



YPI CHARTER SCHOOLS

June 26, 2023

TO: YPI Charter Schools
Board of Directors

FROM: Yesenia Zubia
Coordinator of Human Resources

Recommendation to approve revised YPICS Employee Handbook

BACKGROUND

The Employee Handbook was first developed using a template received from an attorney working with our founding organization in 2004 and the first handbook was developed for Bert Corona Charter School. Since then, a team that includes the YPICS Executive Administrators, some YPICS Directors, and the YPICS Coordinator of Human Resources along with the YPICS Chief Operations Officer and Executive Director, who gather feedback from staff and teachers throughout the year to be considered for the next Employee Handbook update. The YPICS Employee Handbook has been revised regularly to ensure current regulations, laws, and employment practices are included. Every final draft has been reviewed by our legal partners to ensure that the handbook is consistent with current law.

ANALYSIS

The revisions to the Employee Handbook reflect updates to YPICS policies, practices and procedures approved by the Board during the 2022-2023 school year and changes to federal and state employment practices.

RECOMMENDATION

It is recommended that the Board of Directors approve the revised YPICS Employee Handbook.

Attachment: *Revised YPICS Employee Handbook*