

Code: GB

Adopted: July 2017

MITCH CHARTER SCHOOL

Personnel Policies

Purpose

The purpose of this policy is for the Board of Directors of MITCH Charter School (MITCH) to consolidate its personnel policies into the Employee Manual. This will replace Board action of separately adopting a policy for each personnel matter. Notwithstanding the foregoing, the Board may decide to adopt a separate policy for an employment matter in its discretion.

Reason for Policy

The Board of Directors ("Board") values efficiency and wishes to reduce redundancy in its practices of governance and administration. The Board also recognizes that the small number of its employees means that it can operate without the written detail of policies often used by employers employing a large number of employees. A practice of adopting separate policies on employment matters, summarizing them in the Employee Manual and then adopting the Employee Manual can cause inconsistencies and is not the best use of resources.

The Board recognizes that many laws applicable to employees and school staff require an employer to adopt a policy and inform employees and staff about the particular law. The best manner to keep employees informed is through one manual or guide, which employees and administration know to use as a reference for personnel policies.

END OF POLICY

The Board adopts the Employee Manual as its personnel policies. The Employee Manual will be reviewed annually, presented to the board for review annually, and if revised, adopted by the Board annually. Changes in laws and employment practices since the prior handbook will be included in an updated Employee Manual.