

# Florence District Three

---

## Personnel Report

September 2025

# Certified Vacancies – 2025 - 2026

Early Childhood	I
Elementary	0
English	0
Science	I
Social Studies	0
Special Education	0
Art	0
Music /Band	3
PE	I
Speech	0
Health Science Teacher	I
School Librarian	0

# Sign Up Today



## Application launching



Your dream job is waiting!

Sign up for Florence District Three's job alerts and be the first to know about exciting opportunities, amazing benefits, and a community that supports your growth.



Don't miss out — stay connected!



#Florence3.0 #NowHiring #JoinFSD3



[www.fsd3.org](http://www.fsd3.org)



843-374-8652



Job Alerts

Certified Positions

Classified Positions

Administrative Postions

# Florence District Three

---

## Staff Compensation (GBC) Policy Update

September 2025

# STAFF COMPENSATION

Code **GBC** Issued **5/16/2002** Latest Revision **1/18/2024** Latest Review **1/18/2024**

## Professional Staff

The board will attempt to pay its professional staff at a level that will attract and retain individuals who exhibit a strong commitment to education and who have the skills necessary to effectively implement the district's educational program.

The compensation of certified staff 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.

Upon recommendation of the superintendent, the board awards contracts to professional staff as required by state law.

Upon recommendation of the superintendent, the board will notify teachers in writing of their employment status before May 1st of each year. **The notice will include the projected salary schedule for the district for the school year. In the event of a loss or reduction in state, local, or federal funding that was anticipated by the district at the time the projected salary schedule was adopted, the notice will specify any downward adjustments to the projected salary schedule. Upon completion of the state and location appropriations, teachers will receive a final salary schedule.**

Teachers who are reemployed must give written acceptance of their contracts to the superintendent before May 11th of each year. Failure to give such notification constitutes **contract rejection rejection of the contract**.

## Support Staff

The board will base the salary of all support staff on salary schedules or hourly rates set by the board on the recommendation of the superintendent. The board will set compensation according to the responsibility of the position, services rendered, evaluation of performance, years of service, provisions of the district's operational budget, and any applicable state and federal laws.

# Florence District Three

## Professional Staff Contracts and Compensation (GCB) Policy Update

September 2025

# PROFESSIONAL STAFF CONTRACTS AND COMPENSATION

Code **GCB** Issued **5/16/2002** Latest Revision **2/20/2024** Latest Review **2/20/2024**

## Professional Staff

The board will attempt to pay its professional staff at a level that will attract and retain **well-qualified** individuals who exhibit a strong commitment to education and who have the skills necessary to effectively implement the district's educational program.

The compensation of certified staff 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.

The effective date for annual salary changes, as determined by the salary schedule or by action of the board, is July 1st. **Upon written request, the board will provide teachers with the factors used to determine their pay category on the salary schedule.**

## Contracts

Upon recommendation of the superintendent, the board will notify teachers in writing of their employment status before May 1st for the following school year. This includes both the issuance of employment contracts and notice of decisions of the superintendent's recommendation not to renew employment contracts. **The notice will include the projected salary schedule for the district for the school year. Upon completion of the state and local appropriations, teachers will be provided a final salary schedule. Teachers who are reemployed must give written acceptance of their contracts to the superintendent before May 11<sup>th</sup> of each year. Failure to provide such notification constitutes rejection of the contract. ~~Teachers must give written acceptance of their contracts to the superintendent before May 11th. Failure to give such notification constitutes contract rejection.~~**

The board will award administrative contracts on the recommendation of the superintendent.

An administrator employed by the district on a contract will retain his/her rights as a teacher under state law. However, state law does not grant these rights to the position or salary of an administrator (e.g. if he/she is returned to the classroom).

# PROFESSIONAL STAFF CONTRACTS AND COMPENSATION

Code **GCB** Issued **5/16/2002** Latest Revision **2/20/2024** Latest Review **2/20/2024**

An administrator employed by the district on a contract will retain his/her rights as a teacher under state law. However, state law does not grant these rights to the position or salary of an administrator (e.g. if he/she is returned to the classroom).

## *Contract releases*

For release of teachers from contracts, see policy GCQC/GCQD, *Resignation of Professional Staff*.  
*Adopted 5/16/02; Revised 3/15/12, 4/20/17, 2/11/20, 3/10/22, 2/20/24*

## Legal References:

S.C. Code of Laws, 1976, as amended:

Section 59-19-80 - Requirements as to purchases and teacher employment (teacher contracts to be awarded in public).

Section 59-19-290 - Contracts in excess of apportioned funds void.

Section 59-20-50 - Minimum salary schedule.

Section 59-21-20 - Teacher contracts to be based on school term of 190 days.

Section 59-24-15 - Rights of certified education staff employed as administrators.

Section 59-25-410 - Notification of employment for ensuing year; notification of assignment.

Section 59-25-420 - Teacher required to notify board of acceptance; opportunity for hearing if not reemployed.

Section 59-25-710 - Salary complaints.

**Section 59-67-470 – School bus drivers to be employed by the board.**

S.C. State Board of Education Regulations:

R43-205.1 - Assisting, Developing, and Evaluating Professional Teaching (ADEPT)

S.C. Cases:

*Henry-Davenport v. School District of Fairfield County*, 391 S.C. 85, 705 S.E.2d 26 (2011) - While a certified educator who is employed as an administrator on an annual or multi- contract retains her rights as a teacher under the Teacher Employment and Dismissal Act, those rights are not granted to the position or salary of administrator.



# Florence District Three

---

## Professional Staff Assignments and Transfers (GCK) Policy Update

September 2025

# PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

*Code GCK Issued 5/2002 Latest Revision 2/20/2024 Latest Review 2/20/2024*

Relocation of professional staff may become necessary to meet instructional requirements, fluctuating enrollments, changing educational needs, and district obligations.

## Assignment

The superintendent will assign instructional staff on the basis of qualifications, the needs of the district, and staff members' expressed desires. When he/she cannot meet all three conditions, the superintendent will assign staff in this order:

- first, in accordance with the needs of the district and its students
- second, where the administration believes each staff member is most qualified to serve
- third, as to expressed preference of the staff members

The superintendent will annually determine the professional staff to be assigned to each school. ~~On or before August 15th of each year~~ **No later than 14 days before students are scheduled to return to school**, the superintendent will notify each staff member of his/her tentative assignment for the following school year.

All staff are employed by the district, not a particular school. Differences in expected enrollment and the actual enrollment, as well as other district needs, sometimes result in changed assignments.

The superintendent is authorized to reassign staff in the best interests of the district. **If reassignment is necessary, the professional staff member will be notified at least five school days in advance of the reassignment, except when a critical district need makes such notice impossible or the staff member has requested the assignment.**

## Transfer

The transfer of a professional staff member from one school to another may be initiated by the staff member, the school principal, or the superintendent. In the case of transfers initiated by staff, and with all other considerations regarding assignment being equal, the administration will grant staff preferences for transfer in order of seniority in the district subject to the approval of the principals involved and in accordance with

# PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Code **GCK** Issued **5/2002** Latest Revision **2/20/2024** Latest Review **2/20/2024**

## Transfer

~~The transfer of a professional staff member from one school to another may be initiated by the staff member, the school principal, or the superintendent.~~ The staff member, the school principal, or the superintendent may initiate the transfer of a professional staff member from one school to another. In the case of transfers initiated by staff, and with all other considerations regarding assignment being equal, the administration will grant staff preferences for transfer in order of seniority in the district subject to the approval of the principals involved and in accordance with administrative rule GCK-R.

## School Assignments

Within an individual school, the principal/director will have the authority to assign classes and courses according to the needs of the school. The principal/director will make assignments based on staff qualifications.

*Adopted 5/02; Revised 12/20/18, 2/11/20, 3/10/22, 2/20/24*

## Legal References:

S.C. Code of Laws, 1976, as amended:

Section 59-25-410 - Notification of employment for ensuing year; notification of assignment

# Florence District Three

---

## Resignation of Professional Staff (GCQC/GCQD) Policy Update

September 2025

# RESIGNATION OF PROFESSIONAL STAFF

Code **GCQC/GCQD** Issued **11/20/1987** Latest Revision **2/20/2024** Latest Review

Any professional staff member who wants to cancel or terminate a contract must state his/her desire in writing to the superintendent. The district is under no obligation to release a professional staff member from a contract except as set out below. For such resignation to be effective, it must be accepted in writing by the superintendent. The board will be formally advised of all resignations.

When the superintendent does not accept a resignation, and the staff member fails to continue to perform his/her contractual duties, the superintendent will report the breach of contract to the board. The board may send a formal complaint to the State Board of Education (SBE) requesting that appropriate action be taken against the staff member for failure to comply with contractual obligations. If there is conclusive evidence, SBE will take action on a complaint signed by the appropriate administrator; however, there must be documentation that the board voted to send the complaint. Both state law and regulations provide for suspension or revocation of a professional certificate under such circumstances.

## **Breach of Contract**

If a staff members signs a new contract in another district without being formally released from his/her previous contract, he/she will be considered to have breached his/her previous contract, and the new contract is considered void.

When the superintendent does not accept a resignation and the staff member fails to continue performing his/her contractual duties, the superintendent will report the breach of contract to the board.

The board may send a formal complaint to the State Board of Education (SBE) within 60 days of the breach, requesting that appropriate action be taken against the staff member for failure to comply with contractual obligations. If there is conclusive evidence, SBE will take action on a complaint signed by the appropriate administrator; however, documentation must be provided to show that the board has voted to send the complaint. Both state law and regulations provide for suspension or revocation of a professional certificate under such circumstances.

# RESIGNATION OF PROFESSIONAL STAFF

Code **GCQC/GCQD** Issued **11/20/1987** Latest Revision **2/20/2024** Latest Review

## Contract Releases

The board will not release a professional staff member from his/her contract after the SCSDE deadline except under one of the following conditions:

- circumstances beyond the staff member's control (e.g. military/business transfer of spouse)
- serious illness of the staff member
- availability of replacement deemed suitable by the district
- promotion, if recognized by superintendent

The staff member must submit a request for contract release in writing to the superintendent. The district reserves the right not to release the staff member if written notice is not given before the date specified above or a suitable replacement has not been found.

Until a staff member has been formally released from his/her contract, the district expects the staff member to report for duty on the first day of the school year or to continue to report for duty if the request for release is made mid-year.

~~If a staff member signs a new contract without having been properly released from a previous contract, the new contract is considered to be void.~~

*Adopted 11/20/87; Revised 3/21/90, 7/16/98, 1/18/01, 6/6/06, 2/11/20, 3/10/22, 2/20/24*

## Legal References:

S.C. Code of Laws, 1976, as amended:

Section 59-25-150 - State Board of Education may revoke/suspend certificate for just cause.

Section 59-25-160 - Revocation or suspension of certificate; "just cause" defined.

Section 59-25-530 - Unprofessional conduct; breach of contract.

# RESIGNATION OF PROFESSIONAL STAFF

*Code **GCQC/GCQD** Issued 11/20/1987 Latest Revision 2/20/2024 Latest Review*

S.C. State Board of Education Regulation:

R43-58 - Disciplinary action on educator certificates.

R43-58.1 - Reporting of terminations of certain school district employees.

R43-206 - Professional personnel resignation.

# Florence District Three

---

## Sick Leave Bank Program

## Proposed Policy

September 2025



# **SICK LEAVE BANK PROGRAM**

*Code* **GCCAAA**

Florence School District Three has established a sick leave bank program, allowing all staff members who have accrued sick or annual leave in excess of 60 days to contribute their unused leave to a sick leave bank. The purpose of the sick leave bank is to provide additional leave for staff members experiencing a catastrophic situation, resulting from a serious illness or accident that requires a staff member to be absent from work when all of their sick and vacation leave has been exhausted.

Staff members who have been employed with the district for three consecutive years will be eligible to receive donations of sick leave for medically certified illness, injury, impairment, or pregnancy or related condition of a staff member or a member of his/her immediate family that will cause the staff member to exhaust all accumulated leave earned during his/her employment with the district. The superintendent or his/her designee will have sole discretion to approve or deny all leave donation requests in accordance with this policy.

Any donation of sick leave by one staff member to another is strictly voluntary. No staff member will be coerced, threatened, intimidated, or financially induced into donating sick leave under this policy.

In the implementation of this program, no individual will be discriminated against on the basis of race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age, genetic information, national origin, or any other applicable status protected by local, state, or federal law.

## **Donating Leave**

Staff members desiring to donate leave under this program must:

have been employed with the district in a leave earning position for a minimum of three consecutive years

- donate to each receiving staff member no less than 10, but no more than 20, days
- donate no more than 40 days per school year
- not allow his/her sick or annual leave balance to drop below 10 days

# SICK LEAVE BANK PROGRAM

Code **GCCAAA**

Staff members must submit a signed, dated form to the human resources department designating the number of days being requested for donation and the name of the individual to receive the donation. Any unused days donated to a staff member at the time of his/her return to work will be returned to the donating staff members in order of donation (last in, first out) and by number of donated days (lowest first).

## **Receiving Leave**

All requests for sick leave donations must be submitted in writing to the superintendent or his/her designee. The request must include the reason for the request and the number of sick leave days requested. The superintendent or his/her designee will have sole discretion to approve or deny all leave donation requests in accordance with this policy.

To qualify to receive donations under this program, staff members must:

- have been employed with the district for a minimum of three years
- have exhausted all sick leave, vacation, and personal leave days
- must still be out on leave

Staff members who are released to work for any portion of the workday will not be eligible to receive donations. As of the effective date that a staff member is approved for payment under any long-term disability policy, the staff member will no longer qualify to use donated sick days.

During his/her employment with the district, staff members will be limited to receiving 90 donated days per year.

Cf. GCC

# SICK LEAVE BANK PROGRAM

Code **GCCAAA**

## Legal References:

United States Code of Laws, as amended:

Age Discrimination in Employment Act of 1967, 29 U.S.C.A. Section 621, *et seq.*

Age Discrimination Act of 1975, 42 U.S.C.A. Section 6101, *et seq.*

Americans with Disabilities Act of 1990, 42 U.S.C.A. Section 12101, *et seq.*

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C.A. Section 2000ff, *et seq.*

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.A. Section 701, *et seq.*

Title VI of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000d, *et seq.*

Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. Section 2000e, *et seq.*

Title IX of the Education Amendments of 1972, 20 U.S.C.A. Section 1681, *et seq.*

S.C. Code of Laws, 1976, as amended:

Section 1-13-10, *et seq.* - Prohibits discrimination on the basis of race, religion, color, sex, age, national origin, or disability.

Section 59-25-47(B) - Permits the establishment of a sick leave bank.

# SICK LEAVE BANK PROGRAM

Code **GCCAAA-E**

## Request to Donate Sick Leave

A staff member wishing to donate sick leave days to another district staff member will complete this form and submit it to the district office. The staff member requesting to receive will be responsible for providing any required statement of need by a licensed physician.

Name: \_\_\_\_\_ School/Work Site: \_\_\_\_\_

Number of sick days I wish to donate: \_\_\_\_\_

**Note:** *The number donated may not reduce the staff member's accumulated sick leave balance to less than 10 days. Staff members may only donate up to 20 days at a time, but no less than 10 days, and may only donate a total of 40 days per school year. Any unused days at the time of return to work will be returned to staff members in accordance with district policy. Days can only be donated to staff members who are currently on medical leave. The superintendent or his/her designee will have sole discretion to approve or deny all leave donation requests.*

District staff member to whom I wish to donate days: \_\_\_\_\_

\_\_\_\_\_  
Donating staff member's name (please print)

\_\_\_\_\_  
Donating staff member's phone number

\_\_\_\_\_  
Staff member's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary signature

\_\_\_\_\_  
Commission expiration date

# SICK LEAVE BANK PROGRAM

Code **GCCAAA-E**

## TO BE COMPLETED BY DISTRICT OFFICE

The staff member to whom sick leave days are to be donated ☐ is eligible ☐ is not eligible to receive the days based on the following criteria.

Check each requirement below that is met:

- ☐ The donating staff member's sick leave balance will not fall below 10 days.
- ☐ The receiving staff member has been employed with the district for three consecutive years and suffers from a certified illness, injury, impairment, or pregnancy or related condition.
- ☐ The receiving staff member's immediate family suffers from a certified illness, injury, impairment or pregnancy or related condition.
- ☐ The receiving staff member's need for the absence and use of sick leave are certified by a licensed physician (as attached).
- ☐ The receiving staff member has exhausted his/her accumulated sick leave and any other paid leave granted by the board.
- ☐ The receiving staff member has complied with the district's policies governing the use of sick leave.

# SICK LEAVE BANK PROGRAM

Code GCCAAA-E(2)

## Request For Use of Days from Sick Leave Bank

Name: \_\_\_\_\_ School/Work site: \_\_\_\_\_

*This information will be held in confidence and will be reviewed only by the superintendent or his/her designee. The superintendent or his/her designee will have sole discretion to approve or deny all leave donation requests. The staff members will be notified in writing of the decision.*

*Note: The receiving staff member may only receive a total of 90 days per school year.*

1. Have you used days from the sick leave bank before? \_Yes\_\_\_\_\_No

a) If yes, how many days? \_\_\_\_\_

b) When were these days used? \_\_\_\_\_

c) Does the illness or injury prompting this request relate to your previous use of bank days?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, explain.

---

---

---

2. How many days are you requesting from the sick leave bank? \_\_\_\_\_

a) When was (or will be) your last available day of paid leave? \_\_\_\_\_

---

---

# SICK LEAVE BANK PROGRAM

Code GCCAAA-E(2)

## Physician's Certification

*All requests to draw from the sick leave bank must have a physician's signature certifying the urgency of the medical leave and be accompanied by a statement from the physician's office that the leave is medically required by the specific illness or disability.*

\_\_\_\_\_The requested leave is considered medically urgent

\_\_\_\_\_The requested leave is not considered medically urgent.

**Physician's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Staff Members' Certification

*By signing below, I agree to release any information requested by the sick leave bank relating to my injury or illness for which this request is being made. I authorize my physician to release any information relating to my request. I understand I will be liable for reimbursement of all salary and benefits expended by the sick leave bank for any material misrepresentation of facts.*

\_\_\_\_\_  
Staff member's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary signature

\_\_\_\_\_  
Commission expiration date

---

## Administrative Use Only

\_\_\_\_\_Request Approved

\_\_\_\_\_Request Denied