



## **SPARTANBURG SCHOOL DISTRICT TWO**

### **CERTIFIED EMPLOYEE HANDBOOK (NEW EMPLOYEES)**

**2016-2017**

**ADMINISTRATIVE OFFICES**

**3231 OLD FURNACE RD**

**CHESNEE, SC 29323**

**Phone: 864-578-0128 Fax: 864-578-8924**

**DR. SCOTT J. MERCER, SUPERINTENDENT**

#### **DISCLAIMER**

**Nothing in this handbook shall be deemed to create or constitute a contract of employment. This handbook sets forth a summary of Spartanburg School District Two policies and procedures. It does not modify, add to, or create any contractual rights or remedies. Should an employee have any questions regarding the district's policies, the employee should refer to the actual Board Policies, which can be made available to the employee through the immediate supervisor.**

**Spartanburg School District Two does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap or veteran status in the provision of educational opportunities and benefits in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the employment provisions (Title I) of the Americans with Disabilities Act of 1990, Age Discrimination and Employment Act, and all other applicable civil rights laws.**

**SPARTANBURG SCHOOL DISTRICT TWO  
BOARD OF TRUSTEES**

Ms. Harriette Hipp (**Secretary**)

Ms. Angie Horton

Mr. Jack Mabry

Ms. Rachel Yelton

Mr. David Sereque

Ms. Sarah Simmons

Mr. Craig Sims

Ms. Connie Smith (**Chairperson**)

Mr. David Garner

Ms. Joyce M. Wright (**Vice Chair**)

**SPARTANBURG SCHOOL DISTRICT TWO  
 DIRECTORY OF DISTRICT OFFICE PERSONNEL**

Scott J. Mercer .....	Superintendent
Angela Hinton .....	Assistant Superintendent - Instructional Services
Kelly Richardson .....	Assistant Superintendent-Finance/Operations
Kim Ashby .....	Director, Elementary Schools
Cindy Bailey .....	Secretary (Instructional Services)
Gloria Blackwell.....	Secretary (Special Services)
Kim Brian .....	Secretary (Special Services)
Glenda Brown.....	Staff Development Coordinator
Jenni Brown.....	Payroll Specialist
Ed Coggins .....	Courier
Jill Cooke.....	Nurse Supervisor
Kathy Day.....	Food Services
Brantley Enloe .....	Director of Personnel
Kelley Ezell .....	Director - Family Resource Center
Andrea Fantacone .....	Secretary (Instructional Services)
David Griffin .....	Custodian
Rhonda Henderson .....	Director of Public Relations
Keith Holden .....	Director of Maintenance
Barbara Hopper .....	Finance and Budget Officer
Carla Horton .....	Administrative Assistant to the Superintendent
Donald Icenhower .....	Director, Pupil Services/Building Programs
Maggie Lakebrink .....	School Psychologist
Joy Lancaster .....	Secretary (Finance/Operations)
Elliot Mahan .....	Data Bas Administrator
Trisha Meadows .....	Director of Instructional Technology and Testing/PowerSchool
Fran Metta .....	Coordinator of Special Services
Troy Moore.....	Technology Director
Felicia Oliver.....	District Literacy Coach
Vikki Parris.....	Benefits Coordinator
Georgianna Pate .....	School Psychologist
Humberto Perez.....	Computer Technician
Nathan Pitts .....	School Psychologist
Phyllis Porter .....	Procurement/Finance
Lara Prewitt .....	Secretary (Maintenance)
Ralph Prickett.....	Computer Technician
Tim Ridgeway .....	Computer Technician
Steve Roddy .....	Supervisor (Maintenance)
Noah Rucker.....	Food Service Programs
Brandi Salas.....	Secretary (Personnel)
Elizabeth Schein-Pearson .....	School Psychologist
Dale Smith.....	Receptionist
Cozetta Swann.....	Secretary (Instructional Services)
Debra Steinberg.....	Psychological Screener
Kevin Thompson.....	Computer Technician
Nancy Turner.....	Director of Special Services
Christine Weis .....	Accounts Payable Specialist

## Spartanburg School District Two School Directory

### **Boiling Springs Elementary**

700 Double Bridge Road  
Boiling Springs, SC 29316  
Michelle Kimbrell, Principal  
864-578-1231

### **Boiling Springs High School**

2251 Old Furnace Road  
Boiling Springs, SC 29316  
Chuck Gordon, Principal  
864-578-8465

### **Boiling Springs High – 9<sup>th</sup> Grade**

3655 Boiling Springs Road  
Boiling Springs, SC 29316  
Kristi Woodall, Principal  
864-578-2610

### **Boiling Springs Middle School**

4801 Highway 9  
Inman, SC 29349  
Penny Atkinson, Principal  
864-578-5954

### **Boiling Springs Intermediate**

2055 Hanging Rock Road  
Boiling Springs, SC 29316  
Tammy Greer, Principal  
864-578-2884

### **Carlisle-Foster's Grove**

625 Foster's Grove Road  
Chesnee, SC 29323  
Cathy Garner, Principal  
864-578-2215

### **Chesnee Elementary School**

985 Fairfield Rd.  
Chesnee, SC 29323  
Deana Watson, Principal  
864-461-7322

### **Shoally Creek Elementary**

3777 Parris Bridge Rd.  
Boiling Springs, SC 29316  
Laura Meyer, Principal  
864-594-3200

### **Chesnee High School**

795 South Alabama Avenue  
Chesnee, SC 29323  
Thomas Ezell, Principal  
864-461-7318

### **Chesnee Middle School**

807 South Alabama Avenue  
Chesnee, SC 29323  
Robert Hayes, Principal  
864-461-3900

### **Cooley Springs-Fingerville**

140 Cooley Springs Road  
Chesnee, SC 29323  
Amanda Ehlich, Principal  
864-592-1221

### **Hendrix Elementary**

1084 Springfield Road  
Boiling Springs, SC 29316  
Tina Humphries, Principal  
864-278-1288

### **Mayo Elementary**

PO Box 130  
Mayo, SC 29368  
Cassandra Davis, Principal  
864-461-2622

### **Oakland Elementary**

151 Mudcreek Road  
Inman, SC 29368  
Dr. Josh Patterson, Principal  
864-814-3870

### **Rainbow Lake Middle School**

1951 Riveroak Rd.  
Chesnee, SC 29323  
Greg Lovelace, Principal  
864-253-1379



**EMPLOYEE HANDBOOK  
TABLE OF CONTENTS**

	<b>Page</b>
<b>Appendix.....</b>	<b>7</b>
<b>Benefits (Insurance).....</b>	<b>2</b>
<b>Board Policy .....</b>	<b>6</b>
<b>Courier Service.....</b>	<b>5</b>
<b>Courses (Proviso/Critical).....</b>	<b>4</b>
<b>Criminal Record Report.....</b>	<b>4</b>
<b>Direct Deposit .....</b>	<b>4</b>
<b>Directory (District Office Staff).....</b>	<b>ii</b>
<b>Directory (Schools).....</b>	<b>iii</b>
<b>District Beliefs .....</b>	<b>1</b>
<b>District Mission .....</b>	<b>1</b>
<b>District Board Members.....</b>	<b>i</b>
<b>General Information.....</b>	<b>1</b>
<b>Optional Retirement Plan .....</b>	<b>2</b>
<b>Pay Schedule/Location.....</b>	<b>4</b>
<b>Personnel Information.....</b>	<b>4</b>
<b>Professional Contracts.....</b>	<b>3</b>
<b>Professional Organizations .....</b>	<b>5</b>
<b>Resignations.....</b>	<b>4</b>
<b>Retirement .....</b>	<b>5</b>
<b>Salary Information.....</b>	<b>3</b>
<b>Supervisor/Employee Relationships.....</b>	<b>2</b>
<b>Teaching Certification/License .....</b>	<b>3</b>
<b>Tort Liability .....</b>	<b>2</b>
<b>Work Day (Length).....</b>	<b>3</b>
<b>Workers Compensation.....</b>	<b>2</b>

## **Welcome**

We would like to welcome you to the Spartanburg School District Two. As a district, we look forward to working with each new employee. The office of personnel has prepared a handbook that is intended to give new certified employees an overview/summary of relevant policies, regulations, and procedures that might be of particular interest. If there are questions about any of the handbook contents or any item not covered, please ask your principal or supervisor for assistance. New employees may also contact the office of personnel with questions.

For the record, the complete and official text of all Spartanburg School District Two policies and regulations, as approved by the board of trustees, are contained in the Spartanburg School District Two Policy Manual. Policy manuals are located in each school. NOTE: The board of trustees may change policies and regulations as necessary.

## **General Information**

Spartanburg District Two, one of seven school districts in Spartanburg County, serves the Boiling Springs and Chesnee areas. The district, located in the beautiful northeastern section of the county, has a growing student population of approximately 9,400 students. Growth in the district can be attributed to our proximity to interstate highways, expanding business and commerce in the area, the availability of housing at all price ranges, and the excellent reputation of the school district. Spartanburg School District Two is comprised of 134 square miles and has an approximate population of 40, 000 people.

At present, our district has eight elementary schools and six secondary schools, including two high schools: Boiling Springs High and Chesnee High.

## **Spartanburg School District Two Mission Statement**

Our mission is to prepare our students for tomorrow's world by providing effective and innovative educational practices in a safe and supportive environment.

## **Spartanburg School District Two Beliefs**

As a school district we believe that....

- All students can learn.
- Education is everyone's responsibility.
- A safe and supportive environment nurtures growth.
- Everyone is unique and has value.
- Individuals must be prepared for a global society.
- Learning is a life-long process.
- Decisions must be based on what is best for all students.

### **Supervisor/Employee Relationships**

Certified employees at the school level work directly for and are supervised by the building principal. All problems, requests for assistance, and materials pertaining to the employee's work should be directed to the building principal. Additionally, a teacher must consult with the building principal before initiating any new procedures, plans, or programs.

The building principal is available for guidance and assistance to teachers with problems pertaining to students. Employees must also adhere to board policy and procedures in carrying out their assigned duties.

### **Tort Liability**

The board of trustees currently provides tort liability insurance for all district employees (both full and part-time) through the Division of General Services, State of South Carolina. The limit of the coverage is \$1,000,000.00 for each individual. A copy of the actual policy is on file in the district office.

### **Insurance/Benefits**

All full-time (and part-time certified working a minimum of 30 hours) employees are eligible for insurance/benefits. Insurance options will be covered with the staff member at a meeting with the benefits coordinator. Brochures, pamphlets, and newsletters are distributed to all full-time employees. Questions/concerns about plans or coverage are to be directed to the benefits coordinator. Each new employee is given an Employee Benefits Brochure, which outlines all benefits that are offered.

### **Optional Retirement Plan (ORP)**

An optional retirement plan is available to new employees to the district. This optional plan gives qualifying employees a choice between the regular retirement system and a choice of plans offered by the four state-approved companies. Specifics are available from the benefits office.

### **Workers Compensation**

Workers Compensation is provided for all employees of the district. This insurance protects school district employees who suffer any accident while performing school-related duties. The district pays premiums for this insurance.

According to South Carolina law, accidents must be reported to the principal/supervisor within 24 hours. The principal/supervisor must complete the appropriate form (Form 12A) and submit a copy of the form to the office of personnel. In the event of injury, specific instructions for receiving care with our workman's compensation doctors will be given.

### **Professional Contracts**

Because a signed contract is a binding document the moment it is endorsed, the personnel administrators in each of the seven Spartanburg County school districts, plus Union and Cherokee Counties, have agreed to the following:

- Before granting an interview to an individual under contract with another district, the personnel office in the holding district should be contacted for permission by the personnel office in the interested district. Districts should refrain from initiating contact with employees from another district. Before a contract is offered, a suitable replacement must be found by the district who must provide the release. Additionally, the interested district cannot offer a contract to an individual who has not been released.

NOTE: Contracts for the 2017 - 2018 school year will be issued on March/April 2018.

**NOTE: Breach of contract can lead to a recommendation for certification revocation for a period of one (1) year.**

### **Teaching Certificate/License**

#### **Professional (five-year) Certificate**

It is the responsibility of each certified employee to maintain a valid teaching certificate. A copy of the current certificate is to be kept on file in the office of personnel. We will provide reminders to staff members whose certificate expires at the end of the current school year (as of June 30<sup>th</sup>). For teachers with a **Professional Certificate**, the responsibility for maintaining certificate renewal documentation with regard to the teacher's staff development plan rests with the employee. Details are listed in the Spartanburg District Two Certificate Renewal Guidelines Notebook.

#### **Length of School /Work Day**

Classroom teachers are expected to work a minimum of seven and one-half hours each workday for a total of 190 days. Ten of the 190 days will be scheduled for staff development and/or teacher workdays.

#### **Salary Information**

Teacher salaries are based on 190 days of employment. Certified staff members are paid according to the board approved salary schedule. The educational level and the years of experience are also factors. Teachers coming to us from out of state who have not been issued a South Carolina certificate will be paid at a bachelors with 0 years experience until their experience and educational level are verified with the Office of Teacher Certification in Columbia. If the verification is completed by the November 1<sup>st</sup> state deadline, the experience/educational level will be retroactive and the pay will be adjusted accordingly.

### **Pay Schedule/Location**

All certified employees are paid on the 20<sup>th</sup> of each month. If the 20<sup>th</sup> occurs on Saturday, the pay date will be on the Friday before. If the 20<sup>th</sup> occurs on Sunday, the pay date will be the Monday after. All staff members are to receive notifications prior to the end of the workday on the scheduled pay date.

A payroll calendar is published by the Payroll Specialist and is made available to principals/supervisors. Employees cannot receive their payroll notifications prior to the scheduled pay date.

### **Direct Deposit**

**Direct deposit is required for employees paid monthly.** Checks will be automatically deposited in area banking institutions on the scheduled pay dates. The necessary forms are available from the Office of Finance. Payroll information can be found on the Employee Self-Serve portion of the Employee Portal (see below).

### **Employee Self- Serve (ESS)**

All employees with direct deposit will have access to view their information on the District's Employee Portal found in the upper right hand of the Districts main website or on the link: <https://ess.spartanburg2.k12.sc.us>. Log-in instructions are also available on the Employee Portal as well. For questions about ESS, contact Payroll in the Finance Department.

### **Personnel Information**

All personnel must promptly report any change in name, address, telephone number, and certification information (certificate renewals, changes, and upgrades) to the office of personnel. Please note that our office can make address and name changes with the Office of Teacher Certification.

### **Criminal Record Report**

Employment is conditional upon receipt of a satisfactory SLED (South Carolina Law Enforcement Division) criminal record report and National Sex Offender Registry check.

### **Proviso Courses (Critical Needs Courses)**

Our district routinely offers a wide variety of courses (many in conjunction with local institutions). Courses and descriptions are made available to schools. Additionally, information regarding such courses can be found on the district website. Individuals will be asked to sign-up by a specified deadline. As a rule, our district will receive a specified number of slots for a particular course. Questions about courses should be directed to the Office of Instruction. Our district also offers mini-courses in computer technology. Dates and forms for sign-up are available.

### **Certified Resignations**

All certified staff members are required to submit a letter of resignation or district resignation form if leaving employment with the district. The letter or form should include the effective date of the employee resignation. The principal/supervisor and the

superintendent should be informed at the earliest possible date so that arrangements can be made to find a suitable replacement. Please note that any resignation requiring a release from a signed contract will require the approval of the school board. **Also, staff members considering a resignation during the school year whose resignation would result in a breach of contract may be putting the district in a difficult situation. Depending on the circumstances, the district administration may ask the board of trustees to recommend that certificate revocation be pursued with the office of teacher certification.**

### **South Carolina Retirement System**

Most employees of Spartanburg County School District Two are required by law to join the South Carolina Retirement System. Members contribute 8.0% of their gross salary to the system. The deduction is made from each check and is placed in a retirement account. The district makes an additional contribution for all employees. After a period of eight years of earned service, employees are vested in the retirement system. As indicated earlier in the handbook, an optional retirement plan (ORP) is available to new employees to the district.

### **Courier Service**

A district-wide courier service is provided for the delivery and pick-up of inter-district communication, materials, and mail. On each scheduled date, the district courier makes a stop at all district locations (beginning and ending with the district administrative offices).

### **Professional Organizations**

Through a building representative, teachers will have the opportunity to join professional associations. Teachers should contact the building representative for further information concerning professional organizations.

## **Board Policy Manuals**

The Spartanburg School District Two Board of Trustees and administration continually revise and add policies to govern the operation of the school district.

Copies of the current board policy manual are available from each building principal and school media center.

In our handbook for new personnel, we have included a listing of selected policies that we hope will be beneficial to new staff members.

In all policy manuals, policies and regulations are divided into sections. The sections are arranged with a system that was developed by the National School Boards Association. Descriptor codes (letter designations) are assigned to policies by topics, with “-E” referring to an accompanying exhibit and “-R” to an accompanying regulation. A listing of sections and letter designations is as follows:

<b>SECTIONS</b>	<b>FULL TITLES</b>
<b>A</b>	<b>School District Organization</b>
<b>B</b>	<b>School Board Operation</b>
<b>C</b>	<b>General School Administration</b>
<b>D</b>	<b>Fiscal Management</b>
<b>E</b>	<b>Business Management</b>
<b>F</b>	<b>Facility Expansion Program</b>
<b>G</b>	<b>Personnel</b>
<b>H</b>	<b>Negotiations</b>
<b>I</b>	<b>Instructional Program</b>
<b>J</b>	<b>Students</b>
<b>K</b>	<b>General Public Relations</b>
<b>L</b>	<b>Inter-organizational Relations</b>
<b>M</b>	<b>Education Agency Relations</b>

## APPENDIX

NAME	POLICY/REGULATION	NO.
Equal Opportunity Employer	<b>GBA</b>	1
Employee Sexual Discrimination		
And Harassment	<b>GBAA</b>	2
-Regulation	<b>GBAA-R</b>	3
-Form	<b>GBAA-E</b>	4
Staff Concerns/Complaints/Grievances	<b>GBK</b>	5
-Regulation	<b>GBK-R</b>	6
-Grievance Form	<b>GBK-E</b>	7
Staff Welfare/Protection	<b>GBG</b>	8
Staff Ethics/Conflict of Interest	<b>GBEA</b>	9
Staff Participation in Political Activities	<b>GBI</b>	10
Drug and Alcohol Free Schools	<b>GBEC</b>	11
-Notice to Employees	<b>GBEC-E</b>	12
Tobacco-Free Schools	<b>GBED</b>	13
Professional Staff Assignments/Transfers	<b>GCK</b>	14
-Regulation	<b>GCK-R</b>	15
Staff Health	<b>GBGA</b>	16
-Regulation	<b>GBGA-R</b>	17
Retirement of Professional Staff	<b>GCQE</b>	18
Instructional Staff Extra Duty	<b>GCMD</b>	19
Staff Personal Leaves and Absences	<b>GCC/GDC</b>	20
-Regulation	<b>GCC-R/GDC-R</b>	21
-Your Rights Under The Family and Medical Leave Act of 1993	<b>GCC-E/GDC-E</b>	22
Professional and Support Staff Emergency/ Legal Leave	<b>GCCAB/GDCAB</b>	23
Professional and Support Staff Military Leave	<b>GCCAD/GDCAD</b>	24
Staff Conduct	<b>GBEB</b>	25
Discipline, Suspension and Dismissal of Professional Staff	<b>GCQF</b>	26