

5210	Employment At Will Policy
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Category:	Personnel
Governance Accountability:	Board of Directors, Leadership
Audience:	Employees

Employment at Will

Employment at Pine Lake Preparatory is “at will.” Either the employee or Pine Lake Preparatory has the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment-at-will relationship will remain in effect throughout the employee’s service to the school unless specifically modified by an express written agreement signed by the employee and the Head of School Pine Lake Preparatory (upon Board of Directors’ approval). However, as a condition of their licensure, teachers are required to give the school thirty (30) days notice of their intent to resign pursuant to 16 NCAC 6C.0312(1)(6).

Faculty/Staff Employment Contracts

Faculty/Staff employed by Pine Lake Preparatory will be required to sign a one year, at-will contract. This contract is a commitment made between Pine Lake Preparatory and the faculty/staff member. Employment-at-will supersedes all agreements, yet the contract will outline many of the conditions and arrangements of employment.

An at-will contract will be signed each year of employment. The Pine Lake Preparatory Board of Directors approves all employment contracts.

Equal Employment Opportunity

Pine Lake Preparatory is committed to equal opportunity for all qualified persons without regard to race, color, religion, ancestry, national origin, sex, marital status, physical handicap, medical condition, or age to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

Pine Lake Preparatory expects all employees to show respect and sensitivity toward all other employees and to demonstrate a commitment to the school’s equal opportunity objectives. Anyone observing a violation of this policy should report the violation immediately to the Head of School, Building Head, and/or the Chair of the Board of

Directors. Violation of this policy may result in disciplinary action, up to and including termination.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

Pine Lake Preparatory is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As an ongoing condition of employment, employees will be required to provide documentation verifying their identity and legal authority to work in the United States, as an ongoing condition of employment.

Employee Classifications

Pine Lake Preparatory classifies employees in the following manner:

- 1 Full-time regular employees: Employees hired to work the school's normal, full-time, forty hour work week on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below.
- 2 Part-Time regular employees: Employees hired to work fewer than thirty-five hours per week on a regular basis. Such employees may be "exempt" or "non-exempt" as defined below.
- 3 Temporary employees: Employees engaged to work full or part time at Pine Lake Preparatory payroll with the understanding that their employment will be terminated no later than on completion of a specific assignment. (Note that a temporary employee may be offered and may accept a new temporary assignment with Pine Lake Preparatory and thus still retain temporary status. Furthermore, employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of Pine Lake Preparatory).
- 4 Non-exempt employees: Employees who are required to be paid overtime at the rate of time and one-half (i.e., one and one-half times) their regular rate of pay for all hours worked beyond forty hours in a workweek.
- 5 Exempt employees: Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Executives, professional employees, and certain employees in administrative positions are typically classified as exempt employees.

Personnel records

Pine Lake Preparatory must always have the most current employee information. An employee must inform the school office know immediately of a change in name, address, phone number, marital status, etc. In the case of a name and/or social security number change, the employee may be asked to provide original documentation authorizing the change.

Upon request, employees will be allowed to review any personnel records that have been used to determine his or her qualifications for employment, promotion, compensation, termination or other disciplinary action. Please talk to the Head of School or Executive Administrative Assistant for more information.