

Charleston County School District

Office of Human Resources

Employee Handbook

2016 - 2017

| excellence is
| our standard |

Employee Handbook Receipt 2016-2017

IMPORTANT NOTICE

REFERENCING THE LAW FOR SOUTH CAROLINA EMPLOYERS (SECTION 41-1-110):

EMPLOYEES MUST BE AWARE THAT THE CHARLESTON COUNTY SCHOOL DISTRICT HANDBOOK DOCUMENT IS NOT A CONTRACTUAL OBLIGATION, EXPRESSED OR IMPLIED, BETWEEN CHARLESTON COUNTY SCHOOL DISTRICT (CCSD) AND ITS EMPLOYEES. NOTHING IN THE CCSD EMPLOYEE HANDBOOK OR IN ANY POLICY MANUAL OF THE SCHOOL DISTRICT CONSTITUTES OR CREATES AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT; RATHER, THE CCSD EMPLOYEE HANDBOOK SHOULD BE UNDERSTOOD AS A BRIEF DESCRIPTION OF THE BENEFITS OFFERED BY THE DISTRICT AND AN OVERVIEW OF ITS POLICIES, PROCEDURES, RULES, AND CONTACT INFORMATION. EMPLOYMENT AT CCSD IS AT-WILL UNLESS AN EMPLOYEE HAS A SEPARATE WRITTEN EMPLOYMENT CONTRACT OR STATUTORY RIGHTS SPECIFIC TO THE EMPLOYEE'S POSITION OR TITLE. CCSD MAY TERMINATE THE EMPLOYMENT RELATIONSHIP WITH ITS AT-WILL EMPLOYEES AT ANY TIME, WITH OR WITHOUT CAUSE. CCSD MAINTAINS THE ULTIMATE RIGHT TO ESTABLISH POLICIES GOVERNING ITS WORKFORCE INCLUDING THE DETERMINATION OF METHODS AND PROCEDURES OF WORK, SIZE OF WORKFORCE, DUTIES AND HOURS OF EMPLOYMENT, COMPENSATION, EMPLOYMENT, DISCIPLINE, PROMOTION, AND THE RIGHT TO RELIEVE EMPLOYEES FROM DUTY. CCSD RESERVES THE RIGHT TO AMEND, ALTER AND MAKE EXCEPTIONS TO ALL DOCUMENTS. NO STATEMENTS BY EMPLOYEE, STAFF, OFFICER, OR AGENT OF EMPLOYER CAN CONTRADICT THIS DISCLAIMER. THIS HANDBOOK SUPERCEDES ALL PAST VERSIONS AND PUBLICATIONS.

Print name below:

I, _____, UNDERSTAND THAT THE DISTRICT'S EMPLOYEE HANDBOOK AND POLICY MANUAL ARE NOT CONTRACTS. IT IS MY RESPONSIBILITY TO ACCESS THE HANDBOOK VIA THE CCSD INTRANET OR OBTAIN A PRINTED COPY. I ALSO UNDERSTAND THAT I MUST READ AND UNDERSTAND THE POLICIES HEREIN APPLICABLE TO MY POSITION AND TO ABIDE BY THESE POLICIES AND REGULATIONS.

Employee Signature

Date

Department/School

WELCOME MESSAGE

Greetings!

On behalf of the Board of Trustees, we welcome you to the Charleston County School District (CCSD). We are thrilled that you have decided to make excellence your standard as you join the CCSD family and embark on this new chapter in your career.

You join us at a critical and exciting time. Under our *Charleston Achieving Excellence: Vision 2016* strategic plan, our students are making terrific progress. Nearly half of CCSD students now attend “Excellent” rated schools, compared with only one-fifth of students across South Carolina. The number of our schools making “Adequate Yearly Progress” on federal targets has more than doubled over the last couple of years, and our new literacy plan is generating significant gains.

There is much work to be done. *Charleston Achieving Excellence: Vision 2016*—which we created together—builds on a foundation of four priorities: Effective Teaching and Leadership, Literacy Improvement, World-Class Schools and Systems, and Strategic Partnerships. It places schools—and their teachers and students—at the center of everything we do, and creates bold objectives and annual targets for our three strategic goals: 1) Elevate achievement overall; 2) Close the achievement gap; and 3) Increase the graduation rate.

We are grateful that you are here. Your commitment to and belief in every child will help us achieve our goals and accomplish our mission. As a first step, please take full advantage of your New Employee Orientation. Our dedicated employees are here to answer your questions and ensure a successful transition into your new work environment. Now is a great time to ask questions about work settings, expectations, forms, and processes. Understanding our systems, structures, and tools will empower you to focus on what matters most—ensuring success for every student in our system.

We look forward to working with you and greatly appreciate your commitment to the children and families of Charleston County. If you need any help, please don't hesitate to ask for assistance. Thank you for joining our team, making a difference, and being a part of Charleston Achieving Excellence!

BOARD OF TRUSTEES

COUNTY BOARD OF TRUSTEES

Members of the Charleston County School Board of Trustees are elected countywide for four-year terms. County board meetings are held the fourth Monday of each month unless otherwise noted. All meetings are open to the public. The meeting time is 5:15PM in the County Board Room at 75 Calhoun Street. Comcast 60 shows CCSD countywide Board of Trustees meetings each day at 1:30 PM.



CONSTITUENT BOARDS OF TRUSTEES

There are eight constituent boards whose members are from their representative areas. Each meets in a public forum monthly. More information regarding these boards and their meeting times may be obtained by contacting the respective District Office.

Click the link below to view additional information on the board or visit our website at www.ccsdschools.com.



DISTRICT INFORMATION



Spanning 1000 square miles of coastal land, the Charleston County School District (CCSD) is the second largest school system in South Carolina representing a unique blend of urban, suburban, and rural schools. CCSD serves more than 48,000 students in 84 schools and several specialized programs. CCSD offers a diverse, expanding **portfolio of options** - including neighborhood, charter, magnet, IB (international baccalaureate), and Montessori schools - and is divided into Early Childhood/Elementary, Middle, and Secondary/Post Secondary Learning Communities. With approximately 6,800 employees District-wide, CCSD is the fourth largest employer in the region.

To learn more about our schools, click [here](#).

Mission

The mission of the Charleston County School District, a dynamic system of challenging educational choices, is to increase student achievement and close the achievement gaps between groups in order to prepare all students to compete in a global economy and make a positive contribution to our community and nation.

Theory of Action

Vision

Every student graduates from the Charleston County School District prepared to succeed in college and the 21st Century workforce.

If we improve instructional effectiveness by increasing the rigor and relevance of the content; the skill and knowledge that teachers bring to the teaching of the content; and the level and quality of our students' active learning of the content; then we will increase achievement for all students, raise the graduation rate, and close the achievement gap.

[2015-2016 Academic Calendar](#) — click here to view

District Contact Information

Main Phone: (843) 937-6300

Human Resources Support Center

Phone: (843) 937-6380

Email: hrinfo@charleston.k12.sc.us

Values

RESULTS: rigor and relevance

ACCESS: equity and choice

PARTNERSHIPS: respect and relationships

DIVERSITY: recognition and respect

CCSD's strategic plan, "Charleston Achieving Excellence," centers on four priorities: *Literacy Improvement, Effective Teaching and Leadership, World-Class Schools & Systems, and Strategic Partnerships*.

Goals

1. Elevate Achievement Overall
2. Close the Achievement Gap Between Groups
3. Increase High School Graduation Rates



EMPLOYMENT

Equal Employment Opportunity

Policy GBA

Charleston County School District is an equal opportunity employer.

According to applicable state and federal laws, the superintendent shall recruit, hire, train, promote and make other employment decisions on the basis of individual merit and without discrimination because of race, religion, color, disability, gender, age, alienage or national origin.

The District maintains a policy of equal opportunity in the following areas.

- recruitment
- selection and hiring criteria and practices
- transfer and promotion
- demotions, terminations, layoffs and recalls
- compensation
- working conditions
- benefits and privileges of employment
- training



All employees shall feel free to exercise their rights under this policy. Charleston County School District shall not harass or retaliate in any manner against any employee because he/she has exercised any right under this policy; or has filed charges, testified, assisted or participated in any manner in any investigation, proceeding, hearing or lawsuit relating to a violation of this policy; or has communicated in any way with any public official or member of the press, provided an employee's communications are appropriate as to time, place and manner. Violations of this policy against retaliation may be grounds for disciplinary action, including dismissal.

Job Vacancy Announcements

Persons desiring employment or promotional opportunities for all positions must apply through the Department of Human Resources. Announcements of job vacancies by position can be located by accessing the job vacancies link on the District's website at www.ccsdschools.com. You will be directed to a link listing the District's current vacancies and an online application.

RECERTIFICATION INFORMATION

Certification and Evaluation

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

Certificate Upgrades

Requests for upgrades to bachelor's + 18, master's degree, master's + 30, and doctorate must be made in writing by using the Request for Change/Action Form available on the District's website. Change/Action forms should be sent to the State Department of Education (SDE) by the employee. Also, please note colleges do not send transcripts automatically; teachers must request that transcripts be sent to the SDE immediately after they complete their coursework.



An employee should notify Human Resources once the certificate upgrade is effective with the SDE so that the appropriate salary adjustment can be completed, as the SDE does not notify the District of certification upgrades.

Breaking a Contract (State Law)

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

GENERAL INFORMATION

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

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

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

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

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

Child Abuse and Neglect

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

Confidentiality

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

Dress Code

Employees are expected to abide by the District Dress Code, as outlined in Policy GBEBB.

Emergency Closings

The District may close schools because of inclement weather or emergency conditions. When such conditions exist, the Board of Trustees or its designee will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late, to release students early, or to cancel school, the Communications Department of the District will post the notice on the District's website and shall notify the media so that students, their parents, and employees can make plans accordingly. For more information, please refer to [Administrative Bulletin XLIV](#).



Grievances

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

Illegal Substance and Alcohol-Free Schools/ Workplace

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

Legal Assistance

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

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

Safety/OSHA Requirements

Employees are required to participate in Safety/OSHA training as directed by the District. All employees are to complete the online Bloodborne Pathogens Training annually and to complete and sign a Safety/OSHA training certificate (provided after the online training session) verifying successful completion. For more information, contact the CCSD Risk Manager at (843) 566-1918.

Sexual Harassment Prevention

Sexual Harassment is unwelcome behavior of a sexual nature. See Policy GBAA. All employees are required to review this material annually and to successfully complete the test within 30 days of employment.

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

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

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

Technology Acceptable Use Policy

The District provides Internet access to employees to promote educational excellence and to facilitate resource sharing, innovation, and communication. Policy GBEBD requires all employees to read, understand, and sign an agreement to abide by guidelines and terms and conditions of internet use. A signed copy of the completed certificate must be provided to your supervisor. See Policy GBEBD and Administrative Bulletin Vol. XXXIV, No. 6, March 27, 2006.



GENERAL INFORMATION CON'T

Personal Information Changes

It is extremely important that personnel records are accurate and current. At any time during the year if name or address changes occur, the employee must report the change promptly. Employees are required to use Employee Self Service (ESS) to make all changes to address, emergency contacts, and W4 exemptions. To submit a name change, employees must complete and submit the [Universal Name/Address Change Form](#) and submit a copy of the social security card that verifies the name change. Employees may access [Employee Self Service](#) via Employee Tools on the District's website (www.ccsdschools.com) 24 hours a day. The Payroll Office must have current addresses for the accurate distribution of W2 forms.

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

Employee Self Serve

Employee Self Service (ESS) is a web based application that allows employees to view, print, and update selected personal and payroll information contained in the HR system. The benefits of ESS include employees being able to:

- Maintain your own personal information including your name, address, email address, telephone numbers, emergency contact information, and pay and tax information.
- View and print pay check information for any period in the previous month; pay information is available as of the date of the check.
- View and print year-to-date gross earnings for any period in the last five years.
- View and print W-2 information for any year after 2010.
- View and print current W-4 withholding information.
- View a history of time off and accrued leave.



Policy GBJ Personnel Records and Files

Maintenance of Records - The superintendent shall maintain a personnel file on each employee consistent with document retention schedules as required by law.

The personnel file shall include all records and documents collected by Charleston County School District concerning the employee. It shall include, but not be limited to, any of the following records that are retained by the District.

- performance evaluations
- commendations for, and complaints against, the employee made by the administration
- written suggestions for corrections and improvements made by the administration
- teaching credentials
- transcripts
- application records
- contracts
- all other personnel records kept about an employee

The personnel file shall be kept in a place designated by the superintendent. The District shall maintain health records and medical records in a separate file to protect confidentiality.

Pre-employment records, such as pre-employment references or comments from interviews, are confidential; access to this information is limited to the superintendent or his/her designee(s). Pre-employment records shall be kept in a place designated by the superintendent.

Additions to the personnel file - No performance evaluation, complaint or suggestion for improvement may be placed in the personnel file unless it meets the following requirements.

- The document must be signed and dated by the administrator making the performance evaluation, complaint or suggestion for improvement.
- The employee must have an opportunity to review the information or receive a copy of the performance evaluation, complaint or suggestion prior to placement in the employee's personnel file.
- The employee shall sign or initial the performance evaluation, complaint or suggestion.

General access to a personnel file - The District shall permit access to an employee's personnel file to the following persons on a routine basis without consent of the employee about whom the file is maintained.

- appropriate staff of the human resources department
- employee's school principal/immediate supervisor
- superintendent
- those school officials involved in the evaluation process of the individual
- board if its examination of the file relates to the duties and responsibilities of the board regarding promotion, demotion, suspension or dismissal of the employee
- attorneys acting on behalf of the District

No other person may have access to a personnel file except under the following circumstances.

- when the employee gives written consent to the release of his/her personnel file (the written consent must specify the records to be released and to whom they are to be released; each request for consent must be handled separately; blanket permission for release of information will not be accepted)
- when lawfully subpoenaed or under court order

Responsibility for personnel files - The superintendent shall have the overall responsibility for maintaining and preserving the confidentiality of an employee's personnel files. The superintendent may, however, designate another school official to perform these duties for him/her.

The superintendent or his/her designee is responsible for granting or denying access to records on the basis of this policy.

Employee's access to personnel file - Each employee has the right to review the contents of his/her personnel file upon written request. The employee does not have the right to review references and recommendations provided to the District on a confidential basis. Performance reviews shall not be considered confidential and may be reviewed.

Personnel records/information for payroll purposes - Charleston County School District keeps information, records and documents collected by the District to handle an employee's payroll account in a file separate from records noted above. The District limits access to this information to those persons involved in the payroll process.

Use of personal information for commercial solicitation - Charleston County School District shall provide notice to all persons who request employee records that obtaining or using public records for commercial solicitation is illegal.

Amendment of records - The employee may submit a formal request to the department of human resources to amend records of disagreement in the employee's personnel records. If the request is denied, the employee's recourse is to place a concise statement of disagreement in his/her personnel records file.

Required immigration form - The District shall comply with the provisions of the Immigration Reform and Control Act of 1986. The District shall comply with the provisions of the Immigration and Naturalization Service (INS) Regulations under the Act by requiring employees of Charleston County School District to complete the required form(s) pursuant to federal law.

Employees may contact the HR Department at (843) 937-6380 or via hrinfo@charleston.k12.sc.us to make an appointment to view his or her personnel file. Copies are available at a cost of \$0.15 per page.



BENEFITS

The District offers a comprehensive benefits package to all eligible employees. This package includes State health, dental, dental plus, vision, life insurance (optional, dependent spouse, dependent child) and supplemental benefits.

Medical Insurance:

Two State Health Plans (SHP) - The SHP is administered through Blue Cross-and Blue Shield. There are 2 plan choices – The Savings Plan or Standard. Both of these plans have an annual deductible that must be met prior to receiving coinsurance or full paid coverage.

TRICARE Supplement - This coverage is available for retired military entitled to TRICARE and listed in DEERS (Defense Enrollment Eligibility Reporting System) Database.

Dental Insurance:

The State Dental Plan - Available to all benefits eligible employees. There is no cost to the employee for employee-only coverage. There is a premium for Spouse and/or child (ren). The focus of the State Dental Plan is to promote prevention through a reimbursement plan. There are four classes of dental coverage Diagnostic/Preventive, Basic Prosthetics and Orthodontia.

Dental Plus - Dental Plus is a supplemental plan to provide a higher level of dental coverage for you and your family. This plan does require the employee to pay a premium for this additional coverage.

Vision Care:

State Vision Plan - The program covers comprehensive eye examinations, frames, lenses and lens options, and contact lens services and materials. It also offers discounts on additional pairs of eyeglasses and contact lenses. A discount of 15 percent on the retail price and 5 percent on a promotional price is offered on LASIK and PRK vision correction through the U.S. Laser Network. Medical treatment of your eyes, such as eye diseases or surgery, is covered by your health plan.

We also offer a vision discount program. This program offers discounted vision care services. Providers throughout the state have agreed to charge no more than \$60 for a routine, comprehensive eye exam. If you are fitted for contact lenses, you may pay more because it can require additional services. Providers, including opticians, also have agreed to give a 20-percent discount on all eyewear except disposable contact lenses.

Please Note: A member may not use the discount program and State Vision Plan benefits at the same time.

Disability Plans:

Basic Long Term Disability – The Basic Long Term Disability (BLTD) Plan, administered by Standard Insurance Company (The Standard), is an employer funded disability plan provided by the state. It helps protect a portion of your income if you become disabled as defined by the Plan. This benefit is provided at no cost to you. You are eligible to receive 62.5% of your monthly salary or maximum \$800.00 a month, after one year of State service. There is a 90-day waiting period and it is offset with other plans.

Supplemental Long Term Disability – You can enroll in the SLTD program within 31 days of eligibility. The SLTD program provides 65% of your monthly salary or maximum \$8,000.00 (minimum \$100.00) a month. Premiums are paid by the employee and are based upon age, salary and the plan chosen (90 or 180 day waiting period).

South Carolina Disability Retirement – available to participating employees with SCRS and have at least five years of earned service.

MoneyPlus:

MoneyPlus offers tax-favored accounts, IRS approved, tax-free benefits. If you are an active employee, these accounts save you money on eligible medical and dependent care costs by enabling you to pay these expenses with funds deducted from your salary before it is taxed. With the pretax group insurance premium feature, you can pay your SHP, TRICARE Supplement Plan, Dental, Vision, and Optional Life (for coverage up to \$50,000). There are four (4) other parts to this plan:

- **Part A** - Allows you to establish a Health Savings Account in conjunction with the High Deductible Savings plan. *
- **Part B** - Is a Limited-Use Medical Spending Account for eligible dental and vision expenses incurred for the year you are in the Health Savings Plan. Maximum allowable contribution is \$2,550.*
- **Part C** – The Medical Spending Account allows you to be reimbursed for medically necessary expenses, such as co-payments, vision care and out of pocket dental fees with pre-tax dollars. Must be employed for one year before enrolling in plan. Maximum allowable contribution is \$2,550.
- **Part D** – The Dependent Care Spending Account allows you to reimburse your expenses with pre-tax dollars for dependent care, maximum \$5,000.

Estimate wisely on Parts B through D. Money must be used for expenses incurred in the current benefit year. Money left over at the end of the year will be forfeited.

Life Insurance:

There are several Life Insurance options available.

- **South Carolina Retirement Systems Death Benefit** – An employee who is a member of SCRS or ORP State Plan with at least one year of service will be covered by a death benefit equal to one year of budgeted salary. Exceptions may apply, if job related injury results in death.
- **Basic Life Insurance** - The Basic Life Insurance program with Accidental Death and Dismemberment (AD&D) coverage provides \$3,000 in term life insurance to all eligible employees younger than age 70 and \$1,500 to eligible employees age 70 or older. The AD&D coverage matches the amount of Basic Life Insurance. This benefit is provided at no charge to eligible employees enrolled in the State Health Plan or the TRICARE Supplement Plan.
- **Optional Term Life Insurance** – Participation in the Optional Life Insurance Program with Accidental Death and Dismemberment Coverage is on a voluntary, employee-pays-all basis. All premiums are paid by the participants with no contribution by PEBA Insurance Benefits or the state of South Carolina. Employees may purchase up to three times their base salary rounded down to the nearest \$10,000. The maximum benefit is \$500,000 with medical evidence of insurability- subject to approval.
- **Dependent Life Insurance** – Within 31 days of the date you are hired you can enroll in Dependent Life -Spouse Insurance up to a limit of \$20,000 without providing evidence of insurability. Enrollment in Optional Life is required to enroll in Dependent LifeSpouse coverage for more than \$20,000. Eligible children may be added at initial enrollment and throughout the year without providing evidence of insurability. You are not allowed to cover an ex-spouse. Employees may cover their spouse in increments of \$10,000 for up to 50% of their Optional Life coverage or \$100,000, whichever is less, provided the employee is enrolled in Optional Life for more than \$30,000. The premium for spouse coverage will be based upon the employee's age and coverage amount. The premium for children's coverage (regardless of the number of children covered) is \$1.10 monthly for a \$15,000 policy.

Changes To Coverage

Open Enrollment: During the annual October open enrollment eligible employees, retirees, survivors and COBRA subscribers may change their coverage without regard to special eligibility situations.

Please note: You can add or drop State Dental Plan and Dental Plus coverage only during open enrollment in October of odd-numbered years, or within 31 days of a special eligibility situation.

Qualifying Events: Special eligibility situations occur if you decline enrollment for yourself or your eligible dependents because of other health insurance or group health plan coverage. You may be able to enroll yourself and your dependents for coverage at a later date if you or your dependents involuntarily lose eligibility for that other coverage. However you must complete a Notice of Election (NOE) form within 31 days of the date of the event. The coverage will end the last day of the month after the date of the event.

Marriage – If you, as a covered subscriber, wish to add a spouse because you marry, you can do so by completing a Notice of Election form and submitting proof of the marriage (a copy of your marriage license or an executed Common Law Marriage Affidavit) within 31 days of the date of your marriage. The forms are on PEBA's website. If you are not covered, you may add health, Dental/Dental Plus and/or State Vision Plan coverage for yourself and your new spouse and/or new stepchildren within 31 days of the date of your marriage. If you add your new spouse or your new stepchildren to your health coverage, you may also change health plans. Long-form birth certificates are required for each stepchild you want to cover.

Legal Separation – If you and your covered spouse separate, your spouse may remain on your health, dental and Dependent Life/Spouse coverage until the divorce is final. If you do not participate in the MoneyPlus pretax premium feature, you can remove your spouse from your coverage when you separate. To drop your spouse when you separate, you must submit a copy of a court order signed by the judge. It must state that the divorce is in progress, and it must be attached to an NOE.

Divorce – If you as a subscriber divorce, you must drop your spouse from your coverage by completing a NOE form and submitting a complete copy of the divorce decree. You may continue to provide health, dental and dependent life coverage for your former spouse only if the Family Court requires you to do so.

Adding Children – Eligible children may be added by completing an NOE within 31 days of the date of birth, marriage of the subscriber to the child's parent, gaining legal custody, adoption or placement for adoption, placement of a foster child, or loss of other coverage.

Gaining Other Coverage – If you or your dependents gain other group coverage, to cancel your coverage with proof of the other coverage. To document that you have gained coverage, you must present a letter on company letterhead that includes dates of coverage, names of all individuals covered and types of coverage gained.

Involuntary Loss of other Coverage – If you refuse enrollment for yourself or your eligible family members because of other coverage, you may later be able to enroll yourself and/or your eligible family members in coverage if you and your spouse and/or children lose eligibility for that other coverage (or if the employer stops contributing to the coverage). You must complete a Notice of Election form within 31 days of the date the other coverage ends. To enroll because of a loss of coverage, you must give your benefits office a letter on company letterhead listing the names of those covered and the date coverage was lost, a completed Notice of Election form and copies of appropriate documents showing how any added family member is related to you.

Coverage under Medicaid or the Children's Health Insurance Program (CHIP):

Gain of Medicaid or CHIP coverage - If you or your covered family members become eligible for Medicaid or CHIP coverage, you have 60 days to drop coverage through PEBA. An employee may cancel health, dental and/or vision coverage if he gains Medicaid coverage. If a spouse or a child gains Medicaid, only the family member who gained coverage may be dropped. A copy of the Medicaid approval letter must be attached to the NOE.

Eligibility for premium assistance through Medicaid or CHIP - If you or your spouse and/or children become eligible for premium assistance under Medicaid or through CHIP, you may be able to enroll yourself and your spouse and/or children in PEBA-sponsored health insurance. However, you must request enrollment within 60 days of the date you are determined to be eligible for premium assistance.

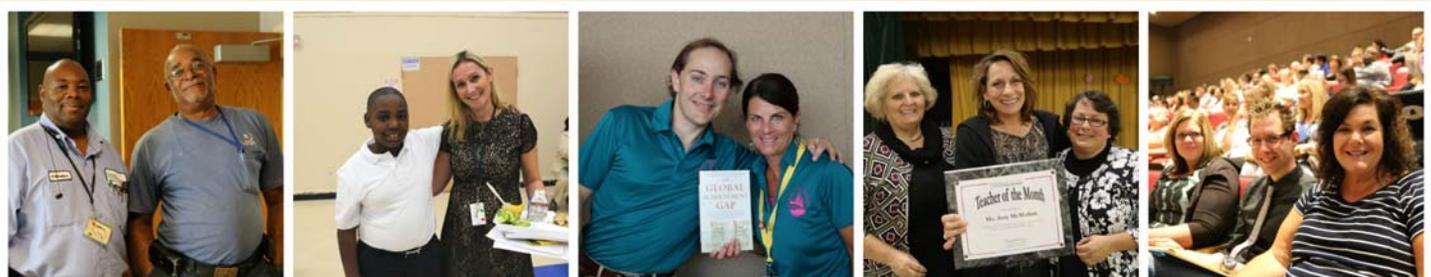
Loss of Medicaid or CHIP coverage - If you refused coverage in PEBA-sponsored health, dental and vision insurance for yourself or for your eligible spouse and/or children because of coverage under Medicaid or CHIP and then lost eligibility for that coverage, you may be able to enroll in a PEBA plan. However, you must request enrollment within 60 days of the date the other coverage ends.

Coverage Of Dependent Children Age 19 And OLDER – According to the Patient Protection and Affordable Care Act, as amended by the Health Care and Education Reconciliation Act of 2010, a child age 19-25 does not need to be certified as a full-time student or an incapacitated child to be covered under his parent's health, dental or vision insurance. A parent may cover a child who is eligible for state benefits because he works for an employer that participates in PEBA insurance benefits. The child may be covered under his parent's health, dental and vision coverage. The child is not eligible for Basic Life, Optional Life, Dependent Life-Child or Long Term Disability insurance.

A Survivor - Spouses and children covered under the State Health Plan, the State Dental Plan, or the State Vision Plan are classified as "survivors" when a covered employee or retiree dies.

Incapacitated Children – You can continue to cover your child who is age 26 or older if he is incapacitated and you are financially responsible for him. Supporting documentation must be submitted.

Leave Without Pay – If you are an active employee, you can continue your coverage for up to 12 months if you are on leave without pay, as long as you pay the required premiums. Leave must be approved by your employer.



When Coverage Ends -

COBRA (Consolidated Omnibus Budget Reconciliation Act of 1986): Employees leaving service are eligible to retain insurance coverage for 18 or 36 months, subject to qualifying eligibility requirements. Dependents may also qualify for continuation of coverage under this program.

Transferring Employee: As an active employee, you can move from one participating employer to another as a transfer, provided there is no more than a 15 calendar-day break in employment. In addition, if there is not a break in your insurance coverage, you are considered a transfer. Academic employees who complete a school term and move to another academic setting at the beginning of the next school term are also considered transfers. A transferring employee is not considered a new hire for insurance program purposes. At the time of transfer, you will transfer to your new employer with all insurance programs in effect with your previous employer as any other continuing employee. When you terminate employment, tell your benefits administrator that you are transferring from one participating employer to another.



LEAVES AND ABSENCES

The District offers employees paid and unpaid leaves of absence in times of personal need. For information on leave requests, please refer to the appropriate [policies](#), as follows:

Policy GCC Leaves and Absences - The board expects employees to come to work every day. 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 procedures.

Policy GCCAB Emergency and Legal Leave -

Emergency leave

For emergencies and unusual situations not covered by the leave policies of Charleston County School District, an employee may request the superintendent's authorization for use of sick leave days. The employee must submit the request in writing through the principal or supervisor to the superintendent.

Legal Leave

Charleston County School District shall grant employees leave without loss of pay when they are summoned for jury duty or subpoenaed. If an employee must appear in court for any reason other than the above, the District shall deduct pay from his/her salary if appropriate. Whenever a prospective juror is dismissed before the end of the working day, he/she shall return to his/her official duties.

When selected for jury duty, teachers, certified personnel at the building level and bus drivers shall request a postponement to a date that does not conflict with the school term.

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 this 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 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 an employee is called upon to serve during an emergency, he/she shall be entitled to such leave of absence with pay for a period not exceeding 30 additional days.

The board expects employees 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 no later than 30 days prior to the pre-arranged military activity.

Extended Military Leave - Employees who enlist or are called to active duty are eligible for up to five years extended military leave without pay. All provisions of federal law apply to extended military leave (reemployment, benefits, etc.). However, Charleston County School District is not required to maintain employee benefits for extended leave.

Application and approval for leave under this policy are made on the leave application form.

LEAVES AND ABSENCES, CON'T

Policy GCCAE Professional Leave - Attendance at professional meetings must be approved by the superintendent or his/her designee and is limited to five days per year. Professional meetings covered by this policy are those whose specific objectives are to improve teacher and/or administrator competencies in their specific educational fields or areas. Not included are meetings of organizations in which the above-described aims are by-products of or secondary to the purpose of the meeting as described by the meeting agenda.

It is recognized that some meetings of the same organization could be approved under this policy while other meetings may not. For example, a classroom teacher meeting to instruct teachers on methods of using media in their classrooms would be approved. A meeting of teachers to elect officers of the organization and/or to review or establish legislative programs would not be approved.

Special consideration for additional days may be granted if the employee is an officer or is a participant on the program of a professional meeting. The fact that an employee holds office in an organization would not in itself justify approval of a request for leave. This approved absence shall be recorded as professional leave (P) and shall not result in a deduction from the employee's leave time or pay.

The superintendent shall determine the number of absences allowable for professional leave. Absences shall also be subject to budget limitations for employing substitutes and reimbursement for travel, meals and lodging.

Policy GCCAF Personal Business Leave -

Employees who do not earn vacation leave - Each year there shall be three personal business days available for teachers and professional administrative employees who do not earn vacation leave. Any unused days/hours shall be added to the employee's sick leave at the end of the fiscal year.

Employees who earn vacation leave - Each year there shall be two personal business days available for professional administrative employees who earn vacation leave. Any unused days/hours shall be added to the employee's sick leave at the end of the fiscal year.

Permission may be granted by the principal or direct supervisor under the condition that the employee gives notice of such leave at least 48 hours prior to the requested time of absence. Understanding that emergency situations may occur, the principal or direct supervisor has the discretion to approve or disapprove the request if notice is less than 48 hours.

Temporary leave shall not be granted during the following periods:

- First five days of school
- Last five days of school
- To extend a school holiday
- Period of standardized testing where the employee is involved with the testing program
- Last teacher workday
- Periods, as designated by the principal or supervisor, which may cause a detrimental effect on the educational mission of the school or department

Any deviation from these provisions must be approved by the superintendent or his/her designee. Failure to receive approval shall result in loss of pay and/or disciplinary actions.

School Business - Upon the recommendation of the principal, the appropriate division heads or the superintendent's designee may approve employee participation in school-related activities as a representative of the school or Charleston County School District. Such activities include, but are not limited to, local and out-of-county workshops, school review teams (Southern Association accreditation), teacher observations and evaluation, exchange programs, etc. This approved absence shall be recorded as school business (SH) and shall not result in a deduction from the employee's leave time or pay.

LEAVES AND ABSENCES, CON'T

Policy GCCAG Professional Improvement Leave of Absence (In Lieu of Sabbatical) - A professional improvement leave of absence of up to 12 months without pay may be granted to an employee who has been employed in the Charleston County School District for at least 7 consecutive years. Acceptable criteria for this leave will be limited to completion of a degree requirement, improvement of certification or participation in a program of educational significance. Applications for educational leave must be submitted on a prepared form to the District superintendent at least 60 days prior to the commencement of the leave. The applications will be reviewed and approved by the superintendent's designee. The board will guarantee the employee continued employment when the leave expires. An effort will be made to return the employee to the original position in the same school/department. In the event reassignment is necessary, the employee on leave will be notified at least 45 days prior to the date of return to active employment. The superintendent will establish guidelines for the implementation of leave of absence for professional improvement.

Policy GCCAH Family and Medical Leave (FMLA) - It is the policy of Charleston County School District (the District) to grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA) and up to 26 weeks of leave in any 12-month period in compliance with the expansion of FMLA under The Support for Injured Service Members Act of 2007. Calculation of leave is on a rolling 12-month period measured backwards from the date the employee used FMLA. Where permitted by the FMLA, the District requires employees to use their accumulated sick leave and annual leave in conjunction with the FMLA.

Eligibility - An employee who has worked for the District for at least 12 months is eligible for 12 work weeks of FMLA leave during a 12-month period provided the employee worked at least 1,250 hours in the 12 months preceding the beginning of the leave. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

Qualifying Events - An eligible employee may take FMLA leave for the following:

- the birth of the employee's son or daughter and to care for the newborn child
- the placement with the employee of a son or daughter for adoption or foster care and to care for the newly placed child

An employee may take leave for the birth or adoption of a child or the placement of a child for foster care. This entitlement expires 12 months from the date of the birth, adoption or placement for foster care.

To care for the employee's spouse, son, daughter or parent with a serious health condition - An employee may take leave to care for the spouse or a son, daughter or parent of the employee, if such spouse, son, daughter or parent has a serious health condition. The terms son or daughter do not include individuals age 18 or over unless they are incapable of self-care because of mental or physical disability that limits one or more of the "major life activities" as those terms are defined in regulations issued by the Equal Employment Opportunity Commission (EEOC) under the Americans With Disabilities Act (ADA). FMLA leave is available to care only for the family members set forth in the statute; thus, leave is not available to care for an employee's parent-in-law or grandparents who do not meet the "loco parentis" standard.



LEAVES AND ABSENCES, CON'T

Because of a serious health condition that makes the employee unable to perform one or more of the essential functions of his/her job - An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition which, if left untreated, would result in a period of incapacity of more than three days, would be considered a serious health condition.

Employees with questions about what illnesses are covered under this FMLA policy are encouraged to consult with the human resources department.

The District requires an employee to provide a medical certification of the serious health condition.

A covered family member's active duty or call to active duty in the armed forces - An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty, or who is already on active duty, may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. Reasons related to the call-up or service include helping the family member prepare for the departure or caring for children of the service member. The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for the child for other types of FMLA leave, except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a two-month period.

To care for an injured or ill service member - This leave may extend to up to 26 weeks in a 12-month period for an employee whose spouse, son, daughter, parent or next-of-kin is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of the service member's office, grade, rank or rating. Next-of-kin is defined as the closest blood relative of the injured or recovering service member. An employee is also eligible for this type of leave when the family service member is receiving medical treatment, recuperation or therapy, even if the service member is on temporary disability retired list.

Employee's notice obligations - An employee must provide the District at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on the following:

- an expected birth
- placement for adoption or foster care
- planned medical treatment for a serious health condition of the employee or of a family member

If 30 days notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances or a medical emergency, notice must be given as soon as practicable. When planning medical treatment, the employee must consult with the District and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the healthcare provider.

Spouses employed by the District - If a husband and wife both work for the District and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, the husband and wife may take only a combined total of 12 weeks of leave for this purpose. An employee may take FMLA leave to care for one's own parent with a serious health condition but not one's parent in-law. A husband and wife may share the combined total of 12 weeks of FMLA leave for each to care for his/her own parent. If a husband and wife both work for the District and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

LEAVES AND ABSENCES, CON'T

Policy GCDA Annual Leave - Upon separation from employment with the Charleston County School District, a regular employee shall be entitled to annual leave pay earned in the current year plus any unused annual leave accumulated, not to exceed 45 days. Because the allowable accumulation schedule does not permit the carryover to exceed 40 days, employees anticipating retirement may save five days from the previous work year to designate for retirement pay. These five days shall only be added to those persons having 40 earned and accumulated days at the time of retirement. Annual leave pay shall be made at the termination of employment or when the employee enters the TERI (Teacher and Employee Retention Incentive) program.

Employees choosing the TERI program shall be entitled to earn annual leave for those positions allowed in the current annual leave policy at the designated rate. Employees shall not be entitled to annual leave pay at the time of employment separation under this program. Such annual leave must be used prior to the separation day unless the superintendent requests the employee to remain on active duty until the completion of the approved separation date. Under these conditions, the employee shall be paid for unused accumulated annual leave.

Policy GCD/GDD Employee Vacations and Non-Workdays -

School year personnel - The school calendar, as adopted by the board, establishes the school recess periods and non-workdays for staff members employed on a school-year basis.

Administrators and year round personnel - Employees are entitled to annual leave if employed in a full or part time (FTE) twelve-month position (240 work days). The part time annual leave is prorated based on the number of hours (FTE) worked per week. In case of a non-workday occurring during the employee's annual leave period, e.g., schools and District offices are closed, the non-workday shall not be counted as a part of the annual leave of the employee. Dates of annual leave shall be approved by the employee's immediate supervisor.

Annual leave is earned at the end of the year (the employee's anniversary date) and shall be considered cumulative. However, annual leave not used within the year exceeding 360 hours (45 days) shall be forfeited unless the superintendent requests that the employee retain the hours.

Annual leave earnings shall be as follows:

- after one consecutive year - 2 weeks
- after three consecutive years - 3 weeks

Note: The benefit of accruing four weeks after 15 consecutive years of employment was terminated as of 6/30/14. Those who attained 15 years prior to 6/30/14 will continue to retain this benefit.

Borrowing annual leave - During the first six months of employment, the employee may borrow up to one week of annual leave with the approval of the immediate supervisor and human resources. A written request must be submitted to the human resources department. This one week is included in the weeks to be earned at the end of the year (the employee's anniversary date).

Former employees annual leave accrual - Past employees who return to employment are considered new employees. Thus, the accumulation of annual leave shall be as such.

Termination/Separation of employment - Return to employment is as a new employee. If termination is a result of a reduction in force or reorganization, return to employment within 90 workdays shall restore benefits held at the time of termination. Extension of this period may be granted by the superintendent or his/her designee.

LEAVES AND ABSENCES, CON'T

Conversion - Employees who transfer from less than 12-month (240 days) jobs within the Charleston County School District system shall have their vacation converted on a percentage basis, e.g., 9-month employee = 3/4 of years worked, etc. Persons employed from outside of the District in positions at the principal/director level or higher shall have their experience time converted at a rate of 1/2 the years of experience, e.g., a principal with 20 years of experience from outside Charleston County School District shall be credited with 10 years vacation experience or three weeks vacation leave.

Non-workdays -

- Independence Day (July 4)
- Labor Day (first Monday in September)
- General Election Day (even-numbered years) (1st Tuesday in November)
- Thanksgiving
- Winter Break
- Martin Luther King Day
- Spring Break
- Memorial Day (last Monday in May)

Should one of the above listed fall on a Saturday, it shall be taken on Friday. If one of the above non-workdays falls on a Sunday, it shall be taken on Monday.

All employees shall refer to attendance calendars for workdays and non-workdays. The calendars can be found on the District's Intranet under Human Resources/Attendance Calendars.

Leave Donation: The board recognizes however that certain absences are unavoidable and wishes to provide economic relief for employees who, by reason of prolonged continuous absence, are likely to suffer financial hardship. The Leave Donation Program provides a method for an employee to donate a portion of his or her unused accumulated sick leave to another employee of Charleston County School District when that employee is suffering from a catastrophic event or serious health condition (as defined by FMLA), or who has a member of his or her immediate family suffering from a catastrophic event or serious health condition (as defined by FMLA). This policy is not intended to provide for the sharing of sick leave for leave related to normal pregnancy and/or post-natal care. Immediate family or household is defined as husband, wife, mother, father, children, or any relative or person living in the employee's household for whom the employee has custodial responsibility or where such person is financially and emotionally dependent on the employee and where the presence of the employee is needed. Participation in the Leave Donation Program is voluntary.

Sick Leave Credit at Retirement: Employees with earned sick leave are credited for up to 90 days of accumulated sick leave at the time of retirement, which is included in the annuity computation.



COMPENSATION

Policy GBC Employee Compensation -

Professional staff - The board shall pay its professional employees at a level that shall attract and hold personnel dedicated to education.

Administrative personnel - The compensation of administrative personnel is based on the salary schedule as approved by the board. The schedule takes into consideration the levels of professional training and years of experience.

Certified non-administrative personnel - The compensation of certified non-administrative personnel is based on the state salary schedule with local supplements as approved by the board. The schedule takes into consideration the levels of professional training and years of service.

Support staff - The board shall base the salary of all support staff on salary schedules or hourly rates set by the board on the recommendation of the superintendent. The compensation shall be set according to the responsibility of the position, provisions of Charleston County School District's operational budget, and any applicable state and federal laws. The schedule shall take into consideration the levels of training and years of experience.

The effective date for all salary changes as determined by the salary schedule is July 1 or by action of the board.

Payroll

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

Direct Deposit

All CCSD employees are required to participate in the District's direct deposit program. This information must be updated with any changes using the [Direct Deposit form](#).

Employees who have questions about their direct deposit should contact the Payroll Office at (843) 529-1159 or email payroll@charleston.k12.sc.us

Pay Frequency

Effective July 1, 2015, the standard payroll frequency is based on a semi-monthly schedule and will have a total of 24 pay periods within the school year (12 months). Pay dates are set annually by the Payroll Department. Click [here](#) to view the payday calendars.



COMPENSATION, CON'T

Policy GDBC Classified Staff Supplementary Pay/Overtime - The Charleston County School District is subject to the provisions of the Fair Labor Standards Act, including requirements that all hourly non-exempt employees be paid their hourly wages for all hours worked up to 40 hours in a workweek and that all hourly non-exempt employees be paid time and a half in wages or time for all hours worked in excess of 40 hours in a workweek. Supervisors shall assume that all non-administrator classified employees are hourly non-exempt employees and subject to the legal overtime requirements of the FLSA.

Unless a supervisor has agreed beforehand in writing, no non-administrator classified employee shall work in excess of his/her scheduled work hours. Under the law, such employees must be compensated for all hours worked by these employees, and these employees do not have the right to "volunteer to work without pay" extra hours to get their jobs done. Such conduct shall not be tolerated and shall become grounds for discipline, up to and including dismissal, of the employee who is working without proper compensation or without a written agreement from his/her supervisor as to the method of compensation.

No supervisor shall require or allow a non-administrator classified employee to work in excess of his/her scheduled work hours without compensation as required by the FLSA. Such conduct shall not be tolerated and may become grounds for discipline, up to and including dismissal, of the supervisor.

Additionally, employees must complete a [Request for Overtime Compensation form](#) prior to working more than 40 hours per week.

Time and Attendance

All employees that work in a non-exempt/hourly position (i.e. - Teacher Assistant, Secretary, Clerk, Maintenance, Food Service, Homebound Teacher, After school Tutor, Saturday School Teacher, and any other position with an hourly rate) are required to use the Kronos timekeeping system to clock in and out for each position. Those schools and departments in which Kronos has not yet been implemented are required to use the [Work Hours Documentation form](#) until implementation is complete.



Information on the Kronos Timekeeping System can be found at:
<http://intranet.charleston.k12.sc.us/0157/training/index.php#kronos>

All time keeping forms can be found at:
<http://intranet.charleston.k12.sc.us/0157/forms/index.php#TimeKeepingForms>

RETIREMENT

South Carolina Retirement System:

South Carolina State law requires that all regular, classified and faculty full-time and part-time employees enroll in a retirement plan as a condition of employment unless specifically exempted by SC statute. There are three separate plans.

South Carolina Retirement Plan (SCRS) – A defined benefit plan. Retirement income is based on average final compensation and years of service.

Optional Retirement Plan (ORP) - A defined contribution plan. Retirement income is based on contributions, investment choices and account balances.

Supplemental Retirement Plans:

These deferred plans allow you to exclude from your taxable income a portion of your salary through pre-tax salary reduction.

Deferred Compensation - offers two plans designed to supplement your retirement.
401(k) and 457

Tax 403(b) Deferred Plans - We offer several voluntary provider companies, each with diversity investment options for you to select.

Membership In The Retirement Systems – As a condition of employment, all employees of employers participating in the Retirement Systems, except those specifically exempted by statute, are required to become members of the 401(a), South Carolina Retirement System (SCRS) Define Benefit or State Optional Retirement Program (ORP) Define Contribution plan. You will contribute 8.16% of your pre-taxed salary. The employer contribution is mandated by State Budget & Control Board.

SCRS Defined Benefit Plan – The traditional retirement plan. The defined benefit plan PEBA administers provide a fixed monthly annuity based on a formula that includes your years of service, earnable compensation and a benefit multiplier, not on your account balance at retirement. Once you retire, your annuity will be paid to you monthly. If you terminate employment and receive a refund of your contributions, your employer's contributions will not be refunded to you.

Sick Leave Credit at Retirement - You may receive service credit for up to 90 days of unused sick leave at no cost to you. This service credit cannot be used to establish retirement eligibility. One month of service credit is granted for each 20 days of sick leave.

Annual Leave at Retirement - Employees eligible for annual leave may include up to 45 days of unused annual leave payment at no cost to you, to be included with your Average Final Compensation (AFC).

TERI (Teacher And Employee Retention Incentive Program) – If you are a Teacher and Employee Retention Incentive (TERI) program participant in a permanent, full-time position, your insurance benefits as an active employee continue. When your TERI participation ends, you must apply for continuation of your insurance as a retiree (if eligible) within 31 days of your date of termination. This program will end June 30, 2018.

Disability Retirement - Disability retirement eligibility for SCRS members is based on entitlement to Social Security disability benefits. The member must have at least five years of earned service credit if he was hired before July 1, 2012, and at least eight years of earned service credit if he was hired on or after July 1, 2012, unless the disability is the result of an on-the-job injury.

RETIREMENT

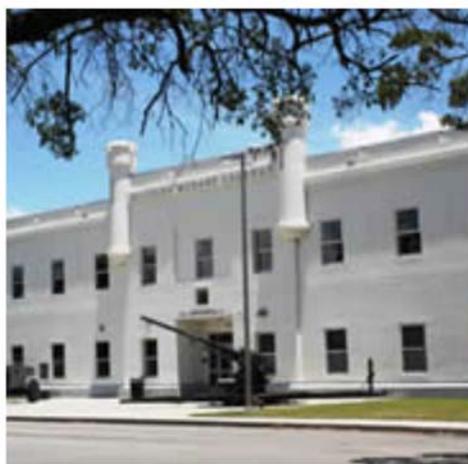
ORP Defined Contribution Plan - The State Optional Retirement Program (State ORP) is a defined contribution retirement plan PEBA administers for employees of state agencies, public and charter school Districts and public higher education institutions. Your retirement benefit is based on your account balance at retirement. You may choose from a variety of payment options, including a lump-sum distribution or periodic withdrawals. You may also use a portion or all of your account balance to purchase an annuity, which could provide guaranteed income for life. The 2001 Legislature approved an optional retirement plan for all positions hired after July 1, 2001. You will have 30 days from the date of hire to enroll in the ORP plan. If you do not enroll within 30 days you will default to the SCRS plan.

An account is established in your name through the investment provider you select. Your employee contributions and a portion of your employer's contributions (5%) is accumulate in your account and are invested in the investment products you select from the products offered through your investment provider. Your retirement benefit will be based on the balance in your account when you retire.

Annual Open Enrollment Period – There is an annual open enrollment period (January 1 to March 1) during which a State ORP member may Change investment providers or irrevocably switch to SCRS if the member has between one and five years of State ORP membership.

Refund Or Distribution Before Retirement And Portability –If you leave your job and terminate all employment covered by one or more of the retirement systems administered by PEBA before you are eligible to retire, you have two options concerning your contributions:

- 1.) Request a refund of your employee contributions plus the interest earned on your account. If you receive a refund, you forfeit your rights to any future service retirement or disability annuity. Employer contributions are not refunded. Instead of having the refund paid directly to you, you may choose to roll over the funds into an IRA, a 401(k) plan, a 401(a) eligible plan, a 403(a) plan, a 403(b) plan, or some 457 plans. The South Carolina Deferred Compensation Program's 457 retirement plan does not accept rollovers from your SCRS account.
- 2.) Leave your funds in your SCRS account. Your account will continue to accrue interest until your account becomes inactive. Your SCRS account is considered inactive when no contributions have been made to the account in the preceding 12 months and no other active, correlated system or State ORP account exists.



RETIREMENT

Active members may establish additional service credit for various types of previous employment and leaves of absence, and up to five years of non-qualified service, which is a type of service credit not associated with any specific employment. Generally, a member on leave without pay from a covered employer is not eligible to establish service credit of any type.

Establishing Service Credit With SCRS – Purchasing Service Credit - Employees may purchase the following types of years:

- Public Service
- Educational Service (K-12)
- Military Service
- Workers' Compensation
- Leave of Absence
- State ORP Service
- Previously Withdrawn SCRS Service
- Non-Qualified Service

The cost calculation is based in part on your current age and service credit, as well as your career highest fiscal year earnable compensation at the time PEBA receives your service purchase request. The cost which is determined by PEBA's independent actuary, will not be less than a certain percentage of your career highest fiscal year compensation for each year purchased. Please contact PEBA for additional information.

For additional information regarding Retirement, visit

<http://www.peba.sc.gov/retirement.html>.

All eligible retiring employees may complete all necessary documents for their retirement annuity, State Health benefits, and any supplemental benefits by contacting a Benefits Specialist at (843) 937-6380 or via email at ccsdbenefits@charleston.k12.sc.us

EMPLOYEE RELATIONS

The Employee Relations (ER) Staff plays an integral role in the maximization of human capital by serving as a highly skilled resource to employees and managers on a variety of employee relations issues.

The ER department provides support and coaching services to employees. Our focus is on positioning and empowering all employees to confront and seek resolution to issues affecting their work.

Policy GBK Employee Grievances - The board recognizes the need for a procedure to secure at the lowest possible administrative level equitable solutions to problems which may arise affecting the welfare or working conditions of employees of Charleston County School District. Employees are encouraged to seek resolution of disputes under the existing grievance administrative rules and regulations and shall have the right to do so with complete freedom from reprisal. All proceedings shall be confidential and any disposition of a case shall not be made public without the agreement of all parties.

A grievance is a claim by an employee of a violation, misrepresentation or misapplication of a provision of board policies and administrative procedures and rules or regulations as they affect the employee or work of such employee or any problem or concern an employee may have regarding employment based upon a claim of race, sex, age or other discriminatory action.

Nothing in this policy limits the right of any employee to discuss a grievance with any appropriate member of the administration. Such grievance may be adjusted without formal proceedings, provided the adjustment is consistent with board policy and existing administrative rules and regulations.

It is important that grievances be settled as quickly as possible. Therefore, there shall be no extension of the prescribed time for moving through the grievance procedure except upon a compelling show of good cause. All appeals for such an extension of time shall be to the superintendent, whose decision shall be final.

The board does not consider actions which are subject to the Teachers Employment and Dismissal Act, S.C. Code of Laws 1976, as amended, Section 59-24-410, et seq, Section 59-26-40 (Rev. 1998) or employment decisions implemented under the District's reduction in force policy to be grievances under this procedure.

The superintendent is responsible for maintaining administrative procedures that shall facilitate this policy.

Employee Assistance Program (EAP) - CCSD has implemented an Employee Assistance Program (EAP) for District employees and their dependents residing in the Low Country. The EAP is designed to provide counseling services to employees on a short-term basis to assist them in handling a variety of challenges they may be facing, including personal and work-place stress and mental and emotional wellness. The District will cover the costs of the first three counseling sessions for each need.

SAVE, Inc. brochure – SAVE, Inc. is the service provider for the EAP. [This brochure](#) provides additional information about them and the services their clinicians offer.

EAP: Questions & Answers – Please contact the Employee Relations office if you have additional questions about the EAP at (843) 937-6346.

TERMINATION OF EMPLOYMENT

Policy GCQD Resignation of Administrative Staff

Administrators must submit their notice of resignation in writing to the associate superintendent or department/division head at least 30 days prior to the effective date of such resignation. Acceptance of the resignation is subject to the approval of the associate superintendent on behalf of the constituent board or the superintendent or his/her designee. In cases where such separation shall cause an undue hardship on Charleston County School District if a suitable replacement is not employed prior to the separation date, approval shall be contingent upon finding and employing a suitable replacement.

The board will be formally advised of all resignations. When the associate superintendent or department/division head does not accept a resignation and the employee fails to continue to perform his/her contractual duties, the superintendent will report the breach of contract to the board. The board may send a formal complaint to the state board of education requesting that appropriate action be taken against the employee for failure to comply with contractual obligations. If there is conclusive evidence, the state board will take action on a complaint signed by the appropriate administrator; however, there must be documentation that the board voted to send the complaint. Both state law and state board of education regulation provide for suspension or revocation of the professional certificate under such circumstances.

Policy GCQC Resignation of Teachers

Teachers and other certified instructional staff must submit their notice of resignation in writing to their supervisor at least 30 days prior to the effective date of such resignation. The supervisor will forward the resignation to the appropriate associate superintendent and the executive director of HR. Acceptance of the resignation and approval of release from the contract is solely the responsibility of the associate superintendent or appropriate department head in conjunction with human resources for school-based or central staff non-administrative employees. The board will be provided with a list of those teachers who have resigned on a quarterly basis.

The District reserves the right not to release the teacher in the absence of 30 days written notice.

Until a teacher has been formally released from his/her contract, CCSD expects the teacher to report for duty on the first day of the school year or to continue to report for duty if the request for release is made mid-year.

The District is under no obligation to release a teacher from a contract with less than 30 days notice except in the following circumstances.

- military orders
- business transfer of spouse
- serious illness of employee or immediate family member
- other extraordinary circumstances beyond the employee's control on a case-by-case basis

In cases where the employee requests release from a contract with less than 30 days notice, the release will be granted upon identifying a suitable replacement or after 30 days. In the event that the employee fails to continue to report to work until the release is issued, the employee's failure to report to work will be considered a breach of contract.

When the superintendent or his/her designee does not accept a resignation and the employee fails to continue to perform his/her contractual duties, the superintendent or designee will report such breach to the state board of education and request that appropriate action be taken against the employee for failure to comply with contractual obligation. Both state law and state board of education regulation provide for suspension or revocation of the professional certificate under such circumstances.

If a teacher signs a new contract without having been properly released from a previous contract, the new contract is considered to be void.

TERMINATION OF EMPLOYMENT, CON'T

Policy GDQB Resignation of Classified Staff

A classified staff member who wishes to terminate his/her employment with Charleston County School District may submit a letter of resignation to his/her supervisor. The supervisor shall forward the request to the superintendent. The staff member must submit this letter two weeks before the desired termination date.

Employees are encouraged to include the reasons for leaving in their letter of resignation, but are not required to do so.

Policy GCQF Dismissal of Professional Staff

It is the responsibility of the administration of Charleston County School District to operate the public schools in a manner that will maintain a broad community confidence in and support of the schools. In the absence of such support, Charleston County School District cannot maintain a strong, effective public education program.

Therefore, it is the policy of the board to remove from employment any professional staff member 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. The principal should be actively involved in this process for his/her school.

Any action of the Charleston County School District under this policy shall be taken pursuant to the provisions of the Teacher Employment and Dismissal Act, Section 59-25-410, et seq., Code of Laws of South Carolina 1976, as amended, except for persons employed under an induction contract or an annual contract as defined in state law.

Pursuant to this Act, professional staff recommended for dismissal are entitled to notice and an opportunity for a hearing before the board of trustees. The hearing is available to the teacher upon request to the superintendent within 15 calendar days of receipt of the notice. Those appealing dismissal are entitled to be represented by an attorney and to present documents and other evidence, including no more than 10 witnesses. Any such hearing shall be public unless the teacher requests in writing that it be private.

Policy GDQD Discipline, Suspension And Dismissal of Classified Staff

The board authorizes the superintendent or his/her designee to discipline, suspend or dismiss classified staff as required. Supervisors shall be actively involved in this process for their school/office.

Suspension without pay - An employee guilty of misconduct may be suspended without pay for a period not to exceed five days. The employee must be notified in writing of the specific charges(s) and of the exact terms of the suspension. Such suspension must bear the recommendation of the immediate supervisor and the approval of the appropriate associate superintendent, executive director or division chief. A suspension may not be appealed.

Dismissal - A dismissal shall be based on the recommendation of the immediate supervisor and the approval of the appropriate associate superintendent or division chief. The employee shall have the right to appeal such dismissal to that associate superintendent or division chief provided a written request for appeal is made within five business days after the employee's receipt of notice of dismissal. A dismissal which is appealed appropriately to a division chief or to the superintendent may be upheld or rescinded. The decision of the superintendent or his/her designee is final.

TERMINATION OF EMPLOYMENT, CON'T

Exit Interviews

The Charleston County School District endeavors to operate an efficient educational institution, which is supportive of and helpful to its employees. In an effort to ensure we receive valuable feedback from employees leaving or who have left the District, we appreciate the completion of the Exit Survey for non-certified and certified employees.

We are always interested in the welfare of our employees and what we can do to improve not only the work environment but our overall employment and retention strategy. The information provided to us is treated with the strictest confidence and is reviewed by specified staff with the Human Resources team.

Exit interviews may be scheduled for employees leaving the District. The employee will be asked to complete an [Employee Exit Checklist](#) as well as a questionnaire based on their role ([Non-Teaching](#) or [Teaching](#)) that provides the District with feedback on his or her employment experience. To make an appointment, please contact the Human Resources Department at (843)937-6380 or hrinfo@charleston.k12.sc.us.



STRATEGY AND COMMUNICATIONS

The Strategy and Communications Department is responsible for internal and external communications, community and parent relations, and volunteer and partnership programs. The Department publishes internal and external electronic newsletters and brochures; videos; news releases and media relations; and manages the District's internet and intranet sites. It also manages the Districtwide, self-supporting printing operation and provides translation and interpretation services District-wide. The CCSD Style Guide is published for use by department and District staff.

In addition, the department publishes and handles the District's media relations. All information for the news and media must be processed through and approved by Communications.



INFORMATION TECHNOLOGY

The IT department's primary focus is to support the mission of Charleston County School District by providing high performing technology systems and services that empower our customers to achieve excellence.

IT Help Desk

The Help Desk can be reached at (843) 308-8181 or via email at help_desk@charleston.k12.sc.us. Instructions on how to file a [HEAT ticket](#) can be found [here](#).

E-mail System

The District's email system is a key means of communication and information sharing among individual staff members, groups of employees, and departments. Employees must have access to a computer and be issued a network account in order to send and receive e-mails.



SECURITY AND EMERGENCY MANAGEMENT

The Office of Security and Emergency Management's mission is to promote and support an environment that facilitates life safety and the continuation of the learning process within the Charleston County School District. This is accomplished through the delivery of effective training, developing community partnerships, employing effective security measures and providing situational guidance during critical incidents.

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills should be conducted to familiarize employees and students with safety and evacuation procedures. Fire extinguishers are located throughout all District buildings. Employees should know the location of these devices and the procedures of their use.

Policy EBC Emergencies

The superintendent shall provide to each school in Charleston County School District emergency plans that address prevention/mitigation, preparedness, response and recovery that have been developed in cooperation with local emergency response agencies and the office of security. The plans shall be compliant with the National Incident Management System. Staff shall receive annual training on the emergency responses. District staff shall represent Charleston County School District at the Charleston County Emergency Operations Center.

The District shall not disclose to the public any information related to security/safety plans or devices proposed, adopted, installed or utilized by the schools.



FREQUENTLY CALLED CCSD NUMBERS

Technology Help Desk	(843) 308-8181	
Main Switchboard	(843) 937-6300	
Human Resources	(843) 937-6380	
Benefits Department		ccsdbenefits@charleston.k12.sc.us
Compensation		compensation@charleston.k12.sc.us
Employment Verification		hrinfo@charleston.k12.sc.us
Classified and Administrative Hiring		hrinfo@charleston.k12.sc.us
Teacher Hiring		teachincharleston@charleston.k12.sc.us
Employee Relations	(843) 937-6346	
Employment Verification	(843) 937-6380	
Facilities/Maintenance	(843) 566-8132	
Leave and Retirement	(843) 937-6380	
Office of Expanded Learning/Kaleidoscope	(843) 937-7910	
Office of Teacher Effectiveness	(843) 937-6343	
Payroll	(843) 566-1157	payroll@charleston.12.sc.us
Risk Management	(843) 746-7475	
Security	(843) 308-6580	
Strategy and Communication	(843) 937-6303	
Transportation	(843) 566-8142	

Click [here](#) to access the CCSD Internal Phone Directory.



Charleston > excellence is our standard
County SCHOOL DISTRICT

75 Calhoun St

Charleston, SC 29401

www.ccsdschools.com

In compliance with federal law, Charleston County School District administers all education programs, employment activities, and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age, or disability.

The information in this Guide is current as of August 2016.