

Limestone Charter Association (LCA)
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

LCA will perform a background check, print a copy, and return a copy to the requesting 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 hire date or termination date. All required fields on the forms must be completed for new hires.

New Schools

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

Examples:

Position Code	Position Title	Position Description
01	Principal	School Leader
08	Teacher	Classroom Teacher
36	Nurse	School Nurse

Existing Schools

Schools must complete a [PCS Employee Data Form](#) for all new employees hired. Please use the [Position Codes and Descriptions](#) document provided by South Carolina Department of Education (SCDE) to identify the correct code to use for each employee.

Transfer Schools

SCDE will upload all current employees for each school to LCA District. **A PCS Employee Data form must be completed for all new hires.**

Once a [PCS Employee Data Form](#) is completed, the school should print a copy for their records and forward a copy to jwashington@limetonecharters.org for processing. The school must provide Educator ID on the form or SS# via Drop Box to add the employee.

- A position must be assigned for an employee to be added to the district. Schools should use the [position code](#) table provided by SCDE for position codes and titles.
- Once the position codes have been assigned, the employee's staff record will be added to the district's staff list.

Employee Separation/Termination

Employees can be terminated/removed from your employee list by completing the PCS form with the date of termination and reason. There is a drop-down list to select the reason for termination.

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.