



## SECTION IV: EMPLOYEE POLICIES 4010

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### Policies and Procedures Governing Employment

As outlined in the services agreement, K<sup>12</sup> will employ the OVCA administrators, student support staff, and the OVCA teachers in compliance with applicable laws. K<sup>12</sup> and the School Board of Education will provide equal employment opportunities to all employees and applicants without regard to race, color, religions creed, sex, national origin, ancestry, citizenship status, pregnancy, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner status, gender (including sex stereotyping), medical condition (including, but not limited to, cancer-related or HIV/AIDS-related) or sexual orientation in accordance with applicable federal, state, and local laws. In addition, K<sup>12</sup> and the OVCA Board will comply with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The policy of K<sup>12</sup> and the School Board of Education will be to maintain a drug-free workplace. As a condition of continued employment, all K<sup>12</sup> employees must comply with this policy. For K<sup>12</sup> employees, the term “workplace” is defined as K<sup>12</sup> and Board property, any K<sup>12</sup>- and Board-sponsored activity, or any other site where the employee is performing work for K<sup>12</sup> or the Board or representing K<sup>12</sup> or the Board. The term “drug” as used in this policy includes alcoholic beverages and prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances as defined in schedules I through V of the Controlled Substances Act, 21 U.S.C. Sec. 812, 21 C.F.R. Sec 1308, and the state and local law of the jurisdiction where the workplace is located, including, but not limited to, marijuana, opiates (e.g., heroin, morphine), cocaine, phencyclidine (PCP), and amphetamines. If a K<sup>12</sup> employee’s primary worksite is a home office, alcohol may be permitted in the home, but drinking alcohol is strictly prohibited during working hours. An employee who engages in an activity prohibited by this policy shall be subject to disciplinary action, up to and including immediate termination of employment.

Prohibited activities under K<sup>12</sup>’s and the Board’s policies will include the possession, use, sale, attempted sale, distribution, manufacture, purchase, attempted purchase, transfer, or cultivation of drugs, as defined above, in the workplace, as defined above. Employees are also prohibited from being at the workplace with a detectable amount of drugs in their system. However, the use and/or possession of prescription drugs, when taken as directed and obtained with a valid prescription, shall not be a violation of this policy.

Benefits Information: K<sup>12</sup> offers a generous suite of benefits programs for its employees. While benefits packages vary depending on location and employment status, benefits may include:

#### Comprehensive Health Benefits:

K<sup>12</sup> offers medical and dental coverage for individuals and their eligible dependents, including domestic partners. K<sup>12</sup> offers multiple plan options to best meet the employee's (and their family's) needs. Coverage is effective the first day of employment.

- Medical
- Prescription / Pharmacy
- Dental
- Vision

#### Protection:

K<sup>12</sup> offers programs that help employees prepare for life's ups and downs.

- Basic Life and Personal Accident Insurance
- Voluntary Supplemental Life
- Short-Term Disability
- Long-Term Disability
- Retirement Savings Plan

K<sup>12</sup> understands that individual planning for retirement is critical. Therefore, they offer a 401(k) program with multiple investment options to help employees save for their retirement through Great Western Financial Group.

**Pre-tax Benefits:** Pre-tax benefit programs are designed to help lessen the financial burden to employees so they can take care of themselves and those most important to them.

- Health Care Flexible Spending Account
- Dependent Care Flexible Spending Account

**Work/Life Balance Programs:** K<sup>12</sup> encourages all employees to maintain a balance between work and their personal lives. K<sup>12</sup> encourages employees to take advantage of all the wellness programs so employees can take time to recharge.

- Paid Holidays
- Paid Time Off (vacation, sick, and personal days)
- Assistance with certain gym memberships
- Wellness Programs
- Employee Assistance Program (EAP)

No employee shall take any compensation or profit from items sold to parents or students by or through the School, unless such transaction has been approved in advance, in writing, by the Head of School, upon a determination that the best interests of both the School and the students are served thereby.

K<sup>12</sup> endeavors to employ dynamic, effective, well-qualified, and efficient personnel to carry out a constantly improving educational program. K<sup>12</sup> is directed to ensure teachers possess a teaching certificate issued by the OSDE that is valid for the entire period of employment or are highly qualified to provide quality instruction in assigned subjects in compliance with applicable law. The employee must submit current certificate information to be filed at the OVCA office. Failure to do so may result in termination from their position. Additionally, all school employees are subject to a thorough background check. K<sup>12</sup> is authorized to employ substitutes as necessary and in compliance with applicable law.

It is the policy of OVCA that all decisions about staff assignments, promotion, demotion, transfer, determination of salaries, benefits, and selection for training shall be made without regard to race, color, religion, sexual orientation, national origin, sex, or disability. Employment is subject to the K<sup>12</sup> and the School Board's personnel policies and procedures, as they may be interpreted, adopted, revised or deleted from time to time at the OVCA Board of Director's discretion.

Employment with K<sup>12</sup> will be on an "at-will" basis, meaning that employment is not for a specified period of time and can be terminated by you or the administration at any time, with or without cause and with or without notice. It is further understood that the "at-will" nature of your employment with K<sup>12</sup> is one aspect of employment that cannot be changed.

School Personnel Conflicts of Interest: Any personnel engaged in additional employment outside of K<sup>12</sup> shall notify the Head of School. Such notification shall include the job responsibilities and time requirements of the outside employment. At no time shall any employee of K<sup>12</sup> engage in any additional employment that would:

- Adversely affect their employment duties in service to the school;
- Make time and/or energy demands upon the individual that interfere with their effectiveness in performing their duties; Compromise or embarrass the school;
- Adversely affect their employment status or professional standing; or
- In any way conflict with or violate professional ethics or K<sup>12</sup>'s or OVCA's policies.

Source: OVCA Board Policy adoption 9/16/2015

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