

Employees designated to use an allocated summer staffing day will need to complete a timesheet summary provided to each school at the time of allocation. Each school will need to track the # of days used. All days must be claimed and submitted to Payroll no later than August 15<sup>th</sup> of each school year, or at the date established at the beginning of each year. Employees using an allotted summer staffing day agree to be paid a daily rate of \$125. **(The daily rate of pay method and/or stipend method should only be used with exempt employees. Non-exempt employees are to be paid on an hourly basis and their time must be tracked, and any applicable overtime must be calculated to comply with FLSA.)**

### **ATHLETIC VOUCHER DAYS**

Annual allocations of athletic support voucher days are made to all high schools to provide flexibility for meeting additional personnel needs. For the 2018-2019 school year, the District allocated athletic 20 support voucher days to each high school.

Employees designated to use an allocated summer staffing day will need to complete a timesheet summary provided to each school at the time of allocation. Each school will need to track the # of days used. All days must be claimed and submitted to Payroll no later than June 15<sup>th</sup> of each school year, or at the date established at the beginning of each year. Employees using an allotted summer staffing day agree to be paid a daily rate of \$125. **(The daily rate of pay method and/or stipend method should only be used with exempt employees. Non-exempt employees are to be paid on an hourly basis and their time must be tracked, and any applicable overtime must be calculated to comply with FLSA.)**

*A non-exempt employee should not be paid based on a daily rate or stipend/supplement. They should be paid on an hourly basis (with the exception of volunteer coaches).*

*We need to address the following categories going forward:*

- *We need to document the virtual school payment process. I believe we are paying \$100 per student per completed course covered by the teacher...but we need to verify the language. Based on my understanding this also applies to virtual summer school programs.*
- *Pay for tutors*
- *Pay for after school care programs (Directors and hourly workers)*
- *Testing needs...what do we pay for extra faculty to work additional time for testing?*
- *Summer School Administrators who are working additional contract days...should they receive a stipend or be paid their daily rate of pay?*

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Columbia, SC 29223

Contact us:  
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In order for exceptions to these stipend guidelines to be considered for compensation, complete the *Exception for Stipends Form* and e-mail the form to Linda Goodwin at [lgoodwin@richland2.org](mailto:lgoodwin@richland2.org). All forms will be reviewed for consideration by the Stipend Committee. (Do we want to evaluate this process? If not, we may need to include documentation in what we publish about schedules.)

### **PROFESSIONAL LEAVE VOUCHER DAYS**

Annual professional leave voucher days are allocated to each school based on the total number of teaching FTE's. Professional leave/voucher days will allow the District to monitor professional leave, give administrators a tool to better manage teacher's time out of the classroom, and fairly distribute this time between sites. Voucher days are to be used to pay for substitutes for teachers who are given professional leave. Each Substitute Teacher Coordinator must use the professional leave and/or voucher reason codes when creating professional leave job assignments on the Absence Management system. If a school uses more than the allocated amount of professional leave/voucher days, an account number should be submitted to the Payroll Department to charge the additional cost. If schools exceed the amount of professional leave/voucher days allotted, the related substitute salary and benefits cost will be deducted from the school's budget.

For the 2018-2019 school year, the District allocated 0.5 professional voucher days per full-time equivalent teacher (allocations will be evaluated annually based on available funding). Each location is approved to utilize a substitute in the absence of a teacher on professional leave. Related substitutes will be paid the normal substitute rate of pay for the allotted day, which generally runs from \$70 - \$90 per day depending on the substitute's level of education.

### **SUMMER STAFFING VOUCHER DAYS**

Annual allocations of summer staffing days are made to all schools to provide flexibility for meeting summer personnel needs. For the 2018-2019 school year, the District allocated summer staffing voucher days as follows:

Elementary Schools:	15 days per school
Middle Schools:	20 days per school
High Schools:	25 days per school
Centers:	5 days per center
Blythewood Academy:	5 days

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## EMPLOYEE COMPENSATION

As outlined in Board Policy DK Payment Procedures, payments to employees will be authorized in accordance with salaries and salary schedules as set by the board. Currently, the district maintains the following salary schedules:

- Teacher Salary Schedule
- Administrative Salary Schedule
- Assistant Administrator Salary Schedule
- Psychologist Salary Schedule
- Assistant Principal Salary Schedule
- Support Hourly Salary Schedule
- Professional Assistant Salary Schedule
- Bus Driver/Monitor Salary Schedule
- Instructional Aide's Salary Schedule
- Maintenance/Custodial Salary Schedule
- Nurse Salary Schedule
- Career Development Facilitator Salary Schedule
- Parent Educators Salary Schedule
- Bookkeeper Salary Schedule
- Department and Team Lead Supplement and Allocation Schedule
- Extra-Curricular Activities & Academic Supplement Pay Schedule
- District Orchestra & Band Director Salary Schedule
- HS Athletic Director's Salary Schedule Athletic Supplement Schedule
- Athletic Supplement Schedule (with supplement allocation & guidelines)
- Business/ Technical Support Salary schedule (*we need to discuss this schedule*)
- Substitute Salary Schedule
- Stipend and Additional Compensation schedule (*new*)

The district is required by legislation to pay each certified teacher or administrator an annual salary at least equal to the salary stated in the statewide minimum salary schedule for the person's experience and class. Richland School District Two's Teacher Salary Schedule exceeds the statewide minimum salary schedule. Increases to this schedule are determined annually by the state and are required to be made at the district level. Currently, no other schedule increases are required by state law.

Effective July 24, 2009, the federal minimum wage rate is \$7.25.

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### **NATIONAL BOARD SUPPLEMENTS**

As of June 30, 2018, teachers that receive National Board Certification will receive an annual pay supplement for the life of the certificate as follows:

State Supplement -	\$7,500 for anyone who applied to the process prior to July 1, 2010 \$5,000 for anyone who applied to the process after July 1, 2010
District Local Supplement -	\$5,000

The above supplements are based on funding that is renewed annually, and are subject to change in future years, based on available funding.

### **INSTRUCTION RELATED STIPENDS**

**Stipends will not be paid to teachers for attending a workshop or seminar after school hours or during the summer.**

All proposed curriculum writing and projects for district-wide purposes in which compensation is a consideration must be pre-approved by the Teaching & Learning Team Leaders and Chief Instructional Officer.

Compensation guidelines are applicable regardless of funding sources. District controlled special revenue funds and grants must ensure funding is available for compensation which will be based on the following:

Teachers currently under contract with the district

- **Teachers as Consultants**  
Teachers who create/revise curriculum or produce a district-wide product (outside of their contracted days) will receive compensation of \$125 per day.
- **Teachers as Program Leaders**  
Teachers who work in afterschool programs, summer school, etc.  
Certified staff - \$30 per hour  
Classified staff - \$15 per hour
- **Teachers as Professional Development Leaders**  
Teachers not under contract with the district who create and lead professional development will receive compensation of \$50 for half day and \$100 a full day.
- **Teachers as Professors**  
Teachers/coordinators who teach an approved graduate course (outside of their contracted days/hours) can be paid a stipend not to exceed \$2,500 per course. Courses and teachers must be vetted by the Teaching & Learning Department and the endorsing college/university.

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## Educational Leave for Classified Staff

- Classified employees must be employed a minimum of 3 years in a permanent, benefits-eligible position in order to request educational leave.
- Unpaid educational leave will be granted for one semester to classified staff seeking initial certification in a degree program in the educational field (i.e., classroom teacher, school counselor, media specialist, speech pathologist).
- If a classified employee already has a teaching certificate and is seeking a second certification (i.e., media specialist or school counselor), this will not qualify for unpaid educational leave because it is not considered initial certification. The employee would have to resign to fulfill these degree requirements.
- Employees can use personal leave days (if available) during their educational leave. The remainder of their educational leave will be unpaid.
- Employees will be sent a letter billing them for their portion of the insurance premiums in order for their insurance benefits to continue during their unpaid leave. If premiums are not paid by the deadlines set forth by PEBA, the insurance will be canceled due to non-payment and they will have to wait until a future open enrollment period or qualifying change in family status to re-enroll.
- If an employee continues their insurance benefits during their educational leave and does not return at the end of their educational leave to complete the semester, they will be billed for the employer portion of the insurance benefits or the employer portion of the insurance benefits will be deducted from their final check.
- If requests are made that require time off that would exceed one semester, those requests will not be granted. For example, a school counselor may need to take 150 hours off for observation or practicum and then 600 hours for an internship. We would grant one semester to complete the 600 hours for an internship but the 150 hours for observation/practicum would need to be completed in a school program designed before or after the school day and they would be expected to fulfill their normal job duties during their normal work hours.
- Outside of the semester off, employees can only use their personal leave (with prior supervisor approval) for any other degree-related requirements that they need to complete. We will not grant leave without pay beyond their available personal leave in order to complete assignments outside of their semester off. For example, an employee requests to take 10 days off in the 1<sup>st</sup> semester to complete observation requirements and then he has requested to take the 2<sup>nd</sup> semester off to complete his student teaching requirements. Since his personal leave is limited to either 3 or 6 days depending on length of service in Richland School District Two, his request would be denied and he would have to choose only one semester to take off. We would encourage him to explore options for completing the 10 days of observation in programs before or after school but he wouldn't be allowed to take 10 days off since he doesn't have enough personal leave to cover this absence.
- To ensure that an employee is not overlapping their school assignments with their normal job duties, any internships, practicums, observations, etc. will either need to be completed out of their normal work location or before or after normal school hours.
- Student teaching assignment locations are determined by the university and/or in conjunction with appropriate district personnel.
- District contacts for placement include Michele Taylor-Brown, Director of Teacher Quality; Dr. O'Tasha Morgan, Lead School Counselor; and Michelle Jordan, Lead Speech Therapist.

**2019-2020 Athletic Directors DRAFT July 2019  
Volunteer Coaching Procedures (Paid and Non-Paid)**

**Step 1 - Yearly Finance Athletic Supplement Spreadsheet**

- Each school will submit the Athletic Supplement Spreadsheet to Finance each summer. The list will be reviewed for any new additions and compared against our HR Approval Spreadsheet to ensure they are fully approved. ***Any changes after the final submission of the Athletic Supplement Spreadsheet will need to be submitted via the HR Recommendation form through Applitrack.***

\*\*\*\*\*

Current Directions for the Finance Athletic Supplement Spreadsheet:

Please find attached the Athletic Supplement detail for the 2019-2020 school year. In order to process these supplements in the most expeditious manner, please read the following:

- Please do not edit the rows and columns in the spreadsheet (i.e. do not add or delete columns or rows in the spreadsheet).
- If you choose to make any notes or adjustments to the 2018-2019 information, please highlight the cell to draw attention to your change.
- We have provided the 2018-2019 information as a point of reference only. Information related to 2019-2020 school year should be entered and/or copied into the indicated columns to the right of the spreadsheet.
- Note any split supplements or other pertinent information in the column labeled Comments.
- Please email completed spreadsheet to me and Brenda West **no later than July 8th.**
- Once you have submitted your finalized spreadsheet, any changes or addition to your athletic supplements will need to be submitted on a Recommendation for Hire form through HR.

For those supplements that are annualized , we hope to have all information entered so that supplements are incorporated into the employee's first paycheck for the new fiscal year; however, in the event that this does not happen, we will retro any amounts owed in the first check supplements are paid.

\*\*\*\*\*

**Step 2: HR Approval Spreadsheet**

- HR will maintain an HR Approval Spreadsheet that is a master listing of all coaches who have been cleared to work at various school locations.

**Step 2: Application review**

- HR posts 1 vacancy number that will be used for all sports recommendations. The position will stay active. Applications will be submitted online for all positions. The standard Richland Two job application will be used for all applicants.

- Reference requirements:
  - Two acceptable or updated work references on each candidate, to include one from the individual's most recent supervisor. If the individual does not have prior work experience, we can accept references from former teachers, coaches or college professors. Please know that if a person has worked at other school districts, to include coaching, we will want to check with an athletic director or school administrator to confirm that the individual left in good standing.

### **Step 3: Applicant Approval**

- School AD will receive an email from Traci Batchelder notifying them of the approval.
- Traci Batchelder adds the names of coaches once they are approved. If they are not on the spreadsheet, they are not approved. Coaches can just check the spreadsheet to see who is or is not yet approved for their location.
- Angela Mosley will contact all coaches who must attend an HR session for paperwork (paid volunteers).
- Provide orientation documents via Applitrack
- Links to required new hire videos will be provided to the new coach through Applitrack. The coach will watch each video prior to reporting to work



Gary Fulmer &lt;gfulmer@richland2.org&gt;

**Re: Coaching supplements**

1 message

Gary Fulmer &lt;gfulmer@richland2.org&gt;

Mon, Jul 28, 2014 at 4:10 PM

To: Keith Price &lt;kprice@richland2.org&gt;

Cc: Brenda Hafner <bhafner@richland2.org>, Brenda Mack-Foxworth <bmack@richland2.org>, Jeff Temoney <jtemoney@richland2.org>, Ralph Schmidt <rschmidt@richland2.org>, Sabrina Suber <ssuber@richland2.org>, Vince Lowry <vlowry@richland2.org>, David Gordon <dgordon@richland2.org>, Tim Hunter <thunter@richland2.org>, Jason Powell <jpowell@richland2.org>, Roosevelt Garrick <Rgarrick@richland2.org>, Harry Miley <hmiley@richland2.org>, "Dr. Baron R. Davis" <badavis@richland2.org>, Faye James <fjames@richland2.org>

THANKS FOR YOUR HELP. We appreciate the meeting this morning!

On Mon, Jul 28, 2014 at 3:32 PM, Keith Price <kprice@richland2.org> wrote:

It was just approved that you could use UP TO 3 of your football coaching positions to utilize the number of days and supplements for non-teaching coaches.

**Example 1**

You can use UP TO 3 of your positions to hire non-teaching coaches and combine the equivalent dollar amount for the 20 coaching days (based on daily rate of pay for beginning teachers with 0 years experience) plus the coaching supplement to pay those coaches. If you hire more than 3 non-teaching coaches, those beyond 3 will only get the supplement.

**Example 2**

If you want to split the supplement and the number of days so that you can keep the days with your teacher and give the supplement to another non-teaching coach, you can do that with UP TO 3 of your coaching positions.

The important thing to remember is that you can get creative with UP TO 3 of your positions, but not more. The fear is having too many non-teaching positions taking up these dollars and then missing the value of having these people in the schools all day, every day, all year long.

If you have any questions, please feel free to contact Roosevelt or me.

KP

--

Keith Price  
Assistant Superintendent for Schools

Richland School District Two  
6831 Brookfield Road  
Columbia, SC 29206

Phone = (803) 738-3207  
Fax = (803) 738-3297

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Gary Fulmer, CAA  
Director of Athletics  
Richland Northeast High School  
Phone: 803-699-2800 Ext 79855  
Fax: 803-699-2853



ADMINISTRATIVE OFFICES

### RICHLAND SCHOOL DISTRICT TWO SALARY COMPUTATION PROCEDURE FOR SHIFT DIFFERENTIAL PAY FOR QUALIFIED SECURITY STAFF

The procedure for computing salary with shift differential pay for an employee hired as security staff in the District is as follows: 2<sup>nd</sup> shift – 5% over the base hourly rate, 3<sup>rd</sup> shift – 7.5% over the base hourly rate, and weekend shift – 2.5% over the base hourly rate. Security employees paid below grade 6 does not qualify for experience credit, therefore a new security employee hired on grade 5 will be placed on step 0 with the shift differential added. The additional percentage will increase the step from 0 based on the shift worked and will be placed on a step that is comparable to the hourly rate computed.

Example – security employee on grade 5 step 0 employed on 3<sup>rd</sup> shift. Base hourly rate is \$11.03. 3<sup>rd</sup> shift differential is 7.5% x \$11.03/hr. equals \$11.86/hr. The step closest to 11.86/hr on grade 5 is step 4. Therefore the employee will be placed on step 4 which is \$11.91/hr.

**NOTE: The new step cannot be less than base salary plus shift differential pay. Supervisors should refer prospective employees to Human Resources for salary inquiries.**

$$\begin{aligned} 7.5\% &= 0.075 \\ 5\% &= 0.05 \\ 2.5\% &= 0.025 \end{aligned}$$

Adopted December 10, 2009

Approved

Date

12/11/09

## Pay for Afterschool Workers

Overtime pay is calculated based on a "regular" rate, which is always an hourly rate. For employees who are earning only one rate of pay per hour, you don't need to do any calculation at all to find the regular rate – that hourly wage IS the regular rate, and you pay 1.5 times that amount for all hours over 40 in a workweek.

When non-exempt employees earn two (or more) rates of pay for doing different jobs, employers must use a specific computation for determining an averaged regular rate to be used for overtime purposes. This computation consists of totaling the straight time earnings at each rate of pay during the workweek, and then dividing that amount by the number of hours worked in the workweek. The result, which is called the "weighted average", becomes the employee's regular rate for the purpose of computing overtime, and you must pay an additional .5 times that rate for all overtime hours worked in the week.

For example, if an employee works 16 hours at \$10.00 per hour and 30 hours at \$12.00 per hour, the total straight time amount earned is \$520.00. That amount is then divided by the total number of hours the employee worked (46) resulting in a weighted average regular rate of \$11.30.

Since the employer has already calculated the straight time rate for all 46 hours worked (\$520.00), only an additional half-time (.5) of the weighted average regular rate is due for the six overtime hours. The calculation goes as follows:

- \$11.30 (the weighted average regular rate) times .5 = \$5.65, thus \$5.65 is the half-time rate.
- \$5.65 times 6 hours of overtime = \$33.90. That is the amount of overtime owed to the employee for the work week.
- Therefore, the total wages earned for the 46 hours, including the six overtime hours, would be \$520.00 (the straight-time pay) plus \$33.90 (the overtime pay) for a total of \$553.90.

Please contact Alison Tabor (738-3281), Sandy Whittaker (738-8436), or Traci Batchelder (738-3302) for assistance regarding the calculation of pay for afterschool workers.



- *Additional athletic functions...ticket taker, concession, etc.*
- *Supplements that are not on a schedule...I think there are still some Coordinator supplements on the instruction/admin side...not sure if they are just grandfathered items or if they are still true supplements.*

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DeWarren Register &lt;dregister@richland2.org&gt;

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**Extra Pay**

5 messages

Shelley Allen &lt;sallen@richland2.org&gt;

Wed, Jul 18, 2018 at 4:06 PM

To: DeWarren Register &lt;dregister@richland2.org&gt;, Harry Miley &lt;hmiley@richland2.org&gt;, Shawn Williams &lt;shwilliams@richland2.org&gt;

Cc: Sandy Whitaker &lt;swhitaker@richland2.org&gt;

In our ongoing efforts to improve our processes and insure we are appropriately authorizing and documenting all payments made to employees, we have discussed for several months how to address the volume of pay that is being coded to an XTRA pay Job Code.

One of the biggest issues with the use of XTRA Job Code is the lack of documentation related to the authorized rate of pay. At this point, we have directed Payroll staff to seek HR authorization for any XTRA pay jobs and the related rate moving forward. Needless to say, this has been challenging for both Payroll and HR due to the number of Payroll Requisitions that come in on a weekly basis.

In order to prevent a bottle neck with additional pay, I would propose as a temporary fix that Payroll staff can pay additional pay items submitted by schools under the XTRA pay Job Code without seeking additional approval if the pay rate being used is the person's regular rate of pay and is for days not already paid in their regular pay contract. **Shawn, Harry and DeWarren....please let me know if you are comfortable with this approach for the time being.**

The other issue with overuse of the XTRA Job Code is there is little to no identification in the system as to what job or role the employee is being paid for and typically there is no set approved rate associated with the Job Code in the system. Several examples that we have pulled have almost no supporting documentation for the creation of the extra position/duties and the only reference to the rates being used may be on the time sheet coming from the school. Some of this can be addressed by using more appropriate Job Codes for work performed.

Over the past couple of weeks, we have created several new Job Codes to address some of the situations that repeatedly come up as being charged to XTRA. New Job Codes include:

BUST - Bus Driver Trainee  
INTR - Intern  
VOUC - Voucher Days  
TUTR - Tutoring

Please begin using these Job Codes moving forward in lieu of the XTRA Job Code. As we identify additional recurring duties, we can add new Job Codes as needed.

These simple changes will at least allow us to minimize our risks until we have the opportunity to do a re-implementation and get Weidenhammer to help clean up our dimension fields.

Please let me know your thoughts. Thanks.

--

Shelley S. Allen  
Executive Director of Financial Services  
Richland School District Two  
DO at R2i2 3rd Floor  
803.738.3289 Phone  
www.richland2.org

*Richland School District Two is currently on Summer Schedule. Beginning June 11, 2018 - August 3, 2018 all schools, offices and centers will be closed on Friday.*

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**Shelley Allen** <sallen@richland2.org>

Mon, Jul 23, 2018 at 10:39 AM

To: DeWarren Register <dregister@richland2.org>, Harry Miley <hmiley@richland2.org>, Shawn Williams <shwilliams@richland2.org>

Cc: Sandy Whitaker <swhitaker@richland2.org>

Just wanted to follow up with you all about this...I would really like to follow up with the Payroll Team on this if we are all in agreement. Thanks.

[Quoted text hidden]

---

**Harry Miley** <hmiley@richland2.org>

Mon, Jul 23, 2018 at 12:15 PM

To: Shelley Allen <sallen@richland2.org>

Cc: DeWarren Register <dregister@richland2.org>, Shawn Williams <shwilliams@richland2.org>, Sandy Whitaker <swhitaker@richland2.org>

Shelley, thanks for looking into this.  
I am ok with your suggestion re the temporary fix.

Harry

On Wed, Jul 18, 2018 at 4:06 PM, Shelley Allen <sallen@richland2.org> wrote:

[Quoted text hidden]

--

Harry W. Miley, Jr., Ph.D.  
Chief Financial Officer  
803-738-3294 (Office)  
803-315-3095 (Cell)

*Richland School District Two is currently on Summer Schedule. Beginning June 4, 2018 - August 3, 2018 all schools, offices and centers will be closed on Friday.*



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**Shawn Williams** <shwilliams@richland2.org>

Mon, Jul 23, 2018 at 12:57 PM

To: Harry Miley <hmiley@richland2.org>

Cc: Shelley Allen <sallen@richland2.org>, DeWarren Register <dregister@richland2.org>, Sandy Whitaker <swhitaker@richland2.org>

So am I.

[Quoted text hidden]

--

**Shawn C. Williams, PHR**  
Chief Human Resources Officer  
Richland School District Two

Mailing Address: 124 Risdon Way, Columbia, SC 29223

Physical Address: 763 Fashion Drive, Columbia, SC 29229

## Guidelines for School Security Monitors

- The security monitors, while they are provided training, uniforms, equipment and guidance by the security department, do not work for security.
- Security monitors work for the individual schools where they are monitors.
- Time entry guidelines
  - ✓ All hours worked at the school should be entered into timeclock plus.
  - ✓ Days the school is closed, even if it's technically a work day for the security monitor, no hours are entered. The security monitor will be paid for this time.
  - ✓ If the school is open, the security monitor is expected to be there.
  - ✓ ~~Vacation~~ days that security monitors don't work should not be entered.
  - ✓ ~~Vacation~~ days that security monitors DO work, should be entered and notation left in comments.
  - ✓ **If they work security after their regular school monitor hours, they report to Security. That is considered a second, sub position. Approval of these hours is not the responsibility of the school.**
- Security monitor's pay is based on a 40 hour work week.
- Time off while the school is open, will require leave time to be used
- If the security monitors work over 8 hours/day per request of the individual school, they will be paid overtime for any time over 40 hours each week.

Holiday



ADMINISTRATIVE OFFICES

**RICHLAND SCHOOL DISTRICT TWO  
REVISION OF PERSONNEL PROCEDURE  
GRADE PROMOTION  
APPROVED MAY 8, 2000**

To compute salary when an employee moves to a higher-grade job – begin on the lowest step on which he/she will receive a raise (minimum raise will be \$.05 per hour). Then move to the step that is half-way between the step where there's a raise and the step that the employee was paid on in the lower-grade position.

Approved by:

Daniel E. Cobb, Ed.D, Director of Human Resources

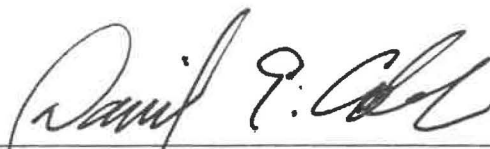
xc: Mr. Steve Mann  
Mrs. Mary Salter

**RICHLAND SCHOOL DISTRICT TWO  
REVISION OF PERSONNEL PROCEDURE  
GRADE PROMOTION  
APPROVED FEBRUARY 24, 2004**

To compute salary when an employee moves to a higher-grade position – begin on the lowest step on which he/she will receive a raise (minimum raise will be \$.05 per hour). Then move to the step that is half-way between the step where there's a raise and the step that the employee was paid on in the lower-grade position.

In addition to the above formula, if the employee can produce verification of employment in a position that is comparable to the new position in which they are promoted, one step for every 2 years of verified experience will be awarded up to a maximum of 10 years experience (a maximum of 5 additional steps).

Approved by:



Daniel E. Cobb, Ed.D, Director of Human Resources

Going from the Support Staff Salary Schedule to the Professional Assistant Salary Schedule.

- 1.) Figure the daily rate of the person pay from the support staff pay scale (grade & step)
- 2.) Go to the prof. asst. schedule find the close daily rate to that of the person's current daily rate
- 3.) Then depending on the step the person is on from the support staff schedule, find the daily rate between the daily rate that is closest to that the person is currently on the prof. assist. scale and the daily rate of the actual step the person is on the support staff pay schedule. The new pay will be based on the daily rate in the middle.

\* same formula is used on the support staff schedule going from one grade to another.

DeWarren,  
Here are the notes  
I was referring to  
on Friday.

Support →  
Professional  
Asst.  
Salary

**Experience Credit Guidelines – New Employee**



Grant experience credit for grade 7 and above only. The maximum amount of experience – 10 years – place on step 5. Only experience that relates to the job will be counted. Experience must be satisfactorily verified in writing by previous employer(s). Formula = 1 in-district step for each 2 years of out-of district experience. If the person begins after the month starts, place on the advanced step at the beginning of the next month.

Approved: Daniel E. Cobb, Director of Human Resources    January 21, 1999

To compute salary when an employee moves to a higher grade position, begin at the lowest step on which he/she will receive a raise (Minimum raise will be \$.05 per hour). Then move to the step that is half-way between the step where there is a raise and the step that the employee was paid on in the lower grade position.



TO: Current ABA Line Therapists

FROM: Katinia Davis, Chief Instructional Support Services Officer   
Shawn C. Williams, Chief Human Resources Officer 

DATE: March 15, 2018

SUBJECT: Phase out ABA/Teacher Assistant Stipend

Richland School District Two Special Education Services continually seeks the most effective practices for meeting the needs of our students. We determined a need to enhance the training for teaching assistants that work with students diagnosed with autism and other students with similar needs. We provided on-site training and supervision required for staff to pursue the Registered Behavior Technician (RBT) credential.

We appreciate the commitment you have given and continue to give to our students and teachers, however, we are transitioning away from the TA/ABA model to the RBT model of service. The TA/ABA model will be phased out completely at the end of this school year (2017-18). All of you have been receiving a stipend (\$2,000) to help compensate for your additional training and the specialized classroom support that you provide. The stipend (\$2,000) will also be discontinued at the end of this school year (2017-18).

Some of you were interested, applied, accepted the on-site training, completed the requirements, and have received the RBT credential. We appreciate your service and are proud of your accomplishments.

c: Dr. Kathy P. Whaley

Over to  
7/31/18

# Recommendation for Employment

For: Egan, Anthony  
Sent By: ccorner

Completed By: User - ccorner

Sent On: 7/9/2018 2:36pm CT  
Completed: 7/9/2018 2:45pm CT

For Job ID: 6535 - Occupational Therapist - Available 2018-2019 Part Time one and 1/2 days per week at District Office

Location:	District Office
Job Title:	Occupational Therapist
Assignment:	
Candidate is being hired as a replacement for:	Jennifer Densmore
* Reason for vacancy:	Resignation
Type of employment is for:	Certified Employment
* Is applicant highly qualified to teach?	No
* Is this position for a Title One School?	No
Hours (or teaching periods) per day:	7
Days per year:	2 days/week
This position is for:	Part Time
If position is temporary, please indicate ending date of employment	
Account Number:	19.203.215.00110.
Funding Type:	Special Revenue Funds 086.0371
Special Revenue Funds, administered/authorized by:	Katinia Davis
Beginning Date of Employment	8/15/2018
Contract Type:	Annual

### Comments

Part time Occupational Therapy Assistant working 2 days per week. The position for a regular OT was for 1.5 days per week.

Certification Status (office use only)

↑ Per Craig Corner, Mr. Egan will work 7 hours per day, 2 days per week.

if no experience credit verification forms, put on Teacher schedule, doctorate level of education, 190 days at step 0 with an hourly rate of \$35.57 (47,308/190/7).

- once Experience credit forms are received, give 1 step for every 2 years of work experience up to a maximum of 5 steps.
- If person does not work Full time on the experience credit verification form, give them credit per year based on their # of hrs worked ÷ 40 per week.

## RECOMMENDATION FOR EMPLOYMENT

### IN PROCESSING

Recommendations for employment will come via Applitrack (email notifications).

Once recommendations have been received began processing:

1. Check Applitrack for new employees information.  
OnBoarding begins: Select the type employment paperwork packet in Applitrack. Click and send to applicant to complete and electronically sign. Applitrack must submit onboarding forms in Applitrack.
2. Copy Bookkeeper for Board information on the bottom of the recommendation form.

**NOTE (Both Classified & Certified):** If recommendation for employment is for a current employee transferring into another position and/or location write in the employees current position, current location for the position being vacated.

3. **CONTRACTS, LETTERS OF AGREEMENT, EMPLOYMENT OFFERS**  
For certified professional employees (see attachment 1 contract for professional employees attached)  
For professional non-certified employees (see attachment 2 contract for professional non-certified)  
For classified employees (see attachment 3 offer of employment)  
For Retired employees rehired (see attachment 4 Retiree letter of agreement)  
Negotiated contracts (Completed by CHRO and Director of HR)

### IMPORTANT INFORMATION ON TEACHERS WHO ARE HIRED WITH LESS THAN 152 DAYS OF EMPLOYMENT DURING THE SCHOOL YEAR –

Any teacher/guidance/assistant administrator/media specialist/psychologist will be given a letter of agreement (see attachment 5)

4. For certified employees – teachers, etc.. Go to the teacher certification website ([ed.sc.gov](http://ed.sc.gov)) sign on and select (CPS) for certification  
Attachment 6  
Print the page from the website regarding certification. You will need it to

list the certification status such as Masters, Bachelors, Doctorate, etc, and years of experience

Contracts/offers of employment/letters of agreement must be completed

SLED CHECKS

E-VERIFY (see attached)

RECEIVED SEP 4 9 2009

Occupational Therapists/ Physical Therapists

This year we have had a vacancy for an Occupational Therapist (OT's) since May. OT services are required on some of our student's IEP's. We presently pay OT's and Physical Therapists (PT's) on the doctoral teacher scale. They are placed on the salary scale based on their number of years experience *working in schools*. There is a national shortage of OT's and PT's and they make higher salaries working in medical settings.

The district's present salaries are not seen as competitive in the workplace or compared to our neighbor. Richland One places therapists on the salary scale based on their total years of experience regardless of whether it was in schools or not.

If we are unable to hire an OT we will have to contract for OT service through an agency. They charge approximately \$64 dollars per hour. This hourly rate is higher than a district OT would receive (salary and benefits) with 13 years of experience.

We are proposing that the district adopt the following pay structure for OT's and PT's:

- Continue to pay on the Doctoral teacher level
- Continue to grant one full year of experience for every year in a school
- *Grant 1/2 year of experience for every year of documented experience working with a school age population in a nonschool setting (maximum up grade 5 steps).*

SM  
7/31/09

R. Flannery  
7/31/09

## REVISION FOR JOB CHANGE (VOLUNTARY TRANSFERS)

When an employee voluntarily transfers to a lower-grade position and has lost steps through a previous promotion, steps will be calculated as though the promotion has not occurred.

Approved by Dan Cobb 7/25/01

*If it will place them on a different/lower schedule, they will keep their step. only  
if they had not received a promotion in the past.*

**Faye James - Faye, Sarah, and Monica:**

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**From:** Traci Batchelder  
**To:** Henderson, Monica; James, Faye; Sanchez, Sarah  
**Date:** 3/19/2008 8:33 AM  
**Subject:** Faye, Sarah, and Monica:

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Faye, Sarah, and Monica:

Since we don't have to calculate school nurse experience credit very often, the question periodically arises about calculating experience credit for nurses, so I wanted to send this e-mail out to make sure we were all on the same page:

Newly hired nurses get one year of experience credit for every one year of prior school nursing experience.

For every two years of outside nursing experience, the newly hired nurse gets one step up to a maximum of five steps.

This practice should be consistent with how we have granted experience credit to our existing nursing staff. Please let me know if you have any questions at all. Thanks!

## **SALARY CALCULATION PROCEDURES – SOCIAL WORKERS**

Revised 07/27/2006

Effective July 1, 2006

A Social Worker hired into Richland School District Two will be paid 1 step for each year of verified work experience in Social Work.

Approved by Richard C. Inabinet, Chief Human Resources Officer 07/27/2006

EXPERIENCE CREDIT GUIDELINES - NEW EMPLOYEE

Grant experience credit for grade 7 and above only

Maximum amount of experience - 10 years - place on step 5

Only experience that relates to the job will be counted

Experience must be satisfactorily verified in writing by previous employer(s). Formula is not automatic; negotiate less, if possible

Formula = 1 in-district step for each 2 years of out-of-district experience

If person begins after month starts, place on advanced step at the beginning of the next month

Adopted by Richland School District Two Board of Trustees June 25, 1990.

EXPERIENCE CREDIT GUIDELINES - REEMPLOYMENT

To come back on the same step, an employee must return within 6 months

Treat as a new employee after 6 months since termination

Loss of benefits, seniority and sick leave when employee quits, regardless of how soon he/she returns

JHH 7/10/90

STATE OF SOUTH CAROLINA            )  
   )  
 COUNTY OF RICHLAND                 )       **FIRST AMENDMENT TO THE  
 PROFESSIONAL EMPLOYMENT  
 AGREEMENT BETWEEN RICHLAND  
 SCHOOL DISTRICT TWO AND  
 NAME**

The Board of Trustees of Richland School District Two has entered into an employment contract with **NAME** whereby the said **NAME** was employed to serve Richland School District Two as **TITLE** of Location of position for a term commencing **DATE OF ORIGINAL CONTRACT**, and ending June 30, 2020. The said contract of employment is still in effect. It now appears that the Superintendent is desirous of amending the said contract in the following particulars:

1. Paragraph 1 (Term) of the contract shall be amended so as to extend the term through June 30, 2021. Accordingly, Paragraph 1, as amended, shall provide:

The District hereby employs and the **TITLE** hereby accepts employment as **TITLE** of the District for a term commencing **DATE OF ORIGINAL CONTRACT**, and ending June 30, 2021.

2. Paragraph 3 (Compensation) of the contract shall be amended so as to provide for an annual salary of Spelled out **SALARY** Dollars (**\$SALARY**), effective July 1, 2018. Accordingly, Paragraph 3, as amended, shall provide:

The District shall pay the **TITLE** an annual salary of **Spelled out Salary** Dollars (**\$SALARY**). The annual salary rate shall be paid to the **TITLE** in accordance with the schedule of salary payments in effect for other certificated employees of the District. The District and the **TITLE** may mutually agree to adjust the salary of the **TITLE** during the term of this contract. Loss or reduction in any amount of anticipated or appropriated State, local or federal funding may, at the discretion of the District, require a pro-rata reduction of salary; a reduction in the term of this contract and pro-rata reduction in salary, i.e., a furlough consistent with State law, or a reduction in contract days in accord with State law.

3. Paragraph 6 (Renewal) of the contract shall be amended so as to revise the dates in the automatic renewal clause to be consistent with the extension of the **TITLE**'s contract.

Accordingly, Paragraph 6, as amended, shall provide:

If the Superintendent does not notify the **TITLE** in writing, before January 31, 2021, that this employment contract will not be renewed, it shall be deemed that the District has renewed this employment contract for one year, extending from the termination date set forth above. The **TITLE** shall remind the Superintendent in writing of the existence of this automatic renewal clause. Such notice shall be provided to the Superintendent two months prior to the December 2020 Board meeting.

IN WITNESS WHEREOF, the Superintendent has caused this First Amendment to be approved on the District's behalf and the **TITLE** has approved this amendment this \_\_\_\_ day of July, 2018.

SUPERINTENDENT, FOR THE  
BOARD, RICHLAND SCHOOL  
DISTRICT TWO



\_\_\_\_\_  
Dr. Baron R. Davis

**TITLE**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

Columbia, South Carolina

This agreement is entered into by and between the BOARD OF TRUSTEES OF SCHOOL DISTRICT NO. 2 of RICHLAND COUNTY, hereinafter referred to as the Employer, and «Last Name», «First Name» «Middle Name»  
(Name of Professional Employee)  
hereinafter referred to as the Employee.

**WITNESSETH:**

The employee shall maintain throughout the life of this contract the required qualifications of a teacher, including a valid South Carolina Teaching Credential to perform his or her teaching assignment in accordance with applicable federal and State laws, and all South Carolina State Board of Education implementing rules and regulations. Failure to maintain such professional qualification(s) during the contractual period shall constitute grounds for termination of this contract. Subject to any special conditions set forth below, the employee agrees to discharge faithfully for the school year 2018-2019 all the duties imposed on a(n) «Job\_Code\_Description» by District policies & procedures, by the laws of South Carolina and by the administrative rules and regulations, which have the effect of law.

The District agrees to pay the Employee according to the salary schedule adopted by the Board. This salary schedule will be made available as soon as practicable. Loss or reduction in any amount of anticipated or appropriated state, local or federal funding may, at the discretion of the District, require a pro-rata reduction of salary; a reduction in the term of this contract and pro-rata reduction in salary, i.e., a furlough consistent with State law, or a reduction in contract days in accord with State law; or a termination of this agreement. Furthermore, any decline in student enrollment, elimination or change in course programming, or temporary closing of school or District operations because of emergency circumstances may require a pro-rata reduction in term and/or salary. Any such actions will be based on the recommendation of the Superintendent and must be approved by the Board. Any position eliminations will be handled in accordance with Board Policy GCQA/GCQD (Reduction in Force).

The employee will discharge acceptable service for the number of days prescribed in Item 1 under SPECIAL CONDITIONS.

This contract is void unless the Employee signs and returns one original copy which must be received in the District Office before May 11, 2018.

**SPECIAL CONDITIONS:**

1. The employee will be employed for «Contract\_Days» days.
2. The amount of the annual salary will be determined by the employee's certificate issued by the State Department of Education and the District's salary schedule.
3. The employee shall file the following with the personnel office of the district before the beginning of the period for which employed, if then available, or as soon thereafter as available: (a) Health Certificate, (b) Teacher's Certificate, (c) South Carolina Retirement Number or application to join the Retirement System, if not already a member, (d) Social Security card or application for card if not already a member, (e) Withholding Tax Exemption Certificate.
4. Consistent with S.C. Code § 59-25-410, the employee will be notified of his/her tentative assignment on or before August 15th of the contract year. This tentative assignment may be changed by the Superintendent upon notice to and consultation with the employee.
5. Any reassignment of an administrator will be made consistent with S.C. Ann. Section 59-24-15. (Rev. 1998)
6. This contract is issued as a(n) «CONTRACT\_TYPE» contract as defined by Section 59-26-40 of S.C. Code of Laws. (Rev. 2012)
7. This offer of employment is subject to receipt of a criminal record history report from the South Carolina Law Enforcement Division, which reveals no good and just cause for its withdrawal.
8. The administration may assign reasonable extracurricular activities to the employee. *Each extracurricular assignment, including coaching assignments, is for the stated school year only, and no expectations are created concerning assignments for future years. All extracurricular assignments are discretionary with the administration and may be made or terminated at any time, upon notice to and consultation with the employee.*

Signed \_\_\_\_\_  
Employee

Date

Signed Barr R. Davis  
Agent for Employer

# Employee Payroll Cards (Termination Procedures)

Upon email notification of employee separation form, complete the following steps:

1) Compose a letter of acceptance of resignation. See sample letter for employees who hold state department certification or for classified employees, see sample letter.

1. Upon receipt of Employee Payroll Card, locate employee's record in ALIO.
2. Change Employment Status to (N – Inactive)
3. Click on Dates button (**located to the right of Employment Status field**).
4. Complete the following steps on the **Set Termination Dates Screen**:
  - a. Enter Termination Date
  - b. Enter Date Code (reason employment ended – Resigned, Retired, Terminated, Deceased)
5. Select Terminate all Jobs and Pays – the contract year should populate automatically.
6. Select Set All End Dates
7. Select Set Roll Flag to N
8. Under Leaves, select Terminate All Leaves
9. Click Submit
10. Go to the Dates Screen in ALIO
11. Under Date Type – Add Termination Field by clicking on the drop down arrow and selecting TERM.
12. In the date field, enter last date of employment (**Usually the employee's resignation letter which includes last date of employment is attached to the payroll card. If not, log-in to Onbase to review employee's letter of resignation to determine last date of employment**).

**RICHLAND SCHOOL DISTRICT TWO  
SALARY COMPUTATION PROCEDURE FOR  
SHIFT DIFFERENTIAL PAY FOR QUALIFIED SECURITY STAFF**

The procedure for computing salary with shift differential pay for an employee hired as security staff in the District is as follows: 2<sup>nd</sup> shift – 5% over the base hourly rate, 3<sup>rd</sup> shift – 7.5% over the base hourly rate, and weekend shift – 2.5% over the base hourly rate. Security employees paid below grade 6 does not qualify for experience credit, therefore a new security employee hired on grade 5 will be placed on step 0 with the shift differential added. The additional percentage will increase the step from 0 based on the shift worked and will be placed on a step that is comparable to the hourly rate computed.

Example – security employee on grade 5 step 0 employed on 3<sup>rd</sup> shift. Base hourly rate is \$11.03. 3<sup>rd</sup> shift differential is 7.5% x \$11.03/hr. equals \$11.86/hr. The step closest to 11.86/hr on grade 5 is step 4. Therefore the employee will be placed on step 4 which is \$11.91/hr.

**NOTE: The new step cannot be less than base salary plus shift differential pay. Supervisors should refer prospective employees to Human Resources for salary inquiries.**

Adopted December 10, 2009

Approved \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE: Security Staff who resigns from a regular budgeted position and is rehired as a substitute security officer will be paid as a substitute at step 0.**



Jessica McElroy &lt;jmcelroy@richland2.org&gt;

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**Salary Computation - Decrease**

1 message

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**DeWarren Register** <dregister@richland2.org>  
To: Jessica McElroy <jmcelroy@richland2.org>

Tue, Aug 28, 2018 at 4:19 PM

Jessica,

Per our conversation, if an employee is on a 2nd shift (5% increase), 3rd shift (7.5 increase) or working the weekend (2.5% increase) and move to a day time or substitute position. We will compute their salary by removing the applicable percentage premium and placing them on the step closes to the reduced amount without going below the newly calculated amount.

Example:

Employee makes \$13.79 with a 2nd shift differential (5%). They are now moving to a sub or daytime position, their new salary will be  $\$13.79 * .95 = \$13.06$

**Grade 5**

Step 7 - \$13.02

Step 8 - \$13.26

We would pay them at step 8 (\$13.26) as the new step cannot be less than the adjusted differential.

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Please let me know if you have any question.  
Thank you.

**DeWarren Register, PHR, SHRM-CP**  
Human Resources Director  
office: 803-738-3217  
email: dregister@richland2.org

**Human Resources - Mailing address:**  
Richland School District Two  
R212 - First Floor HR  
124 Risdon Way  
Columbia, SC 29223

**Human Resources - R212 Location:**  
First Floor HR  
763 Fashion Drive  
Columbia, SC 29229





**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**  
**Washington, D.C. 20507**

2017-399

September 17, 2018

To:

RICHLAND COUNTY SCHOOL DISTRICT 02  
124 Risdon way  
COLUMBIA, SC 29223

**ATTN: DISTRICT SUPERINTENDENT**

**Login ID: 4503390**

**Password: 6SkVx22s**

Dear Recipient:

**The 2018 EEO-5 Online Filing System is now open.** This letter includes important information about the 2018 EEO-5 survey.

The 2018 EEO-5 report must be submitted **and** certified on or before **NOVEMBER 30, 2018.**

The Equal Employment Opportunity Commission (EEOC) has developed four convenient methods for filing your report.

**EEO-5 ONLINE FILING SYSTEM**

The **easiest** method of filing the EEO-5 report for most employers is through the *EEO-5 Online Filing System*. The unique data for each employer is located at <https://egov.eeoc.gov/eeo5>. You can access your report with the Login ID and Password above.

**PAPER EEO-5 FORMS**

If you decide to file paper reports, you may obtain the forms by following the online operating instructions for the *EEO-5 Online Filing System* and print your reports. (If you do not have Internet access, or choose not to use the EEO-5 online filing application, please fax a written request for paper EEO-5 forms to the EEO-5 Reporting Center at 1-866-262-0032 (fax), or send an email to [EEO5@eeocsurvey.com](mailto:EEO5@eeocsurvey.com). You **MUST** provide your District's Login ID.)

When completed, mail the original, signed EEO-5 report to our address below. **DO NOT USE ANOTHER ADDRESS TO AVOID LOSS OF YOUR REPORT THROUGH MAIL TRANSFERS.**

## **DATA FILE TRANSFERS**

Employers may submit reports as data files (*ASCII (TEXT) or CSV Only – Electronic Transmission Preferable*). **ALL** EEO-5 electronic data file transfers should be uploaded via the online filing system or by emailing as an attachment to [EEO5@eeocsurvey.com](mailto:EEO5@eeocsurvey.com). The format of your data file(s) **MUST** follow the file layout(s) set forth in the EEOC-approved specifications for submission of EEO-5 data as a data file available at <https://egov.eeoc.gov/eo5>. You may also save your data file to a compact disk and mail your data file(s) to the address below.

## **COMPUTER PRINTOUTS**

Employers may also submit reports on paper but as computer printouts. However they must follow the EEOC-approved specifications for this alternate reporting format. If you want to use this method, you may print a copy of the computer printout specifications at <https://egov.eeoc.gov/eo5>. *Test computer printouts must be submitted to the EEO-5 Reporting Center for review and approval **PRIOR** to final implementation.*

## **EEO-5 SURVEY INFORMATION**

The EEO-5 Report is collected biennially under the authority of Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e, et. seq., as amended.

Every public elementary and secondary school system or district, including every individually or separately administered district within a system, and every separately administered school, with 15 or more employees, and every individual school regardless of its size, within such system or district, is required to make or keep all records necessary for completing and filing the report EEO-5, whether or not it is required to file the report in any particular year.

Should you have any questions, please contact the Employer Data Team at:

**Employer Data Team  
Office of Enterprise Data and Analytics  
P. O. BOX 8127  
Reston VA 20195**

**Tel: (877) 318-0325 (toll-free)  
Fax: (866) 262-0032  
E-mail: [EEO5@eeocsurvey.com](mailto:EEO5@eeocsurvey.com)**

Thank you.

Employer Data Team  
Office of Enterprise Data and Analytics



**EQUAL EMPLOYMENT OPPORTUNITY  
WASHINGTON, D.C. 20507**

**COMMISSION**

**EEOC FORM 168A, ELEMENTARY-SECONDARY STAFF INFORMATION (EEO-5)**

**INSTRUCTIONS FOR FILING AND RECORDKEEPING REQUIREMENTS  
(Definitions of Terms and Categories are Located in the Appendix)**

Federal law authorizes the Equal Employment Opportunity Commission (EEOC) and the Office for Civil Rights (OCR) of the U.S. Department of Education (ED) to prescribe such records and reports as are necessary for the enforcement of the Civil Rights Act of 1964, as amended. Accordingly this report is required by the OCR/ED to ensure compliance with Title VI of the Act and is required by EEOC under Section 709(c) of Title VII. Every employer subject to this Title shall keep such records and submit such reports as required by the EEOC.

This compliance reporting system is being implemented as a joint effort between EEOC and OCR/ED for the collection of employment data of public elementary and secondary school systems or districts. The applicable laws and regulations promulgated pursuant to such laws by EEOC and the OCR/ED are reprinted in Section 4 of the Appendix.

**1. RECORDKEEPING AND FILING REQUIREMENTS**

Every public elementary and secondary school system or district—including every individually- or separately-administered district, with 15 or more employees within a system; and every individual school, regardless of its size, within such system or district—is required to make or keep all records necessary for completing and filing the report EEO-5, whether or not it is required to file the report in any particular year.

Biennially, in the even numbered years, EEOC will determine which of these systems, districts, and schools will be required to file report EEO-5, and will notify them of that fact.

A report must be filed covering the employment data of all the administrative and other functions of the system or district and the combined employment data of all the schools and annexes within the system or district, regardless of the employment size of individual schools or annexes.

**2. WHEN TO FILE**

Employment statistics must cover the payroll period closest to October 1 of the reporting year and the report must be filed no later than November 30.

**3. WHERE TO FILE**

The completed report should be forwarded to the address indicated on the form or in the cover letter. EEO-5 reports can also be filed electronically by going to EEOC's On-line System for the EEO-5 at <https://egov.eeoc.gov/eeo5>.

**4. HOW THE FORMS WILL BE DISTRIBUTED**

Forms will be distributed by EEOC using two methods: (1) direct mail to the school system or district, and (2) indirect mail to the school system or district through the State Education Agency. The indirect mail method is a special reporting procedure. This method will only be used in those states in which the State Education Agency agrees to the special procedures set forth by EEOC for such transmittals.

The school system or district will retain the ultimate responsibility for its completed EEO-5 report. EEOC will inform the school system or district if it is in an indirect mail state. The reports from indirect mail states may be certified within the system or district at the state level if prepared by the state.

**5. REQUIREMENTS FOR INFORMATION AND SPECIAL PROCEDURES**

A school system or district that believes that preparation or the filing of report EEO-5 would create an undue hardship may apply to EEOC for leave to use a special reporting procedure, submitting a written, alternate proposal for preparing or reporting the required information. Computer printouts and diskettes are special reporting

procedures. See Section 11 for general guidelines to be used in their preparation.

Only those special reporting procedures approved in writing by EEOC are authorized. Such authorization will remain in effect until written notification of cancellation is given by either party.

Direct all requests for special reporting procedures to: The EEO-5 Coordinator, EEOC Program Research and Surveys Division, 131 M St., NE, Washington, D.C. 20507. No other address is valid for these requests.

## 6. INSTRUCTIONS FOR FILING EEO-5

### A. TYPE OF REPORT

EEOC Form 168A is the aggregate report for the entire school system or district. The report for the school system or district must provide summary data for all personnel employed by the school system or district either full-time or part-time, regardless of the location of the person's assignment to a school or other unit of the school system or district. Full-time personnel must be reported in Part II-A of the report; part-time personnel are to be reported in Part II-B. It is important to note that if a person is employed on a full-time basis by the school system or district, but assigned to one or more schools on a part-time basis in each, that person must be reported as a full-time employee on EEOC Form 168A.

### B. DATA TO BE REPORTED

#### PART I - IDENTIFICATION INFORMATION

##### A. Type of Agency Which Operates the Reporting School System or District.

Check the agency which operates the reporting unit (School System or District) and which has the responsibility or ultimate authority for the employment or dismissal of a member or members of the staff.

##### B. School System Identification

This section may be omitted if the address information on the preprinted label is correct. If the preprinted address is incorrect, please provide the correct mailing address in this section.

##### C. General Statistics/School Information

###### *General Statistics (EEOC Form 168A)*

Enter the total number of schools and separate teaching facilities or annexes operated by the school system or district. Also enter the total enrollment as of October 1 of the current year or the nearest date when enrollment is stabilized.

## PART II - STAFF STATISTICS

This part of the report will reflect, for the given payroll period, the number of employees who are full-time, part-time and full-time new hires by activity assignment classification as shown in the stub of the matrix. The total for each activity assignment classification should be reported in column A. The totals must be further tabulated by sex for each of the designated race/ethnicity categories in columns B through K. Be sure to give the actual date of payroll used for your report.

### A. Full-Time Staff (See Section 2 of Appendix for definitions of assignment classifications)

Lines 1-19 should include all full-time employees, except for elected and certain appointed officials (as explained in the definition of "Employee" in section 1 of the Appendix). Include in these statistics all full-time employees of the system or district whether or not they are assigned part-time to one or more schools. With the exceptions of persons required to be reported on line 9, *Psychological*, report employees having multiple activity assignments, such as teacher-counselor or similar combinations as is frequently the case in guidance, library, audiovisual, etc., as full-time in the assignment in which they spend at least 51 percent of the time. If the employee spends exactly 50 percent of the time in one of two assignments, report him or her as full-time in the more critical one. If the time is distributed between more than two assignments, report the employee as full-time in the one in which he or she spends the major portion of the time or in the more critical one if the time is evenly distributed.

### B. Part-Time Staff

Lines 20 through 22 should include statistics for all part-time employees.

### C. Full Time New Hires

Lines 23-28 should include the number of full-time new employees who appear on the payroll for the first time between July 1 and October 1 of the survey year, for each of the assignment classifications listed. Use the definition of full-time shown in the Appendix for reporting new hires in school systems and districts. Do not report as a new hire an employee who has been on sabbatical or any other type of leave which is not considered a break in service, nor should anyone involved in a change in job category or promotion be reported as a new hire.

New hires must also be counted in part A, Full-Time Staff.

#### 7. PRESERVATION OF RECORDS MADE OR KEPT

The EEO-5 report requires the combining of some data. Separate employment data by sex and race/ethnicity identification in those job categories should be maintained on site in such manner as is required in the EEO-5 report, and should be available upon request to representatives of Federal Agencies. Copies of the submitted EEO-5 report must be retained for a period of 3 years.

#### 8. CERTIFICATION

Certification of EEOC Form 168A should be made by a school official. Documents in support of the certification should be maintained at the central office.

Enter the telephone number (include area code and extension, if any), email, name, title, and signature of the school district official who is responsible for the report and can answer questions about it. The EEOC General Counsel has approved rubber stamp signature reproductions as legally valid for the EEO-5 survey forms. If your district uses a rubber stamp, please be sure to stamp all copies before returning them to EEOC.

#### 9. PUBLICATION OF EEO-5 DATA

The two organizations that sponsor EEO-5 operate under different legislative authorities and have different plans for publication.

Within these limitations, both organizations may publish or otherwise make available statistics combining school systems into geographic aggregates, such as States, regions, etc.

As restricted by Section 709(e) of the Civil Rights Act of 1964, the EEOC will not publish any data other than such aggregates.

The Office for Civil Rights may, as in some of its previous surveys, publish privacy-protected data by school system or district.

#### 10. REQUEST FOR FORMS AND INSTRUCTION BOOKLET

Copies of EEOC Form 168A and the Instruction Booklet may be ordered from EEOC at the address printed in the cover letter, from the designated State Liaison Officer, or obtained at <https://egov.eeoc.gov/eo5>.

#### 11. SUBMISSION OF COMPUTER PRINTOUTS AND DISKETTES

Computer printouts and diskettes may be submitted in lieu of the standard EEO-5 survey form as a special reporting procedure. A school district or system or State Education Agency must have written approval of its printout or diskette format *before* the printout is submitted in fulfillment of EEO-5 filing requirements. The following guidelines must be adhered to:

- a. The print format designed by EEOC must be used. A copy of the format may be obtained from the following address:

The EEO-5 Coordinator  
EEOC-Program Research and Surveys Division  
131 M Street, N.E.  
Washington, D.C. 20507

Test output must also be mailed to this address

- b. Each printed report must be individually signed or signature stamped as if it were a standard survey form.
- c. The original and one copy of the printed report must be filed.
- d. The school district or system must keep one copy of its report on file as required by Chapter XIV, Title 29, Code of Federal Regulations, Section 1602.41.

Print formats other than those approved by EEOC will not be accepted.

#### 12. ESTIMATE OF BURDEN

Public reporting burden for this collection of information is estimated to average two and a half (2.5) hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. A response is defined as one survey form. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to:

The EEOC Clearance Officer  
Office of Research, Information and Planning  
131 M Street, N.E. Room 4SW30F  
Washington, D.C. 20507

Unless the collection displays a currently valid OMB control number, respondents are not required to fill out this form.

The full text of the OMB regulations may be found at 5 CFR Part 1320, or Federal Register, vol. 60, no. 167, Tuesday, August 29, 1995, page 44978.

PLEASE DO NOT SEND YOUR COMPLETED REPORT TO THE ABOVE ADDRESS.

## APPENDIX

### 1. DEFINITIONS

- a. **EEOC** refers to the Equal Employment Opportunity Commission established under Title VII of the Civil Rights Act of 1964, as amended.
- b. **Employee** refers to a person employed by a school system or district. This term shall not include any person elected to public office in a State or political subdivision of a State by the qualified voters thereof, or any person appointed by such officer to be on such officer's personal staff, or an appointee at the policy-making level, or an immediate adviser with respect to the exercise of the constitutional or legal powers of the office. However, this exemption shall not include employees subject to the civil service laws of a State government, government agency, or political subdivision.
- c. **Full-time employees** refers to persons employed on a full-time basis during the pay period. These are the staff members who work for the school system or district for the whole day everyday (excluding temporary and substitute employees).
- d. **New hires** refers to persons who were hired for the first time or after a break in service for full-time employment by the particular school system and who appear on the district payroll for the first time between July 1 and October 1.
- e. **OCR** refers to the Office for Civil Rights, U.S. Department of Education.
- f. **Part-time employees** refers to persons employed during this pay period who are usually engaged for less than the regular full-time work week. Do not include temporary or substitute employees.
- g. **School** refers to a division of the school system or district consisting of a group of pupils in one or more grade groups organized as a unit with one or more teachers to give instruction of a defined type and housed in a school plant of one or more buildings.

- h. **School system or district** refers to the political jurisdiction, or a dependent agency of a political jurisdiction charged with the responsibility for the operation of elementary and/or secondary schools within given geographic boundaries.
- i. **State Educational Agency** refers to an agency of a State government that has some functional or jurisdictional relationship to the operations of the school systems or districts within the State.

### 2. ASSIGNMENT CLASSIFICATION (Lines 1 through 28 of Part II of the form)

- a. **Line 1 – Officials, Administrators and Managers:** These are occupations requiring administrative personnel who set broad policies (not elected or appointed officials), exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the school system, or district or school operations. Include in this category superintendent of schools, deputy, associate, and assistant superintendent of schools, school business officials, directors and administrators of district-wide programs, and other professional administrative staff. (Do not include principals, assistant principals or supervisors of instruction). Non-professional supervisors of service workers, skilled crafts and laborers should be reported (counted) in their corresponding categories.
- b. **Line 2 – Principals:** Staff members performing the assigned activities of the administrative head of their respective schools (not school systems or districts) to whom has been delegated responsibility for the coordination and direction of the activities of the school.
- c. **Lines 3 and 4 – Assistant Principals:**
  - (1) **Teaching:** Staff members who in addition to assisting the head of a school (normally the principal) in performing the activities of directing and managing schools are also engaged in instructing pupils in courses in classroom situations.
  - (2) **Non-Teaching:** Assignment of staff members to perform only the professional activities of assisting the head of a school (normally the principal) in performing the activities of directing and managing a school.

- Teacher  
- TNB  
- Coach

d. Lines 5, 6 and 7 - **Classroom Teachers:** Staff members assigned the professional activities of instructing pupils in courses in classroom situations for which daily pupil attendance figures for the school system are kept. Include in this category music, band, physical education, and home economics teachers, etc., as classroom teachers if they teach full-time at a school campus. Report classroom teachers separately for elementary, secondary or other. Use the local school system's definition of elementary and secondary. If a teacher has responsibility at both the elementary and secondary levels, report the teacher at one level only. DO NOT report the teacher at both the elementary and secondary levels. "Other Classroom Teachers" applies to full-time classroom teachers who teach ungraded classes, special education, art, music, band, physical education, home economics, etc., who have not been reported in the elementary or secondary classroom teacher categories.

e. Line 8 - **Guidance:** Include staff members responsible for advising pupils with regard to their abilities and aptitudes, educational and occupational opportunities, personal and social adjustments, etc.

f. Line 9 - **Psychological:** Include only the following individuals: psychologists, psychometrics, psychiatrists and psychological/social workers who are engaged in providing psychological-evaluative services to pupils for placement purposes regardless of the amount of time spent in this activity. All other professionals engaged in placement of pupils should be reported in their most pertinent category in Part II - A such as item 1 (Officials/Administrators/Managers), item 8 (Guidance) or item 12 (Other Professional Staff), etc.

g. Line 10 - ~~Librarians and Audio-Visual:~~ <sup>Media Specialist</sup> Librarians include staff members responsible for organizing and managing school libraries. Audio-visual personnel include staff members responsible for preparing, caring for, and making available to instructional programs, the equipment, materials, scripts, and other aids which assist teaching and learning through special appeal to the senses of sight and hearing, e.g., a director of audiovisual services, scriptwriter; etc.

h. Line 11 - **Consultants and Supervisors of Instruction:** Include staff members performing activities of leadership, guidance, and expertise in the field of specialization for

the purpose of improving the performance of teachers and other instructional staff members.

i. Line 12 - **Other Professional Staff:** Include staff members performing some instructional or related function on a full-time basis who cannot be properly classified for reporting on lines 2 through 11, such as non-classroom teachers who may be teaching the home-bound, teaching through correspondence, teaching through radio or television from a studio, providing instruction for exceptional pupils released from regular classes for short periods of time, and instructing pupils in non-course (cocurricular) activities. Include persons engaged in psychotherapy and other mental health services such as psychiatrists or psychologists who are not reported in Part II-A, item 9 (See paragraph f. above). Also included are professional noninstructional staff (not officials/administrators, etc.) such as physicians, dentists, speech therapists, school social workers, community workers, attendance officers, attorneys, architects, engineers, registered professional nurses and other professional noninstructional personnel.

j. Line 13 - **Teacher Aide:** A staff member performing assigned activities which are not classified as professional educational, but which assist a staff member to perform professional-educational-teaching assignments. Include all personnel working with students under the direct supervision of a classroom teacher or under the direct supervision of a staff member performing professional-educational-teaching assignments on a regularly scheduled basis. In other words, aides who participate on a regularly scheduled basis in the formal education effort directed toward the student and/or whose impressions of student educational progress or needs may contribute to the formal authorized educational evaluation of students should be classified as Teacher Aides.

**Examples:**

- (1) Librarian aide
  - (a) A librarian aide who functions to fulfill particular educational needs of specific students on a regularly scheduled basis should be reported as a Teacher Aide.
  - (b) A librarian aide who functions essentially as a clerical or physical aide to the librarians and whose contact with particular students is

NBA  
Nurse  
Audiologist  
Atty Sec  
Social Worker

Lead Social  
Lead Guidance  
Teacher Instructional  
5 coach

casual or irregular should be counted on line 10 - Librarian and Audio Visual.

(2) Playground aide

- (a) A playground aide who has been advised by the professional staff of the particular educational needs of specific children and who regularly directs efforts toward meeting these needs should be counted as a Teacher Aide.
- (b) A playground aide whose prime function is custodial should be counted as a Service Worker - line 16.

k. Line 14 - **Technicians:** Occupations requiring a combination of knowledge and manual skill which can be obtained through about 2 years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent, on-the-job training. Includes: computer programmers and operators, film inspectors, projectionists, graphic artists, drafters, engineering aides, non-teaching-related mathematical aides, licensed, practical or vocational nurses, dietitians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupations which cannot be properly classified in other activity assignments.

l. Line 15 - **Clerical/Secretarial:** Those are occupations requiring skills and training in all clerical-type work including activities such as preparing, transcribing, systematizing, or preserving written communications, and reports or operating such mechanical equipment as bookkeeping machines, typewriters and tabulating machines. Include bookkeepers, messengers, office machine operators, clerk-typists, stenographers, statistical clerks, payroll clerks and kindred workers.

m. Line 16 - **Service Workers** (paraprofessionals and persons in cafeteria maintenance, transportation, etc.): Staff members performing a service for which there are no formal qualifications including paraprofessionals and nonsupervisory personnel in cafeteria, or transportation work. Include also custodial workers or others with the responsibility for cleaning the buildings of school plants or supporting service facilities; maintenance and

operating such equipment as heating and ventilating systems; preserving the security of school property; and keeping the school plant safe for occupancy and use. Such activities may include cleaning, sweeping, disinfecting, heating, lighting, moving furniture, keeping school entrances appropriately locked or unlocked, keeping such facilities as fire escapes and panic bars in working order, and guard duties.

n. Line 17 - **Skilled Crafts:** Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters and kindred workers.

o. Line 18 - **Laborers:** Staff members who perform manual labor not classified in another activity assignment classification. Include garage laborers, car washers and greasers, gardeners and groundskeepers or activities such as lifting, digging, mixing, loading and pulling operations.

p. Line 20 - **Professional Instructional:** This classification (required under B. Part-Time-Staff) should include all the activity assignment classifications listed in numbers 2 through 12 under A. Full-Time Staff in Part II of the form.

q. Line 26 - **Other Professional Staff:** This classification (required under C. New Hires) should include all activity assignment classifications listed in numbers 8 through 12 under A. Full-Time Staff in Part II of the form.

→ Security  
network  
cut

3. RACE/ETHNICITY IDENTIFICATION

As to the method of collecting data, the basic principles for ethnic and racial self-identification for purposes of the EEO-5 report are:

- (1) Offer employees the opportunity to self-identify. Self-identification is the preferred method of

AV Tech  
Auditorium Tech  
networking  
web development  
support systems  
Bus Systems  
Media Services  
Web Design  
multimedia  
Hardware  
Bus System  
support

identifying the race and ethnic information necessary for the EEO-5 report. Employers are required to attempt to allow employees to use self-identification to complete the EEO-5 report.

(2) Provide a statement about the voluntary nature of this inquiry for employees. For example, language such as the following may be used (employers may adapt this language):

"The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual."

(3) If an employee declines to self-identify, employment records or observer identification may be used.

Where records are maintained, it is recommended that they be kept separately from the employees' basic personnel file or other records available to those responsible for personnel decisions.

**Race/Ethnicity** designations as used by EEOC do not denote scientific definitions of anthropological origins. Definitions of the race and ethnicity categories are as follows:

**Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White** (Not of Hispanic origin) - All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.

**Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino)** - Persons who identify with two or more racial categories named above.

**Instructions for assigning employees into the race/ethnicity categories:**

**Hispanic or Latino** - Include all employees who answer YES to the question, Are you Hispanic or Latino. Report all Hispanic males in Column A and Hispanic females in Column B.

**White (Not Hispanic or Latino)** - Include all employees who identify as White males in Column C and as White females in Column I.

**Black or African American (Not Hispanic or Latino)** - Include all employees who identify as Black males in Column D and as Black females in Column J.

**Asian (Not Hispanic or Latino)** - Include all employees who identify as Asian males in Column E and as Asian females in Column K.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - Include all employees who identify as Native Hawaiian or Other Pacific Islander males in Column F and as Native Hawaiian or Other Pacific Islander females in Column L.

**American Indian or Alaska Native (Not Hispanic or Latino)** - Include all employees who identify as American Indian or Alaska Native males in Column G and as American Indian or Alaska Native females in Column M.

**Two or More Races (Not Hispanic or Latino)** - Report all male employees who identify with more than one of the above five races in Column H and all female employees who identify with more than one of the above five races in Column N.

#### **4. LEGAL BASIS FOR REPORTING REQUIREMENTS; RECORDKEEPING REGULATIONS**

##### **Equal Employment Opportunity Commission**

##### **a. Section 709(c), Title VII, Civil Rights Act of 1964 (as amended).**

Every employer, employment agency, and labor organization subject to this title shall (1) make and keep such records relevant to the determinations of whether unlawful employment practices have been or are being committed, (2) preserve such records for such periods, and (3) make such reports there from, as the Commission shall prescribe by regulation or order, after public hearing, as reasonable, necessary, or appropriate for the enforcement of this title or the regulations or orders there under.

##### **b. Chapter XIV, Title 29, Code of Federal Regulations**

##### **Subpart L - Public Elementary and Secondary School Systems, Districts, and Individual Schools Recordkeeping**

##### **§ 1602.39 Records to be made or kept.**

On or before November 30, 1974 and annually thereafter, every public elementary and secondary school system or district, including every individually or separately administered district within a system, with 15 or more employees and every individual school within such system or district, regardless of the size of the school shall make or keep all records and information there from which are or would be necessary for the completion of report EEO-5 whether or not it is required to file such a report under § 1602.41. The instructions for completion of report EEO-5 are specifically incorporated herein by reference and have the same force and effect as other sections of this part.<sup>1</sup> Such records and the information there from shall be retained at all times for a period of 3 years at the central office of the elementary or secondary school system or district, or at the individual school which is the subject of the records and the information there from, where more convenient, and shall be made available if requested by an officer, agent, or employee of the Commission under section 710 of Title VII, as amended. It is the

<sup>1</sup> Note.-Instructions were published as an appendix to the proposed regulations on June 12, 1973 (38 F.R. 15463).

responsibility of every such school system or district, to obtain from the Commission or its delegate necessary instructions in order to comply with the requirements of this section.

##### **§ 1602.40 Preservation of records made or kept.**

(a) Any personnel or employment record made or kept by a school system, district, or individual school (including but not necessarily limited to application forms submitted by applicants and other records having to do with hiring, promotion, demotion, transfer, layoff, or termination, rates of pay or other terms of compensation, and selection for training or apprenticeship) shall be preserved by such school system, district, or school, as the case may be, for a period of 2 years from the date of the making of the record or the personnel action involved, whichever occurs later. In the case of involuntary termination of an employee, the personnel records of the individual terminated shall be kept for a period of 2 years from the date of termination. Where a charge of discrimination has been filed, or an action brought against an elementary or secondary school by the Commission or the Attorney General, the respondent elementary or secondary school system, district, or individual school shall preserve similarly at the central office of the system or district or individual school which is the subject of the charge or action, where more convenient, all personnel records relevant to the charge or action until final disposition thereof. The term "personnel record relevant to the charge," for example, would include personnel or employment records relating to the person claiming to be aggrieved and to all other employees holding positions similar to that held or sought by the person claiming to be aggrieved; and application forms or test papers completed by an unsuccessful applicant and by all other candidates for the same position as that for which the person claiming to be aggrieved applied and was rejected. The date of "final disposition of the charge or the action" means the date of expiration of the statutory period within which a person claiming to be aggrieved may bring an action in a U.S. district court or, where an action is brought against a school system, district, or school either by a person claiming to be aggrieved, the Commission, or the Attorney General, the date on which such litigation is terminated.

(b) The requirements of this section shall not apply to application forms and other pre-employment records of applicants for positions known to applicants to be of a temporary or seasonal nature.

##### **Subpart M - Elementary - Secondary Staff Information Report**

Sec.

- 1602.41 Requirement for filing and preserving copy of report.
- 1602.42 Penalty for making of willfully false statements on report.
- 1602.43 Commission's remedy for school systems' or districts' failure to file report.
- 1062.44 School systems' or districts' exemption from reporting requirements.
- 1602.45 Additional reporting requirements.

**AUTHORITY** – Sec. 709(c), 78 Stat.265, 42 U.S.C. sec. 200e-8 (c); 29 CFR 1602.3

**§ 1602.41 Requirement for filing and preserving copy of report.**

On or before November 30, 1982 and biennially thereafter, certain public elementary and secondary school systems and districts, including individually or separately administered districts within such systems, shall file with the Commission or its delegate executed copies of Elementary-Secondary Staff Information Report EEO-5 in conformity with the directions set forth in the form and accompanying instructions. The elementary and secondary school systems and districts covered are: (a) every one of those which have 100 or more employees, and (b) every one of those others which have 15 or more employees from whom the Commission requests the filing of reports. Every such elementary or secondary school system or district shall retain at all times, for a period of 3 years, a copy of the most recently filed report EEO-5 at the central office of the school system or district and shall make the same available if requested by an officer, agent or employee of the Commission under the authority of section 710 of Title VII, as amended. It is the responsibility of the school systems or districts above described in this section to obtain from the Commission or its delegate necessary supplies of the form.

**§ 1602.42 Penalty for making of willfully false statements on report.**

The making of willfully false statements on report EEO-5 is a violation of the United States Code, title 18, section 1001, and is punishable by fine or imprisonment as set forth therein.

**§ 1602.43 Commission's remedy for school systems' or districts' failure to file report.**

Any school system or district failing or refusing to file report EEO-5 when required to do so may be

compelled to file by order of a U.S. district court, upon application of the Commission the Attorney General.

**§ 1602.44 School systems' or districts' exemption from reporting requirements.**

If it is claimed that the preparation or filing of the report would create undue hardship, the school system or district may apply to the Commission for an exemption from the requirements set forth in this part by submitting to the Commission or its delegate a specific proposal for an alternative reporting system prior to the date on which the report is due.

**§ 1602.45 Additional reporting requirements.**

The Commission reserves the right to require reports, other than designated as the Elementary-Secondary Information Report EEO-5, about the employment practices of private or public individual school systems, districts, or schools, or groups thereof, whenever, in its judgment, special or supplemental reports are necessary to accomplish the purpose of Title VII. Any system for the requirement of such reports will be established in accordance with the procedures referred to in section 709(c) of Title VII and as otherwise prescribed by law.

**Subpart N – Records and Inquiries as to Race, Color, National Origin, or Sex**

**§ 1602.46 Applicability of State or local law.**

The requirements imposed by the Equal Employment Opportunity Commission in these regulations, subparts L and M of this part, supersede any provisions of State or local law which may conflict with them.

**Office for Civil Rights, U.S. Department of Education**

**a. Section 203(c), Department of Education Organization Act of 1979 (codified at Section 3413(c) of Title 20, United States Code).**

In addition to the authority otherwise provided under this section, the Assistant Secretary for Civil Rights, in carrying out the provisions of this section, is authorized –

- (1) to collect or coordinate the collection of data necessary to ensure compliance with civil rights laws within the jurisdiction of the Office for Civil Rights;
- (2) to select, appoint, and employ such officers and employees, including staff attorneys, as may be

necessary to carry out the functions of such Office, subject to the provisions of title 5 governing appointments in the competitive service and the provisions of chapter 51 and subchapter III of chapter 53 of such title relating to classification and General Schedule pay rates;

(3) to enter into contracts and other arrangements for audits, studies, analyses, and other services with public agencies and with private organizations and persons, and to make such payments as may be necessary to carry out the compliance and enforcement functions of such Office; and

(4) notwithstanding any other provision of this chapter, to obtain services as authorized by section 3109 of title 5 at a rate not to exceed the equivalent daily rate payable for grade GS-18 of the General Schedule under section 5332 of such title.

#### **b. Title 34, Code of Federal Regulations**

##### **§ 100.6 Compliance information.**

(a) *Cooperation and assistance.* The responsible Department official shall to the fullest extent practicable seek the cooperation of recipients in obtaining compliance with this part and shall provide assistance and guidance to recipients to help them comply voluntarily with this part.

(b) *Compliance reports.* Each recipient shall keep such records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times, and in such form and containing such information, as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part.

(c) *Access to sources of information.* Each recipient shall permit access by the responsible Department official or his designee during normal business hours to such of its books, records, accounts, and other sources of information, and its facilities as may be pertinent to ascertain compliance with this part. Where any information required of a recipient is in the exclusive possession of any other agency, institution or person and this agency, institution or

person shall fail or refuse to furnish this information the recipient shall so certify in its report and shall set forth what efforts it has made to obtain the information. Asserted considerations of privacy or confidentiality may not operate to bar the Department from evaluating or seeking to enforce compliance with this part. Information of a confidential nature obtained in connection with compliance evaluation or enforcement shall not be disclosed except where necessary in formal enforcement proceedings or where otherwise required by law.

##### *(d) Information to beneficiaries and participants.*

Each recipient shall make available to participants, beneficiaries, and other interested persons such information regarding the provisions of this regulation and its applicability to the program for which the recipient receives Federal financial assistance, and make such information available to them in such manner, as the responsible Department official finds necessary to apprise such persons of the protections against discrimination assured them by the Act and this regulation.

(Secs. 601, 602, Civil Rights Act of 1964; 78 Stat. 252; 42 U.S.C. 2000d, 2000d-1)

#### **c. Title 34, Code of Federal Regulations**

##### **§ 106.71 Procedures.**

The procedural provisions applicable to title VI of the Civil Rights Act of 1964 are hereby adopted and incorporated herein by reference. These procedures may be found at 34 CFR 100.6-100.11 and 34 CFR Part 101.

(Secs. 901, 902, Education Amendments of 1972, 88 Stat. 373, 374; 20 U.S.C. 1681, 1682)

EEO-5 BK

Previous editions are obsolete.

PART II. STAFF STATISTICS AS OF (DATE) 2016-11-30

DO NOT INCLUDE ELECTED/APPOINTED OFFICIALS (SEE DEFINITION IN APPENDIX)

12:05:55.0

DISTRICT NAME: RICHLAND COUNTY SCHOOL DISTRICT 02

DISTRICT ID: 4503390

**A. FULL-TIME STAFF**

ACTIVITY ASSIGNMENT CLASSIFICATION	RACE/ETHNICITY														TOTALS (COLUMNS A-N)
	HISPANIC OR LATINO		NON-HISPANIC ORIGIN												
	MALE A	FEMALE B	MALE						FEMALE						
			WHITE C	BLACK OR AFRICAN AMERICAN D	ASIAN E	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER F	AMERICAN INDIAN OR ALASKAN NATIVE G	TWO OR MORE RACES H	WHITE I	BLACK OR AFRICAN AMERICAN J	ASIAN K	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER L	AMERICAN INDIAN OR ALASKAN NATIVE M	TWO OR MORE RACES N	
1. Officials, Administrators, Managers	0	0	14	5	0	0	0	0	21	10	0	0	0	0	50
2. Principals	0	4	6	0	0	0	0	0	15	11	0	0	0	0	36
3. Assistant Principal, Teaching	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4. Assistant Principals, Non teaching	1	1	19	13	0	0	0	0	16	33	0	0	0	0	83
5. Elementary Classroom Teachers	1	9	52	18	2	0	0	0	579	242	10	0	1	0	914
6. Secondary classroom Teachers	4	13	223	76	2	0	1	1	382	198	3	0	34	2	939
7. Other Classroom Teachers	0	5	16	8	0	0	0	0	174	57	0	0	0	1	261
8. Guidance	0	2	4	10	0	0	0	0	23	35	0	0	0	0	74
9. Psychological	0	2	2	0	0	0	0	0	39	7	0	0	0	0	50
10. Librarians /Audio Visual Staff	0	2	3	0	0	0	0	0	25	6	0	0	0	0	36
11. Consultants & Super-visors of Instruction	0	0	7	3	0	0	0	0	19	22	0	0	0	0	51
12. Other Professional Staff	1	9	17	27	0	0	0	1	143	75	0	0	2	0	275
13. Teachers Aids	0	17	2	31	1	0	0	0	166	172	5	1	3	2	400
14. Technicians	2	0	14	9	0	0	0	0	2	1	0	0	0	0	28
15. Clerical/Secretarial Staff	0	2	3	2	0	0	0	0	127	107	2	0	0	0	243
16. Service Workers	3	9	19	53	0	1	0	0	46	138	1	0	0	0	270
17. Skilled Crafts	0	0	31	15	0	0	0	0	0	1	0	0	0	0	47
18. Laborers, Unskilled	0	0	0	4	0	0	0	0	0	4	0	0	0	0	8
19. TOTAL (Lines 1-18)	12	75	432	274	5	1	1	2	1777	1119	21	1	40	5	3765

**B. PART-TIME STAFF**

20. Professional Instructional	0	0	0	0	0	0	0	0	12	0	0	0	0	0	12
21. All Other	0	0	0	13	0	0	0	0	2	7	0	0	0	0	22
22. TOTAL (Lines 20-21)	0	0	0	13	0	0	0	0	14	7	0	0	0	0	34

**C. NEW HIRES (JULY THRU SEPT. OF THE SURVEY YEAR)**

23. Officials, Administrators, Managers	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1
24. Principals/Asst. Principals	0	0	1	2	0	0	0	0	1	0	0	0	0	0	4
25. Classroom Teachers	0	8	36	19	1	0	0	0	149	80	2	0	0	2	297
26. Other Professional Staff	0	1	1	0	0	0	0	0	15	10	0	0	0	0	27
27. Nonprofessional Staff	1	3	6	15	28	53	0	0	0	0	0	0	0	0	106
28. TOTAL (Lines 23-28)	1	12	44	37	29	53	0	0	165	90	2	0	0	2	435

CERTIFICATION. I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, US Code, Title 18, Section 1001.)

DATE	PHONE	Email	TYPED NAME/TITLE OF AUTHORIZED OFFICIAL	SIGNATURE	<input type="checkbox"/>				
------	-------	-------	---	-----------	--------------------------	--	--	--	--

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION		FORM APPROVED BY OMB NO. 3046-0003 Approval EXPIRES 12/31/2008	
ELEMENTARY-SECONDARY STAFF INFORMATION (EEO-5) Public School Systems		This is a joint requirement of EEOC, and the Office for Civil Rights and National Center for Education Statistics of the Department of Education.	
DO NOT ALTER INFORMATION PRINTED IN THIS BOX			
OE NUMBER : 4503390 Survey Year : 16			
NOTE: ALL EMPLOYEES IN YOUR SCHOOL DISTRICT MUST BE INCLUDED ON THIS FORM Additional Copies of this form may be obtained from the address below. Send your full report (the original and one copy of this form) to:  U.S. Equal Employment Opportunity Commission PO Box 8127 Reston VA 20195			
<b>PART I. IDENTIFICATION</b>			
<b>PART A. TYPE OF AGENCY WHICH OPERATES THE REPORTING SCHOOL SYSTEM</b>			
<input checked="" type="checkbox"/> Local Public School System	<input type="checkbox"/> Special or Regional Agency	<input type="checkbox"/> State Education Agency	<input type="checkbox"/> Other (Specify)
<b>B. SCHOOL SYSTEM IDENTIFICATION (OMIT IF SAME AS LABEL)</b>			
NAME			
RICHLAND COUNTY SCHOOL DISTRICT 02			
6831 BROOKFIELD RD	COLUMBIA	RICHLAND	STATE/ZIP  SC-29206
<b>C. GENERAL STATISTICS</b>			
NUMBER OF SCHOOLS OPERATED  41	NUMBER OF ANNEXES OPERATED  0	OCTOBER 1ST ENROLMENT whole numbers only! no ,27552	
<b>D. REMARKS (500 Characters maximum)</b>			
Number of schools operated includes Alternative, Child Development Centers, Magnets, and Adult Education.			
<b>AUTHORIZATION</b>			
THE NATIONAL CENTER FOR EDUCATION STATISTICS WILL PUBLISH INFORMATION APPEARING IN PART II, TOTAL COLUMN 'A' UNLESS THE DISTRICT SPECIFICALLY WITHHOLDS AUTHORITY TO DO SO. IF THE DISTRICT WISHES TO WITHHOLD SUCH AUTHORITY, CHECK HERE.			
			<input type="checkbox"/> AUTHORITY WITHHELD

<b>EQUAL EMPLOYMENT OPPORTUNITY COMMISSION</b>		FORM APPROVED BY OMB NO. 3046-0003 Approva EXPIRES 04/30/2021	
<b>ELEMENTARY-SECONDARY STAFF INFORMATION (EEO-5)</b> <b>Public School Systems</b>		This is a joint requirement of EEOC, and the Office for Civil Rights and Nation al Center for Education Statistics of the Department of Education.	
<u>DO NOT ALTER INFORMATION PRINTED IN THIS BOX</u>			
OE NUMBER : 4503390 Survey Year : 18			
NOTE: All EMPLOYEES IN YOUR SCHOOL DISTRICT MUST BE INCLUDED ON THIS FORM Additional Copies of this form may be obtained from the address below. Send your full report (the original and one copy of this form) to:  U.S. Equal Employment Opportunity Commission PO Box 8127 Reston VA 20195			
<b>PART I. IDENTIFICATION</b>			
<b>PART A. TYPE OF AGENCY WHICH OPERATES THE REPORTING SCHOOL SYSTEM</b>			
<input checked="" type="checkbox"/> Local Public School System	<input type="checkbox"/> Special or Regional Agency	<input type="checkbox"/> State Education Agency	<input type="checkbox"/> Other (Specify)
<b>B. SCHOOL SYSTEM IDENTIFICATION (OMIT IF SAME AS LABEL)</b>			
NAME			
RICHLAND COUNTY SCHOOL DISTRICT 02			
124 Risdon way	COLUMBIA	RICHLAND	STATE/ZIP  SC-29223
<b>C . GENERAL STATISTICS</b>			
NUMBER OF SCHOOLS OPERATED  41	NUMBER OF ANNEXES OPERATED  0	OCTOBER 1ST ENROLMENT whole numbers only! no ,28438	
<b>D. REMARKS (500 Characters maximum)</b>			
Number of schools operated includes Alternative, Child Development Centers, Magnets, and Adult Education.			
<b>AUTHORIZATION</b>			
THE NATIONAL CENTER FOR EDUCATION STATISTICS WILL PUBLISH INFORMATION APPEARING IN PART II, TOTAL COLUMN 'A' UNLESS THE DISTRICT SPECIFICALLY WITHHOLDS AUTHORITY TO DO SO. IF THE DISTRICT WISHES TO WITHHOLD SUCH AUTHORITY, CHECK HERE.			
			<input type="checkbox"/> AUTHORITY WITHHELD



This is going to be a consistent question that I will not be here to answer as Finance is requiring compliance for State Audits/etc, when it comes to payroll. If the schools/departments are planning to pay teachers during the summer months for work completed after the school year ends, the employee will need to complete a time sheet. The first thing that needs to happen is for school administration to get prior approval before the work is done, giving the information regarding the job that they are actually going to do. The employee will still be required to have an updated application in applitrack in order for someone to complete the recommendation for temporary employment.

Traditional Schedule - 7 Periods per Day (students)

2014-15 Ridgeview, Spring Valley, Westwood

Teaching Periods	Full Time Equivalent
1	.1667
2	.3334
3	.5001
4	.6668
5	.8335
6	1.000

Block Schedule - 4 Periods per Day (students)

2014-15 Richland Northeast

Teaching Blocks	Full Time Equivalent
1	.333
2	.667
3	1.0

Block Schedule - 4 Blocks per Day or 8 Skinny (students)

2014-15 Blythewood

Teaching Blocks	Teaching Skinny	Full Time Equivalent
1	$\frac{1}{2}$	.333
2	$\frac{3}{4}$	.667
3	$\frac{5}{6}$	1.0

Teaching Periods	Full-Time Equivalent
1	.14
2	.29
3	.43
4	.57
5	.71
6	.86
7	.100

Block Schedule 8 periods per day

45 minute skinny (.072)

90 minute blocks (.215)

Month	Employee Count	Women Employee Count	Faculty Members
July 2017	3449	2757	2250
August 2017	3671	2932	2507
Sept 2017			
October 2017			
Nov 2017			
Dec 2017	3363	2699	2272
Jan 2018	3729	2964	2531

Month	Employee Count	Women Employee Count	Faculty Members
Feb 2018			
March 2018	3731	2978	2438
April 2018			
May 2018			
June 2018			
July 2018			
August 2018			

**ATTENTION: U. S. DEPARTMENT OF LABOR BUREAU OF LABOR STATS  
(Melanie)**

**FAX: 888-880-5391**

**New Contact: Meliinee Larry 888-853-7730 ext. 34875**

**FROM: FAYE JAMES, HUMAN RESOURCES ADMINISTRATOR**

**DATE: 07-20-2017**

**FAX: 803-738-7379**

**PHONE: 803-738-3217**

**INFORMATION FROM RICHLAND COUNTY SCHOOL DISTRICT TWO**

**EMPLOYMENT STATISTICS REPORT #: 450309491**

**LOCATION: STATE OF SC**

**INDUSTRY: 611110**

**UI: 0000125580**

# Job Openings and Labor Turnover Report

U.S. Department of Labor



Bureau of Labor Statistics, JOLTS DCC, 61 Forsyth Street SW, Rm 7T50, Atlanta, GA 30303 / Phone: (800) 341-4620 / FAX: (800) 878-2815 / www.bls.gov

This report is authorized by 29 U.S.C.2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate, and timely. The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.

BLS Form No. BLS-1411-C3  
OMB No. 1220-0170  
Approval Expires 6/30/2018

DN1 3 611110 79 0 4047 00000 1

(803) 738-3217 Ext. FAX (803) 738-7379

Richland County School  
Ms. Faye James  
763 Fashion Drive 1st Floor  
Columbia SC 29229-7936

Your reporting number is: **151842931**

Need help with this form?  
Call 1-800-341-4620.

**1 This form requests information about job openings and employee turnover at:**  
 Richland County School COUNTY: Richland  
 All Employees In The State Of SC UI: 0000125580 in South Carolina

**2 Please check all that apply: Employees are paid**  
 each week  every two weeks  twice a month  once a month  other

**3 Please provide data for the time period indicated for each item. Enter "0" if none. Enter "NA" if data are not available. See the back of this page for explanations of the terms below.**

Report for month of:	EMPLOYMENT	JOB OPENINGS	HIRES	SEPARATIONS		
	Number of: • Faculty under contract, and • All other full- or part-time employees who worked or received pay for the pay period that includes the 12th of the month	A job is open if it meets <b>all three conditions</b> : • A specific position exists • Work could start <i>within 30 days</i> • You are actively seeking workers from outside this location to fill the position	A hire is any addition to your payroll, and: • May be a new hire or a previously separated rehire • May be permanent, short-term, or seasonal • May be a recall from layoff	Quits (Except retirements)	Layoffs and Discharges • Layoffs • Discharges • Terminations of permanent, short-term, or seasonal employees	Other • Retirements • Transfers from this location • Employee disability • Deaths
	<b>A</b> Total Employment for the pay period that includes the 12th of the month	<b>B</b> Number of Job Openings on the last business day of the month	<b>C</b> Hires and Recalls for the entire month	<b>D</b> Quits ----- for the entire month -----	<b>E</b> Layoffs and Discharges	<b>F</b> Other Separations
JAN 2018						
FEB 2018						
MAR 2018						
APR 2018						
MAY 2018						
JUN 2018						
JUL 2018						



# EMPLOYEE TIME SHEET

CHECK DATE \_\_\_\_\_  
 Richland Two Emp. # \_\_\_\_\_

Name of Employee \_\_\_\_\_

Acct # \_\_\_\_\_

Week Beginning \_\_\_\_\_ Week Ending \_\_\_\_\_

Job Completed \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Begin Work							
End Work							
Total Hours							
Time Off (Lunch)							
Total Hrs Worked							
OT							

Total Hours Worked \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## **CURRENT EMPLOYMENT STATISTICS SURVEY**

Please place by your phone

(If you have already  
reported your data,  
please disregard  
this notice)

Form Approved  
O.M.B. No. 1220-0011  
Disclosure Statement  
Located on Form BLS790

### **ADVANCE NOTICE**

*This is to confirm our scheduled telephone call  
to collect your employment and payroll data  
on the date shown on the front of this card*

*Please try to have your information available on this date. If you  
will not be available, please leave the information with a co-worker.*

**Thank you for your cooperation.**  
1-888-853-7730

# Bus Driver Experience Verification Calculation



**DeWarren Register**

9:08 AM (7 hours ago) ☆ ↶ ⋮

to me ▾

Jessica,

This is an email for you to have regarding bus driver experience.

When verifying the experience for a bus driver, we will add up the total months and divide by 9. This is because our bus drivers work 9 months and by dividing by 9, this truly gives them a 1 for 1 experience.

Please let me know if you have any questions.

Thanks again for all you do.

Sincerely,

**DeWarren Register, PHR, SHRM-CP**

Human Resources Director

office: 803-738-3217

fax: 803-738-7379

email: [dregister@richland2.org](mailto:dregister@richland2.org)

## Experience Credit Verification Instructions

### Experience Credit Verification- New Employee

Grant experience credit for grade 7 and above only. The maximum amount of experience – 10 years – place on step 5. Only experience that relates to the job will be counted. Experience must be satisfactorily verified in writing by previous employer(s). Formula = 1 in-district step for each 2 years of out-of district experience. If the person begins after the month starts, place on the advanced step at the beginning of the next month.

Approved: Daniel E. Cobb, Director of Human Resources January 21, 1999

To compute salary when an employee moves to a higher grade position, begin at the lowest step on which he/she will receive a raise (Minimum raise will be \$.05 per hour). Then move to the step that is halfway between the step where there is a raise and the step that the employee was paid on in the lower grade position.

**\*\*This guideline does not apply to Instructional Aides or Subs.\*\***

**\*\*Bus Drivers receive (9) months of verified experience credit. Take the months of verified credit and divide it by 9 to give you the step.**

Example- Total months employed 53  
 $53 \div 9 = 5.88$

The new step will be 5. **Note:** (If the employee already has a step, you will just add the new step in addition to their previous step).

---

### Experience Credit Guidelines – Social Workers

A Social Worker hired into Richland School District Two will be granted one step for each year of verified work experience as a Social Worker.

Approved: Richard C. Inabinet, Chief Human Resources Officer 07/27/2006

---

# Experience Credit Verification Instructions

## Experience Credit Guidelines- Reemployment

Previous employees returning to Richland School District Two within 6 months are employed on the same step in which they were eligible for at time of termination.

After 6 months separation, previous employees are treated as a new employee.

Termination of employment terminates all benefits and cumulative sick leave and sick leave status upon reemployment is that of a new employee, provided that the employee has been separated for a period of longer than 90 days (see policy GCC/GDC).

**\*\*This guideline does not apply to school nurses.\*\***

---

When applying experience verification steps, retro the individuals pay back to their effective date of hire as a full-time employee. Example- Transportation hires individuals as trainees first, and if and when they pass training, a recommendation for hire is submitted for them to become employees of the district. In Alio you might see an 'original hire date' and then and 'current hire date'. What you want to do is make the effective date on the documentation form, for the purposes of the Richland School District Two Employee Paperwork Document, the date the employee became and employee of Richland Two.



Tiffoney Alford &lt;talford@richland2.org&gt;

---

**Fwd: [-EXTERNAL-] Re: Question on classified pay**

---

Stephanie Frederick &lt;sfrederi@richland2.org&gt;

Thu, Aug 11, 2022 at 3:10 PM

To: Franklin Foster &lt;ffoster@richland2.org&gt;, Angela Thornton &lt;anthornton@richland2.org&gt;, Tiffoney Alford &lt;talford@richland2.org&gt;

Angela,

I have researched the question on bus drivers and the information you were given does not appear to be accurate. I reached out to Traci Batchelder and Wendell Shelton. Traci couldn't remember the exact calculation but she said that they received credit for all years worked regardless of the break in service. Wendell also stated that drivers received 1 year of credit for every year worked regardless of their break in service. I also emailed DeWarren and his response is below. Apparently a change was made after Wendell changed positions and we actually give them more credit than year for year. DeWarren says that this information is in the black binder... call him if you need to. Thanks!

**Stephanie McCarter Frederick**

Benefits Manager

Richland School District Two

Ph: (803) 738-3295 ~ Fax: (803) 782-6723 ~ sfrederi@richland2.org

Mailing Address: 124 Risdon Way, Columbia, SC 29223

Physical Location: 763 Fashion Drive, Columbia, SC 29229

Please send interoffice mail to my attention at HR - 1st Floor / District Office at R2i2

----- Forwarded message -----

From: DeWarren J. Register &lt;DeWarrenJRegister@djj.sc.gov&gt;

Date: Thu, Aug 11, 2022 at 2:40 PM

Subject: RE: [-EXTERNAL-] Re: Question on classified pay

To: Stephanie Frederick &lt;sfrederi@richland2.org&gt;

I'm so sorry for the delay!

Stephanie,

They get 29 years of experience. Bus Drivers get 9 months for every year of experience. We divide their total months by 9.

$$17+5= 22$$

$$22*12 = 264$$

$$264/9=29.3333333$$

29 YEARS.

This was put in place as drivers work 9 months out of the year and as a retention/recruitment method, they gave them 9 months for each year.



**DeWarren Register, SHRM-CP, PHR, LSSBB**

*Human Resources Director*

Office of Human Resources

Central Office/Winthrop Building

220 Executive Center Drive

Columbia, SC 29210

p 803.896.5602 | m 803.331.2203

e DeWarrenJRegister@djj.sc.gov

*Facebook | YouTube | Twitter*

*Empowering our youth for the future*

Join Team DJJ at [careers.sc.gov](https://careers.sc.gov)

**From:** Stephanie Frederick <sfrederi@richland2.org>  
**Sent:** Monday, August 8, 2022 8:56 AM  
**To:** DeWarren J. Register <DeWarrenJRegister@djj.sc.gov>  
**Subject:** Fwd: [-EXTERNAL-] Re: Question on classified pay

\*\*\* This is an EXTERNAL email. Please do not click on a link or open any attachments unless you are confident it is from a trusted source. \*\*\*

 Image removed by sender.

Hey there! Happy Monday. I have a quick classified pay question.

Let's say I have a bus driver that worked for Richland Two for 17 years. She left and went to Richland One and worked 5 years. She wants to return to Richland Two. How many years of experience should she be given?

## Stephanie McCarter Frederick

Benefits Manager


Richland School District Two

Ph: (803) 738-3295 ~ Fax: (803) 782-6723 ~ [sfrederi@richland2.org](mailto:sfrederi@richland2.org)

Mailing Address: 124 Risdon Way, Columbia, SC 29223

Physical Location: 763 Fashion Drive, Columbia, SC 29229

Please send interoffice mail to my attention at HR - 1st Floor / District Office at R2i2

 Sender notified by  
Mailtrack

**CONFIDENTIALITY NOTICE:** This e-mail and any files transmitted with it are confidential and may contain information which is legally privileged or otherwise exempt from disclosure. They are intended solely for the use of the individual or entity to whom this e-mail is addressed. If you are not one of the named recipients or otherwise have reason to believe that you have received this message in error, please immediately notify the sender and delete this message immediately from your computer. Any other use, retention, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited.

 Sender notified by  
Mailtrack

DR39

07/01/2018

dy - 10/17/2018 - 01/15/2021 (2 yrs + 3 mo)

nnika - 03/01/2021 - 06/24/2021 (3 mo + 5 days)

Sherman - 09/14/2021 - 01/07/2022 (3 mo + 14 days)

DeWarren - 06/19/2018 - 01/21/2022



Dewarren Register <dregister@richland2.org>

Re: Coaching Pay

1 message

Shelley Allen <sallen@richland2.org>  
To: DeWarren Register <dregister@richland2.org>  
Cc: Sandy Powell <spowell@richland2.org>

*If a coach  
Returns &  
they were a coach  
step & where  
do they fall?*

Feb 5, 2020 at 7:19 AM

I think that is consistent with how we handle other position change. We may need to clean up the wording on that for

working to be clear.

I think that is reasonable going forward....however, we do come back to us and have us adjust their steps for outside is really no way to know.

the board want to be significant...but there

Let's put it on the list of things to discuss related to the :

On Mon, Feb 3, 2020 at 3:14 PM DeWarren Register < >  
Hi Shelley,

I met with a potential coach that provided me with experience stating that he coached the sport, but it was not within a school setting. Our Salary guide tells us, that they are excluded, but does not provide guidance on what to do. I wanted to recommend the following:

If we have a coach entering the district as a coach, but has experience coaching for an agency or a private business, we can provide them with 1 year of experience for every 2 years of verified experience they have outside the district. This would allow us to account for their expertise in the particular sport, but not compensate as we would another coach with out of district, private school or a college or university.

- 8. Coaches with head coaching experience in a particular sport outside the district will be placed on the supplement schedule in that sport with one step for each year of head coaching experience. \*
- 9. If a coach who is hired as head coach in a particular sport has only assistant (non-head coach) experience in that sport in other school district, one (1) year of head coaching experience will be awarded for every two (2) years of out-of-district assistant coaching experience (in the same sport), partial years of experience cannot be given, e.g., no experience would be given in this situation for only one (1) year of assistant coaching in another district and only one (1) year of experience would be given for three (3) years of assistant coaching in another district.

\* Refers to coaching experience in other school districts, private schools, colleges or universities. This does not include coaching experience for agency or private business sports activities.

I'll be glad to speak to the AD's and get their thoughts, but wanted to talk to you first. Thanks!

Thoughts?

Sincerely,

**DeWarren Register, PHR, SHRM-CP**  
Human Resources Director  
office: 803-738-3217  
fax: 803-738-7379  
email: dregister@richland2.org

**Human Resources - Mailing address:**  
Richland School District Two  
R2I2 - First Floor HR  
124 Risdon Way  
Columbia, SC 29223

**Human Resources - R2I2 Location:**  
First Floor HR  
763 Fashion Drive  
Columbia, SC 29229



---  
Shelley S. Allen  
Executive Director of Financial Services  
Richland School District Two  
DO at R2i2 3rd Floor  
803.738.3289 Phone  
www.richland2.org



DeWarren Register &lt;dregister@richland2.org&gt;

---

**Re: Payroll Question for Translation Services**

1 message

**Nathan O'Neill** <noneill@richland2.org>

Thu, Apr 22, 2021 at 4:01 PM

To: Shawn Suber &lt;shsuber@richland2.org&gt;

Cc: DeWarren Register &lt;dregister@richland2.org&gt;, Brandon Davis &lt;bradavis@richland2.org&gt;

Hi gents-

If we were to use a translation service from around town or an Internet service based anywhere, what we would pay for the hour would be significantly higher than what we pay for the people that we were approving using our own system. When the office for civil rights came and did an audit on our procedures they made no mention of this being a problem.

The \$70 for the first hour was to help make sure that the interpreters were able to pay for transportation and travel time if the meeting was in person.

If it's virtual the rate started at \$35 like for document translation. Paying someone by the hour to do document translation is also cheaper than paying someone to do it by the word from a translation company. And again it's a faster turnaround.

That was our logic.

Nathan O'Neill,  
Innovation Program Designer  
Richland School District Two  
803-973-2635  
Twitter: @nate\_innovate

On Apr 22, 2021, at 2:36 PM, Shawn Suber <shsuber@richland2.org> wrote:

It is based on being competitive with surrounding districts I think. Copying Nate to see if he can add to the history of it.

On Thu, Apr 22, 2021 at 9:21 AM DeWarren Register <dregister@richland2.org> wrote:

Brandon/Shawn

Any idea on the history behind this pay structure?

It's been briefly discussed before, I just want to be clear so I can document it for future purposes.

Thanks.

**DeWarren Register, PHR, SHRM-CP**  
Human Resources Director  
office: 803-738-3217  
fax: 803-738-7379  
email: dregister@richland2.org

**Human Resources - Mailing address:**  
Richland School District Two  
R212 - First Floor HR  
124 Risdon Way  
Columbia, SC 29223

**Human Resources - R212 Location:**  
First Floor HR

763 Fashion Drive  
Columbia, SC 29229



On Wed, Apr 21, 2021 at 10:31 AM Brandon Davis <bradavis@richland2.org> wrote:

Good morning,

Our approved interpreters and translators are paid \$70 for the first hour and \$35 per hour after that. The administrator at the school who approved the hiring of the interpreter for that job signs off on the timesheet and then those timesheets are sent to Yvette Hale to be processed. I hope this helps, let me know if you have any questions.

**Brandon Davis**  
ESOL Lead Teacher  
Richland School District Two  
Cell: (803) 413-7850  
Richland Two ESOL Website  
Twitter: @DavisESOL



**Confidentiality Notice:**

The information contained in this transmission, including attachments may contain privileged and confidential information, including Richland School District Two parent/student information protected by federal and state privacy laws. It is intended only for the use of the person(s) named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution, or duplication of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

On Wed, Apr 21, 2021 at 9:56 AM DeWarren Register <dregister@richland2.org> wrote:

Ms. Hurley,  
I've copied Brandon Davis on this email as he would be best to answer these questions for you.

Please let us know how we can assist you further.

Thank you.

**DeWarren Register, PHR, SHRM-CP**  
Human Resources Director  
office: 803-738-3217  
fax: 803-738-7379  
email: dregister@richland2.org

**Human Resources - Mailing address:**  
Richland School District Two  
R212 - First Floor HR  
124 Risdon Way  
Columbia, SC 29223

**Human Resources - R212 Location:**  
First Floor HR  
763 Fashion Drive  
Columbia, SC 29229



On Wed, Apr 21, 2021 at 9:50 AM Selina Hurley <sehurley@richland2.org> wrote:

Thank you so much for your help! Mr. Casey just informed me of what we need to do. I will fill out a Payroll Requisition for the time she has already worked to get her caught up.

Alison, would you be able to tell me what her rate of pay is and who I should forward this requisition to?

Thank you again for all your help!!

On Wed, Apr 21, 2021 at 8:52 AM DeWarren Register <dregister@richland2.org> wrote:

Thank you.

I'll be out of the office beginning at 12:45.

I look forward to the call.

**DeWarren Register, PHR, SHRM-CP**  
Human Resources Director

office: 803-738-3217  
fax: 803-738-7379  
email: dregister@richland2.org

**Human Resources - Mailing address:**  
Richland School District Two  
R2I2 - First Floor HR  
124 Risdon Way  
Columbia, SC 29223

**Human Resources - R2I2 Location:**  
First Floor HR  
763 Fashion Drive  
Columbia, SC 29229



On Wed, Apr 21, 2021 at 8:41 AM Selina Hurley <sehurley@richland2.org> wrote:  
Good morning!

Thank you so much for reaching out. I spoke with our Assistant Principal, Joseph Casey, this morning in regards to your voicemail and he said he would call you today to follow up and answer those questions since he knows the situation better.

Thank you again!

On Tue, Apr 20, 2021 at 4:36 PM DeWarren Register <dregister@richland2.org> wrote:

Ms. Hurley,  
I will look into this and follow up with you in the morning.  
Thank you.

**DeWarren Register, PHR, SHRM-CP**  
Human Resources Director  
office: 803-738-3217  
fax: 803-738-7379  
email: dregister@richland2.org

**Human Resources - Mailing address:**  
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First Floor HR  
763 Fashion Drive  
Columbia, SC 29229



On Tue, Apr 20, 2021 at 4:30 PM Selina Hurley <sehurley@richland2.org> wrote:  
Good afternoon,

I just wanted to follow up on how to handle pay for Ms. Wehbi. The Assistant Principal just notified me that she will be translating for another meeting tomorrow so he was hoping to provide her answers at that time.

Thank you again for your help!

On Thu, Apr 15, 2021 at 12:15 PM Selina Hurley <sehurley@richland2.org> wrote:  
Good afternoon,

Thank you both for your help!

My assistant principal emailed me stating that Ms. Wehbi was a translator for us for several IEP meetings and asked me how we could get her paid for her time. He also forwarded me an email from her, which I am screenshotting below, that includes the times and dates for her services.

<image.png>

Please let me know if you need any additional information.

Thank you again for taking a look at this!

On Thu, Apr 15, 2021 at 12:10 PM DeWarren Register <dregister@richland2.org> wrote:

Thank you Alison,

Ms. Wampler, can you tell me more about these services?  
When do they take place?

**DeWarren Register, PHR, SHRM-CP**  
Human Resources Director  
office: 803-738-3217  
fax: 803-738-7379  
email: dregister@richland2.org

**Human Resources - Mailing address:**  
Richland School District Two  
R212 - First Floor HR  
124 Risdon Way  
Columbia, SC 29223

**Human Resources - R212 Location:**  
First Floor HR  
763 Fashion Drive  
Columbia, SC 29229



On Wed, Apr 14, 2021 at 3:02 PM Alison Tabor <atabor@richland2.org> wrote:  
Selina,

This sounds like an HR question so I have included DeWarren Register in this email for his help. Also, I have attached a requisition that will make it easier to list the times she worked. :)

----- Forwarded message -----  
From: **Selina Hurley** <sehurley@richland2.org>  
Date: Wed, Apr 14, 2021 at 8:01 AM  
Subject: Payroll Question for Translation Services  
To: Alison Tabor <atabor@richland2.org>

Good morning Alison!

I hope you have a restful Spring Break!

One of my Principals just brought to my attention that an employee who works at the high school level has been providing translation services for us for several IEP meetings since the beginning of the school year. He's now asking me how we can get her paid for her time. Would this just be a standard timesheet situation? I've never had to pay anyone for translation services so I want to be sure I'm not overstepping on another department and then also I want to be sure what her rate of pay should be. Her name is Lina Wehbi.

Thank you so much for your help!!

--  
**Selina Wampler Hurley**

Bookkeeper  
Dent Middle School  
2721 Decker Blvd  
Columbia, SC 29206  
(p)803.699.2750 ext 72003

--  
**Alison Tabor**  
**Supervisor of Payroll**  
**Richland School District Two**  
**803-738-3281**  
**atabor@richland2.org**  
~ The best is yet to come ~

--  
**Selina Wampler Hurley**

Bookkeeper  
Dent Middle School  
2721 Decker Blvd  
Columbia, SC 29206  
(p)803.699.2750 ext 72003

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**Selina Wampler Hurley**

Bookkeeper  
Dent Middle School  
2721 Decker Blvd  
Columbia, SC 29206

4/23/2021

richland2.org Mail - Re: Payroll Question for Translation Services

||| (p)803.699.2750 ext 72003

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Shawn Suber, Ph.D.  
Director of MTSS/, State and Federal Programs  
Richland School District Two  
(803) 738-3260

"Don't tell me you believe all kids can learn, tell me what you do when they don't"-Richard DeFour

## **Instructors > FAQ**

### **1. What is the AFJROTC program?**

AFJROTC instills in students in the 9th-12th grade the values of citizenship, service to the United States, personal responsibility, and personal responsibility through education and mentoring. The AFJROTC program is primarily a 3-year course of military instruction, with a fourth year being optional. The curriculum is academically comparable to a secondary level science course. The curriculum includes an introduction to aviation, national defense, careers, space, global studies, leadership, and health and wellness.

### **2. What is the mission of the AFJROTC program?**

The mission of the AFJROTC program is to develop citizens of character dedicated to serving their nation and community. More specifically, the program is designed to educate and train high school cadets in citizenship; promote community service; instill responsibility, character and self-discipline; and provide instruction in air and space fundamentals.

### **3. Who are the instructors in this course?**

At least one retired officer and NCO are assigned to each unit. The officer is designated as the Senior Aerospace Science Instructor (SASI), and the NCO as the Aerospace Science Instructor (ASI). Additional NCO instructors are authorized if the cadet enrollment exceeds 151 and is sustained. However, an officer may be substituted if requested by the school and approved by Holm Center.

AFJROTC instructors are retired military members, but continue to wear the Air Force uniform (retired grade) in the performance of their duties. As such, instructors are required to meet and maintain Air Force uniform wear and grooming standards during their career as instructors.

### **4. Who may apply for the SASI position?**

Officers (Major thru Colonel) who meet the following prerequisites may apply: Bachelor degree or higher from an accredited institution; permanently retired as an officer with at least 20 years of active duty; served last year of active duty as an officer; retired less than 5 years from the effective date of employment; meet DODI/AFJROTC weight/body fat standards (26% for males/36% females), possess high standards of military bearing, appearance

and moral character. Officers still on active duty may apply when within 6 months of a fixed retirement date or terminal leave date. Desirable prerequisites: a Master's degree; teaching experience, command experience, and experience working with youth groups. Although AFJROTC provides certification training for applicants selected to teach AFJROTC, some schools may require instructors to be stated certified as a high school teacher or willing to work toward and achieve certification within a prescribed period.

### **5. Who may apply for the ASI position?**

NCOs (TSgt thru CMSgt) who meet the following prerequisites may apply: Hold a **minimum of a Bachelor degree (effective 1 August 2012)**, permanently retired as an NCO with at least 20 years of active duty; retired 5 years or less from the effective date of employment; meets DODI/AFJROTC weight/body fat standards (26% for males/36% for females); possess high standards of military bearing, appearance and moral character. NCOs still on active duty may apply when within 6 months of a fixed retirement date or terminal leave date. Desirable prerequisites: a Baccalaureate degree; experience in supply, administration, and drill and ceremonies; teaching experience; and experience working with youth groups. ASIs (NCOs) who are advanced to their commissioned officer grade on the retired list at 30 years service must terminate their employment as AFJROTC instructors. They are not eligible for employment as SASIs or ASIs.

### **6. Are retired Guard/Reservists eligible for SASI or ASI positions?**

Yes, as follows:

- 1) Retired Guard/Reserve members with at least 15 years of active duty service credit who draw their retirement pay immediately upon retirement. These retirees would be subject to Minimum Instructor Pay (MIP) as outlined by Title 10, United States Code, Section 2031.
- 2) Retired Guard/Reserve members who have reached age 60 and are drawing their military retired pay as a result of their age.
- 3) Effective under the FY 2007 National Defense Authorization Act (NDAA), "Gray-Area" Guard and Reserve members who retire with a minimum of 20 "good years of service and a minimum of 3,600 retirement points, but ineligible to draw their military retirement until age 60, may apply

and would be subject to a Minimum Instructor Pay (MIP) formula established by AFJROTC not to exceed the MIP of a retired active duty member of the same grade IAW Title 10, United States Code, Section 2031(3)(1)(A) and (B). (Also, please refer to Gray-Area Guard and Reserve information page under Instructor Application).

### **7. What is the SASI's job?**

The SASI manages the entire program. Although they spend much of their time in the classroom, enrollment activities are a fundamental part of the job. This involves: briefings to school administrators, faculty, and community organizations to explain the program and elicit support; counseling of cadets and other students; and briefings to students from supporting junior high schools. The SASI must be involved in: community relations, liaison with other Air Force and civilian agencies in the aerospace field, unit supply or administrative functions, career and performance counseling, and an extensive extracurricular program, such as a military ball, parent-cadet banquet, inter-JROTC sports competition, cadet newspaper, drill team, honor guard, parades, flag raising, retreat ceremonies, presentation of awards, fund raising activities for the unit or charitable institutions, and a rocket club. As classroom teachers, they will typically be required to teach five out of six periods in the school day. The teaching load may be less if the unit is in its first year of operation at the school. They wear their Air Force uniform while performing AFJROTC duties. The job of the SASI is not as structured as most Air Force jobs. Although the Air Force provides some guidance for managing the program, self-direction, initiative, and self-reliance are essential traits of the SASI. Only officers who desire this flexibility in their work should apply. For further information, refer to AFJROTCI 36-2001, *Air Force Junior ROTC Operations*.

### **8. What is the ASI's job?**

The ASIs work for the SASI. In most units, they are responsible for the Leadership Education portion of the curriculum. This includes drill and ceremonies, principles of leadership and management, and communication skills. They assist the SASI in teaching Aerospace Science, particularly those areas where they have special competence because of their experience and training. They may give or grade tests, give career and performance counseling, and supervise cadet corps activities. They are also involved in the

enrollment and extracurricular activities described in question 7. Typically, the ASIs are appointed Military Property Custodians and are responsible for uniforms and equipment and for other administrative matters. They wear their Air Force uniform while performing AFJROTC duties. The instructors, although not on active duty, are still working in and managing a military-type unit. The same NCO-officer, subordinate-supervisor relationship which existed on active duty must be maintained in the AFJROTC unit. Only those NCOs who can support the objectives of AFJROTC and give their full loyalty, support, and cooperation to the SASI in achieving goals should apply. For further information, refer to *AFJROTCI 36-2001, Air Force Junior ROTC Operations*.

**9. For whom do the instructors work?**

Instructors are employees of the school and are responsible to the school authorities and Air Force ROTC for the conduct of the program. The SASI works for the principal and is the direct supervisor of the ASI. The school and the instructor mutually agree on the length of the instructor's contract (not less than 10 months per year). Even though the instructor's contracts are with the schools, the Air Force reserves the right to remove instructors from the program through decertification action if their performance or conduct is unsatisfactory.

**10. May the instructors teach non-AFJROTC subjects, such as math or social studies?**

AFJROTC instructors perform only those duties connected with the instruction, operation, and administration of the AFJROTC program. Individuals employed as AFJROTC instructors will not perform duties or teach classes in any discipline other than Aerospace Science unless the performance of such duties or the teaching of such classes is outside the school's normal day of academic instruction and is contracted for between the school and the individual AFJROTC instructor at no expense to the Air Force; however, this provision is not intended to preclude AFJROTC instructors from serving on committees or performing other routine duties that are rotated regularly among other teachers in the school.

**11. What is the relationship of the instructors to other members of the faculty?**

The SASI and ASI are members of the faculty and teach an integral part of

the school's curriculum. They are subject to the same extracurricular assignments and duties as other teachers, such as homeroom and study hall monitor, and usually receive the same benefits of sick leave, holidays, and vacations as do the other teachers. Some states/school districts may require the SASI and ASI to be certified as high school teachers above and beyond AFJROTC instructor certification. AFJROTC recommends that the SASI and ASI work toward certification. In some states, the ASI is permitted to teach military subjects without certification and may serve as a classroom assistant without being teacher certified by the state.

## **12. What pay does the instructor receive?**

Instructors receive, as a minimum, an amount equal to the difference between their retired pay and the active duty pay which they would receive if ordered to active duty. Active duty pay includes base pay, quarters allowance, subsistence allowance, clothing allowance (NCOs), and variable housing allowance. This is computed on a monthly basis, and then multiplied by the length of the contract. Assume your active duty pay to be \$5000 and your retired pay to be \$2000 monthly: (\* NOTE: BAH is based on the zip code of the school where as an instructor--this amount may be more or less than when assigned on active duty.)

Pay & Allowances	\$5000
Less Retired Pay -	\$2000
Minimum Pay from School	= \$3000

(per month of contract length)

Schools must pay the minimum (prescribed by Title 10, USC, Section 2031) but may pay above the minimum. Any amount above the minimum is subject to negotiation between the instructor and the school. The Air Force reimburses the school one-half of the minimum. Each active duty pay raise will result in an increase of the minimum pay from the school. Conversely, each cost of living raise in retired pay could result in a decrease of the minimum pay. Notwithstanding any other provision of law, AFJROTC instructors are not, while so employed, considered to be on active duty or

inactive duty training for any purpose. Only the pay is computed as though you were on active duty.

**NOTE: Gray-Area Guard and Reserve applicants--please refer to "Gray-Area Guard and Reserve Members" talking paper under Instructor Information for guidance on salary calculation.**

**13. Will my retired pay and school pay equal my gross monthly active duty salary?**

Yes, your gross will be the same. However, your net pay may be different because allowances are not taxable on active duty; as an AFJROTC instructor, allowances are considered part of the gross pay and are taxable.

**14. What is the length of the contract?**

The minimum instructor employment contract length is 10 months. As you know, not all schools operate summer sessions. Therefore, the lengths of contracts vary. The school's budget, school policy, and individual negotiating skill affect contract lengths. Some schools cannot afford to offer a 12-month contract, or will not because the other teachers are on shorter contracts. Those schools granting 12-month contracts must insure that the instructors will be performing duties in direct support of AFJROTC throughout the duration of the contract.

**15. Will the school or the Air Force reimburse me for interview or moving costs?**

The Air Force offers no reimbursement and most schools offer none. AFJROTC instructors selected for overseas positions in Department of Defense Dependent Schools (DoDDS) are moved at DoD expense schedules.

**16. Are regular officers affected by dual compensation laws?**

*No.*

**17. What does the Air Force furnish the AFJROTC units?**

The Air Force supplies curriculum materials such as instructor guides, textbooks, training aids, lesson plans, uniforms for students, some training equipment, a vehicle rental allowance, a telephone charge allowance, and up to one-half of an instructor's minimum instructor pay (MIP) amount.

**18. What does the school furnish?**

The school furnishes a portion of the instructor's pay, the necessary facilities for the classroom instruction, equipment and uniform storage, a drill area, and the same supervision, support, and equipment normally provided other teachers and classes.

**19. Where are the AFJROTC units located?**

The law requires that a fair and equitable geographic distribution be followed; therefore, schools may be selected in any of the 50 states. AFJROTC operates 870 units in 49 states, 12 Department of Defense Dependent School (DoDDS), and 5 overseas locations (1 in Guam/1 in Puerto Rico). Our present policy requires that the unit be accessible to an active duty base and not be in the same school with Army, Navy, or Marine Corps Junior ROTC units. Title 10 requires schools to maintain a minimum JROTC cadet enrollment of either 100 cadets or 10% of the overall school population to remain viable. Effective with the 2011-2012 school year, AFJROTC requires schools with less than 750 enrollment to maintain 75 cadets; schools with population of 750-999 must maintain a cadet enrollment of 10% of the overall population; and schools with more than 1000 cadets must maintain a minimum enrollment of at least 100 cadets.

**20. Who is responsible for the success of the AFJROTC program?**

The success of the program in any school depends primarily on the SASI and ASI. The differences in skill, experience, and grade enable each instructor to relate to the cadets in a different way and are thus complimentary. This partially explains the team effort required for a successful unit, and is a factor in determining whether the program will attract the required number and quality of students and, therefore, determine the viability of the unit and the tenure of the instructors.

**21. How are applicants evaluated?**

Applicants are given an overall evaluation score based on educational background, teaching experience, command experience (officers), experience with youth groups, highest grade held while on active duty, and an interview conducted by an SASI or an AFROTC Professor of Aerospace Studies (PAS). This evaluation is recorded as an overall point score and stored in the computer for use during nomination cycles.

**22. How does the hiring process work?**

Instructor vacancies are posted on the Internet at [www.afjrotc.com](http://www.afjrotc.com). Approved applicants may apply for vacancies by calling or e-mailing their preferences to Holm Center/JRI. Approved applicants are considered for schools of their choice in order of merit by overall evaluation score. The top candidates are nominated to the schools. School officials interview nominees and select the instructor.

**23. What are my chances for selection?**

Selection opportunity depends primarily on one's qualifications as measured by the criteria listed in question 21. Selection probability can also be improved if the applicant volunteers for less popular locations or is available for CONUS-wide assignment. If your primary interest is obtaining employment, indicate "worldwide" for your state of preference on the application. Do not put "worldwide" unless you are willing to relocate to any vacancy.

**24. How will I find out about available positions?**

You should go to the Internet at [www.afjrotc.com](http://www.afjrotc.com). The vacancy list is updated every three weeks.

**25. When should I apply?**

If you are retired, you should apply immediately. If you are not retired, you should apply within 6 months of your retirement date or terminal leave date.

**26. How long will my application be retained on file?**

Approved applications are retained until you are retired from active duty five years (a one-year waiver is authorized for exceptionally well-qualified applicants). It is the applicant's responsibility to request a one-year waiver NLT 60 days prior to expiration date indicating accomplishments since retirement and justification for waiver consideration. Waivers are based on needs of AFJROTC.

Instructors who terminate employment and are eligible for reemployment consideration may remain as active applicants for five years after their date of termination.

**27. What if I retired with Air Force or VA disability?**

If you retired with 30% disability or more, you must submit a copy of your summary Physical Evaluation Board (PEB) finding or Veterans Administration Disability Determination to Holm Center/JRI for review by the AETC Staff Surgeon General. You must also provide medical documentation that describes the original medical condition and current status.

**28. When will I be eligible for nomination to a position?**

You are eligible for nomination when Holm Center/JRI has received all necessary items, evaluated your application, and approved you as an applicant.

**Necessary items are:**


- Completed electronic Application for AFJROTC Instructor Duty with signature page
- Copy of last 10 signed Performance Reports
- Full length photo
- Copy of your retirement order
- PEB or VA findings (if necessary)
- Education Verification
- Results of personal interview with an SASI or PAS (forwarded by the SASI/PAS after interview).

**29. Why and what type of photo is required with my application?**

Instructors continue to wear the Air Force uniform in the performance of their duties and must demonstrate an appropriate Air Force image.

A current, color full-length (head-to toe pose) .jpeg photo in Air Force short-sleeved or long-sleeved blue shirt and blue slacks is preferred. If an Air Force short-sleeved or long-sleeved blue shirt and blue slacks is not readily available, civilian business attire is acceptable. The photo does not need to be taken by a professional photographer. Digital photo taken by family or friend is acceptable. However, Air Force Bio photographs are not acceptable.

**30. As an Air Force Junior ROTC instructor, will my retirement status change?**



Your retired status does not change. You are not on active duty, and you are not in the active Air Force Reserves. Although you teach aerospace science and are associated with the Air Force as an AFJROTC instructor, you are a school employee.

**(NOTE:** Retired active duty members who enlist in the Reserves following retirement and earn additional rank during Reserve service may wear the higher Reserve rank as an AFJROTC instructor.)