

Title: Personnel

Effective Date: 8/8/17

References:

Utah Code §52-3-1, Employment of Relatives Prohibited
 IEA Background Check and Offense Reporting Policy

Purpose

To establish structure and requirements regarding employee classification, hiring, termination, compensation, employment agreements, and nepotism.

Policies regarding volunteers are addressed separately. See Volunteers Policy

Policy

Ignite Entrepreneurship Academy (“IEA”) is an equal opportunity employer. IEA does not discriminate against any applicant or employee on the basis of race, ethnicity, color, national origin, ancestry, gender, age, disability, religion, sexual orientation, marital status, and genetic information.

IEA values employees who advance the mission of the school. We seek and desire to retain employees who are qualified both in personal education and experience and who support IEA’s mission, educational philosophies, methods and programs.

Employee Classification

Employment positions fall into one of three categories that control matters such as employee benefits and exempt/non-exempt from federal and state overtime rules:

<u>Category</u>	<u>Description / Positions included</u>
Administrative	Executive Director, Director, Assistant Director, Business Administrator, Special Education Director
Academic	Teacher, Project-based Lead, Registrar, Academic Counselor
Support Staff	Teacher Aide, Secretary, Receptionist, Food Service personnel, Maintenance worker, Bus Driver

Employees may further be classified as (1) full or part-time, and (2) regular, seasonal, or temporary.

Hiring

Hiring of personnel must be within the Board-approved budget both as to position and financial impact except in circumstances where compliance to State or Federal Law requires a position not already included in the budget (i.e. IEP-mandated special education services). Under such circumstances, the budgeting policy should be followed to amend the budget as soon as reasonably possible.

The Human Resources manager— the Director or other assigned administrator— shall establish procedures and forms consistent with this policy to properly effect and document the search for and selection of employees so as to protect IEA from employment-related legal claims and to comply with applicable laws, regulations and requirements.

For Academic and Support Staff, the hiring authority may consider and make in-school reassignments or may post a position opening internally or externally, as determined by the Director to be in the best interest of the school.

Hiring Authority

1. The Board shall hire the Director and may be assisted as it deems appropriate by internal or external non-Board Member personnel or consultants.
2. The Director shall hire all other Administrative personnel and may be assisted as he or she deems appropriate, subject to budgetary constraints.
3. Administrative personnel shall hire such other employees under his or her supervision subject to any constraints imposed and the pre-approval by the Director.

Hiring Requirements

1. The hiring authority shall coordinate the hiring process with the Human Resources manager.
2. Job openings for all positions and employment categories shall be posted in as wide a geographical area as is reasonable and for a period of at least two weeks. The manner of such posting (electronic, print, third-party service) shall be as appropriate in the circumstances so as to reach the general population of likely qualified candidates (e.g., an email notification to selected individuals is not appropriate in any circumstance).
3. An exception to the two-week minimum posting requirement shall be allowed where the health or safety of staff or students or legal compliance require an immediate hiring.
4. The hiring authority will invite a minimum of two candidates for an interview, unless two qualified candidates do not apply for the position.
5. All offers of employment are subject to the IEA Background Check Policy.

Termination

1. All employment terminations shall be coordinated with the Human Resources manager in advance of employee notification to assure compliance with IEA policies, laws and regulations.

2. The Human Resources manager shall establish procedures and forms consistent with this policy to properly effect and document employment terminations so as to protect the dignity of the individuals involved, IEA from employment-related legal claims, and comply with applicable laws, regulations and requirements.
3. Only the hiring authority identified under Hiring above may initiate termination of employment. The Human Resources manager may assist the hiring authority in any and all steps involved in the termination process.

Compensation

1. An employee's compensation will be based on the position, the individual's education, experience, and job performance and will be subject to budgetary constraints as determined by the Director.
2. Paydays shall be established by the Director in accordance with state and federal laws.

Employee Benefits

1. Benefits may be provided for one or more classification of employees as determined by the Director.
2. Any benefits provided shall be offered to all qualifying employees without discrimination and administered in accordance with all applicable laws and regulations.
3. Benefits may include medical, dental, vision, disability, life, accident, hospital, or other insurances; paid and unpaid time off; tuition reimbursement for education and/or professional development; retirement; and any other benefit at the discretion of the Director.
4. A description of each benefit offered, the employee classifications to which it applies, and any other eligibility or participation requirements, including any employee cost, shall be distributed to all employees annually.

Employment Agreements

1. All employees are designated "at-will", meaning that employment is not guaranteed or contracted for a specific time period and may be terminated by either the employer or employee with or without cause and with or without notice.

Nepotism

1. No Board Member or Administrator may employ, appoint, vote for or recommend the appointment of a relative in or to any position or employment, when the salary, wages, pay, or compensation of the appointee will be paid from public funds and the appointee will be directly supervised by a relative, except as allowed below.
2. No Board Member or Administrator may directly supervise an appointee or employee who is a relative when the salary, wages, pay, or compensation of the appointee or employee will be paid from public funds, except as allowed below.
3. No Board Member or Administrator may make compensation or performance recommendations for a relative, except as allowed below.

- 4. Relatives are defined as father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.

- 5. Any exception to the rules above:
 - a. must meet the requirements in Utah Code §52-3-1, and
 - b. must be disclosed to the board within two board meetings of the exception, and
 - c. is conditional upon the board's approval.

Sources used in preparation of this policy

Weilenmann School of Discovery Hiring Practice and Policy
Weilenmann School of Discovery Background Check and Offense Reporting Policy
Utah Code §52-3-1, Employment of Relatives Prohibited

Date originally approved: August 8, 2017

Attest:

Board Chair/President

Board Secretary

Signature

Signature

Printed Name

Printed Name