GEORGETOWN COUNTY SCHOOL DISTRICT

Employee Handbook

2026-2027

The Mission of the Georgetown County School District is to provide all students with world class knowledge and skills that prepare them for citizenship in a diverse society.

GEORGETOWN COUNTY SCHOOL DISTRICT

Acknowledgement of Receipt
Georgetown County School District
Employee Handbook

This is to acknowledge my receipt of the 2026-2027 Georgetown County School District Employee Handbook.

As an employee of this District, I understand that:

- It is my responsibility to read the information contained in the Employee Handbook and to follow the policies and procedures of the District.
- A copy of the school board policy manual is available in each school, the District Office and online:

  https://www.boardpolicyonline.com/?b=georgetowncounty_boe

- School Board policy takes precedence over this handbook

I FURTHER UNDERSTAND THAT NOTHING IN THIS HANDBOOK ALTERS MY EMPLOYMENT STATUS AND/OR CREATES AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT BETWEEN THE GEORGETOWN COUNTY SCHOOL DISTRICT AND MYSELF

_____

Employee Name (please print)

_____

Employee Signature

_____

Date

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Preface

This handbook has been prepared to provide information pertaining to practices and procedures of Georgetown County Schools. Subject matter is grouped and the table of contents will provide easy access to appropriate information.

All employees have an important role in the implementation and continuation of policies and procedures that help to produce effective schools. Please ask for help when needed and make suggestions you believe will improve the operation of the District and policies and procedures affecting personnel.

Kalu Kalu Jr.

Chief Human Resources Officer

Georgetown County Schools

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GEORGETOWN COUNTY SCHOOL DISTRICT

BOARD OF EDUCATION

Member's Name_____

Mr. Keith Moore, Chairman

Mr. Randy Walker, Vice Chair

Ms. Kathy Anderson, Secretary

Mr. Robert Cox, Parliamentarian

Ms. Fallon Bordner

Mr. Scott DuBose

Ms. Patti Hammel

Ms. Eileen Johnson

Mr. Jarrod Ownbey

Amanda Fort, Board Secretary

Contact Number – 436-7178

OFFICE DIRECTORY OF GEORGETOWN COUNTY SCHOOLS

Individuals listed below may be reached at 436-7000

For a Question About:	**Call:**
Athletics	Dr. Bethany Giles
Accountability/Report Cards/Assessment and Research	Dr. Cutina Barrineau
Accounts Payable	Julie Jackson
ADEPT	Breann Ethridge, Kara Merritt
Administration	Dr. Bethany Giles
Adult and Community Education	Dr. Pauline Anderson
Attendance/Truancy	David Almonte
Career/Vocational Center	Dr. Pamela Vereen
Certificate Renewal Point Plan	Kateland Poston
Coastal Montessori Charter School	Fedrick Cohens
Computers and Technology	Pam Smith, S.B. Lawrimore
Direct Deposit	Tameika Frazier
Deputy Superintendent	Sherri Forrest
Executive Director for Communications and Compliance	Kristi Kibler
Employment Process	Kalu Kalu Jr., Scott Batton
English	Kimberly Gross
MLL	Adrienne Watford
Federal and State Programs and Grants	Adrienne Watford
Fine Arts	Fedrick Cohens
Finance and Budget	Lisa Johnson
Fixed Assets	Crystal McCracken

FMLA	Alicia Mercer
Fringe Benefits	Julie Wicker
Gifted and Talented Programs	Fedrick Cohens
Goals Based Evaluation	Individual Principals, ADEPT
Child Find Activities	Dr. Kendra Greene
Homebased Instruction	Sherri Forrest
Homebound Instruction	Dr. Kendra Greene
Human Resources Appointments	Elise Tiller
Individual Educational Programs (IEPs)	Dr. Kendra Greene
Instructional Technology	Joseph Dozier Lauren Prosser
Lunch Programs (District)	Teresa Gamble
Maintenance and Operations	Robert C. Evans
Math	Mary Sawyer
Media Services	Adrienne Watford
Payroll	Tameika Frazier
Personnel Recruitment	Kalu Kalu Jr., Scott Batton
Pre-K, Kindergarten	Fedrick Cohens
Procurement	Vicki Williams
Professional Development & Leadership	Sherri Forrest
Psychological Services	Dr. Kendra Greene
Referral of Children with Disabilities	Dr. Kendra Greene
Rental of School Facilities	Individual Principals, Alan Walters

Safety Officer/Risk Management	Alan Walters
Power School, Power Teacher & Parent Portal	Rebecca “Beth” Goude
School Nurse/Health Program/Health Screenings	Ashley McCall
Work Based Learning (WBL)	Dr. Pamela Vereen
Science & Health	Dr. Ivy Collins
School Security/ Crossing Guards	Alan Walters
Secretary to the Board	Amanda Fort
Secretary to the Superintendent	Amanda Fort
IDEA 2004 (Special Services)	Dr. Kendra Greene
Section 504 of the Vocational Rehabilitation Act	Dr. Kendra Greene
Sick Leave/Personal Days, Sick Leave Bank	Tameika Frazier
Social Studies	Dr. Lindsay Weirich
Student Records	Sherilynn Williams
Teacher Recruitment	Kalu Kalu Jr. Scott Batton
Textbooks	Fedrick Cohens
Title I, II, III & IV	Adrienne Watford
Title VI	Adrienne Watford
Title IX	Sherri Forrest
Transportation	Corey Davis
Workers Compensation	Kateland Poston

The District Policy Manual can be found under Board of Trustees on the district homepage.

https://www.boardpolicyonline.com/?b=georgetowncounty_boe

Sick Leave Absences

Based on the sick leave day accrual schedule, all full-time and part-time employees who work at least twenty (20) hours per week are granted sick leave days. Sick leave will be accrued based on the following schedule:

All eligible employees are granted sick leave as indicated below:

- Employees who work 180-200 days will accrue twelve (12) days, 3 days in August and 1 day per month for September through May;
- Employees who work 201-225 days accrue thirteen (13) days, 4 days in August and 1 day per month for September through May;
- Employees who work 226-240 days accrue fifteen (15) days. 2 days in July, 4 in August and 1 day per month for September through May.

Employees must be working in order to accrue sick leave.

An employee who begins work after his/her initial contract start date shall accrue sick leave at a prorated amount for the balance of his/her contract. Sick leave that is accrued but not used may be accumulated up to one hundred twenty (120) days.

Sick leave may be used for absences caused by: personal illness, illness in the immediate family, death in the immediate family, or personal business up to three days per year. Illness in the immediate family is defined as illness of a child, spouse, stepchild, parent, or person living in the home of the employee and dependent upon said employee.

Upon an employee's decision to retire, the employee will be compensated for unused sick days up to thirty (30) days at the rate of twenty-five (25) dollars per day.

Vacation

Vacation days are accrued for employees who work a 240 day contract year. One day is accrued each month, July through June, for a total of 12 days. Vacation days may be accumulated up to 40 days. Upon an employee's decision to resign, retire, or if the employee is terminated, the employee will be compensated for unused vacation days up to forty (40) days at the current rate of pay. An adjustment will be made from vacation leave for any salary paid, but not earned, according to the employee's total contract days.

Personal Leave

Employees may use up to three (3) sick leave days as personal leave each school year. Employees must notify their supervisor at least 24 hours in advance before absences may be taken for personal leave unless an emergency dictates less time. A full day's salary is deducted for each absence in excess of the three allowable personal leave days per fiscal year. Principals/supervisors may deny personal leave if it is known that more than ten (10) percent of a faculty or staff will be absent on the day requested, except that approval will not be withdrawn for personal

leave approved three (3) or more days in advance of the date the leave is to be used. Employees will not take personal leave, except in unusual situations, during the first and last week of the student school year, or during the administration days of state and local testing programs.

Emergency Leave

For emergencies and unusual situations not covered by the leave policies of the District, an employee may request the Superintendent or his/her designee to authorize the use of sick leave days. Such requests must be submitted in writing through the principal or supervisor to the Superintendent or designee. The Superintendent or designee shall have discretion whether to grant emergency leave.

Legal Leave (Jury Duty or Subpoena)

Leave without loss of pay shall be granted to employees when summoned for jury duty or subpoenaed in the line of duty to represent the District as a witness or defendant. If an employee must appear in court for any reason other than the above, a personal day must be used. According to S.C. Code Section 14-7-845, a postponement of jury service can be requested by all full-time district employees through the Office of Human Resources.

Military Leave

Employees of the District shall be entitled to military leave without loss of pay, seniority, or efficiency rating, when attending military encampments or schools for training, under proper authority, and on all other occasions when ordered to active duty. This leave applies to members of the South Carolina National Guard, the United States Naval Reserve, the Officers Reserve Corps, the Enlisted Reserve Corps, the Reserve Corps of the Marines, the Coast Guard Reserve, and the United States Air Force Reserve.

Employees shall be entitled to such leave of absence for a period not exceeding fifteen (15) days in any one school year during which they may be engaged in training or other such duties ordered by the Governor, the War Department, the Treasury Department, the Navy Department, or the Air Force Department.

Employees are expected to request their training period during a time when the academic school year is not in session. The request for military leave must be submitted to the Executive Director for Human Resources and must be accompanied by a copy of the duty order.

The District administration complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Code of Laws of S.C. in its handling of military leave and related matters, both of which take precedence over the District's policy on military leave.

Family and Medical Leave Act

The Board will provide leave to eligible employees consistent with the Family and Medical Leave Act of 1993 (FMLA). Eligible employees are entitled to up to 12 work weeks of unpaid family and medical leave in any 12-month period. Leave to care for an injured military service member may be taken for up to 26 weeks. FMLA and leave that is covered through Workers Compensation will run concurrently when the leave is for a serious health condition as defined by the FMLA. The District will continue to pay the District's share of the employee's health benefits during the leave. In addition, the District will restore the employee to the same or a similar position after the termination of the leave in accordance with Board Policy.

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

Teacher Certification

Qualification and Records

All teachers in the District must hold a South Carolina Teacher's Certificate. The teacher will receive an original certificate from the State Department. A copy of the original must be brought to the Human Resources Office where it will be filed.

In order for a teacher to receive credit for out-of-state teaching experience on Georgetown County School District's salary schedule, a copy of the certification must be submitted to Office of Human Resources no later than ten days before the first payroll. Teachers whose complete certification applications are received and dated at the State Department of Education in Columbia, SC, on or before November 1 of the current school year will receive retroactive pay from the first day of school.

Each teacher assumes the responsibility for maintaining a valid teaching certificate. Teachers who do not secure a valid certificate within the first 60 days of the school year are subject to a salary reduction to substitute teacher pay. A copy of a new or upgraded certificate should be sent by the teacher to the Human Resources Office immediately in order to receive increased salary**.**

(CERTIFICATE CHANGES ARE NOT REPORTED TO THE DISTRICT BY THE STATE DEPARTMENT OF EDUCATION)

It is the responsibility of all teachers to keep their own teaching certificates current and valid. Prior to active service, teachers are required to have the proper certificate on file in the Human Resources Office. Failure to file the proper certification shall automatically terminate the teacher's contract. Extension of this deadline may be granted to teachers who can meet all requirements but are either: awaiting receipt of their certificates from the State; awaiting the results of Praxis exams; or awaiting transcripts of course work to be sent to the State. Extension for such reasons, if granted, will allow the teacher(s) until December 31 to have proper certification on file. Teachers whose contracts have been terminated because of failure to file proper certification may be paid as a paraprofessional either until a certified replacement can be found, or until the end of the year.

Career & Technology (C&T) teachers who apply to take their Trade Examinations before December 31, and have met all other requirements may be allowed to continue teaching pending the results of the examination.

Recertification

Description

The Renewal Credit Plan guidelines apply to any person who holds a South Carolina teacher's certificate. The current employment status of the educator determines the specific steps the educator must complete to renew his/her professional educator's certification

The renewal process for each category of South Carolina educators is outlined in the South Carolina Certification Manual.

A South Carolina educator's professional certificate is valid for five years and expires on June 30 of the expiration year. In order to be eligible for certificate renewal, the educator must earn a minimum of 120 renewal credits, as described in the renewal credit matrix during the five-year validity period of the certificate.

The recertification requirements can be processed through the District's Office of Student Performance and Federal Programs.

Purpose

The Renewal Credit Plan provides a mechanism that enables educators employed in a South Carolina public school district and educators employed by participating education entities to apply a broad range of relevant professional development activities toward certificate renewal. All of the credited work must support the educator's current professional growth and development plan. The certificate renewal plan:

1. encourages educators to engage in meaningful, quality professional development activities that are directed toward promoting student achievement;
2. ensures that educators are accountable for their continuous professional development; and
3. is operationally efficient.

Initial Teacher Certification

The State website allows South Carolina educators and persons applying for initial teacher certification from the State Department of Education to check their status and to access necessary forms 24 hours a day. For more information go to: ***http:www.ed.sc.gov***

Certification Status

Educators can access the status of their teaching certificates online by accessing their educator portal:

https://ed.sc.gov/educators/certification/portal/

Telephone

(803) 896-0325

This number can be used at any time to access general information or to check on the status of teacher certification.

Permits

Sometimes, based on the supply of applicants for teaching positions, it may be necessary to request Restricted Alternative Certificates (RAC) for core content areas or permits to teach out of field in non-core content areas. The following State Department of Education guidelines apply:

1. A teacher must have a valid South Carolina teaching credential in order to be eligible for a restricted certificate or a permit to teach out of field.
2. The teacher must be content competent in the core content area for which a restricted certificate is requested.
3. Restricted certificates and permits are valid for one year.
4. Six semester hours of credit toward full certification in the area are required for extension of the restricted certificate or renewal of the out-of-field permit.
5. Requests for restricted alternative certificates and permits to teach out of field are initiated by the Executive Director for Human Resources or designee.

Teacher Evaluation

Please visit the following link:

https://www.ed.sc.gov/educators/educator-effectiveness/

Direct Deposit

The Georgetown County Board of Education approved a mandatory direct deposit proposal. All employees (to include full-time, part-time and temporary employees) will be required to use payroll direct deposit.

Employee Access Center

The Employee Access Center is now available to all employees.

https://tyler-georgetownctsdsc.okta.com/

Payroll Deductions

The Board has authorized the following specific payroll deductions: state and federal taxes, social security, S.C. state retirement or optional retirement, group insurance, tax-sheltered annuities, approved supplemental health and life insurance companies, Roth annuity and United Way.

Tax sheltered annuity payroll deductions may also be available for part-time/temporary employees if they meet the criteria established by the IRS guidelines.

The mandatory withholding of income tax is based upon schedules of the S.C. Tax Commission and the U.S. Internal Revenue Service. The amount deducted from an employee's paycheck is based on the withholding certificate (W-4) completed and signed by the employee which is on file in the Human Resources Office. A new withholding certificate should be completed, signed and sent to the payroll office for any changes to withholding allowances. Questions may be addressed to the Payroll Office or to the S.C. Tax Commission, Calhoun State Office Building, Columbia, SC, 29201, telephone number; 803-758-3211, or to the Internal Revenue Service, 901 Sumter Street, Columbia SC, 29201, telephone number; 803-779-1040.

Teachers can maximize their after tax dollars by taking deductions on all related educational expenses. Teachers seek additional education and training opportunities more frequently than any other professional group. These expenses should not be overlooked when filing tax returns.

Social Security (FICA)

All employees are covered by Social Security.

BENEFIT SERVICES

All full-time personnel who fill a permanent position are required to contribute 9.00% of gross income into a retirement plan.

SCRS (South Carolina Retirement System)

All employees can participate in the South Carolina Retirement System. SCRS is a defined benefit plan. Employees and employers contribute to a fund for which there is a clearly defined and guaranteed level of benefit that will be paid to retirees. Employees hired before July 1, 2012 can receive unreduced retirement benefits after 28 years of service credit with SCRS or at age 65 with five years of earned service credit. Retirement disability is also available for eligible candidates after five years of service credit. Effective July 1, 2012, new employees will have to satisfy Rule 90(combined age + service) for service retirement or have worked 8 years to be eligible for retirement disability.

ORP (Optional Retirement Program)

All employees hired after July 1, 2003, can participate in the Optional Retirement Program (ORP).

ORP is a defined contribution plan. Employees and employers contribute to a fund for which only the contribution is defined. The level of retirement may rise or fall based on the performance investment selected by the employee. Eligibility for retirement benefits will be based on the individual plan selected.

Insurance **www.peba.sc.gov**

All full time employees, including those that work at least 30 hours per week, are eligible for health coverage. Employees may access information about their benefits online through the Public Employee Benefits Authority (PEBA). If interested in benefits please contact Julie Wicker (843) 436-7086.

Life Insurance

The South Carolina Retirement System provides a life insurance policy equal in value to the employee's annual salary the year of his/her death, provided the employee has been employed for one year prior to death. The one year requirement is waived if death is due to job related injury. Also, the employee's beneficiary will receive contributions paid into the retirement system.

South Carolina provides Life Insurance coverage of $3,000 for active employees enrolled in the state health insurance. Additional life insurance for dependents is available for a fee.

The Georgetown County School District provides Minnesota Life Insurance at no cost for all full-time employees. Questions about Minnesota Life coverage should be directed to Julie Wicker (843) 436-7086.

Workers Compensation

All employees shall be covered under the South Carolina Workers' Compensation Law that provides medical benefits for injuries received while in the line of duty.

All injuries received while on duty must be reported to the immediate supervisor within 24 hours of the accident. The employee must fill out an incident report.

The nature of the disability determines the duration of the Workers' Compensation payment period.

Tort Liability

All employees of the District are covered under a tort liability policy provided by the Board of Trustees.