



Book	BYLAWS AND POLICIES
Section	3000 CERTIFIED STAFF
Title	STAFFING
Number	3100
Status	Active
Legal	Federal Immigration Reform and Control Act of 1986, U.S.C. 1255a IC 20-28-7.5 et seq. Fair Labor Standards Act of 1938, 29 U.S.C. 701 et seq. Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule Consolidated Omnibus Budget Reconciliation Act 29 U.S.C. 701 et seq., Rehabilitation Act of 1973 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990
Adopted	November 17, 2020

1) GENERAL POLICY STATEMENT

The Board recognizes the need to develop a school-wide process for supervisors to create positions and staff their departments or schools that supports autonomous decision-making by the supervisor in order to meet the needs of Edison School of the Arts students. The Board also recognizes the need for these processes to fulfill priorities around talent, qualifications and diversity of the talent pool created from which supervisors can select.

2) CREATING A POSITION

The Board shall act on the Executive Director, CEO's recommendation to:

1. Create new positions (including full time, part time, and temporary)
2. Specify the number of persons to be employed in each job category
3. Set the initial salary for a new position not currently covered by a valid salary schedule

In order to do the above, the administration shall give primary consideration to:

- (i) The number of students enrolled;
- (ii) The unique needs of the students;

- (iii) The operational services of the school,
- (iv) The unique needs of the community;
- (v) Equity across the school.

3) RECRUITMENT

The school will develop a procedure for posting and advertising an updated listing of all Edison School of the Arts employment opportunities to both internal and external candidates.

The school will implement a year-round recruitment plan that creates a pool of qualified, diverse candidates for available positions.

4) VACANCIES

Vacancies shall be announced, tracked, and made available to all internal and external candidates that are qualified.

The Executive Director, CEO shall establish the system by which this occurs.

5) HIRING

The Executive Director, CEO will develop a clearly defined hiring process for all employees. The Executive Director, CEO will ensure all recommendations for new full-time and part-time employees have verified the right to work in the United States according to the Federal Immigration Reform and Control Act of 1986. The Executive Director, CEO will also ensure employment practices are compliant with the federal Fair Labor Standards Act (FLSA) and all other federal and state employment laws, as applicable.

Edison School of the Arts will take reasonable steps to provide reasonable accommodations upon request to qualified individuals with disabilities so long as doing so does not cause an undue hardship for the school.

The Executive Director, CEO may fill positions without completing the vacancy posting procedure. All hiring recommendations shall appear on the monthly personnel report.

6) SALARY AND BENEFITS

The Board, acting on the recommendation of the Executive Director, CEO and consistent with any applicable collective bargaining agreement, is required to set salaries for all classes of service provided by employees of the Board.

The Board shall also have discretion to establish and maintain group health plans for the benefit of eligible employees to provide health benefits through insurance or otherwise as permitted by law. The school will follow all federal regulations and guidelines relating to group health benefits.

The Board authorizes the payment for unused sick and personal time to an eligible retiring staff member in accordance with the collective bargaining agreement and or Terms of Employment.

7) TRANSFER AND DISPLACEMENT

The Board believes that the appropriate assignment of staff is essential to the well-being of the school and employees. The Executive Director, CEO is responsible for providing the opportunity to all staff for finding the right placement for which they are qualified, while ensuring school leaders and supervisors maintain as much autonomy in hiring decisions as possible within the financial constraints of the district.

8) JOB SHARING

The Board recognizes the value to the school to obtain the services of quality staff members who may not be available on a full-time basis. The school will consider part-time roles, as well as job share requests upon the recommendation of the principal. These requests will still represent a full year of service.

9) REDUCTION IN FORCE

Recognizing that it is the responsibility of the Board to supply a quality education to all students through employment of the best-qualified staff at all times, the following policy shall be in effect should it be necessary to reduce educational programs, curricula, and/or certified staff due to financial difficulties.

Prior to commencing action to terminate teachers' contracts due to a Reduction in Force, the Board will attempt to make needed adjustments through:

- i. Voluntary retirement
- ii. Voluntary resignations
- iii. Voluntary transfer of existing staff
- iv. Leaves
- v. Cancellation of teachers' contracts for other statutory reason(s)

Should it be necessary to reduce the number of certified personnel, the Board, upon the recommendation of the Executive Director, CEO, shall determine the curriculum area(s) to be affected through a reduction in force. The Executive Director, CEO has the responsibility to determine the personnel whose services shall be terminated. The superintendent shall follow the appropriate procedures for contract cancellation of such personnel.

10) TERMINATION AND RESIGNATION

The Board authorizes the Executive Director, CEO to make recommendations to the board on terminations and nonrenewal of contract according to Indiana State Code. All separations shall appear on the monthly personnel report. It is the policy of the Board to accept all resignations upon receipt.

11) ADMINISTRATIVE GUIDELINES

The Executive Director, CEO is authorized and directed to develop administrative guidelines to administer and implement the foregoing policy.