

5101	Hiring Policy
Approval Date:	January 2015
Category:	Personnel
Governance Accountability:	Board of Directors, Leadership
Audience:	Employees

Returning Employees

Employment at Pine Lake Preparatory is at will. Employment contracts are renewed yearly for returning employees. The Head of Schools will present a list of returning employees to the Board of Directors for approval before the beginning of each fiscal year.

Mid-year Vacant Positions

In the event of an employment vacancy in the middle of the year, it is at the discretion of the Head of Schools if that position will be filled. If the position will be filled, the position will be advertised publically for at least three days. Any candidate for employment must fill out and sign an employment application form in order to be considered for hiring. Upon completion of the application, the candidate becomes an applicant for purposes of Pine Lake Preparatory record keeping.

Once an applicant is selected to be a candidate for the position, the candidate will undergo a background check. After the candidate passes the background check, the candidate will be presented to the Board of Directors for approval. No candidate will be allowed to begin his or her duties until the background check is complete and the Board of Directors approves the contract. Mid-year employment contracts will only be offered through the end of the fiscal year and at which point the employee will be considered a returning employee.

New Positions

The Pine Lake Preparatory Board of Directors approves all new full-time and part-time regular employee positions. The Head of School will present a job description to the Board at the time of the request. Once the position is approved, the position will be advertised publically for a period of at least three days. Any candidate for employment must fill out and sign an employment application form in order to be considered for

hiring. Upon completion of the application, the candidate becomes an applicant for purposes of Pine Lake Preparatory record keeping.

Once an applicant is selected to be a candidate for the position, the candidate will undergo a background check. After the candidate passes the background check, the candidate will be presented to the Board of Directors for approval. No candidate will be allowed to begin his or her duties until the background check is complete and the Board of Directors approves the contract.

A member of an employee's immediate family will be considered for employment by the Pine Lake Preparatory if the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, if the employment would:

- (a) Create either a direct or indirect supervisor/subordinate relationship with a family member; or
- (b) Create either an actual conflict of interest or the appearance of a conflict of interest.

These criteria also will be considered when assigning, transferring, or promoting an employee. For purposes of this policy, "immediate family" includes: the employee's spouse, brother, sister, parents, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any other member of the employee's household. (See Nepotism Policy).

Employees who marry or become members of the same household may continue employment as long as there is not:

- (a) A direct or indirect supervisor/subordinate relationship between the employees; or
- (b) An actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, Pine Lake Preparatory will attempt to find a suitable position within Pine Lake Preparatory to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

Pine Lake Preparatory is taking affirmative action as required by law to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era and qualified disabled individuals. Pine Lake Preparatory also is taking affirmative action as required by law to employ and advance in employment qualified individuals without regard to race, sex, religion, or national origin.