

POLICIES PERTAINING TO OUR EMPLOYEES

TERMS OF EMPLOYMENT

At-Will Employment:

All employment at the school shall be at-will unless a term of employment is expressly stated in a written contract. At-will employment means that the employee may resign at any time with or without notice or cause, and that employment may be terminated at the sole discretion of the school for any lawful reason and under any lawful circumstance.

Reassignment of Employees:

To the extent permitted by law and policy, all employees are subject to assignment and reassignment at the sole discretion of the Executive Director.

Employee Definitions:

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| Regular | Employees employed for an indefinite period of time. |
| Temporary | Employees whose employment is expected to be of a short duration, while there may be exceptions, this would normally be for no more than six (6) months in length. Temporary Employees receive pay only for hours worked and do not receive paid holidays or other school benefits. |
| Full-Time | Employees scheduled to work at least 30 hours per week and who maintain continuous regular employment status. |
| Part-Time | Employees scheduled to work less than 30 hours per week who maintain continuous regular employment status. |
| Exempt | Management, supervisory, professional, teachers, and administrative employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements. |
| Non-Exempt | Employees whose positions do not meet FLSA employment tests and who are paid one and one-half times their regular rate of pay for hours worked in excess of 40 hours per week. |
| Substitute | An employee who works as needed when a teacher is unable to be at work during the school day. |
| Intern | An employee who is working to satisfy scholastic or degree requirements. |

This type of employee may or may not receive compensation for hours worked.

Teaching staff: Includes class room teachers, specialists, counselors, teaching assistants, and any administration staff that comes in contact with students. All employees should take every opportunity to help students learn and increase their knowledge.

Administrative staff Includes Executive director, administrative assistant, school secretary, and board of directors

Hours of Work:

Exempt Employees

Exempt employees work whatever hours are necessary to complete job responsibilities. The School assumes that those responsibilities will require at least an average of 40 hours of work per week.

Non-exempt Employees

The normal work days and core hours will be determined by your supervisor and are subject to change based on the needs of the school Employees will at times be required to work outside of the normal work day schedule.

Overtime

Non-exempt employees will be paid time and one-half for authorized hours worked in excess of 40 hours in any work week. The work week runs from 12:01 a.m. Monday to 12:00 midnight Sunday. All overtime work by non-exempt employees must be authorized in advance by the executive director or immediate supervisor. Exempt employees are not eligible for overtime compensation.

Lunch

Non-exempt employees receive 30 minutes for lunch; this time will be unpaid.

Time sheets

Each non-exempt employee must maintain a written time sheet which reflects time worked and any absences. The time sheet must be signed by the employee and submitted to the immediate supervisor for approval. The time sheet is a legal record of the time the employee is at work, and the employee's paycheck is based on the time recorded on the time sheet. Each person is accountable for the accuracy of the report. Closed days, holidays, and paid days off, or time off without pay should be marked on the time sheet.

Exempt employees absent from work in excess of the five personal/sick days not including school vacations, holidays, or closed days will receive prorated deductions in pay for accumulated absences of 4 hours or more. Excessive absences or tardies may result in termination.

Date Adopted: _____