

Student-Centered Education Consulting Group

Practical, Common-Sense Services and Solutions from Veteran, Highly
Successful South Carolina Educators

Personnel Handbook 2024-2025

DISCLAIMER

The contents of this personnel handbook are presented as guidelines for some of Student-Centered Education Consulting Group's (Herein after SCECG) current policies, practices and procedures. This handbook and its contents supersede, replace and make null and void all previously issued handbooks, practices, and procedures on the topics contained therein.

All services are rendered by At Will Employees. This means that either the employer or the employee may terminate employment with SCECG at its discretion, with or without notice. Nothing in this handbook binds SCECG to a specific or definite period of employment or to any specific policies, benefits, guidelines, working conditions, or privileges of employment. No supervisor or member of management except the President of SCECG, LLC, has the authority to bind SCECG to any employment agreement with any employee either verbally or in writing. The only valid At Will Agreement for employment must be in writing, signed by the President, SCECG, LLC, and the employee and specify a definite period of time during which the agreement shall exist.

I hereby acknowledge that I have received a copy of the personnel handbook; that I have read and understand this disclaimer, and that this disclaimer appears on the first page of the SCECG Personnel Handbook.

IMPORTANT

Your signature denotes that you have read the policies and procedures

Our Staff

Student Centered Education Consulting Group, LLC (SCECG)

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Insurance

HUB International Southeast

Lakeisha Jackson

Commercial Account Manager

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401 K Plan Administration

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About Student Centered Education Consulting Group

Student Centered Education Consulting Group (SCECG) is an educational consulting firm which has seasoned, veteran, experienced, highly successful South Carolina superintendents, school and district administrators, business and personnel administrators, teachers and instructional specialists available to assist school districts across the state in various ways.

The goal of SCECG is to offer top quality services to South Carolina districts to enable districts and schools to better serve their students and communities. The services are designed to meet the specific needs of districts through research and study and are based on the administrators' experience and expertise in leading schools and districts in South Carolina.

Our consultants were employed as educators in the public schools and districts for many years and continue to keep up with issues at all levels that affect the public schools. SCECG can offer practical, common-sense training, consultation, advice and recommendations to schools and districts. Our strengths are our consultants and our employees, our commitment and our passion to make a difference for school districts across the state. We are truly student centered and we deliver on our promises.

SCECG's Division of Recruitment and Employment of Educators is responsible for recruiting and employing top quality educators who will be placed into South Carolina School Districts. SCECG provides instructional services, educational support services, administrative and management services, for the district and schools in the district, which are performed by experienced, qualified and, as appropriate, certified SCECG personnel. The district identifies its needs for instructional services, educational support services, administrative and management services for the district and schools in the district and SCECG provides instructional services, educational support services, administrative and management services, for the district and schools in the district by placing experienced, qualified and, as appropriate, certified SCECG personnel into the district.

SCECG is recruiting and hiring educational personnel to be placed in the school districts and has contracted with school districts to place educators into vacant positions. SCECG provides a proactive, comprehensive approach to hiring and placing educators who meet or exceed expectations of SCECG and the school districts.

In partnership with clients, SCEEGG recruits the very best educators who possess the skills, experience, and passion essential to advancing the districts mission, aspirations and goals and providing the best education possible. SCECG identifies and recruits top talent by using our

relationships with educators, Schools of Education across the state and CERRA and by advertising using electronic and print media.

Non-Discrimination Statement

It is the policy of the Student-Centered Education Consulting Group not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

Procedures for Employment

Prospective Employees should complete the following:

Make written application to SCECG by completing the Student-Centered Consulting Group application.

Participate in an interview with the Personnel Director

Agree to a Criminal Background Check

Have 2 individuals complete the appropriate reference forms and submit them to:

Cathy C. McMillan, Director of Personnel
311 Wilkins Road
Campobello, SC 29322
864-612-8660

Onboarding Tasks for Individuals to be Employed by SCECG:

Pre-employment procedures:

Sign the Student-Centered Education Consulting Group AT-WILL AGREEMENT

Sign the Student-Centered Education Consulting Group PERSONNEL GOALS AND STAFF CONDUCT and INSURANCE STATEMENT

Provide copy of TB test

Payroll Enrollment Checklist

The following documents and information are required:

W-4 Form

Authority for Release of Information form Background Check

Employment Eligibility Verification I-9

Provide copy of Driver's' License and Social Security Card

Provide Voided Check and Direct Deposit Authorization Form

Establishing Salary and Benefits

SCECG will pay the Employee for services rendered during the term of the employment agreement a salary based on the Employee's certifications or qualifications using the appropriate salary schedule for the position less any withholdings required by law and deductions provided under this agreement. There are no paid holidays. The appropriate SCECG district level employee will notify SCECG of any payroll changes need in any month and will keep records of any changes needed.

Payroll Deductions

The required deductions that will be made from the gross salary are Social Security Employee Contribution, Medicare Employee Contribution, Federal Income Tax, State Income Tax and the fee to SCECG.

Eight percent (8%) of Employee's compensation is to be paid to SCECG on a monthly basis through payroll deductions as a fee for the opportunity to be an Employee of SCECG and to be placed in School District Clients of SCECG.

No optional insurances are available through SCECG.

Paydays

Paydays will be established by SCECG and all pay will be through direct deposit to the Employee as may be arranged and handled by SCECG.

SCECG shall be responsible for determining all withholdings under state and federal law.

PAY DATES

The established pay date is typically the last work day of each month.

2024

JULY 31

AUGUST 30

SEPTEMBER 30

OCTOBER 31

NOVEMBER 29

DECEMBER 20

2025

JANUARY 31

FEBRUARY 28

MARCH 31

APRIL 30

MAY 30

JUNE 30

JULY 31

AUGUST 29

SEPTEMBER 30

OCTOBER 31

NOVEMBER 28

DECEMBER 22

Tax Sheltered Annuities

SCECG has established a 401 K Plan that is available to employees and employees will be contacted about the opportunity to sign up. The 401 K plan is being administered by Chris Miller with Oak Capital Management, LLC ,750 Executive Center Drive, Suite 100, Greenville, SC 29615.

Employment Fee to SCECG

Eight percent (8%) of Employee's compensation is to be paid to SCECG on a monthly basis through payroll deductions as a fee for the opportunity to be an Employee of SCECG and to be placed in School District Clients of SCECG.

Insurance and Benefits

SCECG does not provide or pay for employee health or dental insurance.

SCECG shall ensure and maintain workers compensation coverage on each and every SCECG Educator, employee, agent and officer in accordance with State and Federal law.

SCECG shall at all times maintain tort liability insurance on all SCECG Educators, employees and agents up to \$1,000,000.00 per claim per occurrence for any loss or claim arising out of any act or omission of any SCECG Educator or employee arising out of the SCECG Educators' performance, activities, actions or omissions during the term of this agreement. SCECG agrees to ensure that the district is named as an additional insured party under SCECG's tort liability insurance required under this section. SCECG will provide a copy of the tort liability insurance to the district. SCECG Educators shall also be covered by services bonds to protect the district against the loss of money, equipment, supplies and belongings caused by dishonest acts of any SCECG Educator.

Personnel Policies and Procedures

Assignment and Supervision

The Employee agrees and accepts that all assigned positions in the School District are made in the sole discretion of Employer, SCECG, in consultation with the School District's Superintendent or his or her designee.

After placement, SCECG shall monitor and exercise management and control over the SCECG Educators to ensure their performance and teaching methods meet or exceed professional standards and expectations to the satisfaction of the district.

SCECG will ensure that the Employee faithfully and diligently performs all services and duties assigned in order to provide a quality education for each and every student under SCECG'S supervision during the term of this agreement.

At all times, the Employee's performance is expected to meet or exceed the standards and expectations prescribed by SCECG and the standards of the School District. SCECG will ensure that the Employee works harmoniously and effectively at all times with the School District administration, employees and all public-school teachers within the School Districts to promote a productive educational learning environment to enhance the quality of education for all students.

The district will report any issues with an SCECG Employee to the SCECG Director of Personnel.

SCECG Administration will establish a process to periodically monitor the work of the SCECG Employee to ensure that the Employee complies with all of the policies, procedures and processes of the school district, SCECG and any directives of SCECG or the district. immediate supervisor.

Personnel Goals and Staff Conduct Expectations

Employees are expected to adhere to the Personnel Goals and Staff Expectations of SCECG.

Personnel Goals and Staff Conduct Expectations Student Centered Educational Consulting Group

The goal of SCECG is to offer top quality services to South Carolina districts to enable districts and schools to better serve their students and communities. All employees of SCECG have one purpose--to facilitate the educational process. The success and excellence of our services depends on our staff members.

It is the policy of **SCECG** to seek and employ the best-qualified personnel for each position. We have established policies in collaboration with our school district partners, that enable each employee to make his/her fullest contribution to the programs of the school system where he/she is placed, and to **SCECG**.

State and federal law regulations, school board policies, community standards, and directives of the superintendent, principal, supervisor, and **SCECG**, all play a part in determining the expectations for staff conduct in a school district. One of the most important and oldest beliefs in education is “one of the best methods of instruction is that of setting a good example.”

SCECG expects our employees to strive to set the kind of example for students that will serve them well in their own conduct and behavior and subsequently contribute to an appropriate school atmosphere.

To that end, in professional dress, conduct and interpersonal relationships, all **SCECG** staff should recognize that they are continuously being observed by students and that their actions and demeanor will be reflected in the conduct of the students.

No **SCECG** employee will commit or attempt to induce students or others to commit an act or acts of immoral conduct which may be harmful to others or bring discredit to **SCECG** or the partner district where placed. If it appears an employee may have violated the law, **SCECG** will cooperate fully with law enforcement agencies.

Employees of **SCECG**, while on duty and in the presence of students, will not use profanity, will not use tobacco in any form, and will not consume or be under the influence of intoxicating beverages or drugs. **SCECG** employees will not be involved in drug abuse or drug traffic. Violations of these expectations will be grounds for immediate suspension and possible termination of employment. As outlined in the At Will Employment Agreement, there are no provisions for a hearing or due process if terminated for any of the above.

The following list includes some of the actions that are considered misconduct while on duty or off district premises and off duty when the action may cause or prevent the employee from effectively performing his/her assigned duties, functions, during duty hours or as it violates local, state or federal law or contractual agreements.

1. Possessing, using, selling, manufacturing, distributing, or dispensing any illegal drugs or alcohol while on duty or off partner district property. This includes misusing prescription or OTC drugs.
2. Fighting or deliberately harming another.
3. Being absent without approval.
4. Refusing to follow a supervisor's instructions or being insubordinate.
5. Failure to adhere to safety and health rules as established by state law and the partner district.
6. Destroying partner school district property.
7. Using obscene language which is unsuitable in the school setting.
8. Having any interaction/activity of a sexual nature or intent with a student.
9. No sexual relationship between **SCECG** employees and students that include any conduct directed to establishing such a relationship. For example, this would include intimate letters from employees to students, personal telephone calls, sexualized

dialogue through the internet, social media, text messaging, suggestive comments in the classroom.

10. Possessing weapons on school property.
11. Using school property without permission.
12. Behaving in any inappropriate manner to the extent of adversely affecting the **SCECG** employee's ability to perform his/her work.
13. Non-sexual offenses against the prevailing code of morality.
14. SCECG employees will abide by all of the safety and security policies of the clients and will participate in all required drills.

Arrest of a SCECG Employee

Any employee who has been arrested will immediately inform his/her supervisor. Any employee who has been given a ticket for a violation of the law that could have a negative reflection on their job, the partner district, or **SCECG** will immediately inform his/her supervisor.

Sexual Harassment Policy

Sexual harassment, whether committed by supervisory or non-supervisory personnel or a student, is specifically prohibited by SCECG policy. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors or any other verbal, visual or physical conduct of a sexual nature when:

- submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment;
- submission to or rejection of such conduct is used as the basis for an employment decision affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

This policy applies equally to men and women, to same and opposite-sex relationships, to supervisor-subordinate relationships, and to peer relationships. It also applies to non-employees, such as students, vendors and other visitors.

SCECG and its management are responsible for taking immediate action against any act of sexual harassment by any employee. Although it would be impossible to list all conduct that would violate the Company's harassment policy, the following are examples of conduct that the Company absolutely prohibits:

- Unwelcome sexual flirtations, advances, propositions, insinuations or physical contact
- Profane, inappropriate, lewd and/or demeaning language

- Verbal comments, inquiries, remarks or actions which are offensive or derogatory in nature including any reference to another person's gender, sexual preference, marital status or other any other classification protected by federal, state or local law
- Transmitting or forwarding e-mails containing offensive, suggestive or lewd attachments, statements or jokes
- Displays of objects or materials which are, or may be perceived as offensive or inappropriate in the workplace, including anything sexually suggestive or insulting to fellow employees
- Threats or insinuations from supervisory personnel either stated or implied, that suggest an employee's submission to sexual requests will impact their employment and/or wages either positively or negatively

The above examples are only illustrative types of conduct that would violate this policy and, as such, do not represent a complete list. All employees must comply with this policy and take appropriate measures to ensure that sexual harassment does not occur. Individuals who engage in acts of sexual harassment may be subject to disciplinary action, up to and including termination of employment.

Reporting Procedure

An employee who believes that he or she has been subject to harassment, even if the employee is unsure if the conduct violates SCECG's harassment policy, should immediately report such conduct to his or her supervisor; if this is not appropriate, employees are urged to seek the assistance of the Director of Human Resources or any other member of management with whom the employee feels comfortable. Also, any employee who witnesses harassment, has the responsibility to report such actions immediately either to his or her Supervisor, the Director of Human Resources, or any other member of management with whom the employee feels comfortable.

If the employee feels that the matter is not being addressed adequately or promptly, he or she should promptly bring it to the attention of the next level of management or Human Resources.

Employees who believe they have experienced impermissible harassment have an obligation to take advantage of this complaint procedure. SCECG urges the prompt reporting of complaints so that quick and constructive action can be taken.

Investigation Procedure

SCECG will promptly, thoroughly and impartially investigate all bona fide complaints. Employees are encouraged to respond to questions and participate in investigations. Complaints and information obtained during investigations will be kept confidential to the extent possible consistent with the necessity to investigate the complaint and take the appropriate corrective action.

Any Supervisor who receives a complaint of harassment from an employee, regardless of whether it is a "formal" or "informal" complaint, or who learns of an incident, must forward the information immediately to the Director of Human Resources.

Violations will be dealt with promptly, appropriately and proportionately. Responsive action may include training, reprimand, warning, reassignment, suspension or termination, as SCECG believes is appropriate under the circumstances following its investigation.

No Retaliation

Retaliation against an employee who reports an alleged violation of this policy or who provides information in any related investigation or proceeding is strictly prohibited, will not be tolerated and shall constitute a violation of this policy. Alleged victims of harassment and individuals who in good faith report harassment or participate in investigations will be protected from retaliation. Retaliatory conduct should immediately be reported to the Director of Human Resources so that SCECG can take prompt and appropriate action.

General Non-Harassment Policy

It is SCECG's policy to prohibit discrimination against or harassment of any employee by a supervisor, employee, client/customer, patient or visitor on the basis of race, religious creed, religion, color, sex, national origin, age, citizenship, ancestry, veteran status, disability, sexual orientation, alienage, familial status, domestic violence victim status, genetic predisposition, marital status or any other characteristic prohibited by federal state or local law.

Harassment is not necessarily sexual in nature. Prohibited harassment can take many forms: slurs or other derogatory comments, objects, pictures, cartoons, demeaning gestures, signs, jokes, e-mail, pranks, intimidation and threats, physical contact or violence, and other conduct based upon a protected category. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to precisely define harassment, employees are expected to behave at all times in a professional and respectful manner.

Anyone who feels that he or she has been subjected to conduct which violates this policy should immediately report the matter to his or her supervisor, or any member of senior management with whom you feel comfortable. If you are unsure of to whom to raise an issue of harassment, or if you have not received a satisfactory response within (5) business days after reporting any incident of what you perceive to be harassment, please immediately contact the Director of Human Resources (or anyone else in a management position with whom you feel comfortable) who will ensure that an investigation is immediately initiated.

Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. In addition, SCECG will not allow any form of retaliation against individuals who report unwelcome conduct or who cooperate in the investigation of such reports in accordance with this

policy. Retaliation is unlawful. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

Evaluation of Staff

Employees of SCECG, in cooperation with the employing school district, will abide by all required state evaluations and certification requirements.

SCECG Personnel Director will work with the employing districts to ensure that all procedures and duties are faithfully and satisfactorily carried out.

The district reports any issues with a SCECG Employee to the SCECG Director of Personnel.

Filing A Complaint/ Grievance

An employee who has an issue with any action or policy of management should immediately file a complaint with his/her immediate supervisor.

SCECG recognizes the need to establish a procedure for providing a prompt and effective means of resolving issues that may arise among employees and between employees and administrators.

Every complaint made by an employee is not a grievance. In order for an employee concern to be considered a grievance an employee must reference the policy / rule that the employee believes to have been violated., deviated from, misapplied and or misinterpreted with regards to the employees' working conditions,

Employees should secure an equitable solution of grievances at the most intermediate level.

Employees are encouraged to seek resolution of disputes under the existing regulation and will have the right to appeal to do so without fear of reprisal.

It is important that grievances be settled as quickly as possible.

Nothing in this policy limits the right of any employee to discuss the grievance or complaint with any appropriate member of the administration.

The employee has the right to appeal a decision of any administrator to the president of SCECG.

Staff Personal Security and Safety

Through its overall safety program and policies, SCECG seeks to provide the safest working environment for all employees. Should an employee be subject to assault, harassment, damage to personal property or any other harm or threat of harm on the premises or in the scope of his/her employment, the incident should be addressed as follows:

The employee should immediately notify his/ her supervisor who will immediately report to the appropriate district level administrator.

If necessary, the appropriate administrator will report the incident to the resource officer or local law enforcement for further investigation and /or filing of criminal charges as appropriate. As soon as practicable the employee should file a written complaint with the immediate supervisor.

The supervisor after receipt of the complaint and adequate proof of the charges will discipline any other staff or student offender pursuant to personnel policies or the student code of conduct.

SCECG Director of Personnel will be notified of the incident and will monitor the situation.

School District Board Policies, General Operating Procedures, Expectations

All SCECG employees will abide by the school district's established Board policies, general operating procedures, and expectations.

Substitute Teachers

SCECG Employees will follow the established procedures in the school district for the use of substitute teachers.

Leaves and Absences

SCECG employees are assigned a specific number of days to work during the school year. Any leaves, sick, personal, family or other leave will vary depending upon the specific agreement with the SCECG client school districts. All leave will be documented by the appropriate district level administrator in each district. The district is responsible for documenting each employee's time worked and report any deviation to SCECG. Any duty assignments that require overtime work will be approved and documented by the district.



Background Checks

As part of SCECG's commitment to ensure that SCECG employs quality individuals, we require a background check. Employees will sign the release form to have the background check performed at no cost to the employee.

AUTHORITY FOR RELEASE OF INFORMATION

I authorize SCECG, The Chapman Corporation, and their agencies to perform a background check. With this request, I authorize all corporations and law enforcement agencies to release information about my background to the person or company with which this form has been filed, or their agent. This form releases the aforesaid companies from any liability and responsibility for collecting the above information. Research is in accordance with the Fair Credit Reporting Act (FCRA, U.S.C. **1681-1681U).

Last Name **First Name** **Middle Name**

Maiden Name /Other Last Names

Date of Birth

Social Security Number **Current Address**

State **Zip Code** **City**

Additional Addresses in last 7 years.

I understand that The Chapman Corporation, and its employees and or agencies, shall not be held legally accountable in any way for providing this information to the above-named person or company and hereby release said agency and person from any and all liability which may be incurred as a result of furnishing such information.

Applicant/Employee Signature_____

**The Chapman Corporation
PO Box 23786
Charlotte, NC 28227
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