



# Long Valley Charter School

*Imagine-Achieve-Inspire*

## Personnel Policy

Approved by: Board of Directors

Date: 6/3/2009

Number: 1001

### Purpose:

This document has been developed as a beginning personnel policy. Developing personnel policies require careful alignment with the school's mission, vision, legal structure, by-laws, and applicable state and federal labor laws and contracts. Given the evolving legal status of charter schools and the often sensitive nature of employment law, charter school developers must develop personnel policies using qualified and experienced legal counsel. These policies usually need to be re-examined and modified on a regular basis to ensure congruence with the school's long-term goals and changes in employment law.

### Procedures:

#### Certification and Licensure

##### A. Regular Teaching Staff

Full-time, regular staff, further defined by the terms of the charter as "core" teachers, shall be certified by the Commission on Teacher Credentialing with either a clear or preliminary credential and shall be required to pass the CBEST. However, teachers-in-training who are working toward a credential and others with specialized and appropriate experience may also be retained if their skills and abilities will further the Education mission of the Charter School and if they obtain the emergency credential.

Full-time, regular site teaching staff may also function as Independent Study teaching staff but may not have a case load of more than five Independent Study students.

##### B. Non-Core Teaching Staff

Non-Core teachers are not required to hold credentials but must demonstrate subject knowledge and the ability to work well with children.

##### C. Other Staff, Substitutes, and Consultants

All other staff must demonstrate the abilities necessary to effectively carry out their responsibilities.

##### D. Continuing Education

1. All teachers are expected to keep their professional training and knowledge current through ongoing courses and workshops in education. The Executive

Director will work with staff to develop professional growth plans consistent with section III.B. This may be accomplished at local colleges and universities or under whatever auspices such advances training is available.

2. Each year all teachers shall complete at least three hours of coursework, seminars, or workshops related to professional development. The school will reimburse the teacher up to a maximum of \$100 per school year if included in the school's annual budget. The Executive Director must approve these hours in advance. Teachers are required to submit documentation of completed coursework in order to fulfill this requirement. Transcripts shall be provided to the school to document courses that carry university credit. For courses that do not carry university credit, teachers are required to complete the appropriate form provided by the school, and have it signed by the instructor.

3. All new teachers are required to complete one approved three-hour course in Cardiopulmonary Resuscitation (CPR) and one approved three hour course in first 60 days of employment. All continuing teachers are required to take a refresher course in both CPR and first aid. Teachers will make their own arrangements for such training and will provide documentation of completion and cost to the school. As allowed by the school's budget, the school will reimburse the teacher for the cost of the course (s) up to a maximum of \$75 for a 6-hour CPR/First Aide Course, and up to \$40 for a CPR refresher course.

### **Requirements for Employment**

- A. Employees are expected to adhere to the requirements for employment described in the Charter and personnel policies.
- B. Before the first day of employment, all employees must have a tuberculosis test as described in Education Code 49406. The current physician's statement must be on file in the office before the first day of employment. Failure to provide documentation on time may result in immediate termination.
- C. All first year employees without credentials must submit fingerprints to the Department of Justice and Federal Bureau of Investigation for the purpose of obtaining a criminal record summary as required by Education Code Section 44237. Such fingerprints must be submitted prior to employment and are a condition of employment. Criminal record summaries will be maintained by the Executive Director in a secured file separate from personnel files, as required by Section 44237.
- D. Employees are expected to conduct themselves at all times in a manner consistent with the highest standards of personal character and professionalism, with children, parents, prospective parents, co-workers, and the community.

### **Dismissal, Discipline and Termination**

- A. The Executive Director may suspend the employment of any employee if she/he determines that the employee has failed to fulfill the duties and responsibilities and/or demonstrate the qualities outlined in the job description, or other good cause exists. All employees will be hired on this basis. In the event the school finds it necessary or desirable to terminate an employee's employment before the

end of the school year, the school will attempt to give the employee written notice at least 10 calendar days before termination, unless the Executive Director determines that the employee poses a threat to the health, safety, or welfare of the school or students.

- B. In the event an employee finds it necessary to resign during the school year, the employee shall give written notice to the Executive Director as soon as possible and at least 10 calendar days before the effective date of resignation.
- C. Any employee may submit a grievance regarding dismissal, discipline, and termination pursuant to the grievance process outlined below.

### **Personnel Evaluation**

- A. Confidential Personnel File

The school shall maintain a confidential personnel file for each employee. The personnel file will contain the evaluation documents discussed in this section, as well as any other employment-related documents or correspondence.

- B. Professional Development Portfolio

All instructional and professional staff will create and maintain a Personal Development Portfolio containing the goals and outcomes of the school and the employee's personal plan for meeting those goals and outcomes and for continuous improvement. After an initial meeting between the Executive Director and employee at which time mutual goals are reviewed and a professional growth program is developed, the employee will create the Portfolio, and include samples of classroom or school work, personal reflections, and any other material deemed appropriate as evidence of continued improvement.

- C. Employee Observations

All employees will be observed on an ongoing basis by the Executive Director, using both formal and informal observations. Formal observations will include a pre-observation conference as well as a post-observation conference. First-year employees shall have at least two additional formal observations prior to the three-month review outlined in Section D, below. Prior to the six-month review, described in Section D, at least two additional formal observations will be conducted for first-year employees. Returning staff will have three formal observations prior to the six-month review described in Section D, below. Results of formal observations of the employee's and the Executive Director's observations and recommendations, will be put in writing and included within the employee's own Personal Development Portfolio and the school's personnel file. Nothing in this section limits the Executive Director from conducting other observations of an informal or unannounced nature.

- D. For all employees, there shall be a formal review three months after the start of the school year. The purpose of the three-month review shall be to review the employee's self-assessment, the job description, areas of responsibility, and progress toward goals and outcomes, noting particularly good work, areas for improvement and skill development, and deficient work, and developing a clear

plan for improvement. In addition, at the three-month review, the employee will provide feedback to the Executive Director on the Executive Director's job performance and the Executive Director will share with the employee his/her own self-assessment. Any written feedback or self-assessment materials may be placed in the Executive Director's personnel file. After six months from the start of the school year, a second review will be held to determine progress made toward the improvement plan. At that time, the Executive Director will inform the employee whether the school intends to continue employment for the subsequent school year. Results of these reviews will be put in writing and placed within the employee's own Personnel Development Portfolio and the school's personnel file.

E. Executive Director Evaluation

The Executive Director shall be evaluated by the Board prior to the end of each year based on criteria set forth by job responsibilities. Results shall be in writing and included in the employee's Personal Development Portfolio and personnel file.

F. Response to Observation and Review Findings

All employees shall have the right to make written objections to the observations or review finds within one week of receipt by stating areas of disagreement. These objections will be attached to the observation and/or evaluation and kept in the employee's personnel file.

### **Schedule**

- A. All employees are required to work according to the schedule and dates stated in their employment agreements. Full-time employees are expected to be present at the school thirty (30) minutes prior to the beginning of the normal school day to forty-five (45) after the normal school day.
- B. In addition, teachers are required to participate in programs related to their professional duties that may be held outside school hours. These days include teacher in-service sessions conducted within the regular work hours, staff meetings, parent-teacher-student conferences, and two informational nights. Teachers may also be required to participate in 30 hours of additional duties per year.
- C. All other employees are encouraged to attend functions and events.
- D. All full-time employees shall have a minimum lunch break of 30 minutes per day.
- E. Employees are required to perform yard duty as directed, before after and during the school day.

### **Leaves**

Leaves for employees are covered in Board Policy #1004 and include the following:

- A. Personal Illness and Injury Leave (sick)
- B. Personal Leave

- C. Jury Duty
- D. Professional Development Leave
- E. Family and Medical Leave
- F. Industrial Accident Leave

### **Punctuality and Attendance**

Any employee who is unable to report for work on any particular day must call the School Secretary at least 12 hours before the day that will be missed or in an emergency, at least 2 hours before school starts. If an employee fails to report to work without notification, the school may consider that the employee has abandoned his/her employment and has voluntarily terminated employment. In such case, the School must provide notice to the employee of the decision, and the employee may file a grievance pursuant to the process outlined below if the employee disputes the decision. Upon returning to work after an absence for any reason, the employee must complete an absence form and turn it in to the Executive Director by the end of the school day on which the employee returns. If an employee is absent for medical reasons for more than 10 working days, the employee must, immediately upon his or her intended day of return to work, provide the Executive Director with a physician's statement certifying that the employee is able to return.

### **Salaries**

The Executive Director shall propose salary rates in accordance with the terms of the Charter and will present them for approval to the Board of Directors.

### **Employee Grievance Procedure**

- A. In the event of a dispute involving employment or the implementation of the personnel policies, and after a good faith effort with the Executive Director to thoroughly resolve the dispute, any employee may submit their complaint following the procedures outlined below. The good faith effort will include problem identification, possible solutions, selection of resolution, timeline for implementation, and follow-up. A written summary of the good faith effort will be included in the personnel file. Failure to follow the procedures and timeliness below constitutes a waiver of the employee's right to grieve.
  1. The employee may submit his/her grievance in writing to the President of the Board of Directors within five days of a failed good faith effort to resolve the dispute.
  2. Within ten working days of receipt of the written complaint, the Board President shall schedule a hearing at a mutually convenient time and place for discussion of the complaint with all parties involved and the Board of Directors, but in no event later than 20 days after receipt of the written complaint and after notification to the employee. Members who are interested parties shall excuse themselves from grievance proceedings if such members have a conflict of interest in the subject of the proceedings.

3. A decision as established by a majority vote of the members of the Board of Directors hearing the evidence shall be rendered within five working days of the completion of the hearing. Any such proceedings shall be conducted in closed session, unless requested otherwise by the employee. In the event that additional information, investigation, or hearings are necessary after the initial hearing, the hearing may be continued and the final decision shall be made within five working days of the last hearing, or as soon thereafter as is practicable. Any additional proceedings shall be completed as soon as practical.

## **Health and Welfare Benefits**

### **Health Benefits**

The Charter School will attempt to provide health, dental, vision and insurance coverage for current staff that is reasonably comparable with coverage provided by the sponsor district to its employees, provided such coverage is commercially or otherwise available at reasonable cost. The Charter School will pay \$8,688 per year for such coverage for full-time employees. Full-time employment is defined as at least 32 hours per week or 80% of the full-time assignment of 40 hours per week. Full-time employment for Independent Study teachers is defined as having a caseload of 25 students. No staff member will receive paid health benefits beyond their term of employment.

### **Welfare Benefits**

The Charter School will attempt to secure State Teachers Retirement System eligibility for eligible core teachers and will pay the required employer contribution for such benefits if available and to the extent requested by the employee. The Charter School will also attempt to secure Public Employees Retirement System eligibility for all eligible staff and make the required employer contribution for such benefits, if available and to the extent requested by the employee. The Charter School will make the required employer contribution toward federal Social Security for those employees not covered by STRS retirement.

### **Non-discrimination**

The Charter School does not discriminate in any personnel matters or in the provision of programs and services on basis prohibited by law. Any employee who has been the subject of discrimination or harassment may bring questions, concerns, and/or complaints to either the Executive Director or to the President of the Board of Directors.