MODULE 600: HUMAN RESOURCES

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TCSA Model Board Policy Series

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MERIDIAN WORLD SCHOOL
INTRODUCTION

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512.584.8272 x 306
Module 600: Human Resources

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600.020. EQUAL OPPORTUNITY
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SECTION 1. Anti-Discrimination Policy
MERIDIAN WORLD SCHOOL employees shall not engage in discrimination or harassment motivated by race, color, religion, sex, disability, military service, or age directed toward other MERIDIAN WORLD SCHOOL employees or students. A substantiated charge of discrimination and/or harassment shall result in disciplinary action. Retaliation against employees or students who report discrimination and/or harassment is strictly prohibited. Acts of retaliation may result in disciplinary action up to and including termination.

SECTION 2. Investigation
Any allegations of discrimination or harassment of students or employees shall be investigated and addressed.

SECTION 3. Coordinator
MERIDIAN WORLD SCHOOL designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the Age Discrimination Act of 1975, and this anti-discrimination policy:

Paige Bender
Compliance Coordinator
512-660-5230

SECTION 4. Complaints
The Coordinator shall be responsible for the investigation of discrimination complaints filed by employees and citizens. Complaints regarding any type of alleged discrimination shall be made in accordance with MERIDIAN WORLD SCHOOL’s complaint policy in Section 300.120.
TCSA Model Board Policy Series

600.040. Drug Free Work Place

MERIDIAN WORLD SCHOOL
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600.040. DRUG-FREE WORKPLACE
The governing body ("Board") of MERIDIAN WORLD SCHOOL adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Drug-Free Policy
MERIDIAN WORLD SCHOOL is committed to maintaining a drug-free workplace and shall make a good faith effort to maintain such an environment. The unlawful manufacture, distribution, possession, or use of a controlled substance in the workplace is strictly prohibited. In addition to any consequences established by law, violation of this policy may lead to disciplinary consequences up to and including termination.

SECTION 2. Drug-Free Awareness Program
The Head of School, or designee, shall establish a drug-free awareness program in accordance with federal law.

SECTION 3. Notification.
Employees shall notify the Head of School, or designee of any conviction based on a drug statute violation that occurred in the workplace within five days of such a conviction. Within 10 days of such notification, or otherwise being notified, the Head of School, or designee shall notify applicable relevant federal granting agencies of the conviction. Within 30 days of such notification the Head of School, or designee, shall take appropriate personnel action or require the employee participate in a drug abuse assistance or rehabilitation program.

SECTION 4. Alcohol & Drug Testing
SECTION 4.1. Establishment of Testing Program & Procedures. In an effort to promote safety and help prevent accidents resulting from alcohol and/or drug misuse, the Head of School, or the Head of School’s designee, shall establish an alcohol and drug and controlled substance testing program and procedures for the following:
1. Employees who are drivers of charter school-owned or rented vehicles;
2. Employees who perform safety-sensitive functions;
3. Applicants for positions in the above-referenced categories; and
4. Any employee when there is reasonable suspicion of use of alcohol or controlled substances in the workplace.

The Head of School shall designate a charter school official who shall be responsible for ensuring that information is provided to all employees regarding prohibited driver conduct, alcohol and controlled substances tests, and the consequences that follow positive test results.

SECTION 4.2. Reasonable Suspicion Testing. Only supervisors trained in accordance with federal regulations may, based upon reasonable suspicion, remove an employee and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion shall be based on specific observations of the appearance, behavior, speech, or body
odors of the employee whose motor ability, emotional equilibrium, or mental acuity appears impaired. Such observations must take place just preceding, during, or just after the period of the workday that the employee is on duty.

The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor shall provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

SECTION 4.3. Required Procedures. The procedures established under Section 4.1 shall require the termination of an employee’s employment for refusal to submit to a required test for alcohol or controlled substances.

SECTION 4.4. Supervisor Training. The Head of School, or the Head of School’s designee, shall ensure that supervisors are properly trained in accordance with the terms of the applicable law and this policy.
TCSA Model Board Policy Series

600.060. Hiring Practices & Criminal Administrative Officers & Business Managers

MERIDIAN WORLD SCHOOL
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600.060. HIRING PRACTICES & CRIMINAL BACKGROUND CHECKS

The governing body (“Board”) of MERIDIAN WORLD SCHOOL adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. New Hires

SECTION 1.1. Compliance.
The Head of School, or designee, shall ensure compliance with applicable laws and regulations regarding hiring practices of new employees.

SECTION 1.2. Posting Job Vacancies.
The Head of School, or designee, shall ensure that job vacancies are posted with ample time and in various venues so that a broad pool of potentially strong applicants may apply for available positions.

SECTION 2. Criminal Background Checks

The Head of School, or designee, shall ensure compliance with applicable laws and regulations regarding criminal background checks. Upon notification that an employee or prospective employee has engaged in an offense which legally prohibits that individual from employment at an open-enrollment charter school, the Head of School, or designee, shall terminate, or not hire as applicable, that individual.

SECTION 3. SBEC Reporting Requirements

The Head of School, or designee, shall ensure compliance with reporting laws and regulations regarding employee termination and background checks. If the open-enrollment charter school learns of criminal history outside of the clearinghouse background check, the Head of School, or designee, must notify SBEC. Additionally, if an educator is terminated for or resigned due to inappropriate behavior, including being involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor, the Head of School, or designee, shall notify SBEC.
TCSA Model Board Policy Series

600.080. Compensation

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600.080. COMPENSATION

The governing body ("Board") of MERIDIAN WORLD SCHOOL adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Fair Labor Standards Act (FLSA) Compliance

SECTION 1.1. Designation of Work Week. For purposes of the FLSA, the board generally designates the 40 hour work-week for employees as Monday at 7:30 am through Friday at 5:00 pm. The Board authorizes the Head of School to designate separate work weeks for specific school personnel such as, but not limited to, the school maintenance staff.

SECTION 1.2. Classification of Employees. The Head of School shall determine the classification of employees as “exempt” or “nonexempt” for purposes of FLSA compliance.

SECTION 1.3. Permission Required to Work Overtime. Nonexempt employees may only work over 40 hours per week if they have received prior approval from their supervisor.

SECTION 2. COMPENSATION PLANS FOR SCHOOL EMPLOYEES

The Head of School shall recommend for Board approval compensation plans for all categories of charter school employees including salary schedules, stipends, benefits, incentives or other components determined appropriate by the Head of School. The Head of School shall administer the compensation plan in a manner consistent with the annual budget adopted by the Board.

SECTION 3. Wage Overpayment / Underpayment

MERIDIAN WORLD SCHOOL strives to take all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled paydays. In the unlikely event that there is an error in the amount of pay, the employee shall promptly bring the discrepancy to the attention of his or her supervisor so that corrections can be made as quickly as possible. If the employee has been paid in excess of what he or she has earned, the employee shall return the overpayment to MERIDIAN WORLD SCHOOL as soon as possible. No employee is entitled to retain any pay in excess of the amount he or she has earned according to the agree-upon rate of pay. If a wage overpayment occurs, the overpayment will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. Each employee will be expected to sign a wage deduction authorization agreement authorizing such a deduction either soon after employed with MERIDIAN WORLD SCHOOL or as soon as practicable. Such authorization agreement is valid for the duration of the employment relationship.

(TWC’s sample wage deduction authorization agreement)

SECTION 4. Expense Reimbursement

The Head of School shall designate allowable expenses for expense reimbursement when employees incur expenses that are pre-approved and related to their work assignments. Employees shall be required to submit accurate documentation of the expenses for which reimbursement is sought.
SECTION 5. Bonus Payments

MERIDIAN WORLD SCHOOL provides every employee with base compensation. However, there are circumstances when additional payment, bonus pay, may be appropriate to provide a reward for exceptional performance. An employee may earn a bonus only if he or she is employed on the bonus payment day and has not indicated his or her intent to resign.

A bonus is defined as an after-the-fact discretionary, lump sum, non-cumulative cash award that may be granted to an employee in recognition of an extraordinary contribution which substantially benefits the students at MERIDIAN WORLD SCHOOL and/or MERIDIAN WORLD SCHOOL. Because bonuses are for extraordinary contributions, it is not expected that bonuses will be awarded annually or on any other regular basis. No property interest exists in the possibility of an award of a bonus.

MERIDIAN WORLD SCHOOL may award a bonus to an employee as follows:

1. MERIDIAN WORLD SCHOOL TEACHER OF THE YEAR
2. LONGEVITY BONUS – LENGTH OF TENURE AT 5 YEARS
TCSA Model Board Policy Series

600.100. Training: Campus Administrative Officers & Business Managers
MERIDIAN WORLD SCHOOL
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</table>
600.100. TRAINING: CAMPUS ADMINISTRATIVE OFFICERS & BUSINESS MANAGERS

SECTION 1: Documenting Compliance
The governing body (“Board”) of MERIDIAN WORLD SCHOOL adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Each campus administrative officer and business manager shall comply with and keep accurate records concerning his or her compliance with the commissioner of education rules governing training requirements.

SECTION 2: Staff Development
The Head of School or designee will adopt a policy to provide annual training on suicide prevention for all new staff and a schedule for returning staff to renew their training in line with rules adopted by TEA.
TCSA Model Board Policy Series

600.120. Immunities

MERIDIAN WORLD SCHOOL
INTRODUCTION

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Module 600: Human Resources

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600.120. IMMUNITIES
The governing body (“Board”) of MERIDIAN WORLD SCHOOL adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

Section 1. Exhaustion of Administrative Claims
Prior to filing a lawsuit against a professional employee hired by MERIDIAN WORLD SCHOOL, potential claimants shall exhaust administrative remedies in accordance with state law. Administrative remedies must be pursued through the Board’s grievance process set forth in Board Policy 300.120.

Section 2. Written Notice of Legal Claims
Written notice of a potential legal claim against a professional employee of the MERIDIAN WORLD SCHOOL shall be provided in accordance with state law and shall be mailed or hand-delivered to the employee’s attention at the charter school’s administrative office at the following address: 2555 North IH-35, Round Rock, TX 78664
TCSA Model Board Policy Series

600.140. Retirement & Health Benefits

MERIDIAN WORLD SCHOOL
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600.140. RETIREMENT AND HEALTH BENEFITS

The governing body (“Board”) of MERIDIAN WORLD SCHOOL adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Compliance

The Head of School shall administer this policy in compliance with all applicable laws and shall ensure that school records pertaining to each employee’s retirement and health benefits are current and accurate.

SECTION 2. Health Benefits

MERIDIAN WORLD SCHOOL elects to provide health benefits through TRS – Active Care. All health claims and coverage decisions are final as determined by the school’s selected carrier.

SECTION 3. COBRA Notification

The Head of School, or designee, shall notify employees of their potential rights under COBRA upon separation from employment with the school, whether for voluntary or involuntary reasons.

SECTION 4. Local Benefits

Local Benefits – MERIDIAN WORLD SCHOOL offers the following additional employment benefits for its employees: professional development opportunities, life insurance and leave pool for extended absences.

SECTION 5. Workers Compensation Benefits

It is the policy of MERIDIAN WORLD SCHOOL to provide workers’ compensation insurance. The Head of School shall notify employees of its coverage decisions in accordance with state law.


SECTION 6.1 TRS Eligibility. MERIDIAN WORLD SCHOOL participates in the Teacher Retirement System (TRS). An employee is eligible for membership in the TRS when the employee has:

a. Regular employment with a single public state-supported education institution in Texas that is expected to last for a period of 4 ½ months or more;

b. For one-half or more of the full-time work load; and

c. With compensation paid at a rate comparable to the rate of compensation for other persons employed in similar positions

An employee at MERIDIAN WORLD SCHOOL is considered to meet these requirements if the employee’s customary employment is 20 hours or more each week at a single employer and for 4 ½ months or more in one school year.

SECTION 6.2. Loss of TRS Eligibility. An employee at MERIDIAN WORLD SCHOOL is no longer eligible to receive retirement annuity from TRS if the person is convicted of a qualifying felony against a student. A qualifying felony includes the continuous sexual abuse of a young child or children, an improper relationship between an educator and student, sexual assault, or aggravated sexual assault
TCSA Model Board Policy Series

600.160. Teacher Credentials & Qualifications

MERIDIAN WORLD SCHOOL
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600. 160. TEACHER CREDENTIALS & QUALIFICATIONS
The governing body (“Board”) of MERIDIAN WORLD SCHOOL adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Compliance.
The Head of School shall ensure that each teacher employed by the MERIDIAN WORLD SCHOOL is properly credentialed and qualified as required by state and federal law. Further, the Head of School shall ensure that the appropriate notices are sent to parents concerning the credentials and qualifications of the student’s teachers.

SECTION 2. Local Requirements for Teaching Credentials and Qualifications
In addition to the federal and state requirements, the Board directs the Head of School to hire/make a good faith effort to hire teachers with the following credentials and qualifications:

a. All PYP, MYP and DP Classroom teachers must complete, at a minimum, an IB Level 1 training course
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600. 180. EMPLOYEE LEAVES AND ABSENCES
The governing body (“Board”) of MERIDIAN WORLD SCHOOL adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Definition
For purposes of this policy, “instructional staff” includes full time employees who work as campus principals, classroom teachers, teacher aides, counselors, and providers of special education services. [Note: The board at its discretion may modify this listing of employees as appropriate for the staffing plan and position titles.]

SECTION 2. Administration and Compliance
The Head of School shall administer this policy in compliance with all applicable laws and shall ensure that school records pertaining to each employee’s leaves and absences are current and accurate.

SECTION 3. Family Medical Leave
SECTION 3.1. 12-Month Period. For purposes of FMLA leave, the 12-month period for leave is determined as the 12-month period following the employee’s employment anniversary date/the 12-month period measured forward from the date an employee’s first FMLA period begins/a rolling 12-month period measured backward from the date an employee uses any FMLA leave.

SECTION 3.2. Concurrent Use of Leave. It is the policy of MERIDIAN WORLD SCHOOL for an employee’s paid leave, and/or workers’ compensation leave to run concurrently with FMLA leave.

SECTION 4. Local Leaves and Absences
SECTION 4.1. Local Vacation Leave. Paid vacation leave shall be earned by the following classes of charter school employees on the accrual schedule set forth below. [Note: At the board’s discretion, charter schools also may establish the same vacation leave accrual schedule for all employees, regardless of classification.] An employee shall not be able to earn local vacation leave while using unpaid extended leave such as FMLA leave.

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<tr>
<th>Central Office Administrators</th>
<th>12-month employees</th>
<th>15 days annually</th>
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<tr>
<td>Campus Administrators</td>
<td>11-month employees</td>
<td>15 days annually</td>
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<tr>
<td>Instructional Staff</td>
<td>10-month employees</td>
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<tr>
<td>Other Full Time Staff</td>
<td>(Staff administrators, Facility Managers, Day Porters)</td>
<td>10 days annually</td>
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<td>Part Time Staff</td>
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SECTION 4.1.1. **Limit on Vacation Leave Accrual and Use.** All vacation days earned in one school year must be used within 24 months. Vacation leave does not accumulate beyond these limits, unless previously approved by the Board.

SECTION 4.1.2. **Pre-Approval Required.** Use of earned vacation leave must be pre-approved by the employee’s supervisor.

SECTION 4.1.3. **Vacation Leave for Instructional Staff.** For instructional staff, vacation leave ordinarily may not be taken on the first day of school, on the last of school, during the administration of state assessments, during the administration of local benchmarking assessments, on days immediately before or after Spring Break, or on days immediately before or after Winter Break, but each employee’s supervisor is authorized to make exception to this policy as he or she determines appropriate to accommodate the employee without compromising the interests of the students.

SECTION 4.2. **Local Personal Leave.** Each employee is entitled to 10-12 days of paid personal leave per year. Personal leave may be used for illness, illness of an employee’s family member, personal and family medical appointments, and other personal reasons as determined by the employee. Personal leave does not accumulate.

SECTION 4.3. **Other Leave.** The charter school offers the following additional types of leave for its employees: MERIDIAN WORLD SCHOOL does not provide any other type of leave.

SECTION 5. Extended Absences from Duty

SECTION 5.1. **Abandoning Work.** An employee who misses three days of work without directly notifying the employee’s supervisor is considered to have abandoned the employee’s position and will be terminated from employment unless extenuating circumstances exist as determined by the Head of School or designee.

SECTION 5.2. **Returning to Work from Extended Leave.**

SECTION 5.2.1. **Reinstatement.** The reinstatement of an employee returning from extended leave such as family medical leave, military leave, or workers’ compensation leave is a high priority for MERIDIAN WORLD SCHOOL. Reinstatement to an equivalent position will be determined on a case-by-case basis by the Head of School, or designee, based on the following factors relating to the best interests of the school and its students:

a. the applicable laws, policies, and practices governing the employee’s absence from duty;

b. for instructional positions, the time of year, the students’ academic and behavior progress, the proximity of school and/or student holidays, the proximity of student testing, and additional similar factors relating to the academic and behavioral success of the students;

c. whether the employee is a key employee;

d. the school’s legal obligations to other employees’

e. the employee’s ability to perform the essential functions of the job with out without reasonable accommodation;

f. the impact of reinstatement to the academic, fiscal, or other operations of the school.
SECTION 5.3. Pay Increases. Employees returning to their prior employment positions from extended leave such as family medical leave or workers’ compensation leave are entitled to any cost of living increases that were awarded during the employee’s absence from duty. Unless legally required otherwise, returning employees will not be entitled to any pay increases that were awarded based on seniority, length of service or work performance.
TCSA Model Board Policy Series

600.200. Complaints by School Employees

MERIDIAN WORLD SCHOOL
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600.200. COMPLAINTS BY SCHOOL EMPLOYEES
The governing body ("Board") of MERIDIAN WORLD SCHOOL adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. Process for Employee Complaints
Employees of MERIDIAN WORLD SCHOOL who have a complaint about their terms or conditions of work are encouraged to resolve their concerns informally with their co-workers and/or supervisors at the lowest level possible. If the employee is not satisfied with the outcome the informal resolution, then the employee may file a formal complaint in accordance with the grievance process set forth in Board Policy Section 300.120.

SECTION 2. Exception for Sexual Harassment Complaints
All formal complaints by charter employees must be pursued in accordance with the process set forth in Board Policy 300.120 unless the complaint is a sexual harassment complaint filed by an employee against the employee’s supervisor. Under these circumstances, the employee shall present his or her Level 1 complaint to the school’s Head of School who will designate another supervisory level employee to hear and respond to the Level 1 grievance. If the Head of School’s designee does not reach a decision that is satisfactory to the employee, then the employee may appeal the decision to Levels 2 and 3 as delineated in Board Policy Section 300.120.