



Classified Personnel Policies

Date Originally Adopted: 6/24/08

Revisions:

Related Documents:

Scope

These policies apply to all classified employees, that is, those who do not hold certificated positions at Kona Pacific Public Charter School (“Kona Pacific”).

These policies are adopted and implemented in conjunction with the Kona Pacific Employee Handbook and Kona Pacific Charter Contract, which are incorporated herein by reference.

Policy Approvals

All personnel and contract issues are approved by the Kona Pacific Governing Board (“GB”).

Requirements for Employment

Licenses, Certifications, Bonding and/or Testing

Licenses, certifications, bonding or testing may be required as described in the job description for each position.

Continuing Education and Professional Growth

All classified staff are expected to keep their professional training and knowledge current through ongoing educational courses and workshops in order to perform the job duties as outlined in their positions job description. The employee’s supervisor will develop with each employee annual Performance Goals and Objectives, to identify in which areas continued training and study would be most beneficial.

The school may provide reimbursement for coursework that is approved in advance and fits within the employees’ professional growth plan and budgetary constraints. Employees may be required to submit documentation of completed coursework in order to fulfill this requirement.

Tuberculosis Test

Before the first day of employment, all employees must have a tuberculosis test on file at Kona Pacific. Employees must comply with TB test requirements every three years.

Fingerprinting

All employees 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 Hawaii State law. Such fingerprints must be submitted and the criminal record summary received prior to employment. Summaries will be kept in employee's confidential personnel file. The cost of fingerprinting will be covered by Kona Pacific.

CPR and First Aid

All employees are encouraged to have valid and current CPR/First Aid certification. If in the job description certification is required the school will arrange and pay for this training.

Employee Professional Conduct

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. This includes but is not limited to: attendance on field trips, during open public meetings, during staff meetings, while representing the school or themselves as a school employee during and after contracted hours whether on or off school campus.

Drug and Alcohol Abuse Policy

The possession, use, delivery, transfer or sale of alcoholic beverages or controlled substances by faculty or staff, while at school or school-sponsored events, is expressly forbidden. Attending school or school-sponsored events while intoxicated is expressly forbidden.

Compensation

Kona Pacific cannot pay employees who have not been hired through the proper channels or for days worked prior to the start date of the contract or prior to fingerprint clearance.

Salary schedules and contract terms are approved by the Kona Pacific GB.

Volunteers

People that volunteer on a regular basis will be required to have fingerprints on file. Volunteers will not be left alone with students if they do not have cleared fingerprints on file. Volunteers must abide by all rules set forth for employees regarding conduct and school policies. Volunteers are not eligible to receive compensation or benefits for duties performed.

Returning Status

Classified employees are notified by April 30 of each year regarding their employment status for the following year. The Kona Pacific LSB or LSB will approve the issuance of contracts at its May meeting.

Nondiscrimination

Kona Pacific does not discriminate in any personnel matters or in the provision of programs and services on any 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 director or the Chair of the Kona Pacific GB.