume medical expenses resulting from a physical assault on an employee in the line of duty, which are not otherwise covered by Workers' Compensation, by the district's benefits or insurance carried by the employee. Reporting and filing procedures must be followed in order to receive regular salary. All school-related acts of violence and threats of violence to an employee's person or property are to be reported to the employee's supervisor immediately. For further details, see Policy GBG.

Employee Contact with Students

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

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

Reporting Abused and Neglected Children

School employees are in a unique position to discover cases of abuse and neglect of children. Any employee who has reason to believe that a child has been abused or neglected is required by law to report this information within 24 hours. The principal or department head will assist the employee in completing the necessary district forms. Student Support Services will assist in follow-up action in these cases. For further details, see Policy JLF.

Release of Student-Related Information

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

Sexual Harassment, Harassment and Discrimination

Federal law prohibits sexual harassment, harassment or discrimination. Richland County School District One is committed to maintaining a learning/working environment free from sexual harassment, harassment and

discrimination based on race, national origin, disability or religion. It is a violation of this policy for any district employee to harass or discriminate against any other district employee. Any employee who believes he/she has been subjected to sexual harassment, harassment or discrimination is 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 intends to seek, as well as whether or not 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 that of any district personnel during the workday for campaigning purposes. For further details, see Policy GBI.

APPENDIX

Use of District Motor Vehicles (Pages 1 & 2)
Grievance Form
Sexual Harassment Complaint Form
Harassment Complaint Form
Request for Temporary Personnel Services
Accommodations Request Form
Terms of Employment Notice
Sick Leave Bank Request Form
Sick Leave Bank Physician's Statement Form
Authorization Agreement for Direct Deposit
Additional Pay or Overtime Report Form
Annual Pay Option Change Form
Munis Self-Service Instructions/Employee Portal
Payroll Calendar
Additional Pay Rates Schedule
Pay Scale for Workers at Athletic Games
Board Approved Athletic and Activity Supplements
Fair Labor Standards Act Information, Job Classifications List
Salary Schedules for Teachers, Administrative, Instructional Support and Classified Employees
List of School Principals, Locations, Phone, and Mail Codes
Who to Call for What in Human Resources

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Sick Leave Bank Physician's Statement Form
Authorization Agreement for Direct Deposit
Additional Pay or Overtime Report Form
Annual Pay Option Change Form
Munis Self-Service Instructions/Employee Portal
Payroll Calendar
Additional Pay Rates Schedule
Pay Scale for Workers at Athletic Games
Board Approved Athletic and Activity Supplements
Fair Labor Standards Act Information, Job Classifications List
Salary Schedules for Teachers, Administrative, Instructional Support and Classified Employees
List of School Principals, Locations, Phone, and Mail Codes
Whom to Call for What in Human Resources

USE OF DISTRICT MOTOR VEHICLES

General Safety Procedures

The following are general safety procedures that must be followed when using District vehicles. Drivers are required to fully abide by local, state and federal vehicle regulations. Employees who use and/or 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 the 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/or illegal drugs or substances.
5. Refrain from operating a vehicle while under the influence of prescription or over-the-counter medication that impairs or negatively affects the driver's judgment or ability to drive.
6. Be aware of hazardous conditions or malfunctions of equipment. He/She should report the incident immediately to a supervisor.

DRIVING RECORD REVIEW

New District Vehicle Drivers

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

Current Employees

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

Employee Initials: _____

Notification Responsibility

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

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

Failure to promptly notify your supervisor(s) of these changes to your driving record within the required 24-hour period will result in a final written notice. It is the supervisor's responsibility to inform Human Resources and/or Department of Security and Emergency Services 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 position is to drive a District vehicle and the number of accidents or violations are determined to be numerous, habitual, or serious in nature by the district/or designee, the District reserves the right to suspend the employee's right to operate a district vehicle and/or take disciplinary action.

Accident Procedures

Drivers of District vehicles must report all accidents immediately to the local law enforcement jurisdiction where the accident occurred, to supervisor, and Department of Security and Emergency prior to returning the vehicle to work.

Employee Name (Print): _____

Date: _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Employee SC Driver's License Number (attach copy of license): _____

GRIEVANCE FORM

(THIS FORM MUST BE FILED WITHIN 10 DAYS FROM THE EVENT RESULTING IN CAUSE FOR GRIEVANCE)

This form is to be completed in the filing of a grievance under district policy, "Staff Complaints and Grievances, "GBK/GBK-R.

Name _____ SSN _____
 First MI Last

Job assignment _____

Location (school or department) _____

Supervisor's name _____

Supervisor's position _____

If you feel your supervisor is not the person who should address your grievance, give the name and position of the person you feel should your grievance: _____

State the action you feel was in error and what board policies and administrative procedures, rules and regulations were violated, misapplied or misinterpreted (use the back of this form, if necessary). _____

Date the action occurred _____

State why you feel the action was in error _____

State what you are asking to be done in this matter _____

Signature _____

Date _____

Present this form to your direct supervisor even if you feel he/she was not responsible for the error. He/she will be responsible to pass it the appropriate person, if necessary.

SEXUAL HARASSMENT COMPLAINT FORM

Name of employee complainant: _____

Address: _____

Home telephone number: _____

Position with district: _____

Job Site: _____

Immediate supervisor: _____

Name(s) of alleged sexual harasser(s): _____

Approximate date(s) of alleged sexual harassment or when began, if ongoing: _____

Location or situation where alleged sexual harassment occurred or is occurring: _____

Nature of the sexual harassment: _____

Other individuals(s) in whom you have confided about the alleged sexual harassment:

Individuals you believe may have witnessed or also been subjected to, the alleged sexual harassment:

Remedy Sought: _____

Signature of complainant

Date

Signature of individual receiving complainant

Date

HARASSMENT COMPLAINT FORM

Name of employee complainant: _____

Address: _____

Home telephone number: _____

Position with district: _____

Job Site: _____

Immediate supervisor: _____

Name(s) of alleged harasser(s): _____

Approximate date(s) of alleged harassment or when began, if ongoing: _____

Location or situation where alleged harassment occurred or is occurring: _____

Nature of the harassment: _____

Other individuals(s) in whom you have confided about the alleged harassment:

Individuals you believe may have witnessed or also been subjected to, the alleged harassment:

Remedy Sought: _____

Signature of complainant

Date

Signature of individual receiving complainant

Date

Request for Temporary Personnel Services

Department/ School/ Site: _____

Requestor: _____ Position: _____

Office/Department Needing Services: _____ Number of Temps Needed: _____

Type of Service Requested:

☐ Clerical ☐ Maintenance/Trades (Specify): _____
☐ Administrative ☐ Driver (Specify): _____
☐ Security ☐ Financial (Specify): _____
☐ Other (Specify): _____

Reason for Request: _____ Vacancy _____ Extended Absence _____ Project _____ Supplemental Staffing

Period of time services needed:

_____ Days: (1 – 27 days); specific number of days or a range of days needed).

_____ Weeks: (4 – 12 weeks).

_____ Months (over 3 months-6 months; requests that exceed 6 months will need to be re-submitted for review).

Work Hours: _____ (AM) to _____ (PM) Building/Room# to Report: _____

Funding Source(s): _____ General Fund (Departmental Budget) _____ Grant/Special Revenue _____ Other: _____

Specific Tasks/ Projects: (Attach additional sheet(s) if necessary).

Skills, Abilities, Proficiencies, or Training Required:

Physical: _____

Technology: _____

Other: _____

REQUIRED APPROVALS

Signature of Requestor: _____ Date: _____

Executive Team: _____ Date: _____

Budget Services _____ Date: _____

Human Resources: _____ Date: _____

If not approved, return to originator. HR is the only authorized contact with the temp agency. Candidates will be vetted through the HR processes, which will include background and criminal checks; therefore, no services should begin before completion of approval process. Pay rates will be determined by HR and shall be in compliance with district and state procurement guidelines. When approved, form should be filed in HR records.

HR Use Only: Agency/Company _____

Representative and Contact Number _____

Cost for Temp _____ Start Date _____ Ending Date _____

Budget Code _____

Note: Retirees or former employees who are requested to provide services within the district should not complete this form and must not be added to payroll per IRS guidelines. The hourly additional pay form is to be used.

Procedures for 504 Accommodations

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

Committee Composition:

Director for Student Support Services
Director of Special Services
Director of Classified Employment Services
Others as needed based on the request

Accommodation Request Form

Date Submitted:_____

Name of Employee or Applicant:_____

The request for accommodation is to allow:

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

Summary of Disability Leading to Request:_____

Description of Accommodation(s) Requested:_____

Signature of Employee (or Applicant)

Date



TERMS OF EMPLOYMENT NOTICE

In compliance with Para. 41-10-30 of the S.C. Code of Laws, 1976, as amended, you are hereby notified of the following terms of employment:

PAY INFORMATION

Richland County School District One pays annual wages on a bi-weekly basis. A list of the pay dates is included in the Employee Handbook. Your place and time of payment will be at your job site by the end of business on the designated payday. The district has a direct deposit payroll system; however, your first and last check may be a manual check disbursed by district personnel. If a manual check is issued, you must present proper identification to receive it. All checks and direct deposit pay notice will be returned to Payroll if the employee is not present on payday. Payroll will mail the check to the last known address of record unless notified before the end of payday in writing that the check will be picked up. Retroactive pay will be in the form of a lump sum. Final wages may be mailed to the address of record. It is the employee's responsibility to maintain their current address with the district. District policies and procedures are in place to protect the District from overpayment of wages to employees. The first pay of each year for 9, 10, and 11 month employees will be a live check which must be signed for by the employee and is immediately payable and negotiable to the employee.

DEDUCTIONS

Deductions made from paychecks other than state and federal income tax, FICA, and Medicaid. The South Carolina Retirement percentage is determined each year as per state law. Other deductions would vary according to the employee's request and could include the following: Health Insurance, Dependent Life Insurance, Banking/Credit Union Accounts, Dental Insurance, Tax Sheltered Annuities, State Deferred Compensation, Life Insurance, United Fund, and Other Optional Insurance Programs.

VACATION

An employee who works twelve (12) months a year is entitled to vacation days earned at the rate of 5/6 day per month. Employees must work six (6) months before they can take any days. Classified employees cannot take or be paid for accrued vacation days until they successfully complete the six (6) months probationary period. Vacation days are not advanced. After an employee completes twenty (20) years of service with Richland County School District One, he/she earns vacation at the rate of 1¼ days per month beginning with their 21st year. See policy GCC for further information. An employee must give a 2-week notice of resignation in order to be paid for his/her accumulated unused vacation days.

HOLIDAYS

No employees in the district receive pay for holidays.

RETIREMENT

All full-time permanent employees are eligible for retirement benefits. Employees in designated categories (substitute teachers, non-district athletic coaches, hourly employees, bus drivers, bus aides), have the option of enrolling for retirement benefits, unless you a member of the retirement system already by virtue of prior employment, service, or enrollment. Other categories of employees have the option to enroll within the first 30 days of employment. Employees hired after January 07, 2016, are hereby advised that if you do not sign and return a Retirement Plan Enrollment (Form 1101), indicating acceptance or Non-Election Form (1104), the opportunity for retirement benefits, the district will subtract retirement deductions from the employee's gross salary until a form is returned or through the end of the 30 day waiting period. If the employee decides not to enroll and returns Form 1104, deductions taken will be refunded to the employee during the next appropriate pay cycle.

SICK LEAVE

Sick leave is earned at the rate of 1¼ days per month. If the employee did not begin on the first working day of a month, he/she begins earning sick leave on the first day of the following month. Sick leave is credited to an employee at the close of business on the last working day of the month. Any unused leave can be carried over from year to year to a maximum of 90 days. For further information, see policy GCC.

SEVERANCE PAY

The district does not pay severance.

THREE DAY DEADLINE FOR NOTIFICATION OF ABSENCES

Non-contract personnel are hereby advised of policy GCC: In order to operate efficiently, the school system must rely upon its employees to be regular in attendance and to furnish proper notice when not reporting for work. Notification of an absence shall be as required by departmental rules and regulations, but in no case shall notification be later than two hours after beginning of any scheduled work day. An employee who does not notify his/her supervisor of the reason for absence for a period of three (3) consecutive workdays is considered to have voluntarily resigned from his/her position.

TUBERCULIN SKIN TEST (FORM 1420)

In compliance with Para. 44-20-150, and Para. 44-29-170 of the S.C. Code of Laws, employees of Richland School District One are required to have DHEC Form 1420 completed according to the guidelines on the reverse of the form and on file in Human Resource Services. The employee must submit the completed form to Human Resource Services prior to starting work.

SOUTH CAROLINA TEACHING CREDENTIAL

Until Human Resource Services can verify that the teacher has a valid South Carolina Teaching Credential or letter of eligibility, employees on the teachers' salary schedule will be paid at the lowest level on the schedule (bachelor's degree and no experience). Once verification can be made, salary adjustments will be made retroactive to the date reflected on the certificate provided it is within the current fiscal year (July 1 through June 30). It is the teacher's responsibility to ensure the accuracy of their years of service credit with S.C. Department of Education's Certification Office. The district will pay on the certificate that is in effect and reported to the S.C. Department of Education as required by legislative or departmental guidelines in effect for the current year.

SUMMER WORK SCHEDULE

In the event that the summer schedule is changed from 5 days a week to 4 days a week, and the day not being worked is Friday, then the paydays will change from Friday to Thursday. Notification will be given prior to the summer schedule going into effect via the first paycheck stub in May or by direct notification. Any changes in these terms shall be made in writing at least seven (7) days before they become effective.

Signature of Terms of Employment Notice signifies knowledge and understanding of all terms included herein.

Employee's Signature

Date

Social Security Number (required)

RICHLAND COUNTY SCHOOL DISTRICT ONE

Human Resource Services

Sick Leave Bank Request Form

(Please Print or Type)

CONFIDENTIAL

SECTION I (MUST BE COMPLETED BY EMPLOYEE)

Name _____ SS# _____
Last First MI

Address _____
Street City ST Zip Code

Position _____ School/Dept _____ Home Phone _____

Work Schedule: ☐ 9 Month ☐ 10 Month ☐ 11 Month ☐ 12 Month FTE _____

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

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

Last day of work: _____ Expected date of Return: _____

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

Nature of Illness: _____

Employee Signature _____ Date _____

SECTION II: (TO BE COMPLETED BY HRS)

VERIFICATION OF LEAVE

Remaining sick leave days: _____ Remaining annual leave days: _____

If granted, first day of sick leave bank grant: _____

Benefits Counselor _____ Date of Verification _____

SECTION III (SICK LEAVE BANK COMMITTEE USE ONLY)

Request Approved: _____ Request Denied: _____

Number of days approved: _____ Comments: _____

Effective Dates: _____ to _____

Benefits Committee Representative _____ / _____ Date _____
Chief Human Resources Officer _____ / _____ Date _____

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

Name _____ SS# _____
Last First MI

Position _____ School/Dept _____ Home Phone _____

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

Employee Signature

Date

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

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 **Payroll Direct Deposit Authorization**

Employee Name: _____

Employee ID# _____

Social Security #: _____

Location: _____

Bank Name: _____

Routing Number: _____

Account Number: _____

Deposit All of Net Check: _____

Yes / No

OR

Specified Dollar Amount: _____

\$ _____

Checking

New / Change / Delete

Savings

New / Change / Delete

Checking or Savings

(circle one above)

New / Change / Delete

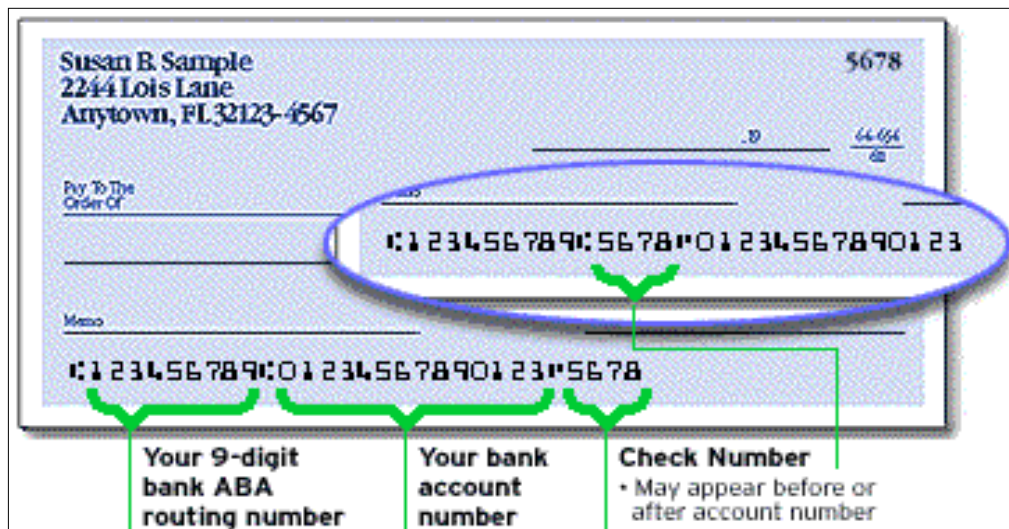
Yes / No

Yes / No

\$ _____

\$ _____

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 COUNTY SCHOOL DISTRICT ONE
ADDITIONAL PAY or OVERTIME REPORT FORM**

☐ Additional Pay ☐ Overtime Pay

Pay Period Date: _____

THIS IS AN INDIVIDUAL EMPLOYEE TIMESHEET. TIMESHEET MUST HAVE SPECIFIC DATES WITH TIME IN/OUT LISTED PER LINE.

			A	B	C	D		E
ENTER EMPLOYEE NAME AND SOCIAL SECURITY NUMBER IN THIS BOX: Name: _____ SS#: _____ Employee #: _____			IF APPLICABLE, SHOW 2.5 HOURS OF ZERO PAY FOR EACH WEEK	# HOURS OR DAYS IN EXCESS OF CONTRACT TO BE PAID AT COLUMN "C" RATE	RATE FOR COLUMN "B" TIME	HOURS PHYSICALLY PRESENT OVER 40 PER WEEK (OVERTIME)	OVERTIME RATE (COLUMN "D" TIME)	TOTAL DUE
DATE	TIME							
	In	Out						
TOTALS:								

Understand that a willful statement or misrepresentation of the information supplied on this form which results in the collection of money that is not due is punishable under South Carolina law.

Reason for Pay and/or Position: _____

 Employee's Signature: _____

 Immediate Supervisor's Signature: _____

 Administrator's Signature (if applicable): _____

 Account Code: _____

DATE: _____

 DATE: _____

 DATE: _____



ANNUAL PAY OPTION CHANGE FORM

Richland County School District One employees with work schedules of less than twelve months may, at the beginning of their employment, elect a pay option for year round pay. If you desire to change your present pay option, please complete this form and forward it to the **Payroll Department (Mail Code 750)**. 26 checks will give you pay during summer break.

NOTE: AS AN EMPLOYEE WITH RICHLAND SCHOOL DISTRICT ONE, ONCE YOU ARE ON YEAR ROUND PAY YOU CANNOT CHANGE. YOU MUST BE ON DIRECT DEPOSIT TO HAVE YOUR SALARY PAID OVER 26 CHECKS AS DIRECT DEPOSIT IS MANDATORY. ALL ANNUAL PAY OPTION CHANGES WILL TAKE TWO WEEKS TO PROCESS.

- ☐ By checking this box, I am requesting that I be paid year round for 26 pays of the school year/fiscal year.

- ☐ By checking this box, I **DECLINE** the Annual Pay Option Change to be paid year round for 26 pays. I understand my annual salary will be divided by the length of my contract or the number of pays remaining in the length of my contract.

- ☐ I was hired after October 31st and I understand the year round pay option is **NOT AVAILABLE** to me this school year.

School/Location

Name (Print)

Title or Position

Social Security Number (10 digits)

Date

Signature

MUNIS SELF SERVICE INSTRUCTIONS

Access Richland One website, www.richlandone.org. Move your cursor over “Resources”. A menu will appear. Move your cursor over “Employee Resources”, then click on “MUNIS Online”. There will also be a “MUNIS Online” link in the “Quick Links” menu in the left-hand column of the main page.

LINKS TO DOCUMENTS & WEBSITES: Located on Welcome page.

USER PASSWORD:

To change your password go to My Account, click on Change Password, type in current password, new password, confirm new password, give a password hint that will help you remember your password. Passwords must be 6 digits/characters. Click on Update.

TO RESET PASSWORD IF YOU HAVE DISTRICT E-MAIL:

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

EMPLOYEE PROFILE:

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

ADDRESS, TELEPHONE AND EMERGENCY CONTACTS INFORMATION:

Choose Personal Information, then click on Employee Profile to change address, telephone or emergency contacts. Click on Change. Change your information and then click on Update. 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:

You cannot change your dependent information. This is a list of people covered under your insurance and can only be changed at the Enrollment Period in October. To view your existing dependent information go to Dependent Information on the Employee Profile Screen. If you have any questions please contact the Benefits Office at 231-7448.

LEAVE ACCRUAL:

Choose Employee Self Service, then choose Time Off. To view the detail click on Summary. **NOTE: ABSENCES ARE POSTED IN THE PAYROLL SYSTEM WITH A TWO WEEK DELAY.** You will need to take into account any days you may have taken since the last date was posted.

PAYCHECK HISTORY:

Click on Employee Self Service then click on Pay/Tax Information. To view details click on View Details. To view previous years 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. A W-4 form, which can be printed out, completed, and turned into the Payroll Department, can be found on the Welcome Page.

W-2 INFORMATION

Click on Employee Self Service then Pay/Tax Information then click on W-2. Choose year to be viewed. Can be printed using print function of your internet browser.

LOG OUT

11/02/09

2016-2017 PAYROLL CALENDAR

B/U Months						PAY DATE	PERIOD COVERED	DUE DATE FOR: KRONOS and HOURLY TIME SHEETS SUB-TIME SHEETS ABSENCE REPORTS	DUE DATE FOR P/R GENERATE	DUE DATE FOR: HUMAN RESOURCES
9/10	11	12								
		1	26			July 22, 2016	06/25/16 - 07/08/16	07/08/16	07/14/16	07/12/16
		2	25			August 5, 2016	07/09/16 - 07/22/16	07/22/16	07/28/16	07/26/16
	1	26	3	24		August 19, 2016	07/23/16 - 08/05/16	08/05/16	08/11/16	08/09/16
1	26	2	25	4	23	September 2, 2016	08/06/16 - 08/19/16	08/19/16	08/25/16	08/23/16
2	25	3	24	5	22	September 16, 2016	08/20/16 - 09/02/16	09/02/16	09/08/16	09/06/16
3	24	4	23	6	21	September 30, 2016	09/03/16 - 09/16/16	09/16/16	09/22/16	09/20/16
4	23	5	22	7	20	October 14, 2016	09/17/16 - 09/30/16	09/30/16	10/06/16	10/04/16
5	22	6	21	8	19	October 28, 2016	10/01/16 - 10/14/16	10/14/16	10/20/16	10/18/16
6	21	7	20	9	18	November 11, 2016	10/15/16 - 10/28/16	10/28/16	11/03/16	11/01/16
7	20	8	19	10	17	November 25, 2016	10/29/16 - 11/04/16	11/04/16	11/10/16	11/08/16
8	19	9	18	11	16	December 9, 2016	11/05/16 - 11/11/16	11/11/16	11/17/16	11/15/16
9	18	10	17	12	15	December 23, 2016	11/12/16 - 11/25/16	12/02/16	12/08/16	12/06/16
10	17	11	16	13	14	January 6, 2017	11/26/16 - 12/09/16	12/09/16	12/12/16	12/09/16
11	16	12	15	14	13	January 20, 2017	12/10/16 - 01/06/17	01/06/17	01/12/17	01/10/17
12	15	13	14	15	12	February 3, 2017	01/07/17 - 01/20/17	01/20/17	01/26/17	01/24/17
13	14	14	13	16	11	February 17, 2017	01/21/17 - 02/03/17	02/03/17	02/09/17	02/07/17
14	13	15	12	17	10	March 3, 2017	02/04/17 - 02/17/17	02/17/17	02/23/17	02/21/17
15	12	16	11	18	9	March 17, 2017	02/18/17 - 03/03/17	03/03/17	03/09/17	03/07/17
16	11	17	10	19	8	March 31, 2017	03/04/17 - 03/17/17	03/17/17	03/23/17	03/21/17
17	10	18	9	20	7	April 14, 2017	03/18/17 - 03/24/17	03/24/17	03/24/16	03/22/16
18	9	19	8	21	6	April 28, 2017	03/25/17 - 04/14/17	04/14/17	04/20/17	04/18/17
19	8	20	7	22	5	May 12, 2017	04/15/17 - 04/28/17	04/28/17	05/04/17	05/02/17
20	7	21	6	23	4	May 26, 2017	04/29/17 - 05/12/17	05/12/17	05/18/17	05/16/17
21	6	22	5	24	3	June 9, 2017	05/13/17 - 05/26/17	05/26/17	06/01/17	05/30/17
22	5	23	4	25	2	June 23, 2017	05/27/17 - 06/09/17	06/09/17	06/15/17	06/13/17
23	4	24	3	26	1	July 7, 2017	06/10/17 - 06/23/17	06/23/17	06/29/17	06/27/17
24	3	25	2			July 21, 2017	06/24/17 - 07/07/17	07/07/17	07/13/17	07/11/17
25	2	26	1			August 4, 2017	07/08/17 - 07/21/17	07/21/17	07/27/17	07/25/17
26	1					August 18, 2017	07/22/17 - 08/04/17	08/04/17	08/10/17	08/08/17

Manually Adjust Kronos Approval Range

Revised Due Dates

PAYGROUPS	Bargaining Unit	Pay Options	Contract Days
	12 MO Employees	Paid 26 times	240-Day Employees
	11 MO Employees	Paid 24 or 26 times	220-Day Employees
	10 MO Employees	Paid 22 or 26 times	200-Day Employees
	09 MO Employees	Paid 21 or 26 times	180, 182, 184, 186, 190-Day Employees

FISCAL YEAR 2016-2017

ADDITIONAL PAY RATES SCHEDULE

PROFESSIONAL DEVELOPMENT:

Presentation of Professional Development/Training

*Teaching Graduate Course (<i>prior approval by cabinet level needed</i>)	\$2400
*Teaching Recertification Course (No grad credit) (*Prior Approval by cabinet level needed)	\$1600

Presentation by Certified Teacher	\$40 per hour
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Development/Revision of Curriculum – Assessments (Teachers) for Less Than 12 Month Employees

Developing/Revising without presentation	\$30 per hour
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Attendance of Professional Development/Training – All Areas for Less Than 12 Month Employees

Curriculum Workshop/Staff Development – Certified	\$20 per hour (\$140/day maximum) (Day = 7 hours) (Breaks and lunch time not included)
Curriculum Workshop/Staff Development – Classified	\$10 per hour until overtime

SERVICE PROVIDERS:

Theater Management Services

Production Supervisor	\$25 per hour
Production Technician	\$15 per hour

Transportation Services

Temp or Summer Driver	Grade 8 Step 5
Temp or Summer Bus Aide	Grade 5 Step 1

Research and Evaluation

Distribution of Test Materials	\$100 per day (Day = 7 hours) Breaks and lunch time not included)
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Information Technology

Website Coordinator	\$20 per hour
On-Call Staff	See On-Call Procedures
College Interns	\$10 per hour

Maintenance and Custodial Services

On-Call Staff	See On-Call Procedures
Custodial Worker-Classified Employee	Grade 6 Step 1
Summer Custodial Worker	Grade 6 Step 1
Summer Maintenance Worker	\$10 per hour

Nursing Services

Included in substitute pool	\$30 per hour
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Temporary Employees hired through District Substitute pool or Temporary Agency

1. The District will have a qualified pool of substitutes for secretaries, database specialists, custodians, nurses, bookkeepers, and bus driver aides. Human Resources should be contacted for the pay rates for these substitutes.
2. The following hiring guidelines must be followed:
 - a. The substitute shall only work in a position for 12 weeks. After 12 weeks, the Chief Human Resources Officer may authorize an extension up to an additional 12 weeks.
 - b. The substitute employment shall not extend more than 6 months.
 - c. HR will send a letter of intent to each substitute hired from the pool.
3. Temporary employees can be hired from a district-approved temporary agency.

Temporary District Employees

Student Workers	Minimum Wage
College Interns	\$10 per hour
Summer School Secretary	Grade 11 Step 1

Summer Security Monitor
Summer School Bookkeeper
Data base worker/Summer Data Base Worker

Grade 6 Step 1
Grade 12 Step 1
Grade 10 Step 1

Interviewing/Mentoring

Interviewers (Retirees)
Principal Mentors

\$30 per hour
\$300 per day (Day = 7 hours)
(Breaks and lunch time not included)

Challenger Center

Mission Commander (Certified)
Tours

\$30 per hour
\$15 per hour

Instructional Support/Curriculum Related

Certified Employee
Classified Employee
Lead Teacher
Test Coordinator
Tutoring — Certified Employee
Tutoring — Classified Employee

\$30 per hour
\$15 per hour until overtime
\$35 per hour
\$25 per hour
\$30 per hour
\$15 per hour until overtime

Instructional Programs Before & After School Work Day (Including Weekends)

Certified Employee
Classified Employee

\$30 per hour
\$15 per hour until overtime

Saturday Detention (Certified)
Saturday Detention (Classified)

\$30 per hour
\$15 per hour until overtime

Adult Education Services

Professionally Certified Teacher
Workplace Certified Teacher
Non-Certified Teacher

\$25 per hour
\$21.50 per hour
\$20 per hour

ADEPT

Mentors – Induction Teachers
Mentors – Annual 2 Diagnostic Assistance Teachers
Peer Evaluators

\$400
\$200
\$150

Special Education Consultants/Psychologists/Social Workers/Interpreters:

Regular hourly rate of pay if the following criteria is met:

1. Performing same duties performed during the year (an extension of regular duties).
2. Time worked is beyond contract period (summer work).
3. Prior approval from Special Education Director.

Athletic-Related — Hourly Rate per Employee Handbook

Overtime rates will apply for Classified Employees:

Ticket Seller — High School
Ticket Seller — Middle School
Clock Operations — High School
Clock Operations — Middle School
PA Announcer — High School
Gate Keeper — High School
Gate Keeper — Middle School

\$15 per hour — Minimum of 4 hour work period
\$15 per hour — Minimum of 3 hour work period
\$15 per hour — Minimum of 3 hour work period
\$15 per hour — Minimum of 2 hour work period
\$15 per hour — Minimum of 3 hour work period
\$15 per hour — Minimum of 3 hour work period
\$15 per hour — Minimum of 2 hour work period

Open/Close Athletic Fields
Minimum 2 hour work period

\$15 per hour (Retired Employee) -

Open/Close Athletic Fields
Employees — Minimum 2 hour work period

Hourly rate, until overtime applies for Non-Retired

SUB RATES: Please contact the Sub Center for FY 2015-2016 rates

Substitute Secretary
Substitute Database
Substitute Nurse
Substitute Bus Aide

Substitute Database
Substitute Custodian
Substitute Bookkeeper
Substitute Instructional Assistant performing as a Substitute Teacher

PAY SCALE FOR WORKERS AT ATHLETIC GAMES

HIGH SCHOOLS

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

MIDDLE SCHOOLS

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

IMPORTANT NOTES:

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

RICHLAND COUNTY SCHOOL DISTRICT ONE
BOARD APPROVED ATHLETIC SUPPLEMENTS
2016-2017

POSITION	SUPPLEMENT	A Schools	AA Schools	AAA 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
Football Head Coach	Tiered	15,430	16,930	18,430	1,000	2,000	3,000
Football-O/D Coordinators	8,899				300	600	900
Football-Varsity Assistant	8,013				300	600	900
Football-Junior Varsity	5,863				300	600	900
Football "B" Squad	2,381				300	600	900
Strength & Condition Coach	Tiered	6,996	6,996	8,569	300	600	900
Athletic Coordinator-Middle School	3,207						
Football Head Coach 7 th & 8 th Grade	1,771						
Football Assistant Coach 7 th & 8 th Grade	1,265						
Basketball Head Coach, High School	Tiered	9,420	10,920	12,420	1,00	2,000	3,000
Basketball Junior Varsity	5,010				300	600	900
Basketball Assistant Coach	4,279				300	600	900
Basketball 9 th Grade	2,585				300	600	900
Basketball Head Coach 7 th & 8 th Grade	1,518						
Basketball Asst. Coach 7 th & 8 th Grade	1,012						
Soccer Head Coach	Tiered	3,510	5,010	6,510	1,000	2,000	3,000
Soccer Varsity Assistant	1,000				300	600	900
Soccer Junior Varsity	2,843				300	600	900
Wrestling Head Coach	4,548				500	1,000	1,500
Wrestling Junior Varsity	3,545				200	400	600
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
Softball Head Coach	Tiered	4,135	5,636	7,135	1,000	2,000	3,000
Softball Varsity Assistant	2,843				200	400	600
Softball Junior Varsity	2,843				200	400	600
Volleyball Head Coach	4,202				500	1,000	1,500
Volleyball Varsity Assistant	1,000				200	400	600
Volleyball Junior Varsity	2,843				200	400	600
Volleyball 7 th & 8 th Grade Head Coach	1,518				200	400	600
Volleyball 7 th & 8 th Grade Assistant	1,012						
Track Head Coach	Tiered	4,135	5,635	7,735	1,000	2,000	3,000
Track Varsity Assistant	2,843				300	600	900
Track 7 th & 8 th Grade	627						
Track Assistant 7 th & 8 th Grade	500						
Golf Head Coach	2,585				500	1,000	1,500
Golf Varsity Assistant	800				500	1,000	1,500
Tennis Head Coach	3,476				500	1,000	1,500
Tennis Varsity Assistant	1,000				200	400	600
Tennis Junior Varsity	2,843				200	400	600
Cross Country Head Coach	3,663				500	1,000	1,500
Cross Country Varsity Assistant	2,843				200	400	600
Swimming Head Coach	3,223				500	1,000	1,500
Swimming Varsity Assistant	2,843				200	400	600
Cheerleading-Competitive	3,290				500	1,000	1,500

RICHLAND COUNTY SCHOOL DISTRICT ONE
BOARD APPROVED ATHLETIC SUPPLEMENTS
2016-2017

POSITION	SUPPLEMENT	A Schools	AA Schools	AAA Schools	Experience Incentive (District Employees Only)		
Cheerleading Head Football	4,042				500	1,000	1,500
Cheerleading Junior Varsity Football	2,843				200	400	600
Cheerleading Head Basketball	3,250				500	1,000	1,500
Cheerleading Junior Varsity Basketball	1,699				200	400	600
Cheerleading 7 th & 8 th Grade Football	1,012						
Cheerleading 7 th & 8 th Grade Basketball	1,012						
Lacrosse Head Coach	3,410				500	1,000	1,500
Lacrosse Varsity Assistant	1,000				200	400	600
Lacrosse Junior Varsity	2,843				200	400	600

RICHLAND COUNTY SCHOOL DISTRICT ONE
2016-2017 BOARD APPROVED 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

APPROVED SCHOOL BASED SUPPLEMENTS
2016-2017 BOARD APPROVED 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

2016-2017 BOARD APPROVED ELEMENTARY SCHOOL ACTIVITY SUPPLEMENTS

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

2016-2017 BOARD APPROVED SPECIAL SCHOOL SUPPLEMENTS

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

2016-2017 BOARD APPROVED 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

2016-2017 BOARD APPROVED VOCATIONAL SUPPLEMENTS

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

2016-2017 BOARD APPROVED 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 Teachers	200
ADEPT Peer Evaluators	150



Richland One

South Carolina's Capital Schools

2016-2017

**Fair Labor Standards Act Information,
Job Classification List,
and Salary Schedules for Teachers,
Administrative, Instructional Support,
and Classified Employees**

IDENTIFICATION OF EXEMPT POSITIONS UNDER FAIR LABOR STANDARDS

The guidelines for exemption from the overtime provisions of the Fair Labor Standards Act are as follows:

1. The employee's primary duty must be either:
 - a) Responsible office or non-manual work directly related to the management, policies or general business operations of the district or district's patrons; or
 - b) Responsible work that is directly related to academic instruction or training carried on in the administration of the district; and
2. The employee must customarily and regularly exercise discretion and independent judgment, as distinguished from using skills and following procedures, and must have the authority to make important decisions; and
3. The employee must:
 - a) Regularly assist a proprietor or bona fide executive or administrative employee; or
 - b) Perform work under only general supervision along specialized or technical lines requiring special training, experience or knowledge; or
 - c) Execute special assignments under only general supervision; and
4. The employee must not spend more than 20 percent of the time worked in the work week on work that is not directly and closely related to the administrative duties discussed above; and
5. The employee must be paid on a salary or fee basis at a rate of not less than \$155 a week, exclusive of board, lodging or other facilities. Or, in the case of academic administrative personnel, the salary requirement for exemption must be at least \$155 a week or one which is at least equal to the entrance salary for teachers in the District.
6. Work that is original and creative in character in a recognized field of artistic endeavor, the result of which depends primarily upon the employee's invention, imagination or talent.

NOTE: An administrative employee who is paid on a salary or fee basis of at least \$250 a week, exclusive of board, lodging or other facilities, will be exempt if the employee's primary duty consists of work described in paragraph 1 (a) or 1 (b) above and such primary duty includes work requiring the exercise of discretion and independent judgment.

RICHLAND COUNTY SCHOOL DISTRICT ONE
JOB CLASSIFICATION LIST – ALPHABETICAL ORDER
2016-2017

JOB TITLE

FLSA

GRADE

A	E=Exempt N=Non-Exempt		Work Schedule
Accountant Chief-Property	E	17	240
Accounting Clerk I	N	10	240
Accounting Clerk II	N	11	240
Accounting Clerk III	N	12	240
Accounts Payable Supervisor	E	17	240
Assistant Case Manager	N	12	240
Assistant Hearing Officer – Masters	E	20	240
Assistant Hearing Officer – Masters + 30	E	21	240
Assistant Hearing Officer- Doctorate	E	22	240
Assistant Principal – Elementary – Masters	E	29	200
Assistant Principal – Elementary – Masters + 30	E	30	200
Assistant Principal – Elementary – Doctorate	E	31	200
Assistant Principal – High – Masters	E	31	220
Assistant Principal – High – Masters + 30	E	32	220
Assistant Principal – High – Doctorate	E	33	220
Assistant Principal – Middle – Masters	E	30	220
Assistant Principal – Middle – Masters + 30	E	31	220
Assistant Principal – Middle – Doctorate	E	32	220
Assistant Principal – Vocational – Masters	E	30	220
Assistant Principal – Vocational – Masters + 30	E	31	220
Assistant Principal – Vocational – Doctorate	E	32	220
Attendance Supervisor – Masters	E	22	200
Attendance Supervisor – Masters + 30	E	23	200
Attendance Supervisor – Doctorate	E	24	200
Auditor	E	27	240
Auditor – C.P.A.	E	28	240
B			
Benefits Counselor	E	15	240
Bindery Technician	N	6	240
Bookkeeper	N	12	240
Broadcast Communications Specialist	E	16	240
Budget Analyst I	E	18	240
Budget Analyst II	E	19	240
Budget Manager	E	15	240
Building Custodial Coordinator I (Elementary ↓ 500)	N	8	240
Building Custodial Coordinator II (Elementary 500+)	N	9	240
Building Custodial Coordinator III (Middle ↓ 900)	N	10	240
Building Custodial Coordinator IV (Middle 900 + or High ↓ 1100)	N	11	240
Building Custodial Coordinator V (High 1100 +)	N	12	240
Bus Aide	N	See Salary Table	180
Bus Driver	N	See Salary Table	180
C			
Canteen Manager	N	11	180
Carpenter	N	9	240
Carpenter Crew Leader	N	15	240
Carpenter Lead	N	11	240
Carpenter Tradesworker	N	7	240

RICHLAND COUNTY SCHOOL DISTRICT ONE
JOB CLASSIFICATION LIST – ALPHABETICAL ORDER
2016-2017

<u>JOB TITLE</u>	<u>FLSA</u>	<u>GRADE</u>	
C	E=Exempt N=Non-Exempt		Work Schedule
Cash Manager	N	12	240
Cashier I	N	See Salary Table	182
Cashier II	N	See Salary Table	182
Cashier Audit Clerk	N	7	200
Central Kitchen Operator III	N	See Salary Table	182
Certified Painter	N	9	240
Chief Financial Officer – Master’s	E	45	240
Chief Financial Officer – Master’s + 30	E	46	240
Chief Financial Officer – Doctorate	E	47	240
Chief Human Resources Officer – Master’s	E	42	240
Chief Human Resources Officer – Master’s + 30	E	43	240
Chief Human Resources Officer - Doctorate	E	44	240
Chief Maintenance Support	E	15	240
Chief Mechanic Motor Pool Services	N	15	240
Chief of Delivery Services	E	15	240
Chief of Staff – Master’s	E	48	240
Chief of Staff – Master’s + 30	E	49	240
Chief of Staff – Doctorate	E	50	240
Chief of Teaching and Learning – Master’s	E	45	240
Chief of Teaching and Learning – Master’s +30	E	46	240
Chief of Teaching and Learning – Doctorate	E	47	240
Chief Operations Officer – Master’s	E	45	240
Chief Operations Officer – Master’s + 30	E	46	240
Chief Operations Officer – Doctorate	E	47	240
Clerical Assistant	N	7	184
Clerk	N	6	240
Compliance Auditor	E	18	240
Construction Contract Specialist	E	20	240
Construction Manager	E	21	240
Consultant – Masters	E	25	240,220,200
Consultant – Masters + 30	E	26	240,220,200
Consultant – Doctorate	E	27	240,220,200
Coordinator I – Masters	E	26	220,240
Coordinator I – Masters + 30	E	27	220,240
Coordinator I – Doctorate	E	28	220,240
Coordinator II – Masters	E	28	220,240
Coordinator II – Masters + 30	E	29	220,240
Coordinator II – Doctorate	E	30	220,240
Courier	N	6	240
Custodial Training Coordinator	N	16	240
Custodian	N	6	240,184
D			
Database Analyst	N	11	240

RICHLAND COUNTY SCHOOL DISTRICT ONE
JOB CLASSIFICATION LIST – ALPHABETICAL ORDER
2016-2017

<u>JOB TITLE</u>	<u>FLSA</u>	<u>GRADE</u>	
D	E=Exempt N=Non-Exempt		Work Schedule
Database Specialist	N	10	220,200
Data Entry Clerk	N	7	240
Dietician	E	21	240
Director I – Masters	E	29	240
Director I – Masters C.P.A.	E	30	240
Director I – Masters + 30	E	30	240
Director I – Doctorate	E	31	240
Director II – Masters	E	31	240
Director II – Masters – C.P.A.	E	32	240
Director II – Masters + 30	E	32	240
Director II – Doctorate	E	33	240
Director III- Masters	E	33	240
Director III – Masters – C.P.A.	E	34	240
Director III – Masters + 30	E	34	240
Director III- Doctorate	E	35	240
District Instructional Coach – Masters	E	25	220
District Instructional Coach – Masters + 30	E	26	220
District Instructional Coach - Doctorate	E	27	220
Document Quality Assurance Technician	N	10	240
Document Retention Technician	E		240
E			
Electrician	N	11	240
Electrician Apprentice	N	8	240
Electrician Crew Leader	N	16	240
Electrician Tradesworker	N	7	240
Electronics Crew Leader	N	15	240
Electronics Technician	N	11	240
Employment Specialist	E	15	240
Environmental Compliance Officer	N	14	240
Equipment Operator I	N	6	240
Equipment Operator II	N	7	240
Equipment Operator III	N	8	240
Executive Assistant	E	15	240
Executive Assistant to Superintendent	E	20	240
Executive Director – Masters	E	38	240
Executive Director – Masters – C.P.A.	E	39	240
Executive Director – Masters + 30	E	39	240
Executive Director – Doctorate	E	40	240
F			
Facilities Maintenance Technician	N	9	240
First Shift Production Manager	N	See Salary Table	186
Flight Consultant – Bachelors	E	19	240
Flight Consultant – Masters	E	22	240
Flight Consultant – Doctorate	E	24	240
Food Service Financial Analyst	N	13	240
Food Service Manager	E	See Salary Table	186
Food Service Operator I	N	4	182

RICHLAND COUNTY SCHOOL DISTRICT ONE
JOB CLASSIFICATION LIST – ALPHABETICAL ORDER
2016-2017

<u>JOB TITLE</u>	<u>FLSA</u>	<u>GRADE</u>	
F	E=Exempt N=Non-Exempt		Work Schedule
Food Service Operator II	N	See Salary Table	182
Food Service Supervisor – Business/Operations	E	19	240
Free/Reduced Application Specialist	N	13	240
G			
General Ledger Supervisor	E	18	240
Glazier	N	8	240
H			
Hearing Officer – Masters	E	26	240
Hearing Officer – Masters + 30	E	27	240
Hearing Officer – Doctorate	E	28	240
HVAC Apprentice	N	7	240
HVAC Crew Leader	N	16	240
HVAC Mechanic	N	12	240
HVAC Technician	N	8	240
I			
In-School Suspension Supervisor	N	12	184
Information Systems Maintenance Specialist	N	12	240
Information Systems Supervisor	E	20	240
Instructional Assistant	N	7,8,9	184
Interpreter HI/Certified	N	15	184
Interpreter HI/Non-Certified	N	13	184
J			
Job Coach	E	17	220,184
Junior ROTC Associate Instructor (No Degree)	E	17	240
Junior ROTC Associate Instructor (Bachelors)	E	18	240
Junior ROTC Associate Instructor (Masters)	E	19	240
Junior ROTC Associate Instructor (Masters + 30)	E	20	240
Junior ROTC Senior Instructor (Bachelors)	E	22	240
Junior ROTC Senior Instructor (Masters)	E	23	240
Junior ROTC Senior Instructor (Masters + 30)	E	24	240
Junior ROTC Senior Instructor (Doctorate)	E	25	240
K			
L			
Landscape Crew Leader	N	14	240
Landscape Specialist	N	6	240
Landscape Specialist (Appropriate 2 year degree)	N	7	240
Landscape Specialist (Appropriate 4 year degree)	N	8	240
Lead Flight Director – Challenger Center (Masters)	E	25	240
Lead Flight Director – Challenger Center (Masters + 30)	E	26	240
Lead Flight Director – Challenger Center (Doctorate)	E	27	240
Library Assistant	N	7,8,9	184
Licensed Carpenter	N	10	240
Locksmith	N	9	240

RICHLAND COUNTY SCHOOL DISTRICT ONE
JOB CLASSIFICATION LIST – ALPHABETICAL ORDER
2016-2017

<u>JOB TITLE</u>	<u>FLSA</u>	<u>GRADE</u>	
M	E=Exempt N=Non-Exempt		Work Schedule
Mail Clerk	N	7	240
Manager of Central Kitchen	E	17	240
Manager Maintenance Projects/Services	E	20	240
Manager of Security	E	20	240
Manager of Theatre Services	E	20	240
Mason	N	8	240
Master Electrician	N	12	240
Master HVAC Mechanic	N	13	240
Master Plumber	N	12	240
Master Vehicle Mechanic	N	12	240
Master Welder/Metal Fabricator	N	11	240
Mechanical Engineer	E	21	240
Medicaid Accountant	N	13	240
Medicaid Data Entry Clerk	N	7	240
Mission Commander – Challenger Center	E	19	240
Motor Pool Services Supervisor	E	18	240
N			
Network Infrastructure Manager	E	23	240
Network Operations Manager	E	19	240
Night Custodial Crew Leader I	N	7	240
Night Custodial Crew Leader II	N	8	240
O			
Occupational Therapist	E	23	240,184
Offset Press Operator	N	11	240
Ombudsman	E	31	240
P			
Painter	N	8	240
Painter Crew Leader	N	14	240
Parent and Community Involvement Coordinator	E	17	220,200
Payroll Clerk	N	10	240
Payroll Supervisor	E	17	240
Personnel Analyst	E	20	240
Personnel Technician	E	16	240
Physical Therapist	E	23	240,184
Plasterer	N	8	240
Plumber	N	11	240
Plumber Apprentice	N	8	240
Plumber Crew Chief	N	16	240
Postal Services Driver	N	7	240
Postal Services Supervisor	E	16	240
Principal – Special School – Masters	E	33	240
Principal – Special School – Masters + 30	E	34	240
Principal – Special School – Doctorate	E	35	240
Principal – Vocational – Masters	E	31	240
Principal – Vocational – Masters + 30	E	32	240
Principal – Vocational – Doctorate	E	33	240

RICHLAND COUNTY SCHOOL DISTRICT ONE
JOB CLASSIFICATION LIST – ALPHABETICAL ORDER
2016-2017

<u>JOB TITLE</u>	<u>FLSA</u>	<u>GRADE</u>	
P	E=Exempt N=Non-Exempt		Work Schedule
Principal I – Elementary – Masters	E	32	240
Principal I – Elementary – Masters + 30	E	33	240
Principal I – Elementary – Doctorate	E	34	240
Principal I – Middle – Masters	E	33	240
Principal I – Middle – Masters + 30	E	34	240
Principal I – Middle – Doctorate	E	35	240
Principal I – High – Masters	E	35	240
Principal I – High – Masters + 30	E	36	240
Principal I – High – Doctorate	E	37	240
Principal II – Elementary 500+ Students – Masters	E	33	240
Principal II – Elementary 500+ Students – Masters + 30	E	34	240
Principal II – Elementary 500+ Students – Doctorate	E	35	240
Principal II – Middle 800+ Students – Masters	E	34	240
Principal II – Middle 800+ Students – Masters + 30	E	35	240
Principal II – Middle 800+ Students – Doctorate	E	36	240
Principal II – High 1200+ Students – Masters	E	36	240
Principal II – High 1200+ Students – Masters + 30	E	37	240
Principal II – High 1200+ Students – Doctorate	E	38	240
Printing Supervisor	E	18	240
Procurement Manager	E	20	240
Procurement Specialist I	N	11	240
Procurement Specialist II	N	13	240
Programmer/Analyst	E	19	240
Project Accounting Coordinator	E	17	240
Project Design Specialist	N	14	240
Property Clerk	N	8	240
Psychologist – Masters	E	25	200
Psychologist – Masters + 30	E	26	200
Psychologist – Doctorate	E	27	200
Public Information Manager	E	17	240
Q			
Quality Assurance Monitor	E	17	240
Quality Assurance Technician	N	13	240
Quality Control Clerk	N	8	240
R			
Records Technician	N	11	240
Registered Nurse	E	17	240,200
Research Specialist – Masters	E	25	240
Research Specialist – Masters + 30	E	26	240
Research Specialist – Doctorate	E	27	240
Risk Containment Claims Technician	N	13	240
S			
Secretary I	N	9	240,220,200
Secretary II	N	11	240,220
Secretary III	N	12	240
Security Monitor	N	6	184

RICHLAND COUNTY SCHOOL DISTRICT ONE
JOB CLASSIFICATION LIST – ALPHABETICAL ORDER
2016-2017

<u>JOB TITLE</u>	<u>FLSA</u>	<u>GRADE</u>	
S	E=Exempt N=Non-Exempt		Work Schedule
Senior Clerk	N	10	240
Senior Data Entry Clerk	N	9	240
Senior Records Clerk	N	8	240
Shift Leader Central Kitchen	N	See Salary Table	240
Small Engine Repair Specialist	N	8	240
Social Worker – BSW	E	17	200
Social Worker – BSW + 18	E	19	200
Social Worker – Masters	E	22	200
Social Worker – Masters + 30	E	23	200
Social Worker – Doctorate	E	24	200
Special Assistant to the Board	E	22	240
Special Projects Crew Leader	N	14	240
Student Activities Campus Monitor	N	11	240
Systems Analyst	E	21	240
Systems Engineer	E	18	240
T			
Taping Center Technician	N	9	240
Teacher	E	See Teacher Salary Schedule	190
Technology Acquisition Technician	N	16	240
Technology Support Technician I	N	14	240,200
Technology Support Technician II	N	16	240
Telecommunications Technician	N	16	240
Theatre Support Technician	N	13	240
Therapeutic Assistant	N	11	184
Trades Worker	N	6	240
Transportation Assistant	N	12	220
Transportation Supervisor	E	17	240
Truck Driver	N	7	240,186
U			
V			
Vehicle Mechanic	N	11	240
Volunteer/Mentoring Program Coordinator	E	16	240
W			
Warehouse Operations Supervisor	E	15	240
Warehouse Supply Specialist	N	7	240
Webmaster Richland Clicks	E	21	240
Welder/Metal Fabricator	N	10	240

Richland County School District One
Salary Guide for Teachers 2016-2017

Salary amounts in each cell reflect the (1) EFA required minimum, (2) the Education Improvement Act supplement, (3) the district supplement and (4) the total salary (1+2+3).

Step	Class 3 Bachelor's				Class 2 Bachelor's + 18				Class 1 Master's				Class 7 Master's + 30				Class 8 Doctorate				Step
	EFA	EIA	District	Total	EFA	EIA	District	Total	EFA	EIA	District	Total	EFA	EIA	District	Total	EFA	EIA	District	Total	
0	28,190	1,923	7,342	35,532	29,459	2,010	5,756	37,225	32,278	2,202	6,674	41,154	35,097	2,394	5,018	42,509	37,916	2,587	5,011	45,514	0
1	28,810	1,965	7,609	36,420	30,220	2,062	5,872	38,154	33,123	2,260	6,800	42,183	35,942	2,452	5,177	43,571	39,043	2,663	4,947	46,653	1
2	29,600	2,019	6,818	36,420	31,009	2,115	5,030	38,154	33,969	2,317	5,897	42,183	36,788	2,510	4,273	43,571	40,171	2,740	3,956	46,867	2
3	30,361	2,071	6,056	36,420	31,770	2,167	4,217	38,154	34,815	2,375	4,993	42,183	37,634	2,567	4,411	44,612	41,298	2,817	4,107	48,222	3
4	31,150	2,125	5,293	36,447	32,559	2,221	3,374	38,154	35,660	2,433	4,090	42,183	38,479	2,625	4,549	45,653	42,426	2,894	4,256	49,576	4
5	31,911	2,177	5,478	37,394	33,321	2,273	3,500	39,094	36,506	2,490	4,228	43,224	39,325	2,683	4,689	46,697	43,554	2,971	4,405	50,930	5
6	32,700	2,231	5,624	38,330	34,110	2,327	3,625	40,062	37,352	2,548	4,363	44,263	40,171	2,740	4,827	47,738	44,681	3,048	4,551	52,280	6
7	33,462	2,283	5,797	39,266	34,871	2,379	3,746	40,996	38,197	2,606	4,503	45,306	41,016	2,798	4,960	48,774	45,809	3,125	4,703	53,637	7
8	34,251	2,337	5,980	40,239	35,660	2,433	3,877	41,970	39,043	2,663	4,643	46,349	41,862	2,856	5,098	49,816	46,936	3,202	4,852	54,990	8
9	35,012	2,388	6,151	41,172	36,421	2,485	4,003	42,909	39,889	2,721	4,777	47,387	42,708	2,913	5,231	50,852	48,064	3,279	5,022	56,365	9
10	35,801	2,442	6,331	42,142	37,211	2,538	4,127	43,876	40,735	2,779	4,909	48,423	43,554	2,971	5,371	51,896	49,192	3,356	5,203	57,751	10
11	36,562	2,494	6,506	43,079	37,972	2,590	4,255	44,817	41,580	2,837	5,052	49,469	44,399	3,029	5,510	52,938	50,319	3,433	5,389	59,141	11
12	37,352	2,548	6,688	44,052	38,761	2,644	4,382	45,787	42,426	2,894	5,188	50,508	45,245	3,087	5,645	53,977	51,447	3,510	5,570	60,527	12
13	38,113	2,600	6,861	44,987	39,522	2,696	4,506	46,724	43,272	2,952	5,327	51,551	46,091	3,144	5,788	55,023	52,574	3,587	5,756	61,917	13
14	38,902	2,654	7,047	45,963	40,312	2,750	4,632	47,694	44,117	3,010	5,463	52,590	46,936	3,202	5,923	56,061	53,702	3,663	5,938	63,303	14
15	39,663	2,706	7,224	46,902	41,073	2,802	4,758	48,633	44,963	3,067	5,604	53,634	47,782	3,260	6,058	57,100	54,830	3,740	6,122	64,692	15
16	40,453	2,760	7,398	47,867	41,862	2,856	4,886	49,604	45,809	3,125	5,739	54,673	48,628	3,317	6,194	58,139	55,957	3,817	6,306	66,080	16
17	41,214	2,812	7,573	48,804	42,623	2,908	5,008	50,539	46,654	3,183	5,878	55,715	49,473	3,375	6,335	59,183	57,085	3,894	6,490	67,469	17
18	41,626	2,840	8,133	49,777	43,050	2,937	5,521	51,508	47,121	3,215	6,417	56,753	49,968	3,409	6,846	60,223	57,656	3,933	7,265	68,854	18
19	42,042	2,868	8,647	50,708	43,480	2,966	6,001	52,447	47,592	3,247	6,958	57,797	50,468	3,443	7,354	61,265	58,232	3,972	8,039	70,243	19
20	42,463	2,897	8,722	51,205	43,915	2,996	6,045	52,956	48,068	3,279	7,459	58,806	50,973	3,477	7,868	62,318	58,815	4,012	8,556	71,383	20
21	42,887	2,926	8,795	51,703	44,354	3,026	6,094	53,474	48,549	3,312	7,521	59,382	51,482	3,512	7,922	62,916	59,403	4,052	8,625	72,080	21
22	43,316	2,955	9,158	52,496	44,797	3,056	6,431	54,284	49,034	3,345	8,155	60,534	51,997	3,547	8,562	64,106	59,997	4,093	9,269	73,359	22
23	43,749	2,984	9,309	53,081	45,245	3,087	6,557	54,889	49,525	3,378	8,307	61,210	52,517	3,583	8,720	64,820	60,597	4,134	9,453	74,184	23
24	43,749	2,984	9,900	53,673	45,245	3,087	7,171	55,503	49,525	3,378	8,990	61,893	52,517	3,583	9,444	65,544	60,597	4,134	10,285	75,016	24
26	43,749	2,984	10,430	54,205	45,245	3,087	7,725	56,057	49,525	3,378	9,214	62,117	52,517	3,583	9,704	65,804	60,597	4,134	11,031	75,762	26
31	43,749	2,984	10,964	54,744	45,245	3,087	8,278	56,610	49,525	3,378	9,831	62,734	52,517	3,583	10,361	66,461	60,597	4,134	11,782	76,513	31

Richland County School District One
Salary Schedule for Administration, Instructional Support and Classified Employees
FY 2016-2017 - Hourly Rates

Grade	0	1	2	3	4	5	6	7	8	9	10	11	Grade
1	5.7745	6.0151	6.2557	6.4948	6.7365	6.9776	7.2177	7.4589	7.6990	7.9380	8.1792	8.4224	1
2	6.7031	6.9823	7.2625	7.5406	7.8208	8.1005	8.3781	8.6578	8.9370	9.2161	9.4969	9.7755	2
3	7.6318	7.9500	8.2682	8.5865	8.9042	9.2224	9.5396	9.8583	10.1766	10.4948	10.8130	11.1297	3
4	8.5594	8.9167	9.2729	9.6307	9.9875	10.3443	10.7000	11.0563	11.4125	11.7693	12.1245	12.4833	4
5	9.4880	9.8839	10.2792	10.6745	11.0688	11.4651	11.8609	12.2568	12.6521	13.0464	13.4411	13.8370	5
6	10.6260	11.0682	11.5125	11.9537	12.3964	12.8391	13.2828	13.7255	14.1667	14.6109	15.0537	15.4958	6
7	11.5734	12.0557	12.5375	13.0208	13.5026	13.9844	14.4672	14.9500	15.4323	15.9125	16.3953	16.8776	7
8	12.5198	13.0432	13.5651	14.0859	14.6078	15.1307	15.6500	16.1719	16.6948	17.2162	17.7380	18.2589	8
9	13.4677	14.0292	14.5896	15.1495	15.7120	16.2724	16.8349	17.3958	17.9578	18.5188	19.0807	19.6406	9
10	14.4156	15.0162	15.6167	16.2167	16.8162	17.4177	18.0182	18.6188	19.2198	19.8193	20.4188	21.0214	10
11	15.3609	16.0016	16.6417	17.2818	17.9219	18.5625	19.2021	19.8422	20.4813	21.1219	21.7625	22.4026	11
12	16.3089	16.9885	17.6682	18.3479	19.0276	19.7073	20.3870	21.0667	21.7453	22.4240	23.1057	23.7833	12
13	17.2563	17.9755	18.6938	19.4135	20.1333	20.8510	21.5708	22.2896	23.0089	23.7276	24.4474	25.1646	13
14	18.2031	18.9620	19.7193	20.4771	21.2370	21.9943	22.7537	23.5115	24.2698	25.0276	25.7865	26.5458	14
15	19.1516	19.9490	20.7464	21.5427	22.3417	23.1391	23.9385	24.7349	25.5333	26.3307	27.1292	27.9260	15
16	20.0979	20.9354	21.7719	22.6099	23.4474	24.2844	25.1219	25.9589	26.7958	27.6344	28.4719	29.3083	16
17	21.0438	21.9203	22.7979	23.6750	24.5516	25.4292	26.3047	27.1823	28.0589	28.9359	29.8125	30.6891	17
18	21.9922	22.9068	23.8240	24.7406	25.6578	26.5740	27.4906	28.4057	29.3224	30.2396	31.1557	32.0703	18
19	22.9396	23.8953	24.8510	25.8063	26.7609	27.7167	28.6734	29.6292	30.5839	31.5412	32.4958	33.4526	19
20	23.8854	24.8823	25.8755	26.8719	27.8662	28.8625	29.8578	30.8531	31.8479	32.8422	33.8385	34.8339	20
21	24.8328	25.8677	26.9026	27.9370	28.9708	30.0073	31.0422	32.0766	33.1104	34.1443	35.1802	36.2146	21
22	25.7797	26.8537	27.9271	29.0031	30.0771	31.1521	32.2255	33.3005	34.3750	35.4479	36.5234	37.5969	22
23	26.7276	27.8406	28.9557	30.0688	31.1828	32.2964	33.4099	34.5229	35.6385	36.7510	37.8656	38.9776	23
24	27.6740	28.8266	29.9807	31.1318	32.2870	33.4385	34.5932	35.7458	36.8979	38.0521	39.2037	40.3578	24
25	28.6214	29.8130	31.0063	32.1990	33.3917	34.5839	35.7766	36.9688	38.1625	39.3547	40.5469	41.7396	25
26	29.5688	30.8010	32.0323	33.2641	34.4974	35.7287	36.9609	38.1932	39.4245	40.6583	41.8896	43.1198	26
27	30.5167	31.7870	33.0589	34.3307	35.6026	36.8724	38.1443	39.4172	40.6891	41.9599	43.2318	44.5021	27
28	31.4641	32.7740	34.0844	35.3964	36.7063	38.0162	39.3287	40.6401	41.9510	43.2625	44.5734	45.8844	28
29	32.4104	33.7604	35.1115	36.4615	37.8123	39.1620	40.5130	41.8635	43.2130	44.5641	45.9151	47.2656	29
30	33.3573	34.7469	36.1365	37.5276	38.9162	40.3057	41.6958	43.0859	44.4755	45.8667	47.2552	48.6448	30
31	34.3037	35.7333	37.1630	38.5917	40.0219	41.4526	42.8797	44.3104	45.7401	47.1688	48.5984	50.0271	31
32	35.2505	36.7198	38.1901	39.6589	41.1281	42.5964	44.0641	45.5339	47.0016	48.4729	49.9412	51.4094	32
33	36.1984	37.7063	39.2146	40.7229	42.2313	43.7385	45.2469	46.7568	48.2646	49.7719	51.2797	52.7891	33
34	37.1464	38.6938	40.2406	41.7901	43.3359	44.8833	46.4318	47.9797	49.5276	51.0745	52.6224	54.1714	34
35	38.0932	39.6807	41.2688	42.8537	44.4412	46.0297	47.6156	49.2042	50.7906	52.3771	53.9656	55.5521	35
36	39.0406	40.6672	42.2943	43.9203	45.5479	47.1734	48.8000	50.4260	52.0537	53.6802	55.3078	56.9333	36
37	39.9859	41.6521	43.3198	44.9859	46.6516	48.3182	49.9844	51.6490	53.3167	54.9823	56.6484	58.3151	37
38	40.9344	42.6396	44.3448	46.0490	47.7557	49.4620	51.1677	52.8719	54.5792	56.2839	57.9896	59.6964	38
39	41.8823	43.6266	45.3719	47.1172	48.8604	50.6063	52.3526	54.0964	55.8417	57.5870	59.3323	61.0766	39
40	42.8281	44.6135	46.3974	48.1833	49.9646	51.7500	53.5359	55.3208	57.1042	58.8901	60.6734	62.4589	40
41	43.7755	45.6000	47.4245	49.2474	51.0724	52.8958	54.7188	56.5438	58.3677	60.1917	62.0162	63.8396	41
42	44.7234	46.5859	48.4500	50.3141	52.1776	54.0422	55.9042	57.7682	59.6307	61.4948	63.3589	65.2219	42
43	45.6698	47.5719	49.4750	51.3776	53.2813	55.1818	57.0875	58.9896	60.8922	62.7958	64.6974	66.5995	43
44	46.6162	48.5573	50.5005	52.4417	54.3844	56.3266	58.2703	60.2125	62.1542	64.0979	66.0385	67.9807	44
45	47.5635	49.5443	51.5260	53.5083	55.4912	57.4719	59.4537	61.4365	63.4188	65.3995	67.3823	69.3625	45
46	48.5099	50.5318	52.5526	54.5745	56.5974	58.6177	60.6380	62.6589	64.6807	66.7026	68.7229	70.7438	46
47	49.4589	51.5188	53.5781	55.6401	57.6995	59.7599	61.8214	63.8839	65.9448	68.0047	70.0662	72.1255	47
48	50.4042	52.5052	54.6057	56.7047	58.8057	60.9052	63.0052	65.1052	67.2063	69.3047	71.4063	73.5068	48
49	51.4125	53.5542	55.6979	57.8380	59.9818	62.1234	64.2651	66.4083	68.5505	70.6901	72.8344	74.9771	49
50	52.4406	54.6260	56.8115	58.9948	61.1807	63.3656	65.5510	67.7359	69.9208	72.1052	74.2917	76.4766	50

Richland County School District One
Salary Schedule for Administration, Instructional Support and Classified Employees
FY 2016-2017 - 240 day Schedule

Grade	0	1	2	3	4	5	6	7	8	9	10	11	Grade
1	11,309.00	11,780.00	12,251.00	12,719.00	13,193.00	13,665.00	14,135.00	14,607.00	15,078.00	15,546.00	16,018.00	16,494.00	1
2	13,127.00	13,674.00	14,223.00	14,768.00	15,316.00	15,864.00	16,408.00	16,955.00	17,502.00	18,049.00	18,599.00	19,144.00	2
3	14,946.00	15,569.00	16,193.00	16,816.00	17,438.00	18,061.00	18,682.00	19,307.00	19,930.00	20,553.00	21,176.00	21,796.00	3
4	16,763.00	17,462.00	18,160.00	18,861.00	19,560.00	20,258.00	20,955.00	21,653.00	22,350.00	23,049.00	23,745.00	24,447.00	4
5	18,581.00	19,357.00	20,131.00	20,905.00	21,677.00	22,453.00	23,228.00	24,004.00	24,778.00	25,550.00	26,323.00	27,098.00	5
6	20,402.00	21,251.00	22,104.00	22,951.00	23,801.00	24,651.00	25,503.00	26,353.00	27,200.00	28,053.00	28,903.00	29,752.00	6
7	22,221.00	23,147.00	24,072.00	25,000.00	25,925.00	26,850.00	27,777.00	28,704.00	29,630.00	30,552.00	31,479.00	32,405.00	7
8	24,038.00	25,043.00	26,045.00	27,045.00	28,047.00	29,051.00	30,048.00	31,050.00	32,054.00	33,055.00	34,057.00	35,057.00	8
9	25,858.00	26,936.00	28,012.00	29,087.00	30,167.00	31,243.00	32,323.00	33,400.00	34,479.00	35,556.00	36,635.00	37,710.00	9
10	27,678.00	28,831.00	29,984.00	31,136.00	32,287.00	33,442.00	34,595.00	35,748.00	36,902.00	38,053.00	39,204.00	40,361.00	10
11	29,493.00	30,723.00	31,952.00	33,181.00	34,410.00	35,640.00	36,868.00	38,097.00	39,324.00	40,554.00	41,784.00	43,013.00	11
12	31,313.00	32,618.00	33,923.00	35,228.00	36,533.00	37,838.00	39,143.00	40,448.00	41,751.00	43,054.00	44,363.00	45,664.00	12
13	33,132.00	34,513.00	35,892.00	37,274.00	38,656.00	40,034.00	41,416.00	42,796.00	44,177.00	45,557.00	46,939.00	48,316.00	13
14	34,950.00	36,407.00	37,861.00	39,316.00	40,775.00	42,229.00	43,687.00	45,142.00	46,598.00	48,053.00	49,510.00	50,968.00	14
15	36,771.00	38,302.00	39,833.00	41,362.00	42,896.00	44,427.00	45,962.00	47,491.00	49,024.00	50,555.00	52,088.00	53,618.00	15
16	38,588.00	40,196.00	41,802.00	43,411.00	45,019.00	46,626.00	48,234.00	49,841.00	51,448.00	53,058.00	54,666.00	56,272.00	16
17	40,404.00	42,087.00	43,772.00	45,456.00	47,139.00	48,824.00	50,505.00	52,190.00	53,873.00	55,557.00	57,240.00	58,923.00	17
18	42,225.00	43,981.00	45,742.00	47,502.00	49,263.00	51,022.00	52,782.00	54,539.00	56,299.00	58,060.00	59,819.00	61,575.00	18
19	44,044.00	45,879.00	47,714.00	49,548.00	51,381.00	53,216.00	55,053.00	56,888.00	58,721.00	60,559.00	62,392.00	64,229.00	19
20	45,860.00	47,774.00	49,681.00	51,594.00	53,503.00	55,416.00	57,327.00	59,238.00	61,148.00	63,057.00	64,970.00	66,881.00	20
21	47,679.00	49,666.00	51,653.00	53,639.00	55,624.00	57,614.00	59,601.00	61,587.00	63,572.00	65,557.00	67,546.00	69,532.00	21
22	49,497.00	51,559.00	53,620.00	55,686.00	57,748.00	59,812.00	61,873.00	63,937.00	66,000.00	68,060.00	70,125.00	72,186.00	22
23	51,317.00	53,454.00	55,595.00	57,732.00	59,871.00	62,009.00	64,147.00	66,284.00	68,426.00	70,562.00	72,702.00	74,837.00	23
24	53,134.00	55,347.00	57,563.00	59,773.00	61,991.00	64,202.00	66,419.00	68,632.00	70,844.00	73,060.00	75,271.00	77,487.00	24
25	54,953.00	57,241.00	59,532.00	61,822.00	64,112.00	66,401.00	68,691.00	70,980.00	73,272.00	75,561.00	77,850.00	80,140.00	25
26	56,772.00	59,138.00	61,502.00	63,867.00	66,235.00	68,599.00	70,965.00	73,331.00	75,695.00	78,064.00	80,428.00	82,790.00	26
27	58,592.00	61,031.00	63,473.00	65,915.00	68,357.00	70,795.00	73,237.00	75,681.00	78,123.00	80,563.00	83,005.00	85,444.00	27
28	60,411.00	62,926.00	65,442.00	67,961.00	70,476.00	72,991.00	75,511.00	78,029.00	80,546.00	83,064.00	85,581.00	88,098.00	28
29	62,228.00	64,820.00	67,414.00	70,006.00	72,600.00	75,191.00	77,785.00	80,378.00	82,969.00	85,563.00	88,157.00	90,750.00	29
30	64,046.00	66,714.00	69,382.00	72,053.00	74,719.00	77,387.00	80,056.00	82,725.00	85,393.00	88,064.00	90,730.00	93,398.00	30
31	65,863.00	68,608.00	71,353.00	74,096.00	76,842.00	79,589.00	82,329.00	85,076.00	87,821.00	90,564.00	93,309.00	96,052.00	31
32	67,681.00	70,502.00	73,325.00	76,145.00	78,966.00	81,785.00	84,603.00	87,425.00	90,243.00	93,068.00	95,887.00	98,706.00	32
33	69,501.00	72,396.00	75,292.00	78,188.00	81,084.00	83,978.00	86,874.00	89,773.00	92,668.00	95,562.00	98,457.00	101,355.00	33
34	71,321.00	74,292.00	77,262.00	80,237.00	83,205.00	86,176.00	89,149.00	92,121.00	95,093.00	98,063.00	101,035.00	104,009.00	34
35	73,139.00	76,187.00	79,236.00	82,279.00	85,327.00	88,377.00	91,422.00	94,472.00	97,518.00	100,564.00	103,614.00	106,660.00	35
36	74,958.00	78,081.00	81,205.00	84,327.00	87,452.00	90,573.00	93,696.00	96,818.00	99,943.00	103,066.00	106,191.00	109,312.00	36
37	76,773.00	79,972.00	83,174.00	86,373.00	89,571.00	92,771.00	95,970.00	99,166.00	102,368.00	105,566.00	108,765.00	111,965.00	37
38	78,594.00	81,868.00	85,142.00	88,414.00	91,691.00	94,967.00	98,242.00	101,514.00	104,792.00	108,065.00	111,340.00	114,617.00	38
39	80,414.00	83,763.00	87,114.00	90,465.00	93,812.00	97,164.00	100,517.00	103,865.00	107,216.00	110,567.00	113,918.00	117,267.00	39
40	82,230.00	85,658.00	89,083.00	92,512.00	95,932.00	99,360.00	102,789.00	106,216.00	109,640.00	113,069.00	116,493.00	119,921.00	40
41	84,049.00	87,552.00	91,055.00	94,555.00	98,059.00	101,560.00	105,060.00	108,564.00	112,066.00	115,568.00	119,071.00	122,572.00	41
42	85,869.00	89,445.00	93,024.00	96,603.00	100,181.00	103,761.00	107,336.00	110,915.00	114,491.00	118,070.00	121,649.00	125,226.00	42
43	87,686.00	91,338.00	94,992.00	98,645.00	102,300.00	105,949.00	109,608.00	113,260.00	116,913.00	120,568.00	124,219.00	127,871.00	43
44	89,503.00	93,230.00	96,961.00	100,688.00	104,418.00	108,147.00	111,879.00	115,608.00	119,336.00	123,068.00	126,794.00	130,523.00	44
45	91,322.00	95,125.00	98,930.00	102,736.00	106,543.00	110,346.00	114,151.00	117,958.00	121,764.00	125,567.00	129,374.00	133,176.00	45
46	93,139.00	97,021.00	100,901.00	104,783.00	108,667.00	112,546.00	116,425.00	120,305.00	124,187.00	128,069.00	131,948.00	135,828.00	46
47	94,961.00	98,916.00	102,870.00	106,829.00	110,783.00	114,739.00	118,697.00	122,657.00	126,614.00	130,569.00	134,527.00	138,481.00	47
48	96,776.00	100,810.00	104,843.00	108,873.00	112,907.00	116,938.00	120,970.00	125,002.00	129,036.00	133,065.00	137,100.00	141,133.00	48
49	98,712.00	102,824.00	106,940.00	111,049.00	115,165.00	119,277.00	123,389.00	127,504.00	131,617.00	135,725.00	139,842.00	143,956.00	49
50	100,686.00	104,882.00	109,078.00	113,270.00	117,467.00	121,662.00	125,858.00	130,053.00	134,248.00	138,442.00	142,640.00	146,835.00	50

Richland County School District One
Salary Schedule for Administration, Instructional Support and Classified Employees
FY 2016-2017 - 220 day Schedule

Grade	0	1	2	3	4	5	6	7	8	9	10	11	Grade
1	10,366.38	10,798.31	11,230.23	11,659.47	12,093.36	12,526.19	12,957.21	13,390.21	13,821.24	14,250.30	14,683.30	15,119.89	1
2	12,033.41	12,534.63	13,037.64	13,536.89	14,039.90	14,542.02	15,040.37	15,542.48	16,043.70	16,544.75	17,048.83	17,548.98	2
3	13,700.61	14,271.84	14,843.07	15,414.48	15,984.82	16,556.05	17,125.49	17,697.62	18,269.04	18,840.27	19,411.50	19,980.04	3
4	15,365.83	16,007.26	16,646.71	17,289.03	17,929.56	18,570.09	19,208.64	19,848.27	20,487.72	21,128.25	21,765.90	22,410.02	4
5	17,032.86	17,743.57	18,453.22	19,162.86	19,870.71	20,582.15	21,292.68	22,003.41	22,713.05	23,420.89	24,129.47	24,840.18	5
6	18,701.85	19,479.72	20,262.42	21,038.49	21,817.25	22,597.08	23,377.81	24,156.75	24,933.72	25,715.34	26,494.10	27,273.04	6
7	20,369.09	21,218.01	22,066.06	22,916.68	23,764.65	24,612.62	25,462.18	26,311.91	27,160.84	28,006.02	28,855.80	29,704.65	7
8	22,035.18	22,956.12	23,874.36	24,791.53	25,709.77	26,629.81	27,544.29	28,462.36	29,382.40	30,300.47	31,218.71	32,135.88	8
9	23,703.22	24,691.46	25,677.77	26,663.19	27,653.03	28,639.33	29,629.33	30,616.62	31,605.75	32,593.13	33,582.10	34,567.53	9
10	25,371.36	26,428.58	27,485.30	28,541.30	29,596.56	30,655.06	31,712.10	32,769.04	33,826.75	34,881.99	35,936.99	36,997.74	10
11	27,035.26	28,162.89	29,289.30	30,415.87	31,542.45	32,669.91	33,795.60	34,922.21	36,047.08	37,174.62	38,302.07	39,428.65	11
12	28,703.64	29,899.67	31,096.10	32,292.21	33,488.65	34,684.75	35,881.03	37,077.46	38,271.63	39,466.31	40,665.95	41,858.68	12
13	30,370.99	31,636.79	32,900.99	34,167.67	35,434.56	36,697.83	37,964.62	39,229.77	40,495.67	41,760.65	43,027.50	44,289.77	13
14	32,037.53	33,373.03	34,706.04	36,039.60	37,377.03	38,709.90	40,046.42	41,380.26	42,714.75	44,048.65	45,384.15	46,720.68	14
15	33,706.68	35,110.16	36,513.65	37,915.16	39,321.52	40,724.83	42,132.09	43,533.60	44,938.88	46,342.37	47,747.65	49,150.24	15
16	35,372.08	36,846.48	38,318.19	39,793.66	41,267.16	42,740.66	44,214.34	45,687.84	47,160.44	48,636.81	50,110.32	51,583.09	16
17	37,037.16	38,579.80	40,124.38	41,668.07	43,210.89	44,755.46	46,296.34	47,840.92	49,383.74	50,927.26	52,470.07	54,012.89	17
18	38,706.12	40,316.24	41,930.13	43,543.83	45,157.72	46,770.53	48,383.52	49,994.52	51,607.33	53,222.11	54,834.03	56,444.14	18
19	40,373.60	42,055.63	43,737.67	45,418.99	47,099.26	48,781.46	50,465.26	52,147.46	53,827.74	55,512.58	57,192.68	58,876.65	19
20	42,038.56	43,792.65	45,540.99	47,294.19	49,044.51	50,797.69	52,549.81	54,301.03	56,052.24	57,802.56	59,555.76	61,307.88	20
21	43,705.58	45,526.99	47,348.40	49,168.92	50,988.35	52,812.63	54,633.86	56,454.37	58,273.80	60,094.32	61,917.53	63,738.04	21
22	45,372.18	47,262.42	49,151.77	51,045.43	52,935.77	54,827.60	56,716.95	58,608.79	60,500.04	62,388.21	64,281.26	66,170.62	22
23	47,040.65	48,999.53	50,962.10	52,921.06	54,881.80	56,841.57	58,801.33	60,760.21	62,723.67	64,681.67	66,643.36	68,600.65	23
24	48,706.15	50,734.89	52,765.94	54,792.01	56,825.03	58,851.68	60,884.10	62,912.51	64,940.38	66,971.60	68,998.42	71,029.80	24
25	50,373.57	52,470.95	54,571.16	56,670.31	58,769.46	60,867.67	62,966.72	65,064.99	67,165.91	69,264.18	71,362.62	73,461.77	25
26	52,041.16	54,209.67	56,376.77	58,544.89	60,715.33	62,882.44	65,051.26	67,220.01	69,387.19	71,558.51	73,725.63	75,890.92	26
27	53,709.30	55,945.03	58,183.58	60,422.10	62,660.65	64,895.50	67,134.01	69,374.25	71,612.72	73,849.33	76,087.87	78,323.77	27
28	55,376.72	57,682.15	59,988.62	62,297.58	64,602.99	66,908.54	69,218.43	71,526.51	73,833.83	76,141.92	78,449.26	80,756.62	28
29	57,042.38	59,418.24	61,796.18	64,172.18	66,550.01	68,925.19	71,302.95	73,679.80	76,054.82	78,432.77	80,810.51	83,187.52	29
30	58,708.81	61,154.57	63,600.23	66,048.56	68,492.45	70,938.21	73,384.53	75,831.25	78,276.95	80,725.30	83,169.20	85,614.92	30
31	60,374.57	62,890.67	65,406.94	67,921.31	70,438.46	72,956.51	75,468.34	77,986.38	80,502.51	83,017.01	85,533.10	88,047.76	31
32	62,040.94	64,626.92	67,214.54	69,799.73	72,385.53	74,969.58	77,552.74	80,139.74	82,722.89	85,312.21	87,896.58	90,480.62	32
33	63,709.10	66,363.02	69,017.76	71,672.38	74,327.02	76,979.73	79,634.62	82,292.04	84,945.63	87,598.53	90,252.20	92,908.88	33
34	65,377.95	68,100.73	70,823.52	73,550.78	76,271.76	78,994.37	81,720.01	84,444.60	87,168.27	89,890.87	92,615.45	95,341.99	34
35	67,044.25	69,837.95	72,632.71	75,422.64	78,216.51	81,012.17	83,803.17	86,599.73	89,391.63	92,183.52	94,979.19	97,771.98	35
36	68,711.28	71,574.27	74,438.15	77,300.23	80,164.12	83,025.12	85,888.11	88,750.20	91,614.08	94,477.07	97,341.84	100,203.04	36
37	70,375.61	73,307.71	76,242.68	79,174.96	82,107.06	85,040.06	87,972.34	90,902.64	93,837.61	96,768.82	99,700.92	102,634.99	37
38	72,044.61	75,046.00	78,047.22	81,045.74	84,050.01	87,053.20	90,055.49	93,054.91	96,059.17	99,059.49	102,061.79	105,065.88	38
39	73,712.52	76,783.21	79,854.63	82,926.03	85,994.75	89,067.24	92,140.44	95,209.15	98,281.63	101,353.04	104,424.63	107,495.14	39
40	75,377.76	78,519.36	81,659.16	84,802.56	87,937.69	91,080.19	94,223.76	97,364.28	100,503.19	103,646.59	106,785.49	109,927.99	40
41	77,044.96	80,255.67	83,467.47	86,675.49	89,887.10	93,097.09	96,304.94	99,516.73	102,727.44	105,937.44	109,148.16	112,357.98	41
42	78,713.05	81,991.09	85,272.00	88,552.91	91,832.92	95,113.83	98,390.96	101,671.87	104,950.08	108,231.00	111,511.90	114,790.83	42
43	80,379.18	83,726.52	87,075.64	90,424.76	93,774.96	97,120.32	100,474.11	103,821.44	107,170.56	110,520.77	113,867.20	117,215.43	43
44	82,044.41	85,460.85	88,881.07	92,297.52	95,716.83	99,134.35	102,555.47	105,973.89	109,391.23	112,812.52	116,228.07	119,646.31	44
45	83,711.43	87,198.07	90,685.61	94,175.11	97,664.45	101,150.19	104,638.62	108,128.13	111,616.56	115,103.20	118,592.52	122,078.27	45
46	85,377.73	88,936.36	92,493.01	96,050.74	99,611.16	103,166.91	106,722.84	110,279.49	113,838.12	117,396.75	120,952.50	124,509.33	46
47	87,047.64	90,672.50	94,297.55	97,926.36	101,551.23	105,177.18	108,805.99	112,435.71	116,062.56	119,688.49	123,316.24	126,941.28	47
48	88,710.89	92,408.82	96,105.85	99,800.01	103,497.95	107,193.00	110,889.15	114,585.28	118,283.04	121,976.30	125,675.31	129,371.17	48
49	90,485.62	94,255.54	98,028.15	101,795.38	105,567.99	109,337.01	113,106.93	116,878.83	120,648.75	124,414.90	128,188.59	131,959.41	49
50	92,295.72	96,141.40	99,987.97	103,830.78	107,678.43	111,523.03	115,369.61	119,215.28	123,060.96	126,904.84	130,753.21	134,598.89	50

Richland County School District One
Salary Schedule for Administration, Instructional Support and Classified Employees
FY 2016-2017 - 200 day Schedule

Grade	0	1	2	3	4	5	6	7	8	9	10	11	Grade
1	9,423.98	9,816.64	10,209.30	10,599.51	10,993.97	11,387.44	11,779.29	12,172.92	12,564.77	12,954.82	13,348.45	13,745.36	1
2	10,939.46	11,395.11	11,852.40	12,306.26	12,763.55	13,220.02	13,673.06	14,129.53	14,585.18	15,040.68	15,498.94	15,953.62	2
3	12,455.10	12,974.40	13,493.70	14,013.17	14,531.65	15,050.96	15,568.63	16,088.75	16,608.21	17,127.51	17,646.82	18,163.67	3
4	13,968.94	14,552.05	15,133.37	15,717.30	16,299.60	16,881.90	17,462.40	18,043.88	18,625.20	19,207.50	19,787.18	20,372.75	4
5	15,484.42	16,130.52	16,775.65	17,420.78	18,064.28	18,711.04	19,356.99	20,003.10	20,648.23	21,291.72	21,935.88	22,581.98	5
6	17,001.66	17,709.12	18,420.06	19,125.90	19,834.23	20,542.62	21,252.54	21,960.78	22,666.78	23,377.50	24,085.85	24,793.33	6
7	18,517.42	19,289.10	20,060.05	20,833.34	21,604.22	22,375.10	23,147.45	23,919.99	24,691.67	25,460.02	26,232.53	27,004.22	7
8	20,031.98	20,869.20	21,703.97	22,537.76	23,372.52	24,208.92	25,040.27	25,874.87	26,711.27	27,545.88	28,380.64	29,214.43	8
9	21,548.38	22,446.78	23,343.42	24,239.26	25,139.15	26,035.76	26,935.77	27,833.28	28,732.50	29,630.13	30,529.18	31,425.02	9
10	23,064.90	24,025.97	24,986.67	25,945.98	26,905.97	27,868.23	28,829.18	29,790.05	30,751.59	31,710.90	32,670.02	33,634.30	10
11	24,577.50	25,602.62	26,626.64	27,650.80	28,674.99	29,699.91	30,723.27	31,747.46	32,770.07	33,795.10	34,820.05	35,844.20	11
12	26,094.21	27,181.55	28,269.18	29,356.60	30,444.22	31,531.65	32,619.14	33,706.78	34,792.45	35,878.46	36,969.04	38,053.34	12
13	27,609.69	28,760.57	29,909.83	31,061.53	32,213.23	33,361.67	34,513.37	35,663.44	36,814.33	37,964.40	39,116.10	40,263.72	13
14	29,125.02	30,339.14	31,550.94	32,763.32	33,979.14	35,190.88	36,405.85	37,618.42	38,831.68	40,044.22	41,258.40	42,473.34	14
15	30,642.50	31,918.33	33,194.23	34,468.33	35,746.78	37,022.57	38,301.66	39,575.90	40,853.34	42,129.18	43,406.77	44,681.66	15
16	32,156.44	33,496.80	34,834.71	36,176.05	37,515.60	38,855.15	40,194.85	41,534.40	42,873.13	44,215.29	45,554.83	46,893.72	16
17	33,670.14	35,072.54	36,476.70	37,880.05	39,282.61	40,686.77	42,087.57	43,491.74	44,894.30	46,297.50	47,700.06	49,102.62	17
18	35,187.43	36,650.93	38,118.39	39,585.02	41,052.47	42,518.46	43,985.01	45,449.18	46,915.76	48,383.42	49,849.11	51,312.53	18
19	36,703.33	38,232.41	39,761.53	41,289.99	42,817.50	44,346.77	45,877.49	47,406.77	48,934.30	50,465.97	51,993.34	53,524.22	19
20	38,216.70	39,811.60	41,400.86	42,994.99	44,585.91	46,179.92	47,772.50	49,364.87	50,956.59	52,547.57	54,141.60	55,734.30	20
21	39,732.35	41,388.17	43,044.00	44,699.01	46,353.04	48,011.48	49,667.15	51,322.16	52,976.19	54,631.20	56,288.66	57,943.67	21
22	41,247.45	42,965.83	44,683.42	46,404.94	48,123.41	49,843.34	51,560.80	53,280.76	55,000.03	56,716.64	58,437.48	60,155.10	22
23	42,764.21	44,545.01	46,329.18	48,110.05	49,892.52	51,674.15	53,455.77	55,236.55	57,021.53	58,801.59	60,584.87	62,364.22	23
24	44,278.38	46,122.61	47,969.09	49,810.92	51,659.14	53,501.53	55,349.18	57,193.21	59,036.70	60,883.30	62,725.86	64,572.53	24
25	45,794.19	47,700.85	49,610.10	51,518.45	53,426.78	55,334.20	57,242.50	59,150.01	61,059.91	62,967.43	64,875.10	66,783.42	25
26	47,310.13	49,281.60	51,251.66	53,222.62	55,195.78	57,165.86	59,137.48	61,109.10	63,079.26	65,053.28	67,023.30	68,991.74	26
27	48,826.70	50,859.12	52,894.30	54,929.18	56,964.22	58,995.85	61,030.92	63,067.50	65,102.54	67,135.75	69,170.82	71,203.41	27
28	50,342.54	52,438.40	54,535.10	56,634.16	58,729.99	60,825.95	62,925.85	65,024.10	67,121.66	69,219.91	71,317.49	73,415.10	28
29	51,856.69	54,016.59	56,178.37	58,338.32	60,499.95	62,659.26	64,820.80	66,981.55	69,140.76	71,302.54	73,464.11	75,625.01	29
30	53,371.66	55,595.06	57,818.46	60,044.15	62,265.86	64,489.18	66,713.26	68,937.49	71,160.85	73,386.67	75,608.35	77,831.74	30
31	54,885.97	57,173.33	59,460.85	61,746.66	64,034.98	66,324.11	68,607.57	70,896.69	73,184.10	75,470.01	77,757.43	80,043.42	31
32	56,400.86	58,751.74	61,104.14	63,454.25	65,805.01	68,154.20	70,502.50	72,854.30	75,202.62	77,556.56	79,905.98	82,255.10	32
33	57,917.23	60,329.65	62,743.55	65,156.78	67,569.86	69,981.30	72,395.36	74,811.04	77,223.30	79,634.75	82,047.17	84,462.85	33
34	59,434.50	61,909.76	64,385.01	66,864.35	69,337.97	71,813.06	74,290.92	76,767.81	79,243.88	81,718.97	84,195.86	86,674.54	34
35	60,949.32	63,489.04	66,029.74	68,566.03	71,105.91	73,647.43	76,184.70	78,727.03	81,265.11	83,803.20	86,344.71	88,883.62	35
36	62,464.80	65,067.51	67,671.04	70,272.94	72,876.47	75,477.39	78,080.10	80,682.00	83,285.53	85,888.24	88,492.59	91,093.67	36
37	63,977.83	66,643.37	69,311.53	71,977.24	74,642.78	77,309.15	79,974.85	82,638.77	85,306.92	87,971.65	90,637.20	93,304.54	37
38	65,495.10	68,223.64	70,952.02	73,677.95	76,409.10	79,139.27	81,868.63	84,595.37	87,326.52	90,054.09	92,783.44	95,514.43	38
39	67,011.39	69,802.92	72,595.11	75,387.30	78,177.04	80,970.21	83,764.03	86,553.77	89,346.94	92,139.13	94,931.48	97,722.85	39
40	68,525.23	71,381.23	74,235.60	77,093.23	79,943.36	82,800.17	85,657.97	88,512.99	91,366.54	94,224.17	97,077.72	99,934.54	40
41	70,040.87	72,959.70	75,879.51	78,795.90	81,715.55	84,633.72	87,549.95	90,469.76	93,388.59	96,306.77	99,225.60	102,143.62	41
42	71,557.32	74,537.36	77,520.00	80,502.64	83,484.47	86,467.11	89,446.33	92,428.97	95,409.17	98,391.81	101,374.45	104,355.30	42
43	73,071.98	76,115.01	79,159.67	82,204.33	85,249.97	88,291.20	91,340.10	94,383.13	97,427.79	100,473.43	103,515.64	106,559.48	43
44	74,585.83	77,691.69	80,800.97	83,906.83	87,015.30	90,122.14	93,232.24	96,339.90	99,446.57	102,556.84	105,661.88	108,769.37	44
45	76,101.30	79,270.97	82,441.46	85,613.74	88,785.86	91,954.71	95,126.02	98,298.30	101,469.60	104,639.27	107,811.39	110,980.24	45
46	77,616.12	80,851.24	84,084.56	87,318.85	90,555.60	93,788.10	97,020.77	100,254.09	103,489.20	106,724.31	109,956.82	113,190.30	46
47	79,134.21	82,429.55	85,725.04	89,023.97	92,319.30	95,615.62	98,914.54	102,214.28	105,511.41	108,807.72	112,105.67	115,401.17	47
48	80,646.26	84,008.02	87,368.96	90,727.29	94,089.04	97,448.19	100,808.31	104,168.44	107,530.03	110,887.55	114,250.28	117,611.06	48
49	82,259.65	85,686.85	89,116.50	92,541.25	95,970.90	99,397.29	102,824.49	106,253.48	109,680.68	113,104.45	116,535.08	119,963.10	49
50	83,905.20	87,401.27	90,898.16	94,391.62	97,889.48	101,384.57	104,881.46	108,377.53	111,873.60	115,368.04	118,866.56	122,362.63	50

Richland County School District One
Salary Schedule for Administration, Instructional Support and Classified Employees
FY 2016-2017 - 184 day Schedule

Grade	0	1	2	3	4	5	6	7	8	9	10	11	Grade
1	8,670.06	9,031.31	9,392.56	9,751.56	10,114.45	10,476.45	10,836.94	11,199.09	11,559.59	11,918.43	12,280.58	12,645.73	1
2	10,064.30	10,483.51	10,904.21	11,321.76	11,742.46	12,162.42	12,579.21	12,999.17	13,418.37	13,837.42	14,259.03	14,677.33	2
3	11,458.69	11,936.45	12,414.21	12,892.12	13,369.12	13,846.88	14,323.14	14,801.65	15,279.56	15,757.32	16,235.07	16,710.58	3
4	12,851.43	13,387.89	13,922.70	14,459.92	14,995.63	15,531.35	16,065.41	16,600.37	17,135.18	17,670.90	18,204.21	18,742.93	4
5	14,245.67	14,840.08	15,433.60	16,027.12	16,619.14	17,214.16	17,808.42	18,402.85	18,996.37	19,588.39	20,181.01	20,775.42	5
6	15,641.53	16,292.32	16,946.34	17,595.83	18,247.45	18,899.20	19,552.30	20,203.92	20,853.43	21,507.30	22,158.99	22,809.80	6
7	17,035.99	17,745.97	18,455.25	19,166.68	19,875.85	20,585.10	21,295.68	22,006.41	22,716.34	23,423.22	24,133.93	24,843.89	7
8	18,429.20	19,199.60	19,967.80	20,734.50	21,502.72	22,272.35	23,036.80	23,804.98	24,574.68	25,342.21	26,110.29	26,877.16	8
9	19,824.50	20,651.01	21,475.94	22,300.11	23,127.99	23,952.90	24,780.92	25,606.62	26,433.90	27,259.69	28,086.85	28,911.02	9
10	21,219.70	22,103.91	22,987.75	23,870.90	24,753.49	25,638.79	26,522.85	27,406.84	28,291.48	29,174.03	30,056.43	30,943.56	10
11	22,611.30	23,554.41	24,496.55	25,438.74	26,380.99	27,323.94	28,265.42	29,207.66	30,148.47	31,091.45	32,034.46	32,976.68	11
12	24,006.68	25,007.08	26,007.62	27,008.09	28,008.68	29,009.12	30,009.66	31,010.20	32,009.03	33,008.18	34,011.52	35,009.08	12
13	25,401.21	26,459.90	27,517.24	28,576.64	29,636.17	30,692.65	31,752.27	32,810.30	33,869.11	34,927.08	35,986.62	37,042.34	13
14	26,795.01	27,911.99	29,026.80	30,142.26	31,260.83	32,375.62	33,493.38	34,608.95	35,725.10	36,840.55	37,957.65	39,075.48	14
15	28,191.17	29,364.86	30,538.69	31,710.86	32,887.01	34,060.77	35,237.52	36,409.83	37,585.08	38,758.85	39,934.23	41,107.13	15
16	29,583.93	30,817.06	32,047.94	33,281.97	34,514.35	35,746.74	36,979.26	38,211.65	39,443.28	40,678.06	41,910.44	43,142.23	16
17	30,976.52	32,266.70	33,558.56	34,849.66	36,140.01	37,431.83	38,720.58	40,012.40	41,302.75	42,593.70	43,884.04	45,174.40	17
18	32,372.39	33,719.04	35,068.83	36,418.48	37,768.27	39,117.16	40,466.22	41,813.60	43,162.49	44,513.04	45,861.19	47,207.82	18
19	33,766.78	35,173.64	36,580.33	37,986.43	39,392.53	40,799.22	42,207.73	43,614.42	45,019.78	46,428.88	47,834.23	49,242.58	19
20	35,159.52	36,626.58	38,088.83	39,555.14	41,019.05	42,485.35	43,950.75	45,415.41	46,880.06	48,343.96	49,810.27	51,275.68	20
21	36,553.76	38,077.12	39,600.48	41,123.10	42,644.80	44,170.56	45,693.78	47,216.38	48,738.09	50,260.70	51,785.56	53,308.18	21
22	37,947.40	39,528.56	41,108.98	42,692.55	44,273.71	45,855.78	47,436.19	49,018.11	50,600.03	52,178.95	53,762.52	55,342.93	22
23	39,343.08	40,981.35	42,622.75	44,261.25	45,901.12	47,540.25	49,179.32	50,817.64	52,459.81	54,097.40	55,738.09	57,375.08	23
24	40,736.02	42,432.95	44,131.37	45,826.05	47,526.14	49,221.41	50,921.49	52,617.67	54,313.84	56,012.27	57,707.69	59,407.02	24
25	42,130.25	43,885.14	45,641.37	47,397.00	49,152.64	50,907.37	52,663.01	54,417.89	56,175.03	57,929.76	59,685.39	61,441.03	25
26	43,525.40	45,338.84	47,151.52	48,964.96	50,779.90	52,592.59	54,406.93	56,220.37	58,033.06	59,848.74	61,661.44	63,472.62	26
27	44,920.38	46,790.12	48,662.27	50,535.17	52,407.31	54,276.30	56,148.45	58,022.10	59,894.25	61,764.73	63,636.88	65,507.38	27
28	46,314.77	48,243.22	50,172.42	52,103.12	54,031.57	55,959.87	57,891.48	59,822.17	61,752.28	63,682.23	65,612.17	67,542.13	28
29	47,708.26	49,695.26	51,683.92	53,671.07	55,659.58	57,646.74	59,635.39	61,623.15	63,609.40	65,598.07	67,586.72	69,575.38	29
30	49,101.74	51,147.45	53,193.16	55,240.53	57,284.59	59,330.30	61,376.01	63,422.63	65,468.34	67,515.55	69,559.77	71,605.48	30
31	50,495.38	52,599.65	54,704.07	56,806.83	58,912.00	61,017.92	63,119.19	65,225.10	67,329.37	69,432.29	71,536.56	73,640.23	31
32	51,888.87	54,051.84	56,215.72	58,377.94	60,540.92	62,701.48	64,862.21	67,026.09	69,186.65	71,352.03	73,513.50	75,674.98	32
33	53,283.85	55,503.28	57,724.06	59,944.24	62,164.27	64,382.80	66,603.73	68,826.16	71,045.44	73,263.97	75,483.40	77,705.82	33
34	54,679.74	56,956.97	59,234.22	61,515.20	63,790.93	66,068.01	68,347.65	70,626.39	72,904.37	75,181.46	77,460.19	79,740.58	34
35	56,073.38	58,409.92	60,747.36	63,080.75	65,417.45	67,755.63	70,089.92	72,428.86	74,763.91	77,098.94	79,437.14	81,772.93	35
36	57,467.62	59,862.12	62,257.36	64,651.11	67,046.35	69,439.19	71,833.69	74,227.44	76,622.69	79,017.19	81,413.18	83,806.18	36
37	58,859.60	61,311.90	63,766.61	66,219.06	68,671.36	71,124.42	73,576.86	76,027.67	78,482.37	80,933.92	83,386.22	85,840.18	37
38	60,255.49	62,765.75	65,275.86	67,783.71	70,296.37	72,808.13	75,319.14	77,827.74	80,340.40	82,849.76	85,360.77	87,873.28	38
39	61,650.47	64,218.69	66,787.51	69,356.32	71,922.88	74,492.60	77,062.91	79,629.47	82,199.19	84,768.00	87,336.96	89,905.02	39
40	63,043.21	65,670.73	68,296.75	70,925.77	73,547.89	76,176.16	78,805.33	81,431.94	84,057.22	86,686.24	89,311.51	91,939.78	40
41	64,437.60	67,122.93	69,809.16	72,492.23	75,178.30	77,863.03	80,545.95	83,232.17	85,917.50	88,602.23	91,287.55	93,972.13	41
42	65,832.74	68,574.37	71,318.40	74,062.43	76,805.71	79,549.75	82,290.62	85,034.66	87,776.44	90,520.47	93,264.50	96,006.88	42
43	67,226.22	70,025.82	72,826.90	75,627.98	78,429.97	81,227.90	84,032.89	86,832.48	89,633.56	92,435.55	95,234.39	98,034.72	43
44	68,618.96	71,476.35	74,336.90	77,194.28	80,054.08	82,912.37	85,773.67	88,632.71	91,490.85	94,352.30	97,208.93	100,067.82	44
45	70,013.20	72,929.30	75,846.14	78,764.64	81,682.99	84,598.34	87,515.94	90,434.43	93,352.03	96,268.13	99,186.47	102,101.83	45
46	71,406.83	74,383.14	77,357.79	80,333.34	83,311.15	86,285.05	89,259.11	92,233.76	95,210.06	98,186.37	101,160.27	104,135.07	46
47	72,803.48	75,835.18	78,867.04	81,902.05	84,933.76	87,966.37	91,001.38	94,037.14	97,070.50	100,103.11	103,137.22	106,169.08	47
48	74,194.56	77,287.38	80,379.44	83,469.10	86,561.92	89,652.33	92,743.65	95,834.97	98,927.63	102,016.54	105,110.26	108,202.17	48
49	75,678.88	78,831.90	81,987.18	85,137.95	88,293.23	91,445.50	94,598.52	97,753.20	100,906.22	104,056.10	107,212.27	110,366.05	49
50	77,192.78	80,409.17	83,626.30	86,840.29	90,058.32	93,273.81	96,490.94	99,707.33	102,923.71	106,138.60	109,357.23	112,573.62	50

Richland County School District One
Salary Schedule for Student Nutrition Operators
FY 2016-2017

Grade F4 182 days

Hours Per Day	0	1	2	3	4	5	6	7	8	9	10	11
3.00	5,624.89	5,823.88	6,022.25	6,221.52	6,420.24	6,618.94	6,817.04	7,015.47	7,213.85	7,412.55	7,610.37	7,810.19
4.00	7,499.86	7,765.18	8,029.67	8,295.36	8,560.31	8,825.25	9,089.38	9,353.96	9,618.46	9,883.40	10,147.16	10,413.59
5.00	9,374.82	9,706.47	10,037.10	10,369.25	10,700.39	11,031.57	11,361.73	11,692.44	12,023.08	12,354.25	12,683.96	13,016.99
6.00	11,249.78	11,647.77	12,044.52	12,443.04	12,840.46	13,237.89	13,634.07	14,030.94	14,427.68	14,825.11	15,220.74	15,620.38
6.50	12,187.27	12,618.41	13,048.22	13,479.96	13,910.49	14,341.04	14,770.24	15,200.17	15,629.98	16,060.52	16,489.13	16,922.08
7.00	13,124.75	13,589.05	14,051.92	14,516.87	14,980.54	15,444.19	15,906.41	16,369.42	16,832.28	17,295.95	17,757.52	18,223.77
7.50	14,062.23	14,559.70	15,055.64	15,553.81	16,050.58	16,547.35	17,042.59	17,538.67	18,034.60	18,531.37	19,025.92	19,525.47
8.00	14,999.71	15,530.35	16,059.34	16,590.72	17,120.61	17,650.50	18,178.76	18,707.90	19,236.89	19,766.79	20,294.31	20,827.17
Hourly Rate	10.3020	10.6665	11.0298	11.3947	11.7587	12.1226	12.4854	12.8489	13.2122	13.5761	13.9384	14.3044

Grade F5 182 days

Hours Per Day	0	1	2	3	4	5	6	7	8	9	10	11
3.00	5,624.89	5,845.38	6,065.52	6,285.67	6,505.26	6,725.98	6,946.40	7,166.87	7,387.04	7,606.62	7,826.45	8,046.93
4.00	7,499.86	7,793.84	8,087.38	8,380.90	8,673.70	8,967.99	9,261.89	9,555.83	9,849.40	10,142.17	10,435.27	10,729.26
5.00	9,374.82	9,742.30	10,109.21	10,476.12	10,842.12	11,209.98	11,577.35	11,944.82	12,311.74	12,677.70	13,044.09	13,411.56
6.00	11,249.78	11,690.75	12,131.05	12,571.34	13,010.54	13,451.97	13,892.81	14,333.73	14,774.08	15,213.24	15,652.90	16,093.87
6.50	12,187.27	12,664.98	13,141.98	13,618.96	14,094.76	14,572.97	15,050.55	15,528.21	16,005.26	16,481.02	16,957.32	17,435.03
7.00	13,124.75	13,639.22	14,152.90	14,666.57	15,178.97	15,693.98	16,208.29	16,722.70	17,236.44	17,748.79	18,261.72	18,776.19
7.50	14,062.23	14,613.44	15,163.82	15,714.17	16,263.18	16,814.97	17,366.02	17,917.17	18,467.61	19,016.55	19,566.13	20,117.35
8.00	14,999.71	15,587.67	16,174.74	16,761.78	17,347.38	17,935.97	18,523.75	19,111.64	19,698.78	20,284.31	20,870.54	21,458.49
Hourly Rate	10.3020	10.7058	11.1090	11.5122	11.9144	12.3187	12.7224	13.1262	13.5294	13.9315	14.3342	14.7380

Grade F6 182 days

Hours Per Day	0	1	2	3	4	5	6	7	8	9	10	11
5.00	9,669.69	10,072.10	10,476.39	10,877.85	11,280.74	11,683.55	12,087.39	12,490.23	12,891.68	13,295.95	13,698.85	14,101.20
6.00	11,603.63	12,086.48	12,571.69	13,053.43	13,536.84	14,020.26	14,504.85	14,988.27	15,470.06	15,955.14	16,438.58	16,921.38
7.00	13,537.57	14,100.85	14,666.97	15,229.00	15,792.95	16,357.01	16,922.35	17,486.25	18,048.43	18,614.34	19,178.39	19,741.70
Hourly Rate	10.6260	11.0682	11.5125	11.9537	12.3964	12.8391	13.2828	13.7255	14.1667	14.6109	15.0537	15.4958

Richland County School District One
Salary Schedule for Student Nutrition Operators
FY 2016-2017

Grade F7 182 days

Hours Per Day	0	1	2	3	4	5	6	7	8	9	10	11
5.00	10,531.82	10,970.67	11,409.16	11,848.97	12,287.35	12,725.79	13,165.12	13,604.54	14,043.39	14,480.39	14,919.69	15,358.63
7.00	14,744.42	15,358.95	15,972.82	16,588.64	17,202.51	17,816.39	18,430.91	19,046.22	19,660.74	20,272.54	20,887.85	21,502.37
8.00	16,850.87	17,553.08	18,254.65	18,958.34	19,659.83	20,361.35	21,064.20	21,767.21	22,469.42	23,168.62	23,871.61	24,573.84
Hourly Rate	11.5734	12.0557	12.5375	13.0208	13.5026	13.9844	14.4672	14.9500	15.4323	15.9125	16.3953	16.8776

Grade F8 182 days

Hours Per Day	0	1	2	3	4	5	6	7	8	9	10	11
8.00	18,228.88	18,990.88	19,750.71	20,509.13	21,269.00	22,030.27	22,786.44	23,546.23	24,307.55	25,066.77	25,826.49	26,585.02
Hourly Rate	12.5198	13.0432	13.5651	14.0859	14.6078	15.1307	15.6500	16.1719	16.6948	17.2162	17.7380	18.2589

Grade F9 182 days

Hours Per Day	0	1	2	3	4	5	6	7	8	9	10	11
7.00	17,157.90	17,873.25	18,587.17	19,300.51	20,017.09	20,730.99	21,447.63	22,162.24	22,878.25	23,592.97	24,308.87	25,022.18
Hourly Rate	13.4677	14.0292	14.5896	15.1495	15.7120	16.2724	16.8349	17.3958	17.9578	18.5188	19.0807	19.6406

Grade F9 186 days

Hours Per Day	0	1	2	3	4	5	6	7	8	9	10	11
8.00	20,039.99	20,875.50	21,709.37	22,542.48	23,379.45	24,213.27	25,050.27	25,884.94	26,721.23	27,555.99	28,392.13	29,225.27
Hourly Rate	13.4677	14.0292	14.5896	15.1495	15.7120	16.2724	16.8349	17.3958	17.9578	18.5188	19.0807	19.6406

Grade F11 186 days

Hours Per Day	0	1	2	3	4	5	6	7	8	9	10	11
6.00	17,142.99	17,857.97	18,571.80	19,286.21	20,000.62	20,715.60	21,429.45	22,143.85	22,857.13	23,572.10	24,287.08	25,001.50
8.00	22,857.07	23,810.41	24,762.81	25,715.25	26,667.75	27,620.92	28,572.68	29,525.13	30,476.16	31,429.43	32,382.66	33,335.12
Hourly Rate	15.3609	16.0016	16.6417	17.2818	17.9219	18.5625	19.2021	19.8422	20.4813	21.1219	21.7625	22.4026

Salary Schedule for Instructional Assistants/Library Assistants
FY 2016-2017 - 184 days - 7.5 hrs/day

6

Pay Grade	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
7	15,971.29	16,636.84	17,301.79	17,968.76	18,633.61	19,298.52	19,964.70	20,631.05	21,296.56	21,959.26	22,625.56	23,291.15
Hourly Rate	11.5734	12.0557	12.5375	13.0208	13.5026	13.9844	14.4672	14.9500	15.4323	15.9125	16.3953	16.8776

Pay Grade	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
8	17,277.37	17,999.65	18,719.80	19,438.61	20,158.80	20,880.30	21,597.03	22,317.17	23,038.86	23,758.31	24,478.38	25,197.35
Hourly Rate	12.5198	13.0432	13.5651	14.0859	14.6078	15.1307	15.6500	16.1719	16.6948	17.2162	17.7380	18.2589

Pay Grade	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
9	18,585.45	19,360.35	20,133.68	20,906.37	21,682.54	22,455.87	23,232.11	24,006.19	24,781.78	25,555.96	26,331.43	27,104.08
Hourly Rate	13.4677	14.0292	14.5896	15.1495	15.7120	16.2724	16.8349	17.3958	17.9578	18.5188	19.0807	19.6406

*Grade 9 is applicable for Instructional Assistants/Library Assistants who possess a four-year degree in education. A copy of either the diploma or the college transcripts must be on file with the Office of Human Resource Services in order to receive credit on the salary schedule.

*Grade 8 is applicable for Instructional Assistants/Library Assistants who possess a two-year degree in education or Human Services. A copy of either the diploma or the college transcripts must be on file with the Office of Human Resource Services in order to receive credit on the salary schedule.

*Retroactive credit will only be given for the school year during which the diploma or transcripts are received in the Office of Human Resource Services.

Salary Schedule for Bus Aides and Bus Drivers
FY 2016-2017 - 180 Day Schedule

Bus Aides Grade BA

Hours Per Day	0	1	2	3	4	5	6	7	8	9	10	11
5.50	10,198.98	10,598.76	10,997.94	11,397.09	11,795.27	12,195.47	12,595.13	12,994.87	13,394.09	13,792.23	14,190.82	14,590.60
6.00	11,126.16	11,562.28	11,997.75	12,433.21	12,867.57	13,304.16	13,740.14	14,176.22	14,611.73	15,046.07	15,480.90	15,917.02
6.50	12,053.34	12,525.80	12,997.55	13,469.30	13,939.87	14,412.82	14,885.16	15,357.57	15,829.38	16,299.90	16,770.97	17,243.44
7.00	12,980.52	13,489.33	13,997.37	14,505.40	15,012.17	15,521.51	16,030.17	16,538.92	17,047.03	17,553.74	18,061.05	18,569.85
7.50	13,907.70	14,452.86	14,997.18	15,541.50	16,084.46	16,630.19	17,175.19	17,720.28	18,264.67	18,807.58	19,351.12	19,896.27
8.00	14,834.88	15,416.38	15,997.00	16,577.61	17,156.76	17,738.86	18,320.20	18,901.63	19,482.31	20,061.42	20,641.19	21,222.69
Hourly Rate	10.3020	10.7058	11.1090	11.5122	11.9144	12.3187	12.7224	13.1261	13.5294	13.9316	14.3342	14.7380

Bus Drivers Grade BD

Hours Per Day	0	1	2	3	4	5	6	7	8	9	10	11
5.50	13,568.87	14,093.24	14,616.08	15,138.31	15,661.16	16,184.98	16,705.72	17,228.45	17,752.32	18,275.07	18,797.90	19,320.13
6.00	14,802.40	15,374.45	15,944.81	16,514.52	17,084.89	17,656.35	18,224.41	18,794.68	19,366.17	19,936.44	20,506.80	21,076.51
6.50	16,035.93	16,655.65	17,273.55	17,890.73	18,508.64	19,127.71	19,743.11	20,360.90	20,980.07	21,597.81	22,215.70	22,832.88
7.00	17,269.46	17,936.86	18,602.28	19,266.94	19,932.37	20,599.08	21,261.82	21,927.12	22,593.86	23,259.18	23,924.60	24,589.26
7.50	18,503.00	19,218.07	19,931.02	20,643.15	21,356.12	22,070.43	22,780.52	23,493.35	24,207.71	24,920.56	25,633.51	26,345.63
8.00	19,736.53	20,499.28	21,259.75	22,019.36	22,779.86	23,541.80	24,299.22	25,059.57	25,821.56	26,581.93	27,342.40	28,102.01
Hourly Rate	13.7059	14.2356	14.7637	15.2912	15.8194	16.3485	16.8745	17.4025	17.9316	18.4597	18.9878	19.5153

Elementary Schools	Telephone	Principal	Address	Mail Code
Arden Elementary	735-3400	Dr. Peggie Grant	1300 Ashley Street 29203	303
Bradley Elementary	738-7200	Kezia Myers	3032 Pine Belt Road 29204	306
Brennen Elementary	738-7204	Mark D. Shea	438 Devereaux Road 29205	309
Brockman Elementary	790-6743	Dr. Eunice Williams	2245 Montclair Drive 29206	310
Burnside Elementary	783-5530	Dr. Felicia Richardson	7300 Patterson Road 29209	312
Burton-Pack Elementary	691-5550	Dr. Sarah Smith	111 Garden Drive 29204	392
Carver-Lyon Elementary	343-2900	Dr. Teresa Turner	2100 Waverly Street 29204	393
Caughman Road Elementary	783-5534	Shawn Hall	7725 Caughman Road 29209	321
Forest Heights Elementary	691-3780	Dr. Frank Robinson	2500 Blue Ridge Terrace 29203	396
Gadsden Elementary	353-2231	Monica Owens Carter	1660 S. Goodwin Circle, Gadsden 29052	330
Hopkins Elementary	783-5541	Debora Varn	6120 Cabin Creek Road, Hopkins 29061	333
Horrell Hill Elementary	783-5545	Parthenia Satterwhite	517 Horrell Hill Road, Hopkins 29061	336
Hyatt Park Elementary	735-3421	Lindell Brabham	4200 Main Street 29203	339
Lewis Greenview Elementary	735-3417	Delores Gilliard	726 Easter Street 29203	342
Logan Elementary	343-2915	Christopher Richards	815 Elmwood Avenue 29201	397
Meadowfield Elementary	783-5549	Dr. Christine LeBlanc	525 Galway Lane 29209	351
Mill Creek Elementary	783-5553	Dr. Charles DeLaughter	925 Universal Drive 29209	354
A.C. Moore Elementary	343-2910	Dr. Chantelle Baker	333 Etiwan Avenue 29205	357
Pine Grove Elementary	214-2380	Dr. Tracy Pickett	111 Huffstetler Drive 29210	398
H.B. Rhame Elementary	731-8900	Elizabeth Eason	1300 Arrowwood Road 29210	369
Rosewood Elementary	343-2930	Elizabeth Williams	3300 Rosewood Drive 29205	366
Sandel Elementary	731-8906	Claudia Brooks	2700 Seminole Road 29210	372
Satchel Ford Elementary	738-7209	Kevin Hasinger	5901 Satchel Ford Road 29206	375
South Kilbourne Elementary	738-7215	Samantha Carlisle	1400 S. Kilbourne Road 29205	378
E.E. Taylor Elementary	343-2924	Debbie Hunter	200 McRae Street 29203	381
J.P. Thomas Elementary	735-3430	Selina Latimore	6001 Weston Avenue 29203	384
Watkins-Nance Elementary	733-4321	Dr. Linda Norton	2525 Barhamville Road 29204	394
Webber Elementary	353-8771	Tiffany M. Brooks	140 Webber School Road, Eastover 29044	390

Middle Schools	Telephone	Principal	Address	Mail Code
Alcorn Middle	735-3439	Dr. Antwon Sutton	5125 Fairfield Road 29203	210
Crayton Middle	738-7224	Susan Childs	5000 Clemson Avenue 29206	220
Heyward Gibbs Middle	343-2942	Ericka Hursey	500 Summerlea Drive 29203	230
Hand Middle	343-2947	Brian Goins	2600 Wheat Street 29205	240
Hopkins Middle	695-3331	Bobbie Hartwell, Jr.	1601 Clarkson Road, Hopkins 29061	250
W.A. Perry Middle	256-6347	Dr. Robin Colettrain	2600 Barhamville Road 29204	260
St. Andrews Middle	731-8910	Derrick Glover	1231 Bluefield Road 29210	270
W.G. Sanders Middle	738-7575	Andrenna Smith	3455 Pine Belt Road 29204	280
Southeast Middle	695-5700	Inger Ferguson	731 Horrell Hill Road, Hopkins 29061	295

High Schools	Telephone	Principal	Address	Mail Code
Columbia High	731-8950	Shenequa Coles	1701 Westchester Drive 29210	110
Dreher High	253-7000	Jeanne Stiglbauer	3319 Millwood Avenue 29205	120
Eau Claire High	735-7600	Neshunda Walters	4800 Monticello Road 29203	130
A.C. Flora High	738-7300	Richard McClure	1 Falcon Drive 29204	140
C.A. Johnson High	253-7092	Dr. Veronica Scott	2219 Barhamville Road 29204	150
W.J. Keenan High	714-2500	Alvin Pressley	361 Pisgah Church Road 29203	160
Lower Richland High	695-3000	Rose Pelzer	2615 Lower Richland Blvd., Hopkins 29061	170

Special Schools and Centers	Telephone	Principal	Address	Mail Code
Adult Education	343-2935	Dr. Marva Coates	2612 Covenant Road 29204	620
Carolina School for Inquiry	691-1250	Victoria Dixon-Mokeba	P.O. Box 2484 29202	
Challenger Learning Center	929-3951	Dr. Carolyn Donelan	2600A Barhamville Road 29204	495
Evening High School Program	738-7574	Kerry Abel	621 Bluff Road 29201	612
Hall Institute	898-1488	Faythe Redenburg	P.O. Box 119 29202	480
Heyward Career & Technology Center	735-3343	Dr. Sherry Rivers	3560 Lynhaven Drive 29204	430
Olympia Learning Center	400-1650	Nathan White	621 Bluff Road 29201	446
Pendergrass Fairwold School	735-3435	Faythe Redenburg	5935 Token Street 29203	460
Richland One Middle College	738-7114	Dr. Tiniece Jarvis	316 Beltline Blvd. 29205	050

Whom to Call for What in Human Resource Services

Mail Code 580

Accreditation Dr. Jeffery Long 231-7426	Additional Pay Machelle Thompson 231-7418	Americans with Disabilities (ADA) Machelle Thompson 231-7418	Benefits Management Tammy Amos 231-7448
Certified Transfer Process/Intent Forms Dr. Jeffery Long 231-7426	Classified Evaluation Machelle Thompson 231-7418	Classified Transfer Process/Intent Forms Machelle Thompson, 231-7418	Compensation/Salary Schedule Machelle Thompson 231-7418
Curricular Supplements Kathy Parker 231-7447	Employee Assistance Program (EAP) Machelle Thompson 231-7418	Exit Survey & Out Processing Rita Whitmire 231-7101	Employee Handbook Sanita Savage Cousar 231-7415
Employee Investigations Rita Whitmire 231-7101	Employee Records Machelle Thompson 231-7418	Employee Verifications Patsy Petts 231-7446	Equal Opportunity Employment Issues (EOE) Sanita Savage Cousar, 231-7415
Family and Medical Leave Act (FMLA) Sharon Williams 231-7112	Field Placement Assignments Joya Gregg 231-7423	Highly Qualified Teachers Kwamine Simpson 231-7411	International Teachers Dr. Jeffery Long 231-7426
Leave Management Kathy Parker 231-7447	Loan Forgiveness Program Patsy Petts 231-7446	MUNIS Online Kathy Parker 231-7447	Alternative Certification Programs Joya Gregg 231-7423
Para-Pro Assessment and Work Keys for Classified Michelle Thompson, 231-7418	PATS Application Regina Harper 231-7418	PATS Hiring Authority Regina Harper 231-7418	Principal Evaluation Lisa McClain 231-7427
Recruitment/Retention Activities Kwamine Simpson 231-7411	Retirement Counseling Tammy Amos 231-7448	Sick Leave Bank Tammy Amos 231-7448	Staffing Allocations Sanita Savage Cousar 231-7415
Substitute Services Felicia Wilson-Brown 231-7431	Teacher Certification Sanita Savage Cousar 231-7415	Teacher Contract Issuance Dr. Jeffery Long 231-7426	Teacher Evaluation Lisa McClain 231-7427
Teacher Recertification Program Kwamine Simpson 231-7411	Temporary Employees Machelle Thompson 231-7418	Tuition Reimbursement Machelle Thompson 231-7418	Wage and Hour Issues Machelle Thompson 231-7418
Wellness Program Machelle Thompson 231-7418	COMPLIANCE HOTLINE: (803) 252-9280		



**1616 Richland Street
Columbia, SC 29201**