Employee Handbook

One Team
One Mission
One Rock Hill

This handbook is advisory in nature, creates no contractual obligations on the part of Rock Hill Schools or its employees and does not alter the at-will relationship of nonexempt employees who are free to resign at any time for any reason. Rock Hill Schools has the same right to end the employment relationship (see policy GDB in Section G-Personnel). No statement by an employee, officer, or agent of Rock Hill Schools contrary to this paragraph shall have any force or effect unless it is in writing and signed by the Chief Personnel Officer.

Updated September 2018
Rock Hill Schools Employee Handbook
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“Rock Hill School District Three is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex (including gender identity), sexual orientation, spousal affiliation, or any other protected trait or characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Rock Hill School District Three does not discriminate on the basis of sex in its educational programs and activities. In addition, the District is committed to providing a work and student environment which is free of sexual harassment and will not tolerate sexual harassment activity by any District employee, substitute employee, student or third party. We will act quickly and impartially to address claims of sexual harassment and discrimination and remedy discriminatory effects of inappropriate acts of discrimination.”
**About Your Handbook**

This handbook has been prepared to provide employees with information that Rock Hill Schools believes is essential to achieving a successful relationship in our business. This handbook provides a general description of Rock Hill Schools’ policies and procedures in effect as of the date of publication. It will act as a guide to familiarize you with the general practices and procedures. Because the handbook is just a summary, it may not answer all of your questions. Should you need further information, please see your supervisor or principal or inquire with someone in the Personnel or Finance Departments.

While it is our goal to provide employees with beneficial programs and policies, all of our programs and policies are dependent upon economic and other considerations and cannot be guaranteed. For that reason, Rock Hill Schools reserves the right to eliminate, amend, alter and make exceptions to programs, policies and procedures at any time.

This handbook is advisory in nature, creates no contractual obligations on the part of the Rock Hill Schools or its employees and does not alter the at-will relationship of non-exempt employees who are free to resign at any time for any reason. Rock Hill Schools has the same right to end the employment relationship (see policy GDB in Section G-Personnel). No statement by an employee, officer, or agent of Rock Hill Schools contrary to this paragraph shall have any force or effect unless it is in writing and signed by the Chief Personnel Officer.
ROCK HILL SCHOOLS

Trusting Rock Hill Schools

Rock Hill Schools is a diverse community of schools with an established history of innovations designed to meet the needs of all students. We have a long-standing reputation for providing quality education to all students and an unparalleled breadth of committed professionals from the classroom to the board room. The strength of Rock Hill Schools emanates from the expertise of our people. Success stories range from our traditional and choice programs, specialized IB, AP, and Dual Credit offerings, focus on the profile of the S.C. Graduate, and reaching students with special needs. We engage students by designing work that is challenging, relevant, and meaningful to them. We earn respect and loyalty by providing a safe and nurturing school environment that builds on students’ academic, moral, and social needs. Many of our students have received prestigious awards, scholarships, and recognition for academics, the arts, and athletics. The qualities that sustain us are a determination and commitment to excel. We know our students will need to be well-prepared as lifelong learners for a rapidly changing world.

Mission

Rock Hill Schools will provide all students with challenging work that authentically engages them in the learning process and prepares them for successful futures.

Vision

Rock Hill Schools – a community inspiring students to learn, grow, connect, and thrive.

Professional Code

Put Students First

Nurture Relationships

Work Together for a Shared Vision

Grow Professionally

Continuously Find Ways to Improve
Board of Trustees

The Board of Trustees is the governing body responsible for establishing policies, setting direction, and providing support for quality educational opportunities for all students served by Rock Hill Schools. This school board recognizes that public support and open lines of communication are vital to a successful educational environment for students and employees.

The Board holds a monthly business meeting on the fourth Monday of each month, January through November, at 6:00 p.m. in the Board Room of the District Office building at 660 N. Anderson Road unless another location is publicized. All meetings of the Board are open to the public.

Board of Trustees Members

Mrs. Helena Miller  
Board of Trustees, Chair  
2719 Lake Wyle Drive  
Rock Hill, SC  29732  
(803) 328-9299

Mr. Terry Hutchinson  
Board of Trustees, Vice-Chair  
1514 W. Lakewood Drive  
Rock Hill, SC  29732  
(803) 371-7704

Mr. Brent Faulkenberry  
Board of Trustees  
1591 Merrill Place  
Rock Hill, SC  29732  
(803) 493-1317

Mrs. Wendy Cole  
Board of Trustees  
209 Thornfield Lane  
Rock Hill, SC  29730  
(803) 325-5476

Mrs. Mildred Douglas  
Board of Trustees  
P.O. Box 11578  
Rock Hill, SC  29731  
(803) 328-9838

Mrs. Elizabeth “Ann” Reid  
Board of Trustees  
953 Crawford Road  
Rock Hill, SC  29730  
(803) 329-2056

Mrs. Robin Owens  
Board of Trustees  
734 Shadowbrook Drive  
Rock Hill, SC  29732  
(803) 517-5015
**District Office Administrative Personnel**

**Superintendent**

*Dr. Bill Cook*

**Deputy and Associate Superintendents**

*Dr. John Jones, Jr.*, Chief Academic of Accountability Officer  
*Dr. Luanne Kokolis*, Chief of Strategic Planning, Engagement and Program Support  
*Mr. Anthony “Tony” Cox*, Chief of Operations

**Chief Officers and Executive Directors**

*Dr. Tanya Campbell*, Chief Personnel Officer  
*Mrs. Terri Smith*, Chief Finance Officer  
*Ms. Jennifer Morrison*, Executive Director of Secondary Education  
*Dr. Joya Holmes*, Executive Director of Professional Learning and School Choice Programs  
*Dr. Missy Brakefield*, Executive Director of Elementary Education  
*Mr. Brian Vaughn*, Executive Director of Facilities  
*Mr. John James*, Executive Director of Technology  
*Dr. Keith Wilks*, Executive Director of Student Services

**Directors**

*Mr. Tim Allen*, Director of Information Technology  
*Dr. Sylvia Berry*, Director of Recruitment  
*Dr. Lisa Gibson*, Interim Director of Federal Programs  
*Mr. Mychal Frost*, Director of Marketing & Communications  
*Dr. Nancy Turner*, Director of Exceptional Student Education  
*Mr. Bernard Gill*, Director of Transportation  
*Mrs. LaWanna Robinson-Lee*, Director of Purchasing  
*Mr. Kevin Wren*, Director of Safety and Security

**Coordinators and Specialists**

*Mrs. Naomi Morgan*, Research Specialist  
*Mrs. Carrie Underwood*, Research Specialist  
*Dr. Tonya Belton*, Instructional Specialist/Math  
*Mrs. Queenie Hall*, Instructional Specialist/English/Language Arts  
*Mrs. Kim Massey*, Instructional Specialist/Science  
*Ms. Joanne Clark*, Instructional Specialist/Technology  
*Mr. Chris Odom*, Instructional Specialist/Technology  
*Mrs. Heather Rollings*, Instructional Specialist/Technology  
*Mrs. Serena Williams*, Coordinator of Community Services  
*Ms. Helen Taylor*, Challenger Coordinator  
*Mr. DeLandris Jones*, District World Language Coordinator  
*Mrs. Sally Wilson*, District Attendance Coordinator
# Directory of Schools

## ELEMENTARY SCHOOLS

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Belleview</strong> Principal: Mr. Kevin Hood</td>
<td>501 Belleview Road 501 Belleview Road</td>
<td>981-1181</td>
</tr>
<tr>
<td><strong>Mount Gallant</strong> Principal: Mr. Jacob Moree</td>
<td>4664 Mount Gallant Road 4664 Mount Gallant Road</td>
<td>981-1360</td>
</tr>
<tr>
<td><strong>Central Child Development Center</strong> Director: Mr. Damon Ward</td>
<td>414 East Black Street 414 East Black Street</td>
<td>980-2060</td>
</tr>
<tr>
<td><strong>Mount Holly</strong> Principal: Dr. Nakia Barnes</td>
<td>1800 Porter Road 1800 Porter Road</td>
<td>985-1650</td>
</tr>
<tr>
<td><strong>Ebenezer Avenue Elementary Traditional/Inquiry</strong> Principal: Mr. John Kirell</td>
<td>242 Ebenezer Avenue 242 Ebenezer Avenue</td>
<td>981-1435</td>
</tr>
<tr>
<td><strong>Northside</strong> Principal: Ms. Lesley King</td>
<td>840 Annafrel Street 840 Annafrel Street</td>
<td>981-1570</td>
</tr>
<tr>
<td><strong>Ebenezer Avenue Elementary Montessori</strong> Principal: Mrs. Jacqueline Jones</td>
<td>242 Ebenezer Avenue 242 Ebenezer Avenue</td>
<td>981-1435</td>
</tr>
<tr>
<td><strong>Oakdale</strong> Principal: Ms. Denise Khaalid</td>
<td>1128 Oakdale Road 1128 Oakdale Road</td>
<td>981-1585</td>
</tr>
<tr>
<td><strong>Ebinport</strong> Principal: Mrs. Rhonda Kelsey</td>
<td>2142 India Hook Road 2142 India Hook Road</td>
<td>981-1550</td>
</tr>
<tr>
<td><strong>Old Pointe</strong> Principal: Mr. Brian Hammond</td>
<td>380 Old Pointe School Road 380 Old Pointe School Road</td>
<td>980-2040</td>
</tr>
<tr>
<td><strong>Finley Road</strong> Principal: Mr. Christopher Roorda</td>
<td>1089 Finley Road 1089 Finley Road</td>
<td>981-1280</td>
</tr>
<tr>
<td><strong>Richmond Drive</strong> Principal: Mrs. Janice Hyatt</td>
<td>1162 Richmond Drive 1162 Richmond Drive</td>
<td>981-1930</td>
</tr>
<tr>
<td><strong>Independence</strong> Principal: Mrs. Kimberly Odom</td>
<td>132 West Springdale Road 132 West Springdale Road</td>
<td>981-1135</td>
</tr>
<tr>
<td><strong>Rosewood</strong> Principal: Mrs. Deborah Greenwood</td>
<td>2240 Rosewood Drive 2240 Rosewood Drive</td>
<td>981-1540</td>
</tr>
<tr>
<td><strong>India Hook</strong> Principal: Mrs. Crystal Guyton</td>
<td>2068 Yukon Drive 2068 Yukon Drive</td>
<td>985-1600</td>
</tr>
<tr>
<td><strong>Sunset Park</strong> Principal: Dr. Tammy White</td>
<td>1036 Ogden Road 1036 Ogden Road</td>
<td>981-1260</td>
</tr>
<tr>
<td><strong>Lesslie</strong> Principal: Dr. Jean Dickson</td>
<td>250 Neely Store Road 250 Neely Store Road</td>
<td>981-1910</td>
</tr>
<tr>
<td><strong>York Road</strong> Principal: Mr. J. Patrick Robinson</td>
<td>2254 West Main Street 2254 West Main Street</td>
<td>981-1950</td>
</tr>
</tbody>
</table>
DIRECTORY OF SCHOOLS (cont.)

Cherry Park Elementary School of Language Immersion
Principal: Mr. Pat Maness
1835 Eden Terrace

MIDDLE SCHOOLS

Castle Heights
Principal: Ms. Cynthia Robinson
2382 Fire Tower Road
981-1400

Dutchman Creek
Principal: Mr. Clayton Moten
4157 Mt. Gallant Road
985-1700

Rawlinson Road
Principal: Mrs. Heather Andrus
2631 West Main Street
981-1500

Saluda Trail
Principal: Mrs. Elissa Cox
2300 Saluda Road
981-1800

Sullivan
Principal: Mr. Juan Roldan
1825 Eden Terrace
981-1450

HIGH SCHOOLS

Northwestern High
Principal: Mr. Hezekiah Massey
2503 West Main Street
981-1200

Rock Hill High
Principal: Mr. Arthur “Ozzie” Ahl, II
320 West Springdale Road
981-1300

South Pointe High
Principal: Dr. Marty Conner
801 Neely Road
980-2100

OTHER CAMPUSES

Adult Education
Director: Mr. Don Gillman
1234 Flint Street Ext.
981-1375

Applied Technology Center
Director: Mr. Ron Roveri
2399 West Main Street
981-1100

ParentSmart/Sylvia Circle
Family Learning Center
Coordinator: Ms. Cindy Taubenkimel
929 Sylvia Circle
981-1557/980-2079

Alternative Schools
Director: Dr. Walter Wolff
1234 Flint Street Ext.
981-1975

T3 Elementary Program
Director: Mr. Frank Palermo
929 Sylvia Circle
Rock Hill, South Carolina is the fourth largest city in South Carolina and has a population of over 68,000.

Rock Hill, South Carolina is located just 20 miles south of Charlotte, North Carolina.

Rock Hill Schools employs over 1350 teachers and more than 120 administrators. Greater than sixty percent of the certified staff holds a master’s degree or higher.

There are twenty-eight school sites: seventeen elementary schools, five middle schools, three high schools, the Applied Technology Center, the Central Child Development Center and the Flexible Learning Center housing Adult Education, the Phoenix Academy, Rebound, and the Renaissance Academy. The student enrollment is over 17,000 with an average pupil/teacher ratio of 22:1 in grades 1-5 and 27:1 in grades 6-12.

The Rock Hill School District is one of 85 school districts in South Carolina, a state made up of 46 counties.

Rock Hill Schools offers various programs for the academically gifted. Sunset Park Center for Accelerated Studies is a school specializing in programs for gifted students. Other students in grades 3-5 receive G/T services through their home schools. Those in grades 6-10 may be eligible for advanced courses upon meeting certain criteria. During the final two years of high school, students may choose Honors, Advanced Placement (AP), or International Baccalaureate (IB) courses.

In October and November, artistically gifted students in grades 6-8 may audition in areas of drama, dance, art, and music for a special three-week summer program titled ST-ARTS (Special Talents in the ARTS).

Rock Hill Schools offers art, music, and physical education services for elementary grade levels. Sixth graders may participate in drama, art, home arts, industrial technology or career awareness, chorus, strings, band and foreign language. High school students can continue to pursue their individual interests in these same areas.

Exceptional Student Services provides appropriate educational services to students with disabilities as defined under state law and P.L. 94-142 (IDEA). Students of legal school age are eligible for inclusion in the numerous programs if they meet established guidelines. Rock Hill Schools also provides an intensive early intervention program for students three to five years of age where a need exists.

A half-day program is provided for qualifying four-year-olds at the Central Child Development Center. Belleview, Ebenezer Avenue, Finley Road, Oakdale, Old Pointe, Rosewood, The Children’s School, and York Road have full-day programs for four-year-olds who qualify for services. Five-year-olds attend full-day kindergarten with a curriculum focusing on state objectives and developmentally appropriate activities. Students in grades 1-5 learn at their own rates in the areas of reading, mathematics, social studies, science, and language arts. Rock Hill Schools stresses writing instruction in all grades.
# District Personnel Policies

A link to the District Policy Manual can be found on the web site. To view a specific Personnel policy noted in the list below, click here and go to Section [G Personnel](#).

## General Policies for All Personnel
- GBA Open Hiring/Equal Employment Opportunity and Affirmative Action
- GBAA Racial/Sexual Discrimination and Harassment
- GBC Staff Compensation
- GBE Staff Rights and Responsibilities
- GBEA Staff Ethics/Conflict of Interest
- GEB Staff Conduct
- GEBEC Gifts To and Solicitations By Staff
- GEDC Drug Free Schools, Workplace
- GBG Tobacco Free Schools
- GBGA Staff Welfare, Protection
- GBGA Staff Health
- GBGD Rights of Employees
- GBGI Political Activities
- GBK Personnel Files
- GBAIC Concerns, Complaints, Grievances
- GBAIC-R Concerns, Complaints, Grievances
- Statement of Grievance Form
- Transfer Request Application

## Policies for Professional Staff
- GCA Professional Staff Positions
- GCB Professional Staff Contracts
- GCA-GDC Professional Staff Leave, Absences
- GCA-Sick Leave Bank
- GCA-Sick Leave Bank
- GCE Professional Staff Recruitment
- GCE-R Professional Staff Recruitment
- GCF Professional Staff Hiring
- GCF-R Professional Staff Hiring
- GCI Professional Staff Development
- GCK Professional Staff Assignments, Transfers
- GCK-R Professional Staff Assignments, Transfers
- GCMD Instructional Staff Extra Duty
- GCNA Supervision of Instructional Staff
- GCO Evaluation of Professional Staff
- GCO-R Evaluation of Professional Staff
- GCQ Professional Staff Reduction
- GCQ Professional Staff Resignation
- GCQE Retirement of Professional Staff
- GCQF Discipline, Suspension, Dismissal of Professional Staff
- GCR Non-school Employment of Professional Staff
- GCRD Tutoring for Pay

## Policies for Support Staff
- GDA Support Staff Positions
- GDB Support Staff Contracts, Compensation
- GDBC Support Staff Supplementary Pay, Overtime
- GDBC-R Support Staff Supplementary Pay, Overtime
- GDC-GDD Support Staff Leaves, Absences
- GDF Support Staff Hiring
- GDJ Support Staff Assignments and Transfers
- GDJ-R Support Staff Assignments and Transfers
- GDO Evaluation of Support Staff
- GDQB Resignation of Support Staff
- GDQC Retirement of Support Staff
- GDQD Discipline, Suspension, Dismissal of Support Staff
- GDR Non-school Employment of Support Staff
Emergencies and Safety Drills

Each school in the district has an emergency preparedness plan which has been developed in cooperation with local law enforcement and other emergency response agencies. The principal will be responsible for implementing the emergency preparedness plan.

**Fire Drills:** Schools will conduct fire drills at least once a month without notice. The staff will fully cooperate to carry out this legal requirement and will train students in prompt and orderly evacuation.

**Tornado and Other Crisis Drills:** The district has an Emergency Response Plan in the event of any crisis which may threaten the school community. Each school conducts emergency drills each year to educate students and staff on response to a potential threat to safety.

Emergency Closings

The superintendent or his/her designee is empowered to close the schools and/or other district facilities in the event of hazardous weather, epidemics, or other emergencies which may threaten the safety or health of students or staff. The superintendent will take such action only after consultation with knowledgeable authorities.

When facilities are to be closed, the decision will be communicated as expediently as possible via the district’s web site, Facebook page, and local radio and TV stations.

Employee Dress Code

Rock Hill Schools is responsible for educating children to prepare them for successful and useful roles in our society. It’s the responsibility of all employees to serve as role models for students and present a positive, professional image in attitude, language, behavior, grooming, and dress. Appropriate dress is a rational means of promoting respect for authority, traditional values, and discipline.

All personnel working within schools and offices (employees, substitutes, guest instructors, college students, interns, and volunteers) are expected to dress commensurate to their work assignments to promote an environment that is conducive to learning. All employees must wear district-issued identification badges.

Employees who are meeting with parents and other guests in the schools, or who are in continual contact with students, shall present themselves during the instructional day in accordance with the following guidelines and other standards deemed appropriate by the administration in individual schools:

Male:
- dress shirt or sport shirt with collar, sweaters, sweater vests, slacks, shoes (except sandals) with socks
- clean and well-groomed hair, including facial hair

Female:
• slacks, capri or crop pants, skirts (no shorter than 2 inches above top of knee), dresses, jumpers, blouses, sweaters, collared shirts (Tops without collars are acceptable if they compliment other attire being worn and are not too casual.)
• clean and well-groomed hair

Shoes: Employees should wear shoes at all times that provide support and protection. While athletic-type shoes are not preferred, they are acceptable if they are neat, clean and compliment other attire being worn.* Sandals, preferably with backs, are acceptable; however, beach-type shoes, such as flip-flops, shower shoes, and plastic shoes, as well as house or bedroom-style shoes, are not appropriate. Footwear for medical purposes will be approved on an individual basis. (*Athletic-type shoes are inappropriate for office personnel.)

Inappropriate dress or personal grooming includes, but is not limited to*:
• clothes that are too tight or too loose
• denim jeans of all colors and leggings or tights (except under skirts, dresses, jumpers—no tunics)
• shorts of any length, cargo pants, exercise clothing or warm-up pants or suits, sweat or tee shirts, bib overalls
• work clothes (except for specific assignments such as for labs, gym, field trips, designated spirit days, or workdays when parents won’t be present)
• camouflage, muscle shirts, or clothing and accessories with slogans that are suggestive of drugs, alcohol, sex, or obscenities
• provocative clothing (thin straps, halter or tube tops, strapless, too tight, too short, revealing cleavage, showing undergarments, or clothes that show one's waist, back or hip area in any type of work situation)
• display of tattoos that are controversial in language or image
• body piercings other than ear

Spirit or dress down days. The principal/supervisor may designate "dress down" or “spirit” days no more than one day a week. However, principals may designate a "Spirit Week" for homecoming, Red Ribbon, or other similar event. On "spirit" days, employees may wear clothing that includes a school tee-shirt, collared shirt, sweatshirt, and nice jeans.

Teacher workdays, field days, field study. Except when employees are meeting formally with parents, employees can wear clothing similar to what they would wear on “spirit” days.

Staff development days. Unless told otherwise, employees should wear what they would wear on a normal instructional day.

Employees working in special areas such as career and technology, physical education, lunchroom, nursing, transportation, dance, and maintenance are to dress as specified by their supervisor and in compliance with federal or state law to maintain optimum safety and security of students and employees.

The enforcement of the prescribed dress code will be the responsibility of a school or office administrator. For additional clarification about appropriate dress, employees should consult their school administrator. However, a good rule of thumb for employees to follow would be: *If the thought crosses your mind that your dress may not be appropriate, it probably isn’t.*
Field Study and Excursions

Field Study: Field study must be subject-matter oriented (see Policy IJOA I-Instructional Program) and teachers must tie the study trip to curriculum maps and other curriculum areas and must prepare follow-up activities. If such field study requires leaving the school premises, prior permission must be obtained from the principal. All students participating in a field study must have parent or guardian permission. The teacher/administrator in charge must have emergency contact information for students while off school premises. Parent chaperones must have secured clearance prior to participating in the field study.

Overnight Study: All school-sponsored field study requiring students to be away from home overnight (in-state) must be approved by the superintendent or his/her designee prior to any plans being booked or fundraising activities being conducted. No extracurricular overnight field study is permitted unless it conforms with the district’s attendance policies relating to lawful and unlawful absences. Students can be excused from class/es for participation in school representational activities if they have a passing average in each class they will miss and have no known unlawful absences. All absences for school representational activities must have prior approval of the principal.

Out-of-Town Study: Students who travel out-of-town to participate in group activities such as band, athletic contests, or any activity where they represent the school or participate in a school-sponsored program are the responsibility of and under the jurisdiction of the school while at the activity and are governed by the rules and regulations of the school district. Out-of-state overnight field study requires superintendent approval.

• Students who travel out of town as a group on transportation provided by the school (bus, car, or other transportation) will return with the group unless the parent meets the student at the game or activity and personally requests to the coach, teacher or sponsor that the child is released to his/her custody. Violation of this rule will be considered an unauthorized absence and subject to disciplinary action as prescribed.

• Students who attend an out-of-town activity with a group sponsored by the school must conduct themselves in an orderly fashion and in full compliance with rules of the school. Students who conduct themselves in any way contrary to school rules will be subject to penalties as prescribed for such conduct while in school.

Length of School Day

For Students:

Grades pre-K-5: Begins at 7:45 a.m. and ends at 2:25 p.m.
Grades 6-8: Begins at 8:30 a.m. and ends at 3:45 p.m.
Grades 9-12: Begins at 8:30 a.m. and ends at 3:40 p.m.

For Teachers:
Teachers are professional, exempt employees, not hourly workers; they are contracted for a job and completion thereof. For them to complete the job of a teacher and work the minimum hours prescribed by law, they must be at school in most cases a minimum of 7.5 hours/day. With faculty meeting days, they are at school longer, so a teacher’s work week at school is usually around 38 hours in length. This allows them to be available for lunch duty, after-school tutoring, parent conferences, and staff meetings that are part of their responsibility and may take more than the specific hours listed. Thus, the following should generally be the work time for teachers:

**Elementary:**
- 7:30 – 3:30 Monday, Wednesday, and Thursday*
- 7:30 – 4:00 Tuesday
- 7:30 – 2:30 Friday (or whenever the building is clear)

* Teachers are not to begin Challenger work prior to 3:30

**Middle:**
- 8:15 – 3:50 Monday, Wednesday, and Thursday
- 8:15 – 4:30 Tuesday
- 8:15 – 3:50 Friday (or whenever the building is clear)

**High**
- 8:15 – 3:50 Monday, Wednesday, and Thursday
- 8:15 – 4:30 Tuesday
- 8:15 – 3:50 Friday (or whenever the building is clear)

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**Licenses and Certification**

Depending on the job role, some employees are required to maintain licenses and/or certification to keep their position. Copies of all licenses and certification should be given to the Personnel Department after being updated. Below is a list of some of those roles:

- **Teachers** must hold a valid SC teaching credential in the area(s) they teach. Additionally, those teachers in the core academic areas as defined by No Child Left Behind (NCLB) must be highly qualified in each subject area they teach. Types of appropriate licenses are Initial, Professional, International, Restrictive Alternative, and Critical Needs or ABCTE.
- **Nurses, LPN’s** and other health care providers (PT’s and OT’s) must maintain valid licenses.
- **Bus drivers** must maintain a valid driver’s license and a CDL to be eligible to drive a bus.
- **Paraprofessionals** in Title I schools must be highly qualified as determined by NCLB.

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**Substitutes**

The district contracts with Kelly Educational Staffing to train and retain daily substitutes for teachers and other staff who serve students. The district employee is responsible for securing his/her substitute through this service, as well as logging his/her own absences via the web-based program, KASS.

For long-term substitute situations for teachers, the district contracts with Kelly Educational Staffing and pays them certificate pay based on their degree and experience level noted on their certificate, which must be current and valid and in the area of the subbing situation. Long-term subs for non-teaching positions, if determined to be necessary, are paid an agreed upon amount based on experience.

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**Technology Use in Rock Hill Schools**
Rock Hill Schools offers technology training and services throughout the school district. Every classroom is equipped with an interactive classroom package and various other technologies. All schools have computer labs and 1-to-1 student to computer ratios in grades 3-12. The district encourages the use of technology for classroom instruction and access to technology anytime—anywhere.

E-Mail: District employees are provided with an e-mail account within the district, which is accessed through Office 365.

Courses: The district offers many courses for employees who wish to learn more about using the Internet and other programs used in the district. Course titles and schedules are posted on the district’s PD management system, Frontline Education (formerly MyLearning Plan,) which can be accessed through the district’s web site for sign-up throughout the year.

Employee Guidelines for the Use of Internet as an Instructional Tool:

- **User Name IDs, Account Numbers and Passwords:** User names, account numbers, and passwords issued to staff members must remain confidential. Any staff member violating this policy will be subject to disciplinary action.

- **Electronic communications:** Employees are expected to communicate in a professional manner consistent with state and federal laws, including federal guidelines regarding the use of copyrighted materials. The use of electronic communications to display, send, or receive offensive messages or pictures; the harassment, insult, or attack of others via electronic communication; and the use of electronic communications for commercial purposes are strictly prohibited.

- **Independent navigation on the Internet by Faculty and Staff:** Employees are encouraged to explore online resources. Clearly, such explorations should be for educational purposes. Downloading and/or printing files and images containing content which is inappropriate for a K-12 setting is prohibited. Staff members are expected to employ professional judgment in the determination of inappropriate content.

- **Teacher-led exploration of the Internet:** Faculty who are exploring Internet sites with a class do not need special parental permission if the faculty member is in control of the navigation and/or is directing the students to known educational sites. A student who is navigating the Net at the teacher’s direction is not considered to be independently using Internet; this circumstance does not require parent permission. **Students should not be directed to an Internet site that the teacher has not previewed.**

- **Independent Navigation of the Internet by Students:** Independent navigation of the Internet by students requires both the student signature and parental permission on the Student Assurances Form. The intent of the permission is not to discourage independent research on the Internet; however, constant teacher supervision under these circumstances will not be possible. Students are not permitted to search for, download or print any objectionable, vulgar or offensive material. Unsupervised participation in group discussion chats or newsgroups is not permitted. **The signed permission form should be maintained by the school and should be obtained prior to assigning independent research.**
on the Internet. Students utilizing the computer lab or 1-to-1 devices before and/or after school for Internet activities of their own choice should also have assurances on file at the school.

- **Installation of Personal Software:** Teachers may install legal copies (original disks and documentation must be kept at school) on their classroom computer(s). Shareware and freeware can be used in the classroom. Teachers should be aware that the district periodically updates the network. It is possible that teacher software and/or files will be removed and will require reinstallation. It is recommended that teachers maintain regularly updated backup copies of all files saved on the internal hard drive.

### Transfer Request Procedures

A “voluntary” transfer is defined generally as a lateral move that is requested by an individual to move to a posted position that is on the same pay scale and group as the employee’s current position. The procedure for requesting a transfer is described below (see Policies GCK and GDJ in Section G-Personnel):

- Transfers are considered for posted positions and are in effect until the vacancy is filled.
- The person seeking a transfer should notify his/her immediate supervisor and the Personnel Office utilizing the district Transfer Request form.
- Individuals seeking voluntary transfers are guaranteed that their request will be considered by the school/department having a vacancy.
- Individuals will not be interviewed who do not meet established criteria for the position. A minimum of three persons who submitted transfer requests, if qualified and if available, will be interviewed for the position.
- The school/department will recommend the individual who best meets the needs of the students and the instructional program.
- Personnel reserves the right to establish a cutoff date for voluntary transfer request.

### Cash Handling Procedures

Many employees are required to deal with cash activity at their schools (see Policy DM D-Fiscal Management). Each school location or department should follow procedures for the handling or collection of funds to ensure the safeguarding of these funds and to maintain reliable records for financial and managerial reporting.

The following procedures are not intended to replace any specific requirements at the school levels, but should be adhered to as a minimum requirement when employees collect cash or checks at the school level:

- Any employee who collects money on behalf of the school district for any reason should provide a receipt to the student or parents immediately upon receipt of the payment. Only the district receipt book assigned by the school bookkeeper should be used to issue the receipt. Signed activity logs may substitute for receipt documents if collections from students are less than $5.00 each, which should also be issued to the employee by the bookkeeper. All parts of the receipt for the log should be filled out and must be signed by the employee collecting the funds.
• All funds collected by the employee must be taken to the school bookkeeper each day no later than the time designated by the principal. The employee will be issued a receipt by the bookkeeper to be stapled in the employee’s receipt book. Receipt books should be kept in a secure, locked place.

• Schools will not keep more than the following amounts overnight, including cash and checks but excluding start up cash for curricular activities and food service petty cash. All monies must be kept in a locked, secured place with limited access, until deposited.

  o Elementary schools - $250
  o Middle schools - $400
  o High schools - $500
  o Other district locations - $250

• Funds must be deposited intact; that is, deposited as received. To avoid unnecessary handling, bookkeepers and others should avoid making change with the receipts. Checks may not be cashed under any circumstances.

**BENEFITS OVERVIEW**

**Deferred Compensation**

Employees, on a voluntary basis, can participate in the South Carolina Public Employees Deferred Compensation Plan. “Deferred Compensation” is a method whereby employees can put “before-tax dollars” into an account, such as the S. C. Deferred Compensation Plan, and “defer the taxes” on those dollars until the time when the employee retires. The District will provide payroll deductions for those employees who wish to participate. For more information contact:

Empower 1-877-457-6263

or visit the website at [www.southcarolinadcp.com](http://www.southcarolinadcp.com).

**Direct Deposit of Payroll Checks**

Direct deposit of payroll checks is required of all employees.

**Insurance**

**State Dental Plan:** Employees are covered under a state group policy. Coverage for full-time employees is free. Employees may purchase insurance on their spouse and dependents for an additional cost paid by the employee.

**Dental Plus:** Dental Plus is an additional dental program that provides a higher level of coverage for dental services covered under the State Dental Plan. Dental Plus insurance is paid by the employee.
State Vision Plan: The State Vision plan, provided through EyeMed Vision Care, 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.

Disability: Insurance is available for employees to purchase for protection against long-term disabilities. Please contact the Finance Department for more information about available coverage.

Health: Employees can choose a plan offered through a state group policy processed by Blue Cross Blue Shield. Coverage for a spouse or dependent(s) can be purchased by the employee. Forms for making claims can be obtained from the S.C. PEBA website, www.peba.sc.gov.

Employees new to the district must complete insurance forms within 31 days of employment if they want insurance for themselves, their spouse, or dependents. If an eligible employee begins work on the first working day of the month (excluding Saturdays, Sundays, and holidays) and it is not the first calendar day, the employee may choose to have coverage start on the first day of the month or the first of the next month. If an employee begins work on any other day after the first working day of the month, health coverage goes into effect on the first day of the following month, provided the employee is actively at work on the effective date of coverage. Questions about claims through the State Health Plan should be directed to 1-800-868-2520.

Employees on leave of absence without pay (i.e., FMLA leave) must pay their monthly premium to the Finance Department. In some cases, the state portion will also have to be paid.

Special Note: Employees who plan to resign or retire should contact the Finance Department to find out the termination date(s) of their insurance benefits. Any insurance benefits received during FMLA leave must be repaid to the District if the employee chooses not to return to work following the leave.

Liability: The district carries a liability insurance coverage of $1,000,000 for each employee and each member of the Board of Trustees. Types of coverage include school board liability, general tort liability, and automobile liability and physical damage.

Life: Each employee covered under the state group insurance program is provided $3,000 worth of life insurance at no cost. Employees can purchase life insurance on their spouse and dependent children (See definition of “dependent” below). Employees should contact the Finance Department for further information.

Optional Life: The State of South Carolina offers additional life insurance benefits for all eligible employees. “Optional Life” insurance is paid by the employee.

Worker’s Compensation: All employees who are injured on the job are covered by Worker’s Compensation. The district pays the annual premium with no cost to employees. When employees are injured on the job, incidents should be reported immediately to the employee’s supervisor and as soon as possible to Laney Burris in the Finance Department.
Staff Leaves and Absences

Bereavement: The district will grant an employee three days bereavement leave following the notification of the death of a member of his/her immediate family (spouse, children, grandchildren, parents, grandparents, brothers, sisters and in-laws to the same degree). The three days are exclusive of Saturdays, Sundays and holidays.

Jury Duty/Lawfully Issued Subpoenas: All employees who are summoned for jury duty or lawfully subpoenaed to appear in court shall be entitled to a leave of absence from their respective educational responsibilities—without loss of pay, vacation time, or existing leave days. Whenever a prospective juror is dismissed before the end of the working day, the employee will return to his/her official duties. Compensation paid to the employee for serving on jury duty is to be kept by the employee.

Military Leave: Employees of the district shall be entitled to military leave without loss of pay, seniority, or efficiency rating for one or more periods not exceeding a total of 15 workdays in one year. Saturdays, Sundays and state holidays may not be included in this 15 days unless the Saturday, Sunday or holiday is a regularly scheduled work day for the employee. In the event an employee is called upon to serve during an emergency, he/she will be entitled to such leave of absence for a period not exceeding 30 additional days.

Necessary leave for families of service members could qualify under Family and Medical leave Act.

Professional Leave: Professional leave may be granted when teachers are attending a meeting of an organization in which they are officers. Generally speaking, an officer is president, vice president, secretary, or treasurer. The district may also send teachers to various meetings as representatives for which professional leave would also apply; however, such leave must have the specific approval of the superintendent or his/her designee.

Please adhere to the following guidelines when considering professional development outside of the district:

1. Reservations to attend a conference may not be made until a request for professional development has been approved. If an employee makes airline or hotel reservations prior to approval and the conference request is not approved, the employee may be responsible for all incurred expenses.

2. Conference attendance will be limited to a minimum number of people from any one school attending the same workshop/conference. Minimum number of people is determined at the principal’s discretion.

3. Conference attendance must be aligned with the four focus areas of the district strategic plan (Future Focus, Vision and Beliefs, Nurturing Relationships, Quality Design), with the school improvement plans, or a requirement of the state or federal guidelines.

Out of District – One Day Professional Development

1. Registration should not be made until approval has been granted.
2. Registration and mileage will be reimbursed according to policy.
3. Meals will not be reimbursed for a one-day conference/professional development.
4. Carpooling should occur, if more than one is attending the same workshop/conference.
**Personal Leave:** Three days per school year (non-cumulative) may be used for personal reasons provided (1) that no employee requests such a day for personal business on the last day before holidays officially begin or on the first day after holidays officially end; (2) that no employee requests such a day during the first two weeks or the last two weeks of the school session; and (3) that the employee has given as much advance notice as possible prior to the day of requested leave. Any exceptions to (1) and (2) above will require approval from the Superintendent via the Request for Approval of Personal Leave Form. Personal leave will be deducted from accrued sick leave. Absences for personal leave are granted for half days or full days, and the employee does not have to state the reason for the personal leave.

**Standard Sick Leave:** Standard sick leave may be used for absences caused by illness of the employee, incapacity due to personal injury, surgery, pregnancy, or to attend to the illness of a spouse, children or parents.

All regular employees shall accrue standard sick leave on the basis of 1-1/4 days per month of active service. The standard sick leave accrued to nine-month employees will be rounded to 12 days for the nine-month period. New employees may transfer accumulated days (up to 90) from another school district or state agency in South Carolina to Rock Hill Schools. Standard sick leave that is earned, but not used, is cumulative to 90 days.

Employees who are absent due to illness beyond the number of days accrued will not be paid for the number of days which exceed the number accrued. Employees who have earned standard sick leave and who are using it in compliance with this policy will not be terminated from employment, nor shall any such personnel be terminated during a continuing sick leave of less than 91 workdays. Absences included under this policy are counted on a half-day basis. If any part of a half-day is missed, it will be counted as one half-day absent.

**Absence of five or fewer consecutive work days:**
A “standard sick leave absence” of five or fewer consecutive work days must be accompanied by a statement signed by the employee stating the reason for the absence. Such statement will be provided via the district’s “Absent Employee Report” form and filed within two work days following the employee’s return to active service. The district may require the written statement of a physician attesting to the employee’s physical and emotional fitness to resume employment duties.

**Absence of more than five, but fewer than 11 consecutive workdays:**
A “standard sick leave absence” of more than five but less than eleven consecutive work days must be supported by a statement signed by a licensed physician that identifies the nature of the illness/disability and attests to the employee’s physical and emotional fitness to resume employment duties. The physician’s statement will be attached to the “Absent Employee Report” and filed within two work days following the employee’s return to active service. The district may require the written statement of a physician attesting to the employee’s physical and emotional fitness to resume employment duties.

**Absence of more than ten consecutive workdays:**
A sick leave absence that is expected to exceed ten consecutive work days must, upon reaching the fifth consecutive day of absence, be supported by a licensed physician’s written statement of diagnosis and prognosis which contains a projected date of return to active work. The district may require the written statement of a physician attesting to the employee’s physical and emotional fitness to resume employment duties. Please see FMLA (Family and Medical Leave Act) below.

**Absence for Childbirth or Adoption**
Standard sick leave for the purpose of recovering from childbirth or for purposes of child adoption shall be limited to a period of six consecutive weeks (30 days) immediately following the birth of the child – eight weeks (40 days) for childbirth via C-section. For adoption, leave shall be granted only for children of a very tender age, i.e. just days or weeks old, or when adoption agency rules and regulations require the adoptive parent(s) full-time availability for a prescribed initial period of time.

Sick leave in excess of the six weeks must be supported by written certification of a licensed physician prior to taking such leave. The limit for use of accrued paid sick leave will be thirty (30) days for standard recovery (40 days for C-section) and child adoption or the actual number of accrued days credited to the employee if less than the above. Days beyond thirty (30) – forty (40) for a C-section – or the actual number will be unpaid.

**Family and Medical Leave Act of 1993: Family Leave under the Family and Medical Leave Act (FMLA)**

“FMLA” leave is a supplemental form of leave governed by the terms of the federal “Family and Medical Leave Act” of 1993 (P.L. 103-3). This means that it is available in addition to standard “sick leave” benefits. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. In complying with the FMLA, the district will adhere to the requirements of the Americans with Disabilities Act as well as other applicable federal and state laws.

To be eligible for “FMLA” leave, an individual must be employed by the school district for a total of twelve (12) months and have worked at least 1,250 hours during the previous twelve (12) months. Eligible employees are entitled to up to a combined total of twelve (12) work weeks of unpaid leave per “rolling” 12-month period measured backward from the date an employee uses any FMLA leave for the following five leave situations:1

1. The birth and first-year care of a child;
2. The adoption or foster placement of a child;
3. The “serious health condition” of an employee’s spouse, parent, or child;
4. The employee’s own “serious health condition”; and
5. A qualifying exigency arising out of a spouse, child or parent who is on active duty or has been notified of impending call to active duty in support of a contingency operation.

Benefits accrued before “FMLA” leave is taken will not be altered,2 and upon return, the employee is entitled to restoration to an equivalent position with equivalent pay, benefits, and conditions of employment. However, the employee will not accrue seniority or employment benefits during the time he or she is on “FMLA” leave.

**Limits on child care/spouses employed by the district**

In dealing with birth, adoption, and foster placement, the entitlement for childcare ends after: (a) the child reaches age one, or (b) twelve (12) months after the adoption or placement. When both spouses are employed by the district, the combined amount of leave for birth, adoption, foster placement, and illness of a parent will be limited to twelve (12) weeks. The limit for use of accrued paid sick leave for adoption, foster placement, or birth and first year care of a child, will be thirty (30) days or the actual number of accrued days credited to the employee if less than thirty (30). Days beyond thirty (30) or the actual number will be unpaid.

*Leave taken intermittently or on a reduced leave schedule*
Childcare leave under situations “1” and “2” shall not be taken intermittently or on a reduced leave schedule unless the employee and the district Superintendent agree otherwise.

Leave under situations “3” and “4” may be taken intermittently or on a reduced leave schedule when medically necessary. If an employee requests such leave that is foreseeable based on planned medical treatment, the district may require such employee to transfer temporarily to an available alternative position for which the employee is qualified and that (a) has equivalent pay and benefits; and (b) better accommodates recurring periods of leave than the regular employment position of the employee.

1 In those instances where the district under its standard “sick leave” policy already provides for paid or unpaid leave in any of these categories, “FMLA” leave extends that leave period to twelve weeks with the period added by “FMLA” leave being unpaid. If the district already provides for twelve or more weeks of leave in any category, the “FMLA” leave would not add any more leave for that category. Where the district provides paid leave, the district shall require the employee to use any accrued paid leave as “FMLA” leave.

2 The term “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves (a) inpatient care in a hospital, hospice, or residential medical care facility; or (b) continuing treatment by a health care provider.

3 For example, the district will continue coverage for the employee under any group health plan offered by the district in which employee is a participant.

Substitution for paid leave
An employee using “FMLA” leave shall be required to substitute and exhaust any accrued paid vacation leave, personal leave, or sick leave of the employee in the exercise of “FMLA” leave. If such accrued paid leave is not sufficient to cover the “FMLA” leave entitlement, the additional days of leave necessary to satisfy the “FMLA” entitlement shall be without compensation. The limit for use of accrued paid sick leave for adoption, foster placement, or birth and first year care of a child, will be thirty (30) days or the actual number of accrued days credited to the employee if less than thirty (30). Days beyond thirty (30) or the actual number will be unpaid.

Foreseeable leave
When “FMLA” leave is foreseeable, the employee must provide at least thirty (30) days notice of the date when leave is to begin - unless circumstances dictate otherwise. In addition, with respect to family or employee medical treatments which are foreseeable, the employee shall make a reasonable effort to schedule treatment (including intermittent and reduced hour leave) so as not to disrupt unduly the operation of the district.

Certification to take leave
The district requires the employee to provide timely certification from his/her health care provider, or a family member’s health care provider as to: (a) the date that the condition commenced, (b) the duration, (c) the necessity for the employee’s leave, (d) the employee’s inability to perform his/her job functions, or (e) Form WH-384 or WH-385, as applicable. Where doubt exists as to the certification, the district, at its own expense, may designate a second health care provider (other than a district employee) to provide a second opinion - with the opinion of a third health care provider, if necessary, to be binding.

Certification to continue leave
The district may require certification from the health care provider that a serious medical condition of the employee or family member continues to prevent the employee from returning to work.

Certification to return from leave
Upon return to work, the district requires the employee to provide certification by his/her health provider that the employee is able to resume work. Furthermore, if state or local law requires a public health official to examine an employee as a condition for returning to work, the employee must fulfill that requirement in order to return to work.

Failure to return from leave/recovery of health premiums
If an employee fails to return to work after the leave period has expired (other than family or personal illness or other circumstances beyond his or her control), the employer may recover the premium expenditures extended during the leave period.

Sick Leave Bank

Rock Hill Schools maintains a district-wide Sick Leave Bank for active duty employees who earn sick leave. The purpose of the Sick Leave Bank is to protect eligible employees from undue financial burdens which might result when extended absence from work is necessary due to a catastrophic personal illness or accident or when an extended absence is due to such illness or accident involving an immediate family member.

The bank will be administered by a Sick Leave Bank Board comprised of two teachers elected by teachers who are members of the bank; a school administrator elected by school administrators who have joined the bank; two classified employees representing different service areas elected by classified employees who are bank members; and a district office representative elected by bank members employed at the district level. The Director of Personnel and a representative from the Accounting Department will serve as ex-officio members of the Bank Board. Two members will rotate off the board annually. Terms for elected members shall be three years. The Board year will be from August 1 through July 31. All representatives to the Sick Leave Bank Board must be members of the Sick Leave Bank.

The Bank Board will receive requests for use of days from the Sick Leave Bank and will decide on these requests and upon appeals arising from their decisions according to the regulations contained in this document. The board may make suggestions for improving the operation of the Bank. However, any changes to these regulations and guidelines must be approved by Rock Hill Schools Board of Trustees.

The Sick Leave Bank Board will issue an annual report to the membership and to the Board of Trustees.

Definitions: This plan will provide extended sick leave to a member-employee for prolonged illness, injury, quarantine, or incapacitation so severe to oneself or an immediate family member that attendance of the employee is inadvisable and/or impossible.

- **Prolonged illness** is defined as an illness which extends over 20 or more consecutive working days.

- **An immediate family member** is defined as a spouse or dependent child (living within the employee’s household).
**Eligibility:** All employees who are on full-time active duty with Rock Hill Schools and who earn sick leave are eligible to participate. Participation is voluntary; however, the bank will not operate with less than 30 percent participation.

To become a member, an employee must complete a membership application and contribute one day of sick leave during the open enrollment period. Additional contributions annually, or as needed, will be automatically transferred to the bank according to the procedures below.

**Procedures and Regulations for Membership:** Sick Leave Bank members must contribute one day of sick leave at the initial enrollment period and one additional day each year at the open enrollment period except as follows:

- In any year that the number of sick leave days in the bank is twice the number of members, no days will be contributed for that year, except by first-time members of the bank.
- At any time the total number of days in the bank reaches a level equal to or less than 25 percent of the number of members, an additional contribution of one day will be required and an open enrollment period declared.

An open enrollment period shall occur between July 1 and September 30 of each school year or within the first 30 working days on the job for new hires after August 31 of each school year. A special open enrollment may be declared should the bank become depleted.

Employees who initially choose not to participate in the bank may enroll at a subsequent open enrollment period. However, the employee must contribute a number of days equal to those he/she would have contributed had he/she been a member since the initial enrollment opportunity at hiring or at the initial open enrollment period. In addition, a six-month qualification period will be required prior to any application for use of the bank.

All contributions to the bank remain the property of the bank and under no circumstances can a member withdraw his/her accumulated days from the bank. All contributions to the bank will remain in force for the fiscal year in which they are contributed. However, a member may cancel his/her membership during the open enrollment period by written notification to the Sick Leave Bank Board.

**Regulations for Use of the Bank:** For information on regulations, employees are requested to refer to the school board policy GCCAAA-R.

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**Nursing Mothers**
As per the Patient and Affordable Care Act, subsection (r), the District will provide a reasonable break time for an employee to express breast milk for her nursing child for one year after the child’s birth and a place, other than a bathroom, that is shielded from view and from intrusion from co-workers and the public, which may be used by an employee to express breast milk.

**Vacation**

Vacation for twelve-month employees accrues on the basis of 5/6 of a day of vacation for each month worked for a total of 10 days per year. For fractions of a month worked, the number of days worked is figured as opposed to the number of working days in any given month. Once the total number of vacation days is compiled, if a person has earned any fraction more than a whole day, the fraction is figured as a whole day.

Twelve-month employees who have less than two weeks paid vacation may take up to a maximum of two weeks vacation; however, the extra days taken will be without pay.

There is no limit on the number of accumulated vacation days; however, employees may not use more than twenty (20) vacation workdays per year. Vacation time may be taken as half days or full days only. If employees retire or resign, a maximum of two weeks of accrued days will be honored.

**Retirement**

In June 2012, the State Legislature passed an act which revised the South Carolina Retirement System and established new rules for retirement based on when someone joined the retirement system. There are now two classes of members: **Class Two** and **Class Three**. Class Two members entered (started paying into) the SC Retirement System prior to July 1, 2012. Class Three members entered on or after July 1, 2012. For more information, contact PEBA Retirement Systems at 1-888-260-9430.

**Normal Retirement (Unreduced Benefit)**

**Class Two Members:**
- 28 years of service on the date of retirement, five years of which must be earned; or
- Age 65 or older on the date of retirement with five years of earned service.

**Class Three Members:**
- Meet the rule of 90. This means that a person’s age and years of service must add up to 90. For example, a member who is 56 years old and has at least 34 years of service, eight years of which must be earned, would be eligible for normal retirement (56 + 34 = 90); or
- Age 65 or older on the date of retirement with eight years of earned service.

**Early Retirement (Reduced Benefit)**

**Class Two Members:**
- Age 60 with at least five years of earned service. Your benefit is permanently reduced 5 percent for each year of age less than 65; or
- Age 55 or older with 25 years of service, five years of which must be earned. Your benefit is permanently reduced 4 percent for each year of service less than 28.

**Class Three Members:**
• Age 60 with at least eight years of earned service. Your benefit is permanently reduced 5 percent for each year of age less than 65.

**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, an optional retirement program for all employees of South Carolina Public School districts hired after June 30, 2003.

The state ORP is a defined *contribution* plan. Employers and employees contribute to a fund for which only the contribution is defined. The level of retirement benefit may rise or fall based on the investment performance. An employee is not eligible to participate in the state ORP unless the employee is eligible for membership in the South Carolina Retirement System.

In contrast, the SCRS is a defined *benefit* plan. Employers and employees contribute to a fund for which a clearly defined and guaranteed level of benefit will be paid to retirees. These promised benefits cannot be reduced. Please contact the Finance Department (981-1000) for further information on this plan.

**The Teacher and Employee Retention Incentive (TERI) Program:** The TERI program is available to Class Two members only and allows a member to retire and begin accumulating retirement benefits without terminating employment for a specified period of time. By participating in TERI, an employee may defer his/her retirement benefit for up to five years, if s/he entered TERI on or before July 1, 2013. The deferred retirement benefit is placed in a special trust account. No interest is paid on the deferred monthly benefit during the TERI period.

The TERI program will be closed effective June 30, 2018. In order to retire and get the full benefit of 60 months, a member must have entered the TERI program on or before July 1, 2013. Anyone entering the TERI program after that date may receive benefits through June 30, 2018.

Upon termination of employment or at the end of the TERI period, whichever is earlier, the employee will receive his/her accumulated retirement benefit in either a taxable, lump-sum distribution or through a rollover into a qualified tax-sheltered retirement plan. The employee will then begin receiving his/her monthly service retirement benefit plus any cost-of-living increases. For more information on the TERI program, contact PEBA Retirement Systems at 1-888-260-9430.

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**Employee Assistance Programs**

**EAP:** The District offers an Employee Assistance Program provided through First Sun EAP to all district employees and their immediate family members. Counselors are on call twenty-four hours a day, everyday, including holidays and weekends. Initial consultation services are free of charge, and all calls are confidential. Following are some of the areas in which assistance is provided:

- Counseling Services
- Legal Services
- Adult Care Resources
- Childcare Resources
- Financial Consulting
- Parenting/Adoption Resources
- College Consultation Resources

For more information or to participate in the program, please call **1-800-968-8143.**
The district has salary scales for administrative, teacher, support, maintenance, and transportation staff. Click here for the link to salary scales. Salaries for new employees or those moving to new positions are determined by considering experience and other factors. Because the district receives state funds for teachers’ salaries, their certificates (degree level and years of experience) determine their pay level.

All employees are paid yearly for days worked in a given year divided into 12 equal payments, except for activity bus drivers and Challenger employees. Checks are issued on the 25th of the month or on the last working day before the 25th.

### Possible Deductions

**Taxes:** Taxes are determined by Federal and State income tax charts.

**Flexible Benefits Plans (Money Plus):** MoneyPlus, administered by WageWorks, is a tax-favored accounts program made available through the Internal Revenue Service (IRS) code to stretch your medical and dependent care dollars. With MoneyPlus, you elect to contribute an annual amount from your salary, and it is deducted from your paycheck, before taxes, to pay your eligible medical and dependent care expenses. As you incur eligible expenses during the plan year, you request reimbursement from WageWorks.

**Insurance:** Health insurance, dental insurance, disability insurance, and life insurance are offered to every full-time employee. A premium for plans chosen by the employee will be deducted based on an employee’s pay cycle – monthly or bi-weekly.

**Retirement:** All permanent full-time or permanent part-time employees (with the exception of bus drivers) must participate in the S.C. Retirement System (SCRS) or State Optional Retirement Plan (ORP). The employee retirement rate for SCRS and State ORP is 9.00% which will be deducted from the employee’s gross pay. If the employee is a member of the Police Officer Retirement System (PORS), 9.75% will be deducted from the employee’s gross pay.

**FICA (Social Security):** Until the gross yearly salary reaches $118,500.00, a deduction of 6.2 percent (average) of the gross monthly salary will be made.

**FICAHI (Medicare Tax):** A deduction of 1.45 percent of the gross monthly salary will be made.

**Absences Not Covered By Leave:** A full day’s pay will be deducted for each day the employee is absent. A half day’s pay will be deducted for any part of a half day.