

Waikiki Community Preschool

Article XV. Charter School Personnel and Employment **Personnel Policies**

POLICY OVERVIEW

Waikiki Community Preschool shall adhere to all applicable personnel policies and employment laws, including collective bargaining agreements and DOE/Charter School Commission guidelines. Policies will be posted on the school website and provided to the Charter Commission. All school employees are considered State of Hawaii employees under HRS 302D-12 and are subject to HRS Chapter 84 (Standards of Conduct).

PERSONNEL POLICIES INCLUDE:

1. Conflict of Interest
2. Criminal History Checks
3. Collective Bargaining
4. Nondiscrimination
5. Teacher Credential Requirements
6. Personnel Data
7. Evaluations
8. Non-Instructional Employees
9. Personnel Procedures:
 - Recruitment and Selection
 - Wages and Salary Structure
 - Benefits
 - Leave of Absence
 - Holidays/Vacation
 - Time & Attendance
 - Separation/Termination
 - Harassment-Free Workplace
 - Drug-Free Workplace
 - No Smoking
 - Workplace Violence/Bullying
 - Social Media Use

HIGHLIGHTS

Conflict of Interest: Employees must avoid actions that benefit them or close family. Disclosure and recusal are required when conflicts arise.

Criminal History Checks: All employees must undergo state/federal background checks including sex offender registry, Harm to Students Registry, and Child Abuse and Neglect registry checks. Unsuitable findings may lead to offer withdrawal or termination.

Collective Bargaining: Employees may organize, join unions, and participate in collective bargaining per HRS Chapter 89. Assignment to bargaining units must follow legal procedures.

Nondiscrimination: Waikiki Community Preschool prohibits discrimination based on race, sex, gender identity, sexual orientation, disability, religion, age, etc., following all federal and state laws.

Teacher Credentials: All teachers must meet HTSB licensing requirements. Emergency hires must be reported and replaced as soon as licensed staff are available.

Personnel Data: School must submit personnel/payroll data to DOE, Charter Commission, and related state agencies.

Evaluations: Teachers and principals are evaluated annually on teaching practice and student growth, aligned with HRS 302A-638, BOE Policy 203-4, and HSTA contract.

Non-Instructional Employees: Must meet qualification/licensing standards relevant to their role. DOE/Charter guidelines apply.

Recruitment & Hiring: Includes internal job postings, background/reference checks, and compliance with pre-employment documentation. Delays may lead to unpaid leave or termination.

Wage/Salary Structure: Aligns with HSTA contracts. Pay based on qualifications, experience, and position. Disputes handled through grievance procedures.

Benefits: Follow DOE/HSTA/state guidelines. Benefits include health insurance, retirement, FMLA, and more.

Leave: Employees follow DOE/Chapter 89 rules for sick, vacation, and other leave.

Holidays/Vacation: School follows HSTA and DOE holiday and vacation schedules.

Time & Attendance: Accurate reporting is required. Policy violations may lead to termination.

Separation/Termination: Applies to resignation, termination, or layoff. DOE and Charter Commission guidelines apply. Exit interviews and equipment return are required.

Harassment-Free Workplace: Strictly prohibits all forms of harassment and ensures prompt investigation. Retaliation is not tolerated.

Drug-Free Workplace: Follows Drug-Free Workplace Act. Violations may lead to termination. Drug testing may be required.

No Smoking: Smoking/vaping prohibited on campus or at school events. Signs posted.

Violence/Bullying: Zero-tolerance policy for violence and bullying. Reports are investigated promptly.

Social Media: Employees must maintain professionalism, avoid sharing confidential info, and refrain from sharing offensive content.

Approved by the Office of the Attorney General:

Date: 5/15/25

Name: Jonathan Marchuk

Signature: *Jonathan Marchuk*