

# Limestone Charter Association Procedures for Background Checks and PCS Forms

## **Background Checks**

Schools must complete a [Permission for Employment Background Check form](#) for all employees hired and email to [jwashington@limestonecharters.org](mailto:jwashington@limestonecharters.org).

LCA will perform a background check, print a copy and return a copy to the requested school. The request must be on the official LCA form, not another Districts' letterhead.

### **The request is for faculty and staff only.**

- Some requests are selected for special processing and will have to be mailed to SLED Processing Department along with a money order. It could take between 5-7 days to receive a response.

## **Professional Certified Staff (PCS) Procedures**

PCS Forms should be processed **no later than 5 days** after the hire date or termination date. All required fields on the form must be completed for new hires.

Schools must complete a [PCS Employee Data Form](#) for all employees hired. All employees will be added in SC Educator Compensation by Limestone Charter. A position must be assigned for an employee to be added to the district, please use the [Position Codes and Description](#) document provided by South Carolina Department of Education (SCDE) to identify the correct code to use for each employee.

### **Examples:**

<b>Position Code</b>	<b>Position Title</b>	<b>Position Description</b>
01	Principal	School Leader
08	Teacher	Classroom Teacher
36	Nurse	School Nurse

Once a PCS Employee Data Form is completed, the school should print a copy for their records and forward a copy to [jwashington@limestonecharters.org](mailto:jwashington@limestonecharters.org) for processing. The school must provide an Educator ID (EID) on the form or SS# via Drop Box to add the employee. There is a drop box setup for each school to submit the SS#.

All staff information must be kept current in the system.

A report will be sent to each school listing all employees for review; use this report to indicate any changes (i.e. Salary, position code/title). If there is an employee not on this report, a PCS form must be completed to add them.

### **Employee Separation/Termination**

If there is an employee leaving your school, a PCS form will need to be completed with the date of termination and reason. There is a drop-down list to select the reason for termination.

The employee's name will remain on your staff list for current year, indicating terminated and date, the name should roll off the next year.

### **Name Changes**

If there is a change in an employee's name, they will need to contact SCDE.