

<h1>SEVEN GENERATIONS CHARTER SCHOOL</h1>	SECTION: EMPLOYEES
	TITLE: 363 – HUMAN RESOURCES POLICIES
	ADOPTED: September 1, 2009
	REVISED: June 23, 2016

Policy	<p>The first step in order to facilitate the retention of staff is to hire highly qualified individuals who believe in and actively support the mission and educational program of the school. Beyond that, the team structure and the active participation by both faculty and administration in planning professional development activities and other aspects of the instructional program will reinforce and strengthen the atmosphere of mutual trust, respect, and collegiality that are found in successful schools and provide a firm basis for staff retention and continuity.</p>
Delegation of Responsibility	<p>Seven Generations Charter School is developing policies and procedures to be used for establishing salaries, hiring, terminating, and determining benefits for all employees. The Board of Trustees and the Administration will use the below considerations as they establish these policies and procedures.</p>
Guidelines	<ul style="list-style-type: none"> • Salary: Salary shall be commensurate with qualifications and experience. • Contracts: Employees will receive written contracts that describe their duties, terms of employment, compensation, benefits, etc., prior to the onset of employment. • Hiring: The school wishes to promote diversity and equal access to all categories of employment, including retention and professional advancement, and will ensure equal opportunity, without regard to age, gender, sexual orientation, race, color, creed, religion, ancestry, national origin, social or economic status, parenthood, marital status or handicap. • Dismissals: An employee may be dismissed or resign when given appropriate notice. The definition of cause is contained in the Public School Code of 1949. The process for dismissal of faculty members will follow the guidelines outlined by the Pennsylvania Department of Education. See policy 367 for details. • Sick Leave/Personal Leave: The Board of Trustees shall provide sick leave and personal leave to full time employees. See policy 361 for details. • Medical Coverage: Full-time employees will be eligible to receive medical coverage commensurate with the coverage provided by the East Penn School Districts. The coverage shall include hospitalization, medical, prescription, dental and vision benefits. Employees will be responsible for the requisite level of co-pay and other obligations associated with the coverage. • Retirement: The retirement provisions are based on the Public School Employees Retirement System (PSERS) for the Commonwealth of Pennsylvania. All employees hired before July 1, 2016 will be enrolled as

	members of PSERS. New Employees hired on or after July 1, 2016 will be enrolled in an alternative 403(b) retirement plan.
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