





## **BOARD POLICY**

### **6.100**

#### **EMPLOYMENT PHILOSOPHY AND GOALS**

The Board of Directors recognizes the importance of employing a highly competent, well-trained staff to work with the Administration in meeting the School's mission and providing the best possible learning environment. To that end, the Board of Directors holds the Director responsible to:

- A. Recruit, select, and hire the best-qualified staff to assist the School in meeting its goals. This also includes responsibility to assign, transfer, supervise, evaluate and terminate, if necessary, with full and final authority, any and all professional and support staff in the employment of the School.
- B. Develop and manage staff compensation and benefits programs that shall attract and retain the best-qualified employees.
- C. Provide staff development programs for all employees both for the improvement of the School's educational program and for each staff member's career development.
- D. Establish and promote a performance assessment process for all employees that shall contribute to the continuous improvement of staff performance. The program shall involve ongoing supervision and performance feedback as well as conduct of an annual performance evaluation for each employee.
- E. Assign and use staff talent as effectively and economically as possible, for the benefit of the total school program.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:**

## **BOARD POLICY**

### **6.110**

#### **EMPLOYEE RIGHTS AND RESPONSIBILITIES**

The Board of Directors supports the premise that all parts of the school system exist for one purpose – to facilitate the educational development of youth. The excellence of the School's teachers, other professional staff and support personnel, will, in the long run, determine the success of the instructional program. It shall therefore be the policy of the Board to seek the best qualified personnel for all positions as well as to ensure they carry out their responsibilities to the best of their ability.

All staff members have a responsibility to make themselves familiar with, and abide by, the policies of the Board and the regulations designed to implement them.

All staff members are expected to carry out their assigned responsibilities with conscientious concern.

Also essential to the success of ongoing School operations and the instructional program are the following specific responsibilities, which shall be required of all personnel:

- Regular and prompt attendance at work and staff meetings
- Support and enforcement of policies of the Board and associated regulations developed by the Administration to implement them
- Diligence in submitting required reports promptly at the time specified
- Care and protection of school property
- Concern and attention toward their own and the School's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.
- Serve as a role model to students and conduct themselves in a manner consistent with that role.
- Respect and show sensitivity to the culture and customs of the diverse community and Libya at all times.

While employees have a number of responsibilities as outlined above, they also have rights, in accordance with Board policy:

- Expression of viewpoints, ideas and comments
- Involvement in decision making on matters of the school
- Staff development opportunities
- Regular feedback on performance
- Redress of grievances
- Academic freedom

**ADOPTED:** June 9, 2008

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**CROSS-REFERENCES:**

## **BOARD POLICY**

### **6.120**

#### **STANDARDS FOR EMPLOYEE CONDUCT**

Employees shall be committed to the School's philosophy, mission, and objectives by adhering to the following standards:

- A. Understands and supports the philosophy and spirit of the School.
- B. Supports and follows School policies and regulations and promotes good discipline.
- C. Contributes to a positive, supportive, and challenging learning environment.
- D. Maintains good communication by speaking to the appropriate person about a concern.
- E. Is an active team member.
- F. Attends meetings and accepts extra responsibility as the position demands.
- G. Fulfills professional responsibilities with honesty and integrity.
- H. Avoids using his/her position for personal gain.
- I. Seeks personal and professional growth.
- J. Demonstrates and promotes care and respect for people and property.
- K. Refrains from negative discussion about the school or any member of the school community.
- L. Conducts him/herself, both on and off the job, in a manner that reflects positively on the employee and on the School.
- M. Supports the principle of due process, and protects the rights of individuals.

**ADOPTED:** June 9, 2008

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**CROSS-REFERENCES:**

## **BOARD POLICY**

### **6.130**

#### **STAFF INVOLVEMENT IN DECISION MAKING**

The Board of Directors is committed to the belief that a school system involving the efforts of many people functions best when all personnel are informed of the organization's major activities and concerns. In addition, morale is enhanced when an employee is assured that his/her voice is willingly heard by those in positions of administrative authority. To that end, there should be a continuous exchange of ideas and pertinent information among all employees and employees should be actively involved in decision-making and problem solving. Such participation shall include, as appropriate, involvement in policy development, administrative rules or regulations development, budget planning and facilities planning.

In the development of regulations and arrangements for the operation of the School system, the Director shall include at the planning stage whenever feasible those employees who shall be affected by such provisions.

The professional staff shall be given full opportunity, and encouragement, to contribute in curriculum development and in the development of policies and regulations pertaining to the instructional program.

The Director shall develop channels for the ready intercommunication of ideas and feelings with employees regarding the operation of the School. While each employee shall have the opportunity to bring his/her ideas, comments, concerns or grievances to the highest authority, it is expected that he/she shall proceed through the recognized communication channels.

**ADOPTED:** June 9, 2008

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**CROSS-REFERENCES:**

## **BOARD POLICY**

### **6.140**

#### **EMPLOYEE RELATIONS WITH HOST COUNTRY**

The Board of Directors recognizes the important role the School and its employees play in the local community. It is essential that all employees project a positive, professional image and show sensitivity to the culture and customs of Libya at all times.

School personnel are encouraged to participate in community activities so long as they do not interfere with their regular schoolwork, represent a conflict of interest or in any way reflect negatively on the School.

Members of the School staff often have access to information about the school, its personnel, its students and their families, and its operations that is of a sensitive and confidential nature. This kind of information is not to be shared with individuals, governmental agencies or the press without the expressed written permission of the Director. All matters concerning the School's relations with any Libyan governmental authority or with the press media should be referred to the Director.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:**

**BOARD POLICY**  
**6.150**

**EQUAL OPPORTUNITY EMPLOYMENT**

Hiring is restricted based on visa availability and Libyan law. Otherwise, no eligible person shall be denied employment at the School on the basis of race, color, national, regional or ethnic origin, religion or gender.

The School pursues a policy of equal opportunity in the areas of recruitment, selection, placement, training, transfers and promotions, compensation and benefits, working conditions and terminations.

**ADOPTED:** June 9, 2008

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**CROSS-REFERENCES:**

## **BOARD POLICY**

### **6.200**

#### **STAFF POSITIONS**

The Board of Directors is responsible for establishing the number of personnel positions within the School. On an annual basis, the Board shall adopt, upon the recommendation of the Director, a staffing plan that meets the educational and operational requirements of the School. The Board in working with the Director, and as a part of the annual budget process, shall also determine which positions shall be filled with overseas hired teachers and which shall be filled locally.

The selection of persons to fill established positions shall be the responsibility of the Director. He/she has authority to conduct annual recruiting trips to interview and hire qualified personnel. The Director shall establish recruitment and selection procedures to ensure the School hires the best candidates to carry out the educational and operational needs of the School and within the budget limits established by the Board.

The School shall employ without discrimination the most suitable applicant for each position. All applicants shall be required to submit valid evidence of their qualifications and experience when they submit their applications for employment.

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**CROSS-REFERENCES:**

**BOARD POLICY**  
**6.210**

**JOB CLASSIFICATIONS**

Jobs at the School shall be organized into the following three classifications:

- A. **Administration:** The Administrative staff consists of those individuals occupying senior-level positions such as Director, Principal(s), Development Officer, Business Manager and any other positions as deemed necessary by the Board.
- B. **Professional Staff:** This includes classroom teachers, counselor(s), librarians, school nurse(s), and other positions requiring instructional professional qualifications and whose duties are directly related to the instruction of students.
- C. **Support Staff:** This category consists of individuals in positions that support or assist the professional staff or whose duties are not directly related to the instruction of the students; including but not limited to teachers aides, finance and accounting, administrative assistants, maintenance and housekeeping, facilities, etc.

Board policies specific to the employment of individuals in the category of Administration are covered in Section 3 of this Board policy manual.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:** 3.000 School Administration Structure





## **BOARD POLICY**

### **6.240**

#### **STAFF RECRUITMENT, QUALIFICATIONS AND SELECTION**

The Board of Directors is committed to the recruitment and selection of experienced and qualified personnel who shall carry out the School's mission and educational philosophy (educational program). The Board holds the Director responsible for the recruiting and appointment of all professional and support staff within the approved number of positions and budget limits established annually by the Board.

The School is an equal opportunity employer. It is the intention of the Board and Director to recruit the best-qualified people for all positions, based on the highest standard of preparation and successful experience.

The School has defined minimum qualifications for all staff positions as follows:

#### **A. Professional staff:**

1. A bachelor's degree, preferably from a U.S. college or university,
2. Documented successful professional experience of at least two years in a school based on a US Curriculum, preferably international in scope,
3. Degree in education or professional license/credential,
4. Proficiency in English, written and spoken.

Any exceptions to the above minimum qualifications must be approved by the Director. In evaluating degrees/certificates from non-U.S. educational institutions and non-U.S. experience/licenses, the decision of the Director shall be final.

#### **B. Support staff:**

1. High school diploma
2. Documented successful work experience

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**CROSS-REFERENCES:**

## **BOARD POLICY**

### **6.300**

#### **EMPLOYMENT CONTRACTS**

The terms and conditions of employment for all professional and support staff shall be detailed in written contracts for periods of fixed duration. The Board of Directors is responsible, upon recommendation from the Director, for approving the terms and conditions of employee contracts. The Director or his/her designee is authorized to discuss employment contracts with job applicants within Board approved budget and staff allocation guidelines. The Director or his/her designee must approve all employee contracts.

The School issues three types of employment contracts depending on an individual's employee classification (as defined in Policy 6.230):

- A. Overseas based and overseas hired contracts
- B. Overseas based and locally hired contracts
- C. Locally based and locally hired contracts

Neither the contract nor its terms and conditions may be altered during the period the contract is in effect without the mutual written agreement of the contract signatories. Changes in an employee's contract shall be effected by the signing of a new contract or amendment to the existing contract. Changes in policies or procedures shall not affect an existing contract, but shall go into effect upon signing a new contract.

Normally, employment contracts shall not be extended but shall be fully rewritten as new contracts, separate and independent and governed by the provisions of the Board Policy Manual in effect at the time of signature of such extension or renewal. Contract elements that might remain in effect from first hire to final termination shall be specifically referenced in each contract.

**ADOPTED:** June 9, 2008

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**CROSS-REFERENCES:**

**BOARD POLICY**  
**6.310**

**STAFF CONTRACT PERIODS**

All professional and support employees shall be issued initial one- or two-year contracts based on the decision of the Director. Contracts may be renewed for one or two years at the discretion of the Director.

Overseas based / overseas hired employees shall be offered a contract for an initial two-year period. Thereafter, one- or two-year contracts may be offered to these individuals at the discretion of the Director.

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**CROSS-REFERENCES:**



**BOARD POLICY**  
**6.330**

**STAFF ORIENTATION**

There shall be an orientation program at the beginning of each school year for all employees. The Director is responsible for planning the orientation activities and determining which employees need to attend which aspects of the program. This is normally held the week before school is in session.

All employees are required to attend those sections deemed relevant, as determined by the Director.

**ADOPTED:** June 9, 2008

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**CROSS-REFERENCES:**



**BOARD POLICY**  
**6.350**

**IN-SERVICE DAYS**

Periodically throughout the academic year, the School calendar shall contain scheduled in-service workdays to provide time for staff development, curriculum development, individual planning and training. These full or partial days shall be notated on the School calendar approved annually by the Board of Directors.

All employees are expected to work on these days unless prior approval is obtained from the Director.

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**CROSS-REFERENCES:**

**BOARD POLICY**  
**6.360**

**STAFF HOLIDAYS AND VACATION**

All employees shall be entitled to holidays in accordance with the School calendar approved annually by the Board of Directors.

Leave or vacation may be taken only at the School's convenience. The School shall not normally approve vacation while school is in session or when the employee's services are required. The Board approved School calendar shall serve as the framework for determining staff vacation and holiday schedules.

All employees must have their vacation schedules, including annual leave (for support staff), approved by their immediate supervisor within procedures established by the Director.

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**REVISED:**

**CROSS-REFERENCES:**

**BOARD POLICY**  
**6.370**

**ADDITIONAL RESPONSIBILITIES AND ASSIGNMENTS FOR  
PROFESSIONAL STAFF**

Professional staff members are expected to fulfill duties beyond their assigned classroom teaching that normally belong to their profession. Those duties may include, among others, playground/lunch supervision, transportation supervision, counseling, parent conferences, curriculum and staff development meetings, study hall supervision, and such other duties as may be designated by the Administration. Such tasks are considered part of an employee's routine assignment and do not constitute "extra-duty" or "additional" assignments that carry special stipends or extra pay.

The Director may on occasion ask selected faculty members to take on additional responsibilities or work on special projects before or after the school year or on weekends during the school year. These "additional responsibility" assignments shall be considered an extension of the teaching contract and additional compensation shall be provided. Such compensation may be included in an employee's contract or agreed to in writing and paid either as a lump sum amount or on a pro-rata basis.

**ADOPTED:** June 9, 2008

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**CROSS-REFERENCES:**

## **BOARD POLICY**

### **6.390**

#### **TUTORING FOR PAY**

Professional ethics and responsibility require that teachers make themselves available during the school day for student conferences and extra help outside the regular class periods for the subjects taught. No reimbursement may be accepted for such extra help during the regular school day.

However, in some cases, teachers may recommend to parents, through the Director, that a student receive academic tutorial help outside school hours. Permitting, arranging and paying for such tutorial assistance shall be the responsibility of the parents, though the School may assist, when requested by the parents, in suggesting possible tutors. For obvious reasons, it is considered unethical for a teacher to tutor one of his/her own regular students for pay and shall not be permitted.

Any tutoring of students for pay shall be (1) done with the approval of the Director, (2) conducted outside regular school hours, (3) done off School premises and without the use of School materials or equipment unless specified approval is obtained from the Director, and (4) arranged entirely between the parents and tutor(s) involved.

**ADOPTED:** June 9, 2008

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**CROSS-REFERENCES:**

## **BOARD POLICY**

### **6.400**

#### **HARASSMENT AT WORK**

The Board of Directors recognizes the importance of the School providing a work environment that supports employee productivity and the personal goals, dignity and self-esteem of every employee. Every employee must be treated fairly in the work place in an environment free of harassment. Harassment of another employee constitutes a disciplinary infraction subject to penalties up to and including discharge.

**Harassment** means any improper behavior by a person employed at the School that is directed at, and is offensive to, any other employee or student of the School and which that person knew or ought reasonably to have known would be unwelcome. It comprises objectionable conduct, comment or display made on either a one-time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment to an employee. It includes harassment based on the following prohibited grounds of discrimination: race, national or ethnic origin, color, religion, age, sex, marital status, family status, or disability.

**Sexual harassment** means any conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents that might reasonably be expected to cause offence or humiliation to any employee or student, or that the employee or student might reasonably perceive as placing a condition of a sexual nature on employment or on an opportunity for training or promotion.

**Abuse of authority** is a form of harassment and occurs when an individual improperly uses the power and authority inherent in his or her position to endanger an employee's job, undermine the performance of that job, threaten the economic livelihood of the employee, or in any way interfere with, or influence the career of, the employee. It includes intimidation, threats, blackmail or coercion.

Where possible, an employee who has been harassed should discuss the complaint with the person involved with the aim of finding a suitable solution. However, it is accepted that in some circumstances this may not be possible and the employee has the right to file a grievance in accordance with Board policy and procedures.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:**

## **BOARD POLICY**

### **6.410**

#### **STAFF GRIEVANCES AND APPEALS**

The Board of Directors recognizes that effective personnel management requires a procedure that provides for a prompt, impartial and fair hearing for any employee with a grievance.

A “grievance” shall be defined as a claim by one or more employees that there has been a violation, misinterpretation, or misapplication of a provision in a contract agreement, a Board policy, or any regulation supporting Board policy. A grievance may also be an employee’s dissatisfaction with a specific aspect of his/her employment, working conditions, or working relationships which are outside his/her control. It may concern working conditions, relationships with supervisors or with other employees and officials, management decisions, violation of matters covered in regulations or implementation of policies or employee-management relations.

For any grievance, the goal shall be to reach an effective solution that respects the needs of each party. This shall be accomplished at the lowest possible level of administration and within a short, yet reasonable, time period. Proceedings shall be kept as informal as possible, and confidentiality shall be observed at all times. The grievance procedures shall follow the following steps and include timetables, documentation requirements, etc.

- A. **Informal Resolution:** The employee and his/her immediate supervisor shall make every effort to resolve the matter directly by informal means. If such efforts fail, the employee and his/her supervisor shall discuss the matter with the next higher supervisor with the goal of resolving the matter.
- B. **Formal Resolution:** In the event that informal resolution fails to resolve the problem, the employee can submit a formal grievance to the Principal or Team Leader. The Principal or Team Leader shall investigate the matter and communicate his/her decision in writing, giving supporting reasons, to the parties involved. A copy shall be provided to the Director.
- C. **Appeal to Director:** The employee has the right to appeal in writing to the Director against the decision of the Principal or Team Leader in Step B above.
- D. **Appeal to the Board:** The employee has the right of appeal to the Board against a decision of the Director. The appeal must be in writing. The Board shall hold a hearing on the grievance with the parties involved and following the hearing, communicate in writing their decision.

The decision or recommendation of the Board shall be final, and all parties shall abide in good faith by the findings and/or recommendations made. The parties involved at all stages of the grievance shall use discretion when discussing the grievance with anyone.

**ADOPTED:** June 9, 2008

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**CROSS-REFERENCES:**

## **BOARD POLICY**

### **6.420**

#### **STAFF CONFLICT OF INTEREST**

It is essential to the mission of the School that all of its employees be above reproach in dealings with students, parents, each other, and with the public.

No gifts, favors, special privileges or considerations will be sought or accepted by School personnel, including administrative and office personnel. Exceptions are tokens of appreciation of a non-commercial value, such as calendars, student gifts to teachers, and the like.

School personnel shall not at any time engage in outside activities or employment that would detract from their effectiveness as employees in the school, interfere with their effectiveness in performing their contractual duties, compromise or embarrass the School, adversely affect their employment status, visa, work permit or professional standing, or in any way conflict with or violate professional ethics. Employees should also avoid any activities that may appear to be a conflict of interest.

Employees shall not engage in any other employment or in any private business during the hours required to fulfill assigned School duties.

Employees shall not sell any books, supplies, musical instruments, equipment or other School property unless prior approval has been received from the Director.

The Director shall be responsible for determining if a conflict of interest exists or if an employee is engaged in an unacceptable practice.

No Administrator or supervisor shall be responsible for the direct supervision and/or evaluation of a relative unless approved by the Director. When such approval is granted, the Director must review the annual performance evaluation of the employee.

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**CROSS-REFERENCES:**

## **BOARD POLICY**

### **6.430**

#### **STAFF ACCESS TO SCHOOL FACILITIES AND SERVICES**

All employees shall have access to and use of a number of School facilities and services to ensure a comfortable working environment and assist in the conduct of their job. The Board of Directors authorizes the Director to develop guidelines for staff in the use of these facilities.

The Administration shall make available the School's information technology resources to all employees. The primary purpose for this access is to assist users in the conduct of their school-related work. Users of the school's information technology resources shall be required to sign a Computer Usage Policy form that clearly defines acceptable and unacceptable uses of the School's computer resources.

Any violation of this policy and the associated regulations shall be construed as "Misconduct" and shall be subject to disciplinary action, including dismissal. The decision of the Director in these matters shall be final.

**ADOPTED:** June 9, 2008

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**CROSS-REFERENCES:**



**BOARD POLICY**  
**6.500**

**COMPENSATION AND BENEFITS**

The Board of Directors recognizes the importance of retaining dependable, dedicated and competent employees. To do this the School must provide its employees with a compensation and benefits package that keeps the School competitive and allows the School to attract and retain highly qualified individuals. The salary and benefits extended to the staff shall be designed to promote their present and future economic security and provide incentive for professional development that shall be of benefit to the School.

The Board shall establish, upon recommendation from the Director, a compensation package at a level to be competitive with packages offered by other similar organizations and directs the Director to conduct periodic reviews of other schools and organizations to determine the competitiveness of the School's compensation package for its professional and support personnel.

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**CROSS-REFERENCES:**

**BOARD POLICY**  
**6.510**

**STAFF PLACEMENT ON SALARY SCHEDULE**

The Director shall determine the placement of an employee on the appropriate salary schedule based on the individual's academic preparation as well as prior work experience. A candidate shall be required to provide documentation to support his/her educational background, certification and work experience.

The decision of the Director in matters of staff placement shall be final.

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**CROSS-REFERENCES:**

**BOARD POLICY**  
**6.520**

**OVERTIME FOR SUPPORT PERSONNEL**

Overtime is work that is ordered and approved in excess of the number of hours per workday or workweek agreed upon when a locally based / locally hired employee is hired and as defined in his/her employment contract. Only support staff shall be compensated for overtime work and only for work approved by the Director in advance of the work being performed. The Director is responsible for establishing procedures governing overtime, including overtime requests, approvals, maximums and appropriate monitoring mechanisms.

Overtime work shall normally be compensated in accordance with Libyan law.

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**CROSS-REFERENCES:**

**BOARD POLICY**  
**FILE: 6.530**

**PAYMENT OF STAFF SALARIES**

All employees shall be paid on a monthly basis.

**A. Salary Currency**

1. Overseas Based / Overseas Hired (OBOH) staff: payment shall be in U.S. dollars or a combination of U.S. dollars and Libyan Dinar, at the exchange rate used by the School Business Office.
2. Overseas Based / Locally Hired (OBLH) staff: payment shall be in U.S. dollars or in Libyan Dinar, at the exchange rate established by the School Business Office.
3. Locally Based / Locally Hired (LBLH) staff: payment shall be in Libyan Dinars.

**B. Pay Schedule:**

All employees shall be paid on a monthly basis. For employees who are paid by direct deposit, salaries are credited to the employee's account with the School's banker on the 30<sup>th</sup> of each month. If the 30<sup>th</sup> is a non-working day, salaries are credited on the closest working day before the 30<sup>th</sup>. For overseas based employees' dollar payments, the credit is made directly to the overseas bank account designated by the employee. Employees may collect their salary from the School Business Office during normal business hours.

For the professional staff, the first salary payment of the school year is for the month of August and is made at the end of August.

For professional staff who are paid on a twelve-month basis, the June and July salary checks may be collected from the Business Office on the last working day of the school year, subject to completion of all work requirements for the academic year and submission of the Check-Out form, duly completed and signed off by the Director.

Overtime payments are made monthly to eligible employees.

At other times during the school year, the Business Office prepares additional checks as required for those employees entitled to bonuses or separation payments or other special compensation.

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**CROSS-REFERENCES:**

**BOARD POLICY**  
**6.540**

**PART-TIME EMPLOYEES' SALARIES AND BENEFITS**

Part-time employees shall be paid on a pro-rata basis. Continuing part-time professional employees shall be granted a half-step increase in salary for each completed contract year at the School on a pro-rated basis.

Unless otherwise specifically stated, all benefits (including sick days and personal leave) shall also be provided on a pro-rata basis.

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**CROSS-REFERENCES:**

**BOARD POLICY**  
**6.550**

**SUBSTITUTE TEACHERS**

The Director is authorized to employ substitute teachers to provide coverage when regular staff members are absent from work.

The School shall make every effort to hire certified teachers for substituting.

In the case where a teacher aide is asked to substitute, he/she shall be compensated the difference between the applicable substitute salary per day and his/her salary per day.

Substitute teachers are not considered School employees, except in the case where a teacher aide serves in that capacity, and as such are not eligible to receive employee benefits.

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**CROSS-REFERENCES:**

**BOARD POLICY**  
**6.600**

**STAFF DEVELOPMENT PROGRAM**

The Director shall be authorized to grant permission for employees to be temporarily absent from their regular duties for the purpose of participating in other educational programs or courses. Employees shall be reimbursed for approved professional development activities in accordance with regulations associated with this policy. Time off shall be counted as Professional/Educational leave.

When the School funds a degree course to an employee, the employee is obligated to sign a two-year employment contract with the school upon completion of the degree. If the School funds a short-term course, then the employee is obligated to sign a one-year employment contract after completion of the course.

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**CROSS-REFERENCES:**

## **BOARD POLICY**

### **6.610**

#### **SPECIAL BENEFITS FOR OVERSEAS BASED / OVERSEAS HIRED PROFESSIONAL STAFF**

The School employs a number of professionals whom it hires from the U.S. or directly from other overseas schools for the purpose of working at the School. Because of the special circumstances of their recruitment, special benefits shall be provided to these professional staff members as defined in their contract and as outlined below:

- A. Transportation / travel to and from the point of origin for teacher and dependants at beginning and end of contract, summer annual leave, and bereavement leave.
- B. Moving allowance for shipment of personal and household effects
- C. Housing
- D. Settling in allowance
- E. Visa renewal and immunizations at no cost
- F. Retirement allowance
- G. Use of a school vehicle
- H. Healthcare and local emergency response care

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**CROSS-REFERENCES:**

**BOARD POLICY**  
**6.700**

**LEAVES AND ABSENCES**

The Board of Directors recognizes that leaves and approved absences are an important benefit in the compensation package for all School employees. They shall be granted in accordance with policies pertaining to specific types of leaves and in accordance with each employee's contract with the School.

The types of leaves covered under School policy and documented in separate policies include:

- Sick leave
- Professional / educational leave
- Maternity leave
- Bereavement Leave
- Personal leave
- Leave without pay / unexcused absences
- Recruitment leave for overseas hired staff
- Annual leave for support staff
- Compensatory leave for support staff

When an exceptional circumstance arises which is not covered by the School's leave policies, the Director may consider granting a special leave on an individual emergency basis only.

Employees who must be absent from work unexpectedly (e.g. sudden illness, death in the family) shall notify the School office in advance whenever possible, so that substitutes may be obtained when required. In all other cases, employees are expected to obtain approval in advance for his/her time away from the School.

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**CROSS-REFERENCES:**

**BOARD POLICY**  
**6.710**

**SICK LEAVE**

A. All full-time employees shall be entitled to sick leave as defined below:

<b>Personnel Category</b>	<b>Maximum Number of Sick Days per Year</b>
Administration	10
Professional Staff	10
Support Staff	10

- B. Part time employees shall accrue sick leave at a rate in proportion to the amount of time worked relative to that of a full-time employee.
- C. The sick leave benefit may also be utilized while attending the sickness of one's own children or, in special circumstances at the discretion of the Director, in conjunction with the serious illness or death of a parent, legal guardian, surrogate parent, parent-in-law, spouse, or siblings.
- D. Upon returning to School after an illness, a staff member may be required to present a physician's certificate at the Director's discretion. Employees absent for three or more consecutive days must submit a certificate from a duly qualified physician to the effect that he/she was unable to perform his/her duties and stating the nature of the illness.
- E. In cases of prolonged absence due to a major illness or serious accident, the employee may apply for a leave of absence without pay or in special circumstances, the Director may grant additional leave for a specified period. In these cases, immediate employment reinstatement may not be guaranteed.
- F. Any leave indebtedness shall be deducted from the final check payable to any employee who fails to serve the School for a full year. Days of absence for illness beyond the number of sick days earned shall result in a deduction of an amount equal to the day's pay.

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**REVISED:**

**CROSS-REFERENCES:**

**BOARD POLICY**  
**6.720**

**PROFESSIONAL / EDUCATIONAL LEAVE**

The Board of Directors encourages employees to participate in staff development activities and attend professional / educational programs. The School's professional / educational leave is intended for attending conferences or workshops, advanced education or further certification, consultancy services (such as accreditation visits) and similar professional activities.

- A. An employee must request in writing and obtain prior written approval from the Director before taking such leave.
- B. The amount of leave granted for each employee shall be at the discretion of the Director. Granting such leave is based on the availability of substitute teachers, the need of the School for the individual to attend, the relevancy of the training to the employee's job or growth and the need of the individual to improve his/her competence.
- C. This leave is non-cumulative, non-cashable, and non-transferable.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:**

**BOARD POLICY**  
**6.730**

**MATERNITY LEAVE**

After one year of continuous service at the School, all female employees are entitled to maternity leave upon the birth or adoption of a child as follows:

- A. The employee is entitled to six calendar weeks maternity leave with full pay once every two years.
- B. Sick leave may be used to extend maternity leave.
- C. In the case of adoption, the Director may award up to six calendar weeks of maternity leave per adoption.
- D. Unused maternity leave days for a given birth/adoption may not be used to extend a subsequent birth nor may be converted to cash at the time of termination.

An employee should notify her immediate supervisor as soon as she can, identifying the anticipated period of absence from work. The dates on which the employee stops working and on which she returns to duty shall be decided by agreement between the Director and herself, on the advice of a qualified physician.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:**

**BOARD POLICY**  
**6.740**

**BEREAVEMENT LEAVE**

Should a death occur in an employees' family (as defined below), the employee is authorized up to five (5) working days of bereavement leave without loss of pay. Personal days (2) may also be used.

For purposes of this policy, an employee's "family" is defined to include an employee's parent or legal guardian, spouse, siblings and children.

The Director may grant additional days as necessary. Unused bereavement leave shall not be compensated or accruable from year to year.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:**

**BOARD POLICY**  
**6.750**

**PERSONAL LEAVE**

The Board recognizes that there are certain unavoidable events or situations beyond the control of the employee that require him/her to be absent from the School. Absences due to such circumstances as defined below shall be considered Personal Leave upon the approval of the Director. Personal Leave is not to be considered an entitlement.

A. Personal leave may be granted for the following reasons:

1. Required religious holidays
2. Immigration and customs department appointments
3. Personal business that cannot be scheduled after school hours
4. Legal court appointments
5. For other reasons at the Director's discretion.

B. Requests and evidence of reason for personal leave shall be submitted in writing to the Director prior to the date of absence. Written approval from the Director must be provided before such leave can be taken.

C. Personal leave is not meant to be used for extending vacations or school holidays. It shall not be granted during the first or last two weeks of school, immediately before or after school holidays or during in-service days. Also, to maintain continuity of the educational program the Director has the right to limit the number of personal leave requests on any given day.

D. Full-time employees may use a maximum of two days of annual sick leave each year for personal leave as approved by the Director. The benefit is prorated for part-time employees.

E. This leave cannot be accumulated from year to year and shall have no cash value upon termination.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:**

**BOARD POLICY**  
**6.760**

**LEAVE WITHOUT PAY**

In special circumstances, the Director may, at his/her discretion, grant an employee leave without pay in cases where an individual has exhausted the time provided for in his/her sick, professional, maternity, bereavement or personal leaves or for other reasons as approved by the Director. Unpaid leave is not to be considered an entitlement.

- A. Requests for leave without pay shall be submitted in writing to the Director in advance of the requested leave date. Written approval from the Director must be received before such leave can be taken.
- B. If an employee takes extended leave which is not authorized by the Director, the Director may terminate the employee's contract.
- C. Any absence from duty not specifically covered by other sections of the Board policies and associated regulations shall be considered unauthorized or unexcused and shall be sufficient ground for the Director to terminate the contract.
- D. For any approved leave without pay or unauthorized absence, pay shall be deducted from the employee's salary on a pro-rata basis for the period of such absence.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:**

**BOARD POLICY**  
**6.770**

**RECRUITMENT LEAVE FOR OVERSEAS HIRED STAFF**

Overseas hired staff shall be entitled to a recruitment leave in the last year of their contract to participate in recruiting fairs.

This leave shall be granted on the approval of the Director. The employee may take up to five days leave from his/her accrued sick leave for recruiting. Used in conjunction with Personal leave, the Director may approve up to two additional days.

The School shall provide the employee with paid time off, but no additional compensation.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:**

## **BOARD POLICY**

### **6.800**

#### **TERMINATION OF EMPLOYMENT**

Employees are expected to work for the full term of their employment contract. There are cases, however, in which an employee's contract shall be terminated prior to the completion of the contract period. The termination or non-renewal of contracts for all employees for reasons other than resignation shall be by action of the Director. The contract of service for any School employee shall stand terminated in the following circumstances:

- A. **Mutual Agreement** on terms agreed to between the parties.
- B. **For cause** upon investigation and decision of the Director, for one or more of the following reasons:
  - 1. Inefficiency, incompetency or insubordination;
  - 2. Lack of cooperation with School authorities in matters which are harmful to the students; or
  - 3. Moral misconduct.

The above list is not exclusive.

- C. **Death or disability** as shown by competent medical evidence.
- D. **Notice** by the employee giving not less than thirty (30) calendar days notice to the Director. In lieu of notice, the employee shall surrender one month's salary.
- E. **School Closure:** On permanent closure of the school (see Board Policy 6.830 for details).

In the event of the School terminating an employee's contract, the School shall give the employee one month's notice. Benefits such as shipping allowance, transportation home, etc. will be provided. In all cases, the employee shall not be entitled to any compensation from and after the date of termination. All monies owed to the employee shall be paid on or before the date of termination.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:**



**BOARD POLICY**  
**6.820**

**RETRENCHMENT / REDUCTION IN WORK FORCE**

“Retrenchment” shall mean the reduction or termination by the School of the services of a member of the School’s staff within their contracted period because of decreased enrollment, economizing on expenditures, elimination or reduction in part(s) of the School’s program, insufficient funds or for any other sufficient reason as determined by the Board of Directors.

Retrenchment does not include termination as a result of disciplinary action, voluntary retirement of the employee, retirement of employee on reaching the retirement age, or termination of service on medical grounds.

Should it be necessary to reduce the number of employees, the Director shall submit to the Board for their approval, a proposal for reduction in force. Such a proposal shall be based on the School’s needs, with due consideration given to staff members’ overall qualifications, performance evaluations and seniority. The Board’s decision on the proposal shall be final.

Any employee who is terminated because of a reduction in force shall be given notice in accordance with his/her contract and shall be entitled to termination benefits as provided for within his/her contract. The School may retrench an employee at any time subject to his/her right to be paid retrenchment compensation, which includes return airfare, shipping, recruitment leave, etc.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:**

## **BOARD POLICY**

**6.830**

### **SCHOOL CLOSURE**

If the School is to be temporarily or permanently closed by order of the Host Government or the Board of Directors, as a result of an emergency Force Majeure situation, employees shall be entitled to termination benefits in accordance with the terms of their contracts.

“Force Majeure” for the purposes of this policy is defined as “an event or effect that cannot reasonably be anticipated or controlled”. Two examples of where “Force Majeure” situation could be applied are for emergency security and/or Government actions. For such benefits to apply, temporary closure must extend for four (4) or more weeks. Decisions by foreign embassies and other organizations in the community to reduce personnel during a security emergency, while weighed heavily by the Board, shall not necessarily cause the Board to determine “Force Majeure”.

The Board holds the Director responsible for developing procedures detailing the specific benefits to be provided the employees in the case of temporary or permanent closure of the School. These shall include procedures for Overseas Based Overseas Hired employees and/or their dependents who are required to leave the city, region or country by order of the Board of Directors as well situations in which an employee refuses to return after the School has reopened.

In the case of permanent closure of the School on or before the end of the School year, the School shall act in good faith to the best of their ability to honor all contractual benefits.

**ADOPTED:** June 9, 2008

**REVISED:**

**CROSS-REFERENCES:**