



# Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

## Hiring Policy

<b>Category:</b> Employment, Benefits, and Workplace	<b>Policy Description:</b> Hiring Policy
<b>Approved Date:</b> 10/24/2013	<b>Replaces Policy Dated:</b>
<b>Effective Date:</b> 10/24/2013	<b>Created By:</b> Policy Committee

### PURPOSE:

The purpose of this policy is to establish guidelines for the employment process and to assure that the recruitment and selection processes are consistent and identify the best qualified applicant for Ka 'Umeke Kā'eo.

### DEFINITIONS:

### POLICY:

#### Equal Employment Opportunity

The Ka 'Umeke is an equal employment opportunity employer, hiring on the basis of qualifications and promoting on the basis of merit. Ka 'Umeke does not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, political affiliation, ancestry, age, religion, creed, sex, sexual orientation, medical condition, physical or mental disability, marital status, citizenship status, military service status, or other basis protected by law.

When necessary, Ka 'Umeke will reasonably accommodate employees and applicants with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position, as described in the job description.

Any applicant or staff member who feels that discrimination has occurred should immediately contact the Po'okumu. Ka 'Umeke shall keep such matters confidential and shall disclose information only as is necessary under the circumstances. Retaliation against complainants or witnesses is strictly prohibited.

#### Hiring

The Po'okumu is responsible for recruiting personnel, in compliance with Board policy and makes hiring recommendations to the Board for certificated positions. The Po'okumu may hire classified personnel within budget constraints. Ka 'Umeke shall



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hire highly qualified personnel, consistent with budget and staffing requirements, and shall comply with Board policy and state law on equal employment opportunities. All applicants must submit all required paperwork: Ka 'Umeke application, letter of interest, resume and, post-secondary transcript or copy of degree(s) and two reference letters from non-family members, in order to be considered for employment. They must also go through the screening process outlined in Ka 'Umeke Hiring Procedures.

## Employee Classification

The School's employees are classified in the following categories: Exempt, non-exempt, and full-time, part-time or casual/emergency hire.

**Exempt:** Exempt employees are those employees with job assignments that meet exemption tests under state and federal law making them exempt from overtime pay requirements. Exempt employees are compensated on a salary basis, not pursuant to overtime pay requirements.

**Non-Exempt:** Non-exempt employees are those employees with job assignments that do not meet exemption tests under state or federal law. Thus, these employees are paid overtime wages for overtime worked in accordance with the law.

**Full Time:** Full time employees are those employees who are scheduled to work at least 37.5 hours in a week.

**Part Time:** Part time employees are those employees who are scheduled to work 20 hours in a week.

**Casual/Emergency (89-day hires):** Casual or emergency hire employees are those employees who are hired for a limited time period, or for a specific project, and usually are not employed more than 90 days. (changed the term temporary to casual/emergency hire); not employed more than 90 days rather than a month)

Part time and temporary employees are not entitled to benefits provided by the School. Independent contractors, consultants and leased employees (i.e., those working for an employment agency) are not employees of Ka 'Umeke and are not eligible for benefits provided by Ka 'Umeke. If you have any questions about your classification, please consult with Mālama Lima Hana.

## Criminal Background Check

Each person hired by the Ka 'Umeke will undergo a criminal history check consistent with Hawai'i law. This is to determine whether a prospective employee is suitable for working in close proximity to children. Information obtained shall be used exclusively for Ka 'Umeke's determination of such reasons stated before. Ka 'Umeke may terminate the employment of any employee or deny employment if the person has been convicted of a crime that they find by reason of the nature and circumstances of the crime that the person possesses a risk to the health, safety or well-being of children.



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## Employment Verification

Each newly hired employee must complete an Form I-9, Employment Eligibility Verification, as required by federal law. There will be no discrimination in the hiring process.

## Tuberculosis Testing

Except for employees transferring from other schools, no person shall be employed by the School unless the employee has submitted proof of an examination within the past 60 days that the employee is free of active tuberculosis. Employees transferring from other public or private schools within the State of Hawai'i must either provide proof of an examination within the previous 60 days or a certification 8 showing that he or she was examined within the past four years and was found to be free of communicable tuberculosis. It is also acceptable practice for the employee's previous school employer to verify that it has a certificate on file that contains the showing that the employee was examined within the past four years and was found to be free of communicable tuberculosis. The tuberculosis test shall consist of an approved intradermal tuberculin test, which if positive shall be followed by an X-ray of the lungs.

All employees shall be required to undergo the foregoing examination at least once every four (4) years, excepting "food handlers" who shall be examined annually. After such examination, each employee shall cause to be on file with the School a certificate from the examining physician showing the employee was examined and found free from active tuberculosis.

The examination for applicants for employment is a condition of initial employment. Therefore, the expense incident thereto shall be borne by the applicant. The cost of the examination required of existing employees shall be a reimbursable expense. Employees should follow the Ka 'Umeke's reimbursement procedures.

The State of Hawai'i Health Department may provide skin testing to employees at regular intervals at no cost to the employee. The availability of this testing may be announced by the Ka 'Umeke.

## Certification and Licensure of Instructional Staff

Each of the School's core academic teachers may be required to hold a current Teacher Credentialing certificate, permit or other document equivalent to that which a teacher in other public schools would be required to hold and may be required to meet certain federal requirements related to subject-matter expertise in order to meet federal requirements for "highly qualified teachers." If a teacher is hired who does not has certification but is enrolled in a certification program they will have three years to successfully complete all requirements to become a credentialed certificated teacher.

Paraprofessional staff may also be required to document that they meet federal requirements. It is the responsibility and a condition of continued employment of all



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instructional staff, including teachers and paraprofessionals to provide, maintain and keep current such certificates, permits or other documentation to the Human Resources manager no later than the close of business on the first day the employee reports for duty.

If an instructional staff employee believes that he or she is assigned to teach in a subject that he or she does not have subject matter competence, the employee should immediately report the same to Po'okumu. Staff who is required to meet these state and federal certification, expertise, and related requirements must maintain such qualifications as a condition of employment at Ka 'Umeke. Nothing in this section is intended to alter that at-will status of the employee's employment.

Not sure that we should include this being that if they are part of the union, they are no longer "at-will."

## Introduction Period

During the first 90 days of employment for every employee, irrespective of classification, is considered the introduction period. This period is intended to serve as a time for you and Ka 'Umeke to determine whether further employment with the Ka 'Umeke is desired. Ka 'Umeke may, in its discretion, evaluate your performance, either formally or informally, at the end of this initial period. In its sole and complete discretion, Ka 'Umeke may extend the duration of the initial period. The inclusion of the initial 90 day period does not change the at-will status of the Ka 'Umeke's employees

## **APPLICABLE PROCEDURES:**

## **OTHER RELATED INFORMATION:**