Personnel Policy

Purpose

The purpose of this policy is to establish the school’s employment related guidelines.

Responsibility

The Board of Directors and the Head of School

Description

This policy shall set the parameters for the code of ethics, drug and alcohol, non-harassment, hiring process, performance reviews, travel and training, termination of employment, and employment records.

Approval

Mike Canavan
President of the SRMS Board

Eric Beck
Secretary of the SRMS Board

Date Approved: March 13, 2013
Revised Date: October 9, 2019
Review Date: October 2022
Personnel Procedure

**Code of Ethics:**

As an AMS (American Montessori Society) member school we agree to comply with the AMS Code of Ethics. See Code of Ethics of the American Montessori Society for a full description of each principle, attached.

- Principle 1 – Commitment to the Student
- Principle 2 – Commitment to the Public
- Principle 3 – Commitment to the Profession

**Intoxicants:**

The abuse of drugs and alcohol is a serious threat to both the school and its employees.

- The school’s goal is to ensure that the workplace is alcohol and drug free. Alcohol or illegal drug use can pose a serious threat to employees and the people they work with, and can adversely affect an employee’s job performance. The school prohibits the possession or use of alcohol or illegal drugs on the school’s property or while on school business.
- Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment. They may also be referred to the appropriate law enforcement agency for criminal prosecution.
- Any employee under the influence of alcohol or any substance (illegal or not) which impairs judgment, performance or behavior while on school premises or while on school business will be subject to discipline or immediate termination. Only exception is when attending alcohol approved SRMS events.
- Any employee accused of being under the influence of alcohol or any substance (illegal or not) which impairs judgment, performance or behavior while on school premises or while on school business is entitled to provide results of a voluntary drug/alcohol test which absolves this accusation. This testing will be provided at the employee’s expense.

**Non-Harassment:**

It is the responsibility of the Snake River Montessori School to provide all of its employees with a work environment that is free of discrimination and harassment.

- Harassment, including sexual harassment, of employees by coworkers, supervisors and other members of the school community, is unlawful and will subject the offender to disciplinary action.
- Retaliation for reporting harassment is also prohibited.
- Harassment and reprisals for reporting harassment are serious offenses and will be subject to discipline up to and including termination.
Definitions:

*Harassment* is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

*Sexual harassment* includes any unwanted or unwelcome attention or action of a sexual nature when submission to such conduct is made a term or condition of employment or decisions affecting the employee, unreasonably interferes with an employee’s job performance, or creates a hostile or offensive work environment.

*Retaliation* includes any behavior by any employee to threaten, harass, punish, embarrass, intimidate or otherwise interfere with any person who has reported possible harassment, and to behavior designed to prevent or deter such reporting.

Reporting Harassment:

Any employee experiencing or witnessing any type of harassment or inappropriate behavior should promptly report the incident to the Head of School, or any Board member. Reporting to a co-worker is not sufficient.

Employees who have information about incidents of Harassment and do not report this information, as required above, or do not cooperate in any investigation are subject to disciplinary action.

Supervisors either observing or receiving reports of harassment are required to treat the issue seriously and to take appropriate steps to ensure compliance with this policy. Investigations will be handled in a timely and confidential manner.

Resolution:

Employees accused of harassment should be given sufficient information about allegations to provide them a reasonable opportunity to respond before any corrective action or discipline is imposed. Accused employees should not be assumed to have violated this policy unless and until an investigation establishes that they have done so. Complaints will be investigated in such a way as to maintain confidentiality. Only those individuals directly involved or who are witnesses will be communicated with during the investigation.

In the event that an investigation determines that an employee has violated this procedure, the employee will receive from the School an explanation of the inappropriateness of the behavior. If the inappropriate behavior continues or if a specific incident is severe, the School shall take prompt disciplinary action up to and including termination of employment. A record of action taken will be retained.
The School does not permit retaliation against any employee who reports possible harassment or inappropriate behavior or who assists with an investigation. Retaliation shall be subject to disciplinary action up to and including termination.

**Hiring Process:**

Hiring of teachers will be carried out by the Head of School. The hiring of Substitute Teachers and Aides will be coordinated by the Head of School and the teacher or Program Director to whom the position reports.

Hiring of the Head of School will be carried out by a Board-appointed hiring committee consisting of one or more board members and other individuals as deemed appropriate in consideration of the position being recruited.

**Prospective candidates are required to:**

- Submit a resume and/or application.
- Undergo an interview with the committee or Head of School, and review a job description before an offer of employment will be made.
- All new employees are required to obtain and pass a state background check, and obtain First Aid/CPR Certification. New employees under the age of 18, working directly with children are required to obtain and pass a state background check, and obtain First Aid/CPR Certification.

**Candidate Requirements:**

- The employee is responsible for providing additional information before or on the first day of employment to complete the personnel file, including W-4, I-9, Social Security Card and/or other documents establishing employment eligibility, and Qualified Plan election form (if applicable).
- Continuation of employment is contingent on the outcome of the background check and completion of the First Aid/CPR Certification. The School office will assist the employee in arranging for their background check and First Aid/CPR certification.

**Offers of Employment:**

- All contracts or offers of employment will be made by the Head of School or Board of Directors to prospective employees.
- Teaching and administrative positions will be covered by annual contract. (Full Time Contractual)
• Hourly positions are “at-will” positions, and will be covered by an employment agreement. (Part time contractual or Hourly agreement)

• Contracts and employment agreements will address all pertinent aspects of the employment offer including, but not limited to, position description, starting date of employment, the terms and length of the employment (e.g. at-will, annually renewed contract, etc.), the duration of the probation period, benefits, wages or salary, and any other terms specific to the employee’s position. The prospective employee must sign and return the agreement/contract to indicate acceptance of the terms of employment within the time limit provided in the cover letter.

Probationary Period:

New employees will undergo a 90-day probationary period. An evaluation will be performed at the end of that period, and confirmation of employment is contingent on the prospective employee receiving, at minimum, an average rating on their evaluation.

Performance Review:

Supervision and evaluation of employees is a cooperative process between staff member and administrator for the purpose of identifying and documenting the performance of individual staff members.

• Performance reviews will be performed at the end of the probationary period, and a minimum of once a year thereafter on or before June 10th. This is a requirement for support staff and contractual staff that are in their first three years of employment.

• Contractual staff beyond their first three years of employment shall have a performance review on a periodic schedule and at the discretion of the Head of School.

• The primary purpose of evaluation is to improve the quality of instructional performance. Specific goals of evaluation are as follows:

  1. To ensure each employee knows how he or she is performing in his or her assignment.

  2. To ensure each employee will be aware of both his/her strong points and weak points and areas where improvement, if any, is needed.

  3. To provide an opportunity for the supervisor and the employee to discuss objectively the employee's job performance and mutually agree upon goals and objectives.

  4. To provide the following information to an employee whose performance necessitates the imposition of probation:

     a. Written notice of the specific areas of unsatisfactory performance.

     b. A reasonable period in which to make corrections.
c. Adequate supervision, assistance, and evaluation during the period of probation.

Remediation Process:

- When a supervisor feels that an employee needs assistance to improve job performance, prior to the recommendation that the employee be placed on probation, the supervisor or Head of School will work informally with the employee and identify concerns about the employee’s performance. When applicable, the following process will be utilized:
  - Conduct classroom observations, including pre and post observation conferences.
  - Recommend observations of other classrooms.
  - Hold a meeting between the employee, Head of School and immediate supervisor to discuss concerns, identify further strategies for assistance and improvement, and develop a mutually agreed upon timeline.
  - Upon completion of the remediation period, the performance of the employee will be reviewed by the Head of School and/or the supervisor involved, at which time a decision will be made to place the employee on probation subject to specific terms and conditions, or to recommend termination.

Each step of the remediation process, including observations, identification of concerns, and pre-post conference notes shall be documented and initialed by both the employee and the Head of School.

Related Documents:

- Employee Handbook
- Employee Contract