

COMPENSATION WITH CLARITY: MODERNIZING PAY PRACTICES FOR TRANSPARENCY AND COMPLIANCE

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Richland School District Two**

**AASPA 2025 Human Capital Leadership Summit
December 4-5, 2025
Savannah, Georgia**

LET'S SEE WHO'S IN THE ROOM

Three Quick Questions



- QUESTION 1: What is your primary role?
- QUESTION 2: How many years have you worked in HR?
- QUESTION 3: What is your district's compensation status?

Poll – www.menti.com

Code 3739 7314

WHO I AM AS AN EDUCATOR & HR LEADER

- ❑ 29 years in education (Teacher → AP → Principal → HR Director → Superintendent → Executive Director → SCHRO)
- ❑ SCHRO overseeing 3,887 staff across 39 schools & centers
- ❑ Credentials: • EdD in Educational Leadership • SHRM-SCP (Senior Certified Professional) • pHCLE (Professional Human Capital Leader in Education) • Diversity Leaders Institute
- ❑ Expertise: • Strategic HR Management • Employee Relations • Compensation & Benefits Administration • Change Management • Data-Driven Decision





**RICHLAND
SCHOOL DISTRICT
TWO**

WHERE THIS WORK IS TAKING PLACE

Richland School District Two, Columbia, South Carolina

KEY STATISTICS

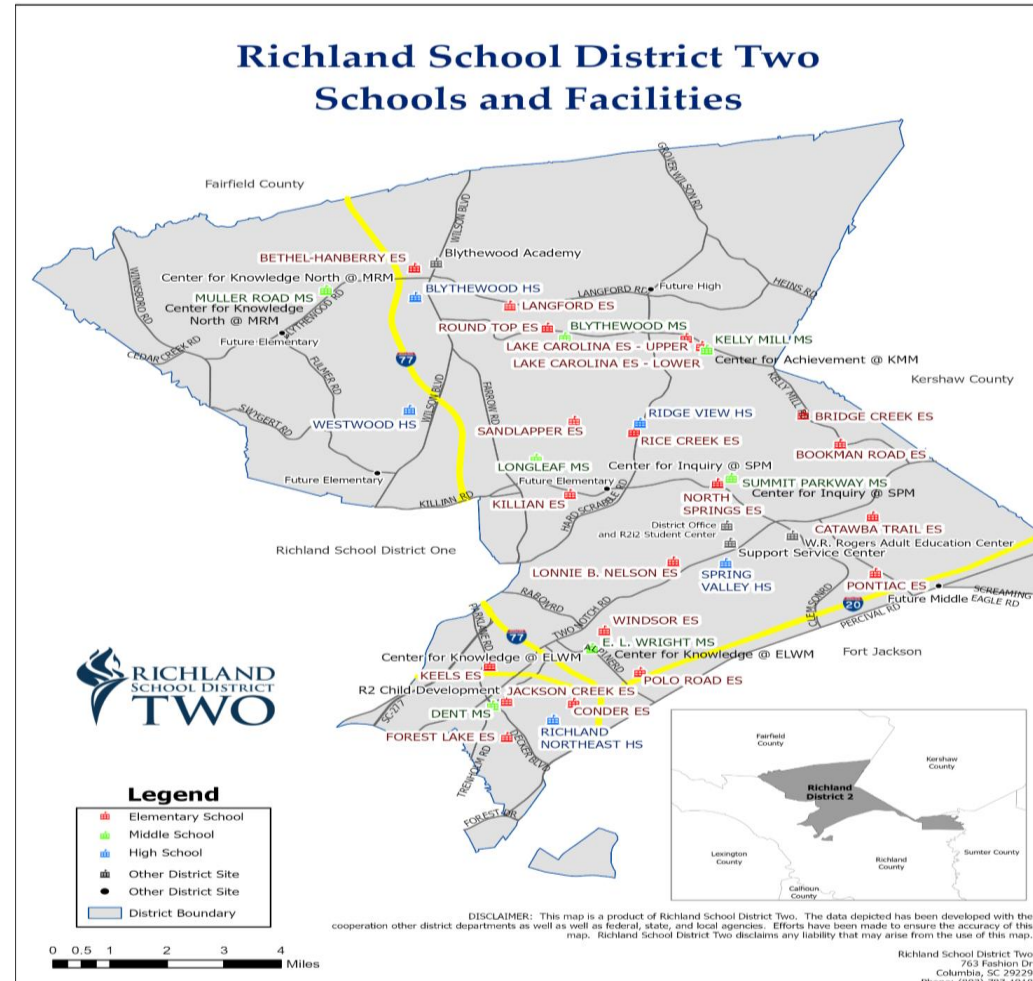
- 27,489 Students
- 3,887 Employees
- \$386.7M Budget (2025-2026)
- 39 Schools & Centers

DIVERSE COMMUNITY

- 56 Languages Spoken
- Strong Magnet Program Presence
- 86.7% Graduation Rate
- 12.7% Military-Connected Students

STRATEGIC CONTEXT

- Growing Economic Region
- Purple-Star District
- 100-Year Centennial in 2026



Purpose Driven, Future Ready

I AM...

***CONNECTED.
ENGAGED.
SUPPORTED.
ACHIEVING.***



CORE VALUES

***BELONGING
LEARNING
CONTINUOUS IMPROVEMENT
JOY***

MISSION

***IN PARTNERSHIP WITH OUR
COMMUNITY, WE EMPOWER STUDENTS
TO DISCOVER THEIR POTENTIAL AND
PREPARE FOR A SUCCESSFUL FUTURE.***

FOUNDATIONS

***COMMUNITY & FAMILY ENGAGEMENT | TEACHING &
LEARNING | CULTURE & CLIMATE | HUMAN CAPITAL |
FINANCE & OPERATIONS***

TODAY'S AGENDA

Our Roadmap

I	OPENING, FRAMING, & CONTEXT
II	THE CHALLENGE
III	OUR MODERNIZATION APPROACH
IV	LESSONS & NEXT STEPS
V	RESOURCES AND TAKEAWAYS FOR HR LEADERS



YOUR COMPENSATION PRACTICES SHAPE CULTURE

Compensation Practices Shaping Organizational Culture



Talent Attraction & Retention



Trust & Connection Building



Secure Compliance Systems

CONNECTION TO HUMAN CAPITAL LEADERS IN EDUCATION STANDARDS

Primary eHCLE Domains Addressed:

- 💰 **TOTAL REWARDS** (Compensation & Benefits)
- 🎯 **STRATEGY** (Alignment with organizational priorities)
- ⚖️ **RISK MANAGEMENT** (Compliance and policy development)
- 🔄 **PROCESS MANAGEMENT** (Continuous improvement)
- ❤️ **EXPERIENCE MANAGEMENT** (Employee satisfaction & transparency)



THIS IS AUTHENTIC, NOT POLISHED

WHY THIS MATTERS: Real > Polished; Authentic > Manufactured; Honest > Perfect

WHAT YOU WILL SEE:

- ✓ Real work products
- ✓ Work-in-progress case study
- ✓ Honest challenges
- ✓ Lessons from mistakes
- ✓ Tools we actually used

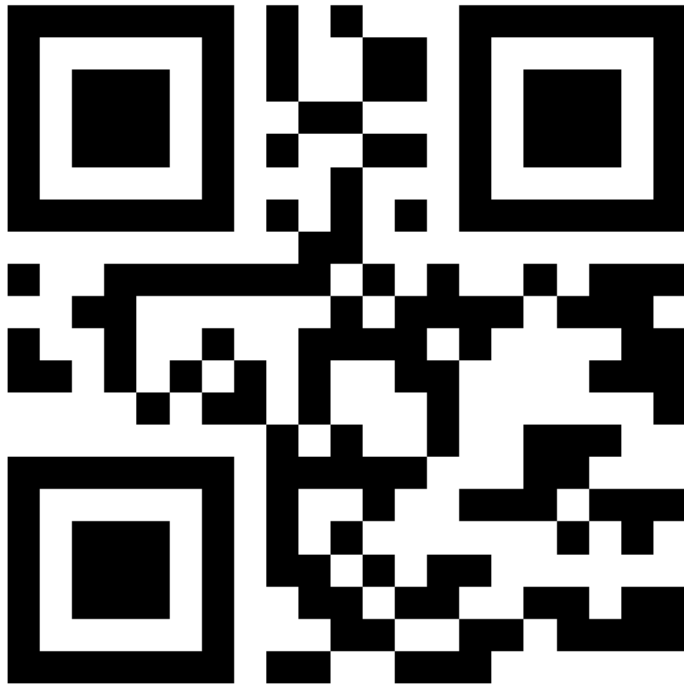
WHAT YOU WILL NOT SEE:

- ✗ Finished project case study
- ✗ Perfect execution
- ✗ Theory only
- ✗ Best practices that never fail

YOUR CURRENT STATE

How would you rate your district's current compensation system CLARITY?

(1 = Completely unclear | 5 = Completely clear)



Poll – www.menti.com

Code 3739 7314

HIDDEN SYSTEMS CREATE ORGANIZATIONAL RISK

Three Consequences:

COMPLIANCE EXPOSURE



- State audit flagged inconsistencies
- Potential equity violations
- Legal vulnerability from undocumented decisions

TRUST BREAKDOWN



- Staff questioned competitiveness
- Employees unable to explain their own pay
- Leadership credibility eroded

OPERATIONAL CHAOS



- HR provides conflicting guidance
- Supervisors make inconsistent decisions
- Time wasted on unanswerable questions

WHY THIS MATTERS FOR STUDENTS



THE PRACTICAL REALITY:

- ✓ Clear compensation = talented employees stay
- ✓ Retention = continuity for students
- ✓ Equitable systems = all teams valued
- ✓ Transparent systems = HR does strategic work

WHAT SUCCESS LOOKS LIKE

BY JUNE 2026, WE WILL HAVE:

- ✓ DOCUMENTED all compensation practices (no more hidden structures)
- ✓ TRANSPARENT salary schedules (clear progression, clear criteria)
- ✓ EQUITABLE systems (consistent application, fair practices)
- ✓ COMPLIANT policies (aligned with regulations, defensible)
- ✓ SUSTAINABLE governance (annual review, ongoing management)



THE OUTCOME: Employees know how they are paid. Leaders know how to make consistent decisions. The system is fair, transparent, and sustainable.

FOUR FORCES ALIGNED TO DRIVE CHANGE

1 MARKET PRESSURE

Local districts increased salaries
\$2B new economic investment in the region
Intense competition for talent
→ Must be competitive or lose people

2 COMPLIANCE MANDATE

State audit (2023-2024) flagged gaps
Required: Address within 12 months
→ This was not optional

3 ORGANIZATIONAL MILESTONE

100-Year Centennial in 2026
Opportunity to modernize systems
→ Timing is strategic

4 BOARD COMMITMENT

Leadership aligned and resources allocated
Strategic priority in board goals
→ Authorization and funding secured

THE DISCOVERY PROCESS

What we found exceeded expectations:

10+ YEARS WITHOUT FORMAL COMPENSATION REVIEW

INEQUITABLE PRACTICES:

- X Rehired staff lose experience credit after a break of 6 or more months
- X Instructional Assistants receive NO experience credit
- X Inconsistent placement among classified staff
- X 2-for-1 experience credit formula (capped at step 5)

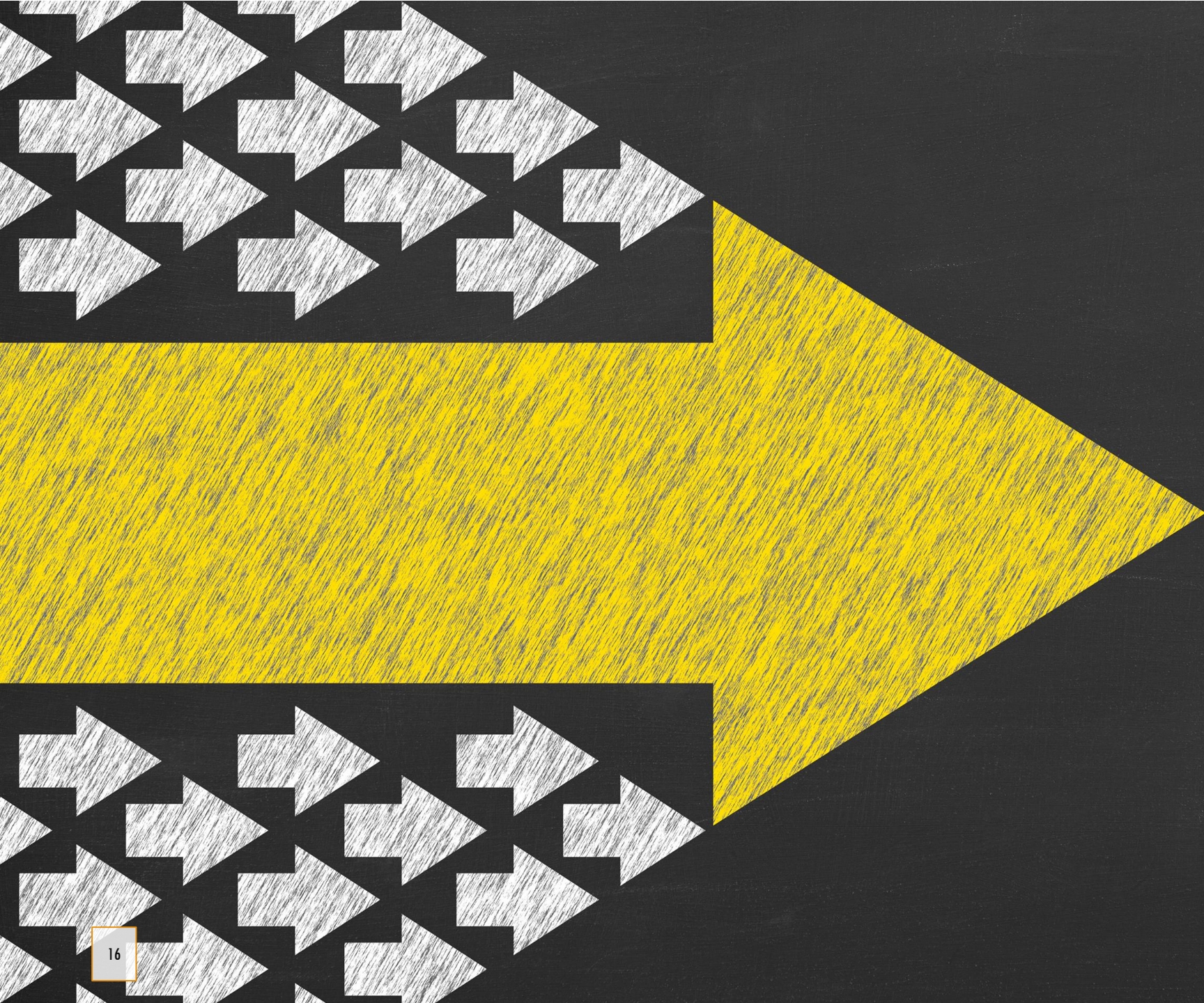
COMPLIANCE GAPS:

- X Job descriptions violate FLSA standards
- X Job descriptions violate ADA standards



CONSEQUENCE:

- Similar roles → different compensation
- Similar experience → inconsistent treatment
- Systems designed by accident, not strategy



Section II:
THE CHALLENGE



**THE CHALLENGE:
WHAT WE DISCOVERED**

WHEN WE SYSTEMATICALLY INVESTIGATED HOW
COMPENSATION ACTUALLY WORKED IN OUR DISTRICT,
COMPLEXITY EMERGED.

LET'S LOOK AT WHAT WE FOUND.

HOW WE UNCOVERED HIDDEN STRUCTURES

Systematic Discovery Process | July – November 2023



INTERVIEWS

(6 weeks)

40+ leaders across the organization

"How do you make pay decisions?"



DOCUMENT COLLECTION

(4 weeks)

Salary schedules, memos, emails, board minutes

Official and unofficial documentation



PAYROLL DATA ANALYSIS

(3 weeks)

Pattern analysis for discrepancies

Comparison to documented structures

WHAT WE DISCOVERED

CROSS-REFERENCING (2 weeks) Identified gaps, created master list

KEY INSIGHTS:

Good intentions created operational chaos.

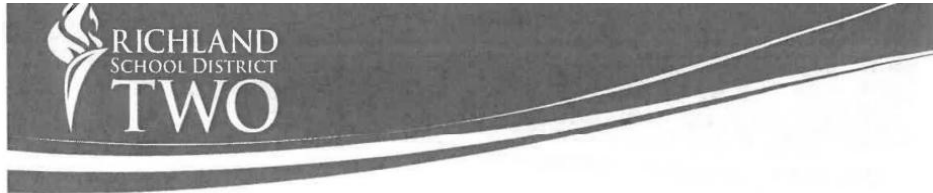
Each structure solved a local problem.

Collectively, they created systemic risk.



THE STRUCTURES WE FOUND

Pay Practices: General Guidelines



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)*

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

THE STRUCTURES WE FOUND

Pay Practices: Step Placement

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.

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
 $53 \div 9 = \underline{5.88}$

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.

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 an employee of Richland Two.

THE STRUCTURES WE FOUND

Pay Practices: Promotion Placement



Richland School District Two 6831 Brookfield Road Columbia, South Carolina 29206 (803) 787-19
FAX # (803) 738-73

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

**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).

THE STRUCTURES WE FOUND

HR Needs Assessment

STAFF PERCEPTION SURVEY RESULTS 2024
Annual Staff Engagement Survey

"Our salary offerings are competitive for our region."

RESULTS:

65% - DISAGREE/STRONGLY DISAGREE

20% - NEUTRAL

15% - AGREE/STRONGLY AGREE

KEY FINDING: Two-thirds of our workforce questioned our competitiveness.



THE STRUCTURES WE FOUND

HR Needs Assessment

Observations

- **Compensation Competitiveness:** Survey responses indicate mixed perceptions about the competitiveness of the district's compensation and benefits package. While some employees agree that pay and benefits are competitive for the region and industry, others disagree, suggesting potential issues with external equity and market alignment. This is consistent with interview feedback expressing concerns about salaries not being competitive enough to attract and retain top talent, particularly for veteran teachers and classified staff.

Recommendations

Recommendation 1: Conduct a Comprehensive Compensation and Benefits Review

To address concerns around external competitiveness and internal equity, Richland School District Two should conduct a thorough review of its current compensation and benefits programs. This review should include:

- **Gathering and analyzing market data to benchmark pay levels, salary ranges, and benefits offerings against relevant industry and regional comparators. Use a variety of data sources, such as salary surveys, government labor statistics, and competitor intelligence, to ensure a comprehensive and reliable analysis.**

THE STRUCTURES WE FOUND

MARKET ANALYSIS: PEER DISTRICT TEACHER COMPARISON

	STARTING	5-YEAR	10-YEAR
District A	\$48,500	\$54,200	\$59,800
District B	\$47,800	\$55,100	\$61,200
District C	\$49,200	\$56,500	\$63,100
<hr/> <hr/>			
Our District	\$47,576	\$49,763	\$55,784
<hr/> <hr/>			
GAP	-\$1,624	-\$6,737	-\$7,316

COMPETITIVE POSITION: Bottom Quartile

WHAT THIS MEANS: Gap widens over time = retention risk

School Year 2023-2024; Master's Degree

THE STRUCTURES WE FOUND

Office of the Inspector General Report

Finding #HC-3: The HR department lacked standard operating procedures for daily HR processes and a comprehensive payroll policy manual that resulted in inconsistencies in salary computations based on position and/or experience, which adversely affected various HR functions and payroll functions in the Finance department.

Recommendation #HC-3a: The SIG recommends the District HR department establish standard operating procedures for daily processes and a payroll policy manual to ensure consistency in salary computations.

Recommendation #HC-3b: The SIG recommends the District engage an external organizational management group to conduct a comprehensive study of the HR department's processes to identify inefficiencies and strategies for improvement.

Finding #HC-4: The District conducted an audit of onboard teacher payroll for the period of 2012 – 2022 that identified underpayments totaling \$459,381 related to certification changes and step increases. Retroactive payments were made to the onboard employees between February 2022 and October 2022.

Recommendation #HC-4: The District should ensure teacher payroll audits are conducted annually to ensure accuracy in teacher certifications, experience and step increases.

Finding #HC-5: The HR department was delinquent in processing payroll data of 190 employees resulting in late payments for paychecks scheduled for 8/15/22, in part due to inadequate staffing.

Recommendation #HC-5a: The SIG recommends cross-training HR personnel to ensure timely data processing of new hires during the summer hiring season.

Recommendation #HC-5b: The SIG recommends an increase of four HR specialist positions in HR department.

Office of the Inspector General

Brian D. Lamkin



Review of Richland School District Two:
Operations, Fiscal Affairs, Human Capital and
Board of Trustees

THE STRUCTURES WE FOUND

Office of the Inspector General Report

⚠️ THREE COMPLIANCE CONCERNS IDENTIFIED

FINDING #1: Inconsistent Application

"District does not consistently apply documented salary placement procedures."

FINDING #2: Insufficient Documentation

"Salary adjustments and supplements lack adequate documentation and approval trails."

FINDING #3: Equity Risk

"Current practices create potential for inequitable treatment across employee groups."

Office of the Inspector General

Brian D. Lamkin



Review of Richland School District Two:
Operations, Fiscal Affairs, Human Capital and
Board of Trustees

HIDDEN SYSTEMS CREATE ORGANIZATIONAL RISK

Revisiting the Three Consequences:

COMPLIANCE EXPOSURE



- State audit flagged inconsistencies
- Potential equity violations
- Legal vulnerability from undocumented decisions

TRUST BREAKDOWN



- Staff questioned competitiveness
- Employees unable to explain their own pay
- Leadership credibility eroded

OPERATIONAL CHAOS



- HR provides conflicting guidance
- Supervisors make inconsistent decisions
- Time wasted on unanswerable questions

THE STRATEGIC QUESTION

How do we create a compensation system that is:

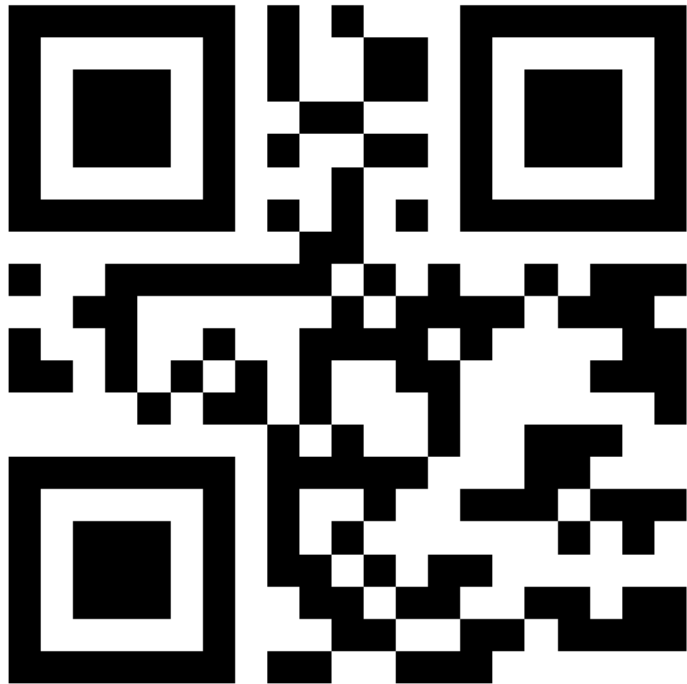
- ✓ **TRANSPARENT** - Everyone understands it
- ✓ **EQUITABLE** - Consistent application
- ✓ **COMPLIANT** - Aligned with regulations
- ✓ **COMPETITIVE** - Attracts and retains talent
- ✓ **SUSTAINABLE** - Long-term, not one-time

THE OUTCOME: Employees know how they are compensated. Leaders know how to make consistent decisions. The system is fair, transparent, and sustainable.



YOUR REALITY CHECK

How much of this resonates with YOUR district?



Poll – www.menti.com

Code 3739 7314

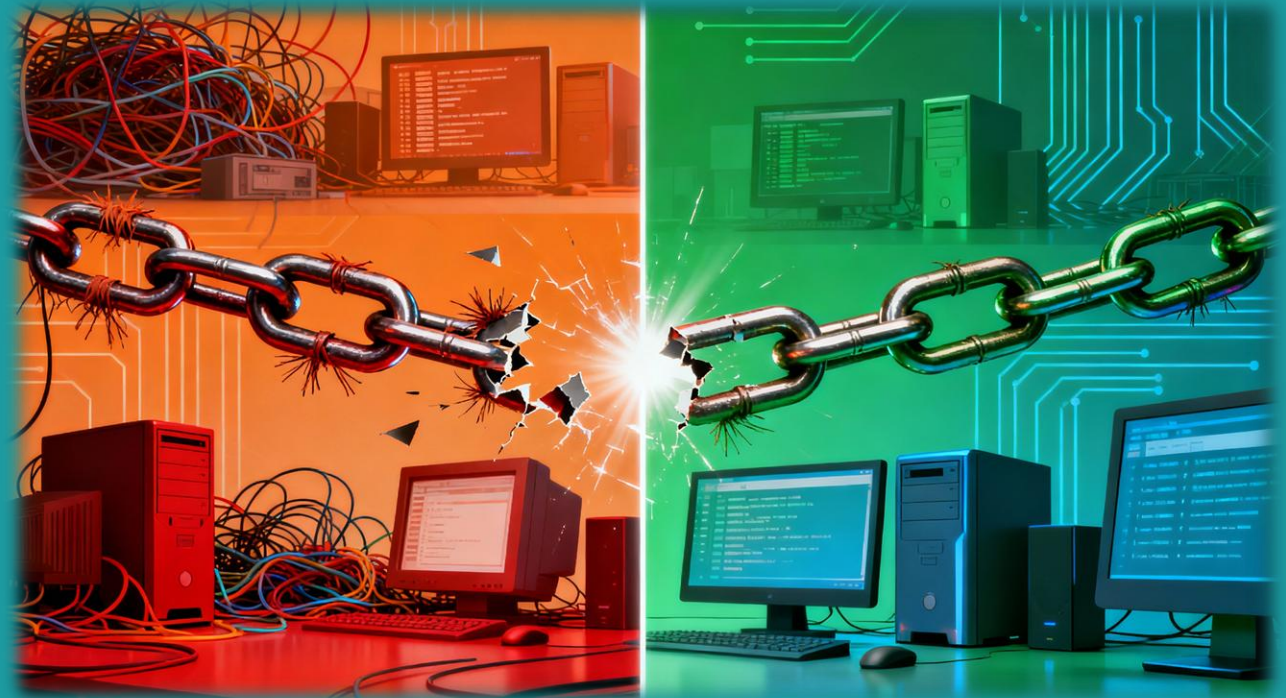
WHY WE HAD TO ACT

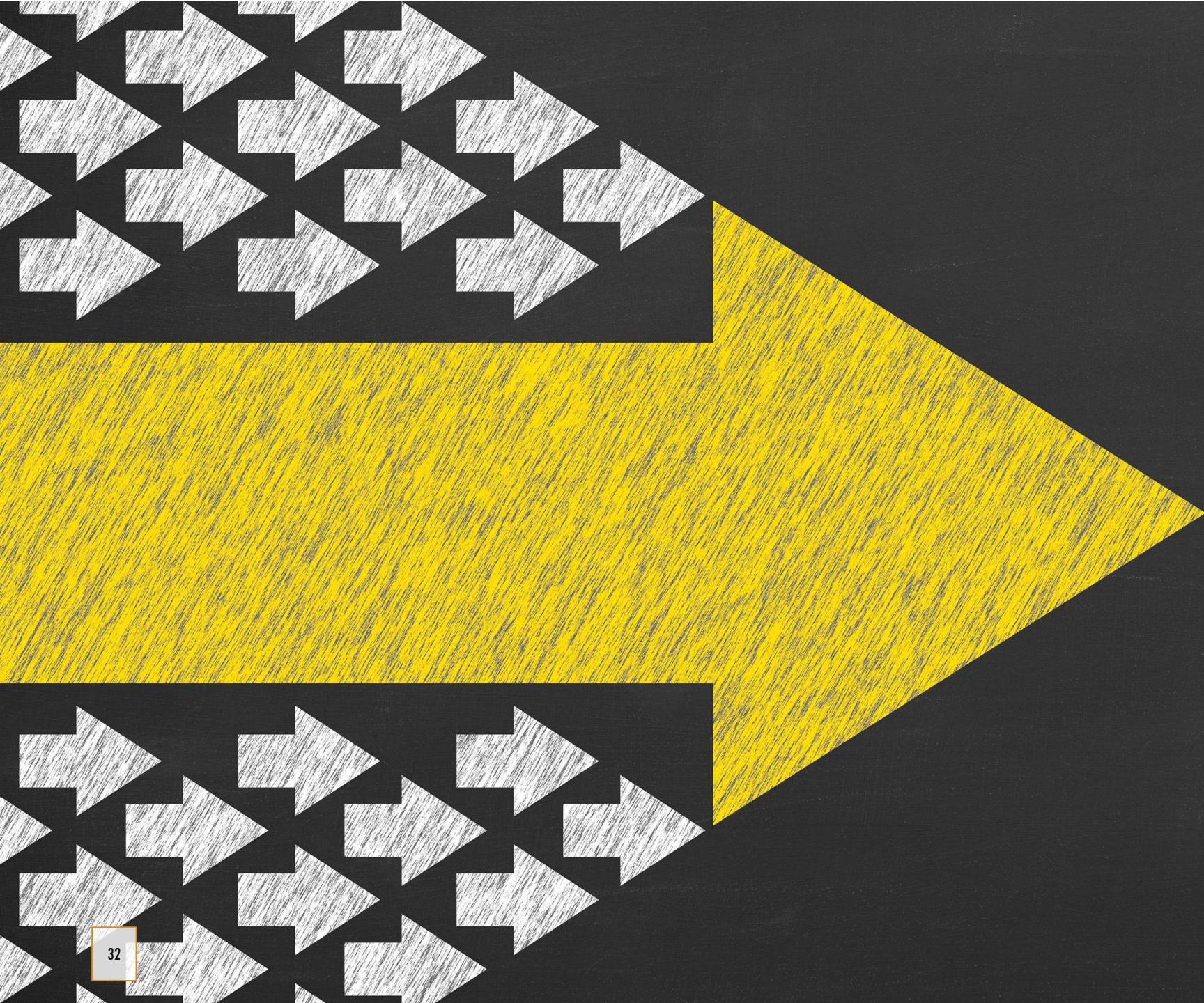
- ✓ OPERATIONAL NECESSITY
- ✓ STRATEGIC PRIORITY
- ✓ COMPLIANCE MANDATE
- ✓ ORGANIZATIONAL HEALTH

THE BOTTOM LINE:

Hidden compensation systems threaten organizational effectiveness.

Transparent systems build trust and support student achievement.





Section III:
Our Modernization
Approach



**OUR MODERNIZATION APPROACH:
A SYSTEMATIC FOUR-PHASE PROCESS**

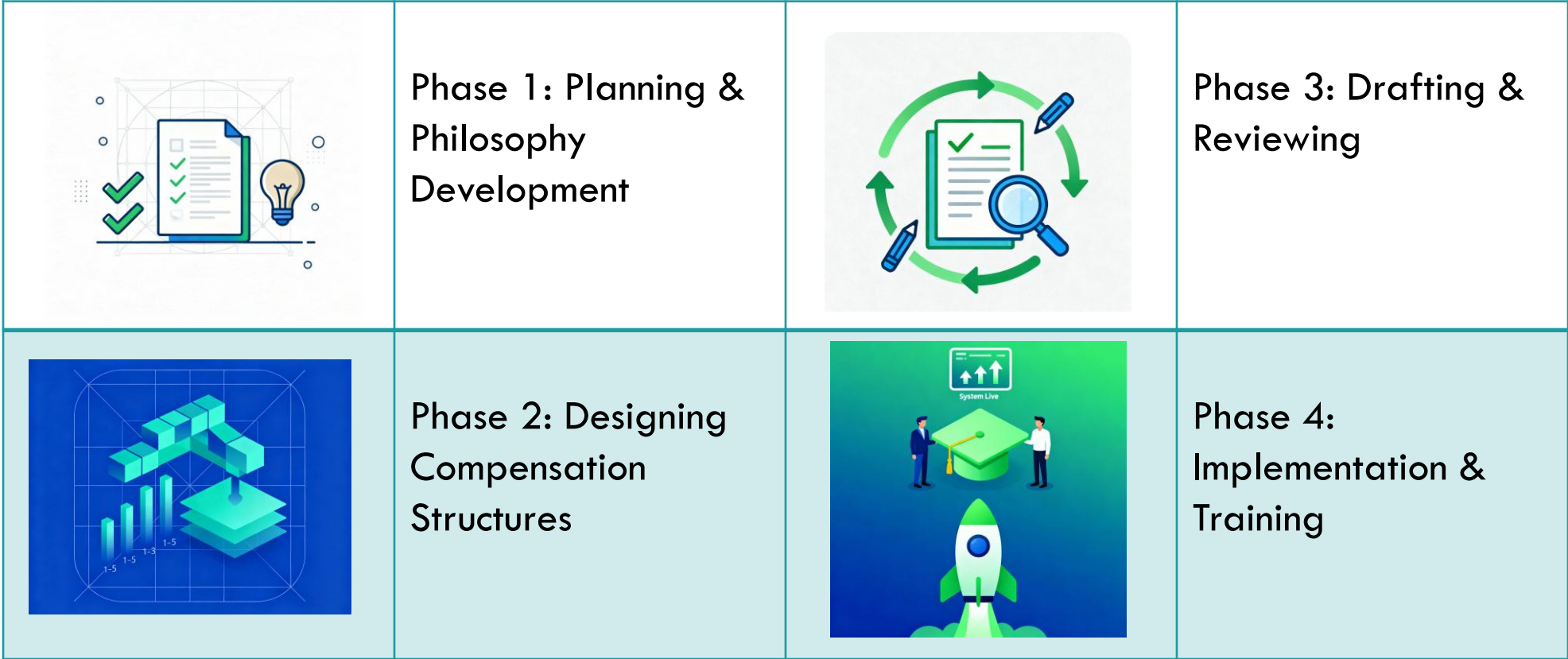
**WE FACED A COMPLEX CHALLENGE. WE NEEDED A
SYSTEMATIC SOLUTION.**

**WE DESIGNED AND IMPLEMENTED FOUR
INTERCONNECTED PHASES TO MODERNIZE OUR
COMPENSATION SYSTEM.**

LET ME WALK YOU THROUGH IT.

OUR MODERNIZATION APPROACH A SYSTEMATIC FOUR-PHASE PROCESS

Systematic Four-Phase Process | November 2023 – Ongoing



PHASE 1: PLANNING & PHILOSOPHY DEVELOPMENT

- ✓ Reviewed current compensation practices and policies.
- ✓ Analyzed district financial data and market compensation trends.
- ✓ Engaged stakeholders to create a compensation philosophy aligned with district values.
- ✓ Formed a project team.



OUR COMPENSATION PHILOSOPHY STATEMENT



OUR COMPENSATION PHILOSOPHY

PURPOSE:

To attract, retain, and motivate a high-quality workforce that supports student achievement and organizational success.

CORE VALUES:

✓ TRANSPARENCY

All employees understand how compensation is determined, what they earn, and what the progression looks like

✓ EQUITY

Fair and consistent treatment for all employee groups. Similar roles should have comparable compensation.

✓ COMPETITIVENESS

Compensation aligned with market rates to attract and retain talented employees.

✓ ACCOUNTABILITY

Clear decision-making authority, documented procedures, and transparent approval processes.

✓ SUSTAINABILITY

Fiscally responsible approach consistent with the district's budget and long-term strategic Goals.



PHASE 2: DESIGNING COMPENSATION STRUCTURES

- ✓ Developed salary structures based on job evaluations and market data.
- ✓ Created a classification framework aligned with the district's organizational structure.
- ✓ Develop policies for salary, placements, adjustments, and promotions.
- ✓ Created policies for supplemental pay.



PROPOSED CLASSIFICATION & COMPENSATION SYSTEM DESIGN

Unified Plan created for all District position titles:

- 209 job titles
- Step plan (20 or 27)
- 36 grade levels (101 to 136)
- Range Widths: 40% to 50% from minimum to maximum
- Reduced the teacher salary schedule from 45 steps to 35 steps

The Outcome: This work established fair and equitable internal relationships among positions and improved salary competitiveness.



Management Advisory Group, Inc. 2024

TEACHER SALARY SCHEDULE COMPARISON

RICHLAND SCHOOL DISTRICT TWO
Teachers Salary Schedule
2023-2024

Last Updated 6/22/23

Based on 190 Days

Year's Exp.	DOC ANNUAL	MA+30 ANNUAL	MA ANNUAL	BA+18 ANNUAL	BA ANNUAL
0	\$ 54,576	\$ 51,076	\$ 47,576	\$ 45,942	\$ 44,321
1	\$ 55,093	\$ 51,313	\$ 47,956	\$ 46,377	\$ 44,739
2	\$ 55,424	\$ 51,784	\$ 48,400	\$ 46,814	\$ 45,161
3	\$ 55,736	\$ 52,267	\$ 48,852	\$ 47,258	\$ 45,588
4	\$ 56,078	\$ 52,753	\$ 49,305	\$ 47,707	\$ 46,018
5	\$ 56,370	\$ 53,243	\$ 49,763	\$ 48,157	\$ 46,453
6	\$ 58,227	\$ 54,279	\$ 50,963	\$ 48,615	\$ 46,892
7	\$ 59,732	\$ 55,428	\$ 52,120	\$ 49,077	\$ 47,336
8	\$ 62,327	\$ 56,960	\$ 53,485	\$ 49,540	\$ 48,009
9	\$ 63,834	\$ 58,119	\$ 54,627	\$ 50,247	\$ 48,691
10	\$ 65,329	\$ 59,264	\$ 55,784	\$ 51,203	\$ 49,384
11	\$ 66,830	\$ 60,414	\$ 56,929	\$ 52,177	\$ 50,086
12	\$ 68,341	\$ 61,571	\$ 58,083	\$ 53,118	\$ 50,800
13	\$ 70,237	\$ 63,087	\$ 59,447	\$ 54,133	\$ 51,765
14	\$ 71,742	\$ 64,252	\$ 60,600	\$ 55,039	\$ 52,702
15	\$ 73,241	\$ 65,407	\$ 61,742	\$ 56,055	\$ 53,656
16	\$ 74,749	\$ 66,553	\$ 62,973	\$ 56,981	\$ 54,577
17	\$ 76,249	\$ 67,702	\$ 64,047	\$ 57,940	\$ 55,349
18	\$ 77,620	\$ 68,726	\$ 65,075	\$ 58,864	\$ 56,274
19	\$ 78,992	\$ 69,758	\$ 66,104	\$ 59,823	\$ 57,235
20	\$ 80,360	\$ 70,790	\$ 67,130	\$ 60,752	\$ 58,170
21	\$ 81,829	\$ 71,424	\$ 67,756	\$ 61,271	\$ 58,672
22	\$ 82,224	\$ 72,194	\$ 68,531	\$ 61,791	\$ 59,177
23	\$ 83,252	\$ 72,965	\$ 69,298	\$ 62,325	\$ 59,696
24	\$ 84,280	\$ 73,735	\$ 70,072	\$ 62,857	\$ 60,216
25-29	\$ 85,308	\$ 74,510	\$ 70,839	\$ 63,397	\$ 60,741
30-34	\$ 85,944	\$ 75,608	\$ 71,483	\$ 63,600	\$ 60,779
35-39	\$ 86,590	\$ 75,789	\$ 72,127	\$ 64,231	\$ 61,448
40-44	\$ 87,229	\$ 76,429	\$ 72,768	\$ 64,883	\$ 62,109
45	\$ 88,903	\$ 77,886	\$ 74,151	\$ 66,108	\$ 63,279

An employee must work 152 days in order to be eligible for an annual step advancement effective the next fiscal year.

Teacher Salary Schedule
 2024-2025 School Year

190 Days					
Salary Step	Doctorate	Masters +30	Masters	Bachelors + 18	Bachelors
0	\$58,100	\$54,600	\$53,000	\$51,500	\$50,000
1	\$58,972	\$55,146	\$53,530	\$51,886	\$50,375
2	\$59,856	\$55,697	\$54,065	\$52,275	\$50,753
3	\$60,754	\$56,254	\$54,606	\$52,667	\$51,133
4	\$61,817	\$56,817	\$55,152	\$53,062	\$51,517
5	\$62,899	\$57,669	\$55,704	\$53,460	\$51,903
6	\$64,000	\$58,534	\$56,261	\$53,861	\$52,293
7	\$65,120	\$59,412	\$57,104	\$54,265	\$52,685
8	\$66,259	\$60,303	\$57,961	\$54,672	\$53,080
9	\$67,419	\$61,208	\$58,830	\$55,082	\$53,478
10	\$68,599	\$62,126	\$59,713	\$55,496	\$53,879
11	\$69,799	\$63,058	\$60,609	\$56,050	\$54,418
12	\$71,021	\$64,004	\$61,518	\$56,611	\$54,962
13	\$72,263	\$64,964	\$62,441	\$57,177	\$55,512
14	\$73,528	\$65,938	\$63,377	\$57,749	\$56,067
15	\$74,815	\$66,927	\$64,328	\$58,326	\$56,628
16	\$76,124	\$67,931	\$65,293	\$59,055	\$57,335
17	\$77,456	\$68,950	\$66,272	\$59,794	\$58,052
18	\$78,812	\$69,985	\$67,266	\$60,541	\$58,778
19	\$80,191	\$71,034	\$68,275	\$61,298	\$59,512
20	\$81,594	\$72,100	\$69,299	\$62,064	\$60,108
21	\$83,022	\$72,821	\$69,992	\$62,685	\$60,709
22	\$84,475	\$73,549	\$70,692	\$63,311	\$61,316
23	\$85,953	\$74,285	\$71,399	\$63,945	\$61,929
24	\$86,598	\$75,027	\$71,935	\$64,424	\$62,393
25	\$87,031	\$75,590	\$72,294	\$64,746	\$62,705
26	\$87,466	\$75,968	\$72,656	\$65,070	\$63,019
27	\$87,903	\$76,348	\$73,019	\$65,395	\$63,334
28	\$88,343	\$76,730	\$73,384	\$65,722	\$63,651
29	\$88,785	\$77,113	\$73,751	\$66,051	\$63,969
30	\$89,229	\$77,499	\$74,120	\$66,381	\$64,289
31	\$89,675	\$77,886	\$74,490	\$66,713	\$64,610
32	\$90,123	\$78,276	\$74,863	\$67,047	\$64,933
33	\$90,574	\$78,667	\$75,237	\$67,382	\$65,258
34	\$91,027	\$79,061	\$75,613	\$67,719	\$65,584
35	\$91,482	\$79,456	\$75,991	\$68,057	\$65,912

An employee must work 152 days in order to be eligible for an annual step advancement effective the next fiscal year.

SUPPORT STAFF COMPARISON

Professional Assistant Salary Schedule Guide
2023-2024

Richland School District Two
Position Listing
2024-2025 School Year

GRADE	POSITIONS	DAYS PER YEAR
D	Accounting Assistant	245
A	Administrative Assistant	245
A	Administrative Monitor	190
A	College Information Specialist	190
B	Energy/Maintenance Assistant	245
A	HR Supervisor	245
D	HR Supervisor II	245
A	Elementary Bookkeeper	245
C	Interpreter	185
B	IT Purchaser/Bookkeeper	245
A	LAN Support Technicians	245
B	LAN Support Technicians	245
C	Lead Technician	245
C	Physical Therapist Assistant	190
A	School-to-Work Assistant	190
B	Software Technician	245
C	Supervisor of Pupil Transportation	245
A	Supervisor Security Services	245
A	Testing & Tutoring Monitor	190
B	Transportation Supervisor I	245
A	Transportation Safety and Training Officer	245

Position Title	FLSA	Schedule	Work Schedule
A			
	Exempt		
ACADEMIC BUDGET SPECIALIST	Non Exempt		
ACCOUNTANT	Exempt	115	245
ACCOUNTING SPECIALIST	Exempt	116	245
ACCOUNTING SPECIALIST	Non Exempt	113	245
ACCOUNTS PAYABLE MANAGER	Exempt	113	245
ACCOUNTS PAYABLE SPECIALIST	Non Exempt	113	245
ACCOUNTS RECEIVABLE SPECIALIST	Non Exempt	113	245
ADMINISTRATIVE ASSISTANT I (MIDDLE/HIGH)	Non Exempt	111	245
ADMINISTRATIVE ASSISTANT II (DISTRICT OFFICE)	Non Exempt	112	245
ADMINISTRATIVE ASSISTANT III	Non Exempt	114	245
ADMINISTRATIVE MONITOR	Non Exempt	109	190
ADMINISTRATIVE SPECIALIST I	Non Exempt	111	245
ADMINISTRATIVE SPECIALIST II	Non Exempt	112	245
ADMINISTRATIVE TECHNOLOGY SPECIALIST	Non Exempt	114	245
ALARM TECHNICIAN	Non Exempt	113	245
ASSISTANT ADMINISTRATOR	Exempt	121	200
ASSISTANT ATHLETIC TRAINER	Exempt	116	225
ASSISTANT PRINCIPAL (ELEMENTARY)	Exempt	123	225
ASSISTANT PRINCIPAL (HIGH SCHOOL)	Exempt	125	225
ASSISTANT PRINCIPAL (MIDDLE SCHOOL)	Exempt	124	225
ASSOCIATE FOR ADVANCED PROGRAMS AND THE ARTS	Exempt	126	245
ATTENDANCE INTERVENTIONIST	Exempt	PROF	200
ATHLETIC DIRECTOR	Exempt	125	225
ATHLETIC FACILITIES MANAGER	Non Exempt	118	245
ATHLETIC FACILITIES TECHNICIAN	Non Exempt	113	245
ATHLETIC SECRETARY	Non Exempt	106	185, 205
ATHLETIC TRAINER	Exempt	119	225
ATSI COORDINATOR	Exempt	122	245
ATTENDANCE SECRETARY	Non Exempt	107	215
AUDIO VIDEO TECHNICIAN	Exempt	112	245
B			
BEHAVIOR INTERVENTION ASSISTANT	Non Exempt	105	185
BEHAVIOR SUPPORT SPECIALIST	Non Exempt	113	190
BENEFITS MANAGER	Exempt	118	245
BENEFITS SPECIALIST	Non Exempt	113	245
BOILER TECHNICIAN III	Non Exempt	115	245
BOOKKEEPER I (MIDDLE/HIGH)	Non Exempt	111	245
BOOKKEEPER II (DISTRICT OFFICE)	Non Exempt	112	245
BUSINESS SYSTEMS SUPPORT ANALYST	Non Exempt	114	245
C			
CAFETERIA CASHIERS	Non Exempt	CCS	185
CAFETERIA MANAGER	Non Exempt	CCS	188
CAFETERIA WORKER	Non Exempt	CCS	185
CAREER DEVELOPMENT FACILITATOR	Exempt	114	190
CARPENTER	Non Exempt	113	245
CERTIFICATION ANALYST	Exempt	114	245
CERTIFIED TALENT ACQUISITION BUSINESS PARTNER	Exempt	114	245
CHIEF FAMILY & COMMUNITY ENGAGEMENT OFFICER	Exempt	132	245
CHIEF SPECIAL EDUCATION SERVICES OFFICER	Exempt	132	245
CHIEF OPERATIONS OFFICER	Exempt	132	245
CHIEF PUPIL SERVICES OFFICER	Exempt	132	245
CHIEF TECHNOLOGY & INNOVATION OFFICER	Exempt	132	245
CHILD DEVELOPMENT ASSISTANT	Non Exempt	104	185
CLASSIFIED TALENT ACQUISITION BUSINESS PARTNER	Exempt	114	245
COLLEGE INFORMATION SPECIALIST	Exempt	114	190
COMMUNICATION TECHNICIAN	Non Exempt	112	245
CONFERENCE CENTER SPECIALIST	Non Exempt	112	245

An employee who works a minimum of 152 days and receives a satisfactory evaluation is eligible for an annual step advancement effective the next fiscal year.

SUPPORT STAFF EXAMPLE

RICHLAND SCHOOL DISTRICT TWO
Professional Assistant Salary Schedule
2023-2024

Based on 245 Days

STEP	Grade A ANNUAL	Grade B ANNUAL	Grade C ANNUAL	Grade D ANNUAL
0	\$ 40,036	\$ 42,453	\$ 45,864	\$ 48,515
1	\$ 40,639	\$ 42,876	\$ 46,321	\$ 48,998
2	\$ 41,049	\$ 43,308	\$ 46,786	\$ 49,487
3	\$ 41,454	\$ 43,738	\$ 47,257	\$ 49,985
4	\$ 41,868	\$ 44,180	\$ 47,726	\$ 50,509
5	\$ 42,288	\$ 44,617	\$ 48,206	\$ 50,990
6	\$ 42,713	\$ 45,067	\$ 48,686	\$ 51,502
7	\$ 43,272	\$ 45,549	\$ 49,158	\$ 52,039
8	\$ 44,077	\$ 46,114	\$ 50,490	\$ 53,389
9	\$ 44,849	\$ 47,574	\$ 51,400	\$ 54,349
10	\$ 45,649	\$ 48,379	\$ 52,277	\$ 55,311
11	\$ 46,483	\$ 49,158	\$ 53,227	\$ 56,303
12	\$ 47,281	\$ 50,102	\$ 54,149	\$ 57,267
13	\$ 48,086	\$ 50,940	\$ 55,048	\$ 58,229
14	\$ 48,863	\$ 51,767	\$ 55,970	\$ 59,194
15	\$ 49,690	\$ 52,641	\$ 56,922	\$ 60,183
16	\$ 50,468	\$ 53,501	\$ 57,825	\$ 61,151
17	\$ 51,217	\$ 54,333	\$ 58,742	\$ 62,098
18	\$ 52,047	\$ 54,540	\$ 59,676	\$ 63,057
19	\$ 52,874	\$ 56,035	\$ 60,560	\$ 64,069
20	\$ 53,651	\$ 56,895	\$ 61,465	\$ 65,014
21	\$ 54,449	\$ 57,727	\$ 62,380	\$ 65,976
22	\$ 55,280	\$ 58,597	\$ 63,332	\$ 66,971
23	\$ 56,030	\$ 59,447	\$ 64,235	\$ 67,933
24	\$ 56,857	\$ 60,286	\$ 65,149	\$ 68,890
25	\$ 57,662	\$ 61,131	\$ 66,101	\$ 69,850
26	\$ 58,814	\$ 62,353	\$ 67,425	\$ 71,247

An employee must work 152 days in order to be eligible for an annual step advancement effective the next fiscal year.

Richland School District Two
Support & Administrative Schedules
2024-2025 School Year

Grade 112		
Days		
Salary Step	245	Hourly Rate
Step 1	\$50,815	\$27.65
Step 2	\$51,614	\$28.09
Step 3	\$52,426	\$28.53
Step 4	\$53,251	\$28.98
Step 5	\$54,089	\$29.44
Step 6	\$54,939	\$29.90
Step 7	\$55,804	\$30.37
Step 8	\$56,681	\$30.85
Step 9	\$57,573	\$31.33
Step 10	\$58,479	\$31.83
Step 11	\$59,398	\$32.33
Step 12	\$60,333	\$32.83
Step 13	\$61,282	\$33.35
Step 14	\$62,246	\$33.88
Step 15	\$63,225	\$34.41
Step 16	\$64,219	\$34.95
Step 17	\$65,230	\$35.50
Step 18	\$66,256	\$36.06
Step 19	\$67,298	\$36.62
Step 20	\$68,356	\$37.20
Step 21	\$69,432	\$37.79
Step 22	\$70,524	\$38.38
Step 23	\$71,633	\$38.98
Step 24	\$72,760	\$39.60
Step 25	\$73,904	\$40.22
Step 26	\$75,067	\$40.85
Step 27	\$76,248	\$41.50

Note: A " Step" on the salary schedule **DOES NOT** equal years of experience

ADMINISTRATOR SALARY SCHOOL COMPARISON

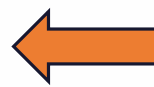
**RICHLAND SCHOOL DISTRICT TWO
2023-2024
ADMINISTRATIVE SALARY SCHEDULE GUIDE**

Last updated 7/9/2023

**Richland School District Two
Position Listing
2024-2025 School Year**

CATEGORY	POSITION	DAYS WORKED	RANGE	
1	Superintendent	245	Negotiated	
	Deputy Superintendent	245	Negotiated	
	Assistant Superintendent	245	Negotiated	
	Chief Academic Officer	245	Negotiated	
	Chief Administrative Officer	245	Negotiated	
	Chief Human Resources Officer	245	Negotiated	
	Chief Information Officer	245	Negotiated	
	Chief Financial Officer	245	Negotiated	
	2	Executive Director	245	Negotiated
		Principals	245	Negotiated
3	Director of Instruction	245	\$ 91,416 \$ 112,220	
	Director of Non-Instructional Areas			
4	Academic Team Leader	245	\$ 73,917 \$ 107,319	
	Coordinator of Instruction	245	\$ 73,917 \$ 107,319	
	Coordinator of Accounting	245	\$ 73,917 \$ 107,319	
	Construction Projects Manager	245	\$ 73,917 \$ 107,319	
	Coordinator of Information Technology	245	\$ 73,917 \$ 107,319	
	Coordinator of Intervention Programs	245	\$ 73,917 \$ 107,319	
	Data Analyst	245	\$ 73,917 \$ 107,319	
	Executive Assistant to the Superintendent	245	\$ 73,917 \$ 107,319	
	Network Systems Engineer I	245	\$ 73,917 \$ 107,319	
	Network Systems Engineer II	245	\$ 73,917 \$ 107,319	
	Safety & Emergency Response Manager	245	\$ 73,917 \$ 107,319	
	5	Accounting Manager	245	\$ 59,464 \$ 93,472
		Business Systems Support Integration Spec	245	\$ 59,464 \$ 93,472
		Executive Assistant to Asst. Superintendent	245	\$ 59,464 \$ 93,472
		Manager Benefits	245	\$ 59,464 \$ 93,472
Recruiter		245	\$ 59,464 \$ 93,472	
Web Developer		245	\$ 59,464 \$ 93,472	
Media Production Coordinator		245	\$ 59,464 \$ 93,472	
Supervisor of Maintenance and Facilities		245	\$ 59,464 \$ 93,472	
Assistant Emergency Service Manager		245	\$ 59,464 \$ 93,472	
Data Coordinator		245	\$ 59,464 \$ 93,472	
Special Systems Manager	245	\$ 59,464 \$ 93,472		
6	Coordinator of Public Relations	245	\$ 55,302 \$ 88,779	

Position Title	FLSA	Schedule	Work Schedule
MILITARY COMMUNITY LIAISON	Exempt	119	245
N			
NETWORK SYSTEMS COORDINATOR	Exempt	125	245
NETWORK SYSTEMS ENGINEER	Exempt	122	245
O			
OCCUPATIONAL THERAPIST	Exempt	PROF	190
OFFICE ASSISTANT	Non Exempt	105	185, 190, 245
OFFICE PROFESSIONAL I	Non Exempt	106	245
OFFICE PROFESSIONAL II	Non Exempt	107	245
OUTREACH SPECIALIST	Exempt	116	190
P			
PAINTER	Non Exempt	113	245
PARENT EDUCATOR	Exempt	114	190
PAYROLL MANAGER	Exempt	118	245
PAYROLL SPECIALIST	Non Exempt	113	245
PHYSICAL THERAPIST	Exempt	PROF	190
PHYSICAL THERAPIST ASSISTANT	Non Exempt	114	190
PLUMBER I	Non Exempt	111	245
PLUMBER II	Non Exempt	114	245
PLUMBER III	Non Exempt	115	245
PREVENTATIVE MAINTENANCE SUPPORT SUPERVISOR	Non Exempt	114	245
PREVENTATIVE MAINTENANCE SUPPORT TECHNICIAN	Non Exempt	111	245
PRINCIPAL - ACADEMY	Exempt	127	245
PRINCIPAL - CENTER	Exempt	127	245
PRINCIPAL - ELEMENTARY	Exempt	127	245
PRINCIPAL - MIDDLE	Exempt	128	245
PRINCIPAL - HIGH	Exempt	129	245
PROCUREMENT SPECIALIST	Non Exempt	113	245
PROJECT DIRECTOR	Exempt	119	210
PSYCHOLOGIST	Exempt	PSYC	200
PSYCHOLOGIST COORDINATOR	Exempt	126	245
PSYCHOLOGIST LEAD	Exempt	PSYC	210
R			
REGISTERED BEHAVIOR TECHNICIAN	Non Exempt	106	185
REGISTRAR MANAGER	Exempt	117	245
REGISTRAR MIDDLE/HIGH	Non Exempt	108	245
REGISTRAR SPECIALIST	Non Exempt	113	245
RISK MANAGEMENT SPECIALIST	Non Exempt	113	245
S			
SAFETY MONITOR	Non Exempt	SAFE	245
SAFETY SERVICES MANAGER	Exempt	113	245
SAFETY SUPERVISOR I	Non Exempt	SAFE	245
SAFETY SUPERVISOR II	Non Exempt	SAFE	245
SCHOOL COUNSELING SECRETARY	Non Exempt	106	185, 205, 215
SCHOOL NURSE	Exempt	PROF	190
SENIOR ACCOUNTANT	Exempt	117	245
SPECIAL EDUCATION ASSISTANT	Non Exempt	105	185
SPECIAL EDUCATION SERVICES SUPERVISOR	Exempt	115	245
SPECIAL SYSTEMS MANAGER	Exempt	118	245
SENIOR CHIEF ACADEMIC OFFICER	Exempt	134	245
SENIOR CHIEF COMMUNICATIONS OFFICER	Exempt	134	245
SENIOR CHIEF FINANCIAL OFFICER	Exempt	134	245
SENIOR CHIEF HUMAN RESOURCES OFFICER	Exempt	134	245
SENIOR CHIEF OPERATIONS OFFICER	Exempt	134	245
SIGN LANGUAGE INTERPRETER	Exempt	111	185, 225
SOCIAL WORKER	Exempt	PROF	190
STUDENT ACTIVITIES DIRECTOR	Exempt	121	200, 205
STUDENT DATA SPECIALIST	Non Exempt	109	245
STUDENT ENROLLMENT SPECIALIST	Non Exempt	109	245
STUDENT INFORMATION SPECIALIST	Non Exempt	112	245



HIGH SCHOOL PRINCIPAL EXAMPLE

Salary Step	Annual Salary	Hourly Rate
Step 1	Negotiated	Negotiated
Step 2	Negotiated	Negotiated
Step 3	Negotiated	Negotiated
Step 4	Negotiated	Negotiated
Step 5	Negotiated	Negotiated
Step 6	Negotiated	Negotiated
Step 7	Negotiated	Negotiated
Step 8	Negotiated	Negotiated
Step 9	Negotiated	Negotiated
Step 10	Negotiated	Negotiated
Step 11	Negotiated	Negotiated
Step 12	Negotiated	Negotiated
Step 13	Negotiated	Negotiated
Step 14	Negotiated	Negotiated
Step 15	Negotiated	Negotiated
Step 16	Negotiated	Negotiated
Step 17	Negotiated	Negotiated
Step 18	Negotiated	Negotiated

Grade 129		
Days		
Salary Step	245	Hourly Rate
Step 1	\$116,468	\$63.38
Step 2	\$118,559	\$64.52
Step 3	\$120,687	\$65.68
Step 4	\$122,853	\$66.86
Step 5	\$125,058	\$68.06
Step 6	\$127,303	\$69.28
Step 7	\$129,588	\$70.52
Step 8	\$131,914	\$71.79
Step 9	\$134,282	\$73.08
Step 10	\$136,692	\$74.39
Step 11	\$139,146	\$75.73
Step 12	\$141,644	\$77.09
Step 13	\$144,186	\$78.47
Step 14	\$146,774	\$79.88
Step 15	\$149,409	\$81.31
Step 16	\$152,091	\$82.77
Step 17	\$154,821	\$84.26
Step 18	\$157,600	\$85.77
Step 19	\$160,429	\$87.31
Step 20	\$163,309	\$88.88

Note: A "Step" on the salary schedule **DOES NOT** equal years of experience

An employee must work 152 days in order to be eligible for an annual step advancement effective the next fiscal year.

SUPPLEMENTAL SALARY SCHEDULE COMPARISON

RICHLAND SCHOOL DISTRICT TWO Department and Team Leader Allocation 2023-2024

Last updated 7/5/2023

	ALLOTTED POSITIONS	SUPPLEMENT
Elementary - Team Leaders		
Bethel-Hanberry	8	\$760
Bookman	8	
Bridge Creek	8	
Catawba Trail	8	
Conder	8	
Forest Lake	8	
Jackson Creek	8	
Keels	8	
Lake Carolina	8	
Lake Carolina - Upper	8	
Langford	8	
Killian	8	
Nelson	8	
North Springs	8	
Polo Road	8	
Pontiac	8	
Rice Creek	8	
Round Top	8	
Sandlapper	8	
Windsor	8	
Department Leader	3 per school	\$760
Elem Chorus	1	\$462
Middle - Team Leaders		
Blythewood	18	\$957
Dent	18	
Kelly Mill	18	
Long Leaf	18	
Muller Road	18	
Summit Parkway	18	
Wright	18	
Academic Advisor	11 each school	\$595
Department Leader - High		
Large Departments		
Blythewood HS	4	\$1,652
Richland Northeast HS	4	
Ridge View HS	4	
Spring Valley HS	4	
Westwood HS	4	
Small Departments		
Blythewood HS	7	\$1,091
Richland Northeast	7	
Ridge View	7	
Spring Valley	7	
Westwood HS	7	

Academic Supplement Schedule 2024-2025

Position	Supplement - HS	Supplement - MS	Supplement - Elem
Team Leader	N/A	\$1,000	\$800
Department Leader - Large (HS only)	\$1,700	N/A	N/A
Department Leader	\$1,100	\$1,000	\$800
Class Sponsor - Freshman	\$500	N/A	N/A
Class Sponsor - Sophomore	\$500	N/A	N/A
Class Sponsor - Junior	\$950	N/A	N/A
Class Sponsor - Senior	\$950	N/A	N/A
National Honor Society Sponsor	\$800	N/A	N/A
Beta Club Sponsor	\$800	\$500	N/A
College Board Partner	\$850	N/A	N/A
Newspaper Club Sponsor	\$1,300	N/A	N/A
Yearbook Sponsor	\$1,900	\$900	\$600
Student Activities Coordinator	N/A	\$750	N/A
Student Government Sponsor	\$1,200	\$750	\$500
Other Club Sponsor	\$800	\$750	\$500
Assistant Sponsor/Special Projects	\$800	\$750	\$500
Academic Team Coach	\$700	N/A	N/A
Debate Team Sponsor	\$1,900	N/A	N/A

ATHLETIC SALARY SCHEDULE COMPARISON

RICHLAND SCHOOL DISTRICT TWO
Athletic Supplement Position Allocation Guide
2023-2024

Last updated 7/5/2023

CATEGORY	# of Positions Assignment Per School	COACHING POSITION	Days Above 190	Pay Dates
1	1	Assistant High School Athletic Director		
	1	Head Football	35	
	2	Head Basketball - Girls and Boys	5	
2	1	Head Trainer	35	
	1	Strength Coach		
3	1	Head Baseball		
	2	Head Track - Girls and Boys		
	1	Head Softball		
	1	Head Competitive Cheerleader		
	2	Head Soccer - Girls and Boys		
	2	Lacrosse - Girls and Boys		
	1	Head Wrestling	3	
	1	Head Volleyball		
	2	Head Cross Country - Girls and Boys		
	2	Head Tennis - Girls and Boys		
	2	Head Golf - Girls and Boys		
	2	Swimming - Girls and Boys High		
	4	7	Asst Football - High	20
1		Head 8th Grade Interscholastic Football per team (total = 1)		
2		Head 8th Grade Basketball - Girls and Boys		
2		"B" Team Football - High		
1		Head J.V. Competitive Cheerleader		
2		Asst & JV Basketball-Girls & Boys High	3	
1		Asst & JV Baseball - High		
1		Asst and JV Volleyball - Girls		
2		Asst Track - Girls and Boys - High		
2		Asst Soccer - Girls and Boys - High		
2		Asst Lacrosse - Girls and Boys - High		
1		Asst Wrestling - High		
2		Soccer - Girls and Boys - MS		
1		Asst Softball - High		
5	1	Asst 8th Grade Interscholastic Football Total = 1		
	2	B Team Basketball - Girls and Boys - High		
	1	Head B-Team Competitive Cheerleader		
6		Intramurals - First Semester		January
		Intramurals - Second Semester		May

* Supplements of \$1,000 or more will be divided equally among 24 checks for the year.
**Third baseball and third softball coaching positions \$705 supplement

ACTIVITY	POSITIONS PER SCHOOL	SUPPLEMENT	PAY DATES*
**Cheerleader Non-Competitive			
Football	Varsity	1	\$1,048 Oct., Nov.
	Junior Varsity	1	\$621 November
	9th Grade (B Team)	1	\$621 November
	Middle School	1	\$621 November
Basketball	Varsity	2	\$1,048 Dec., Feb.
	Junior Varsity - Girls & Boys	2	\$786 February
	9th Grade Boys (B Team)	1	\$621 February
	Middle School	1	\$621 February

RICHLAND SCHOOL DISTRICT TWO
Coaching Salary Schedule Guidelines & Length of Employment
2023-2024

Last updated 7/5/2023

- Head Football Coach will be employed for 225 days.
- High School Head Basketball Coach will be employed for 195 days.
- High School Assistant Football Coach will be employed for 210 days.
- High School Trainer will be employed for 225 days.
- Head Wrestling Coach will be employed 193 days.
- J. V. Basketball Coach will be employed 193 days.
- Coaches with coaching experience in a particular sport in other school districts will be placed on the supplement schedule in that sport with one step for each year of outside coaching experience.
- 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. *
- 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.

ATHLETIC SUPPLEMENTS SALARY SCHEDULE COMPARISON

Last updated 7/5/2023

RICHLAND SCHOOL DISTRICT TWO
Athletic Supplement Schedule
2023-2024

Richland School District Two
High School Athletic Supplements
2024- 2025 School Year

STEPS	CATEGORY					
	1	2	3	4	5	6
0	\$7,160	\$4,201	\$2,638	\$1,884	\$1,629	\$700
1	\$7,259	\$4,299	\$2,738	\$1,985	\$1,732	\$700
2	\$7,362	\$4,400	\$2,842	\$2,088	\$1,831	\$700
3	\$7,463	\$4,502	\$2,942	\$2,189	\$1,936	\$700
4	\$7,566	\$4,606	\$3,045	\$2,292	\$2,036	\$700
5	\$7,665	\$4,705	\$3,146	\$2,392	\$2,141	\$700
6	\$7,770	\$4,806	\$3,248	\$2,496	\$2,241	\$700
7	\$7,870	\$4,911	\$3,350	\$2,598	\$2,343	\$700
8	\$7,973	\$5,012	\$3,453	\$2,697	\$2,444	\$700
9	\$8,075	\$5,114	\$3,552	\$2,800	\$2,548	\$700
10	\$8,177	\$5,215	\$3,656	\$2,903	\$2,648	\$700
11	\$8,275	\$5,317	\$3,756	\$3,006	\$2,750	\$700
12	\$8,381	\$5,419	\$3,860	\$3,105	\$2,852	\$700
13	\$8,481	\$5,521	\$3,959	\$3,210	\$2,955	\$700
14	\$8,584	\$5,624	\$4,063	\$3,310	\$3,054	\$700

Salary Step	Category															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Step 1	\$21,000	\$13,000	\$9,300	\$8,300	\$6,500	\$6,500	\$5,500	\$5,300	\$4,000	\$4,300	\$3,550	\$3,300	\$3,000	\$1,800	\$1,750	\$1,050
Step 2	\$21,000	\$13,000	\$9,300	\$8,300	\$6,500	\$6,500	\$5,500	\$5,300	\$4,000	\$4,300	\$3,550	\$3,300	\$3,000	\$1,800	\$1,750	\$1,050
Step 3	\$21,000	\$13,000	\$9,300	\$8,300	\$6,500	\$6,500	\$5,500	\$5,300	\$4,000	\$4,300	\$3,550	\$3,300	\$3,000	\$1,800	\$1,750	\$1,050
Step 4	\$21,000	\$13,000	\$9,300	\$8,300	\$6,500	\$6,500	\$5,500	\$5,300	\$4,000	\$4,300	\$3,550	\$3,300	\$3,000	\$1,800	\$1,750	\$1,050
Step 5	\$21,000	\$13,000	\$9,300	\$8,300	\$6,500	\$6,500	\$5,500	\$5,300	\$4,000	\$4,300	\$3,550	\$3,300	\$3,000	\$1,800	\$1,750	\$1,050
Step 6	\$22,000	\$14,000	\$9,600	\$8,600	\$7,000	\$7,500	\$6,000	\$5,600	\$4,500	\$4,600	\$3,850	\$3,600	\$3,500	\$2,100	\$2,250	\$1,350
Step 7	\$22,000	\$14,000	\$9,600	\$8,600	\$7,000	\$7,500	\$6,000	\$5,600	\$4,500	\$4,600	\$3,850	\$3,600	\$3,500	\$2,100	\$2,250	\$1,350
Step 8	\$22,000	\$14,000	\$9,600	\$8,600	\$7,000	\$7,500	\$6,000	\$5,600	\$4,500	\$4,600	\$3,850	\$3,600	\$3,500	\$2,100	\$2,250	\$1,350
Step 9	\$22,000	\$14,000	\$9,600	\$8,600	\$7,000	\$7,500	\$6,000	\$5,600	\$4,500	\$4,600	\$3,850	\$3,600	\$3,500	\$2,100	\$2,250	\$1,350
Step 10	\$22,000	\$14,000	\$9,600	\$8,600	\$7,000	\$7,500	\$6,000	\$5,600	\$4,500	\$4,600	\$3,850	\$3,600	\$3,500	\$2,100	\$2,250	\$1,350
Step 11	\$23,000	\$15,000	\$9,900	\$8,900	\$7,500	\$8,500	\$6,500	\$5,900	\$5,000	\$4,900	\$4,150	\$3,900	\$4,000	\$2,400	\$2,750	\$1,650
Step 12	\$23,000	\$15,000	\$9,900	\$8,900	\$7,500	\$8,500	\$6,500	\$5,900	\$5,000	\$4,900	\$4,150	\$3,900	\$4,000	\$2,400	\$2,750	\$1,650
Step 13	\$23,000	\$15,000	\$9,900	\$8,900	\$7,500	\$8,500	\$6,500	\$5,900	\$5,000	\$4,900	\$4,150	\$3,900	\$4,000	\$2,400	\$2,750	\$1,650
Step 14	\$23,000	\$15,000	\$9,900	\$8,900	\$7,500	\$8,500	\$6,500	\$5,900	\$5,000	\$4,900	\$4,150	\$3,900	\$4,000	\$2,400	\$2,750	\$1,650
Step 15	\$23,000	\$15,000	\$9,900	\$8,900	\$7,500	\$8,500	\$6,500	\$5,900	\$5,000	\$4,900	\$4,150	\$3,900	\$4,000	\$2,400	\$2,750	\$1,650

Category:

- 1- Varsity Head Football Coach
- 2- Varsity Head Basketball Coach
- 3- Varsity Football O/D Coordinator
- 4- Varsity Football Assistant Coach
- 5- Strength Coach
- 6- High School Varsity Head Coach (excluding football, basketball, and cheer)
- 7- Varsity Competitive Cheer
- 8- Football Sub varsity Coach
- 9- Assistant Athletic Director
- 10- Sub varsity Competitive Cheer
- 11- Sub varsity Head Coach (excluding football and cheer), basketball varsity assistant coach, and track varsity assistant coach
- 12- Sub varsity (B Team) Comp Cheer
- 13- Assistant Strength Coach
- 14- Assistant Coach (Varsity and Sub-varsity)
- 15- Cheer Varsity (Non-competitive)
- 16- Cheer JV and B Football (Non-competitive)

Intramural coach will be paid \$750 per semester

Published: 7/11/2024

PHASE 3: DRAFTING & REVIEWING

- ✓ Drafting comprehensive compensation guidelines.
- ✓ Conducting legal reviews for compliance.
- ✓ Facilitating stakeholder review and feedback sessions.
- ✓ Revising and refining the compensation guidelines based on feedback.



PHASE 4: IMPLEMENTATION & TRAINING


- ✓ Developing a comprehensive implementation plan with a communication strategy.
- ✓ Creating training opportunities for administrators and HR staff.
- ✓ Establishing a support system to handle questions during rollout and ongoing support.
- ✓ Created policies for supplemental pay.



COMPENSATION MEMO TO EMPLOYEES

Memorandum:

TO: 245-Day Employees

FROM: Franklin L. Foster, EdD, SHRM-SCP, pHCLE 
Senior Chief Human Resources Officer

SUBJECT: 245-Day Employee Compensation Statement for Fiscal Year 2025

DATE: July 11, 2024

The enclosed compensation statement provides important information regarding your salary and compensation for the 2024-2025 school year. It includes details such as your work calendar, specific work days, pay frequency, pay schedule, step, salary based on work schedule, and hours. It is imperative that you review it carefully to ensure an understanding of your individualized compensation.

If your position title has changed, your roles and responsibilities essentially remain the same. While your job description is being updated, you should continue to function under your previous one. Once the update is finalized, the new job description will be available.

Paid Time Off (PTO)

All full-time employees accrue PTO leave based on their contracted days. The District advanced the 2024-2025 full-year allotment of PTO on July 8, 2024; however, beginning with the 2025-2026 school year, days will be accrued each month. Verify your available leave balance before scheduling any time off.

The PTO rates earned per month for each work schedule are listed below:

Days of Employment	Number of Days Accrued Each Month	Total Number of Days Accrued Annually
183 -195 Days	1.2 Days	Up to 12 Days
200 - 210 Days	1.3 Days	Up to 13 Days
215 - 225 Days	1.1667 Days	Up to 14 Days
245 Days	1.25 Days	Up to 15 Days

Annual Leave

Employees are eligible for annual leave once they have served 10 years of consecutive creditable service with Richland School District Two in a permanent position. Sick leave accrued in excess of 45 days will be converted to annual leave, and employees may accrue up to 45 days of annual leave.

Vacation Leave Changes for 12-month employees:

- Employees will accrue leave at the rate of 1 day per month for a total of 12 days per year.
- Employees may carry over unused vacation leave for up to 24 days. Any unused vacation leave over 24 days will be forfeited at the end of every fiscal year.
- At the end of every fiscal year, an employee who separates from employment or retires from the district may receive reimbursement for up to 24 days of accumulated vacation leave at the employee's daily rate of pay.

If you have any questions or need clarification, please contact Humanresources@richland2.org. We are here to support you.

FLF: tj

COMPENSATION STATEMENT

12/1/25 10:33 AM
HPY-SalComp-W01

Richland School District Two Salary Compensation Information

Contract Year: 2024

Employee:
Employee No:
Date: December 1, 2025

Job Information (01)

Job Code: INSTRUCTIONAL AIDE
Work Location: BLYTHEWOOD HIGH SCHOOL

	Start Date	End Date
Work Calendar	08/01/2023	05/30/2024

Salary Information

Calendar: 185 Calendar FY 2024
Schedule: INSTRUCTIONAL ASSISTANTS -
Period Rate: \$833.66
FLSA Status: Non-Exempt
Schedule Level: GRADE L4
Daily Rate: \$108.15
Pay Frequency: Semi Monthly
Schedule Step: 0
Hourly Rate: \$15.45

	Salary	Days
Contract	20,007.75	185.00
Full Year	20,007.75	185.00

	FTE	Hours
Actual	1.00	7.00

Benefit Information

Plan	# Premiums	Amount	Percent	Start Date	End Date	Total
DBP1 State Dental Plan - Employer	24	6.74	0.00	08/01/2023		\$161.76
HBP1 State Health Plan - Employer	24	265.35	0.00	08/01/2023		\$6,368.40
MEDB Employer Medicare	24	0.00	1.45			\$290.11
RTB1 SCRS: Employer	24	0.00	24.66	09/01/2023		\$4,933.91
SSB Employer Social Security	24	0.00	6.20			\$1,240.48

Summary

Total Salary: \$20,007.75 Total Benefits: \$12,994.66 Total Compensation: \$33,002.41

12/1/25 10:28 AM
HPY-SalComp-W01

Richland School District Two Salary Compensation Information

Contract Year: 2025

Employee:
Employee No:
Date: December 1, 2025

Job Information (01)

Job Code: INSTRUCTIONAL ASSISTANT
Work Location: BLYTHEWOOD HIGH SCHOOL

	Start Date	End Date
Work Calendar	07/30/2024	05/22/2025

Salary Information

Calendar: 185 Calendar FY 2025
Schedule: GRADE 104 (185)
Period Rate: \$1,003.78
FLSA Status: Non-Exempt
Schedule Level: 185 Days
Daily Rate: \$142.58
Pay Frequency: Semi Monthly
Schedule Step: 2
Hourly Rate: \$19.01

	Salary	Days
Contract	25,520.92	179.00
Full Year	24,617.95	185.00

	FTE	Hours
Actual	1.00	7.50

Benefit Information

Plan	# Premiums	Amount	Percent	Start Date	End Date	Total
DBP1 State Dental Plan - Employer	24	6.74	0.00	08/01/2023		\$161.76
HBP1 State Health Plan - Employer	24	265.35	0.00	08/01/2023		\$6,368.40
MEDB Employer Medicare	24	0.00	1.45			\$370.05
RTB1 SCRS: Employer	24	0.00	24.66	09/01/2023		\$6,293.46
SSB Employer Social Security	24	0.00	6.20			\$1,582.30

Summary

Total Salary: \$25,520.92 Total Benefits: \$14,775.97 Total Compensation: \$40,296.89

WHERE IS YOUR DISTRICT TODAY?

Which statement best describes your district's compensation system right now?



Poll – www.menti.com

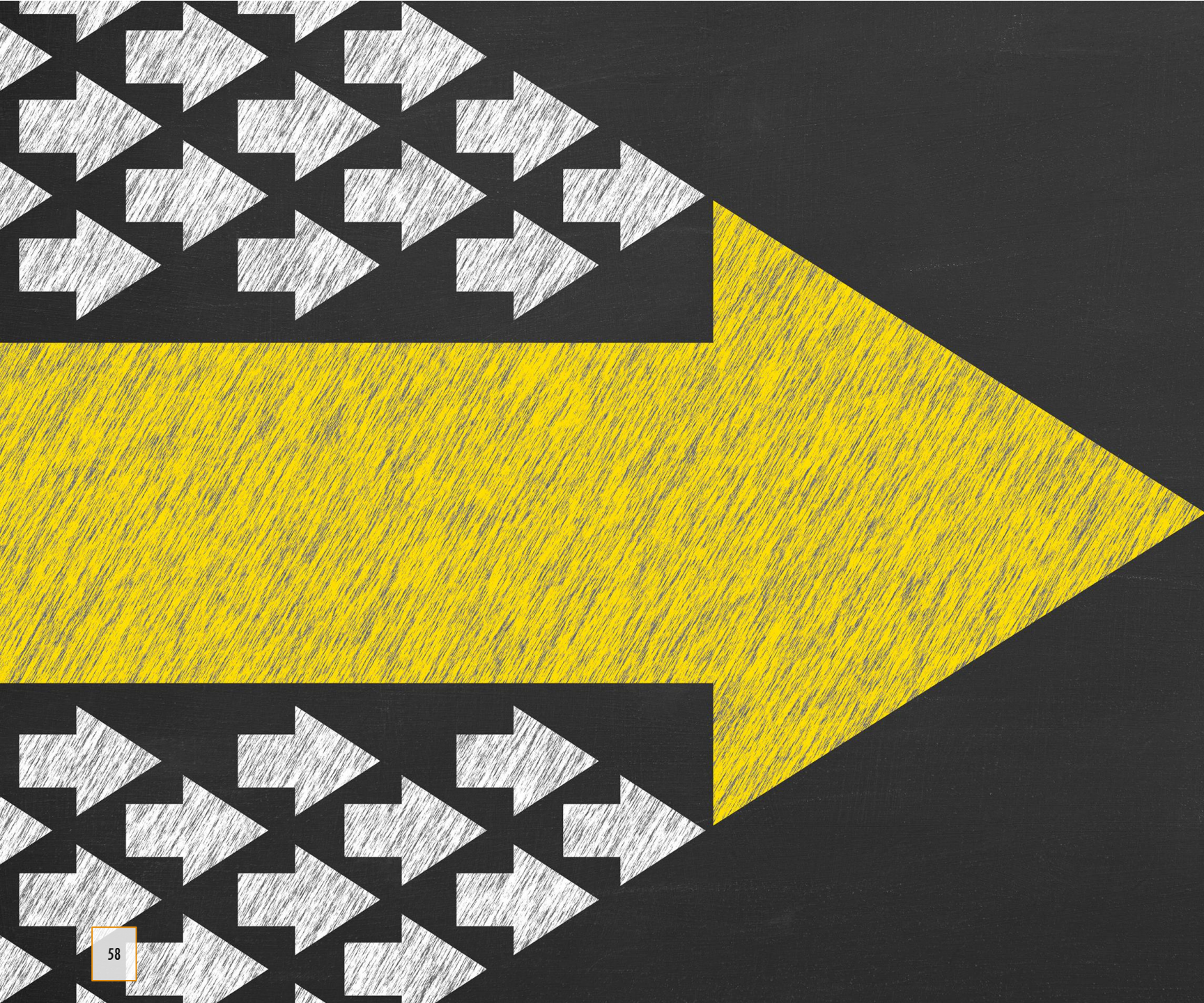
Code 3739 7314



QUESTION:

WHAT ASSUMPTIONS
ARE WE MAKING IN
OUR DISTRICT ABOUT
HOW PEOPLE SHOULD
BE PAID?"

Quick Phoenix Reflection



Section IV:
Lessons and
Next Steps

A nighttime photograph of a city skyline with many lit-up buildings. In the background, a large, snow-capped mountain (Mount Fuji) is visible against a dark sky. The image is partially covered by a dark blue semi-transparent rectangle with yellow corner accents.

LESSONS & NEXT STEPS SUSTAINING WHAT WE

THE COMPENSATION SYSTEM WAS NOT "DONE" ON
JULY 1, 2024. IT BEGINS.

THIS SECTION ADDRESSES THREE CRITICAL
QUESTIONS FOR LONG-TERM SUCCESS.

THREE CRITICAL QUESTIONS FOR LONG-TERM SUCCESS

The project ends. The system continues. Here are three questions that determine if it survives.

- 1 What have we learned about sustainability?
- 2 What must happen next to keep this system going?
- 3 How do we prevent this from becoming just another "project that was finished"?



LESSONS LEARNED: WHAT MUST OUTLAST THE PROJECT

- ✓ DOCUMENTED SYSTEMS
- ✓ DEDICATED PEOPLE & ROLES
- ✓ PROTECTED FUNDING
- ✓ GOVERNANCE STRUCTURE



THE BOTTOM LINE: These four things are non-negotiable. Miss one, and the system is at risk.

THREE PILLARS OF SUSTAINABILITY



GOVERNANCE & OVERSIGHT

Compensation Review Committee

- ✓ Chief HR Officer
- ✓ Chief Financial Officer
- ✓ Director of Classification and Compensation
- ✓ Director of Finance



FINANCIAL STABILITY

- ✓ 2-3% Reserve Fund
- ✓ Protected Budget Line
- ✓ Diverse Revenue Streams
 - ✓ Risk Mitigation



ORGANIZATIONAL CONTINUITY

- ✓ Director of Classification & Compensation Position
 - ✓ Cross-Trained Staff
- ✓ Documented Procedures
 - ✓ External Partnerships

RISK & SCENARIO PLANNING

Preparing for Multiple Futures

1 CHARTER SCHOOL GROWTH

→ Enrollment Threat

Prepare for enrollment uncertainty

2 ECONOMIC SHIFTS

→ Funding Effects

Plan for multiple budget scenarios

3 ENROLLMENT VOLATILITY

→ Operational Consequence

Build flexibility in staffing models

4 COMMUNICATION TRANSPARENCY

→ Cultural Response

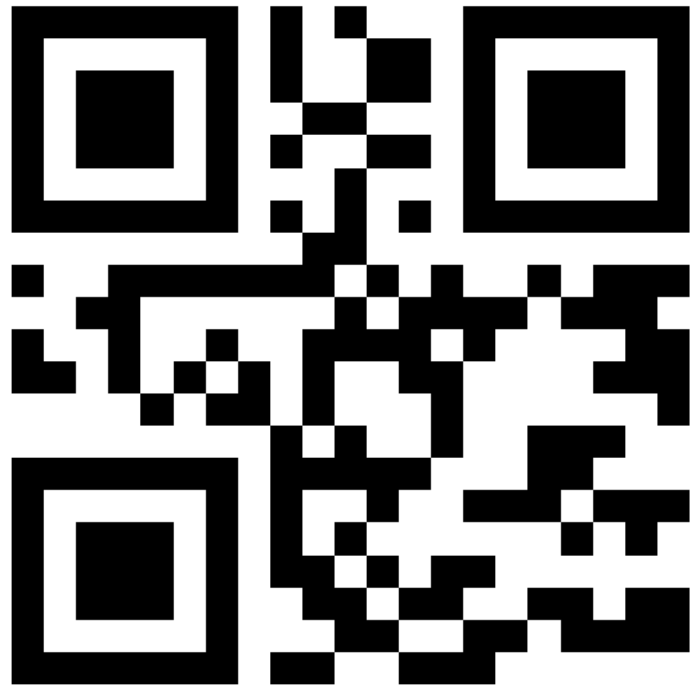
Stakeholder confidence through open dialogue



Section V:
Resources and
Takeaways for HR
Leaders

TAKING THIS WORK BACK TO YOUR DISTRICT

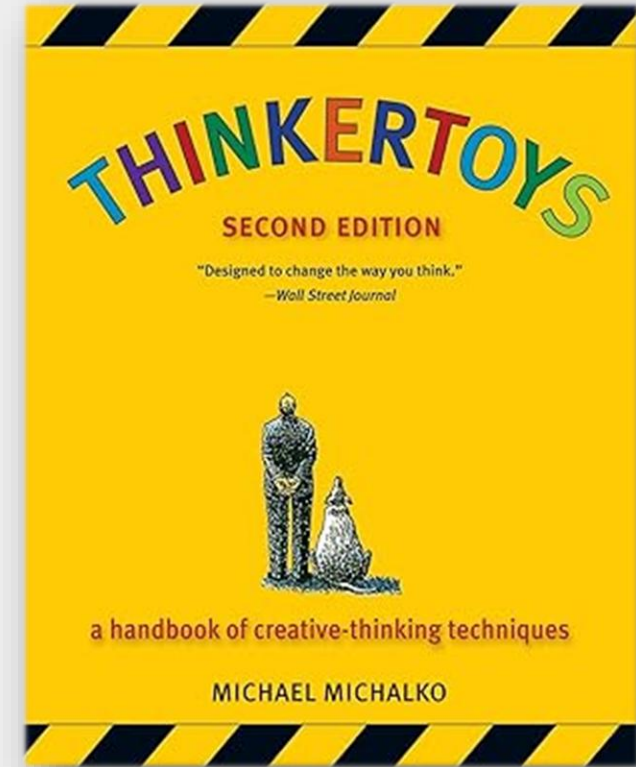
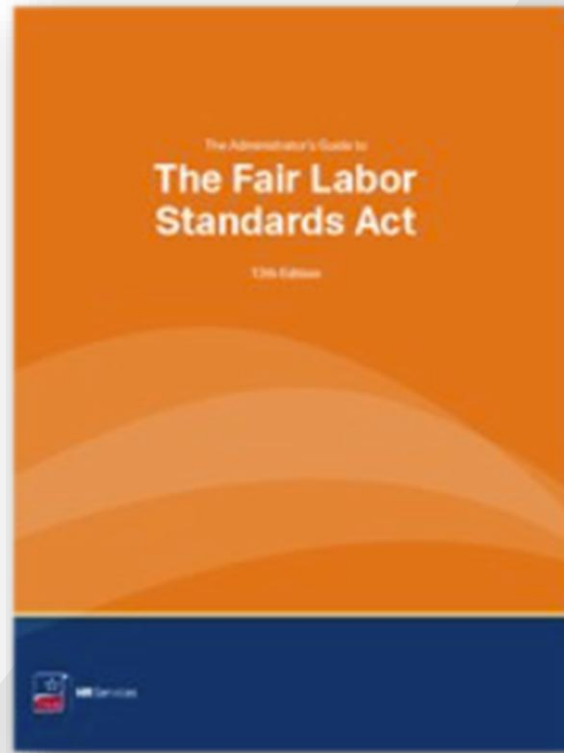
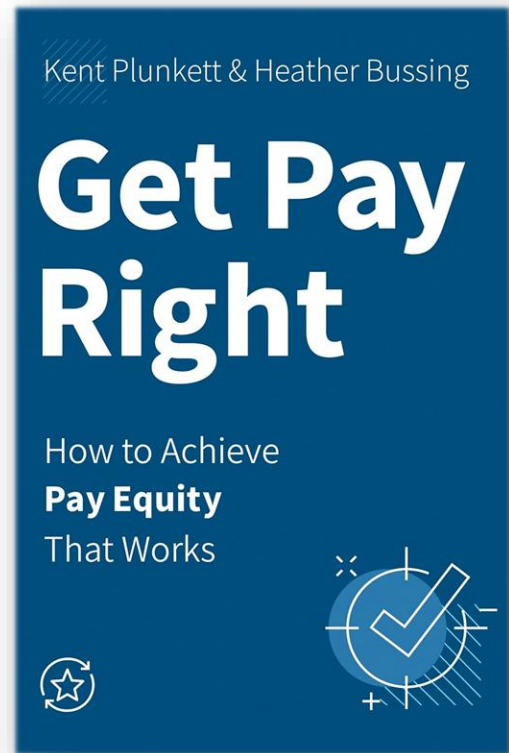
What is the first step you plan to take when you return to your district?



Poll – www.menti.com

Code 3739 7314

KEY RESOURCES



PROJECT REFERENCES

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QUESTIONS & ANSWERS