

Kapolei Charter School by Goodwill Hawaii

Personnel Policies

Policy No. 201

(AG Approved 6/16/17)

Kapolei Charter School by Goodwill Hawaii, a Public Charter School, is hereinafter referred to as 'the school' or 'KCS'. KCS will comply with all terms of the State Public Charter School Contract with regards to employment including teacher licensing, background checks and collective bargaining. The following personnel policies will be posted on the school's website (www.kcshawaii.org) and will also be included in employee orientation materials.

A: Hiring & Selection

KCS affirms that it is an equal opportunity employer, seeking highly dedicated and effective teachers and support staff. KCS extends our anti-discrimination and anti-harassment policies to its qualified applicants. Interested applicants must demonstrate a dedication to the teaching profession, self-motivation, and excellent interpersonal skills necessary for collaboration and teamwork with others within the KCS community.

Selection, hiring, and the assignment of all KCS personnel shall be the responsibility of the School Director.

- The School Director shall adhere to state and federal laws and to any hiring regulations in all current collective bargaining contracts to which the school is either an individual or a class party.
- The School Director shall advertise vacancies for teaching or support staff positions as deemed appropriate in each case and in accordance with state and federal laws.
- The School Director will make the final hiring decisions for all school positions after careful review and feedback from those involved in the interview process.
- The School Director may establish new positions within the approved budget by the Governing Board.
- KCS may refuse to hire, transfer or promote relatives of current employees where, in the schools reasonable judgement, such employment action may create an actual or potential problem, including when:
 - One employee would have supervisor authority over his/her relative, or
 - The employee has access to sensitive information regarding a close family member.
 - Relatives include, but is not limited to: Spouse/Civil Union Partner, Parents, In-Laws, Aunts, Uncles, Nieces, Nephews, Cousins, Siblings and their Spouses, Children, or Reciprocal Beneficiaries
 - Employees who become related to each other after their hiring must disclose the relationship to the School Director. KCS will review the potential for conflict and may take employment-related action, including job transfer or demotion, if one of the employees could otherwise have supervisory authority over his/her

relative. The decision will be based on the school's current needs and will be determined at the discretion of leadership.

B: Harassment-Free Workplace

Kapolei Charter School supports the State of Hawaii's commitment to promote and maintain a productive work environment free of any form of discrimination, harassment or retaliation. Harassment or discrimination against any protected classes will not be tolerated. In addition, retaliation against an individual who makes a complaint and/or participates in or provides information for an investigation relating to discrimination and/or harassment will not be tolerated. KCS's commitment to a harassment-free work environment applies to all aspects of the school's operations, including employees, parents, guardians, independent contractors and vendors. KCS employees are responsible for assuring that work is conducted in an atmosphere that respects the dignity of every employee, student, and anyone else with whom they conduct business. Employees are expected to avoid behavior that could reasonably be perceived as discrimination or harassment prohibited under this policy. Reporting requirements are addressed in KCS's Open Door Policy.

C: Sexual Harassment

Sexual harassment will not be tolerated. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, or other verbal or physical conduct of a non-sexual but gender-based nature. Both the victim and the harasser can be either a woman or man, and the victim and harasser can be the same sex.

Examples of conduct which, if unwelcome, can amount to sexual harassment include but are not limited to the following:

- Requests for sexual favors
- Uninvited physical contact
- Sexual bantering
- Off-color language or jokes
- Sexual flirtations
- Advances or propositions
- Verbal abuse of a sexual nature
- Commentaries about an individual's body
- Use of sexually degrading words to describe individuals
- Displays of sexual suggestive objectives or pictures
- Gender-based insults or derogatory references
- Use of sexually oriented or degrading gestures or other non-verbal communications

Reporting requirements are addressed in KCS's Open Door Policy.

D: Open Door Policy – Reporting of Complaints & Incidents of Harassment, Retaliation or Discrimination

Kapolei Charter School believes that employee related situations should be treated fairly, quickly and without prejudice or fear of reprisal or retaliation. The best way to ensure this is through the practice of open and honest communication. In recognizing that misunderstandings do occur, this policy provides guidelines for resolving workplace problems and complaints.

KCS promotes an open door policy to provide all employees with a process for resolving problems or complaints through discussion with all levels of management. The open door policy provides a way for employees to express problems or concerns to their supervisor and, if necessary, high levels of leadership.

Any employee who has a problem/comment/concern on any matter regarding the school that needs to be addressed, should first discuss the matter with his/her immediate supervisor. It is expected that most issues will be resolved at this level. If the employee feels the proposed solution is not acceptable, the employee may request a meeting with the next level of leadership up to the School Director.

If the issue involves an allegation of: Discrimination, Harassment or Retaliation – see reporting procedures below:

- Employees are encouraged to, in good faith, report harassment before it becomes severe or pervasive so that the school can take steps to stop harassment, retaliation or discrimination before it rises to the level of a violation of the law. Employees should report these situations to the School Director who will protect the confidentiality of complaints to the extent possible by law.
- Once reported to the school, action will be taken to conduct a prompt, thorough, and impartial investigation. The alleged harasser will not be allowed to have any direct or indirect control over the investigation. An impartial investigator will be chosen and interview the employee who complained of harassment, the alleged harasser, any witnesses, and others who could reasonably be expected to have relevant information. Before completing the investigation, the school will take steps to make sure the harassment does not continue. Should the employee not feel appropriate resolution after the results of investigation have been finalized, the employee may appeal the decision through the levels of leadership, up to the school's Governing Board. The Governing Board's decision is final in all circumstances.

E: Compliance with the Americans with Disabilities Act (ADA)

KCS complies with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA) as amended by the Americans with Disabilities Amendments Act and any related state laws. KCS does not discriminate against a qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental

disability. This applies to any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position that the individual holds or desires. A disability is defined as a physical or mental impairment that substantially limits a major life activity.

The school will make reasonable accommodations for employees or applicants with disabilities of which we are aware, provided the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job with or without reasonable accommodation; and provided that any reasonable accommodation should not create an undue hardship for KCS. An employee with a disability requesting a reasonable accommodation should notify their supervisor. Employees determined to have a disability that poses a health or safety issues of themselves or others in the workplace may be placed on administrative leave until it is determined whether a reasonable accommodation is possible. An employee who requests an accommodation must cooperate in the school's effort to determine whether an accommodation is reasonable. This includes providing documented medical evidence of the need or an accommodation before it being granted.

F: Attendance and Punctuality

Employees regular attendance and punctuality are extremely important in establishing a top-quality, professional environment at our school. Tardiness and/or repeated absences place an unfair burden on other employees and most importantly adversely affect the learning experience for our students. Employees must set an example by being on-time and making their work a priority.

Employees should become familiar with the school calendar and plan vacations and appointments accordingly. Whenever possible, employees should plan appointments during vacations, weekends, or after school hours.

The school recognizes that there may be times when absences cannot be avoided. In such cases, employees are expected to notify their immediate supervisor or the School Director with as much notice as possible, preferably the evening before. The school reserves the right to require a doctor's note, releasing you back to work, for employees absent due to illness for more than three consecutive days.

G: Dress Code

Although there are no specific dress code guidelines, employees are expected to dress in a way that does not distract from the learning environment. Clothes that cause undue attention can interfere with student learning and can be a distraction for other teachers and family members.

H: Appropriate Use of Technology

In keeping with technological advances, KCS provides computers and other technologies such as email and Internet access to assist in the conduct of business with the school. KCS employees are expected to exhibit the same high level ethical and business related standards when using this technology as they do with other workplace communication resources.

- Computers, systems and electronic equipment at KCS are provided for institution related use only. The equipment and the data stored in the system, are and remain at all times the property of KCS whether they are located in a computer or a mobile device. As such, all messages created, sent, received or stored in the system as well as all information and materials downloaded into computer are and remain the property of KCS.
- Our school email, computer, telephone, mobile phones, fax and copy machines and other electronic devices, are intended to accommodate school related transactions and communications. Messages must be limited to the conduct of school businesses. Email and Internet usage may not be used for the conduct of personal businesses. Employee use of the Internet for reasons unrelated to the school's business is a violation of this policy. This authorization may be revised, restricted or revoked at any time.
- KCS has the right to retrieve and review any messages or documents composed, sent, received or downloaded at any time. Please note that even when a message is deleted or erased, it is still possible to recreate the message; therefore, no one can expect that message to remain private. KCS also has the right to monitor, at any time and without prior notice, your internet usage, including the websites that you have accessed, email and any information that you may have downloaded or created. While email and internet connections may accommodate the use of passwords for security, confidentiality cannot be guaranteed. Messages and downloaded data may be reviewed by someone other than the intended recipient.
- Do not download any software without prior authorization from the Goodwill Hawaii Information Technology (IT) Department.
- The use of information systems is a privilege extended by KCS which may be withdrawn at any time. An employee's use of computer systems or electronic equipment may be suspended immediately upon the discovery of a possible violation of this policy. Excessive and/or personal use that results in costs to the school may result in the employee being required to reimburse the school. A violation of the provisions of this policy may result in disciplinary action up to and including termination.

I: Staff Relationships with Students

Staff and students must refrain from inappropriate relationships at all times. The following interactions or communications with students would be considered an inappropriate relationship:

- Communications with students, whether by telephone, email, instant message, Twitter, text message, or any other form of electronic or digital communication at any time, unless

the communication is directly related to your assigned duties and responsibilities, e.g., the student's homework, class or team activity, school club or other school-sponsored activity.

- Engaging in personal conversations with students about either the student's or your own personal relationships or problems with spouse, boyfriend, girlfriend, or significant other.
- Taking a student away from school during the school day without obtaining express permission of the student's parent or the School Director.
- Visiting students at their homes when a parent is not present or inviting a student to your home without prior express permission of the student's parent.
- Giving gifts of a personal nature (clothing, perfume or cologne, jewelry, etc.) to students at school or at any time without the parent's knowledge and permission.
- Playing 'favorite,' e.g., allowing specific students to get away with conduct that is not permitted from other students.