

**BOARD AGENDA ITEM**  
**January 24, 2017**

**SUBJECT:**

Changes to Policy GCB Professional Staff Contracts and Compensation

**BACKGROUND:**

This policy establishes the structure for professional staff contracts and compensation. Recent legislation extends the annual deadline for teachers to accept contracts. SECTION 59-25-420 of the S.C. Code, 1976, as amended states, "A teacher who is reemployed by written notification pursuant to Section 59-25-410 shall before May eleventh notify the board of trustees in writing of his acceptance of the contract."

**ADMINISTRATIVE CONSIDERATION:**

The proposed policy updates personnel language based on the district's new administrative structure. It also extends the date for written acceptance of contracts from April 25 to May 11.

**RECOMMENDATION:**

Adopt the proposed policy on final reading

**ATTACHMENT:**

Policy GCB Professional Staff Contracts and Compensation

**PREPARED BY:**

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## PROFESSIONAL STAFF CONTRACTS AND COMPENSATION

Code **GCB** Issued **1/17**

Purpose: To establish the basic structure for professional staff contracts and compensation.

### Compensation

The board will attempt to pay its professional employees at a level that will attract and hold personnel dedicated to education.

The compensation of certificated personnel is based on the state salary schedule with local supplements as approved by the board. The schedule takes into consideration the levels of professional training and years of service in the district.

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

No teacher employed in the same position, over the same time period, will receive less total salary, including any normal incremental increase, than the teacher received for the previous fiscal year.

As a minimum requirement, certified applicants must have in their possession or must have completed before the assumption of professional duties all technical certification requirements for the position in question or be eligible for exceptions by the accrediting agencies by which the schools of the district are assessed.

Certified employees must maintain their certification and meet the requirements of applicable accrediting agencies in order to continue employment in the district.

At the option of the appropriate executive director, newly employed personnel who assume coaching duties may be employed with provisions in their contracts which require continuing coaching duties as a condition of continued employment by the district.

### Contracts

All personnel assigned to regular positions will be given contracts for the specific number of days or months of work.

The board will approve all contracts for the employment of teachers and other employees, and no contract will be binding upon the board or upon the district. Only the interim services account will be liable for payment for any services performed, until board action is taken on the recommendation in the event of an interim placement pending board approval. Interim utilization of services by a recommended employee who has otherwise completed and cleared all pre-hiring interview and screening requirements is authorized prior to board action on the superintendent's recommendation where the administration reasonably believes the best interests of students and/or staff will most efficiently and continuously be served by such conditional authorization to commence work. Written acknowledgment of the conditional nature of such services, subject to board approval, will be obtained by the human resources department.

Contracts of certified personnel may be renewed annually with the exception of those persons under consideration for contract changes or termination.

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All personnel will be notified of the status of their contracts (whether renewed or not renewed) by April 15 of each year. Employees must give written acceptance of their contracts to the superintendent on or before May 11. Failure to give such notification constitutes contract rejection.

### **Summer employment**

Personnel employed for summer school will be paid for the contracted period of time at the rate established for the position. Should the summer school contractual time overlap with the employee's annual work schedule and payment, only the regular salary will be paid for the overlap days in the contractual period.

### **Supervision of rental property**

When a facility is rented by an outside group, the supervisor fee should be paid appropriately by the group renting the facility, provided the event requiring supervision is not school sponsored and is beyond the typical working hours of the supervisor. The supervisor does not have to be an administrator. The supervisor fee is to be included in the total contractual cost.

Adopted prior to 1974; Revised 2/28/78, 1/22/85, 9/13/88, 1/14/92, 11/27/01, 2/8/11, 2/7/12

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#### **Legal references:**

##### **A. S. C. Code, 1976, as amended:**

1. Section 59-19-80 - Requirements as to purchases and teacher employment (teacher contracts to be awarded in public).
2. Section 59-19-290 - Contracts in excess of apportioned funds void.
3. Section 59-20-50 - Minimum salary schedule.
4. Section 59-21-20 - Teacher contracts to be based on school term of 190 days.
5. Section 59-25-410 - Notice to teacher of employment status.
6. Section 59-25-420 - Teacher required to notify board of acceptance; opportunity for hearing if not reemployed.
7. Section 59-25-710 - Salary complaints.
8. Section 9-1-2210 - Teacher and Employee Retention Incentive Program; operation.