Spartanburg County School District Two

Administrative Offices
3231 Old Furnace Road · Chesnee, South Carolina 29323
Telephone: (864) 578-0128 · Fax: (864) 578-8924
www.spart2.org

2026-2027

EMPLOYEE HANDBOOK

Dr. Tim Newman
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 on the district's website—https://boardpolicyonline.com/?b=spartanburg2**.**

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

Dr. Connie Banks

Mr. Seth Breitenbach

Mrs. Sarah Butler

Mr. David Cantrell

Mr. David Garner

Mr. Brandon McKillop **(Chairperson)**

Mr. Jason Seay **(Secretary)**

Dr. Sarah Simmons (**Vice Chair)**

Mr. Jeff Watson

Mrs. Rachel Yelton

Spartanburg School District Two
District Office Staff

Dr. Timothy Newman	Superintendent
Dr. Corey Willimon	Assistant Superintendent for Human Resources
Dr. Angela Hinton	Assistant Superintendent for Instruction
Erik Gerstenacker	Chief Administration and Operations Officer
Brandi Gist	Chief Finance Officer
Jason Paddock	Chief Technology Officer
Adrian Acosta	Director of Public Relations
Dr. Pat Geter	Director of Human Resources
Deanna Watson	Director of Student Services
Tom Griffin	Director of Special Services
Dr. Stephanie Blanton	Director of Early Childhood and Elementary Education
Kevin Thompson	Director of Informational Technology
Paul Hollifield	Director of Maintenance
Chris Doggett	Director of Transportation
Steven Olejnik	Director of Accountability, Testing, and Data
Dr. Jamie Dawson	Director of Literacy and MTSS
Rebecca Hockenberry	Coordinator of Special Services
Lia Kibler	Coordinator of Special Services
Ashley Bendall	Coordinator of Special Services
Carla Horton	Administrative Assistant to the Superintendent
Kenna Sanders	Student Information Systems Coordinator
Paulette Ford	Director of Food Service (The Nutrition Group)
Heidi Edmonds	Administrative Assistant for Instructional Services
Tricia Batten	Senior Accountant
Jenni Brown	Payroll Specialist
Leslie Duthie	Procurement Office
Jenny Floth	Director of Finance
Suzanne Racel	Payroll Specialist
McKailley Smith	Accounts Payable Specialist
Carly Hall	Staff Accountant
Kaitlyn Pereira	Staff Accountant
David Griffin	Courier
Brandi Salas	Human Resources Specialist
Deborah Minton	Benefits Coordinator
Dayonna Moore	Human Resources Generalist
Dale Smith	Receptionist
Dr. Caroline Ford	Coordinator of Community Partnerships, Grants and Special Projects
Mike Lamb	Computer Technician
Christy Lockhart	Nurse Manager
Eva Marinakos	Testing Coordinator
Hayley Kennedy	Coordinator of ML and ADEPT

Lara Prewitt	Secretary (Maintenance)
Steve Roddy	Supervisor (Maintenance)
Andrew Ewing	Network Administrator
David Smith	Computer Technician
Humberto Perez	Computer Technician
Adam Ridgeway	Computer Technician
Julie Fall	Computer Technician
Gina Skinner	MTSS Coach
Allison Cavendish	Special Education Specialist
Kim Brian	Secretary (Special Services)
Crystal Rudasill	Secretary (Special Services)
Amanda Somers	School Psychologist
Jonathan Hayes	School Psychologist
Courtney Brian	School Psychologist
Hakeem Samra	School Psychologist
Dr. Dean King	School Psychologist
Tamika Nelson (Intern)	School Psychologist
Kelly Ezell	Director of Upstate Family Resource Center

Spartanburg School District Two
School Directory

Chesnee Middle School
807 South Alabama Avenue
Chesnee, SC 29323
Dean Ousley, Principal
864-461-3900

Cooley Springs-Fingerville
140 Cooley Springs Road
Chesnee, SC 29323
Amanda Jamison, 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
Brittany Green, Principal
864-461-2622

Oakland Elementary
151 Mudcreek Road
Inman, SC 29368
Lora McKillop, Principal
864-814-3870

Rainbow Lake Middle School
1951 Riveroak Rd.
Chesnee, SC 29323
Trent Hardee, Principal
864-253-1379

Shoally Creek Elementary
3777 Parris Bridge Rd.
Boiling Springs, SC 29316
Johnny Rhode, Principal
864-594-3200

Sugar Ridge Elementary
2055 Hanging Rock
Boiling Springs, SC 29316
Amanda Ehlich, Principal
864-578-2884

Boiling Springs Elementary
700 Double Bridge Road
Boiling Springs, SC 29316
Dr. Caleb Ruppe, Principal
864-578-1231

Boiling Springs High School
2251 Old Furnace Road
Boiling Springs, SC 29316
Zachary McQuigg, Principal
864-578-8465

Boiling Springs High –Freshmen Academy
2251 Old Furnace Road
Boiling Springs, SC 29316
Beth Graves, Director
864-578-2610

Boiling Springs Middle School
4801 Highway 9
Inman, SC 29349
Andy Rogers, Principal
864-578-5954

Carlisle-Foster's Grove
625 Foster's Grove Road
Chesnee, SC 29323
Kristen Senn, Principal
864-578-2215

Chesnee Elementary School
985 Fairfield Rd.
Chesnee, SC 29323
Dr. Emily Wilkins, Principal
864-461-7322

Chesnee High School
795 South Alabama Avenue
Chesnee, SC 29323
Steven Fusaro, Principal
864-461-7318

EMPLOYEE HANDBOOK
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Welcome

We would like to welcome you to Spartanburg School District Two. As a district, we look forward to working with each new employee. The Office of Human Resources 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 Human Resources 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 can be accessed by clicking the link: **Spartanburg School District Online Policy Manual**

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 12,000 students. We are currently the largest school district in Spartanburg County. 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 nine elementary schools, and six secondary schools, including two high schools: Boiling Springs High and Chesnee High.

Spartanburg School District Two Vision Statement

Our Shared Vision is to be the premier school district in which to live and learn, ensuring all students are prepared for life's opportunities by providing a safe and positive culture with excellence in academics, athletics, and the arts.

Spartanburg School District Two Mission Statement

Our Shared Mission is to serve students by empowering them to realize their maximum potential while engaging in rigorous, relevant, real-world learning opportunities within a caring, collaborative, and creative environment.

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 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 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 are covered with new employees 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.

Employee Assistance Program (EAP)

The EAP offers help for personal and/or professional concerns by providing free, confidential, short-term counseling and personal consultation. Additionally, the EAP provides work-life resources for such issues as legal and financial consultations, online learning and resources.

The EAP has a network of counselors that are conveniently located. They can help employees improve or resolve personal difficulties whether big or small, personal or work-related.

To seek assistance through the EAP, simply call 704-529-1428 or 800-633-3353.

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 Notice to Provider (forms provided by SCBIT), and submit a copy of the form to the Office of Human Resources. In the event of injury, specific instructions for receiving care with our workman's compensation doctors will be given.

Professional Contracts

Contracts that are signed are considered executed and is legal binding document. Any employee wishing to break their contract must be released from their contract by the district. In most cases, a suitable replacement must be secured before an employee is released from a contract.

NOTE: Contracts for the 2027 - 2028 school year will be issued in Spring of 2027.

NOTE: Breach of contract can lead to a recommendation for certification revocation for a period not to exceed six (6) months.

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 Human Resources Office. We will provide reminders to staff members whose certificate expires at the end of the current school year (as of June 30th). 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.

Evaluations

All continuing contract teachers are evaluated using the SC Teaching Standards 4.0 Rubric. Induction and Annual teachers will also be evaluated using the SC Teaching Standards 4.0 Rubric during their first two years. School Librarians, School Counselors and Speech, Language Professionals will be evaluated under ADEPT Specialty Areas.

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. The attendance expectations for employees are at least 96% each school year.

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 1st state deadline, the experience/educational level will be retroactive and the pay will be adjusted accordingly. Bachelors +18 (Class 2A) column on the Teacher Salary Schedule, is only applicable to employees that received the Bachelors +18 classification prior to June 30, 2025.

Pay Schedule/Location

Employees will be paid on the 15th and 30th of each month. If the 15th or the 30th occurs on the weekend, employees will be paid the Friday before the 15th/30th. All staff members are to receive notifications prior to the end of the workday on the scheduled pay date in Employee Self-Service "ESS".

A payroll calendar is published by the Finance Department 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. 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 district's main website or on the link: ESS | Spartanburg District 2. 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 Human Resources Office. 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 National/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 if leaving employment with the district. The letter should include the effective date of the employee's resignation and signature. The principal/supervisor and the Assistant Superintendent for Human Resources 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. District administration may ask the board of trustees to recommend that certificate revocation be pursued with the office of teacher certification if an employee resigns during the school year resulting in a breach of contract.

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 9.0% 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 four (4) days during week. 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.

Sick Leave Bank

The District has established a Sick Leave Bank ("Bank") to provide leave for active duty employees who work at least 30 hours a week and earn sick leave. The purpose of the bank is to provide leave for employees that are members of the sick leave bank who experience catastrophic illness or accidents (or whose immediate family members experience such an illness or accident) that require absences which exceed their accumulated leave. Catastrophic illnesses are usually life-threatening and may leave significant residual disability and therefore shall be considered on a case-by-case basis by the sick leave bank board. Policy GCCAAA Sick Leave Bank

Title IX

The district, as required by Title IX of the Education amendments of 1972 and its corresponding regulations ("Title IX"), does not discriminate on the basis of sex in its education programs or activities. Title IX prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature. The district prohibits discrimination and harassment on the basis of sex or gender in all of its admission and employment practices as well as programs and activities by its employees, students or third parties.

The district will respond promptly to actual knowledge of sexual harassment in an education program or activity of the district against a person in the United States in a manner that is not deliberately indifferent. The response will treat complainants and respondents equitably.

Any allegations of inappropriate conduct of a sexual nature that fall outside of this policy will be handled consistent with other applicable Board policies, including the Code of Conduct.

All employees will undergo Title IX training by completing the Vector Solutions (SAFESCHOOL) module course.

Title IX Coordinator Contact Information:

- Dr. Corey Willimon, Assistant Superintendent for Human Resources
  (corey.willimon@spart2.org)
  3231 Old Furnace Rd. Chesnee, SC 29323
  864-578-0128
  www.Spart2.org

Information pertaining to the district's grievance procedures and process may be found at boardpolicyonline.com:

- Policy GBK-Staff Concerns
- AR GBK-R-Staff Concerns/Complaints/Grievances
- File GBK-E Grievance Form

COMPREHENSIVE HEALTH EDUCATION PROGRAM IMPLEMENTATION

South Carolina Code § 59-32-36 requires school district employees to do the following:

(A) A nurse, counselor, teacher, principal, or other official or staff at a public school shall not knowingly:

(1) encourage or coerce a minor to withhold from the minor's parent or legal guardian the fact that the minor's perception of his or her gender is inconsistent with his or her sex, as defined in Section 44-42-310; or
(2) withhold from a minor's parent or legal guardian information related to the minor's perception that his or her gender is inconsistent with his or her sex, as defined in Section 44-42-310.

(B) The principal, vice principal, or counselor at a public school shall immediately notify in writing a minor's parent or legal guardian if the minor:

(1) asserts to any school employee that the minor's gender is inconsistent with his or her sex, as defined in Section 44-42-310; or
(2) requests a school employee to address a minor using a pronoun or title that does not align with the minor's sex.

Whistleblower Rights and Protections

Updates to **Title 2 of the Code of Federal Regulations** include a new section, 2 CFR Part 200.217 Whistleblower Protections. This section expands on whistleblower protections contained in 2 CFR Part 200 and is a clarification on the applicability of already-existing legal protections for whistleblowers.
The new 2 CFR Part 200.217 Whistleblower protections states:
"An employee of a recipient or subrecipient must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in paragraph (a)(2) of 41 U.S.C. 4712 information that the employee reasonably believes is evidence of gross mismanagement of Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant. The recipient and subrecipient must inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712. See statutory requirements for whistleblower protections at 10 U.S.C. 4701, 41 U.S.C. 4712, 41 U.S.C. 4304, and 10 U.S.C. 4310."
LEAs are strongly encouraged to read the regulation and take all necessary action to update or create their whistleblower protection policy and inform all employees in writing as required by the new §200.217.

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 on the district's website—https://boardpolicyonline.com/?b=spartanburg2.

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:

SECTIONS	FULL TITLES
A	**School District Organization**
B	**School Board Operation**
C	**General School Administration**
D	**Fiscal Management**
E	**Business Management/Support Services**
F	**Facility Expansion Program**
G	**Personnel**
I	**Instructional Program**
J	**Students**
K	**General Public Relations**
L	**Education Agency Relations**

APPENDIX

NAME	POLICY/REGULATION	NO.
Equal Opportunity Employer	GBA	1
Employee Sexual Discrimination and Harassment	GBAA	2
-Regulation	GBAA-R	3
-Form	GBAA-E	4
Staff Concerns/Complaints/Grievances	GBK	5
-Regulation	GBK-R	6
-Grievance Form	GBK-E	7
Staff Welfare/Protection	GBG	8
Staff Ethics/Conflict of Interest	GBEA	9
Staff Participation in Political Activities	GBI	10
Drug and Alcohol Free Schools	GBEC (ADB)	11
-Notice to Employees	GBEC-E	12
Tobacco-Free Schools	GBED (ADC)	13
Professional Staff Assignments/Transfers	GCK	14
-Regulation	GCK-R	15
Staff Health	GBGA	16
-Regulation	GBGA-R	17
Retirement of Professional Staff	GCQE	18
Instructional Staff Extra Duty	GCMD	19
Staff Personal Leaves and Absences	GCC/GDC	20
-Regulation	GCC/GDC-R	21
Your Rights Under The Family and Medical Leave Act of 1993	GCC/GDC-E	22
Professional and Support Staff Emergency/ Legal Leave	GCCAB/GDCAB	23
Professional and Support Staff Military Leave	GCCAD/GDCAD	24
Staff Conduct	GBEB	25
Discipline, Suspension and Dismissal of Professional Staff	GCQF	26
Sick Leave Bank	GCCAAA	27