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# MEMORANDUM

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**TO:** NEW SCHOOLS  
**FROM:** PAULA GRAY, DIRECTOR OF HUMAN RESOURCES AND BENEFITS  
**SUBJECT:** HIRING PRACTICES  
**DATE:** TUESDAY, MAY 22, 2018

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I know you are all excited to get started after being either approved or conditionally approved for your charters, and we are excited for you, but there are a few things to keep in mind. One is your hiring practices. You are all non-profit organizations and must comply with the Equal Employment Opportunity Act which commits you to provide equal employment to qualified employees and applicants without regard to race, religion, creed, color, sex, age, disability, and national origin. In order to comply with the EEO Act, and also be in line with State job vacancy posting requirements, it is necessary to post all vacant positions with the exception of the exemptions noted below. Notices should be posted for at least five (5) workdays prior to the close of the application period.

General exemptions for posting job vacancies:

- You promote an employee one organizational level above the employee's current level;
- An employee is reassigned to another position;
- The school leader/board determines that an emergency situation exists requiring the vacancy to be filled immediately;
- An employee, in lieu of a Reduction in Force, is moved to a vacant position; or
- An employee is demoted to another position for disciplinary or performance reasons.

Requirements for job postings include:

- The description of the job responsibilities;
- Entry salary or salary range;
- Name of school and location where vacancy exists;
- Description of the application process;
- Minimum training and experience requirements and any preferred qualifications for the position;
- The opening and closing dates for applying for the position;
- Normal work schedule and whether the position is full-time or part-time; and
- A statement certifying that the employer is an equal employment opportunity employer.

At a minimum, all vacancies should be posted on the school's website. Administrative vacancies may also be posted on the Institute's website and any other preferred venue. The South Carolina Association of School Administrators is a good source and they will post administrative positions on their website for a fee. Be sure to also contact the Institute's Director of Human Resources to post your certified vacancies on CERRA's website ([hrbenefits@erskinecharters.org](mailto:hrbenefits@erskinecharters.org)).

Another thing to be aware of when hiring your administrative staff is the requirement of the South Carolina Charter Schools Act that at least one of the administrative staff must be certified or experienced in the field of school administration. Please make sure that your administrative staff includes at least one person with that qualification.

The Institute will check periodically to ensure that the above guidelines are being followed.

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