

4.3 EMPLOYMENT POLICY

Recruitment, Selection and Hiring

The Board of Directors is responsible for recruiting, selecting and hiring the Executive Director. For all other staff positions, the Executive Director shall recommend to the Board a slate of certified and administrative personnel on a yearly basis, and any subsequent hires that arise during the year, all of which shall be subject to approval by the Board.

The quality of the educational program of this school is dependent upon the employment and retention of the best qualified personnel. High quality of personnel will be achieved by giving careful consideration to qualifications and by providing attractive salaries and benefits, adequate facilities and good working conditions. Scholars Academy encourages individuals to enter the field of education in this community and to make it their career. Currently employed personnel share the responsibility for supporting this position.

When hiring for teaching positions, preference should be given to applicants who have the following qualifications:

- North Carolina teacher licensure or willingness to obtain licensure
- Gifted education certification
- Advanced degree in teaching area
- Experience teaching and/or working with gifted students

Scholars Academy complies with all applicable laws in hiring, including those pertaining to equal employment opportunities and non-discrimination. As such, Scholars Academy follows the practice of recruiting, interviewing and hiring personnel without regard to sex, race, color, religion, gender identity, sexual orientation, national origin, age, disability or any other classification protected by applicable law.

It is the responsibility of the Executive Director to manage recruitment and to carry out procedures for selection, screening, and hiring of applicants as follows:

- a. The Executive Director shall develop an internal hiring protocols to be followed for each new hire. Such protocols shall be reviewed annually by the Executive Director and a copy of such protocol shall be delivered to the Board.
- b. Applications will be systematically received and processed so that they may be available for openings as they occur and so that applicants may at appropriate times determine the status of their applications.
- c. The Executive Director shall have the authority to appoint appropriate persons to a hiring committee and delegate screening and selection tasks to the hiring committee. To the extent possible, existing staff members may participate in the interviewing process. Board members shall not serve on any such hiring committee.
- d. All who participate in the hiring process will understand and comply with all applicable school policies, including those pertaining to equal employment opportunities and non-discrimination.
- e. From the finalists selected in the screening process, the Executive Director shall make the final selection and convey the recommendation to the Board.

The Executive Director reserves the right to recommend selection without regard to the screening processes when it is in the best interest of the school. If the Executive Director exercises this right, the Board will be informed of the reason(s) for recommendation without screening. The Board shall take into consideration the selection considerations presented by the Executive Director when voting on the new hire.

Employment-At-Will

Except where expressly approved by the Board of Directors, employment at Scholars Academy is at will. As such, all employment agreements shall be at will unless the board expressly approves otherwise and such agreement is codified in writing.

The policies, procedures and regulations of the Board of Directors are not intended to be, nor do they constitute, an express or implied contract of any kind in favor of employees, nor shall any employee or applicant for employment have any contractual rights, claims or privileges against the Board of Directors by virtue of such policies, procedures and regulations.

Employee Contract Renewals

The Board shall have no duty or obligation to renew an employee contract. If the Board has not taken affirmative action to approve an employee during the yearly slate vote or subsequently approved such employee's contract for the following school year, such employee's current contract shall lapse at the end of the term.

Termination

The Executive Director shall recommend to the Board any employee terminations, which shall be subject to approval and/or ratification by the Board.

Date Adopted: February 22, 2021