NOTHING IN THIS HANDBOOK OR IN ANY POLICY MANUAL OF LEXINGTON COUNTY SCHOOL DISTRICT ONE CONSTITUTES OR CREATES AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT. RATHER, THIS HANDBOOK SHOULD BE UNDERSTOOD AS A BRIEF DESCRIPTION OF THE BENEFITS OFFERED BY LEXINGTON 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 LEXINGTON COUNTY SCHOOL DISTRICT ONE. I UNDERSTAND THAT THE DISTRICT’S HANDBOOK AND POLICY MANUAL ARE NOT CONTRACTS.

________________________________________
EMPLOYEE NAME

________________________________________
EMPLOYEE SIGNATURE

________________________________________
DATE
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LEXINGTON ONE MISSION

The mission of Lexington County School District One — where caring people, academics, the arts and athletics connect — is to prepare 21st century graduates while serving as the center for community learning.

Therefore, we will provide:

• an array of exceptional learning experiences in a high-performance culture of excellence that sets high expectations for every student.
• opportunities to develop talents, interests and skills through choices from a comprehensive system of 21st century learning experiences in the arts, academics and athletics.
• various innovative learning delivery and support systems to personalize learning and to ensure that our students are learning sophisticated 21st century skills, knowledge and attitudes.
• opportunities to practice leadership and citizenship in a global context.
• access by the community to a range of learning and participatory community experiences throughout life.
• a learning environment and professional culture of caring and support.

LEXINGTON ONE VISION

The graduates of Lexington County School District One are a new generation of leaders and global citizens who are self-directed, creative, collaborative, caring and multilingual, and who flourish in a global, competitive 21st century. Our graduates are confident in academics, sophisticated in learning, accomplished in 21st century skills, global in orientation and prepared as leaders and citizens of our democracy.

Therefore:

• Our schools serve as the center for community learning.
• Our students are engaged in high-quality learning and are provided an exceptional array of 21st century learning experiences.
• Our collaborative and innovative organization for learning develops self-directed, creative and collaborative graduates.
• Our culture and our academics develop leadership and citizenship skills for the global world and for our democracy.
• All stakeholders accept collective responsibility for the sophisticated learning of our students.
• Each student receives the personal support necessary to reach his or her goals through a caring environment that advocates for students and works to eliminate barriers to learning.
Contact Us

Debra L. Knight, Chair
Elected 2010. Last re-elected 2014.
420 Old Rapids Road • Lexington, SC 29072
803.359.3674
Email: lexdeb73@gmail.com

G. Edwin Harmon, Ph.D., Vice Chair
125 East Sparrowood Run • Lexington, SC 29072
803.957.5649
Email: atticusfinch5@windstream.net

Cynthia S. Smith, Secretary
109 Belmont Court • Lexington, SC 29072
803.957.5095
Email: csmithlex@yahoo.com

Sandra Kay Backman
Elected 2010. Last re-elected 2014.
327 Churchview Loop • Lexington, SC 29073
803.553.8619
Email: sandrab327@aol.com

Jean N. Haggard
Elected 2012
Post Office Box 126 • Pelion, SC 29123
803.894.3596
Email: jhaggard@lexington1.net

Dr. Bradley R. Pitts
Elected 2010. Last re-elected 2014.
572 Windmere Drive • Lexington, SC 29072
803.447.1778
Email: bpittsmd@gmail.com

Dr. Brent M. Powers
Elected 2012
1405 Counts Ferry Road • Lexington, SC 29072
803.359.5390
Email: bpowers@lexington1.net

---

Lexington County School District One does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in admission to, access to, treatment in or employment in its programs and activities.

The following people have been designated to handle inquiries or complaints. The Chief Human Resources Officer handles inquiries/complaints regarding Title IX. Inquiries/complaints regarding Section 504 for elementary students go to the Coordinator of ESOL/RtI and for secondary students to the Director of School Counseling and Advisement. The Mathematics Coordinator handles inquiries/complaints regarding Title II.

Contact these people if you have questions regarding these issues at 100 Tarrar Springs Road, Lexington, SC 29072 and telephone number (803) 821-1000.
SERVING ALL ATTENDANCE AREAS

All Lexington One telephone numbers begin with (803) 821-. Extensions appear in parentheses next to each name.

Adult Education
Rosenwald Community Learning Center
420 Hendrix Street, Lexington, SC 29072
Telephone 803-821-1299; Fax 803-821-1299
Myles Newman, Coordinator (2951)

FOCUS Program
Rosenwald Community Learning Center
420 Hendrix Street, Lexington, SC 29072
Telephone 803-821-1300; Fax 803-821-1300
Christopher N. Rabon, Director
Trina Offing, Assistant Administrator

Building Maintenance and Facilities
946 Pisgah Church Road, Lexington, SC 29072
Telephone 803-821-1380; Fax 803-821-1383
John Stehmeyer, Director (1382)
Lee Cousins, Coordinator, Maintenance (1384)
Sara Davis, Facilities Specialist (1385)
Donna Gaines, Facilities Specialist (1380)
Bill Jennings, Coordinator, Construction (1391)
Rodney Oswald, Energy Management (1395)
Alan Williams, Custodial Services Manager (1386)

Food Service and Nutrition
Rosenwald Community Learning Center
420 Hendrix Street, Lexington, SC 29072
Telephone 803-821-1186; Fax 803-821-1198
Patricia A. Carter, Director (1170)
Scott Darden, Food Service Electrician (1178)
Tim Franklin, Food Service Technician (1178)
Sarah “Tori” Lowery, Executive Secretary (1186)
Kathleen Moss, Bookkeeper (1169)
Susan Stenstrom, Bookkeeper (1183)
Ashley Summers, Marketing Specialist (1231)
Wesley Wilson, Executive Chef Supervisor (1361)
Deidre Yonce, Field Supervisor (1373)

District Office
Mailing Address:
P.O. Box 1869, Lexington, SC 29071
Building Address:
100 Tarrar Springs Road, Lexington, SC 29072
Telephone 803-821-1000; Fax 803-821-1010
General Information Line 803-821-1299
Tip Line 803-821-1232
Website http://www.lexington1.net
Karen C. Woodward, Ed.D., Superintendent

Lexington Technology Center
2421 Augusta Highway, Lexington, SC 29072
Telephone 803-821-3000; Fax 803-821-3003
W. Bryan Hearn, Director
Rosemary Bianchi, CTE Program Manager
Bryce Myers, Assistant Director

Educational Foundation
Mailing Address:
P.O. Box 1869, Lexington, SC 29071
Building Address:
100 Tarrar Springs Road, Lexington, SC 29072
Telephone 803-821-1008; Fax 803-821-1280
Connie B. McFarland, Executive Director (1008)
Joan E. Kalec, Technology Assistant/Secretary (1009)
Michaela Mitchell, Secretarial Assistant (1288)

Operations Center
948 Pisgah Church Road, Lexington, SC 29072
Telephone 803-821-1108; Fax 803-821-1039
Jeff Salters, Chief Operations Officer (1212)
Larry Craig, Operations Assistant (1114)
Debra Huggins, Enterprise Technology Officer (1204)
Howard Bissell, Director, Online Environments (1059)
Thesa R. Briggs, Coordinator, Application Services (1208)
Allen Ray, Coordinator, Network Services (1222)
Parenting Center
Rosenwald Community Learning Center
420 Hendrix Street, Lexington, SC 29072
Telephone 803-821-1365; Fax 803-821-1311
Marla Hamilton, Lead Parent Educator (1365)
Maria Arroyo, Parent Educator (1364)
Sallie Bozard, Parent Educator (1367)
Gigi Towers, Parent Educator (1362)

Student Services
Jeff Caldwell, Director (1025)
Beverly Byrd, Student Services Specialist (1029)
Jessica Porter, Lead Nurse (3794)
Brian Barrineau, Coordinator (1293)

Transportation
315 Barr Road, Lexington, SC 29072
Telephone 803-821-1340; Fax 803-821-1343
Tim R. Stepp, Director (1340)
Adrienne Bazemore, Executive Secretary (1340)
Alyson Doub, Executive Secretary (1340)
Eddie Glover, Coordinator, Lexington (1340)
Paul Johnson, Secretarial Assistant (1340)
Fawncey VanLangendon, Executive Secretary (1340)
Shelby Anderson, Supervisor, Gilbert
Telephone 803-821-1351; Fax 803-821-1357
Shay Rollins, Supervisor, Pelion
Telephone 803-821-1352; Fax 803-821-1358
George Blackwell and Kenny Boatwright, Supervisors, Special Needs
Telephone 803-821-1344; Fax 803-821-1356
Susie Navarro, Supervisor, White Knoll
Telephone 803-821-1353; Fax 803-821-1359
Carolina Springs Elementary (K–5)
6340 Platt Springs Road, Lexington, SC 29073
Telephone 803-821-5100; Fax 803-821-5103
Gregory W. Watchinski, Principal
Todd C. Brown, Assistant Principal
Jan R. Flynn, Assistant Principal

Carolina Springs Middle (6–8)
6180 Platt Springs Road, Lexington, SC 29073
Telephone 803-821-4900; Fax 803-821-4903
Brice L.S. Cockfield, Ed.D., Principal
Debbie V. Scott, Assistant Principal
Keith Tolleson, Assistant Principal
Leah Sarantopoulos, Assistant Administrator

Deerfield Elementary (K–5)
638 Longs Pond Road, Lexington, SC 29073
Telephone 803-821-5500; Fax 803-821-5503
Janet H. Malone, Principal
Adam D. Dymond, Assistant Principal
Kelly Middleton, Assistant Principal

Forts Pond Elementary (K–5)
7350 Fish Hatchery Road, Pelion, SC 29123
Telephone 803-821-2500; Fax 803-821-2503
Michelle Smith, Principal
Mark E. McDermot, Assistant Principal
Stephanie G. Taylor, Assistant Administrator

Gilbert Elementary (3–5)
314 Main Street, Gilbert, SC 29054
Telephone 803-821-1600; Fax 803-821-1603
Tim Oswald, Principal
Chris Bussell, Assistant Principal
Kim Streett, Assistant Principal

Gilbert High (9–12)
840 Main Street, Gilbert, SC 29054
Telephone 803-821-1900; Fax 803-821-1903
E. Ann O’Cain, Principal
Casey Calhoun, Assistant Principal
Elizabeth Abbott, Assistant Principal
Jacob Nelson, Assistant Principal

Gilbert Middle (6–8)
120 Rikard Circle, Gilbert, SC 29054
Telephone 803-821-1700; Fax 803-821-1703
Benjamin D. Ricard, Ed.D., Principal
Louis W. Biles, Assistant Principal
Tomian Geddings, Assistant Principal

Gilbert Primary (K–2)
520 Main Street, Gilbert, SC 29054
Telephone 803-821-1400; Fax 803-821-1403
Mylisa Apperson, Principal
Kim Frost, Assistant Principal
Edward S. “Chip” Spradley, Assistant Principal

Lake Murray Elementary (K–5)
205 Wise Ferry Road, Lexington, SC 29072
Telephone 803-821-3100; Fax 803-821-3103
Devona L. Price, Principal
Tim Livingston, Assistant Principal
Denise McCray, Assistant Principal

Lexington Elementary (K–5)
116 Azalea Drive, Lexington, SC 29072
Telephone 803-821-4000; Fax 803-821-4003
James H. Hamby, Principal
Alicia D. Prezzy, Assistant Principal
Sujata S. Wallace, Assistant Principal

Lexington High (9–12)
2463 Augusta Highway, Lexington, SC 29072
Telephone 803-821-3400; Fax 803-821-3403
Melissa C. Rawl, Principal
Stephanie Burgess, Assistant Principal
Matthew McCormack, Assistant Principal
William C. Verburg, Assistant Principal
David J. Seddon, Assistant Principal
Sherry Walters, Ed.D., Assistant Principal

Lexington Middle (6–8)
702 North Lake Drive, Lexington, SC 29072
Telephone 803-821-3700; Fax 803-821-3703
Ryan T. Pool, Principal
Brendan Cafferty, Assistant Administrator
Gloria B. Nester, Assistant Principal
Michael B. Shley, Assistant Principal

For the most up-to-date list of school administrators, visit the district’s website at www.lexington1.net.
SCHOOLS

For the most up-to-date list of school administrators, visit the district’s website at www.lexington1.net.

**Meadow Glen Elementary (K–5)**
510 Ginny Lane, Lexington, SC 29072
Telephone 803-821-0400; Fax 803-821-0403

**Cheryl H. Fralick, Principal**
Nancy Lind, Assistant Principal
Todd Wade, Assistant Principal

**Meadow Glen Middle (6–8)**
440 Ginny Lane, Lexington, SC 29072
Telephone 803-821-0600; Fax 803-821-0603

**Bill Coon, Ed.D., Principal**
Kailanya Brailey, Assistant Principal
Kyle Meetze, Assistant Principal
Natalie Osborne Smith, Assistant Principal

**Midway Elementary (K–5)**
180 Midway Road, Lexington, SC 29072
Telephone 803-821-0300; Fax 803-821-0303

**Janet M. Fickling, Principal**
Michael Hornacek, Assistant Principal
Christy Mays, Assistant Principal

**New Providence Elementary (K–5)**
1118 Old Cherokee Road, Lexington, SC 29072
Telephone 803-821-3300; Fax 803-821-3303

**Debbie R. Poole, Principal**
Jason R. Black, Assistant Principal
Rebecca F. Matthews, Assistant Administrator

**Oak Grove Elementary (K–5)**
479 Oak Drive, Lexington, SC 29073
Telephone 803-821-0100; Fax 803-821-0103

**Sherry P. Cariens, Principal**
Barret D. Leviner, Assistant Principal
Jennifer Stanley, Assistant Principal

**Pelion Elementary (K–5)**
1202 Pine Street, Pelion, SC 29123
Telephone 803-821-2000; Fax 803-821-2003

**Catherine M. Hodge, Principal**
Kenneth L. Brazell, Assistant Administrator
Wendy S. West, Assistant Principal

**Pelion High (9–12)**
600 Lydia Drive, Pelion, SC 29123
Telephone 803-821-2200; Fax 803-821-2203

**R. Clark Cooper, Principal**
Eric Dowdy, Assistant Principal
Tracy Gooding, Assistant Administrator
Erica Page, Assistant Principal

**Pelion Middle (6–8)**
758 Magnolia Street, Pelion, SC 29123
Telephone 803-821-2300; Fax 803-821-2303

**Jeffery A. Matthews, Principal**
Richard Adams, Assistant Principal
M. Elizabeth Whisennant, Assistant Principal

**Pleasant Hill Elementary (K–5)**
664 Rawl Road, Lexington, SC 29072
Telephone 803-821-2800; Fax 803-821-2803

**Margaret B. Mitchum, Principal**
Loretta G. Arnette, Assistant Principal
Chris L. Cook, Assistant Principal

**Pleasant Hill Middle (6–8)**
660 Rawl Road, Lexington, SC 29072
Telephone 803-821-2700; Fax 803-821-2703

**Thomas E. Rivers Jr., Ph.D., Principal**
Jason A. Mills, Assistant Principal
Jessica I.M. Robbins, Assistant Principal
Michele Zee, Assistant Principal

**Red Bank Elementary (K–5)**
246 Community Drive, Lexington, SC 29073
Telephone 803-821-4600; Fax 803-821-4603

**Marie G. Watson, Principal**
Dawn B. Harden, Assistant Principal
James P. Kimpton, Assistant Principal
For the most up-to-date list of school administrators, visit the district’s website at www.lexington1.net.

**River Bluff High (9–12)**
320 Corley Mill Road, Lexington, SC 29072
Telephone 803-821-0700; Fax 803-821-0703

-Luke Clamp, Ed.D., Principal
-Tara D. Black, Assistant Principal
-Tradd Denny, Assistant Administrator
-Brant E. Glover, Assistant Principal
-Julie A. Painter, Academic Dean for Innovation
-Jacob N. Smith III, Assistant Principal

**Rocky Creek Elementary (K–5)**
430 Calks Ferry Road, Lexington, SC 29072
Telephone 803-821-4200; Fax 803-821-4203

-Brenda Nichols, Principal
-Andrew Brooks, Assistant Administrator
-Diane B. Thomas, Assistant Principal

**Saxe Gotha Elementary (K–5)**
100 Bill Williamson Court, Lexington, SC 29073
Telephone 803-821-4800; Fax 803-821-4803

-Elizabeth Houck, Principal
-Janet B. Ricard, Assistant Principal
-Roy Turner, Assistant Principal

**White Knoll High (9–12)**
5643 Platt Springs Road, Lexington, SC 29073
Telephone 803-821-5200; Fax 803-821-5203

-Ryan L. Player, Principal
-TBN, Assistant Principal
-Jennifer McNair, Assistant Principal
-John Nix, Assistant Principal
-Adam E. Russell, Assistant Principal
-Sandy P. Vining, Assistant Principal

**White Knoll Middle (6–8)**
116 White Knoll Way, West Columbia, SC 29170
Telephone 803-821-4300; Fax 803-821-4303

-Guy A. Smith, Principal
-Darlene Jackson, Assistant Principal
-Margaret B. Schilit, Assistant Principal

**White Knoll Elementary (K–5)**
132 White Knoll Way, West Columbia, SC 29170
Telephone 803-821-4500; Fax 803-821-4503

-Bob Grant, Principal
-Martha W. Goff, Assistant Principal
-Jon Stevens, Assistant Principal
## 2015–2016 DAILY SCHOOL SCHEDULES

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<th>School Begins</th>
<th>School Ends</th>
<th>Teacher Dismissal</th>
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<tr>
<td>Carolina Springs Elementary</td>
<td>7:25 A.M.</td>
<td>7:40 A.M.</td>
<td>2:25 P.M.</td>
<td>2:55 P.M.</td>
</tr>
<tr>
<td>Carolina Springs Middle</td>
<td>7:50 A.M.</td>
<td>8:05 A.M.</td>
<td>3:30 P.M.</td>
<td>3:45 P.M.</td>
</tr>
<tr>
<td>Deerfield Elementary</td>
<td>7:20 A.M.</td>
<td>7:40 A.M.</td>
<td>2:25 P.M.</td>
<td>2:55 P.M.</td>
</tr>
<tr>
<td>FOCUS Program</td>
<td>8:00 A.M.</td>
<td>8:15 A.M.</td>
<td>3:00 P.M.</td>
<td>3:15 P.M.</td>
</tr>
<tr>
<td>Forts Pond Elementary</td>
<td>7:10 A.M.</td>
<td>7:35 A.M.</td>
<td>2:20 P.M.</td>
<td>2:40 P.M.</td>
</tr>
<tr>
<td>Gilbert Elementary</td>
<td>7:25 A.M.</td>
<td>7:40 A.M.</td>
<td>2:25 P.M.</td>
<td>2:55 P.M.</td>
</tr>
<tr>
<td>Gilbert High</td>
<td>8:05 A.M.</td>
<td>8:20 A.M.</td>
<td>3:25 P.M.</td>
<td>3:40 P.M.</td>
</tr>
<tr>
<td>Gilbert Middle</td>
<td>7:50 A.M.</td>
<td>8:05 A.M.</td>
<td>3:25 P.M.</td>
<td>3:40 P.M.</td>
</tr>
<tr>
<td>Gilbert Primary</td>
<td>7:15 A.M.</td>
<td>7:35 A.M.</td>
<td>2:15 P.M.</td>
<td>2:45 P.M.</td>
</tr>
<tr>
<td>Lake Murray Elementary</td>
<td>7:25 A.M.</td>
<td>7:40 A.M.</td>
<td>2:25 P.M.</td>
<td>2:55 P.M.</td>
</tr>
<tr>
<td>Lexington Elementary</td>
<td>7:25 A.M.</td>
<td>7:40 A.M.</td>
<td>2:25 P.M.</td>
<td>2:55 P.M.</td>
</tr>
<tr>
<td>Lexington High</td>
<td>8:05 A.M.</td>
<td>8:20 A.M.</td>
<td>3:25 P.M.</td>
<td>3:40 P.M.</td>
</tr>
<tr>
<td>Lexington Middle</td>
<td>7:55 A.M.</td>
<td>8:10 A.M.</td>
<td>3:30 P.M.</td>
<td>3:45 P.M.</td>
</tr>
<tr>
<td>Lexington Technology Center</td>
<td>8:05 A.M.</td>
<td>8:20 A.M.</td>
<td>3:23 P.M.</td>
<td>3:40 P.M.</td>
</tr>
<tr>
<td>Meadow Glen Elementary</td>
<td>7:25 A.M.</td>
<td>7:40 A.M.</td>
<td>2:25 P.M.</td>
<td>2:55 P.M.</td>
</tr>
<tr>
<td>Meadow Glen Middle</td>
<td>7:55 A.M.</td>
<td>8:10 A.M.</td>
<td>3:30 P.M.</td>
<td>3:45 P.M.</td>
</tr>
<tr>
<td>Midway Elementary</td>
<td>7:25 A.M.</td>
<td>7:40 A.M.</td>
<td>2:25 P.M.</td>
<td>2:55 P.M.</td>
</tr>
<tr>
<td>New Providence Elementary</td>
<td>7:25 A.M.</td>
<td>7:40 A.M.</td>
<td>2:25 P.M.</td>
<td>2:55 P.M.</td>
</tr>
<tr>
<td>Oak Grove Elementary</td>
<td>7:25 A.M.</td>
<td>7:40 A.M.</td>
<td>2:25 P.M.</td>
<td>2:55 P.M.</td>
</tr>
<tr>
<td>Pelion Elementary</td>
<td>7:15 A.M.</td>
<td>7:35 A.M.</td>
<td>2:20 P.M.</td>
<td>2:45 P.M.</td>
</tr>
<tr>
<td>Pelion High</td>
<td>7:50 A.M.</td>
<td>8:05 A.M.</td>
<td>3:15 P.M.</td>
<td>3:30 P.M.</td>
</tr>
<tr>
<td>Pelion Middle</td>
<td>7:50 A.M.</td>
<td>8:05 A.M.</td>
<td>3:30 P.M.</td>
<td>3:45 P.M.</td>
</tr>
<tr>
<td>Pleasant Hill Elementary</td>
<td>7:25 A.M.</td>
<td>7:40 A.M.</td>
<td>2:25 P.M.</td>
<td>2:55 P.M.</td>
</tr>
<tr>
<td>Pleasant Hill Middle</td>
<td>7:55 A.M.</td>
<td>8:10 A.M.</td>
<td>3:30 P.M.</td>
<td>3:45 P.M.</td>
</tr>
<tr>
<td>River Bluff High</td>
<td>8:00 A.M.</td>
<td>8:15 A.M.</td>
<td>3:40 P.M.</td>
<td>4:00 P.M.</td>
</tr>
<tr>
<td>Rocky Creek Elementary</td>
<td>7:25 A.M.</td>
<td>7:40 A.M.</td>
<td>2:25 P.M.</td>
<td>2:55 P.M.</td>
</tr>
<tr>
<td>Saxe Gotha Elementary</td>
<td>7:15 A.M.</td>
<td>7:30 A.M.</td>
<td>2:25 P.M.</td>
<td>2:55 P.M.</td>
</tr>
<tr>
<td>White Knoll Elementary</td>
<td>7:15 A.M.</td>
<td>7:40 A.M.</td>
<td>2:25 P.M.</td>
<td>2:50 P.M.</td>
</tr>
<tr>
<td>White Knoll High</td>
<td>8:05 A.M.</td>
<td>8:20 A.M.</td>
<td>3:30 P.M.</td>
<td>3:45 P.M.</td>
</tr>
<tr>
<td>White Knoll Middle</td>
<td>7:50 A.M.</td>
<td>8:05 A.M.</td>
<td>3:30 P.M.</td>
<td>3:45 P.M.</td>
</tr>
</tbody>
</table>
All Lexington One telephone numbers begin with (803) 821-.
Extensions appear in parentheses next to each name.

**SENIOR LEADERSHIP TEAM**
John Butler, Chief Financial Officer (1167)
Mary Beth M. Hill, Chief Communications Officer (1150)
Jeff Salters, Chief Operations Officer (1211)
Gloria S. Talley, Ed.D., Chief Academic Officer (1051)
Mary R. Walker, Chief Human Resources Officer (1042)

**COMMUNICATIONS**
Mary Beth M. Hill, Chief Communications Officer (1150)

**Communications**
Becky Bean, Director (1155)
Kelly Coakley, Coordinator (1151)
Shellie Cochcroft, Administrative Assistant (1150)
Caitlin McCullough, Graphic Designer (1154)
Rob Starkey, Media Production Coordinator (1153)
TBD, Communications Specialist
Barbara Thompson, Secretary (1021)

**FISCAL SERVICES**
John Butler, Chief Financial Officer (1167)

**Fiscal Services**
Jan Arnold, Bookkeeper, Payroll (1164)
Deena Bishop, Director, Accounting (1166)
Donna Brazell, Supervisor, Accounts Payable (1160)
Carol Brown, Executive Secretary (1184)
David Cobb, Director, Business Services (1171)
Kelly DuBose, Bookkeeper, Benefits (1173)
Angie Keels, Bookkeeper, Accounts Payable (1174)
Dawn Knapper, Bookkeeper, Payroll (1165)
Christine Leaphart, Bookkeeper, Payroll (1177)
Renee Martin, Bookkeeper, Accounts Payable (1175)
Corrine Pangle, Supervisor, Benefits (A–J) (1179)
Kim Price, Supervisor, Accounting (1180)
Lindsey Price, Coordinator, Payroll (1172)
Beth Rawlins, Bookkeeper, Accounts Payable (1161)
Debra Seymour, Director, Fiscal Services (1192)
Lynn Shealy, Supervisor, Benefits (K–Z) (1162)
Sylvia Sullivan, Fiscal Services Specialist (1167)
Cathy Whiteside, Supervisor, Payroll (1185)
Melinda Wicker, Bookkeeper, Payroll (1193)
Michell LaCross, Executive Secretary, (1157)

**Procurement**
Christal Adkins, Purchasing Specialist (1163)
Tracy Lucas, Director (1176)
Jack Nichols, Director, Procurement, Contracts and Bids (1181)
Carol Norfleet, Procurement Specialist II (1109)

**HUMAN RESOURCES**
Mary R. Walker, Chief Human Resources Officer (1042)

**Human Resources**
Teresa Blankenship, Specialist, Professional Staff Services (1048)
Ann Clardy, Supervisor, Employee Services (1040)
Meredith Falls, Project Manager (1292)
Sharetha Dozier, Supervisor, Professional Staff Licensure (1041)
Kate Barrett, Executive Secretary, Pre-Employment (1037)
Jo Mayer, Director, Employee Quality (1046)
Jean Moore, Administrative Assistant (1042)
Pat Rollins, Supervisor, Support Staff Services (1045)
Kimberly Scott, Coordinator, Support Staff Quality and Development (1036)
Mike Stacey, Director, Human Resources (1043)
Stephanie Wright, Executive Secretary (1047)
Pam Holsclaw, Specialist, Pay Assignments (1027)
Sheila Kelly, Specialist, Substitute Services (1191)

**INSTRUCTIONAL SERVICES**
Gloria S. Talley, Ed.D., Chief Academic Officer (1051)

**Assessment and Accountability**
Ginger Johnston, Executive Secretary (1068)
Shane Phillips, Ph.D., Coordinator, Instructional Program Evaluation (1283)
Janelle Rivers, Ph.D., Director (1060)
Scott Taylor, Coordinator, Test Administration (1104)

**Instructional Services**
Erica K. Bissell, Ed.D., Coordinator, Reading and Language Arts (1067)
Johnnie Boatwright, Coordinator, Academic Assistance, Early Childhood and Title I (1063)
C. Van Bowers, Director, Elementary Schools; Coordinator, AdvancED/Strategic Plan and TOY (1058)
Michele Bridgers, Executive Secretary (1057)
Deron Chisolm, Social Worker (1077)
Harriett Cotterman, Executive Secretary (1057)
Barbara Criss, Ph.D., Coordinator, ESOL, RtI and Section 504 (1016)
Jessica Buzhardt, Literary Specialist (1075)
Anne Elam, Ph.D., Academic Officer for Innovation (1064)
Erin FitzGerald, Coordinator, Academically and Artistically Gifted and Talented (1062)
Mary Gaskins, Coordinator, Professional Learning (1012)
Patrick Hanks, Director, Instructional Technology and Virtual Learning (1072)
Trish James, Coordinator, Grants (1076)
Becky Ligon, Instructional Services Specialist (1051)
Dawn Samples, Coordinator, World Languages (1054)
Janet T witty, Coordinator, Instructional Technology (1061)
Nancy Verburg, Coordinator, School-to-Work (1071)
Lynn Kirven, Occupational Therapist (1117)
Kelly Kraft, Psychologist (1615)
Lori Ford, Psychologist (2812)
Cindy Funderburk, Itinerant Preschool (1101)
Jacquelyn Gaither, Psychologist (1736)
Alicia Genco, Psychologist (1101)
David Halfacre, Psychologist (0273)
Emily Hall, Occupational Therapist (1101)
Dawn Helps, Vision Itinerant Teacher (1101)
Karen Kinsel, Applied Behavior Therapist (1017)
Emily Marshall, Occupational Therapist (1101)
Ann Pitts, Coordinator, Secondary Special Education (1126)
Madelyn Mathias, Occupational Therapist (1101)
Tiffany McFarland, Physical Therapist (1101)
Rebecca McKenzie-Appling, Lead Speech Teacher (1188)
Dena McKeown, Psychologist (0736)
Alma Puente-Ruiz, Social Worker (1138)
Kelli Rooks, Lead Teacher, Fine Arts (1137)
Dawn Samples, Coordinator, World Languages (1054)
Dottie Sistare, Executive Secretary (1056)
Dianne Steelman, Coordinator, Mathematics, NCLB Title II Part A, SAT/ACT Improvement, Teacher Forum and Textbooks (1055)
Holly Sullivan, Ed.D., Coordinator, Health, Physical Education and Science (1066)
TBD, Executive Secretary (1074)
Liza Speece, Teacher Support Specialist, World Languages (1123)
Janet Twitty, Coordinator, Instructional Technology (1061)
Nancy Verburg, Coordinator, School-to-Work (1071)
Karyn Ward, Executive Secretary (1065)
Liz Warren, Executive Secretary (1053)
Susan Stephens, Curriculum Specialist (1190)

Special Services

Joyce Anthony, Vision Itinerant Teacher (1101)
Beth Bailey, Lead Secondary Applied Behavior Therapist (4017)
Wendy Balough, Ed.D., Director (1132)
Alyson Bauknight, Applied Behavior Therapist (4672)
Kenzie Benthall, Psychologist (2158)
Claire Bouy, Homebound Instruction (1134)
Christina Burbage, Hearing Itinerant Teacher (1101)
Dana Bussell, Bookkeeper (1102)
Lorraine Campbell, Psychologist (3378)
Andrea Carrano, Applied Behavior Therapist (2544)
Catherine Oxner, Ph.D., Psychologist (1917)
Dena McKeown, Psychologist (0736)
Karen Miller, Vision Itinerant Teacher (1101)
Kimberly Mundy, Applied Behavior Therapist (1017)
Ann Pitts, Coordinator, Secondary Special Education (1126)
Linda Pooley, Homebound Instructor (1134)
Linda Probst, Lead Psychologist (1141)
Elizabeth Bender, Coordinator, Compliance Special Education (1129)
Stephanie Robinson, Psychologist (1107)
Karen Rozmus, Applied Behavior Therapist (2544)
Angela Santoro, Applied Behavior Therapist (1101)
Gail Satcher, Applied Behavior Therapist (1101)
Devin Shoaf, Psychologist (1322)
Diana Smith, Coordinator, Preschool (1133)
Wanda Smith, Bookkeeper (1134)
Jennifer Stone, Hearing Itinerant Teacher (1101)
Jami Strickland, Physical Therapist (1101)
Brittany Summer, Applied Behavior Therapist (1101)
Leann Swearingen, Applied Behavior Therapist (1017)
Jennifer Tillmann, Ph.D., Psychologist (2013)
Morgan Tolley, Psychologist (1451)
Leah Tudor, Psychologist (5222)
Lauren Turberville, Occupational Therapist (1101)
Erika Watts, Occupational Therapist (1101)
Megan Weber, Occupational Therapist (1101)
Mellisa White, Occupational Therapist (1120)
Sophia Wijthoff, Physical Therapist (1101)
Melissa Wise, Lead Applied Behavior Therapist

**OPERATIONS**

Jeff Salters, Chief Operations Officer (1211)

**Information Technology**

Melanie Bennett, Computer Technician (1201)
Michael Bender, Computer Technician (0115/4681)
Joel Bevers, Computer Technician (0419/5566)
Howard Bissell, Director, Online Environments (1059)
Brad Bowers, Senior Network Engineer (1202)
Tom Bradford, Systems Analyst (1015)
Thesa R. Briggs, Coordinator, Application Services (1208)
Misty Brown, Computer Technician (1223)
Stephen Bryant, Computer Technician (0725)
John Canada, Computer Technician (1206)
Larry Craig, Operations Assistant (1114)
Pam Cobb, Software Specialist (1207)
Michelle Delaney, Network Engineer (1187)
Will Eargle, Computer Technician (5121/3929)
Josh Fulwood, Computer Technician (1225)
Paul Gramling, Senior Network Engineer (1228)
Wayne Hale, Computer Technician (1140)
Tonia Hayes, Software Support Assistant (1075)
Debra Huggins, Enterprise Technology Officer (1204)
Joey Humble, Computer Technician (4816/4550)
Danny Idica, Systems Analyst (1221)
Keith McCallister, Computer Technician (0344/3382)
Tim McCormick, Computer Technician (1218)
Andrew Mitchell, Computer Technician (1213)
Tiffany Mizelle, Computer Technician (1209/1471)
Rick Moorer, Computer Technician (1219)
Joseph Murphy, Computer Technician (0560)
Audrey Peter, Computer Technician (1220/3115)
William Quattlebaum, Assistant Network Engineer (1226)
Allen Ray, Coordinator, Network Services (1222)
Jason Reeves, Computer Technician (1217)
Sandra Richardson, Senior Systems Analyst (1224)
Elainna Rickenbaker, Systems Analyst (1216)
Sandra Rogers, Software Specialist (1079)
William Rolison, Computer Technician (1201)
Aaron Russell, Computer Technician (4944)
Ryan Shafer, Computer Technician (2155)
Ranse Snipes, Computer Technician (3715)
Paul Stevens, Computer Technician (1214)
Virginia Way, IT Procurement Specialist (1205)
Mitch Wilkins, Computer Technician (1215/2021)
Carol Zody, Computer Technician (1715)

**Operations**

Mindy Epps, Plant Maintenance (803-315-9054)
Bonnie Harmon, Supervisor, School Administration Services (1023)
Jaye Ingram, Production Manager, LOPAC at LHS (3628)
Tony Sharpe, Production Manager, LOPAC at RBHS (0854)
Christia Nichols, Housekeeper (803-917-9231)
Nancy Reynolds, Telecommunications Specialist (1211)
Matt Warren, Operations Program Manager (1229)
Shirley Trakas, Housekeeper (803-917-6534)
Teresa Williams, Housekeeper, LOPAC (3628)
Chris Ellisor, Safety and Emergency Services Director (1026)

**Student Services**

Beverly Byrd, Student Services Specialist (1029)
Jeff Caldwell, Director (1025)
Jessica Porter, Lead Nurse (3794)
Brian Barrineau, Coordinator (1293)

**SUPERINTENDENT**

Karen C. Woodward, Ed.D., Superintendent (1002)

**Superintendent’s Office**

Cheryl Layton, Executive Administrative Assistant (1002)
Brenda Young, Executive Secretary (1001)
PURPOSE
The Lexington One Educational Foundation, conceived as part of the district’s first Strategic Plan completed in May 1994, was created to serve as a source of funds to support district initiatives, programs and special activities that are not normally funded with district or tax dollars. The plan envisioned the Educational Foundation as a 501(c)(3) nonprofit organization governed by community, business and Board of Trustees members.

FOUNDATION BOARD OF DIRECTORS

Executive Committee of the Foundation Board of Directors
- Superintendent Karen C. Woodward, Ed.D.
- Chair Chimin J. Chao
- Vice Chair Haley D. Bowers
- Secretary/Treasurer Simeon M. Bryant
- Immediate Past Chair Cynthia S. Smith
- Chief Financial Officer John C. Butler
- Executive Director Connie B. McFarland

Foundation Board Members
- Sandra Kay Backman
- Rutu P. Bhonslé
- Sheryn D. Billue (District Teacher of the Year)
- Joyce R. Carter
- Bryan Dunlap
- Dr. William H. Harman
- G. Edwin Harmon, Ph.D.
- Lisa H. Herndon
- Jennifer H. Holbrook
- Dr. Elise A. Howell
- Dr. Gregory J. Konduros
- Roger Kuperman
- Edna R. Langley
- Dr. Ginger D. Macaulay
- Laura S. McMahan
- Dr. Edward Mintz
- Dr. Thomas F. Trinkner
- Andrew D. White
- Rosemary Wilson

Foundation Board Members Emeritus
- James A. Compton
- Karl E. Fulmer, Ed.D.
- Richard J. Hook
- Michael V. Shealy
- Michael S. Wingard

FOUNDATION’S LEXINGTON EMPLOYEE ASSISTANCE PLAN (LEAP)
The Educational Foundation’s LEAP program allows employees to make voluntary donations that support employees and students with needs critical to everyday life.

LEAP provides needed assistance through the Employee Crisis Fund and the We Care Fund.

Employee Crisis Fund
The Employee Crisis Fund offers financial assistance and/or in-kind services to permanent full-time and permanent part-time Lexington One employees during a crisis situation. (This does not include substitutes.)

Services exclude any payments for housing/housing insurance, vehicle purchases/payments/insurance, property taxes or security deposits. Workers’ compensation recipients are ineligible for assistance. Employees may obtain an application from their LEAP site representative. An application can be submitted by an employee on behalf of a fellow employee. Employees may not nominate themselves.

We Care Fund
This fund provides financial assistance to enhance the learning experience of students in families experiencing a crisis situation or students in need of medical, dental or optometric services that prevent the student from learning. This includes emergency funding for basic student needs. This does not include payments for housing/housing insurance, vehicle purchases/payments/insurance, property taxes or security deposits. Applications may be initiated on behalf of a student by an employee who has direct contact with the student, such as a teacher, school counselor, school nurse or administrator. Contact the LEAP site representative at your school or in your department for further assistance.
Lexington Education Assistance Plan
The Lexington Education Assistance Plan provides funds to help students advance to the next level. We believe the time is now to prepare our students as leaders and learners who communicate, innovate and think critically.

The Educational Foundation has designated LexLeads, LexLearns and LexLives, components of the district’s Schools of the Future — Now! initiative, as its priorities with emphasis on preparing graduates to compete in the marketplace of tomorrow, both locally and globally.

Lexington One is ready to take students to the next level. The Educational Foundation looks forward to seeing this vision realized by supporting the district as it enables students to be thinking, productive and responsible citizens in the global, competitive 21st century.
GENERAL INFORMATION

ATTENDANCE REPORTING DAYS
- September 4, 2015  15th day
- October 20, 2015  45th day
- January 12, 2016  90th day
- March 18, 2016  135th day
- June 2, 2016  180th day

CONFIDENTIALITY
As an educational agency, Lexington One collects and maintains information about students. Access to that information is restricted in accordance with Lexington One policies and state and federal laws and regulations.

Confidential information is shared on a “need to know” basis only and must not be shared in open communication with others who do not “need to know” in order to perform their jobs. Employees should never disclose, share or disseminate student data or staff data in any form (verbally, electronically or in hard copy) unless disclosing, sharing or disseminating that student data is required by law or necessary professionally.

Each year, employees are required to sign a confidentiality statement stating that they recognize the importance of confidentiality and that they agree to maintain the confidentiality of all student- and staff-related data provided to them.

Employees who misuse student data may be subject to disciplinary action and/or civil or criminal penalties.

NAME CHANGE/ADDRESS CHANGE
Submit a name and/or address change to the Human Resources Office using the HR-21 Universal Name/Address Change Form.

ORGANIZATIONAL RELATIONSHIPS AND COMMUNICATION
The Lexington One Board of Trustees asks the superintendent to make sure that all employees clearly understand the working relationships of the school system.

The board approves lines of direct authority and expects employees with professional concerns not only to follow the steps indicated, but also to keep all appropriate staff members (administrator, officer or board) informed at each step and level of deliberation.

The board expects each employee to refer matters requiring administrative action to his/her administrator (the person to whom he/she is responsible). When necessary, that administrator will refer such matters to the next highest administrative authority. The board also expects employees to keep immediate supervisors informed of their professional activities by whatever means their supervisors deem appropriate.

All employees have the ultimate right to appeal a decision made by an administrator through grievance procedures established in Board Policy GBK or through an orderly delivery of concerns as indicated above. Board Policy Administrative Rule GBK-R outlines the key elements involved in due process.

Lines of authority and structured channels of communication do not restrict, in any way, the collaboration of employees at all levels in order to develop the best possible school programs and services.

RELIGION IN PUBLIC EDUCATION
South Carolina law requires each school district to provide annual instruction for teachers and administrators in the constitutional protections and prohibitions as they relate to religion and public school operations. In Lexington One, however, administrators believe that it is a good idea to have all staff go through this training. That way every employee has the same understanding of the law as it applies to religion in schools.

The relationship between religion and government in the United States is governed by the First Amendment to the Constitution, which both prevents the government from establishing religion and protects privately initiated religious expression and activities from government interference and discrimination.

The First Amendment thus establishes certain limits on the conduct of public school officials as it relates to religious activity, including prayer.

The Supreme Court has repeatedly held that the First Amendment requires public school officials to be neutral in their treatment of religion, showing neither favoritism toward nor hostility against religious expression such as prayer.

The Supreme Court’s decisions over the past 40 years set forth principles that distinguish impermissible governmental religious speech from the constitutionally protected private religious speech of students.

For example, teachers and other public school officials may not lead their classes in prayer, devotional readings from the Bible or other religious activities.
Nor may school officials attempt to persuade or compel students to participate in prayer or other religious activities. Similarly, public school officials may not themselves decide that prayer should be included in school-sponsored events. In Lee v. Weisman, for example, the Supreme Court held that public school officials violated the Constitution in inviting a member of the clergy to deliver a prayer at a graduation ceremony.

Nor may school officials grant religious speakers preferential access to public audiences or otherwise select public speakers on a basis that favors religious speech. In Santa Fe Independent School District v. Doe, for example, the Court invalidated a school’s football game speaker policy on the ground that it was designed by school officials to result in pregame prayer, thus favoring religious expression over secular expression.

Although the Constitution forbids public school officials from directing or favoring prayer, students do not “shed their constitutional rights to freedom of speech or expression at the schoolhouse gate,” and the Supreme Court has made clear that “private religious speech, far from being a First Amendment orphan, is as fully protected under the Free Speech Clause as secular private expression.” Moreover, not all religious speech that takes place in the public schools or at school-sponsored events is governmental speech.

For example, “nothing in the Constitution” prohibits any public school student from voluntarily praying at any time before, during or after the school day. Students may pray with fellow students during the school day on the same terms and conditions that they may engage in other conversation or speech.

Likewise, local school authorities possess substantial discretion to impose rules of order and pedagogical restrictions on student activities, but they may not structure or administer such rules to discriminate against student prayer or religious speech. For instance, where schools permit student expression on the basis of genuinely neutral criteria and students retain primary control over the content of their expression, the speech of students who choose to express themselves through religious means such as prayer is not attributable to the state and therefore may not be restricted because of its religious content.

SCHOOL BOARD POLICIES

The coding and table of contents used for Lexington One’s School Board Policies is a code and format established by the National School Boards Association. For example, the policy for File GCK in the National School Boards Association coding has to do with “Professional Staff Assignments and Transfers” in school districts all over the United States.

Employees may access policies on Lexington One’s website. As the district updates its policies, the S.C. School Boards Association updates the policies online.
SCHOOLMESSENGER

SchoolMessenger is a telephone messaging system that helps the district quickly send emergency and general messages to staff, students and students’ parents/guardians by telephone. The district can use the system to let parents know when a student misses a day of school or what they need to bring to registration or for a field trip or let staff know that there will be an emergency meeting before school.

One of the features of the system is the SchoolMessenger Contact Manager website. This feature allows employees and parents to control the way they prefer to be contacted. It also works like a mailbox, providing a place to review messages. If you have not created a contact preference profile using this feature, contact your supervisor.

TIP LINE 803-821-1232

The Tip Line provides an anonymous way for students, parents, employees and even community members to report school safety concerns and/or possible cases of fraud or misuse of district financial resources.

Callers to the Tip Line are asked to leave a detailed message regarding their concern about a school safety issue or a possible case of fraudulent activity with district financial resources.

Callers should indicate the location or identify the specific school in their message. It is not necessary to leave a name or a number.

The Tip Line is monitored Monday through Friday from 8 a.m. until 4:30 p.m.

If a safety concern arises after hours, on weekends or on a school holiday, please contact Midlands Crimestoppers at 1-888-Crime-SC (1-888-274-6372), or you can send a text message to Crimestoppers by texting TIPSC and your message to CRIMES (274637).

TECHNOLOGY USE REMINDER

Several board policies guide employees on how to appropriately use the technology resources provided by the district. Many of those policies are printed in this handbook. Here’s a brief clarification of how employees should use email and LexConnect, the district’s intranet site, a secure employee portal.

Employees of the district can sell personal items including event tickets, vehicles, houses, baby carriages, bicycles and many other things in the Employee Marketplace. Employees can sell these items because they are not related to a business the employee is running on the side. These are merely one-time sales of personal property.

Employees of the district cannot market a side business or a family member’s business since board policies and state law prohibit it.

For instance, Policy GBEBC Gifts to and Solicitations by Staff specifically states, “...the board will not permit employees to sell for personal profit on school or district premises products of any kind…”

In addition, state ethics laws and board policy, GBEA Staff Ethics/Conflict of Interest, state, “A public employee may not use his/her position or office for personal financial gain.”

In terms of email, do not originate or knowingly forward email containing jokes, spam, chain letters, virus notifications, etc. This adds more “spam” to our email system, slowing down the system and making it harder for employees to do their work.

If a class, grade level, department, school, troop, church, etc., is holding an event or sponsoring an activity, that group may distribute a flier using Peachjar, a service the district uses to make approved fliers available to parents electronically by email. The district does not distribute fliers directly to students. To send an approved flier, follow the procedure explained online in Communications under the DEPARTMENTS tab.

For more information on the acceptable use of technology, please read the complete policy (Policy IJNDB Use of Technology Resources in Instruction) in this handbook beginning on page 35.
EMPLOYMENT

EMPLOYMENT POLICIES FOR ALL EMPLOYEES

Open Hiring/Equal Employment Opportunity and Affirmative Action (Policy GBA, Issued 6/03)

As an equal opportunity employer, the district will recruit, hire, train, promote and make other employment decisions on the basis of individual merit and without discrimination because of race, color, religion, national origin, sex, disability or age as required by applicable state and federal laws.

The superintendent establishes guidelines for organization of the teaching and administrative staff and, through her staff, selects, hires and promotes certified staff with approval as required by the board. Additionally, the superintendent selects, hires and promotes support staff.

EMPLOYMENT POLICIES FOR PROFESSIONAL STAFF

Professional Staff Recruitment (Policy GCE)

It is the policy of the board to recruit and hire professional personnel based on qualifications and merit. Personnel recruitment and selection are the responsibility of the superintendent. District Office administrators, principals and other supervisors will assist as needed.

The district is committed to nondiscrimination in its employment practices including recruitment and advertising, and does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in admission to, access to, treatment in or employment in its programs and activities.

Professional Staff Recruitment Administrative Rule (Policy GCE-R)

The district will maintain an effective recruitment program designed to attract, secure and maintain the highest qualified individuals for all positions.

The district seeks minority applicants in accordance with its nondiscrimination in employment policy and is committed to providing an educational experience enhanced by the professional contributions of different races, creeds, sexes and ethnic backgrounds.

Each job vacancy will be analyzed prior to initiating the recruitment process. The job analysis will be performed by the chief human resources officer in order to determine which recruitment strategies may be the most effective for the specific job vacancy. Recruitment strategies that may be considered include the following:

- advertisement in local, state or regional newspapers; in professional publications; or with college and university placement services;
- interviews with students enrolled in teacher education programs;
- internal and external searches;
- inquiries and referrals;
- professional contacts with community organizations that promote the interests of minority groups;
- publications and pamphlets;
- special activities and events for prospective applicants;
- audiovisual packages and recruiting programs; and/or
- the district’s website.

It will be the practice of the administration to design and publish a district brochure and/or website that will be used to recruit quality individuals. The district brochure and/or information on the website will contain general information about the system, its educational programs, teacher benefits, schools, student enrollment, and the communities and county at large.

The chief human resources officer will be authorized to write and publish the job vacancy announcements/advertisements within the confines of the district’s recruitment and/or employment policies and procedures. The job vacancy announcements/advertisements will be based on the actual job descriptions and/or criteria to be used in selecting the most qualified person for the position. These documents may also include such information as: job title; major job responsibilities; how to apply for the position; minimum qualifications; and deadline for receiving applications.

The administration will generally advertise all job vacancies within the district, when appropriate, unless otherwise determined by the superintendent or her designee.

Should a vacancy occur in a position during the year, the board authorizes the superintendent to fill such vacancy for the remainder of the school year in which the vacancy occurs pursuant to a letter of agreement, when appropriate. The superintendent or her designee may determine whether advertising the vacancy is necessary or whether the position may be filled through some other means.
Professional Staff Hiring (Policy GCF)

Hiring
The district will provide equal employment opportunities to all persons without regard to race, color, religion, creed, national origin, sex, disability or age. The district will make reasonable accommodations for an individual who is otherwise qualified for a position unless the accommodation would impose an undue hardship on the system.

The superintendent will make recommendations to the board for employment. The superintendent or her designee will ensure that all persons nominated for employment meet the qualifications and are the most qualified for the particular position.

The district will not employ any new teacher or administrator without a personal interview.

The superintendent or her designee may use a “Letter of Intent” to assure a prospective professional employee of a forthcoming recommendation to be hired. The board will take final action on the employment of professional personnel upon recommendation of the administration.

The superintendent is authorized to hire retired employees to work in the district on an “as needed” basis when their employment would serve the best interests of the district. In such cases, the superintendent or her designee will notify the employee of the at-will status of employment. The continued employment of retired employees will be at the discretion of the superintendent, who will make such decisions in the best interest of the district. The decision to employ or not employ retired employees is not subject to the district’s grievance procedures.

State Law Enforcement Division (SLED) Background Checks
The district will obtain a name-based criminal record history check from SLED on all new employees prior to their initial employment. The cost for the background checks for new employees will be paid by the state and/or the district.

The district will consider the results of all criminal record history checks on an individual basis and will determine how the information obtained impacts the individual’s ability to be an effective employee. When determining the appropriateness of offering employment to an individual, the administration will give consideration to such things as severity of offense; age of the individual; direct impact of the offense on children; length of time since conviction or plea; restitution; conduct; or remedial actions during probation; and participation in pre-trial intervention and/or expungement.

At a minimum, the district will not employ individuals who have been convicted of or pled guilty to a violent crime as defined in S.C. Policy Ann. § 16-1-60.

Additionally, when making employment decisions, the district will carefully consider information that could result in the revocation or suspension of a professional certificate “for cause” as defined in S.C. Code Ann. § 59-25-160.

National Sex Offender Registry Checks
The district will perform a background check through the National Sex Offender Registry, which may be accessed online at no charge, on all new employees, whether employed on a full-time, part-time, regular, interim or temporary basis, and all volunteers, including coaches, mentors, chaperones and those serving in any other capacity resulting in direct interaction or contact with students.

Individuals whose names appear on the National Sex Offender Registry will not be permitted to serve in the district in any capacity. Additionally, the district will not employ individuals or allow individuals to volunteer in any capacity who have been required to register as sex offenders pursuant to S.C. Code Ann. § 23-3-430. Should an individual whose name appears on the National Sex Offender Registry wish to provide additional information relevant to his/her designation on said registry, the district will consider the matter on a case-by-case basis.

Department of Social Services Child Abuse and Neglect Central Registry
A history report on all new professional staff members will also be obtained from the DSS Child Abuse and Neglect Central Registry prior to their initial employment.

A current district employee whose name is placed on the DSS Child Abuse and Neglect Central Registry at any point during their employment must immediately notify the chief human resources officer.

Immigration Reform and Control Act of 1986
The Immigration Reform and Control Act of 1986 prohibits employers from hiring individuals not legally eligible to work in the United States. The district will comply with the provisions of the U.S. Immigration and Customs Enforcement (ICE) Agency regulations by requiring employees of the district to complete Form I-9.

All newly hired employees must complete the form no later than three business days following their first working day. If an individual is unable to provide the required document or documents to complete Form I-9 within the three-day period, the individual must present a receipt for the application of the document or documents within three days of the hire and present the required document or documents within 21 days of the hire.

The district will maintain the completed Form I-9 in a file separate from other personnel records in order to prevent unauthorized review of personnel files and will retain the Form I-9 for three years after the date of hire or one year after the date the individual’s employment is terminated, whichever is later.

The district participates in the federal E-Verify program and will verify the employment authorization of each new employee through this federal program.
Upon the completion of this phase and the identification of the person selected is, in fact, the most qualified. The selection process serves as a double-check to ensure that for all persons who were given consideration. This phase of recruitment and selection process; and the application files principal wishes to recommend for employment; the entire and evaluating the application of the individual the officer or designee for the purpose of discussing, receiving will request a conference with the chief human resources following the completion of the above, the principal screening process at the building level. The building level and/or impact of the position, areas of responsibility licensure and qualifications required for the position, the In making the decision, such factors as the professional as who may assist/participate in the interview process. interviews and who will conduct the interviews, as well The chief human resources officer or designee will be as who may assist/participate in the interview process. responsible for determining who will be approved for In making the decision, such factors as the professional interviews and who will conduct the interviews, as well licensure and qualifications required for the position, the as who may assist/participate in the interview process. level and/or impact of the position, areas of responsibility and the relationship of the position to other positions on the organizational chart may be considered.

For teaching positions, the principal will continue the screening process at the building level. The building level process will include verification and evaluation of references and credentials. The principal will be responsible for checking the references and credentials of the applicants, as well as other application data. All interviews and telephone/ personal references must be documented in writing. No teaching applicant may be interviewed by the principal unless the chief human resources officer or designee has pre-screened and approved the individual's application. Following the completion of the above, the principal will request a conference with the chief human resources officer or designee for the purpose of discussing, receiving and evaluating the application of the individual the principal wishes to recommend for employment; the entire recruitment and selection process; and the application files for all persons who were given consideration. This phase of the selection process serves as a double-check to ensure that the person selected is, in fact, the most qualified.

Upon the completion of this phase and the identification of the most qualified person for the position, the principal will submit his/her final recommendation to the chief human resources officer. The superintendent, after receiving the recommendation from the chief human resources officer and the principal, may recommend the applicant for employment to the board.

Upon board approval, the selected candidate will be formally offered the position. If the teacher or administrator candidate accepts the offer, an employment contract will be prepared. The selection process will conclude with the principal or supervisor notifying the remaining applicants that the position has been filled. This step will be initiated only after the offer of employment has been accepted by the candidate and a contract has been signed.

### Professional Staff Assignments and Transfers

**Policy GCK**

**Assignment**

In order to ensure the highest quality of instruction, the superintendent is responsible for the placement of employees within the district. The superintendent may delegate the placement process to other administrators. Ultimately, however, the superintendent retains responsibility for staff assignments.

It is the policy of the district to assign instructional personnel to positions based on the needs of the district, qualifications of staff members and the expressed preferences of personnel. When it is not possible to meet all three of these components, the administration will assign employees in the following order: in accordance with the needs of the district and its students; where the administration believes the employee is most qualified to serve; and as to the expressed preference of the employee.

On or before August 15 of each school year, the superintendent or her designee will notify each teacher of his/her tentative assignment for that school year. Placement of personnel at the school level is within the discretion of the principal.

**Transfer/Reassignment**

The transfer of a teacher from one school to another may be initiated by the teacher, by the principal of the school, or by the superintendent or her designee.

The superintendent is authorized to transfer personnel in the best interests of the district. Employees may be transferred at any time.

### Professional Staff Assignments and Transfers

**Administrative Rule (Policy GCK-R)**

The superintendent may make personnel assignments within the district on a voluntary or involuntary basis.

**Reassignment**

If, in the opinion of the superintendent, a transfer would be in the best interest of the district, the superintendent or her designee will advise the employee of the transfer and confirm the reassignment in writing.
Refusal to comply with the transfer may be grounds for dismissal.

Requests for Transfer
Employees must have been employed in their present position for three years in order to be eligible to request a transfer.

If an employee would like to be considered for a lateral transfer, the following procedure will be used:

- No later than April 25, the employee will submit to the chief human resources officer a request on form HR-42 for transfer to another position.
- The employee must obtain the signature of his/her principal or supervisor on form HR-42 prior to submitting the form to the chief human resources officer.
- The chief human resources officer or designee will send principals and supervisors notice of all transfer requests.
- A principal or supervisor will consider all transfer requests and applications, and contact those individuals he/she wishes to interview. Should the principal or supervisor believe an eligible employee is best qualified to serve in the vacant position, he/she will notify the chief human resources officer by signing and submitting form HR-42.

Professional Staff Schedules and Calendars (Policy GCL)
Except as employed on a 12-month basis or for another irregular period set forth in a teacher's or administrator's employment contract, all professional personnel will work 190 days in a school year. The length of the instructional day, exclusive of scheduled faculty or committee meetings, will be no less than 7.5 hours per day.

All teachers will report for duty at least 15 minutes before the first regularly scheduled generalized activity and remain a minimum of 15 minutes after pupils are dismissed.

Teachers assigned special morning and afternoon duties will report at the time and place specified by the principal.

Teachers are responsible for attending any administrative and/or professional meetings called by the principal or the superintendent or her designee. Teachers will not leave the school grounds during the school day without express permission from their principals or assistant principals, and must register their mid-day departure and arrival times.

Instructional Staff Extra Duty (Policy GCMD)
The board expects teachers and other certified instructional personnel to assume reasonable duties over and above their regular responsibilities in order to provide students with appropriate supervision and a comprehensive educational program.

Professional staff will assist in the supervision of students as part of their regular duties during the school day. This includes, but is not limited to, the fulfillment of bus, lunchroom and hall duties.

The board expects all teachers and other certified instructional personnel to attend functions of their respective schools such as PTA/PTO meetings and to attend other school events when requested by the principal or director of the school.

The board may compensate certified staff for major extracurricular responsibilities and assignments in accord with the district's supplement pay schedules.

Supervision of Instructional Staff (Policy GCNA)
Principals are the instructional leaders of the school. As such, they are responsible for the supervision of instruction and instructional personnel.

A principal may require a teacher to change methods and lesson plans when these conflict with the approved curriculum, board policy and/or district expectations. A teacher who willfully ignores such a directive may be referred to the superintendent or her designee on charges of insubordination.

Evaluation of Instructional Staff (Policy GCOA)
The appropriate personnel will evaluate the performance of every teacher in accord with state law and South Carolina Department of Education ADEPT guidelines.

Induction Contract Teachers
The district will adopt and maintain a state-approved induction program to provide induction contract teachers with special guidance and assistance. Teachers will be provided with written feedback regarding their strengths and weaknesses relative to state standards for teacher effectiveness. The principal and/or an appropriate District Office administrator will determine the success of each induction contract teacher. This decision will be based on attendance at meetings, observations of teaching by the induction team, submission of a required professional growth and development plan, and meeting district expectations for teacher performance and conduct.

Teachers may not be employed under an induction contract for more than three years.

Annual Contract Teachers
During the first annual contract year and at the district’s discretion, the teacher must either complete the formal evaluation process or be provided with diagnostic assistance. At least once, an annual contract teacher must successfully complete the formal evaluation process. The district will use the ADEPT instrument, e.g., SAFE-T, to conduct formal evaluations. The criteria or requirements that must be met by teachers to successfully complete an annual
contract year include satisfactory completion of the formal evaluation process, meeting all requirements for a professional South Carolina teaching certificate as specified by the State Board of Education, and the demonstration of satisfactory teaching performance and professional conduct as determined by the teacher’s principal. Teachers may not be employed under an annual contract for more than four years.

**Continuing Contract Teachers**
The district may conduct formal and informal evaluations of continuing contract teachers. The principal or appropriate District Office administrator will determine which continuing contract teachers will be evaluated under a formal process, e.g., through the SAFE-T instrument, and which teachers will be evaluated using an informal process of Goals-Based Evaluation (GBE) programs, i.e., competency-based GBE or research and development GBE.

Annually, the district will notify all continuing contract teachers currently employed in the system of their placement on formal evaluation by April 15, and this written notice will include the reason the teacher will be evaluated formally as well as a description of the formal evaluation process. Some examples of reasons why a continuing contract teacher may be placed on formal evaluation include, but are not limited to, any of the following:

- concerns with classroom instruction;
- classroom management;
- interpersonal skills;
- treatment of students, parents/legal guardians or other staff members;
- insubordination;
- three or more requests that have merit by parents/legal guardians in a school year to remove their son/daughter/ward from the teacher’s class;
- written/oral communication skills; and/or
- low student achievement without appropriate explanation.

**Evaluation Appeals**

**Formal Evaluations**
No teacher or other certified staff member may grieve the results of his/her formal or informal performance evaluation. If an annual or continuing contract teacher is dissatisfied with the results of his/her final evaluation, he/she may submit a written request citing perceived procedural violations of the process to the director of employee quality. This must be done within five school days of the teacher receiving his/her final evaluation results. The decision of the director of employee quality is final for annual contract teachers.

If a continuing contract teacher believes the director of employee quality’s determination is in error, he/she has the right to appeal to the chief human resources officer. An appeal must be filed in writing and submitted to the chief human resources officer within five school days of the receipt of the director of employee quality’s determination and should state explicitly why the teacher believes the conclusion was in error. The chief human resources officer’s decision is final.

**Informal Evaluations**
No teacher or other staff member may grieve the results of his/her informal evaluations, including Competence-Building or Research and Development GBE. The decision of the building principal is final.

**Evaluation Results and Employment Contract Status**
Original evaluation results will be maintained in each employee’s district personnel file. Principals or their designees will provide each teacher with a copy of his/her annual written evaluation results.

By April 15, the district will inform each teacher, in writing, of his/her employment status for the next school year.

**Professional Staff Reduction in Force (Policy GCQA/GCQB)**
Once the superintendent has determined that elimination of certified staff positions is desirable or necessary, she shall determine what position(s) must be eliminated and which individual(s) are to be terminated. Certified staff positions may need to be eliminated because of such things as decreases in student enrollment, changes in curriculum, district reorganization, financial emergencies or other circumstances as determined by the superintendent and board.

Prior to commencing action to terminate certified employees under this policy, due consideration shall be given to the ability to achieve position elimination and/or reduction in staff by voluntary retirement or resignation, reassignment and part-time employment.

The following is the only procedure that may be used to effect a certified staff reduction in force.

Reduction-in-force terminations will be on a system-wide basis. Therefore, the superintendent shall not be limited to considering only those employees in the particular school, area or program in which the loss of enrollment, reorganization, curriculum change, financial emergency or other circumstance has occurred.

The recommendation concerning specific employees to be terminated under a reduction in force shall be based upon the following considerations:

- professional experience;
- areas of licensure;
- educational levels;
- performance evaluations, oral or written;
- attendance record;
- experience in other areas of licensure;
• principal’s or supervisor’s recommendation;
• type of contract;
• extracurricular needs of the schools;
• length of service in the district;
• “highly qualified” status as defined by the No Child Left Behind Act; and
• any other factor considered appropriate by the superintendent.

The superintendent will determine the appropriate weight to give these factors depending upon the needs and circumstances of the district.

**Notice to Individual Employee(s)**
Written notice of district action to terminate pursuant to this policy shall be sent to the affected employee(s) by both certified mail with return receipt requested and regular U.S. mail. The notice shall include a statement of the conditions requiring termination of employment and a general description of the procedures followed in making the decision.

**Review of Individual Terminations**
Within 10 calendar days after receiving a notice of termination under this policy, an employee may request a hearing on the matter before the board. Any such request shall be in writing and addressed to the board chair. The request for review will specify the grounds on which it is contended that the decision to terminate was arbitrary, discriminatory or otherwise improper, and must include a short, plain statement of facts that the employee believes supports his/her contention. The hearing will be held within 30 calendar days after the request is received.

The hearing shall be conducted in an informal manner as determined by the board. The employee may be accompanied by legal counsel and shall be required to satisfy the board by clear and convincing evidence that the decision to terminate was arbitrary, discriminatory or otherwise improper. The employee shall be notified within 10 calendar days following the hearing of the board’s decision.

**Obligation with Respect to Re-employment**
For two years after the effective date of a reduction-in-force termination, the board will not replace the certified staff member whose employment has been terminated without first giving due consideration to the re-employment of the RIF’ed employee.

The district will make the offer by certified mail with return receipt requested and by regular U.S. mail. The administration will advise the individual that he/she must submit written acceptance within 15 calendar days of the date of the offer. Failure to make written acceptance within the 15 calendar days or rejection of the offer eliminates all re-employment rights of the former certified staff member.

Any employee terminated under this RIF policy but who is recalled to employment within two years shall have restored to him/her all legally permissible leave.

**Resignation of Instructional Staff/ Administrative Staff (Policy GCQC/GCQD)**
The resignation of any professional employee wishing to cancel or terminate a contract will normally be presented in writing to the principal or immediate supervisor with a copy to the superintendent at least 30 days prior to the date upon which that person desires the resignation to be effective or the contract to be terminated.

The board authorizes the superintendent to accept resignations on its behalf. Acceptance of a professional employee’s resignation is within the sole discretion of the superintendent and will be based upon the needs of the district. For such resignation to be effective, it must be accepted in writing by the superintendent or her designee.

Generally, an employee is not released to accept a similar position within 30 days prior to the beginning of school or until a suitable replacement is found.

The board will be formally advised of all resignations. When the superintendent does not accept a resignation and the employee fails to perform contractual duties, the superintendent may recommend to the board that a formal complaint and report of the breach be sent to the State Board of Education and may ask that appropriate action be taken against the employee for unprofessional conduct. The board will vote formally on all such recommendations.

State law and State Board of Education regulations provide for the suspension or revocation of a professional certificate for a period of up to one calendar year under such circumstances.

**Discipline, Suspension and Dismissal of Professional Staff (Policy GCQF)**
It is the responsibility of the board and school administration to operate the public schools of the district in a manner that will maintain broad community confidence in and support of the public schools. In the absence of such support, the district cannot maintain a strong, effective public education program.

**Induction and Annual Contract Teachers**
The dismissal or non-renewal of certified employees who hold Induction or Annual Contracts will be carried out in accordance with S.C. Code Ann., Section 59-26-40.

**Continuing Contract Teachers**
The dismissal or non-renewal of certified employees who hold Continuing Contracts will be carried out in accordance with the S.C. Employment and Dismissal of Teachers Act, S.C. Code Ann., Section 59-25-410, et seq., as amended.

It is the policy of the board to remove from employment any teacher or administrator who fails or
who may be incompetent to give instruction in accordance with the directions of the superintendent, or who otherwise manifests an evident unfitness for teaching. Evident unfitness for teaching is manifested by conduct such as, but not limited to, the following: persistent neglect of duty; willful violation of board policies, administrative rules and/or district regulations; drunkenness; conviction of a violation of state or federal law; gross immorality; dishonesty; and illegal use, sale or possession of drugs or narcotics.

Whenever a principal or other school administrator charged with the supervision of a teacher finds it necessary to reprimand a teacher for a reason that he/she believes may lead to dismissal or cause the teacher not to be re-employed, the principal or other school administrator will generally take the following steps in consultation with the superintendent or her designee.

Performance Concerns
If the issue involves a performance problem, the principal or designated school administrator will discuss the concern(s) with the teacher and provide the teacher with an opportunity to respond to the concerns. The administrator should, where appropriate, follow up such a conference in writing.

If an informal discussion does not resolve the matter, the principal or designated school administrator will bring the concern(s), in writing, to the attention of the teacher involved and make a reasonable effort to help the teacher correct whatever appears to be the cause of potential dismissal or failure to be re-employed. Such efforts may include formally evaluating the teacher, placing the teacher on an improvement plan and/or some other acceptable means of notice and assistance. Except in those cases warranting immediate suspension and recommendation for termination, the administration will allow reasonable time for improvement.

Misconduct Concerns
If the issue involves misconduct, the principal or designated school administrator will immediately confer with the superintendent or her designee. The superintendent or her designee will advise the principal regarding appropriate actions to take. The superintendent or her designee is authorized to place an employee on paid administrative leave while an investigation is conducted.

Disciplinary action, up to and including a recommendation of termination, may be taken against any employee who is determined to have engaged in unprofessional or inappropriate conduct toward students, parents or staff.

Such conduct may include, but is not limited to, violating district policies or procedures; engaging in criminal conduct; engaging in inappropriate conduct of a sexual nature toward other employees or students; harassment, intimidation or bullying; or making inappropriate comments to students. This includes any action or conduct communicated or performed in person, in writing or electronically through telephones, cellphones or other telecommunication devices; through computers, laptops or other mobile computing devices; and through email, text messaging, instant messaging, etc.

Disciplinary action, including a recommendation of termination, may also be taken against any employee whose conduct the administration has determined has impaired the employee’s ability to be an effective educator.

Reporting Expectations
The board directs the superintendent to report to the State Board of Education the name and certificate number of any certified educator who is dismissed, resigns or is otherwise separated from employment with the district based on allegations of misconduct set forth in State Board of Education Regulations 43–58, including, but not limited to: misconduct involving drugs; sexual misconduct; the commission of a crime; immorality; dishonesty; failure to comply with the provisions of a contract without the written consent of the board; and other conduct that the superintendent reasonably believes constitutes grounds for revocation or suspension of the employee’s professional certificate.

EMPLOYMENT POLICIES FOR SUPPORT STAFF

Support Staff Hiring (Policy GDF)
The district will provide equal employment opportunity to all persons without regard to race, color, creed, sex, disability, age, religion or national origin. The district will make reasonable accommodations to a known physical or mental disability of an individual who is otherwise qualified for a position, unless the accommodation would impose an undue hardship on the system.

The board delegates authority to the superintendent to employ all support staff. The superintendent is authorized to assign and reassign support staff in the best interests of the district.

It is the responsibility of the superintendent or her designee to ensure that all persons employed meet the qualifications established for a particular position. The superintendent or her designee will establish an interview and selection procedure, which will allow the principals or immediate supervisors an opportunity to be actively involved in the selection of the employee(s). The superintendent or her designee, however, will make or approve the final employment decision. The district will not initially employ any candidate without a personal interview.

The superintendent is authorized to hire retired employees to work in the district on an “as needed” basis when their employment would serve the best interests of the school system. In such cases, the superintendent or her designee will notify the employee of the at-will status of employment. The continued employment of retired employees will be at the discretion of the superintendent, who will make such decisions in the best interests of the district. The decision to employ or not employ retired employees is not subject to the district’s grievance procedures.
State Law Enforcement Division (SLED) Background Checks
The district will obtain a name-based criminal record history check on all new employees from SLED prior to their initial employment.

The district will consider the results of all criminal record history checks on an individual basis and will determine how the information obtained impacts the individual’s ability to be an effective employee. When determining the appropriateness of offering employment to an individual, the administration will give consideration to such things as severity of offense, age of the individual, direct impact of the offense on children, length of time since conviction or plea, restitution, conduct or remedial actions during probation, and participation in pre-trial intervention and/or expungement.

At a minimum, the district will not employ individuals who have been convicted of or pled guilty to a violent crime as defined in S.C. Code Ann. § 16-1-60.

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Individuals whose names appear on the National Sex Offender Registry will not be permitted to serve in the district in any capacity. Additionally, the district will not employ individuals or allow individuals to volunteer in any capacity who have been required to register as sex offenders pursuant to S.C. Code Ann. § 23-3-430. Should an individual whose name appears on the National Sex Offender Registry wish to provide additional information relevant to his/her designation on said registry, the district will consider the matter on a case-by-case basis.

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A history report on all new support staff members will also be obtained from the DSS Child Abuse and Neglect Central Registry prior to their initial employment.

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The district will maintain the completed Form I-9 in a file separate from other personnel records in order to prevent unauthorized review of personnel files and will retain the Form I-9 for three years after the date of hire or one year after the date the individual’s employment is terminated, whichever is later.

The district participates in the federal E-Verify program and will verify the employment authorization of each new employee through this federal program.

Vacancies
The administration will generally advertise all job vacancies within the district, when appropriate, unless otherwise determined by the superintendent or her designee. It is within the superintendent’s or her designee’s sole discretion to determine whether advertisement of the vacancy is necessary or whether the position may be filled through some other means.

Support Staff Hiring Administrative Rule (Policy GDF-R)
Applications for support staff positions are available online at www.lexington1.net. All completed applications will be filed in the Office of Human Resources.

As needed, the principal or department head will examine and analyze the applications for each job category contained in the district’s application files. Interviews will then be arranged by the principal or department head with the candidates who appear best qualified.

Requested support staff positions, in addition to the current budget, will be reviewed by the senior leadership team for approval. The chief human resources officer or her designee will notify the principal or department head when he/she may move ahead with the requested position. A commitment for employment may not be made to any applicant prior to that time.

The chief human resources officer or her designee and, as she deems appropriate, the superintendent, will interview likely candidates for support staff positions of a supervisory nature and/or other positions.
A new employee will generally be recommended at the zero level for their job grade unless any of the following occur.

- A new employee possessing experience and training above the minimum level required for that job grade may be recommended at a level above the minimum. This recommendation must be documented on the district-approved form, which must contain a detailed work history and be submitted to the chief human resources officer at the time of recommendation.
- If years of previous experience are the same or very similar to the current assignment, a full year of credit will be awarded for a year of experience. If previous experience is not the same or similar to the current assignment, one-half-year credit will be awarded for a year of experience.

Years of credit may be awarded up to a maximum of 22 years. Once an experience determination is made by the chief human resources officer, there is no further appeal.

**Salary Increases Upon Promotion**

Upon promotion, an employee’s salary will be increased at least to the minimum rate of the grade to which the employee is promoted. If the amount of the increase between the old position and the new position is less than the percent increase approved by the board, the board-approved percent will prevail.

If the employee’s salary prior to promotion is at or above the minimum rate of the job grade to which the employee is promoted, the employee may be granted an increase equal to the percent approved by the board provided such increase does not place the employee’s salary above the maximum pay rate for the job grade to which he/she is promoted.

**Salary Increases Upon Upward Reclassification**

When an occupied position is reclassified to a grade having a higher minimum and maximum salary range, the employee’s salary will be increased to at least the minimum rate of the job grade to which the position is reclassified. If the amount of the increase between the old classification and the new classification is less than the amount of percent increase approved by the board, the board-approved percent will prevail.

If the employee’s salary prior to reclassification is at or above the minimum rate for the grade to which he/she is reclassified, the employee may be granted an increase equal to the percent approved by the board, provided such increase does not place the employee’s salary above the maximum pay rate of the job grade to which the position is reclassified.

**Years of Experience**

One year of experience may be credited provided the employee is employed in a full-time position for a minimum of eight-tenths (.8) of the school year, but in no case fewer than 152 days.

Partial-year experience may be utilized to compute full years of experience provided the sum of the partial experience meets the requirements as stated in the previous sentence.

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**Support Staff Probation (Policy GDI)**

Employees whose positions do not require a certificate issued by the South Carolina Department of Education and who are paid on a support staff salary schedule are considered to be on a probationary status during their first 90 working days of employment.

The procedures of administrative rule GDQD-R, Discipline and Dismissal of Support Staff, do not apply during the probationary period, and the employment relationship is considered strictly an at-will employment relationship. During the probationary period, the chief human resources officer has the authority to terminate a probationary employee’s employment with the district based on a recommendation from the probationary employee’s principal or immediate supervisor.

Before probationary employees may move to regular employment status, they must receive “satisfactory” evaluation ratings on the district’s approved evaluation instrument.

Should a probationary employee be absent for five or more consecutive days for any reason, the district will extend his/her period of probation by the length of such absence.

Newly hired support staff must execute an acknowledgment of this policy prior to performing any work for the district.

**Support Staff Assignments and Transfers (Policy GDJ)**

The board believes that the basic consideration in the assignment of support staff is the well-being of the instructional program and the best interests of the district.

The superintendent is authorized to assign and transfer support staff in the best interests of the district.

Placement of support staff at the school level is at the discretion of the principal.

**Evaluation of Support Staff (Policy GDO)**

It is the policy of the board that the performance of support staff be evaluated fairly and on an annual basis.

The employee’s principal and/or immediate supervisor has the responsibility for ensuring that all support staff under his/her supervision are evaluated. The evaluator will see that each support staff member under his/her supervision knows the basis upon which he/she is to be evaluated in advance of the evaluation. Each employee, at the time of employment, will be given an explanation of his/her duties and responsibilities, and provided with a copy of his/her current job description.

All evaluations will be on district-approved forms with standards for evaluations enumerated in all areas to be evaluated.

During his/her first year, each employee will be evaluated at least once during his/her probationary period before the final evaluation prior to April.

All evaluations will be filed in the employee’s personnel folder at the District Office.
Utilization of Evaluations
Evaluations will be utilized to inform employees of their performance. In order to accomplish this objective, the evaluation report will be discussed with the employee. Each employee will be given a copy of his/her evaluation and will sign the district’s copy as evidence that he/she has seen it and that it has been discussed with him/her. Each employee will be permitted to write comments on the evaluation prior to it being filed in his/her personnel folder.

Appeal
A support staff member may not appeal the results of his/her evaluation. If, however, the employee believes a procedural error occurred in the evaluation process, he/she may request that the director of employee quality review the matter. This request for a procedural review must be submitted in writing to the director of employee quality within 10 days of the employee receiving his/her summative evaluation results. The decision of the director of employee quality is final.

Support Staff Reduction in Force (Policy GDQA)
Once the superintendent has determined that elimination of support staff positions is desirable or necessary, he/she shall determine what position(s) must be eliminated and which individual(s) are to be terminated. Support staff positions may need to be eliminated because of such things as decreases in student enrollment, changes in curriculum, district reorganization, financial emergency or other circumstances as determined by the superintendent and board.

Prior to commencing action to terminate support staff members under this policy, due consideration shall be given to the ability to achieve position elimination and/or reduction in staff by voluntary retirement or resignation, reassignment and part-time employment.

The following is the only procedure that may be used to effect a support staff reduction in force.

Reduction-in-force terminations will be on a system-wide basis. Therefore, the superintendent shall not be limited to considering only those employees in the particular school, area or program in which the loss of enrollment, reorganization, curriculum change, financial emergency or other circumstance has occurred.

The recommendation concerning specific employees to be terminated under a reduction in force shall be based upon the following considerations:

- professional work experience;
- education level;
- performance evaluations, oral or written;
- attendance record;
- principal’s or supervisor’s recommendation;
- length of service in the district;
- “highly qualified” paraprofessional status as defined by the No Child Left Behind Act; and
- any other factor considered appropriate by the superintendent.

The superintendent will determine the appropriate weight to give these factors depending upon the needs and circumstances of the district.

Notice to Individual Employee
The superintendent or her designee shall meet with the employee whose employment will be terminated as a result of the reduction in force. Written notice of district action to terminate pursuant to this policy shall be sent to the affected employee(s) by both certified mail with return receipt requested and regular U.S. mail. The notice shall include a statement of the conditions requiring termination of employment and a general description of the procedures followed in making the decision.

Review of Individual Terminations
Within 10 calendar days after receiving a notice of termination under this policy, an employee may request a hearing on the matter before the board. Any such request shall be in writing and addressed to the board chair. The request for review will specify the grounds on which it is contended that the decision to terminate was arbitrary, discriminatory or otherwise improper. The hearing will be held within 30 calendar days after the request is received.

The hearing shall be conducted in an informal manner as determined by the board. The employee may be accompanied by legal counsel and shall be required to satisfy the board, by clear and convincing evidence, that the decision to terminate was arbitrary, discriminatory or otherwise improper. The employee shall be notified of the board’s decision within 10 calendar days following the hearing.

Discipline and Dismissal of Support Staff (Policy GDQD)
The board authorizes the superintendent and her designee to discipline and dismiss support staff as they deem necessary.

The administration may place a support staff member on administrative leave, with or without pay, while an investigation into possible misconduct is conducted.

With respect to dismissal, such action will be based on the recommendation of the support staff member’s principal or district-level supervisor and will occur following a pre-termination opportunity before the superintendent or chief human resources officer. At the pre-termination conference, the employee may present reasons why the recommendation of dismissal should not be accepted. Should the superintendent or chief human resources officer decide to dismiss the support member from employment, the notice will be in writing and the decision will be final.
CONDUCT AND WELFARE POLICIES FOR ALL EMPLOYEES

Sexual Discrimination and Harassment (Policy GBAA)

It is the board’s expectation that all personnel conduct themselves in a professional manner and respect other district employees, students, parents and third parties at all times. In this regard, the board prohibits sexual harassment, all forms of sexual discrimination and other inappropriate conduct of a sexual nature.

All employees, including supervisory-level employees, must avoid any action or conduct that could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing or electronically through telephones, mobile telephones or other telecommunication devices; through computers, laptops or other mobile computing devices; and through email, text messaging, instant messaging, etc.

Sexual harassment of employees consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either expressly or impliedly a condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for any employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with the employee’s work performance or creating an intimidating, hostile or offensive working environment.

Any employee who believes he/she has been subjected to sexual harassment is encouraged to file a complaint in accordance with the administrative rule that accompanies this policy. All allegations will be investigated promptly. Employees who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. An employee who is found to have engaged in sexual harassment or inappropriate conduct of a sexual nature with another employee will be subject to disciplinary action, up to and including termination from employment, and all other appropriate steps will be taken to correct or rectify the situation.

Sexual Discrimination and Harassment Administrative Rule (Policy GBAA-R)

These following procedures are intended to:

- discourage employees from subjecting employees or students of the district to sexual harassment or inappropriate conduct of a sexual nature;
- promote a harassment-free work and/or learning environment;
- effectively and appropriately address all sexual harassment and inappropriate conduct of a sexual nature found to have occurred or be occurring;
- establish ongoing education and awareness of the problem of sexual harassment and inappropriate conduct of a sexual nature; and
- provide information about how to report allegations of sexual harassment and inappropriate conduct of a sexual nature.
Types of Behavior that Constitute Sexual Harassment of Employees

Sexual harassment of employees includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that:

- is made an employment condition so that submission to such conduct is a term or condition of employment;
- has an employment consequence, so that submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual employee; or
- is an offensive job interference, so that such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include, but is not limited to, the following:

- verbal harassment including epithets, sexually offensive comments or slurs;
- physical harassment or physical interference with movement or work; or
- visual harassment such as sexually offensive cartoons, drawings or posters.

Sexual harassment is prohibited against members of the opposite sex as well as against members of the same sex.

Behavior Prohibited of Administrators/Supervisors

No administrator/supervisor may condition any offer of employment, employee benefit or continued employment on an employee’s agreement to any of the sexual behavior defined above.

No administrator/supervisor may retaliate against any employee because that employee has opposed a practice prohibited by Title VII of the Civil Rights Act of 1964 and the South Carolina Human Affairs Law, or has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding or hearing conducted by an authorized agency.

No administrator/supervisor will cause or tolerate the creation of a sexually hostile or offensive work environment by any subordinate employee or third party associated with schools who engages in sexual harassment.

No administrator/supervisor will destroy evidence relevant to an investigation of sexual harassment.

Types of Behavior that Constitute Inappropriate Conduct of a Sexual Nature With Students

Inappropriate conduct of a sexual nature with students includes inappropriate sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Inappropriate conduct of a sexual nature may include, but is not limited to, the following:

- engaging or participating in any dates, sexual activity, or other activity which contains a sexual or romantic overture;
- leering at a student’s body;
- touching, grabbing and/or pinching;
- making comments, gestures or jokes of a sexual nature;
- manipulating clothing in a sexual manner;
- displaying sexual pictures or objects;
- spreading sexual rumors or commenting about sexual behavior;
- teasing and/or bullying in sexual terms;
- inflicting sexual assault or abuse; or
- any other behavior by an employee toward a student that would reasonably cause the student to feel uncomfortable or would reasonably give the appearance of impropriety or unprofessional conduct, regardless of whether the behavior is overtly sexual and regardless of whether such behavior would constitute a crime.

Certain “inappropriate conduct of a sexual nature” that district employees direct toward students may also be criminal conduct as defined by state law, including S.C. Code Section 16-3-755. However, the district will take appropriate action against any employee who engages in inappropriate conduct of a sexual nature, as defined in district policies, regardless of whether the conduct rises to the level of a crime.

Inappropriate conduct of a sexual nature is prohibited against students of the opposite sex as well as against students of the same sex. Additionally, students are prohibited from directing inappropriate conduct of a sexual nature toward employees, whether of the same sex or opposite sex.

Behavior Prohibited of All Employees

No administrator, supervisor or any other employee will create a sexually hostile or offensive work environment for any employee by engaging in sexual harassment.

No administrator, supervisor or any other employee will create a sexually hostile, offensive or charged educational environment for any student by engaging in any sexual harassment or inappropriate sexual conduct with a student.

No administrator, supervisor or any other employee will encourage or assist any individual in performing any act that constitutes sexual harassment or inappropriate sexual conduct against any employee or student.

Preventive Action

Annually, Policy GBAA and this administrative rule will be fully referenced in the Employee Handbook and/or a copy made available to each employee. Further, each employee will sign a statement acknowledging the receipt of the aforementioned information.
Policy GBAA and this administrative rule will be available online, in each school and at the District Office. All employees will be informed about the nature of sexual harassment and inappropriate conduct of a sexual nature, the procedures for registering a complaint and the possible redress that is available.

Administrators and designated sexual harassment contact persons are expected to be knowledgeable of the district’s procedures regarding sexual harassment and inappropriate conduct, and should know how to address and/or investigate complaints. For example, they should be made aware of the kinds of acts that constitute sexual harassment and inappropriate conduct of a sexual nature; the district’s commitment to eliminating and preventing sexual harassment and inappropriate conduct of a sexual nature in the schools; the penalties for engaging in harassment or inappropriate conduct of a sexual nature; the procedures for reporting incidents of sexual harassment and inappropriate conduct of a sexual nature; and the procedures for conducting a sexual harassment or inappropriate conduct of a sexual nature investigation.

The District Office will make available information from the Equal Employment Opportunity Commission and the South Carolina Human Affairs Commission about filing claims of sexual harassment with these entities.

The district will designate a Title IX Coordinator. The name, address and business telephone number of the Title IX Coordinator will be disseminated throughout the system.

**Reporting and Response Procedures**

Any employee who believes that he/she has been the object of sexual harassment or inappropriate conduct of a sexual nature is encouraged to file a complaint with his/her immediate supervisor or principal except for situations covered below. GBAA-E, Sexual Discrimination and Harassment Complaint Form, may be used to file a complaint or the complaint may otherwise be reported to the appropriate administrator orally or in writing.

Any employee who believes that he/she has witnessed inappropriate conduct of a sexual nature toward an employee or a student must promptly report such a situation to his/her immediate supervisor or principal except for situations covered below.

Under no circumstances will an employee be required to first report allegations of harassment or inappropriate conduct of a sexual nature to his/her immediate supervisor if that person is the individual who is accused of the harassment or inappropriate conduct. In such cases, the employee will file the complaint with the district’s Title IX Coordinator.

All administrators/supervisors/contact persons will initiate an investigation of any incident of alleged sexual harassment or inappropriate conduct of a sexual nature reported to them or observed by them in consultation with the district’s Title IX Coordinator. The administration will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in the sexual harassment or inappropriate conduct of a sexual nature allegation, except to the extent necessary to carry out an investigation and comply with statutory obligations.

All administrators/supervisors will report the Title IX Coordinator and/or superintendent in writing the results of any investigation of sexual harassment or inappropriate conduct of a sexual nature, including corrective or disciplinary action taken. The employee or student who brought the sexual harassment or inappropriate conduct of a sexual nature allegation will be informed that appropriate actions were taken and will be advised as to how to report any subsequent problems.

If an employee is determined to have sexually harassed another employee or engaged in inappropriate conduct of a sexual nature with a student, the administration will take whatever disciplinary action is warranted, up to and including termination from employment. If a student is found to have directed inappropriate conduct of a sexual nature toward an employee, the student will be subject to disciplinary action.

All administrators/supervisors will follow up periodically on any incident of sexual harassment or inappropriate conduct of a sexual nature they were involved in investigating to determine whether the employee or student has been subjected to any further sexual harassment or inappropriate sexual conduct since the corrective action was taken.

No administrator/supervisor of this district will retaliate in any way against an employee or student who has provided information as a witness to or victim of an incident of sexual harassment or inappropriate conduct of a sexual nature.

**Additional Obligations of All Employees**

All employees will report to their immediate supervisor any conduct on the part of non-employees, such as sales representatives or service vendors, which is believed to constitute sexual harassment or inappropriate conduct of a sexual nature.

Accordingly, S.C. Code Ann. Section 63-7-310, as amended, provides in pertinent part:

“A… school teacher, counselor, principal, assistant principal, school attendance officer, social or public assistance worker, substance abuse treatment staff, or child care worker in a child care center or foster care facility, foster parent, police or law enforcement officer, juvenile justice worker,… or a volunteer non-attorney guardian ad litem… must report in accordance with this section when in the person’s professional capacity the person has received information which gives the person reason to believe that a child has been or may be abused or neglected as defined in Section 63-7-20.”

Any employee who has received information in his/her professional capacity which gives him/her reason to believe that a child under the age of 18 has been or may be sexually abused by an employee or third party must report such a situation. The employee must make the report to either
a law enforcement agency in Lexington County or to the Lexington County Department of Social Services. If such a report is made, the employee must also inform either his/her principal or the district’s Title IX Coordinator.

All employees will cooperate with and maintain the confidentiality of any investigation of alleged acts of sexual harassment or inappropriate conduct of a sexual nature conducted by the district or by an appropriate state or federal agency. Failure to do so could result in disciplinary action against the individual who failed to cooperate or who violated the confidentiality of the matter.

No employee will take any action to discourage any other employee or student from reporting alleged sexual harassment or inappropriate conduct of a sexual nature. Any person who intentionally provides false information in connection with a report or investigation of sexual harassment or inappropriate conduct of a sexual nature will be subject to disciplinary action.

No employee will retaliate in any way against an employee or student who has provided information regarding an incident of sexual harassment or inappropriate conduct of a sexual nature.

Sexual Battery With a Student as Defined in South Carolina Law

SECTION 1. Article 7, Chapter 3, Title 16 of the 1976 Code, Section 16-3-755.

If a person affiliated with a public or private secondary school in an official capacity engages in sexual battery with a student enrolled in the school who is 16 or 17 years of age, and aggravated coercion or aggravated force is not used to accomplish the sexual battery, the person affiliated with the public or private secondary school in an official capacity is guilty of a felony and, upon conviction, must be imprisoned for not more than five years.

If a person affiliated with a public or private secondary school in an official capacity engages in sexual battery with a student enrolled in the school who is 18 years of age or older, and aggravated coercion or aggravated force is not used to accomplish the sexual battery, the person affiliated with the public or private secondary school in an official capacity is guilty of a misdemeanor and, upon conviction, must be fined not more than five hundred dollars or imprisoned for 30 days, or both.

If a person affiliated with a public or private secondary school in an official capacity has direct supervisory authority over a student enrolled in the school who is 18 years of age or older, and the person affiliated with the public or private secondary school in an official capacity engages in sexual battery with the student, and aggravated coercion or aggravated force is not used to accomplish the sexual battery, the person affiliated with the public or private secondary school in an official capacity is guilty of a felony and, upon conviction, must be imprisoned for not more than five years.

Employee Rights and Responsibilities (Policy GBE)

Rights

Employees are accorded all rights, including due process of law, as guaranteed by state and federal laws and constitutions.

Responsibilities

Employees have a responsibility to become familiar with and abide by federal and state laws as these affect their job responsibilities and the district’s obligations. The same requirement applies to the policies of the Board of Trustees and related administrative rules and procedures.

The board expects all staff members to carry out their assigned responsibilities with conscientious concern. At a minimum, the district requires all personnel to:

• be faithful and prompt in attendance at work;
• support and enforce federal and state laws, board policies and administrative rules, and district practices and procedures;
• be diligent in adhering to time frames and due dates;
• take care and protect district property;
• demonstrate concern and attention toward his/her own and the board’s legal responsibility for the safety, welfare and protection of students; and
• act professionally at all times and maintain a strictly professional relationship with students, both in and out of school.

In short, in conduct, manner, dress, courteousness, industry and attitude, the district expects all its employees to be exemplary role models.

Staff Ethics/Conflict of Interest (Policy GBEA)

Staff members will not engage in any activity that conflicts or raises a reasonable question of conflict with their responsibilities in the district.

An employee will not engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system.

An employee will not engage in work of any type where information concerning a customer, client or employer originates from any information available to him/her through school sources.

An employee will not sell instructional supplies, equipment or reference books in the attendance area served by his/her school nor will the employee furnish the names of students or parents to anyone selling these materials.
Nepotism
Neither a board member nor an employee may participate in an action relating to the discipline of a “family member” defined as the following:

- husband/wife;
- brother/sister; brother-in-law/sister-in-law;
- father-in-law/mother-in-law; son-in-law/daughter-in-law;
- niece/nephew; aunt/uncle;
- parent/child; and
- grandparent/grandchild; stepparent/stepchild; stepbrother/stepsister (living in the home.)

The district will not assign two members of a family in the above relationships to the same school or the same school campus or place them in positions so that one is reporting or in line superior to the other without special action of the board. This rule applies to all levels and categories of certified, administrative and support staff employees.

South Carolina Law Section 59-25-10 provides that no board member’s immediate family member (parents, children, brothers or sisters only) may be employed without the written consent of the Board of Trustees.

State Ethics Law
A public school employee is under the jurisdiction of the “Ethical Conduct of Public Officials and Employees,” Section 8-13-700, et seq. S.C. Code of Laws, and is subject to the rules of conduct of the statute. Such rules include the following.

A public employee:

- may not use his/her position or office for personal financial gain (Section 8-13-700);
- must report the receipt of anything of value worth $25 or more under certain circumstances (Section 8-13-710);
- may not receive compensation to influence action (Section 8-13-705);
- may not receive additional money as payment for advice or assistance given in the course of their employment (Section 8-13-720);
- may not receive anything of value for speaking before a public or private group if the employee is acting in an official capacity (Section 8-13-715);
- may not use government personnel, equipment or materials in an election campaign (Section 8-13-765);
- may not use or disclose confidential information gained in the course of employment (Section 8-13-725);
- may not cause the employment, appointment, promotion, transfer or advancement of a family member to a state or local office or position in which the public official, public member or public employee supervises or manages (Section 8-13-750);
- may not participate in an action relating to the discipline of the public official’s, public member’s or public employee’s family member (Section 8-13-750);
- may not serve as a member or employee of a governmental regulatory commission that regulates any business with which the employee is associated (Section 8-13-730);
- may not represent another person before a governmental entity (Section 8-13-740);
- may not have an economic interest in a contract if the employee is authorized to perform an official function relating to the contract (Section 8-13-775);
- and/or
- may not use or disclose confidential information in any way that would affect his/her economic interest (Section 8-13-725).

In cases where an employee is required to take action or make a decision that affects himself/herself or other individuals, the employee will take such steps as the Ethics Commission will prescribe to remove himself/herself from the potential conflict of interest (Section 8-13-700).

The superintendent must file an annual statement of economic interest with the State Ethics Commission (Section 8-13-1110).

Identification Procedures (Policy GBEAA)
All district employees are required to wear photographic identification badges issued by the district. All employees will wear these badges at all times while at their places of work, while traveling from one school or district site to another, and while on district-owned property during normal business hours.

Employee Conduct (Policy GBEB)
One of the best methods of instruction is that of setting a good example. District employees are expected to set the kind of example for students that will serve students well in their own conduct and which subsequently contributes to an appropriate school atmosphere. Toward that end, in dress, conduct and interpersonal relationships, employees are expected to act professionally at all times.

The personal life of a district employee will be the concern of the administration and/or board if it impairs the employee’s ability to be an effective teacher, administrator or support staff member or violates local, state or federal laws and, in the case of a certified employee, his/her employment contract.
No employee will engage in immoral or criminal conduct or commit or attempt to induce students or others to commit an act or acts of immoral conduct or criminal conduct. If it appears an employee may have violated the law, the district will cooperate with law enforcement agencies.

All employees will maintain a professional relationship with students at all times, both inside and outside of school. No employee may engage in inappropriate conduct of a sexual nature with a student at any time. This includes any action or conduct communicated or performed in person, in writing or electronically through telephones, cellphones or other telecommunication devices; through computers, laptops or other mobile computing devices; and through email, text messaging, instant messaging, etc.

Certain “inappropriate conduct of a sexual nature” that district employees direct toward students may also be criminal conduct as defined by state law, including S.C. Code Section 16-3-755. The district will take appropriate action, however, against any employee who engages in inappropriate conduct of a sexual nature, as defined in district policies, regardless of whether the conduct rises to the level of a crime.

Employees of the district, while on duty and in the presence of students, will not use profanity, will not use tobacco in any form and will not consume or be under the influence of intoxicating beverages. They will also not be involved in drug abuse or drug trafficking.

Violations of this policy will be grounds for placing an employee on administrative leave, with or without pay, pending an investigation and possible recommendation for termination of employment, consistent with district policy and state law.

**Arrest of an Employee**
The board delegates specific authority to the superintendent or her designee to take appropriate employment action with regard to an employee who has been arrested. Should a district employee be arrested, he/she must promptly notify his/her supervisor and the chief human resources officer of the arrest, and keep the administration apprised of the continued status of the criminal case against him/her.

**Gifts to and Solicitations by Staff (Policy GBEC)**

**Selling Items for Personal Profit**
In the interest of maintaining a completely professional relationship between district employees and those whom they serve, employees may not sell for personal profit on school or district premises products of any kind to students or their parents.

**Soliciting of Staff**
No organization may solicit funds from staff members within the schools nor may they distribute fliers or other materials related to fund drives through the schools without the prior approval of the superintendent or her designee.

Staff members will not be made responsible or assume responsibility for the collection of any money or distribution of any fund drive literature within the schools without such activity having the approval of the superintendent or her designee.

As a matter of policy, the board expects solicitations of and by staff to be kept to a minimum. The superintendent will seek direction from the board in instances where prior practice has set no policy as to a particular fund drive.

**Gifts from Staff Members to Staff Members**
Individual employees should generally refrain from giving gifts to staff members who exercise any administrative or supervisory jurisdiction over them, either directly or indirectly. Generally, the board discourages collection of money for group gifts except in special circumstances such as bereavement, serious illness or retirement.

**Gifts to Staff Members**
The board discourages the giving of gifts by students to staff members. Consistent with the State Ethics Act, employees should not accept personal gifts, bonuses or gratuities from companies conducting business with the district. Exceptions to this policy are the acceptance of minor items, which are generally distributed by a company or organization through its public relations program, e.g., a calendar or pencil.

**Drug- and Alcohol-Free Workplace (Policy GBEC)**

**Expectations**
The board is committed to providing a drug- and alcohol-free learning environment and workplace. “Workplace” includes any district-owned or district-leased buildings, any district-owned vehicle or any other district-approved vehicle used to transport students to and from school or school activities. It also includes off-district property during any district-sponsored or district-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction of the school system or where work on a federal grant is performed.

Drug and alcohol use and/or being under the influence of illicit drugs or alcohol in the workplace threaten the health and safety of students and employees, and adversely affect the educational mission of the school system.

No employee will manufacture, distribute, dispense, possess, be under the influence of or use any illicit drug or alcohol and/or any look-alike drug in the workplace.

Employees are also prohibited from using medications lawfully prescribed by a physician in an unapproved or abusive manner while in the workplace or just prior to coming on duty.
Conditions of Employment
As a condition of employment, an employee must notify his/her supervisor or principal of his/her arrest or conviction of any criminal drug or alcohol statute no later than three days after such arrest or conviction.

As a condition of employment, each employee must abide by the terms of this policy respecting a drug- and alcohol-free workplace. An employee who violates its terms will be subject to disciplinary action including, but not limited to, suspension or termination from employment.

Drug and Alcohol Testing and Disciplinary Consequences of Refusal to be Tested and/or Violations of Board Policy
The district requires every employee to submit to testing for controlled substances and/or alcohol if the administration has reasonable suspicion that the employee is engaging in prohibited conduct as defined in this policy. Reasonable suspicion observations will be made by an administrator who has received at least an hour and a half of training on the physical, behavioral, speech and performance indicators of controlled substance use and/or alcohol misuse.

Any employee who, when requested by his/her principal or appropriate administrator, refuses to submit to an established drug or alcohol test, and/or shows a positive result from such test(s) will be subject to immediate dismissal from employment.

Nothing in this policy or its accompanying rule shall limit the right of the district, at its discretion, to terminate or otherwise discipline any employee for violating the system’s drug- and alcohol-free expectations.

Bus Drivers and Those Who Drive Buses for the District
Employees who drive buses, district vehicles, or vehicles rented or leased by the district are prohibited from using alcohol or drugs while on duty or just prior to coming on duty.

In compliance with the Omnibus Transportation Employee Testing Act of 1991, all employees who are required to hold commercial driver licenses will undergo alcohol and controlled substances testing consistent with federal regulations. Such employees shall receive appropriate education related to the requirements of this policy and its accompanying procedures.

Notification to Staff
The Office of Human Resources will notify employees of the board’s expectations that they be familiar with and abide by the terms of the district’s drug- and alcohol-free workplace policy/rule.

Available Assistance
As appropriate, employees needing help in addressing drug and/or alcohol problems are encouraged to use South Carolina public health services such as those provided by the Commission on Alcohol and Drug Abuse, the Employee Intervention Program and the state group health insurance plans.

Notice to Employees (Policy GBEC)
You are hereby notified that it is a violation of the policies of the district for any employee to manufacture, distribute, dispense, possess, be under the influence of, or use on or in the workplace any illicit drug such as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined in Schedules I through V of Section 2020 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by Regulations 21 CFR 1300.11 through 1300.15 and/or any look-alike drug and/or alcohol.

“Workplace” includes any district-owned or district-leased buildings, any district-owned vehicle or any other district-approved vehicle used to transport students to and from school or school activities. It also includes off-district property during any district-sponsored or district-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction of the school system or where work on a federal grant is performed.

You are further notified that it is a condition of your continued employment that you will comply with Board Policy GBEC and Administrative Rule GBEC-R, and will notify your supervisor of your arrest or conviction of any criminal drug or alcohol statute no later than three days after such arrest or conviction.

Any employee who violates the terms of the district’s drug- and alcohol-free workplace policy will be subject to disciplinary action including, but not limited to, nonrenewal, suspension or termination from employment.

Tobacco-Free Workplace (Policy GBED)
The board believes that tobacco use and exposure to secondhand smoke (environmental tobacco smoke) are hazardous to the health of human beings, especially children. Therefore, the board affirms that one of the best environments for instruction is one that is 100-percent tobacco free.

This policy provides a 100-percent tobacco-free, smoke-free environment for all students, staff and visitors within all district facilities; on school buses, vehicles and grounds; and at all district-sponsored events whether on or off school grounds.

The district will achieve this by doing the following:

- Modeling healthy behavior for all students, staff, visitors and the entire community;
- Utilizing proven and effective science-based tobacco use prevention curricula; and
- Providing access to cessation counseling or referral services for all students and staff.
Procedures
The district does not permit the use or possession of any tobacco products or paraphernalia including, but not limited to, lighters, matches, cigarettes, cigars, pipes, bidis, kreteks, smokeless tobacco, mint snuff and snuff by all students, staff and visitors within all district facilities; on school buses, vehicles and grounds, and at all district-sponsored events, whether on or off school grounds.

The district does not permit the use of candy or other novelty items that “look like” tobacco products including, but not limited to, candy, gum or beef jerky cigarettes, cigars or smokeless tobacco within all district facilities; on school buses, vehicles and grounds; and at all district-sponsored events, whether on or off school grounds.

This tobacco-free designation applies not only to normal school/office hours but also to any extracurricular event or activity whether before or after school, scheduled or unscheduled.

The district will ensure that tobacco use prevention programs, as recommended by the South Carolina Department of Health and Environmental Control, the South Carolina Department of Alcohol and Other Drug Abuse Services, and the South Carolina Department of Education, are an integral part of the district’s substance abuse prevention efforts.

The district will provide and/or refer students and staff to cessation services.

Enforcement
The district will prominently display tobacco-free signs. The principal of each school is responsible for making sure these signs are prominently displayed.

The district will enforce this policy by determining appropriate disciplinary actions for violators (students, faculty, visitors) in accordance with the district’s discipline code and other policies or procedures.

Visitors
Visitors who violate the terms of this policy will be subject to the following:

- District asks visitor to extinguish/get rid of tobacco product.
- District asks visitor to leave school property.
- District asks visitor to leave school event/activity. Visitor may not return and forfeits the admission fee already paid.
- After repeated offenses, the district may prosecute an individual for disorderly conduct.

Staff
Employees who violate the terms of this policy will be subject to disciplinary action. Disciplinary action could include anything from a verbal reprimand up to termination of employment.

- Staff member gets verbal reprimand.
- Staff member gets written reprimand placed in personnel file.
- Staff member gets suspended from work without pay.
- Staff member enrolls in cessation counseling or services program.

Students
On August 21, 2006, the Youth Access to Tobacco Prevention Act went into effect.

The law states that it is illegal to purchase or possess tobacco products if an individual is under 18 years old. Individuals under 18 may face legal fines, be required to enroll in cessation programs, be required to perform community service and/or lose their driving privileges.

Students who violate the terms of this policy will be subject to disciplinary action in accordance with the district’s student code of conduct policy (JICDA) and administrative rule (JICDA-R). Violations of the laws of the United States or of the state of South Carolina may subject students to criminal prosecution.

Students who violate the terms of this policy will be subject to the following:

- Administrators will confiscate items and not return them.
- Administrators will notify the student’s parent/legal guardian.
- Students who violate this policy will receive a one day out-of-school suspension on the first violation.
- Students who violate this policy will receive up to a three-day out-of-school suspension for subsequent violations.
- After the second violation, student enrolls in mandatory tobacco addiction counseling/tobacco prevention education.

Education and Assistance
The district will be responsible for using proven and effective science-based tobacco use prevention curriculum to educate all students, and for providing assistance and/or making appropriate cessation referrals.

Tobacco Industry Marketing or Sponsorship
The district will not accept any contributions or gifts, money or materials from the tobacco industry.

The district will not participate in any type of service funded by the tobacco industry.

The district will not permit staff or students to wear or possess clothing or accessories (i.e., book bags, jewelry, hats, etc.) that display or refer to tobacco or tobacco products or to tobacco use or tobacco products use.
Staff Health (Policy GBGA)

Health Screening
The district will not initially hire any person to work in the school system until that individual has been appropriately evaluated for tuberculosis according to guidelines approved by the South Carolina Department of Health and Environmental Control. Any person applying for a position in the district must secure a health certificate on the appropriate form from a licensed physician certifying that the individual does not have tuberculosis in an active stage.

Communicable Diseases
The board defines a chronic communicable disease as a persistent or recurring infection that may be transmitted to a susceptible person by contact with an infected individual. The district will rely on information provided by DHEC and the National Centers for Disease Control and Prevention on the identification and transmission of chronic communicable diseases.

It is the policy of the district to protect the health of the school community by implementing a program of education, prevention and reporting with respect to chronic communicable diseases in cooperation with state and local public health agencies.

Staff Health
The district may reassign an employee with a chronic communicable disease to a position which limits student/employee contact. Alternatively, the district may place the employee on medical leave if appropriate medical judgment substantiates that the employee poses a significant health threat to students and/or other employees.

Employees with AIDS or HIV shall be under no work restrictions, unless medical impairments exist which are so severe as to be a hazard for students or other employees. The district will make decisions regarding appropriate placement of employees known to have AIDS or HIV infection on a case-by-case basis.

The district will not screen employees for AIDS or HIV infection as a condition of employment. The identity of any employee with AIDS or HIV infection and any medical records for such employee will be confidential except as required by law.

The board reserves the right to place on leave or exclude any employee whose physical condition would interfere with his/her ability to work or would expose other students or employees to infection.

When an employee has been placed on leave or excluded as provided above, the board may require a satisfactory certificate from one or more licensed physicians that the employee's presence is no longer a risk to the employee or to others at school before allowing the employee to resume his/her duties.

The district will notify staff and students of the existence of a communicable disease in accordance with DHEC regulations and guidelines. The superintendent or her designee will be responsible for assuring that procedural safeguards are used when determining the employment status of employees with chronic communicable diseases.

Bloodborne Pathogens
The district has prepared and implemented a model exposure control plan. This plan includes appropriate training for all employees, as well as universal precautions that employees must take when dealing with blood and other bodily fluids. A copy of this plan is on file in the District Office.

Staff Participation in Political Activities (Policy GBI)

Employee Candidacy
The board recognizes that district employees have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elected public office or holding an elected or appointed public office, as long as neither activity conflicts with the employee's duties in the district.

At the earliest possible moment, an employee who wishes to offer for an elected or appointed position on a governing board or agency should verify in writing to the superintendent or her designee that such position will not conflict with state or federal law and/or regulations concerning the employee's right to serve, i.e., dual office holding, conflict of interest, etc. The employee must also notify the superintendent in writing of the position sought and the employee's intention as to the possibility of continued employment and the conditions of that employment.

In connection with campaigning and/or holding public office, an employee may not: use district facilities, equipment or supplies; discuss his/her campaign with district personnel, students, parents or citizens during work hours; or use any time during normal work hours for campaigning purposes, either through his/her own activities or through the activities of a supporter/colleague.

Political Activities in Schools
The board firmly believes in the democratic process and its principles. Additionally, the board feels the exposure of mature students to persons of political prominence and/or current events is an important part of education. The board, however, opposes those actions that transform the schools into arenas for political activity, including advocating any political party or any candidate for public office.

Therefore, the board directs that no one may distribute or post cards, fliers, pamphlets, brochures, signs, pins, badges or any other political paraphernalia espousing any political party or candidate at any time on district property.
Employee Grievances (Policy GBK)
The board recognizes the need to provide an orderly means of resolving disputes concerning the application of federal or state laws and district policies and rules as they affect the work activities of employees.

Employees should secure an equitable solution of grievances at the most immediate administrative level. Employees are encouraged to seek resolution of disputes under the existing grievance regulation and will have the right to do so with complete freedom from reprisal.

The grievance procedures set forth in the following rule are to be used to process employee complaints on alleged violations of Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendment Act of 1972; Section 504 of the Rehabilitation Act of 1973; and Titles I and II of the Americans with Disabilities Act of 1990.

Employee Grievances Administrative Rule (Policy GBK-R)

Purpose
The purpose of this procedure is to ensure a method for discussing and resolving certain employee complaints when an informal resolution of the problem is not possible. The process provides a positive procedure designed to elicit information from employees and supervisors, and to encourage effective management.

The district keeps all grievance proceedings as informal and confidential as is appropriate.

Definition
A grievance is a claim by an employee of a violation, misinterpretation, or misapplication of a provision of board policies and administrative rules or district practices as they may affect the employment or work of such employee and/or a violation, misinterpretation or misapplication of federal or state law.
The grievance procedures set forth above are to be used to process employee complaints based on alleged violations of Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendment Act of 1972; Section 504 of the Rehabilitation Act of 1973; and Titles I and II of the Americans with Disabilities Act of 1990.

After the first two steps above, if the responses of successive supervisory or administrator levels below the superintendent do not resolve the grievance to the satisfaction of the employee, or if no decision is made within a designated time, the complainant may appeal in writing to the district’s Civil Rights Coordinator if the complaint involves an alleged violation of the employee’s civil rights or to the Section 504 Coordinator if the alleged violation pertains to Section 504. If the complainant fails to appeal within five days of receipt of the written response, the right to appeal is waived. If an appeal is made to the Civil Rights Coordinator or the Section 504 Coordinator, an investigation, as may be appropriate, should be undertaken by that individual. Within 10 days following any investigation, the Civil Rights Coordinator or Section 504 Coordinator will conduct a hearing and afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

The right of an employee to a prompt and equitable resolution of any civil rights grievance will not be impaired by the employee’s pursuit of other remedies such as the filing of a complaint with the responsible federal or state agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

Use of Technology Resources in Instruction (Policy IJNDB)

Technology is a vital part of education and the operation of the district.

In an effort to promote learning and to expand educational resources for students, the district has made arrangements to provide students and staff with access to various types of technology.

The district’s goal in providing this technology is to promote educational excellence by facilitating resource sharing, communication and innovation.

Access to technology is a privilege, not a right. With this privilege also comes a responsibility to use this access solely for educational purposes and not for inappropriate purposes.

The district will not tolerate the inappropriate use of technology by any person.

District administrators are directed to develop appropriate guidelines to govern the use of technology and to implement technology protection measures and safety rules as required by the conditions of eligibility for any federal or state technology-funding-assistance program.

Use of Technology Resources in Instruction Administrative Rule (Policy IJNDB-R)

Definition

For the purpose of this policy, technology is defined as, but not limited to, the following:

- collaborative systems including email, cloud storage and document management;
- workstations (both desktop and mobile), tablets, smartphones, printers, scanners and peripherals;
- local area networks (both wired and wireless), including but not limited to wiring, routers, access points, controllers and all other network equipment;
- servers including video servers, file and print servers, database servers, caching servers, Web servers and communication servers;
• a wide area network linking all Lexington County School District One sites into one Intranet;
• voice communication systems to include primary systems, integrated voice response/management systems, automatic dialing systems, voice mail servers, mobile telephones, VOIP phone systems, recording devices and two-way radios;
• management systems including data retrieval, device management, grading, instructional, media, textbook, student and food service systems hosted either on or off premise;
• video systems including but not limited to distance learning equipment, cameras, video-conferencing systems, Web-conferencing systems, intra-district broadcasting, digital signage and all other video equipment;
• software applications and mobile apps;
• energy management, physical security systems and security monitoring systems including camera surveillance systems;
• office copier, faxing, imaging and document management systems;
• paging, bell and fire alarm systems

Access
Because technology is a vital part of the educational process and the curriculum of the district, students and staff will be provided access to technology including, but not limited to, network, Internet and email services.

The district intends to promote educational excellence in schools through Collaboration, Critical Thinking, Communication and Creativity, providing access to a diverse array of technological resources.

Through the network and Internet, students and staff will have access to the following.
• email services
• collaborative storage and editing systems
• district-provided software applications, mobile apps and appropriate digital content
• local, regional, public, state and national library catalogs including reference and research sources

The availability of Internet access provides a unique educational opportunity for students and staff to contribute to the district’s presence in the Global Community. This medium of communication provides an opportunity to share information with the community, our nation and the world about the district’s curriculum and instruction, school-authorized activities and other related information.

The district provides this instructional resource as an educational tool for staff and students. The smooth operation of technology relies on the appropriate conduct of its users. These guidelines are provided so that students and staff are aware of their responsibilities when using technology. Employees who violate the terms of this administrative rule or otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include termination of employment.

Violations of federal or state law may subject users (employee or student) to criminal prosecution.

Access to technology comes with the increased availability of material which may not be of educational value in the context of the school setting. The district makes every effort to monitor and restrict access to known objectionable sites and to controversial or inappropriate materials as required by law. Use of technology and/or Internet access for any purpose that is inconsistent with the educational mission of the district is strictly prohibited.

For the district to provide network and Internet access, all staff and students must take responsibility for appropriate and lawful use of this access. While the schools’ teachers and staff will make reasonable efforts to supervise student use of network and Internet access, student and parent/legal guardian cooperation is essential in exercising and promoting responsible use of this access.

Upon accepting this policy, each staff member and student will be given network and Internet access and must abide by Policy IJNDB. A copy of this policy, or access to this policy, will be provided to parents/legal guardians.

The use of technology for teaching, learning, and communication is an expectation and supports the district’s mission and vision. Therefore, teacher, staff and student use of technology is not optional. All users in the district understand they must use technology responsibly and are bound by the terms of this policy and administrative rule.

Internet safety policy
In compliance with the Children’s Internet Protection Act (CIPA), 47 U.S.C. § 254(h), the district uses technology designed to filter and block obscene materials, child pornography and “harmful to minors” materials as defined in the CIPA.

For purposes of this administrative rule, this document is the district’s “Internet Safety Policy.” This policy includes provisions to address possible access by minors to inappropriate materials on the Internet which include but are not limited to: inappropriate use of email and other forms of direct electronic communication; unauthorized access, use and dissemination of personal identification information regarding minors; and measures designed to restrict minors’ access to potentially harmful materials.
**Terms and conditions of use**
The purpose of the district's technology is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. All use of technology must be in support of education and research and be consistent with the educational objectives of the district.

Individuals must comply with the district’s rules and state and federal laws. Transmission of any material in violation of any federal or state laws or regulations is prohibited.

At the beginning of each school year, students and staff receive information about the appropriate use of technology, the district network, safety and other issues governing technology use through the district’s student handbook, Personal Mobile Computing Guides and the district’s employee handbook.

Lexington County School District One requires all users to immediately report technology-related issues or problems. Students are instructed to tell their attending teacher. Employees are instructed to tell their supervisor.

Access to computer systems and networks owned/operated by the district imposes certain responsibilities and obligations on users and is subject to district policies and local, state and federal laws.

Acceptable use is always ethical, reflects honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms and the individual’s right to privacy and freedom from intimidation, harassment and unwarranted annoyance.

**Rules governing use**
Lexington County School District One digital and online content must comply with district policies on FERPA, data privacy and public use of school records.

Lexington County School District One will not be responsible for any obligations resulting from any unauthorized use of the system. This includes, but is not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, inappropriate materials of any kind or any other illegal act.

Lexington County School District One will involve law enforcement should illegal activities take place.

Lexington County School District One expects users to immediately report if they mistakenly access inappropriate information or images, any message they receive that they feel is inappropriate or that makes them feel uncomfortable, and any possible security problems. By immediately reporting, users protect themselves against allegations that they have intentionally violated the technology acceptable use policy. Students will immediately tell their attending teacher. Employees will immediately notify their supervisor.

Students will not post personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes, but is not limited to, home address, telephone numbers, school address, etc.

Users will utilize the system for educational, professional or career development activities only and when it is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.

Users will not access or upload inappropriate content to district technology resources.

Users should only join communication groups that are relevant to their educational, professional or career development.

Users will not use district technology to maintain a personal business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.

Users will not originate nor knowingly forward emails containing jokes, spam, chain letters, greeting cards for personal purposes, virus notifications, screen savers and other non-educational file attachments.

Users will not attempt to gain unauthorized access to the email system, the district’s digital and online content or any other computer systems through Lexington County School District One email and/or Internet and/or network access.

Users will not make deliberate attempts to disrupt the computer system’s performance or to destroy data by spreading computer viruses or by any other means. These actions are illegal.

Users will not attempt to perform functions that exceed their authorized access, share their account information (user ID and/or password) or log in through another person’s account or access another person’s files without permission. These actions are illegal.

Users will not use defamatory, false, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, bullying, disrespectful, disruptive, racial, violent or any other inappropriate language in public messages, private messages and any material posted on digital and online content. All communications via district digital and online content will comply with the district’s technology policy and district’s student code of conduct (JICDA) policy and administrative rule (JICDA-R).

Users will not send harassing email to another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop.

Users will neither use the district system to access sites/material that are profane, obscene or pornographic nor use the system to access sites/material that advocate illegal acts, violence or discrimination toward other people.
Penalties for improper use

Employees who violate the terms of this administrative rule or otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include anything from a warning up to termination of employment.

Students who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include, at a minimum, the loss of technology privileges and will take place in accordance with the district’s student code of conduct policy (JICDA), administrative rule (JICDA-R) and Personal Mobile Computing Guide.

Violations of the laws of the United States or of the state of South Carolina may subject users (employee or student) to criminal prosecution.

Warranty

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries or service interruptions caused by the system’s negligence, user errors or omissions.

Use of any information obtained via the Internet is at the user’s own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

If a user incurs unauthorized costs, the user, as well as the user’s parents/legal guardians (if the user is a student), will be responsible for all such costs.

User privacy

Email messages and any other electronic files created using district resources or stored district resources are the property of the district.

The district reserves the right to examine, restrict or remove any material that is on or passes through its network, just as it does any other work or material generated at or brought to school or work by staff or students.

Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

Plagiarism and copyright

Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will use proper bibliography formats.

Users will respect copyright laws. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, users should request permission from the owner.

Other

Digital and online content reflects an individual’s thoughts, interests and activities. Such content does not, in any way, represent individual schools or the district, nor are they endorsed or sanctioned by any individual school or the district.

Given the rapid change in technology, some of the technical standards outlined in this regulation may require change throughout the year. Such changes will be made with approval of the superintendent. This regulation may be updated on an annual basis or more frequently, if required.
LEAVE AND ABSENCES POLICIES FOR ALL EMPLOYEES

Annual Leave Bank for Catastrophic Illness or Accident (Policy GBBAAA)
The board has authorized the creation of an annual leave bank for active duty, full-time employees who earn annual leave. The purpose of the annual leave bank is to provide paid leave for employees who experience catastrophic illnesses or accidents that require absences that exceed their accrued annual leave or whose absence from work is necessary due to a catastrophic illness or accident involving an immediate family member, i.e., spouse, child or parent.

Annual Leave Bank for Catastrophic Illness or Accident Administrative Rule (Policy GBBAAA-R)
For the purpose of this policy, one leave day is defined as equivalent to the amount of time an employee is scheduled to work each day. Hours worked per day are stated annually on the employee status form issued to the employee and signed by the employee. For example, an employee who is scheduled to work six hours each day will be granted leave days equal to six hours for each day.

An annual leave bank for catastrophic illness and/or accident for active duty, full-time employees will be established at each school and at the District Office. The bank will be established by the employees of each school and the District Office through the voluntary donation of a day or specific number of days of their annual leave to the bank thereby establishing eligibility to participate in the bank should they qualify at some subsequent time. All members who elect to participate in the bank must contribute an equal number of days.

After leave days have been contributed, these days may not be reclaimed by the donor. However, if all leave days are awarded to an applicant or applicants, the bank committee will issue a call for an additional contribution of a specific amount of leave by employees at the school or District Office. Failure to contribute within the specified time period will automatically disqualify an employee from eligibility to participate in the bank program even if an earlier contribution had been made. The bank of annual leave days can be carried forward from one school year to the next.

The administration of the bank at each school site and the District Office will be under the direction of a bank committee elected from the participants. The bank committee will consist of a minimum of five members with representation from both certified and classified personnel. School principals who elect to participate will be members of the District Office bank.

In order to be eligible to request leave from the bank, an employee must meet the following criteria:

- be a contributing member of the bank at the time of employment or at the next open enrollment period;
- suffer from a catastrophic illness or accident or have an immediate family member suffer from a catastrophic illness or accident;
- be absent from his/her official duties for a minimum of 20 consecutive work days and have exhausted all of his/her otherwise available paid leave; and
- present certification by a licensed physician that he/she is unable to report to work.

In no event will annual leave credits from the bank be used for covering any illness lasting longer than 90 consecutive workdays. Annual leave bank credits are available for a maximum of 10 days in any school year and only in the context of an illness or accident of 90 consecutive days or less.

If eligible to participate, the employee will make application on an approved form to the appropriate school or District Office employee. All information concerning a request will be considered confidential.

The bank committee’s approval or disapproval will be “final.” No bank committee will be authorized to grant leave beyond the amount credited to the bank by the employees of that particular school or the District Office.

LEAVE AND ABSENCES POLICIES FOR PROFESSIONAL STAFF

IMPORTANT NOTE: Changes made in 2013 to Policy GCC include the following.

- Annual leave is reported in hours.
- Employees accrue leave as they earn it.
- Employees are no longer required to take a minimum of one-half day of leave. The smallest amount of leave an employee can take is one hour.
**Professional Staff Leave and Absences (Policy GCC)**

Professional staff employees include all employees who are paid on the professional staff employee salary schedules.

The board expects employees to come to work every day of their working schedule. The board recognizes, however, that certain absences are unavoidable. At such times, employees should take leave in accordance with this policy and its accompanying administrative rule. Absent employees must comply with all procedures set out in this policy and the administrative rule that accompanies this policy.

**Leave for Full-Time Employees**

An update to this policy is expected in the near future.

Lexington One employees accrue annual leave at the rate of one and one-third days per month. The leave will accrue in hours. For example, an eight-hour employee will accrue one and one-third days times eight hours or 10 and two-thirds hours per month and a six-hour employee will accrue one and one-third days times six hours or eight hours per month.

For an employee working a full-contract year, the hours will accrue to coincide with the number of months of the classification of the employee’s assignment (e.g., nine-month employee for 190-day teachers). For example:

- Nine months = (177 days up to 204 days) = 9 x 1 1/3
  (the equivalent of 12 days) x 8 hours (assuming an eight-hour employee) = 96 hours per year
- 10 months = (205 days up to 219 days) = 10 x 1 1/3
  (the equivalent of 13 1/3 days) x 8 hours (assuming an eight-hour employee) = 106 2/3 hours per year
- 11 months = (220 days up to 224 days) = 11 x 1 1/3
  (the equivalent of 14 2/3 days) x 8 hours (assuming an eight-hour employee) = 117 1/3 hours per year
- 12 months = (225 days up to 240 days) = 12 x 1 1/3
  (the equivalent of 16 days) x 8 hours (assuming an eight-hour employee) = 128 hours per year

Leave hours will not be advanced to employees prior to the employee earning the leave.

For the purpose of this policy, one leave day taken is defined as equivalent to the amount of time an employee is scheduled to work each day. Hours worked per day are stated annually on the employee status form issued to the employee and signed by the employee. For example, an employee who is scheduled to work six hours each day will be charged six hours for each day taken.

In accordance with the provisions below, leave is generally available for employees to use for circumstances requiring them to be away from work, e.g., personal/family illness, death in family or family tragedy, personal business, etc.

Leave not used annually may be accumulated to a maximum hours equivalent to 135 leave days. For example, a six-hour-per-day employee may accumulate a maximum of 810 hours (6 x 135 = 810).

An employee using annual leave as provided for in this policy will not be terminated from employment nor will any such employee be terminated during a continuing period of personal illness of less than 91 days.

For purpose of this policy, “family” is defined as husband/wife, brother/sister, brother-in-law/sister-in-law, father-in-law/mother-in-law, daughter-in-law/son-in-law, niece/nephew, aunt/uncle, parent/child, grandparent/grandchild, stepbrother/stepparent, and stepparent/stepchild.

Employee use of annual leave is subject to the following provisions:

- During the first five days of student attendance in the school term, the last five days of student attendance of the school term, just prior to or immediately following district holidays, and on designated in-service education or staff development days, an employee may take leave only for personal illness, family illness or death in the family. In case of other verifiable, extenuating circumstances, the superintendent or her designee may grant annual leave time during the above periods. The employee must secure written permission from his/her principal or supervisor prior to requesting an exception from this provision from the superintendent or her designee.
- One hour is the smallest denomination of annual leave time that may be recorded against an employee.
- Employees employed for:
  ⊗ 190 or less days in a school year may not use more than the equivalent hours of five annual leave days in a school year except for personal illness, family illness or death in the family.
  ⊗ 191 to 215 days in a school year may not use more than the equivalent hours of six annual leave days in a school year except for personal illness, family illness or death in the family.
  ⊗ 216 to 220 days in a school year may not use more than the equivalent hours of seven annual leave days in a school year except for personal illness, family illness or death in the family.
  ⊗ 221 to 230 days in a school year may not use more than the equivalent hours of eight annual leave days in a school year except for personal illness, family illness or death in the family.

In case of other verifiable, extenuating circumstances, the superintendent or her designee may grant leave in addition to these amounts. The employee must secure written permission from his/her principal/supervisor prior to requesting an exception to this provision from the superintendent or her designee.

At the end of the school year, special payments for unused annual leave earned and accrued while employed in the district may be awarded for all full-time employees.
who have earned and accumulated the equivalent hours of up to 90 days of such leave while in the district’s employ. Employees who have earned and accumulated the equivalent hours of up to 90 days of annual leave while in the employ of the district may elect to receive substitute pay for their annual accumulated hours in excess of the number of hours equivalent to 90 days, or they may elect to accumulate earned but unused hours until the equivalent hours of 135 days of leave are accrued. At the end of the school year, employees who have earned and accumulated the equivalent hours of 135 days of accrued annual leave while in the employ of the district will be eligible to receive substitute pay for their annual accumulated unused hours in excess of the equivalent hours of 135 days.

All full-time employees who separate from employment or retire from Lexington One, including those who exit the Teacher and Employee Retention Incentive (TERI) retirement program, may receive payment for accumulated but unused annual leave which has been earned while employed in Lexington One, up to the 66 2/3 percent of the equivalent hours of 135 days maximum, i.e., the equivalent hours of 90 days, in the following manner:

- A person with up to a maximum of the equivalent hours of 135 days of annual leave earned while employed in Lexington School District One may receive payment for 66 2/3 percent of these hours, i.e., payment for no more than the equivalent hours of 90 days, upon separation from employ or upon exiting the TERI retirement program.
- The daily pay rate is based on the current year’s salary schedule.
- Within 30 days of separation from employment with or retirement from the district, an employee must decide how he/she would like his/her accumulated leave handled; i.e., whether to receive payment for all of the leave, transfer all of the leave to another state agency or school district, allow the leave to remain with the district for the employee to use if re-employed at a later date or some combination of the options. Once an employee makes a decision regarding the disposition of accumulated leave, the decision is final and cannot be revoked, regardless of any change of circumstances.
- Once an employee elects to receive his/her leave payment, he/she will not be able to transfer any annual leave days for which payment is received to another school district or eligible state agency.
- In his/her lifetime, no employee will receive payment for 66 2/3 percent of the equivalent hours of 135 days of annual leave, i.e., the equivalent hours of 90 days, which has been earned and accumulated while an employee of the district.
- If an employee receives payment for days of annual leave earned and accumulated while in the employ of the district in an amount less than the maximum of the equivalent hours of 90 days, the employee may receive additional payments for leave accumulated to the extent that the payment does not exceed the lifetime aggregate maximum total of the equivalent hours of 90 days. For example:
  ◦ If an employee receives payment for 66 2/3 percent of his/her equivalent hours of 135 days of accumulated annual leave, i.e., the equivalent hours of 90 days of pay, at the time of separation or upon exit from the TERI program and returns to work for the district at a later date, the employee would receive no additional payment of leave not used during the employee’s subsequent employment with the district at a later date. The employee would receive no additional payment for annual leave not used during the employee’s subsequent employment with the district because the maximum lifetime of the equivalent hours of 90 days of payment under this policy has already been received.
  ◦ If an employee resigns from the district in order to accept a position with another employer and receives payment for 66 2/3 percent of the equivalent hours of 90 days of accumulated annual leave, i.e., the equivalent hours of 60 days of pay, then returns to work for the district at a later date, the employee would be eligible to receive payment for up to an additional equivalent hours of 30 days (66 2/3 percent of the equivalent hours of 45 days earned in the district).
- Notwithstanding the foregoing, employees who breach their contract of employment with the district or who are terminated for “just cause” will not be eligible to receive any payment for accumulated but unused annual leave.
- Upon a written request of the employee, accumulated annual leave will be transferred to any school district or state agency in South Carolina as required by Section 59-1-400 and Section 8-11-46, Code of Laws of South Carolina, 1976.
- Deductions of annual leave hours will be made in the pay period in which they occur or the pay period following the absence.

Leave for Part-Time Employees

For purposes of this policy, “part-time employee” is defined as an individual employed in the district who works a minimum of 15 hours but less than 30 hours per week for a school year for that position.

Part-time employees who meet the above requirement may earn pro rata equivalent leave (length of one day’s work time for that individual) per year. For example, an employee who works seven hours on a nine-month assignment, three days
each week, would earn approximately three-fifths of the leave a full-time employee would earn, or \(7 \times 0.6 \times 12\) or 50.4 hours.

Similarly, an employee who works four hours on a nine-month assignment, five days each week, would earn one-half of the leave a full-time employee would earn, or \(4 \times 12\) or 48 hours or 12 half days (four hours) of leave.

The provisions of this policy apply to part-time, regular employees under the payroll system as controlled by Lexington One. Any employee who works less than 15 hours per week does not qualify for these provisions.

**Adjustments in Pay**

All absences in excess of authorized entitlements will be considered as hours of leave without pay.

Pay adjustments for absenteeism in excess of leave entitlements will be made in the pay period in which they occur or the pay period following the absence. Such adjustments will be taken from the per-day salary of the employee (anticipated annual earnings divided by contract days) and the number of excess absences per category.

**Procedures Regarding Absences**

An absent employee must complete and sign HR-27 (Employee Request for Leave Form) setting forth the specific reason(s) for his/her absence. The HR-27 must be turned in to the employee's principal or supervisor within two days after the employee returns to work.

In order that the district may secure an adequate replacement and make other appropriate arrangements, an employee will notify his/her immediate supervisor as early as practicable when it is necessary for him/her to be absent. An employee who anticipates taking an extended leave of absence for more than 10 days should submit a written request for leave to his/her principal or supervisor at least 30 calendar days prior to the effective date of the leave or as soon as feasible.

The leave request must include a statement from a licensed medical doctor stating the anticipated length of convalescence or period required for medical treatment.

Any employee returning from an extended leave of absence must present a statement from the attending physician certifying the employee's ability to return to a normal work schedule prior to or at the time of his/her return.

When the employee makes a request in writing, the superintendent or her designee may grant an employee leave without pay for personal illness following the exhaustion of all annual leave. If an employee has less than 91 days of accumulated annual leave, leave with and without pay will not exceed 91 work days in any school year without special authorization from the superintendent or her designee and is not to extend beyond the immediate school year.

**Verification and Use of Leave**

The use of annual leave for personal illness or the illness of a family member is subject to verification. Specifically, an employee must submit a physician's statement verifying an illness when the employee has utilized annual leave for more than 10 working days within a school year, after an absence for personal illness of three consecutive days or more, or if the employee is requesting extended leave. The district also reserves the right to require an employee to submit a medical physician's statement verifying an illness when the administration believes verification is needed or when an employee's use of leave for personal illness forms a pattern or abuse is suspected.

Additionally, the district reserves the right to require an employee to submit a medical physician's statement verifying the illness of an immediate family member for absences of three consecutive days or more.

If the employee does not provide the required physician's statement within five working days upon written request, the district may take appropriate disciplinary actions, up to and including a recommendation of termination from employment.

The district may require the opinion of a second physician designated and paid for by the board regarding verification of any illness or disability.

The district may require an employee to provide a physician's statement attesting to his/her ability to perform required duties before returning to work.

Ordinarily, employees will be expected to return to work the first school day after the recuperative period is completed.

**Organ Donor Leave**

Employees may take a leave of absence to be an organ donor without loss of pay, time or leave for one or more periods, not exceeding a total of 30 workdays in a fiscal year. Saturdays, Sundays and state holidays may not be included in these 30 days unless the Saturday, Sunday or holiday is a regularly scheduled workday for the employee.

An employee seeking leave to be an organ donor must forward a written request, including the appropriate documentation from the attending physician verifying that the employee is the donor, to the superintendent no later than 30 days prior to the commencement of leave or as soon as practicable based on the specific circumstances.

**Termination**

The district may terminate the employment of any employee who fails to comply with the requirements of this policy and accompanying administrative rule, who fails to request extended leave in accordance with this policy and accompanying administrative rule, who fails to report to work at the expiration of authorized leave or who fails to obtain an extension of previously approved leave.

An employee is also subject to termination from employment with the district for misstatements of fact and/or misrepresentations of purpose for which the leave of absence is desired or on the basis of which annual leave is obtained.

The district will not terminate from employment those employees under this policy who have accrued annual leave and who are using it in compliance with this policy. The district will not terminate from
employment any employee during a continuing leave of less than 91 work days, provided none of the aforementioned grounds for termination are present.

**Family and Medical Leave Act (FMLA) of 1993**
An update to this policy is expected in the near future.
The board will provide leave to eligible employees consistent with FMLA.

Eligible employees are entitled to up to 12 workweeks of unpaid family and medical leave within the fiscal year (July 1 through June 30). The district will continue to pay its portion of the employee's health benefits during the leave. In addition, the district will restore the employee to the same or a similar position after the termination of the leave in accordance with board policy. To implement this policy, the board authorizes the superintendent and district administrators to develop an administrative rule to provide a fair and systematic procedure by which eligible employees may take leaves of absences for family and medical reasons.

In complying with FMLA, the district will adhere to the requirements of the Americans with Disabilities Act as well as other applicable federal and state laws.

**Professional Staff Leave and Absences Administrative Rule (Policy GCC-R)**

**Family and Medical Leave Act (FMLA) of 1993**
An update to this policy is expected in the near future.

**Eligibility Requirements**
To qualify for leave under this policy, an employee must have been employed by the district for at least 12 months as of the date on which the requested leave will commence. Additionally, the employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

**Leave Entitlement**
An eligible employee is entitled to a total of 12 workweeks of unpaid family and medical leave during any fiscal year, i.e., July 1 through June 30. FMLA leave is available for the following reasons:

- the birth of a son or daughter of the employee;
- the placement of a child with the employee for adoption or foster care;
- to care for a spouse, son, daughter or parent of the employee if such spouse, son, daughter or parent has a serious health condition; or
- because of a serious health condition of the employee that renders the employee unable to perform the essential functions of the position.

**Military Leave Entitlements**
Employees seeking to use military caregiver leave must provide 30 days advance notice of the need to take FMLA leave for planned medical treatment for a serious injury or illness of a covered service member. If leave is foreseeable but 30 days advance notice is not practicable, the employee must provide notice as soon as practicable, which would generally be on the same or next business day. An employee must provide notice of the need for foreseeable leave due to a qualifying exigency as soon as practicable. The district may require that an employee's request for military family leave be supported by appropriate certification.

Military Caregiver Leave: An eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness is entitled to up to a total of 26 workweeks of unpaid leave during a “single 12-month period” to care for the service member.

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his/her office, grade, rank or rating.

The “single 12-month period” for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the district for other types of FMLA leave.

An eligible employee is limited to a combined total of 26 workweeks for any FMLA-qualifying reason during the “single 12-month period.” Only 12 of the 26 weeks total may be for an FMLA-qualifying reason other than to care for a covered service member.

Qualifying Exigency Leave: An eligible employee is entitled to up to a total of 12 workweeks of unpaid leave during the normal 12-month period established by the district for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter or parent is on active duty or has been notified of an impending call or order to active duty in support of a contingency operation. Qualifying exigency leave is available to a family member, as defined above, of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces.

Qualifying exigencies include:

- issues arising from a covered military member's short notice deployment, i.e., deployment on seven or less days of notice for a period of seven days from the date of notification;
- military events and related activities such as official ceremonies, programs or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
• certain child care and related activities arising from the active duty or call to active duty status of a covered military member such as arranging for alternative child care; providing child care on a non-routine, urgent, immediate-need basis; enrolling or transferring a child in a new school or day care facility; and attending certain meetings at a school or day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
• making or updating financial and legal arrangements to address a covered military member's absence;
• attending counseling provided by someone other than a health care provider for oneself, the covered military member or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;
• taking up to five days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
• attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member's active duty status or addressing issues arising from the death of a covered military member; and
• any other event that the employee and the district agree is a qualifying exigency.

Employee Eligibility
An eligible employee who desires to take leave under this policy will request such leave from his/her immediate supervisor, who will then notify the superintendent or her designee of the request. Requests will be responded to in a timely manner.

An employee needing FMLA leave must follow the district's usual and customary call-in procedures for reporting an absence, absent unusual circumstances.

The entitlement to leave for the birth or placement of a child for adoption or foster care expires 12 months after the date of such birth or placement.

“Foster care” is 24-hour care for children in substitution for, and away from, their parents or guardian, by or with the agreement of the state or pursuant to a judicial determination.

“Son or daughter” means a biological, adopted or foster child, stepchild, legal ward or child of a person standing in loco parentis, who is either under age 18 or age 18 or older, and incapable of self-care because of a mental or physical disability. Persons who are “in loco parentis” include those with day-to-day responsibilities to care for and financially support a child or, in the case of an employee, who had such responsibility for the employee when the employee was a child.

A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves either:
• inpatient care such as an overnight stay in a hospital, hospice or residential medical care facility including any period of incapacity, i.e., inability to work, attend school or perform other regular daily activities, or subsequent treatment in connection with such inpatient care; or
• continuing treatment by a health care provider as defined below.

“Continuing treatment by a health care provider” means any of the following:
• a period of incapacity lasting more than three consecutive, full calendar days and any subsequent treatment or period of incapacity relating to the same condition that also includes: (a) treatment two or more times by or under the supervision of a health care provider, which includes in-person visits, the first within seven days and both within 30 days of the first day of incapacity; or (b) one treatment by a health care provider, which includes an in-person visit within seven days of the first day of incapacity with a continuing regimen of treatment, e.g., prescription medication, physical therapy, etc.; or
• any period of incapacity related to pregnancy or for prenatal care; a visit to the health care provider is not necessary for each absence; or
• any period of incapacity or treatment for a chronic serious health condition that continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity; a visit to a health care provider is not necessary for each absence; or
• a period of incapacity that is permanent or long term due to a condition for which treatment may not be effective; only supervision by a health care provider is required, rather than active treatment; or
• any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

A “health care provider” is defined as any of the following:
• a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices;
• a podiatrist, dentist, clinical psychologist, optometrist or chiropractor authorized to practice in the state and performing within the scope of his/her practice as defined under state law;
• a nurse practitioner or nurse midwife, who
is authorized to practice under state law and who is performing within the scope of his/her practice as defined under state law; or
- a Christian Science practitioner listed with the First Church of Christ Scientist in Boston, Massachusetts.

**Intermittent or Reduced Schedule Leave**

“Intermittent leave” is leave taken in separate blocks of time due to a single illness or injury, rather than for one continuous period of time and may include leave periods from one hour or more to several weeks.

A “reduced schedule leave” is a leave schedule that reduces an employee’s usual number of working hours per workweek or hours per workday.

Leave for the birth or placement of a child may not be taken intermittently or on a reduced schedule without the written consent of the superintendent or her designee, who will consult with the employee’s immediate supervisor before granting such consent.

Leave to care for a seriously ill spouse, son, daughter or parent, or for the employee’s own serious health condition may be taken intermittently or on a reduced schedule only when medically necessary and as approved by the district.

If an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the superintendent or her designee may require such employee to transfer temporarily to an available alternative position for which the employee is qualified that (a) has equivalent pay and benefits, and (b) better accommodates recurring periods of leave or family and medical leave if such position is available.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the district’s operations.

**Substitution of Paid Leave**

Under certain conditions, employees or the district may choose to “substitute” or run concurrently accrued paid leave to cover some or all of the FMLA leave. An employee’s ability to substitute accrued paid leave is determined by the terms and conditions of the district’s normal leave policy.

An eligible employee may elect, or the superintendent or her designee may require the employee, to substitute any available accrued paid leave in keeping with the provisions of other leave policies for leave taken for the following:
- the birth or placement of a child;
- to care for a seriously ill spouse, child or parent; or
- for the employee’s own serious health condition.

**Foreseeable Leave/Notice Required**

When the necessity for leave for the birth or placement of a child is foreseeable based on an expected birth or placement, the employee must provide at least 30 days notice to his/her immediate supervisor of the anticipated timing and duration of the employee’s leave. The failure to provide such notice with no reasonable excuse for the delay may result in the denial of a request for leave until 30 days after the employee provides notice.

If the date of the birth or placement requires leave to begin in less than 30 days, the employee must provide as much notice as is practicable.

When leave to care for a seriously ill spouse, child or parent, or for an employee’s own serious health condition is foreseeable based on planned medical treatment, the employee must do the following:
- make a reasonable effort to schedule the treatment so as not to disrupt unduly the district’s operations, subject to the approval of the health care provider; and
- provide at least 30 days notice to his/her immediate supervisor of the anticipated timing and duration of the employee’s leave, except that if the date of treatment requires leave to begin in less than 30 days, the employee must provide as much notice as practicable.

**Spouses Employed by the District**

Spouses employed by the district are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks (or 26 weeks if leave to care for a covered service member with a serious injury or illness is used).

Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

**Certification**

A request for leave to care for a seriously ill spouse, child or parent, or for the employee’s own serious health condition must be supported by a certification issued by the health care provider of the employee or family member. The district has pre-approved forms available, which an employee may use for this purpose.

The employee should furnish certification at the time the employee gives notice of the need for leave or within five business days thereafter, or, in the case of unforeseen leave, within five business days after the leave commences. The district may request certification at some later date if the district later has reason to question the appropriateness of the leave or its duration. In such a case, the employee must provide the requested certification to the district within 15 calendar days after the district’s request, unless it is not practicable under the particular circumstances to do so.

The certification must contain the following information:
- the date on which the serious health condition commenced;
- the probable duration of the condition;
- the appropriate medical facts regarding the condition;
• for leave taken to care for a seriously ill spouse, child or parent, a statement that the employee is needed to care for the spouse, child or parent, and an estimate of the amount of time the employee will be needed for that purpose;
• for leave taken due to an employee’s serious health condition, a statement that the employee is unable to perform the essential functions of the position;
• for intermittent or reduced schedule leave for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment;
• for intermittent or reduced schedule leave for an employee’s serious health condition, the statement of the medical necessity for the intermittent or reduced schedule leave and the expected duration of such leave; or
• for intermittent or reduced schedule leave to care for a seriously ill spouse, child or parent, a statement that the employee’s intermittent or reduced schedule is necessary for the care of the spouse, child or parent, or will assist in their recovery, and the expected duration and schedule of the intermittent or reduced schedule leave.

The district may contact the health care provider for purposes of clarification and authentication of the medical certification, whether initial certification or recertification, after giving the employee an opportunity to cure any deficiencies. To make such contact, the district must use a health care provider, an Office of Human Resources professional, a leave administrator or a management official. The employee’s direct supervisor may not contact the employee’s health care provider.

“Authentication” means providing the health care provider with a copy of the certification and requesting verification that the information contained on the certification form was completed and/or authorized by the health care provider who signed the document; no additional medical information may be requested.

“Clarification” means contacting the health care provider to understand the handwriting on the medical certification or to understand the meaning of a response.

If the superintendent or her designee or the employee’s immediate supervisor has reason to doubt the validity of a certification, he/she may require, at the district’s expense, that the employee obtain the opinion of a second health care provider designated or approved by the superintendent or her designee.

If the first and second opinions of the health care providers are conflicting, the opinion of a third health care provider designated or approved jointly by the superintendent or her designee may require the employee or family member to submit to an examination, though not treatment, to obtain a second or third certification from a health care provider other than a Christian Science practitioner.

The superintendent or his designee may require subsequent recertification on a reasonable basis, but no more often than every 30 days, unless one of the following occurs:
• the employee requests an extension of leave;
• the circumstances described by the original certification have changed significantly; or
• the superintendent or her designee receives information which casts doubt on the continuing validity of the prior certification.

Employment and Benefits Protection
Restoration to Position: Any employee who is eligible for Family Medical Leave and takes leave for the intended purpose of the leave will be entitled, on return from leave, to be restored to the position of employment held by the employee when the leave commenced or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

A restored employee is not entitled to the accrual of any seniority or any right, benefit or position of employment other than that to which the employee would have been entitled had the leave not been taken.

As a condition of restoration for an employee who has taken leave due to his/her own serious health condition, the employee must provide a certification from the health care provider stating that the employee is able to resume work.

Exemption of Certain Highly Compensated Employees: The superintendent or her designee may deny restoration to a salaried employee who is among the highest paid 10 percent of district employees under the following circumstances:
• such denial is necessary to prevent substantial and grievous economic injury to the operations of the district;
• the superintendent or her designee notifies the employee of the intent to deny restoration at the time she determines such injury would occur; or
• if leave has commenced and the employee decides not to return to work.

If the superintendent or her designee believes that reinstatement may be denied to a key employee, the superintendent or her designee must provide written notice to the employee at the time leave is requested that he/she qualifies as a key employee. In addition, the employee must be fully informed of the potential consequences with respect to reinstatement and maintenance of health benefits if it is determined that substantial and grievous economic injury will result from the employee’s reinstatement.

As soon as the superintendent or her designee determines that such an injury will result from
reinstatement, she must again notify the employee in writing of this determination and advise the employee that the district cannot deny leave but that it intends to deny restoration to employment on completion of the leave. This notice must be delivered in person or by certified mail. It also must explain the basis for the finding that substantial and grievous economic injury will result, and must provide the employee a reasonable time in which to return to work. Once the key employee's leave has expired, he/she still is entitled to request reinstatement. The superintendent or her designee must then determine whether there will be substantial and grievous economic injury from reinstatement based on the facts at that time. If it is determined that such an injury will result, the superintendent or her designee will notify the employee in writing of the denial of restoration. This notice must be delivered in person or by certified mail.

**Maintenance of Health Benefits**

Benefits for employees out under FMLA will be maintained to the extent allowable by Federal and/or State law or the benefit provider's provisions. For additional information on how leave will affect your benefits, please see “How Benefits Are Affected During Leave” on page 67 of this handbook.

**Intermittent or Reduced Schedule Leave for Instructional Employees**

If an eligible employee employed principally in an instructional capacity requests leave to care for a seriously ill spouse, child or parent, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment and the employee would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend, the superintendent or her designee, in consultation with the school principal, may require the employee to continue taking leave until the end of the term.

If an eligible employee employed principally in an instructional capacity begins leave for the birth or placement of a child or to care for a seriously ill spouse, child or parent during the period that commences three weeks prior to the end of an academic semester and the duration of the leave is greater than five working days, the superintendent or her designee, in consultation with the school principal, may require the employee to continue taking leave until the end of the term.

If an employee must appear in court for any reason other than the above, the employee must elect to request authorized leave. Prospective jurors who are
dismissed before the end of the working day must return to their official duties.

The district encourages school employees, including teachers, certified personnel at the building level and bus drivers, selected for jury service during the school year to request a postponement to a date that does not conflict with the school term.

No salary adjustment will be made unless the employee is found to be using legal leave improperly.

**Professional Staff Child Care Leave (Policy GCCAC)**

**Child Care Leave**

Child care leave is provided for employees who wish to have an extended period of time away from their assigned duties immediately before and/or following the birth/adoption of their child. The first 12 weeks are covered by FMLA and the procedures contained in District Policies GCC and GCC-R, Professional Staff Leaves and Absences, must be followed.

After the 12-week period, the following provisions apply:

- Employees may choose a leave period of not more than 12 months total. During the leave period following the first 12 weeks, the employees will not be eligible for any district benefits unless they have accumulated leave. If employees have no leave days, they may maintain health and life insurance coverage by paying monthly premium payments to the district by the 10th of each month. These payments must include the employees’ portions plus the portion paid by the state. Insurance benefits will automatically terminate effective on the last day of the month in which a premium is not received.

- Since the state awards credit for retirement and teaching experience to employees only when they are on the district’s payroll, employees do not receive retirement or experience credit from the state during the child care leave period when leave days are not paid.

- Child care leave must be requested at least 30 days in advance of the date leave is to begin, except when a child is born prematurely or becomes available for adoption without advance notice. Child care leave may not exceed 12 months or span more than one school year. The date the employee selects to return must coincide with the start of a school semester and must be agreed upon before the leave commences.

- To ensure that each requirement of this policy is met, employees who wish to request child care leave must complete and file with the Office of Human Resources the appropriate form before child care leave will be approved.

**Professional Staff Military Leave (Policy GCCAD)**

**Military Leave**

Employees may take 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 these 15 days unless the Saturday, Sunday or holiday is a regularly scheduled workday for the employee.

Military leave may be taken when the employee is engaged in training or other duties ordered by the governor, the Department of Defense, the Department of the Army, the Department of the Air Force, the Department of the Navy, the Department of the Treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service. This leave applies to employees who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve or the United States Coast Guard Reserve.

In the event employees are called upon to serve during an emergency, they will be entitled to such leave of absence for a period not exceeding 30 additional days.

Employees are expected to request their training for a period when school is not in session.

An employee seeking leave for annual active duty training must forward a written request, including the appropriate verifying data, to the superintendent or her designee no later than 30 days prior to the pre-arranged military activity.

**Extended Military Leave**

An extended military leave of absence for a member of the armed forces of the United States shall be granted pursuant to federal and state law, as long as the requirements and regulations of the armed forces prevents the employee’s return to civil employment.

Benefits for employees out under extended military leave will be maintained to the extent allowable by Federal and/or State law or the benefit provider’s provisions.
information on how leave will affect your benefits, please see “How Benefits Are Affected During Leave” on page 67 of this handbook.

**LEAVE AND ABSENCES POLICIES FOR SUPPORT STAFF**

**Support Staff Leave and Absences (Policy GDC)**

Support staff employees include all employees who are paid on the support staff employee salary schedules.

The board expects employees to come to work every day of their working schedule. The board recognizes, however, that certain absences are unavoidable. At such times, employees should take leave in accordance with this policy and its accompanying administrative rule. Absent employees must comply with all procedures set out in this policy and the administrative rule that accompanies this policy.

**Leave for Full-Time Employees**

An update to this policy is expected in the near future.

Employees of Lexington One will accrue annual leave at the rate of one and one-third days per month. The leave will accrue in hours. For example, an eight-hour employee will accrue one and one-third days times eight hours or ten and two-thirds hours per month and a six-hour employee will accrue one and one-third days times six hours or eight hours per month.

For an employee working a full contract year, the hours will accrue to coincide with the number of months of the classification of the employee’s assignment (i.e., nine-month employee for 190 day teachers). For example:

- Nine months = (177 days up to 204 days) $= 9 \times 1\frac{1}{3}$ (the equivalent of 12 days) x 8 hours (assuming an eight-hour employee) = 96 hours per year
- 10 months = (205 days up to 219 days) $= 10 \times 1\frac{1}{3}$ (the equivalent of 13\frac{1}{3} days) x 8 hours (assuming an eight-hour employee) = 106 \frac{2}{3} hours per year
- 11 months = (220 days up to 224 days) $= 11 \times 1\frac{1}{3}$ (the equivalent of 14\frac{2}{3} days) x 8 hours (assuming an eight-hour employee) = 117\frac{1}{3} hours per year
- 12 months = (225 days up to 240 days) $= 12 \times 1\frac{1}{3}$ (the equivalent of 16 days) x 8 hours (assuming an eight-hour employee) = 128 hours per year

Leave hours will not be advanced to employees prior to the employee earning the leave.

For the purpose of this policy, one leave day taken is defined as equivalent to the amount of time an employee is scheduled to work each day. Hours worked per day are stated annually on the employee status form issued to the employee and signed by the employee. For example, an employee who is scheduled to work six hours each day will be charged six hours for each day taken.

In accord with the provisions below, leave is generally available for employees to use for circumstances requiring them to be away from work, e.g., personal/family illness, death in family or family tragedy, personal business, etc. Leave not used annually may be accumulated to a maximum hours equivalent to 135 leave days. An employee using annual leave as provided for in this policy will not be terminated from employment nor will any such employee be terminated during a continuing period of personal illness of less than 91 days.

For purpose of this policy, “family” is defined as husband/wife, brother/sister, brother-in-law/sister-in-law, father-in-law/mother-in-law, daughter-in-law/son-in-law, niece/nephew, aunt/uncle, parent/child, grandparent/grandchild or stepbrother/stepsisiter, stepparent/stepchild.

Employee use of annual leave is subject to the following provisions.

- During the first five days of student attendance in the school term, the last five days of student attendance of the school term, just prior to or immediately following district holidays and on designated in-service education or staff development days, an employee may take leave only for personal illness, family illness or death in the family. In case of other verifiable, extenuating circumstances, the superintendent or her designee may grant annual leave time during the above periods. The employee must secure written permission from his/her principal or supervisor prior to requesting an exception from this provision from the superintendent or her designee.

- One hour is the smallest denomination of annual leave time which may be recorded against an employee.

- Employees employed for:
  - 190 or less days in a school year may not use more than the equivalent hours of five annual leave days in a school year except for personal illness, family illness or death in the family.
  - 191 to 215 days in a school year may not use more than the equivalent hours of six annual leave days in a school year except for personal illness, family illness or death in the family.
  - 216 to 220 days in a school year may not use more than the equivalent hours of seven annual leave days in a school year except for personal illness, family illness or death in the family.
  - 221 to 230 days in a school year may not use more than the equivalent hours of eight annual leave days in a school year except for personal illness, family illness or death in the family.

In case of other verifiable, extenuating circumstances, the superintendent or her designee may grant leave in
addition to these amounts. The employee must secure written permission from his/her principal/supervisor prior to requesting an exception to this provision from the superintendent or her designee.

At the end of the school year, special payments for unused annual leave earned and accrued while employed in the district may be awarded for all full-time employees who have earned and accumulated the equivalent hours of up to 90 days of such leave while in the district’s employ.

Employees who have earned and accumulated the equivalent hours of up to 90 days of annual leave while in the employ of the district may elect to receive substitute pay for their annual accumulated days in excess of the equivalent hours of 90 days or they may elect to accumulate earned but unused hours until the equivalent hours of 135 days of leave are accrued.

At the end of the school year, employees who have earned and accumulated the equivalent hours of 135 days of accrued annual leave while in the employ of the district will be eligible to receive substitute pay for their annual accumulated unused hours in excess of the equivalent hours of 135 days.

All full-time employees who separate from employment or retire from Lexington One, including those who exit the Teacher and Employee Retention Incentive Program retirement program, may receive payment for accumulated but unused annual leave which has been earned while employed in the district, up to the 66 2/3 percent of the equivalent hours of 135 day maximum, i.e., the equivalent hours of 90 days, in the following manner:

- A person with up to a maximum of the equivalent hours of 135 days of annual leave earned while employed in the district may receive payment for 66 2/3 percent of these hours, i.e., payment for no more than the equivalent hours of 90 days, upon separation from employ or upon exiting the TERI retirement program.
- The daily pay rate is based on the current year’s salary schedule.
- Once an employee elects to receive his/her leave payment, he/she will not be able to transfer any annual leave hours for which payment is received to another school district or eligible state agency.
- In his/her lifetime, no employee will receive payment for more than 66 2/3 percent of the equivalent hours of 135 days of annual leave, i.e., the equivalent hours of 90 days, which has been earned and accumulated while in the employ of the district.
- If an employee receives payment for days of annual leave earned and accumulated while in the employ of the district in an amount less than the maximum of the equivalent hours of 90 days, the employee may receive additional payments for leave accumulated to the extent that the payment does not exceed the lifetime aggregate maximum total of the equivalent hours of 90 days. For example:
  - If an employee receives payment for 66 2/3 percent of his/her equivalent hours of 135 days of accumulated annual leave, i.e., the equivalent hours of 90 days of pay, at the time of separation or upon exit from the TERI program and returns to work for the district at a later date, the employee would receive no additional payment for annual leave not used during the employee’s subsequent employment with the district because the maximum lifetime, the equivalent hours of 90 days of payment, under this policy has already been received.
  - If an employee resigns from the district in order to accept a position with another employer and receives payment for 66 2/3 percent of the equivalent hours of 90 days of accumulated annual leave, i.e., the equivalent hours of 60 days of pay, and then returns to work for the district at a later date, the employee would be eligible to receive payment for up to an additional equivalent hours of 30 days (or 66 2/3 percent of the equivalent hours of 45 days earned in the district).

- Notwithstanding the foregoing, employees who breach their contract of employment with the district or who are terminated for “just cause” will not be eligible to receive any payment for accumulated but unused annual leave.
- Upon a written request of the employee, accumulated annual leave will be transferred to any school district or state agency in South Carolina as required by Section 59-1-400 and Section 8-11-46, Code of Laws of South Carolina, 1976.
- Deductions of annual leave hours will be made in the pay period in which they occur or the pay period following the absence.

**Leave for Part-Time Employees**

For purposes of this policy, part-time employee is defined as an individual employed in the district who works a minimum of 15 hours but less than 30 hours per week for a school year for that position.

Part-time employees who meet the above requirement may earn pro rata equivalent leave (length of one day’s work time for that individual) per year. For example, an employee who works seven hours on a nine-month assignment, three days each week would earn approximately three-fifths of the leave a full-time employee would earn, or 7 x .6 x 12 or 50.4 hours. Similarly, an employee who works four hours on a nine-month assignment, five days each week, would earn
one half of the leave a full-time employee would earn, or 4 x 12 or 48 hours or 12 half days (four hours) of leave.

The provisions of this policy apply to part-time, regular employees under the payroll system as controlled by Lexington One. Any employee who works less than 15 hours per week does not qualify for these provisions.

**Adjustments in Pay**

All absences in excess of authorized entitlements will be considered as hours of leave without pay.

Pay adjustments for absenteeism in excess of leave entitlements will be made in the pay period in which they occur or the pay period following the absence. Such adjustments will be taken from the per day salary of the employee (anticipated annual earnings divided by contract days) and the number of excess absences per category.

**Procedures Regarding Absences**

An absent employee must complete and sign HR-27 (Employee Request for Leave form) setting forth the specific reason(s) for his/her absence. The HR-27 must be turned in to the employee’s principal or supervisor within two days after the employee returns to work.

In order that the district may secure an adequate replacement and make other appropriate arrangements, an employee will notify his/her immediate supervisor as early as practicable when it is necessary for him/her to be absent. An employee who anticipates taking an extended leave of absence for more than 10 days should submit a written request for leave to his/her principal or supervisor at least 30 calendar days prior to the effective date of the leave or as soon as feasible. The leave request must include a statement from a licensed medical doctor stating the anticipated length of convalescence or period required for medical treatment.

Any employee returning from an extended leave of absence must present a statement from the attending physician certifying the employee's ability to return to a normal work schedule prior to or at the time of his/her return.

When the employee makes a request in writing, the superintendent or his/her designee may grant an employee leave without pay for personal illness following the exhaustion of all annual leave. If an employee has less than 91 days of accumulated annual leave, leave with and without pay will not exceed 91 work days in any school year without special authorization from the superintendent or his/her designee, and is not to extend beyond the immediate school year.

**Verification and Use of Leave**

The use of annual leave for personal illness or the illness of a family member is subject to verification. Specifically, an employee must submit a physician's statement verifying an illness when the employee has utilized annual leave for more than 10 working days within a school year, after an absence for personal illness of three consecutive days or more, or if the employee is requesting extended leave. The district also reserves the right to require an employee to submit a medical physician's statement verifying an illness when the administration believes verification is needed or when an employee's use of leave for personal illness forms a pattern or abuse is suspected.

Additionally, the district reserves the right to require an employee to submit a medical physician's statement verifying the illness of an immediate family member for absences of three consecutive days or more.

If the employee does not provide the required physician's statement within five working days upon written request, the district may take appropriate disciplinary actions, up to and including a recommendation of termination from employment.

The district may require the opinion of a second physician designated and paid for by the board regarding verification of any illness or disability.

The district may require an employee to provide a physician's statement attesting to his/her ability to perform required duties before returning to work.

Ordinarily, employees will be expected to return to work the first school day after the recuperative period is completed.

**Organ Donor Leave**

Employees may take a leave of absence to be an organ donor without loss of pay, time or leave for one or more periods, not exceeding a total of 30 workdays in a fiscal year. Saturdays, Sundays and state holidays may not be included in these 30 days unless the Saturday, Sunday or holiday is a regularly scheduled workday for the employee.

An employee seeking leave to be an organ donor must forward a written request, including the appropriate documentation from the attending physician verifying that the employee is the donor, to the superintendent no later than 30 days prior to the commencement of leave or as soon as practicable based on the specific circumstances.

**Termination**

The district may terminate the employment of any employee who fails to comply with the requirements of this policy and accompanying administrative rule, who fails to request extended leave in accordance with this policy and accompanying administrative rule, who fails to report to work at the expiration of authorized leave or who fails to obtain an extension of previously approved leave. An employee is also subject to termination from employment with the district for misstatements of fact and/or misrepresentations of purpose for which leave of absence is desired or on the basis of which annual leave is obtained.

The district will not terminate from employment those employees under this policy who have accrued annual leave and who are using it in compliance with this policy. The district will not terminate from employment any employee during a continuing leave of less than 91 work days, provided none of the aforementioned grounds for termination are present.

**Family and Medical Leave Act (FMLA) of 1993**

The FMLA is intended to extend the leave available under this policy and accompanying administrative rule, who fails to request extended leave in accordance with this policy and accompanying administrative rule, who fails to report to work at the expiration of authorized leave or who fails to obtain an extension of previously approved leave. An employee is also subject to termination from employment with the district for misstatements of fact and/or misrepresentations of purpose for which leave of absence is desired or on the basis of which annual leave is obtained.

The district will not terminate from employment those employees under this policy who have accrued annual leave and who are using it in compliance with this policy. The district will not terminate from employment any employee during a continuing leave of less than 91 work days, provided none of the aforementioned grounds for termination are present.
An update to this policy is expected in the near future.

The board will provide leave to eligible employees consistent with FMLA.

Eligible employees are entitled to up to 12 workweeks of unpaid family and medical leave within the fiscal year (July 1 through June 30). The district will continue to pay its portion of the employee’s health benefits during the leave. In addition, the district will restore the employee to the same or a similar position after the termination of the leave in accordance with board policy. To implement this policy, the board authorizes the superintendent and district administrators to develop an administrative rule to provide a fair and systematic procedure by which eligible employees may take leaves of absences for family and medical reasons.

In complying with FMLA, the district will adhere to the requirements of the Americans with Disabilities Act as well as other applicable federal and state laws.

**Support Staff Leave and Absences**

**Administrative Rule (Policy GDC-R)**

**Family and Medical Leave Act (FMLA) of 1993**

An update to this rule is expected in the near future.

**Eligibility Requirements**

To qualify for leave under this policy, an employee must have been employed by the district for at least 12 months as of the date on which the requested leave will commence.

Additionally, the employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

**Leave Entitlement**

An eligible employee is entitled to a total of 12 workweeks of unpaid leave during any fiscal year, i.e., July 1 through June 30. FMLA leave is available for the following reasons:

- the birth of a son or daughter of the employee;
- the placement of a child with the employee for adoption or foster care;
- to care for a spouse, son, daughter or parent of the employee if such spouse, son, daughter or parent has a serious health condition; or
- because of a serious health condition of the employee that renders the employee unable to perform the essential functions of the position.

**Military Leave Entitlements**

Employees seeking to use military caregiver leave must provide 30 days advance notice of the need to take FMLA leave for planned medical treatment for a serious injury or illness of a covered service member. If leave is foreseeable but 30 days advance notice is not practicable, the employee must provide notice as soon as practicable, which would generally be on the same or next business day. An employee must provide notice of the need for foreseeable leave due to a qualifying exigency as soon as practicable. The district may require that an employee’s request for military family leave be supported by appropriate certification.

Military Caregiver Leave: An eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness is entitled to up to a total of 26 workweeks of unpaid leave during a “single 12-month period” to care for the service member.

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his/her office, grade, rank or rating. The “single 12-month period” for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12-month period established by the district for other types of FMLA leave. An eligible employee is limited to a combined total of 26 workweeks for any FMLA-qualifying reason during the “single 12-month period.” Only 12 of the 26 weeks total may be for an FMLA-qualifying reason other than to care for a covered service member.

Qualifying Exigency Leave: An eligible employee is entitled to up to a total of 26 workweeks of unpaid leave during the normal 12-month period established by the district for FMLA leave for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter or parent is on active duty, or has been notified of an impending call or order to active duty in support of a contingency operation. Qualifying exigency leave is available to a family member, as defined above, of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces.

Qualifying exigencies include:

- issues arising from a covered military member’s short notice deployment, i.e., deployment on seven or less days of notice for a period of seven days from the date of notification;
- military events and related activities such as official ceremonies, programs or events sponsored by the military or family support or assistance programs, and informational briefings sponsored or promoted by the military, military service organizations or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
- certain child care and related activities arising from the active duty or call to active duty status of a covered military member such as arranging for alternative child care; providing child care on a non-routine, urgent, immediate-need basis;
A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves either:

• making or updating financial and legal arrangements to address a covered military member’s absence;
• attending counseling provided by someone other than a health care provider for oneself, the covered military member or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;
• taking up to five days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
• attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member’s active duty status, or addressing issues arising from the death of a covered military member; and
• any other event that the employee and the district agree is a qualifying exigency.

Employee Eligibility
An eligible employee who desires to take leave under this policy will request such leave from his/her immediate supervisor, who will then notify the superintendent or her designee of the request. Requests will be responded to in a timely manner. An employee needing FMLA leave must follow the district’s usual and customary call-in procedures for reporting an absence, absent unusual circumstances. The entitlement to leave for the birth or placement of a child for adoption or foster care expires 12 months after the date of such birth or placement.

“Foster care” is 24-hour care for children in substitution for, and away from, their parents or guardian, by or with the agreement of the state or pursuant to a judicial determination.

“Son or daughter” means a biological, adopted or foster child, stepchild, legal ward or child of a person standing in loco parentis, who is either under age 18 or age 18 or older, and incapable of self-care because of a mental or physical disability. Persons who are “in loco parentis” include those with day-to-day responsibilities to care for and financially support a child or, in the case of an employee, who had such responsibility for the employee when the employee was a child.

A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves either:

• inpatient care such as an overnight stay in a hospital, hospice or residential medical-care facility including any period of incapacity, i.e., inability to work, attend school or perform other regular daily activities or subsequent treatment in connection with such inpatient care; or
• continuing treatment by a health care provider as defined below.

“Continuing treatment by a health care provider” means any of the following:

• a period of incapacity lasting more than three consecutive, full calendar days and any subsequent treatment or period of incapacity relating to the same condition that also includes: (a) treatment two or more times by or under the supervision of a health care provider, which includes in-person visits, the first within seven days and both within 30 days of the first day of incapacity; or (b) one treatment by a health care provider, which includes an in-person visit within seven days of the first day of incapacity with a continuing regimen of treatment, e.g., prescription medication, physical therapy, etc.; or
• any period of incapacity related to pregnancy or for prenatal care; a visit to the health care provider is not necessary for each absence; or
• any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider and may involve occasional episodes of incapacity; a visit to a health care provider is not necessary for each absence; or
• a period of incapacity that is permanent or long term due to a condition for which treatment may not be effective; only supervision by a health care provider is required, rather than active treatment; or
• any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

A “health care provider” is defined as any of the following:

• a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices;
• a podiatrist, dentist, clinical psychologist, optometrist or chiropractor authorized to practice in the state and performing within the scope of his/her practice as defined under state law;
• a nurse practitioner or nurse midwife, who is authorized to practice under state law and who is performing within the scope of his/her practice as defined under state law; or
• a Christian Science practitioner listed with the
Intermittent or Reduced Schedule Leave
“Intermittent leave” is leave taken in separate blocks of time due to a single illness or injury, rather than for one continuous period of time and may include leave periods from one hour or more to several weeks.

A “reduced schedule leave” is a leave schedule that reduces an employee’s usual number of working hours per workweek or hours per workday.

Leave for the birth or placement of a child may not be taken intermittently or on a reduced schedule without the written consent of the superintendent or her designee, who will consult with the employee’s immediate supervisor before granting such consent.

Leave to care for a seriously ill spouse, son, daughter or parent, or for the employee’s own serious health condition may be taken intermittently or on a reduced schedule only when medically necessary and as approved by the district.

If an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, the superintendent or her designee may require such employee to transfer temporarily to an available alternative position for which the employee is qualified that (a) has equivalent pay and benefits, and (b) better accommodates recurring periods of leave or family and medical leave if such position is available. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the district’s operations.

Substitution of Paid Leave
Under certain conditions, employees or the district may choose to “substitute” or run concurrently accrued paid leave to cover some or all of the FMLA leave. An employee’s ability to substitute accrued paid leave is determined by the terms and conditions of the district’s normal leave policy.

An eligible employee may elect, or the superintendent or her designee may require the employee, to substitute any available accrued paid leave in keeping with the provisions of other leave policies for leave taken for the following:

- the birth or placement of a child;
- to care for a seriously ill spouse, child or parent; or
- for the employee’s own serious health condition.

Foreseeable Leave/Notice Required
When the necessity for leave for the birth or placement of a child is foreseeable based on an expected birth or placement, the employee must provide at least 30 days notice to his/her immediate supervisor of the anticipated timing and duration of the employee’s leave. The failure to provide such notice with no reasonable excuse for the delay may result in the denial of a request for leave until 30 days after the employee provides notice.

If the date of the birth or placement requires leave to begin in less than 30 days, the employee must provide as much notice as is practicable.

When leave to care for a seriously ill spouse, child or parent, or for an employee’s own serious health condition is foreseeable based on planned medical treatment, the employee must do the following:

- make a reasonable effort to schedule the treatment so as not to disrupt unduly the district’s operations, subject to the approval of the health care provider; and
- provide at least 30 days notice to his/her immediate supervisor of the anticipated timing and duration of the employee’s leave, except that if the date of treatment requires leave to begin in less than 30 days, the employee must provide as much notice as practicable.

Spouses Employed by the District
Spouses employed by the district are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks (or 26 weeks if leave to care for a covered service member with a serious injury or illness is used). Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

Certification
A request for leave to care for a seriously ill spouse, child or parent, or for the employee’s own serious health condition must be supported by a certification issued by the health care provider of the employee or family member. The district has pre-approved forms available, which an employee may use for this purpose.

The employee should furnish certification at the time the employee gives notice of the need for leave or within five business days thereafter, or, in the case of unforeseen leave, within five business days after the leave commences. The district may request certification at some later date if the district later has reason to question the appropriateness of the leave or its duration. In such a case, the employee must provide the requested certification to the district within 15 calendar days after the district’s request, unless it is not practicable under the particular circumstances to do so.

The certification must contain the following information:

- the date on which the serious health condition commenced;
- the probable duration of the condition;
- the appropriate medical facts regarding the condition;
- for leave taken to care for a seriously ill spouse, child or parent, a statement that the employee is needed to care for the spouse, child or parent, and an estimate of the amount of time the employee will be needed for that purpose;
• for leave taken due to an employee’s serious health condition, a statement that the employee is unable to perform the essential functions of the position;
• for intermittent or reduced schedule leave for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment;
• for intermittent or reduced schedule leave for an employee’s serious health condition, the statement of the medical necessity for the intermittent or reduced schedule leave and the expected duration of such leave; or
• for intermittent or reduced schedule leave to care for a seriously ill spouse, child or parent, a statement that the employee’s intermittent or reduced schedule is necessary for the care of the spouse, child or parent, or will assist in their recovery, and the expected duration and schedule of the intermittent or reduced schedule leave.

The district may contact the health care provider for purposes of clarification and authentication of the medical certification, whether initial certification or recertification, after giving the employee an opportunity to cure any deficiencies. To make such contact, the district must use a health care provider, an Office of Human Resources professional, a leave administrator or a management official. The employee’s direct supervisor may not contact the employee’s health care provider.

“Authentication” means providing the health care provider with a copy of the certification and requesting verification that the information contained on the certification form was completed and/or authorized by the health care provider who signed the document; no additional medical information may be requested.

“Clarification” means contacting the health care provider to understand the handwriting on the medical certification or to understand the meaning of a response.

If the superintendent or her designee or the employee’s immediate supervisor has reason to doubt the validity of a certification, he/she may require, at the district’s expense, that the employee obtain the opinion of a second health care provider designated or approved by the superintendent or her designee.

If the first and second opinions of the health care providers are conflicting, the opinion of a third health care provider designated or approved jointly by the superintendent or her designee may require the employee or family member to submit to an examination, though not treatment, to obtain a second or third certification from a health care provider other than a Christian Science practitioner.

The superintendent or her designee may require subsequent recertification on a reasonable basis, but no more often than every 30 days, unless one of the following occurs:
• the employee requests an extension of leave;
• the circumstances described by the original certification have changed significantly; or
• the superintendent or her designee receives information which casts doubt on the continuing validity of the prior certification.

Employment and Benefits Protection
Restoration to Position: Any employee who is eligible for Family Medical Leave and takes leave for the intended purpose of the leave will be entitled, on return from leave, to be restored to the position of employment held by the employee when the leave commenced or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

A restored employee is not entitled to the accrual of any seniority or any right, benefit or position of employment other than that to which the employee would have been entitled had the leave not been taken.

As a condition of restoration for an employee who has taken leave due to his/her own serious health condition, the employee must provide a certification from the health care provider stating that the employee is able to resume work.

An employee on leave must report periodically to his/her immediate supervisor on his/her status and intention to return to work.

Exemption of Certain Highly Compensated Employees: The superintendent or her designee may deny restoration to a salaried employee who is among the highest paid 10 percent of district employees under the following circumstances:
• such denial is necessary to prevent substantial and grievous economic injury to the operations of the district;
• the superintendent or her designee notifies the employee of the intent to deny restoration at the time she determines such injury would occur; or
• if leave has commenced and the employee decides not to return to work.

If the superintendent or her designee believes that reinstatement may be denied to a key employee, the superintendent or her designee must provide written notice to the employee at the time leave is requested that he/she qualifies as a key employee. In addition, the employee must be fully informed of the potential consequences with respect to reinstatement and maintenance of health benefits if it is determined that substantial and grievous economic injury will result from the employee’s reinstatement.

As soon as the superintendent or her designee determines that such an injury will result from reinstatement, she must again notify the employee in writing of this determination and advise the employee that the district cannot deny leave but that it intends to deny restoration to employment on completion of the leave. This notice must be delivered in
person or by certified mail. It also must explain the basis for the finding that substantial and grievous economic injury will result and must provide the employee a reasonable time in which to return to work.

Once the key employee's leave has expired, he/she still is entitled to request reinstatement. The superintendent or her designee must then determine whether there will be substantial and grievous economic injury from reinstatement based on the facts at that time. If it is determined that such an injury will result, the superintendent or her designee will notify the employee in writing of the denial of restoration. This notice must be delivered in person or by certified mail.

**Maintenance of Health Benefits**

Benefits for employees out under FMLA will be maintained to the extent allowable by Federal and/or State law or the benefit provider's provisions. For additional information on how leave will affect your benefits, please see “How Benefits Are Affected During Leave” on page 67 of this handbook.

**Intermittent or Reduced Schedule Leave for Instructional Employees**

If an eligible employee employed principally in an instructional capacity requests leave to care for a seriously ill spouse, child or parent, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment and the employee would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend, the superintendent or her designee, in consultation with the school principal, may require that the employee elect either of the following:

- to take leave for periods of a particular duration, not to exceed the duration of the planned medical treatments; or
- to transfer temporarily to an available alternative position for which the employee is qualified and that has equivalent pay and benefits, and which better accommodates recurring periods of leave.

If an eligible employee employed principally in an instructional capacity begins leave more than five weeks prior to the end of an academic semester, the superintendent or her designee, in consultation with the school principal, may require the employee to continue taking leave until the end of the term under the following conditions:

- the leave is of at least three weeks duration; or
- the return would occur during the three-week period before the end of the term.

If an eligible employee employed principally in an instructional capacity begins leave for the birth or placement of a child or to care for a seriously ill child, spouse or parent during the period that commences five weeks prior to the end of an academic semester, the superintendent or her designee, in consultation with the school principal, may require the employee to remain on leave until the end of the semester under the following circumstances:

- the leave is greater than two weeks; or
- the return to employment would occur during the two-week period before the end of the term.

If an employee employed principally in an instructional capacity begins leave for the birth or placement of a child or to care for a seriously ill spouse, child or parent during the period that commences three weeks prior to the end of an academic semester and the duration of the leave is greater than five working days, the superintendent or her designee, in consultation with the school principal, may require the employee to continue taking leave until the end of the term.

If the district requires an employee to remain on leave until the end of an academic term and this results in the employee taking more leave than is necessary to resolve the condition which necessitated the leave, the additional leave time required to be taken will not be deducted from the employee's total available FMLA leave. The employee, however, will continue during this time to be entitled to job restoration in accordance with this administrative rule.

Beneﬁts for employees out under FMLA will be maintained to the extent allowable by Federal and/or State law or the beneﬁt provider's provisions. For additional information on how leave will affect your beneﬁts, please see “How Beneﬁts Are Affected During Leave” on page 67 of this handbook.

**Support Staff Emergency/Legal Leave (Policy GDCAB)**

**Emergency Leave**

For emergencies and unusual situations not covered by the leave policies of the district, an employee may request the superintendent's or her designee's authorization for use of annual leave days. The employee must submit the request in writing through the principal or supervisor to the superintendent or her designee.

**Legal Absence**

Employees should notify their principal or immediate supervisor as soon as they know they are being called for jury duty or subpoenaed. Employees should submit a copy of a jury duty summons or subpoena to their principal or supervisor.

The district will grant employees leave without loss of pay when they are summoned for jury duty or subpoenaed in the line of duty to represent the district as a witness or defendant.

Any jury fee or travel payment shall be retained by the employee. If an employee must appear in court for any reason other than the above, the employee must elect to request authorized leave. Whenever a prospective juror is dismissed before the end of the working day, they must
return to their official duties.

The district encourages school employees, including teacher’s aides and bus drivers, selected for jury service during the school year to request a postponement to a date that does not conflict with the school term.

No salary adjustment will be made unless the employee is found to be using legal leave improperly.

**Support Staff Child Care Leave (Policy GDCAC)**

Child care leave is provided for employees who wish to have an extended period of time away from their assigned duties immediately before and/or following the birth/adoption of their child. The first 12 weeks are covered by FMLA, and the procedures contained in District Policies GDC and GDC-R, Support Staff Leaves and Absences, must be followed. After the 12-week period, the following provisions apply:

- Employees may choose a leave period of not more than 12 months total. During the leave period following the first 12 weeks, they will not be eligible for any district benefits unless they have accumulated leave. If employees have no leave days, they may maintain health and life insurance coverage by paying monthly premium payments to the school district by the 10th of each month. These payments must include the employees’ portions plus the portion paid by the state. Insurance benefits will automatically terminate effective on the last day of the month in which a premium is not received.

- Since the state awards credit for retirement to employees only during the time they are listed on the district’s payroll, employees will receive no retirement credit from the state during the child care leave period when leave days are not paid.

- Child care leave must be requested at least 30 days in advance of the date leave is to begin, except when a child is born prematurely or becomes available for adoption without advance notice. Child care leave may not exceed 12 months or span more than one school year. The date the employee selects to return must coincide with the start of a school semester and must be agreed upon before the leave commences.

- To ensure that each requirement of this policy is met, employees who wish to request child care leave must complete and file with the Office of Human Resources the appropriate form before child care leave will be approved.

**IMPORTANT NOTE: Changes made in 2013 to Policy GDC include the following.**

- Annual leave is reported in hours.
- Employees accrue leave as they earn leave.
- Employees are no longer required to take a minimum of one-half day of leave. The smallest amount of leave an employee can take is one hour.

**Support Staff Military Leave (Policy GDCAD)**

Military Leave

Employees may take 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 these 15 days unless the Saturday, Sunday or holiday is a regularly scheduled workday for the employee.

This leave may be taken when the employee is engaged in training or other duties ordered by the governor, the Department of Defense, the Department of the Army, the Department of the Air Force, the Department of the Navy, the Department of the Treasury, or any other department or agency of the government of the United States having the authority to issue lawful orders requiring military service. This leave applies to employees who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve or the United States Coast Guard Reserve.

In the event employees are 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.

Employees are expected to request their training for a period when school is not in session.

An employee seeking leave for annual active duty training must forward a written request, including the appropriate verifying data, to the superintendent or her designee no later than 30 days prior to the pre-arranged military activity.

**Extended Military Leave**

An extended military leave of absence for a member of the armed forces of the United States shall be granted pursuant to federal and state law, as long as the requirements and regulations of the armed forces prevents the employee's return to civil employment.

Benefits for employees out under extended military leave will be maintained to the extent allowable by Federal and/or State law or the benefit provider’s provisions. For additional information on how leave will affect your benefits, please see “How Benefits Are Affected During Leave” on page 67 of this handbook.
**LICENSE RENEWAL**

An educator’s professional license is valid for five years and expires on June 30 of the expiration year. Educators should check the expiration dates of their licenses. License renewals begin in January of the expiration year.

The state places the responsibility for license renewal with the license holder. Using the Goals-Based Evaluation (GBE) Plan for Continuing Teachers, license holders have the responsibility to develop a License Renewal Plan.

The License Renewal Plan provides a mechanism that enables Lexington One educators to apply a broad range of relevant professional development activities toward their license renewal. The License Renewal Plan is intended to:

- encourage educators to engage in meaningful, quality professional development activities that are directed toward promoting student achievement;
- ensure that educators are accountable for continuous professional development; and
- be operationally efficient.

In order to be eligible for license renewal, the educator must earn a minimum of 120 renewal credits, as described in the renewal credit matrix, during the five-year validity period of the license. Educators who hold less than a master’s degree must earn 60 of the 120 points in graduate credit.

You can find the License Renewal Manual and other information about the certification renewal process on the district website.

**SUBMITTING RENEWAL CREDIT**

When all 120 renewal credits are obtained, the required documentation should be submitted to your GBE administrator for review and verification of required documentation. Upon the administrator’s verification, all required documentation should be forwarded to the Office of Human Resources.

The required documentation for renewal includes:

- Change/Action Form; and
- Renewal Credit Computation Sheet with attached documentation to support each option (The Professional Development tab on the Employee Online part of the Secure Employee Portal serves as not only your pre-approval, but also documentation for renewal credits).

Human Resources staff enters license renewal verifications into the Office of Educator Services database.

The South Carolina Department of Education no longer mails copies of licenses. Educators can access and print a copy of their certificates at www.ed.sc.gov.

**CLASSIFICATION CHANGES**

License classification upgrades must be submitted to the Office of Educator Services at the South Carolina Department of Education. In order to process the request, the Office of Educator Services must have the Change/Action Form and the official transcript. Once the upgrade is posted online, please notify the Office of Human Resources.

Human Resources staff submits an action form to the district’s Office of Fiscal Services based on the effective date of the upgrade change on the validity period shown on the educator’s new license. Please note if an effective date for a classification upgrade is July 1, the change in pay will not be effective until the following school year.

**EXPERIENCE CREDIT**

The South Carolina Department of Education grants one year of experience credit for 152 (or more) full-time days of service per school year (190 days).

Teachers employed under contract in a regular teaching position on a full-time or part-time basis for at least one-tenth FTE (19 days of a 190-day school year) will receive credit.

Partial FTes accrued over multiple years will be credited as one year of teaching experience upon reaching a total of at least 0.8 of an FTE.

**NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS CERTIFICATION (NBPTS)**

Lexington One supports teachers who qualify for and/or desire to achieve NBPTS certification. Information on the national certification process is available on the NBPTS website (www.nbpts.org) and the Center for Educator Recruitment, Retention and Advancement (www.cerra.org).

After a teacher achieves NBPTS certification, the district supplements the salary increase provided by the state.

National Board Certified Teachers can renew their certification through the National Board or the state renewal process. The 120 points must be earned in the last five-year period on the 10-year certificate (i.e., for a certificate valid from 2005–2015, credits must be earned between 2010–2015).
PROGRAM OF ALTERNATIVE CERTIFICATION FOR EDUCATORS (PACE)

PACE is a three-year licensure program that allows a participant to work as a teacher of record while completing all requirements to earn a professional teaching license. PACE requires a three-year commitment to the content area and grade level for which you are admitted.

Eligibility Requirements

- An earned bachelor’s degree or above from a regionally accredited college with a major in an approved PACE licensure area.
- Participants can be evaluated for a major equivalent if they have 30 or more semester hours earned in content area coursework, 21 of which were earned at junior or senior level or above; or 24 or more semester hours earned in content area coursework at graduate level.
- A passing score on the appropriate Praxis II subject area examination(s).
- Employment as a teacher of record in a South Carolina public school district.
- Verification of two years prior full-time work experience or an earned master’s degree. The work experience must include at least one year of continuous full-time work. Part-time work experiences can be combined for an equivalent to one year of full-time work experience, but cannot replace the one year of continuous full-time work. Work experience does not have to be teaching experience. An earned master’s degree will waive the experience requirement.
- Based on guidance from the U.S. Department of Education regarding No Child Left Behind (NCLB), individuals who have participated in, but not completed, other alternative licensure routes in South Carolina may not be eligible for participation in PACE. If you have participated in another alternative program recognized in South Carolina, please contact the Office of Educator Services prior to initiating the application process for PACE.

Admission Process

The candidate submits an application form, verification of prior work experience, official transcript(s) and non-refundable application fee, and completes the electronic fingerprint process. If the candidate meets the academic requirements, he/she will receive a letter stating the qualification area. (A candidate who is interested only in a transcript evaluation can submit the transcript and an application form. A full application packet must be submitted if the candidate meets the academic requirements.)

Once a qualified candidate has submitted all application materials, including Praxis II subject area examination(s) scores and an all-clear FBI report is received, he/she will receive a Statement of Eligibility in their PACE-approved subject area.

The Statement of Eligibility qualifies the candidate to seek employment in a South Carolina public school district for the academic year indicated. The candidate submits a full application to the school district. If the district hires the teacher, the district submits a Confirmation of Employment form to the South Carolina Department of Education.

When the state department receives the form, information concerning the next available pre-service training will be sent to the candidate. The Statement of Eligibility, employment and successful completion of the pre-service training are required to earn the first alternative route license. The candidate’s participation in PACE begins once the participant has successfully completed the pre-service training.

The critical need license is valid for the academic year following successful completion of the pre-service training.

Program Progression

Prior to year one: The teacher is fully admitted to PACE, successfully completes the pre-service training and is issued his/her first alternative route license.

Year one: The teacher continues the required training and may begin taking the required PACE coursework. Courses must be selected from the list approved by the Office of Alternative Licensure on behalf of the State Board of Education. All coursework must be from the list of pre-approved courses or formally approved by the state department. In order to receive course approval, the teacher must submit the PACE Course Request form available on the state department’s website.

Between year one and year two: The teacher completes the in-service training and continues working on the three required college courses.

Year two: The teacher completes the required training seminars, continues working on the three required college courses, and successfully completes the Assisting, Developing, and Evaluating Professional Teaching (ADEPT) formal evaluation process.

Year three: The teacher submits official transcripts reflecting completion of three required college courses to the state department, submits a passing score on the Principles of Learning and Teaching exam appropriate to the teacher’s licensure grade level, successfully completes the ADEPT formal evaluation process and applies for professional licensure.
TECHNOLOGY AND TEACHER PROFICIENCY

The State of South Carolina, under the Certified Staff Teacher Technology Proficiency Proviso 1A.23 (SDE-EIA: XII-E.2. Certified Staff Technology Proficiency), requires teachers to demonstrate technology proficiency and to document the proficiency every five years in conjunction with their Teacher Certification expiration date.

In Lexington One, all current licensed teaching staff have obtained Teacher Technology Competency Assessment (TTCA) Level 2. To maintain Level 2, certified teachers must complete all of the following annually:

• After Oct. 1, 2013, take the S.C. State Department of Education Teacher Online Proficiency Assessment (TOPA).

• Attend three hours of approved technology training offered by the Technology Integration Specialists that focus on technology as a tool in the 21st century classroom.

• Submit at least one lesson plan that uses technology as a tool.

New teachers to the district must achieve basic technology competency during their first year of employment and Level 2 competency before the end of their second year of employment. The school’s Technology Integration Specialists will assist new teachers with this process.

National Board Certified Teachers are required to renew their technology certification once every five years, even though their teaching credentials are valid for 10 years.
PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT (POLICY GCG, ISSUED 01/13)

Substitute teachers who serve in the absence of regular teachers may be employed when notified by a school principal or his/her designee. To the extent possible, substitute teachers should possess the training and experience to ensure that students will receive uninterrupted instruction when the regular teacher has to be absent.

A pool from which principals may contact substitute teachers will be made available to the schools by the Office of Human Resources. The following minimum qualifications are required in order for a substitute teacher applicant to be contacted by principals or their designees.

- Although a certified teacher is preferred, a high school diploma or its equivalent from an accredited high school will meet the minimum educational requirements.
- Satisfactory references relating to the candidate’s ability to do the job.
- A willingness to be available for substitute work and to respond on short notice.
- All candidates must be pre-screened and approved.
- All candidates must attend a substitute teacher orientation sponsored by the district.

The principal or his/her designee has the responsibility to monitor the effectiveness of each substitute teacher who substitute teaches in his/her school.

The district reserves the right to remove a substitute from the school/district substitute list at any time for any reason.

QUALIFICATIONS

Lexington One has an ongoing need for qualified substitutes, both in and out of the classroom. Substitute teachers must be at least 21 years of age or hold a valid teaching license. Substitutes approved to work in the classroom as an instructional assistant will need to be at least 21 years of age or in a four-year college degree program if under 21.

All substitute applicants (including office professional, school nurse, food service and custodial service areas) must attend a mandatory training before becoming eligible to substitute in Lexington One.

Once the substitute’s online application has been processed, he/she will be notified of his/her training date and time.

SUBSTITUTE TEACHER TRAINING

All substitute applicants receive training from Human Resources staff. The training includes an overview of district policies, professionalism, technology information, safety and emergency procedures, and the SubFinder system.

In addition to this general training, substitute teachers receive training on instructional techniques, classroom management and communication skills.

Food Service substitute applicants must attend an additional mandatory training provided by Office of Food Service and Nutrition staff.

School nurse substitute applicants must attend an additional mandatory training provided by the district’s lead school nurse.

Training is required by the district before becoming eligible to substitute.

SECURING SUBSTITUTES

The district secures daily substitutes through the use of the SubFinder System. The principal recommends a local substitute coordinator to monitor substitute procedures and conduct orientation meetings with staff members.
OBLIGATION TO SUBSTITUTE TEACHERS

The contributions of substitute teachers are important to Lexington One. We are indebted to the many substitute teachers who cheerfully, willingly and effectively serve our students.

The substitute has an important and challenging job to perform. A substitute teacher can do the job more effectively if he/she understands the responsibilities involved as a substitute for the regular teacher. For substitute teachers, regular teachers should provide the items listed below:

• emergency preparedness plans;
• class roster for each block of students;
• name of a teacher within close vicinity;
• daily plans and procedures for all classes;
• time schedules of all classes and activities;
• seating chart for each teaching block;
• list of students with special needs (including allergies);
• notice of any supervisory responsibilities such as bus, car or playground duty;
• desk copies of all teaching materials;
• directions for use of phone system;
• notations of any special situations that may exist; and
• schedule of building routines and regulations.

BENEFITS FOR SUBSTITUTES

Pursuant to the Patient Protection and Affordable Care Act (also known as the ACA and federal healthcare reform), Lexington County School District One is required to offer affordable health insurance coverage to eligible employees. You must work an average of at least 30 hours per week, which will be measured by Lexington County School District One, to be eligible to enroll in the State benefits. You will be contacted by Lexington County School District One’s Benefit’s office as soon as you become eligible for benefits. Under the State plan, you will be eligible to enroll in the health, dental, vision, and pre-tax premium feature and/or a Health Savings Account.
EMPLOYEE ONLINE
Employee Online is a Web-based system that enables employees to easily access their employment records, including pay stubs.

All permanent and many temporary employees access Employee Online through LexConnect. Substitutes and former employees access Employee Online by an alternate method that is explained during substitute training and exit interviews.

Basic instructions for accessing Employee Online are available on the district’s website. Choose the “I AM…” navigation tab. Select “An Employee” and then select “Employee Online Basics.”

FRINGE BENEFITS

Authorization and Reimbursement for Attendance at Professional Meetings
See Policies DKC and DKC-R for detailed reimbursement schedules.

In addition to the opportunities the district provides for improvement of professional competencies through its regularly scheduled in-service sessions carried out as an integral part of the district’s professional improvement program, the school board also envisions a need for employees to attend other meetings, workshops and conferences that have to do with educational matters, and to do so at the district’s expense. In keeping with this rationale, district administrators are authorized and directed to establish regulations and procedures to implement this policy (Policy DKC-R).

Employee Insurance Benefits
The district participates in the state-sponsored health, dental and vision coverage programs. An employee’s coverage begins on the first day of the month if the employee is actively at work on the first working day of the month.

Otherwise, it starts on the first day of the following month. Coverage will end the last day of the month in which an employee is actively at work, unless the employee is transferring to another covered employer.

To be eligible for insurance benefits, you must be a full time permanent employee who works at least 30 hours per week, a part-time certified employee, or a non-permanent employee who works an average of 30 hours per week for one full year.

Employees can access their benefits information through “MyBenefits” at www.eip.sc.gov/mybenefits/.

The Office of Fiscal Services benefits supervisors are available to provide further information on these plans. They will also assist employees with new employee enrollment changes during open enrollment and changes made within 31 days of a special eligibility situation (e.g., gaining other group coverage, involuntary loss of other coverage, marriage, birth, adoption or placement of adoption).

The following insurance benefits are available to eligible employees through the S.C. Public Employee Benefit Authority Employee Insurance Program. For more information, visit their website at www.eip.sc.gov.

Health Insurance
The health insurance plans offered include BlueCross BlueShield Standard Plan, BlueCross BlueShield Savings Plan, and Tricare (Department of Defense health benefit for the military community).

Dental Insurance
State Dental Plan: This plan is provided to all active, eligible employees at no cost. Eligible dependents may be added at an additional cost.

Dental Plus: This is a supplemental dental program that provides a higher level of dental coverage for the same services under the State Dental Plan (except orthodontics) at affordable rates.

Life Insurance
Basic Life Insurance: Any employee enrolled in a health plan offered by the state is eligible for a $3,000 in-service death benefit at no cost. The Minnesota Life Insurance Company administers this benefit.

Optional Life Insurance: Under this voluntary plan, an employee can elect coverage in $10,000 increments (except employees who transfer from another state agency) up to three times their basic annual earnings or $500,000, whichever is less, without providing medical evidence of good health.

Dependent Life for Spouses: This voluntary plan offers an employee life insurance on a spouse in the amount of $10,000 or $20,000 without providing medical evidence of good health.

Dependent Life for Children: This voluntary plan is available to an employee in the amount of $15,000 without medical evidence of good health at a premium of $1.10 per month regardless of the number of children covered.

Disability
Basic Long-Term Disability: This is provided at no cost when an employee is enrolled in the State Health Plan.
Supplemental Long-Term Disability: This is a voluntary plan in which premiums are based on age and salary. At enrollment, either a 90-day or 180-day benefit waiting period may be elected. The Standard Insurance Company administers this benefit.

Vision Insurance
State Vision Plan: This plan is available to eligible active employees. The program covers comprehensive eye examinations, frames, lenses and lens options, and contact lens services and materials. EyeMed Vision Care administers this benefit.

Vision Care: This program offers discounted vision care services to all permanent employees and their dependents. Provider information can be accessed through the Employee Insurance Program’s website (www.eip.sc.gov/vision/state/SC).

Supplemental Plans
The district also offers Colonial Life supplemental plans: short-term disability; universal life; and cancer. For more information, visit their website (www.coloniallife.com) or contact your benefits supervisor.

How Benefits are Affected During Leave
Lexington County School District One is required to follow all guidelines under the Patient Protection and Affordable Care Act (also known as the ACA and the federal healthcare reform) to determine your eligibility for benefits when you are unable to work. Please contact your Benefits Supervisor to determine how this will affect your benefits:

Corrine Pangle (A-J)
cpangle@lexington1.net, (803) 821-1179

Lynn Shealy (K-Z)
lshealy2@lexington1.net, (803) 821-1162

Family Medical Leave
An employee who has worked for at least one full year is an ongoing employee. Eligibility for benefits in 2015 was based on the employee working an average of 30 hours per week. While out on leave, a reduction in hours does not affect your eligibility for benefits for the remainder of 2015. Your insurance coverage will continue automatically and you will be responsible for paying the employee’s portion of your premium to your employer.

• If premiums are not able to be deducted from your paycheck, payments are due on the first of each month for the month’s coverage. For example, premiums for March are due on March 1.

• If your payment is not received by the first of the month, your coverage will be canceled due to non-payment. If your coverage is canceled, you have a 30-day grace period from the date payment is due in which you can make payment and have your coverage reinstated. If your payment is not received by the end of the grace period, your coverage will remain canceled and you will not be eligible for

COBRA continuation coverage. You will not be eligible to re-enroll in benefits with your employer until the next open enrollment period, if you are eligible, or within 31 days of a special eligibility situation. Please note: Returning to work is not a special eligibility situation that allows you to reenroll in benefits.

• If you are on unpaid leave and can no longer afford your premiums, you may drop all of your coverage with PEBA only if you intend to enroll in another health plan through the Health Insurance Marketplace or if you experience a special eligibility situation as defined in the 2015 Insurance Benefits Guide.

The Standard Measurement Period for determining eligibility for plan year 2016 is October 4, 2014 – October 3, 2015. If an ongoing employee is credited with an average of 30 hours per week or more during the Standard Measurement Period, the employee would be eligible to continue benefits beginning January 1, 2016.

For all ongoing employees who do not have an average of 30 hours per week due to leave from work, you may not qualify to continue benefits. Your insurance benefits may end December 31, 2015. A special averaging method applies when measurement periods include special unpaid leave (that is, leave under the Family and Medical Leave Act (FMLA) or the Uniformed Services Employment and Reemployment Act (USSERRA)).

• You may continue your health, dental and vision coverage for up to 18 months through COBRA continuation coverage.

• If you are enrolled in life insurance benefits, you may convert your life insurance benefits to a whole life policy directly with Minnesota Life.

PLEASE CONSULT YOUR BENEFITS SUPERVISOR TO DETERMINE YOUR ELIGIBILITY

Long Term Leave (Not eligible for Family Medical Leave)
Newly hired employees for the 2015-2016 school year who do not qualify for Family Medical Leave, but have available leave, are eligible to continue insurance benefits. When you have exhausted all of your available leave, your reduction in hours makes you ineligible for insurance benefits. You must work at least 30 hours a week to remain eligible for coverage. Insurance coverage will end the first of the month following your last day of available leave.

• You may continue your health, dental and vision coverage for up to 18 months through COBRA continuation coverage.

• If you are enrolled in life insurance benefits, you may convert your life insurance benefits to a whole life policy directly with Minnesota Life.

• Life Insurance benefits and Supplemental Long Term Disability benefits may not be available
to you for the duration of your leave. Life insurance benefits may only be continued for up to 12 months from your last day worked. Supplemental Long Term Disability benefits will end 30 days from your last day worked.

Eligibility for active benefits begins the first of the month following the employee's return to work or resumption of working at least 30 hours per week.

The Standard Measurement Period for determining eligibility for plan year 2016 is October 4, 2014 – October 3, 2015. If an ongoing employee is credited with an average of 30 hours per week or more during the Standard Measurement Period, the employee would be eligible to continue benefits beginning January 1, 2016.

For all ongoing employees who do not have an average of 30 hours per week due to leave from work, you will not qualify to continue benefits. Your insurance benefits will end December 31, 2015.

- You may continue your health, dental and vision coverage for up to 18 months through COBRA continuation coverage.
- If you are enrolled in life insurance benefits, you may convert your life insurance benefits to a whole life policy directly with Minnesota Life.

PLEASE CONSULT YOUR BENEFITS SUPERVISOR TO DETERMINE YOUR ELIGIBILITY

**Workers’ Compensation**

While out on leave, a reduction in hours does not affect your eligibility for benefits. Your insurance coverage will continue automatically and you will be responsible for paying the employee’s portion of your premium to your employer.

- If premiums are not able to be deducted from your paycheck, payments are due on the first of each month for the month’s coverage.
- If your payment is not received by the first of the month, your coverage will be canceled due to non-payment. If your coverage is canceled, you have a 30-day grace period from the date payment is due in which you can make payment and have your coverage reinstated. If your payment is not received by the end of the grace period, your coverage will remain canceled and you will not be eligible for COBRA continuation coverage.
- You are eligible to re-enroll in benefits with your employer within 31 days of returning to work, during the next open enrollment period, if you are eligible, or within 31 days of a special eligibility situation.

**Military Leave**

While out on Military Leave, the employee has the option to continue or drop all of his/her insurance coverage. The employee must contact their Benefit’s Supervisor prior to the beginning of his/her military leave to make this decision and complete necessary paperwork.

- If the employee chooses to continue coverage, if premiums are not able to be deducted from your paycheck, payments are due on the first of each month for the month's coverage.
- If the employee chooses to terminate coverage, the employee must complete a Notice of Election Form and provide a copy of the military orders.
- The employee may re-enroll in the same benefits he/she had prior to the military leave within 31 days of returning to work.

**Job Retention Services**

Coordinated through the Office of Human Resources and administered by the South Carolina Vocational Rehabilitation Department, the Job Retention Services program is provided for all employees who might need help with problems that interfere with their job performance: counseling for alcohol or drug abuse; medical, psychological or physical impairments; or related social or personal problems. Details are provided during employee orientation programs and are posted at all work locations.

**Jury Duty**

The district grants leave to all employees who are called and accepted for jury duty. The district does not count days served on jury duty against leave or regularly allotted leave days.

**South Carolina Retirement System or Optional Retirement Program**

It is mandatory for all permanent part-time and full-time employees to participate in one of these retirement options. The S.C. Retirement System is a defined benefit retirement program. An employee who is a member of SCRS as of June 30, 2012, is vested after five years of creditable service. An employee who becomes a member of SCRS on or after July 1, 2012, is vested after eight years of earned service.

SCRS members who are vested qualify for retirement benefits, disability benefits based upon non-work-related injuries, in-service death benefits, the ability to purchase non-qualified service credit, etc.

The Optional Retirement Program is a defined contribution retirement program under which the employee is vested immediately. An employee may choose from one of the following four vendors: MassMutual, MetLife, TIAA-CREF or VALIC.

Regardless of the plan selected, an employee contributes 8.16 percent of their earnings on a tax-deferred basis into the retirement program. This active contributing percentage may change based on South Carolina state law.

Non-permanent employees may also elect to participate in one of these options. For more information, visit their website: www.retirement.sc.gov.
Continued Employment After Retirement
State and federal laws require a member to separate from employment covered by SCRS. The S.C. General Assembly has specified that a member of SCRS must be retired for at least 30 consecutive calendar days before returning to work for an employer covered by any pension plan administered by the S.C. Public Employee Benefit Authority.
An employee who retires on or after January 2, 2013, may return to work after being retired for 30 days and receive a benefit subject to a $10,000 earnings limitation. The $10,000 limitation does not apply if the retiree was at least 62 years of age at retirement.

Teacher and Employee Retention Incentive (TERI) Program
Active members of SCRS who are eligible for service retirement may elect to participate in the TERI program. TERI allows an employee to retire and begin accumulating a retirement annuity on a deferred basis without terminating employment. The employee must enroll at the time of retirement.

Participation in the TERI program will end as of June 30, 2018. New enrollees in the program after June 30, 2012, must end their participation by five years after their retirement date or June 30, 2018, whichever is earlier.

Employees who want additional information about this program should contact the district’s Benefits Office or the S.C. Public Employee Benefit Authority. For more information, you can visit their website at www.retirement.sc.gov.

Purchase of Service Credit
The Retirement System provides three options for active members to purchase additional service credits. The credits can be purchased in a lump sum payment or by one of the two Retirement System’s Installment Service Purchase Program options. The installment options allow active members to purchase additional service credit without making a lump sum payment. The active member has the option to purchase with pre-tax or after-tax dollars.

Employees needing more information about the program may contact the S.C. Public Employee Benefits Authority or visit their website at www.retirement.sc.gov.

Payroll Deductions
The Lexington One Board of Trustees authorizes only the following payroll deductions:

- Health Insurance
- Dental/Dental Plus Insurance
- Vision Insurance
- Optional/Dependent Life
- Tobacco Surcharge
- Supplemental Long-Term Disability
- Money Plus options
- Colonial Life policies
- Additional Retirement Savings — 401(k); Roth 401(k); 457; 403(b)
- College Savings 529 plan
- LEAP
- United Way
- Wage garnishments and levies

Additional Retirement Savings

- South Carolina Deferred Compensation Program: This voluntary program allows employees to participate in a 401(k) and/or 457 retirement plan in addition to one of the mandatory plans (SCRS or ORP). Contributions of pre-tax dollars are made through payroll deduction. The district also offers the Roth 401(k) option, which essentially locks in “today’s tax rates” on all contributions. More information can be found by visiting the following website: https://southcarolinadcp.gwrs.com/login.do. Nancy Ornduff is the state’s representative for the district and its employees. She may be contacted at (877) 457-6263.

- 403(b) Tax-Deferred Annuity Plan: Under the 403(b) plan document, ALL common law employees except student teachers and student workers are immediately eligible to make contributions under the plan. The plan document is available for review in the Office of Fiscal Services. This voluntary program allows employees to participate in a 403(b) retirement plan in addition to one of the mandatory plans (SCRS or ORP). The 403(b) plans are meant to encourage long-term retirement saving, so income taxes are paid at withdrawal when an employee may be in a lower tax bracket. If withdrawn before age 59½, an employee may be subject to federal restrictions and a 10% tax penalty. The district’s approved vendors are:
  ◊ Ameriprise Financial Services, Inc.
  ◊ AXA Equitable
  ◊ Horace Mann
  ◊ MassMutual Financial Group
  ◊ MetLife Resources
  ◊ Prudential
  ◊ VALIC
  ◊ VOYA

College Savings
Future Scholar 529 College Savings Plan: With this voluntary program, employees have the ability to save for college in a group program that offers many important advantages.

For additional information about participation in any of the above, contact the Fiscal Services Office.
MoneyPlus
MoneyPlus allows an employee to pay health and dental premiums and other eligible expenses from pre-tax dollars. The following MoneyPlus features are available:

• Pre-tax Group Insurance Premium Feature
• Dependent Care Spending Account
• Medical Spending Account (Employees are not eligible to participate in the Medical Spending Account feature until January 1 following one full year of employment.)
• Health Savings Account

For more information, you may visit www.fbmc.com.

IMPORTANT SPECIAL NOTE: Fiscal Services cannot make payroll deduction changes in June, July or August for September-through-August employees.

Salary Advancement
All newly employed teachers are eligible for a 25-check pay option on their salary. Contact Human Resources for more information.

Social Security (FICA)
For calendar year 2015, deductions for Social Security occur at the rate of 6.2 percent for Social Security and 1.45 percent for Medicare.

Direct Deposit
An employee can have his/her pay deposited directly into no more than four accounts. An employee may sign up or make changes at any time of the year (except June, July and August) for this service. A minimum of two weeks, however, is required to verify the information supplied.

Any time you start direct deposit, add a new direct deposit account or change a direct deposit account number, you will receive a one-time paper paycheck for your entire pay as part of the verification process.

IMPORTANT SPECIAL NOTE: Fiscal Services cannot make payroll deduction changes in June, July or August for September-through-August employees.

Tort Liability
The district provides tort liability insurance coverage through the S.C. School Boards Insurance Trust. This insurance protects employees acting within the scope of their duties for the district. The limit of liability for personal injury and/or property damage for each occurrence is $1 million.

Withholding Tax (Federal and State)
Employees who have experienced changes in tax exemption status should file a new exemption certificate (W-4).

Responsibility for accuracy of exemption certificates lies with employees. Forms are available in each principal’s office, the Office of Human Resources or Fiscal Services, or can be downloaded and printed from the Tax Info option in Employee Online.

Workers’ Compensation Insurance
All district employees are automatically covered under general Workers’ Compensation Law. All claims must be routed through the Office of Fiscal Services.

PAYMENT OF SALARIES
All full-time and regular part-time employees receive their pay on the 10th and 25th of each month.

When a pay date falls on a Saturday or Sunday, that pay date will move to the nearest workday. For example, if the 10th day of the month falls on a Saturday, the pay date moves to Friday, the ninth day. If the 10th falls on a Sunday, the pay date moves to Monday, the 11th. When the pay date is a holiday, paychecks are issued the last working day before the holiday.

It is mandatory for all district employees to be enrolled in Direct Deposit or the MyLink payroll card.

With few exceptions, employee pay will be issued electronically through Direct Deposit or the MyLink payroll card. For the month of September, schools and departments will pick up paper paychecks for employees. After September, any paper checks issued will be mailed to the employee unless arrangements have been made prior to 12:00 p.m. on the date the check is issued. Employees do not receive paper pay stubs except in those few instances where a paper check may be issued. All employees will be able to access their pay information electronically through the Employee Online Web portal.

Employee Online shows an employee all pay stubs beginning with checks issued for the 2013–2014 contract year. Employee Online includes electronic versions of the current and up to 50 past pay stubs.

Due to the fact that the salary of all regular teachers and nine-month employees is based on 180 to 205 actual working days and not on the calendar year, the actual working days will seldom coincide with the number of days for pay included in each paycheck. This procedure is used for your convenience. Employees who leave during the school year should recognize this in final salary reconciliations.

The Office of Human Resources determines placement on the salary schedule.

Salary checks are calculated, prepared and issued by the payroll division of Fiscal Services.

Please report any miscalculations or questions about your check to your principal or supervisor immediately.

Pay stubs contain a lot of valuable information. For example, current and year-to-date (January through December) totals for earnings, employer contributions for FICA, Medicare, insurance and retirement, as well as the amounts deducted from your earnings for FICA, Medicare, state and federal tax withholdings, insurance and other deductions you
authorized. Tax status and exemptions and summary leave information are also reported on the pay stubs. Please review them carefully for accuracy.

**PAYCHECKS ISSUED**

**2015**

July 9, July 23  
August 10, August 25  
September 10, September 25  
October 9, October 26  
November 10, November 24  
December 10, December 18

**2016**

January 11, January 25  
February 10, February 25  
March 10, March 24  
April 11, April 25  
May 10, May 25  
June 9, June 23

**SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME (POLICY GDBC)**

The district is subject to the provisions of the Fair Labor Standards Act (FLSA). This Act includes provisions applicable to school districts relating to minimum wage and overtime pay for non-exempt employees.

The minimum wage paid on an hourly basis to all district employees, either part time or full time, permanent or temporary, will be no less than the federal minimum wage, except under authorized training and apprenticeship programs.

The board recognizes that while its goal is not to have any employee work overtime, it may be necessary occasionally for non-exempt persons to work more than 40 hours during a given work week.

Non-exempt employees working overtime will be paid time-and-a-half (in money or compensatory time off) for each hour of overtime worked.

No overtime, as defined by FLSA, will be suffered or permitted without authorization from the employee’s principal or, at the district level, the employee’s immediate supervisor.

All employees who are subject to the provisions of FLSA are required to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary action.

The administration will maintain records and establish regulations that are consistent with this policy and the requirements of FLSA.

**SUPPORT STAFF SUPPLEMENTARY PAY/OVERTIME ADMINISTRATIVE RULE (POLICY GDBC-R)**

**Workweek**

A workweek will be a continuous period of 168 hours in the form of seven consecutive 24-hour periods. The district workweek begins at 12:01 a.m. each Monday for all employees and runs for seven consecutive days.

Each workweek stands alone for the purpose of determining overtime pay for non-exempt employees.

**Hours Worked**

Hours worked means all hours during which the individual is required to be on duty — generally from the required starting time to normal stopping time.

Meal periods do not count as hours worked unless the individual is required to perform work duties during the meal period.

Break periods of 20 minutes or longer do not count as work time.

**Travel**

Ordinary travel time from home to a base location or vice versa is not work time. Official travel that occurs during an individual’s regular working hours will be considered hours worked.

**Leave**

Time taken for annual leave, leave without pay, or other leave taken for the purpose of jury duty, military assignment or because of death in the family will not be counted as time worked and is therefore not counted as compensable time for the purpose of overtime pay.

**Part Time in a Different Capacity**

If individuals are employed by the district in one capacity but voluntarily work part time in a different capacity on an occasional or sporadic basis, the hours logged in the second capacity will not be counted as hours worked for overtime purposes.

**Substitution in the Same Capacity**

Employees, at their own option but with the approval of the district, may substitute during scheduled hours for other employees employed in the same capacity. Such substitution must be undertaken voluntarily without direct or implied coercion by the district.

In the case of such substitution, the hours involved will not be credited to the substitute employee in the calculation of hours for which the district employee is entitled to overtime compensation. The district will maintain a record that the substitution has taken place.
Overtime Hours
Overtime hours for all employees in the district will be held to a minimum consistent with the needs and requirements of sound and orderly administration.

All hours worked by non-exempt employees must be scheduled and duly authorized by the employee's principal or, at the district level, the employee's immediate supervisor.

Overtime hours worked over 40 hours during the workweek must be authorized in writing prior to the time the work is performed. Unauthorized overtime will not be tolerated.

Where an employee, in a single workweek, works at two or more different types of work that have different hourly rates, the employee's regular rate for that week is the weighted average of such rates. In determining a weighted average of rates, the earnings from all such rates are added together, and this total is then divided by the total number of hours worked at all jobs.

With respect to the payment of overtime in money or compensatory time off, the district shall have the discretion to determine method of payment.

Compensatory Time Off
Non-exempt employees who work more than 40 hours during any workweek may be awarded compensatory time off. Compensatory time will be awarded at the rate of one-and-one-half hours for each hour of overtime worked in any given workweek.

Compensatory time may be accrued to a maximum of 48 hours (32 overtime hours). Overtime work beyond this maximum accrual will be monetarily compensated at the rate of one-and-one-half times the individual's normal hourly rate of pay.

The district reserves the right to allow an employee's supervisor/principal to require employees taking compensatory time to schedule compensatory time in minimal quarter hour increments of 30 minutes or more as deemed necessary for sound and orderly administration. This requirement is subject to change by the district upon written notification to all affected employees.

Every effort will be made to permit the use of compensatory time at the time mutually agreed upon by the individual and his/her supervisor. Where the individual's absence would unduly disrupt the district's operations, however, the district retains the right to postpone compensatory time usage.

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

Monetary Compensation
Non-exempt employees who work in excess of 40 hours per workweek will be paid at one-and-one-half times their “regular rate” in the event that the district has not designated compensatory time rather than monetary compensation.

Termination
Individuals with unused compensatory time who are terminated or who terminate their employment will be granted compensatory time prior to their final date of employment or monetarily paid for unused comp time at one-and-one-half times their final regular rate of pay. The district shall have the discretion to determine which method of payment to choose.

WORKERS’ COMPENSATION
(POLICY GBGD)

General Terms and Conditions
Each employee is expected to demonstrate or practice appropriate safety procedures while in the workplace.

Under the South Carolina Workers’ Compensation Law, medical and monetary benefits are generally available to an employee who sustains an accidental injury arising out of and in the course of his/her assigned responsibilities. The law provides medical care to bring about the earliest possible recovery from the injury, a percentage of wages and salary lost during the injured employee's disability and, in case of death, compensation for the deceased employee’s dependents.

The district’s workers’ compensation insurance carrier is the South Carolina School Boards Insurance Trust. Accordingly, the designation of workers’ compensation medical treatment providers is made by the district in consultation with and upon the recommendation of the South Carolina School Boards Insurance Trust. The refusal of an employee in writing to accept any medical, hospital, surgical or other treatment when provided by the district through its workers’ compensation program will bar such employee from further compensation until such refusal ceases; unless, in the opinion of the South Carolina Workers’ Compensation Commission, the circumstances justified the refusal.

When an employee is absent from work as a result of accidental injury arising out of and in the course of his/her assigned responsibilities, available annual leave and workers’ compensation benefits will be coordinated to the extent that such leave and benefits are available.

Notice
Within 24 hours of the occurrence of a work-related accident or as soon thereafter as practicable, an injured employee or, in an emergency, his/her representative will give notice of the accident to the employee’s principal, immediate supervisor and/or to Fiscal Services.
### Administrators and Building Supervisors Salary Schedule

**Fiscal Year 2015-2016**

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- **B-3** Elementary School Assistant Principals
- **B-2** Middle School Assistant Principals
- **B-1** High School Assistant Principals
- **A-9** Elementary School Principals for 299 and below
- **A-8** Elementary School Principals for 300–699
- **A-7** Elementary School Principals for 700–1,099
- **A-5** Elementary School Principals for 1,100–1,499
- **A-4** Elementary School Principals for 1,500+
- **A-6** Middle School Principals for 599 and below
- **A-5** Middle School Principals for 600–999
- **A-4** Middle School Principals for 1,000–1,399
- **A-3** Middle School Principals for 1,400+
- **A-3** High School Principals for 899 and below
- **A-2** High School Principals for 900–1,499
- **A-1** High School Principals for 1,500–1,999
- **A-1-A** High School Principals for 2,000

Based on 230 days

2015–2016 School Year
## CERTIFIED SALARY SCHEDULE

Based on 190 days
2015–2016 School Year

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Based on 230 days
2015–2016 School Year
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- Occupational Therapists
- Physical Therapists
- School Registered Nurses

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Based on 230 days
2015–2016 School Year
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2015–2016 School Year

Placement on the salary schedule is governed by Policy GCD-R. Individuals are placed at the zero level until experience credit forms are submitted and verified.
### Support Staff Salary Schedule 0-15 Years

**2015-2016 School Year**

Placement on the salary schedule is governed by Policy GCD-R. Multiply hourly rate by hours worked per day to calculate daily pay. Multiply daily pay by days worked per year to calculate yearly salary.

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## Food Service Managers Salary Schedule

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Based on 186 days
2015–2016 School Year
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<td>18</td>
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<tr>
<td>19</td>
<td>16.23</td>
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<tr>
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<td>16.55</td>
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<tr>
<td>21</td>
<td>16.88</td>
</tr>
<tr>
<td>22</td>
<td>17.23</td>
</tr>
<tr>
<td>23+</td>
<td>17.56</td>
</tr>
</tbody>
</table>
PAY FOR HOMEBOUND TEACHERS

The district pays homebound teachers at the rate of $25 per hour. Any exceptions to the existing rate must be approved through the Office of Human Resources prior to any commitments.

SUBSTITUTES SALARY SCHEDULES

SUBSTITUTING FOR A TEACHER
High school diploma, at least 21 years of age and Substitute Teacher Training  $63/day
Four-year degree and Substitute Teacher Training  $68/day
Certified teacher and Substitute Teacher Training  $80/day

SUBSTITUTING FOR A HEALTH ROOM ASSISTANT
High school diploma, at least 21 years of age and Substitute Training  $58/day

SUBSTITUTING FOR A NURSE
Licensed Practical Nurse (LPN) and Substitute Training  $68/day
Certified Registered Nurse (RN) and Substitute Training  $120/day

SUBSTITUTING FOR AN INSTRUCTIONAL ASSISTANT
High school diploma, at least 21 years of age and Substitute Training  $58/day

SUBSTITUTING FOR CLERICAL, CUSTODIAL, AND FOOD SERVICE*
$7.25/hour

*Food Service Substitutes must also attend Food Service Substitute Training Session.
Note: Recommendations for a substitute outside of these guidelines are submitted by the principal and approved by the Office of Human Resources.
# Extracurricular Supplement Schedule

## Department Heads and Lead Teachers

<table>
<thead>
<tr>
<th>Teachers</th>
<th>Supplement</th>
</tr>
</thead>
<tbody>
<tr>
<td>5–7 Teachers (excluding department head)</td>
<td>$1,000</td>
</tr>
<tr>
<td>8–10 Teachers (excluding department head)</td>
<td>$1,250</td>
</tr>
<tr>
<td>11–13 Teachers (excluding department head)</td>
<td>$1,500</td>
</tr>
<tr>
<td>14–16 Teachers (excluding department head)</td>
<td>$1,750</td>
</tr>
<tr>
<td>17+ Teachers (excluding department head)</td>
<td>$2,000</td>
</tr>
<tr>
<td>Centers of Study Lead Teacher</td>
<td>$1,000</td>
</tr>
<tr>
<td>Lead Teachers for District</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

### Guidelines for Department Heads
- The school principal has sole authority to designate department heads.
- Supplements are offered in middle and high schools.
- There should be a written description of department head duties by the principal.
- Only teachers based at the school can be included in department numbers.

## Local Substitute Coordinators

<table>
<thead>
<tr>
<th>Students</th>
<th>Supplement</th>
</tr>
</thead>
<tbody>
<tr>
<td>350–500 Students</td>
<td>$700</td>
</tr>
<tr>
<td>501–1,000 Students</td>
<td>$950</td>
</tr>
<tr>
<td>1,001–1,500 Students</td>
<td>$1,200</td>
</tr>
<tr>
<td>1,501–2,000 Students</td>
<td>$1,450</td>
</tr>
<tr>
<td>2,001–2,500 Students</td>
<td>$1,700</td>
</tr>
</tbody>
</table>

Supplements listed above are for 180 days.

## Other Supplements

<table>
<thead>
<tr>
<th>Activity</th>
<th>Grades 9–12</th>
<th>Grades 6–8</th>
<th>Grades K–5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band Director</td>
<td>$3,000 plus 35 days</td>
<td>$1,500 plus 15 days</td>
<td>$1,000 plus 15 days</td>
</tr>
<tr>
<td>Band Director (Assistant)</td>
<td>$1,500 plus 15 days</td>
<td>$1,000 plus 15 days</td>
<td>$1,000 plus 15 days</td>
</tr>
<tr>
<td>Beta Club</td>
<td>$500</td>
<td>$300</td>
<td></td>
</tr>
<tr>
<td>Choral Director</td>
<td>$1,500 plus 15 days</td>
<td>$1,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Dance</td>
<td>$1,500</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Debate</td>
<td>$500</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>Destination Imagination</td>
<td>$300</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>Drama Production (2 max)</td>
<td>$1,500</td>
<td>$1,000</td>
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</tr>
<tr>
<td>National Board Local Supplement*</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Newspaper</td>
<td>$500</td>
<td>$250</td>
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</tr>
<tr>
<td>Orchestra</td>
<td>$1,500</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Psychologists</td>
<td>$3,000</td>
<td>$3,000</td>
<td>$3,000</td>
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<tr>
<td>Public Relations Correspondants</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Robotics</td>
<td>$1,200</td>
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</tr>
<tr>
<td>SAT Coordinator</td>
<td>$500</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>School Webmaster</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Speakers Bureau</td>
<td>$500</td>
<td>$500</td>
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<tr>
<td>Student Council</td>
<td>$500</td>
<td>$400</td>
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</tr>
<tr>
<td>Yearbook</td>
<td>$1,200</td>
<td>$600</td>
<td>$300</td>
</tr>
</tbody>
</table>

*The National Board Local Supplement is subject to change based on funds available.*
ATHLETIC DIRECTOR AND HEAD FOOTBALL COACH
The athletic director is placed on the building-level administrative salary schedule. The length of contract for the athletic director is 12 months.
An athletic director is not eligible for playoff round supplements unless he or she is coaching the team involved in the playoff.

EXTRACURRICULAR ATHLETICS SALARY SCHEDULE
Supplement steps on the schedule essentially reflect the years of prior coaching experience in the sport and the level of the current coaching assignment of the individual. In-district and verifiable out-of-district experience would apply. Individuals will be placed at the zero level until experience credit forms are submitted and verified.
An individual may not hold two coaching positions in the same sport nor occupy two coaching assignments at the same time in different sports without approval.

PLAYOFF ROUND SUPPLEMENTS
Coaches who are permanent district employees will receive additional supplements for additional work involving team participation beyond conference/regional levels according to the schedule below.
If an employee terminates or is terminated, the employee is not eligible for playoff round supplements earned the year of their termination.
Playoff rounds must be sponsored by the South Carolina High School League to qualify.

<table>
<thead>
<tr>
<th>SPORT</th>
<th>First round</th>
<th>Second round</th>
<th>Third round</th>
<th>Fourth round</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOOTBALL</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Head Coach</td>
<td>$250</td>
<td>$500</td>
<td>$750</td>
<td>$1,000</td>
</tr>
<tr>
<td>Varsity Assistant Coaches plus no more than two junior varsity coaches working with varsity team</td>
<td>$150</td>
<td>$300</td>
<td>$450</td>
<td>$600</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>BASEBALL, BASKETBALL, CHEERLEADING, CROSS COUNTRY, GOLF, LACROSSE, SOCCER, SOFTBALL, SWIMMING, TENNIS, TRACK, VOLLEYBALL, WRESTLING</strong></th>
<th>First round</th>
<th>Second round</th>
<th>Third round</th>
<th>Fourth round</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Coach</td>
<td>$250</td>
<td>$500</td>
<td>$750</td>
<td>$1,000</td>
</tr>
<tr>
<td>Varsity Assistant Coaches</td>
<td>$150</td>
<td>$300</td>
<td>$450</td>
<td>$600</td>
</tr>
</tbody>
</table>

HEAD COACHES OF ATHLETES WHO COMPETE AS INDIVIDUALS BEYOND THE CONFERENCE/REGIONAL LEVEL RECEIVE ADDITIONAL SUPPLEMENTS AS FOLLOWS:
- Tennis: $75 per round
- Wrestling: $75 per round

BONUS FOR HEAD COACHES WHO WIN STATE CHAMPIONSHIPS: $1,000
**Extracurricular Athletics Salary Schedules**

<table>
<thead>
<tr>
<th>Directors</th>
<th>Step 0</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
<th>Step 6</th>
<th>Step 7</th>
<th>Step 8</th>
<th>Step 9</th>
<th>Step 10</th>
<th>Step 11</th>
<th>Step 12</th>
<th>Step 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Director — As negotiated</td>
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<tr>
<td>Assistant Athletic Director — As negotiated</td>
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<tr>
<td>Assistant Middle School Athletic Director — 1,500</td>
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</tr>
</tbody>
</table>

**Athletic Trainer**

- Head — 10,000 Plus 40 Days
- Assistant — 5,000 Plus 5 Days

**Baseball/Softball**

- Varsity Head Coach
  - Step 0: 1,940
  - Step 1: 2,100
  - Step 2: 2,260
  - Step 3: 2,420
  - Step 4: 2,580
  - Step 5: 2,740
  - Step 6: 2,900
  - Step 7: 3,060
  - Step 8: 3,220
  - Step 9: 3,380
  - Step 10: 3,540
  - Step 11: 3,700
  - Step 12: 3,860
  - Step 13: 4,020

- Varsity Assistant Coach, Junior Varsity Head Coach
  - Step 0: 975
  - Step 1: 1,000
  - Step 2: 1,025
  - Step 3: 1,050
  - Step 4: 1,075
  - Step 5: 1,100
  - Step 6: 1,125
  - Step 7: 1,150
  - Step 8: 1,175
  - Step 9: 1,200
  - Step 10: 1,225
  - Step 11: 1,250
  - Step 12: 1,275
  - Step 13: 1,300

**Basketball**

- Varsity Head Coach
  - Step 0: 2,750
  - Step 1: 3,000
  - Step 2: 3,250
  - Step 3: 3,500
  - Step 4: 3,750
  - Step 5: 4,000
  - Step 6: 4,250
  - Step 7: 4,500
  - Step 8: 4,750
  - Step 9: 5,000
  - Step 10: 5,250
  - Step 11: 5,500
  - Step 12: 5,750
  - Step 13: 6,000

- Varsity Assistant Coach, Junior Varsity Head Coach
  - Step 0: 1,450
  - Step 1: 1,500
  - Step 2: 1,550
  - Step 3: 1,600
  - Step 4: 1,650
  - Step 5: 1,700
  - Step 6: 1,750
  - Step 7: 1,800
  - Step 8: 1,850
  - Step 9: 1,900
  - Step 10: 1,950
  - Step 11: 2,000
  - Step 12: 2,050
  - Step 13: 2,100

- B Team Head Coach, C Team Head Coach
  - Step 0: 970
  - Step 1: 1,000
  - Step 2: 1,030
  - Step 3: 1,060
  - Step 4: 1,090
  - Step 5: 1,120
  - Step 6: 1,150
  - Step 7: 1,180
  - Step 8: 1,210
  - Step 9: 1,240
  - Step 10: 1,270
  - Step 11: 1,300
  - Step 12: 1,330
  - Step 13: 1,360

**Bowling**

- Head Coach
  - Step 0: 750
  - Step 1: 800
  - Step 2: 850
  - Step 3: 900
  - Step 4: 950
  - Step 5: 1,000
  - Step 6: 1,050
  - Step 7: 1,100
  - Step 8: 1,150
  - Step 9: 1,200
  - Step 10: 1,250
  - Step 11: 1,300
  - Step 12: 1,350
  - Step 13: 1,400

**Cheerleading**

- Varsity Basketball Head Cheerleading Coach, Varsity Football Head Cheerleading Coach
  - Step 0: 875
  - Step 1: 1,000
  - Step 2: 1,125
  - Step 3: 1,250
  - Step 4: 1,375
  - Step 5: 1,500
  - Step 6: 1,625
  - Step 7: 1,750
  - Step 8: 1,875
  - Step 9: 2,000
  - Step 10: 2,125
  - Step 11: 2,250
  - Step 12: 2,375
  - Step 13: 2,500

- Competition Cheerleading Head Coach (Varsity)
  - Step 0: 1,185
  - Step 1: 1,200
  - Step 2: 1,215
  - Step 3: 1,230
  - Step 4: 1,245
  - Step 5: 1,260
  - Step 6: 1,275
  - Step 7: 1,290
  - Step 8: 1,305
  - Step 9: 1,320
  - Step 10: 1,335
  - Step 11: 1,350
  - Step 12: 1,365
  - Step 13: 1,380

- Varsity Assistant Coach
  - Step 0: 785
  - Step 1: 800
  - Step 2: 815
  - Step 3: 830
  - Step 4: 845
  - Step 5: 860
  - Step 6: 875
  - Step 7: 890
  - Step 8: 905
  - Step 9: 920
  - Step 10: 935
  - Step 11: 950
  - Step 12: 965
  - Step 13: 980

- Other than Varsity
  - Step 0: 885
  - Step 1: 900
  - Step 2: 915
  - Step 3: 930
  - Step 4: 945
  - Step 5: 960
  - Step 6: 975
  - Step 7: 990
  - Step 8: 1,005
  - Step 9: 1,020
  - Step 10: 1,035
  - Step 11: 1,050
  - Step 12: 1,065
  - Step 13: 1,080
<table>
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<tbody>
<tr>
<td><strong>Colorguard</strong></td>
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<td>1,135</td>
<td>1,150</td>
<td>1,165</td>
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<tr>
<td><strong>Cross Country</strong></td>
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</tr>
<tr>
<td>Head Coach</td>
<td>875</td>
<td>1,000</td>
<td>1,125</td>
<td>1,250</td>
<td>1,375</td>
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<tr>
<td>Head Coach — As negotiated</td>
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</tr>
<tr>
<td>Offensive and Defensive Coordinators — $1,000 Supplement</td>
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</tr>
<tr>
<td>Varsity Assistant Coach (+ 10 days), Junior Varsity Head Coach, B Team Head Coach</td>
<td>2,750</td>
<td>2,800</td>
<td>2,850</td>
<td>2,900</td>
<td>2,950</td>
<td>3,000</td>
<td>3,050</td>
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<td>3,200</td>
<td>3,250</td>
<td>3,300</td>
<td>3,350</td>
<td>3,400</td>
</tr>
<tr>
<td>Junior Varsity Assistant Coach, B Team Assistant Coach, C Team Head Coach</td>
<td>2,270</td>
<td>2,300</td>
<td>2,330</td>
<td>2,360</td>
<td>2,390</td>
<td>2,420</td>
<td>2,450</td>
<td>2,480</td>
<td>2,510</td>
<td>2,540</td>
<td>2,570</td>
<td>2,600</td>
<td>2,630</td>
<td>2,660</td>
</tr>
<tr>
<td>C Team Assistant Coach</td>
<td>1,450</td>
<td>1,500</td>
<td>1,550</td>
<td>1,600</td>
<td>1,650</td>
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<td>1,950</td>
<td>2,000</td>
<td>2,050</td>
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</tr>
<tr>
<td><strong>Golf</strong></td>
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</tr>
<tr>
<td>Head Coach</td>
<td>875</td>
<td>1,000</td>
<td>1,125</td>
<td>1,250</td>
<td>1,375</td>
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<td>2,125</td>
<td>2,250</td>
<td>2,375</td>
<td>2,500</td>
</tr>
<tr>
<td>Junior Varsity Head Coach</td>
<td>775</td>
<td>800</td>
<td>825</td>
<td>850</td>
<td>875</td>
<td>900</td>
<td>925</td>
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<td>1,025</td>
<td>1,050</td>
<td>1,075</td>
<td>1,100</td>
</tr>
<tr>
<td><strong>Intramural</strong></td>
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<tr>
<td>Coordinator (maximum three seasons) — $400 per season (Intramurals must be seventh grade and above as approved 6/99.)</td>
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<tr>
<td><strong>Lacrosse</strong></td>
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Each year over the 13th year of experience will be equal to the difference between Step 12 and Step 13 up to the 21st year. Experience not sanctioned by the S.C. High School League does not count.
Lexington County School District One does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in admission to, access to, treatment in or employment in its programs and activities. The following people have been designated to handle inquiries or complaints. The Chief Human Resources Officer handles inquiries/complaints regarding Title IX. Inquiries/complaints regarding Section 504 for elementary students go to the Coordinator of ESOL/RtI and for secondary students to the Director of Counseling and Advisement. The Mathematics Coordinator handles inquiries/complaints regarding Title II. Contact these people if you have questions regarding these issues at 100 Tarrar Springs Road, Lexington, SC 29072 and telephone number (803) 821-1000.