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POLICY 4110 – EMPLOYMENT: EQUAL EMPLOYMENT OPPORTUNITY POLICY

(Approved: 9.27.21)

The Board of Hogan Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

SECTION 1. Equal Opportunity Employment

The School is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention promotion, and contracted service. The School further commits itself to the policy that there shall be not unlawful discrimination against any person because of race, color, religion, disability, age, gender, national origin, or sexual orientation.

The School's equal opportunity policy extends to prohibitions against unlawful harassment of students or employees because of the individual's race, color, religion, disability, age, gender, national origin, or sexual orientation.

SECTION 2. Non-Discrimination Against/Accommodation of Qualified Individuals with Disabilities

Hogan Preparatory Academy shall comply with the Americans with Disabilities Act (ADA) and applicable state and local laws providing for non-discrimination in employment against qualified individuals with disabilities. Hogan Preparatory Academy shall also provide reasonable accommodations for qualified individuals in accordance with these laws. HPA shall ensure that qualified individuals with disabilities are treated in a non-discriminatory manner in the pre-employment process and during active employment with HPA.

Qualified applicants or HPA employees with disabilities should make formal requests in writing for accommodations.



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POLICY 4120 – EMPLOYMENT: EMPLOYMENT PROCEDURES

(Approved: 4.27.20)

The Board, upon recommendation of the Superintendent, votes on the employment of all staff members. In approving applicants, the Board will be guided by the desire to obtain individuals committed to providing the highest quality education for Hogan Prep students. For Title I staff qualifications and hiring, refer to Policy and Regulation 1621 – Title I.

No person will be employed by the Board until Hogan Prep obtains a clear criminal records check and a clear check of the Child Abuse/Neglect Registry maintained by the Missouri Department of Social Services. Additionally, and prior to offering employment to any teacher who had previously been employed by a Missouri school district or charter school, the Superintendent/designee shall obtain from the Department of Elementary and Secondary Education the identity of the school district or charter school that had previously employed the applicant. Hogan Prep will contact the former employer to determine if such applicant had been terminated or resigned in lieu of termination; or against whom allegations of sexual misconduct had been substantiated by the Children's Division.

All persons employed by outside vendors/contractors who will have contact with students will be required to successfully undergo a criminal records and a clear check of the Child Abuse/Neglect Registry prior to contact with students. Such background checks will be performed at the vendors/contractors' expense and will, upon request, be shared with Hogan Prep. All finalists for an employment position will be required to sign a release of liability authorizing prior employers, including school districts, to furnish any information about the applicant and the applicant's work performance, including but not limited to discipline records and performance evaluations. The administration may also conduct random background checks after employment. Failure to check references and prior employment for new hires prior to their start date may result in disciplinary action up to and including suspension without pay.

As part of the criminal records check, any person employed after January 1, 2005, shall submit two sets of fingerprints to be used by the Missouri Highway Patrol and the Federal Bureau of Investigation. The fingerprints shall be collected pursuant to standards determined by the Missouri Highway Patrol. All Hogan Prep employees who are authorized to access the Missouri Automated Criminal History Site (MACHS) will only use such criminal history information for purposes of verifying qualifications for employment. Hogan Prep will not create copies of the criminal record for employment record purposes and will not disseminate the record, except as permitted by law.

Hogan Prep will designate a full-time employee, who will be fully trained in the Missouri Highway Patrol's automated criminal history site (MACHS), to serve as the Hogan Prep Local Agency Security Officer (LASO). HPA's LASO Security Officer will be responsible for implementation and oversight



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of Hogan Prep's use of MACHS for all applicants. Any employee who attempts to access MACHS without authorization, improperly disseminates an applicant's criminal history record or facilitates unauthorized access to MACHS, will be subject to disciplinary action up to and including termination.

All vacancies should be posted for a minimum of ten (10) school days before the Superintendent may recommend a qualified applicant to the Board for employment. In an emergency situation the Superintendent may temporarily employ an applicant prior to the expiration of the posting. The temporary applicant may be considered along with other applicants for the position after the ten days. However, in order to hire a Board member's spouse, the position must have been advertised. (Refer to Policy 0260 – Nepotism, Conflict of Interest and Financial Disclosure.)

The Superintendent or his designee is the person who shall respond to requests from potential employers for information regarding a former Hogan employee. The information Hogan Prep should provide is title, position, length of employment, whether the employee was terminated or resigned, and whether the organization would re-hire the employee.

Additionally, when requests for information from any public school regarding a former employee against whom allegations of sexual misconduct involving a student have resulted in a determination by the Board of an actual violation of sexual misconduct pursuant to Board Policy; a resignation in lieu of termination; or allegations of sexual misconduct that have been substantiated by Children's Division, the Superintendent or his designee shall disclose to the requesting school the allegations of sexual misconduct and the findings of a Children's Division investigation.

Any school employee who is permitted to respond to requests for information, acting in good faith, who reports authorized information, as provided in this policy or, who, in good faith, reports alleged sexual misconduct on the part of a Hogan employee, will not be disciplined or discriminated against because of such report.

This foregoing policy is intended to comply with the Amy Hestir Student Protection Act, Senate Bill 54, including section 162.068 RSMo. Hogan Prep shall provide notice of this policy to all current employees and to all potential employers who contact HPA regarding the possible employment of a Hogan employee.



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POLICY 4125 – EMPLOYMENT: NOTICE OF ARREST OR ABUSE COMPLAINT

(Approved: 4.27.20)

Every employee and volunteer who is arrested for a criminal act, felony, or misdemeanor must notify their supervisor in writing within three (3) work days of the arrest. Similarly, every employee/volunteer must notify their supervisor within the same time period of notice of a child abuse complaint against them. Traffic violations related to Driving Under the Influence will be treated as a criminal arrest.

Whenever Hogan Prep receives a finding of substantiated sexual or physical abuse from the Children's Division against an employee, the employee will be immediately suspended with pay. The employee so affected may be returned to work if the allegation is unsubstantiated, revised or reversed on appeal.



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POLICY 4130 – EMPLOYMENT: CERTIFICATED STAFF CONTRACTS

(Approved: 4.27.20)

Employment contracts will be in writing and will be signed by the employee and the Board president. Contracts will include the amount of annual compensation and the days of service.

Certificated staff

members under contract include teachers and administrative staff.

The Board may elect to employ certain certificated individuals on a part-time basis, as needed. Part-time employees will not be provided the benefits provided to full-time employees. In addition, part-time certificated employees who do not teach at least four hours per day will not be eligible for pension benefits.

Visiting Scholar Certificate

Hogan Prep may employ teachers with the Visiting Scholar Certification under the following provisions:

1. Verification that such teacher will be employed as part of a business-education partnership designed to build career-pathways to teach in the ninth grade or higher for which the teacher's academic degree or professional experience qualifies the teacher.
2. Appropriate and relevant bachelor's degree or higher, occupational license or industry-related recognized credential.
3. Completion of the application for a one year visiting scholar certificate.
4. Completion of a background check as required by state law.

Under these circumstances, Department of Elementary and Secondary Education may issue a one year visiting scholar certificate. The visiting scholar may renew their certificate for a maximum of two (2) years based upon completion or completion of the requirements listed above; completion of professional development required by Hogan Prep and attainment of a satisfactory performance-based teacher evaluation.



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POLICY 4131 – EMPLOYMENT: EXTRA DUTY AND EXTENDED DUTY CONTRACTS

(Approved: 4.27.20)

Certificated employees may be contracted to provide sponsorship and coaching duties as recommended by the Superintendent and approved by the Board. Compensation for such positions will be provided in accordance with a Board approved extra duty salary schedule.

Certificated employees may be contracted for additional days beyond the regular contract period. Compensation for such extended duty will be calculated on the existing salary schedule. The Board may establish a separate salary schedule for summer school assignments.

Assignment to extra duty, extended duty and summer school is for no longer than one (1) year and may be renewed or eliminated annually upon the recommendation of the Superintendent and at the discretion of the Board.



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POLICY 4140 – EMPLOYMENT: CERTIFICATED PERSONNEL REEMPLOYMENT

(Approved: 4.27.20)

The reemployment of contracted personnel shall be considered not later than the regular June meeting of the Board. All such employees shall be recommended by the Superintendent, and approved by the Board.



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POLICY 4150 – EMPLOYMENT: SUBSTITUTE TEACHER EMPLOYMENT

(Approved: 4.27.20)

The Board will employ qualified substitutes for all employee groups. The Superintendent/designee will prepare and submit to the Board a procedure for reporting absences.

Substitute teachers shall meet all requirements as established by the State Board of Education. Rate of compensation shall be according to the vendor contract approved by the Hogan Prep Board.

Records shall be kept by the Superintendent concerning number of days taught by substitutes and the amount of funds expended. The Board shall be informed concerning this data at periodic intervals.



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POLICY 4220 – PERSONNEL ASSIGNMENT: CERTIFICATED STAFF DUTIES, SCHEDULED AND WORKING HOURS

(Approved: 4.27.20)

The school year will be set annually by the Board. The start date and number of contracted days will be contained in staff contracts. The length of the teaching day will also be set by the Board.

Certificated staff are required to be on duty during the teaching day. In addition to the teaching day, certificated staff are required to attend scheduled staff meetings, parent conference days, IEP meetings, and other meetings as may be determined by the Hogan administration and Board.

Regular attendance is essential in order to maintain a high quality of instruction. Employees with reasonable notice, will be subject to disciplinary action when their absenteeism is deemed to be excessive.



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POLICY 4221 – PERSONNEL ASSIGNMENT: SUPPORT STAFF DUTIES, SCHEDULED AND WORKING HOURS

(Approved: 4.27.20)

The school year and work calendars will be set annually by the Board. Work hours may be changed by the administration as needed.

Regular attendance is essential in order to maintain a high quality of instruction. Employees, with reasonable notice, will be subject to disciplinary action when their absenteeism is deemed to be excessive.

Overtime/Compensatory Time

Employees who work overtime must receive prior authorization from their immediate supervisors.



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POLICY 4310 – ABSENCES, LEAVE AND VACATION: PERSONAL LEAVE POLICY

(Approved: 10.25.21)

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

This policy covers all forms of personal leave including paid time off (PTO), holidays, bereavement, civic duty, and victim of crime leave.

Section 1. Paid Time Off (PTO)

1.1 PTO must be earned before it can be used.

The PTO benefit for all 10 and 11 month employees is intended for absences due to illness, personal emergencies, or for those rare special needs and obligations that cannot be addressed before or after the school day.

The PTO benefit for 12 month employees is an all-purpose time-off benefit to use for vacation, illness or injury, and personal business. Paid time off for eligible 12 month employees will begin to accumulate from the first day of the pay period coincident or following employment.

10 and 11 Month Regular Full-Time Employees

- 10 and 11 month regular full time employees will earn 8 hours a month for each month of their contract. 10 month regular full time employees will earn a total of 80 hours. 11 month employees will earn a total of 88 hours.
- 10 and 11 month regular full time employees may carry forward a total of 40 hours to the next fiscal year, beginning July 1st of each year.
- Excess hours for regular full time employees will be adjusted on June 30th and hours above the maximum carry forward amount of 40 hours may be eligible for reimbursement as described under PTO Reimbursement.

Regular Part-Time Employees

- Regular part time employees will earn a prorated number of hours a month based on the number of hours worked.
- Regular part time employees may carry forward a total of 40 hours to the next fiscal year, beginning July 1st of each year.



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- Excess hours for regular part time employees will be adjusted on June 30th. Any excess hours above the maximum carry forward amount of 40 hours may be eligible for reimbursement as described under [PTO Reimbursement](#).

12 Month Regular Full-Time Employees

- 12 month regular full time employees will earn hours based on the length of employment at HPA in accordance with the chart below:

| Years of Service | Accrued Hours per Month | Accrued Hours per Year |
|-------------------------|--------------------------------|-------------------------------|
| 1-3 | 10.7 hours | 128.40 hours |
| 4 & Beyond | 14.7 hours | 176.40 hours |

- 12 month regular full-time employees may carry forward a total of 80 hours to the next fiscal year, beginning July 1st of each year.
- Excess hours for 12 month regular full time employees will be adjusted on June 30th and hours above the maximum carry forward amount of 80 hours may be eligible for reimbursement as described under [PTO Reimbursement](#).

1.2 PTO Reimbursement

Reimbursement for employee unused PTO which is beyond the maximum carryover amount will be considered and approved by the HPA Board annually. This approval will be based on budget considerations and the financial health of the organization. The Board will vote on PTO reimbursement by no later than March of each fiscal year. **To the extent possible, the Board will work to approve some form of PTO reimbursement but will have the authority to modify the payout schedules shown below.*

- In order to qualify for PTO reimbursement, 10 and 11 month employees must not have taken any PTO after returning from spring break.
- If PTO reimbursement is approved, employees will receive their PTO reimbursement with the July 15th payroll.
- PTO reimbursement is based on the number of excess PTO hours and whether the employee will remain an HPA employee for the next fiscal year.
- PTO reimbursement for non-returning employees will be based on their total PTO hours.
- If the HPA Board approves PTO reimbursement, the payout will be determined as follows:



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PTO REIMBURSEMENT FOR ALL STAFF LEAVING HPA

| Number of Excess Hours | Reimbursement Amount** |
|------------------------|------------------------|
| 1-8 HOURS | \$0 |
| 9-20 HOURS | \$250 |
| 21-40 HOURS | \$400 |
| 41-60 HOURS | \$550 |
| 61-80 HOURS | \$700 |
| 81-100 HOURS | \$850 |
| 101-160 HOURS | \$1000 |

PTO REIMBURSEMENT FOR ALL RETURNING STAFF

| Number of Excess Hours | Reimbursement Amount** |
|------------------------|------------------------|
| 1-8 HOURS | \$100 |
| 9-20 HOURS | \$250 |
| 21-40 HOURS | \$500 |
| 41-60 HOURS | \$750 |
| 61+ HOURS | \$1000 |

**** Reimbursement Amounts are provided as examples. Reimbursement amounts will be determined by the HPA Board as a part of their annual review of PTO reimbursement.***

+ 10 and 11 month employees who take PTO after spring break will not be eligible for PTO reimbursement.



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Section 2. Holidays

HPA will grant paid time off to all full time employees on the holidays listed below, provided they fall within the normal work months for the individual. Part time employees are not eligible for holiday pay. Administration reserves the right to designate a holiday as a work day based on the needs of the school.

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (third Monday in January)
- President's Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Friday following Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)

Generally, a recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If a recognized holiday falls during an eligible employee's paid absence (such as PTO), holiday pay will be provided instead of the PTO benefit that would otherwise have applied. Holidays will not be counted as hours worked for the purposes of determining overtime pay.

Section 3. Bereavement

Up to 3 days of paid bereavement leave may be provided to regular full time employees. (If approved, this time is not counted against PTO balances.) HPA defines "immediate family" as spouse, partner, parent, grandparent, child, sibling, the employees' spouse's parent, partner, grandparent, child, or sibling. Employees may, with their supervisor's approval, use available PTO for additional time off as needed.

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. All requests for time off must be submitted through the



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current absence tracking software. Employees must provide documentation in the form of a funeral program or obituary to the office of Human Resources upon return to work.

Section 4. Civic Duty

4.1 Time Off to Vote

HPA encourages employees to fulfill their civic responsibilities by participating in elections.

Generally, employees are able to find time to vote either before or after their regular work schedule. In the unlikely event an employee's work schedule prevents him/her from voting during polling times, HPA will make arrangements for the employee to take time off to vote.

All requests for time off must be submitted through the current absence tracking software. Employees should request time off to vote at least two working days prior to Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule. Time off for voting should be reported and coded appropriately on timekeeping records.

4.2 Time Off for Jury Duty

HPA encourages all employees to do their civic duty. HPA will cooperate fully with local, state and federal courts in allowing employees to serve on juries.

To qualify for paid jury or witness duty leave, employees must submit to his/her supervisor a copy of the summons as soon as it is received. All requests for time off must be submitted through the current absence tracking software. In addition, proof of service must be submitted to HPA HR when the period of jury or witness duty is completed. Of course, employees are expected to report for work whenever the court schedule permits.

Section 5. Time Off for Crime Victims



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Employees who are crime victims will be allowed to take leave to consult with the district attorney or attend the criminal proceeding as provided under Missouri law. Documentation may be requested to support such requests for leave. HPA will comply with Missouri law regarding the granting of time off and the use of PTO for such time off.



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POLICY 4321 – ABSENCES, LEAVE AND VACATION: FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY

(Approved: 9.27.21)

The Board of Hogan Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

This policy is limited to any rights or benefits contained in the Family and Medical Leave Act (FMLA).

SECTION 1. Eligible Employees

1.1 Employees of Hogan Preparatory Academy who have been employed for at least twelve (12) months and who have worked at least 1250 hours during the 12 month period immediately prior to requesting leave and are employed at a worksite where 50 or more employees are located within 75 miles of the worksite are eligible to take twelve (12) weeks of unpaid leave under FMLA.

1.2 An employee may request leave for one or more of the following reasons:

1. Birth of a child and to care for the newborn child;
2. Adoption or foster placement of a child with the employee;
3. To care for the employee's spouse, son, daughter, or parent, if that person has a serious health condition;
4. Serious health condition of employee that prevents the employee from performing the job functions;
5. Because of a qualifying exigency (hereinafter defined) arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of a contingency operation;
6. To care for a covered service member (hereinafter defined) with a serious injury or illness when the employee is the spouse, son, daughter, parent or next of kin.

SECTION 2. Definitions



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“Covered Servicemember” means a member of the Armed Forces, including a member of the National Guard of Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if he or she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness may render the servicemember medically unfit to perform duties of the member’s office, grade rank or rating.

“Instructional employee or other key position” means an employee whose school leader function is to instruct or directly support instruction of students in a class, a small group or an individual setting or provide an essential function such as administration which would provide a disruption in the normal operations of the school.

“Parent” means a biological parent or one who acted in place of a parent when the employee was a child. The term “parent” does not include parent “in-law”.

“Qualifying exigency” may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider and has been duly documented by a health care provider.

“Son or daughter” means a biological, adopted or foster child, a step-child, a legal ward or a child for whom the employee acts as a parent. The son or daughter must be under age 18 or, if the son or daughter is age 18 or older, he/she must be incapable of self-care on a daily basis due to a documented mental or physical disability.

“Spouse” means a husband or wife.

SECTION 3. Amount and Type of Leave Taken

3.1 Except as provided below, an employee may take a total of twelve (12) weeks during any twelve-month period. The twelve-month period shall be measured backward from the date the employee begins using any FMLA leave. In the event of the birth, adoption, or foster placement of a son or daughter, all leave must be completed within twelve (12) months after the birth, adoption or foster placement.



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3.2 If both spouses work for Hogan Prep and both are eligible for FMLA leave, they are authorized to take only a combined total of twelve (12) weeks during any one twelve-month period to care for a newborn or adopted child, a child placed with the employee for foster care, or a parent with a serious health condition.

3.3 Employees seeking to take Family and Medical Leave to care for a newborn or adopted child, a child placed with the employee for foster care, a parent, spouse, or child with a serious health condition, or because of their own serious health condition, must first exhaust any personal leave, paid vacation, applicable accumulated sick leave, and any other applicable paid leave for their Family and Medical Leave.

3.4 Intermittent or Reduced Leave - An employee may only take leave on an intermittent or reduced leave schedule when medically necessary. Hogan Prep will require a certification, in the form described in Section 3.7 below, to document the medical necessity of such intermittent leave.

3.5 Notification of Leave - If the need for FMLA leave is foreseeable, an employee requesting leave must provide at least 30 days advance notice to their manager. If such advance notice is not possible, the employee must give said notice as soon as practicable, ordinarily within one to two working days of learning of the need for leave. When planning medical treatment, the employee should make a reasonable effort to schedule the treatment so that any corresponding leave will not unduly disrupt the operations of the school or classroom instruction.

3.6 Benefits and Return to Work - Employees taking FMLA leave will continue to accrue all benefits for which they are eligible that are provided by the school while on FMLA leave. HPA will pay the employer's portion, if any, of such benefits. The employee will pay the same portion, if any, of such benefits as the employee paid before beginning leave. The employee will be billed for the employee portion of the benefits and shall timely pay required premiums in order to maintain active benefits coverage.

Hogan Prep may recover any health care benefit premiums paid on behalf of an employee if the employee does not return to work after the leave period has expired.

With the exception of paid vacation, personal, medical or sick leave required to be exhausted prior to taking unpaid leave under Section 3.3 above, the employer's absence during leave will not alter benefits which the employee accrued before taking leave.



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Upon return from leave, the employee is entitled to be reinstated to a position equivalent to the one the employee held when he/she left on FMLA leave, with equivalent pay, benefits and other terms and conditions of employment. Upon proper notice, however, Hogan Prep may deny reinstatement under this policy to an employee whose salary is within the highest 10% of the employees employed by the school ("key employee") if such denial is necessary to prevent substantial and grievous economic injury to the school's operation, as determined by the Board. Employees will be notified if they are considered a key employee, if there is an intention to deny reinstatement, and of their rights in such instances.

3.7 Required Certification and Reporting - The Board requires that a request for leave due to a serious health condition be supported by a certification issued by the appropriate health care provider of the eligible employee or of the son, daughter, spouse, or parent of the employee on a form to be provided by the Board.

This certification must include:

1. The date on which the serious health condition commenced;
2. The probable duration of the condition;
3. If the purpose of the leave is to care for a son, daughter, spouse or parent ("family member"), a statement that the employee is needed to care for the family member and the estimated time needed for such care;
4. If the leave is due to the employee's own serious health condition, a statement that the employee is unable to perform his or her job functions. The employer may require that the eligible employee obtain subsequent recertification on a reasonable basis as requested by the Board.

Hogan Prep, at its own expense, may obtain the opinion of a second health care provider of its own choice, if it should choose to do so. If a conflict exists between the opinion in the certification and the second opinion, Hogan Prep may, at its own expense, obtain a third opinion from a health care provider upon which HPA and the employee jointly agree. Such a third opinion as to the necessity for the leave is binding on both HPA and the employee.

Upon an employee's return after leave for his/her own serious health condition, Hogan Prep may require the employee to obtain certification from a health care provider that the employee is able to resume work.



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Hogan Preparatory Academy may require an employee on FMLA leave to report periodically to their manager on the employee's status and intent to return to work.

3.8 Special Provisions - When an instructional employee or other key position essential to the function of the school seeks intermittent leave or leave on a reduced schedule in connection with a family or personal illness that would constitute at least 20% of the total number of working days in the period during which the leave would extend, HPA may require the employee to elect to take leave in a block (not intermittently) for the entire period or to transfer to an available alternative position within the school that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent situation.

If the employee begins leave more than five weeks before the end of a semester, HPA may require the employee to continue taking leave until the end of the semester if:

1. The leave will last at least three weeks; and
2. The employee would return to work during the three-week period before the end of the term.

POLICY 4410 – PROFESSIONAL ACTIVITIES, TRAINING AND PROFESSIONAL GROWTH: GENERAL PROFESSIONAL DEVELOPMENT

(Approved: 4.27.20)



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The Board encourages all employees to be engaged in a continuous program of professional and technical growth in order that they may be qualified to provide quality educational programs and services for all students.

It is the policy of the Hogan Board that a program of in-service training be established to provide an opportunity for the continuous professional and technical growth for all employees. The in-service training program for each year will be outlined in the proposed budget for that year with estimated costs to be approved by the Board.

As a result of the operation of this policy, employees will become knowledgeable regarding new developments and changes in their specialized fields and will utilize new and improved methods in practice.

The administrative staff, employing administration and management techniques consistent with modern management development, will provide leadership that will assist each employee to make a maximum contribution to Hogan Prep's effort to provide quality educational programs and services for all students.

POLICY 4411 – PROFESSIONAL ACTIVITIES, TRAINING AND PROFESSIONAL GROWTH: **PROFESSIONAL DEVELOPMENT PROGRAM**

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

The Board shall provide a Professional Development Program to be in compliance with State Statutes regarding assistance for beginning teachers.

The Professional Development Program shall further be in compliance with the "Outstanding Schools Act" Section 7 of Senate Bill #380 of the 87th General Assembly.

The Superintendent or designee will assign staff to work with beginning teachers and experienced teachers in identifying instructional concerns and remedies; assist beginning teachers with implementation of their professional development plan; serve as a consultant upon a teacher's request; arrange training programs for mentors; assess faculty needs and develop in-service opportunities for school staff; present faculty suggestions, ideas and recommendations pertaining to classroom instruction within the School; and review and evaluate Hogan Prep's staff development program.

POLICY 4420 – PROFESSIONAL ACTIVITIES, TRAINING AND PROFESSIONAL GROWTH: CONFERENCES AND TRAVEL

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

The Superintendent or designee may authorize professional leave for attendance of personnel at state, regional, and national meetings without pay deduction. The number of absences allowable for professional leave is a judgment value on the part of the Superintendent/designee and is subject to budget limitations for employing substitutes and reimbursement for travel, meals and lodging and registration.

POLICY 4430 – PROFESSIONAL ACTIVITIES, TRAINING AND PROFESSIONAL GROWTH: SCHOOL COMMITTEES

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

Guidelines for Organization-wide Committees

A written description of each organization-wide committee established at Hogan Prep will be posted in each building explaining the goals and objectives of the committee and the method used to select members to the committee.

Guidelines for Organization-wide Committees with Employee Representation

Organization-wide committees may be formed for the purpose of recommending policy changes to the administration and Board. Employees who are selected to serve on these committees should represent all buildings and/or interests of the employee group(s).

POLICY 4440 – PROFESSIONAL ACTIVITIES, TRAINING AND PROFESSIONAL GROWTH: MENTORING PROGRAM

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

Hogan Prep's mentoring goal is to facilitate the growth and development of new educators by pairing them with experienced veteran educators. Through the effort of both the mentor and the mentee, the mentee shall draw upon the experience and knowledge of the veteran mentor to enhance their own professional skills and enhance student learning. It is vital to the success of our students that new educators become integrated, through the mentoring program, into the school's culture and are given the opportunity to better themselves with the assistance of one of their veteran peers.

Through the mentoring program the Board hopes to not only create a stronger learning community but also a community where the strong professional and personal bonds between HPA educators provide students and employees the best possible working and learning environment.

POLICY 4500 – COMPENSATION: PAYROLL POLICY

(Approved: 9.27.21)

The Board of Hogan Preparatory Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

SECTION 1. Accurate & Timely Payroll

The Chief Finance and Accountability Officer shall ensure that school employees are paid accurately and timely in accordance with applicable laws and rules.

SECTION 2. Payment of School Employees

School employees shall be paid:

- a. In United States currency;
- b. By a written instrument (e.g. check) issued by the employer that is negotiable on demand at full face value for United States currency; or
- c. By the electronic transfer of funds to the employee's bank account pursuant to a direct deposit agreement signed by the employee.

SECTION 3. Paydays

Paydays for all HPA employees shall be on the 15th and 30th of each month.

SECTION 4. Withholding of Wages

The Chief Finance and Accountability Officer shall ensure that the wages of school employees are not withheld except in the following situations as permitted by applicable law and rules.

- a. The school is ordered to do so by a court of competent jurisdiction;
- b. The school is authorized to do so by state or federal law; or
- c. The school has written authorization from the employee to deduct part of their wages for a lawful purpose

SECTION 5. Teachers Retirement System

As prescribed by Statute, all teachers at Hogan Preparatory Academy shall be members of the Kansas City Public Schools Retirement System and subject to its regulations. The Board shall expend for teacher retirement and compensation for instructional staff an amount that reflects the requirements as outlined in Missouri State Statute and Department of Elementary and Secondary Education regulation.

POLICY 4505 – COMPENSATION: SALARY SCHEDULE

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

The Superintendent or their designee, with input from staff members, will prepare salary schedules annually for all non-administrative employee groups. These schedules will be submitted to the Board for approval. (See also Policy 4131 - Extra Duty and Extended Duty Contracts.) Salary recommendations for all administrators will be prepared and submitted to the Board annually. Administrative salaries will be based upon a variety of factors including, educational preparation, years of service with Hogan Prep, and within public education, years of service as an administrator at each administrative level, regional comparisons to similar organizations, number of contracted days, administrative responsibilities, and salaries of other HPA administrators within category - building and central office. Consideration will be given to administrators' previous salary for all newly hired administrators.

POLICY 4510 – COMPENSATION: BENEFITS

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

The Board offers fringe benefits to full-time staff members. The extent and nature of fringe benefits provided may vary by employee group and work schedule. The Board provides a monthly allowance to all full time employees which can be applied to major medical, dental, and/or vision insurance.

Insurance coverage options for staff members includes:

1. Health, Dental and Vision Insurance
2. Social Security and Medicare Insurance
3. Unemployment Compensation Insurance
4. Workers' Compensation Insurance
5. Voluntary Life
6. Voluntary Short-term and Long-term Disability
7. Accident Insurance

POLICY 4520 – COMPENSATION: SALARY DEDUCTIONS

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

Withholding Taxes

A Federal withholding tax is retained for the Collector of Internal Revenue as payment on Federal Income Tax for the current year. The amount withheld is determined by salary and the number of dependents. No salary check will be issued until all withholding forms are submitted.

A State withholding tax is retained for the Missouri Department of Revenue. The amount withheld is determined in the same manner as the Federal Income Tax. Employees may authorize additional sums to be withheld by notifying the payroll department in writing and completing a new W-4 form indicating the additional amount to be withheld each pay period. No salary checks will be issued until all withholding forms are submitted.

Public School Retirement System of the School District of Kansas City, Missouri (KCPSRS)

All employees who work at least 25 hours per week are members of KCPSRS. All eligible employees must participate in KCPSRS and therefore, it is a condition of employment.

Health, Dental and Vision

All insurance premiums in excess of Board share will be deducted for all employees on a twelve month (12) month prorated basis each month.

Tax Sheltered Annuities

Hogan Prep provides for payroll deduction and processing for employees participating in tax-sheltered annuities.

Additional Deductions

Any staff member may authorize additional voluntary deductions for payment of dependent coverage for medical benefits, Cafeteria 125 Plan, Supplemental insurance (such as accident, disability or cancer), Life insurance, and Critical Illness Insurance.

POLICY 4530 – COMPENSATION: WORKERS' COMPENSATION BENEFITS

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

Employees who suffer an injury caused by an accident or occupational disease arising out of and in the course of employment (“work-related injury”) will receive benefits according to the Workers’ Compensation Law of the State of Missouri (“the Law”). Employees driving School owned or subsidized vehicles are not covered by this policy when driving such vehicles to or from the home or to or from work. Absence from duty resulting from a work-related injury will be compensated according to the Law. Employees who receive workers’ compensation benefits for lost time from work due to a work-related injury are not eligible for additional sick leave or vacation benefits under this policy.

POLICY 4540 – COMPENSATION: GROUP INSURANCE BENEFITS

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

The Board directs that medical group insurance coverage for staff members will be provided. The Superintendent/designee will solicit proposals and make recommendations to the Board for approval of the insurance provider.

Employees shall be given information regarding COBRA benefits at the times of employment and separation.

The contract for medical insurance will be submitted for competitive bidding at least once every three (3) years.

POLICY 4550 – COMPENSATION: RETIREMENT COMPENSATION

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

Retirement provisions for all eligible employees will be in accordance with the provisions of the Public School Retirement System of the School District of Kansas City, Missouri (KCPSRS).

Full-time certificated staff employed after April 15, 1986, are subject to the Medicare portion of Social Security.

At the time of initial employment an employee shall be given his/her first COBRA notification. Second notification and continuation of benefits are contingent upon the employee notifying Hogan Prep of a qualifying event.

POLICY 4600 – PERFORMANCE EVALUATION: PERSONNEL EVALUATION POLICY

(Approved: 9.27.21)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

The Board of Hogan Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

SECTION 1. Staff Observations and Evaluations

1.1 The Superintendent shall be formally evaluated by the Governing Board on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

1.2 Each certified staff member shall be formally observed and evaluated by their manager on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

1.3 Each classified staff member shall be formally evaluated by their manager on at least an annual basis using an established evaluation instrument adopted by the Governing Board.

1.4 The manager shall provide a copy of the observation rating, notes, and any other documentation obtained or used during observation or evaluation.

1.4.1 The Employee shall have the right to acknowledge acceptance of the evaluation or to dissent and provide written commentary with the dissent; however, the document, regardless of acknowledgement or dissent, shall remain a part of the staff member's personnel record throughout the duration of employment.

1.4.2 Employees may elect to follow the school's grievance policy related to dissent of any evaluations. The decision of the Governing Board or its designated committee is considered final.

POLICY 4630 – PERFORMANCE EVALUATION: STAFF CONDUCT

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

The Board requires all staff members to serve as positive role models for Hogan students. Hogan Prep schools exist to provide quality, cognitive, and effective education for students in a safe and appropriate setting. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

1. Review and comply with Board policies, regulations, and procedures as well as related building rules and practices.
2. Properly prepare for student instruction.
3. Fully utilize instructional time for learning activities.
4. Maintain students under active supervision at all times.
5. Assess student performance in a regular and accurate manner.
6. Modify instructional goals to meet the needs of each student.
7. Comply with administrative directives.
8. Communicate with students in a professional and respectful manner.
9. Communicate with colleagues, parents and community citizens in a professional manner.
10. Properly operate and maintain Hogan property.
11. Utilize Hogan Prep technology solely for school business.
12. Maintain required records and submit requested reports in a timely manner.
13. Comply with all safety guidelines and directives.
14. Refrain from the use of profane and obscene language.
15. Dress in a professional manner.
16. Attend to all duties in a punctual manner.
17. Maintain student confidentiality pursuant to state and federal law.
18. Follow and implement student Individual Education Programs (IEP) under the Individuals with Disabilities Education Act (IDEA) or plans under Section 504 of the Rehabilitation Act.
19. Maintain and account for Hogan Prep funds in the staff member's possession and control.
20. Maintain professional relationships with students. With the exception of students who are immediate family with the staff member, this requirement also includes avoiding situations that could lead to allegations of inappropriate relationships with students, including, but not limited to:
 - a. Being present in any setting where students are provided or are consuming alcohol or illegal drugs.
 - b. Inviting students to be alone with a staff member at a staff member's residence, on staff member's private property, or in a staff member's motor vehicle without the prior consent of the building principal.
 - c. Communicating with students, electronically or in person, about the student's sexual activity or concerning the staff member's sexual or romantic conduct.
 - d. Being present on Hogan Prep premises alone with a student in a room where the door is closed, the door is locked, or the lights are off, unless required temporarily due to emergency circumstances. Counselors and administrators are exempted from this prohibition in performance of professional duties.



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- e. Covering the interior window(s) of instructional space and offices with any material that blocks or obscures outside vision into the space, unless required temporarily due to emergency circumstances.
- f. Communicating with students about sexual topics outside approved Hogan Prep curriculum, unless done as part of a Hogan Prep investigation into sexual abuse or harassment.
- g. Utilizing students to attend to personal errands for the staff member.
- h. Allowing students to drive a staff member's vehicle.

POLICY 4650 – COMMUNICATION WITH STUDENTS BY ELECTRONIC MEDIA

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

Employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature; is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. Employees may not communicate with Hogan students via electronic media regardless of whether created or maintained by the employee or students. As restricted in this policy the phrase "electronic media" includes but is not limited to social networks, texting, and emails. This policy does not preclude electronic communication between teachers and their siblings and children who may be Hogan students.

Hogan Prep will provide official electronic media which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework, practice schedules, supplemental instructional material.)

POLICY 4710 – SEPARATION – RESIGNATION: CERTIFICATED STAFF

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

Certificated employees who for any reason intend to retire or resign at the end of the current school year are encouraged to indicate their plans in writing to the Board as early as possible, but no later than June 1.

Resignations to become effective during the school year require a release by the Board and must be considered on an individual basis. Letters of resignation shall be submitted to the Superintendent/designee and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

It is the practice of the administration to recommend to the Board those certificated employees who request to resign prior to July 31 be released from their contracts when there is good cause determined by the Board. After July 31, a certificated employee may petition the Superintendent to recommend a release from his/her contract for extremely unusual reasons. All requests to be released from a contract should be accompanied by \$3,000 in good funds for liquidated damages.

- Should the Superintendent agree to recommend a contract release, the funds will be returned.
- Should the Superintendent decline to recommend a release and the certificated employee leaves Hogan Prep, the funds will be retained by Hogan Prep per the liquidated damages clause in the employment contract.



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(Approved: 4.27.20)

Support staff who wish to resign should address a letter of resignation to the Superintendent with copies to the personnel administrator and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

Fourteen (14) days written notice is the minimum amount of time for resignation by a support staff member.

POLICY 4720 – SUSPENSION OR TERMINATION: SUPPORT STAFF

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

Non-Contractual Employees

Individuals employed without a contract are subject to suspension and dismissal at any time. The Superintendent is authorized to suspend such employees with pay subject to Board review. In addition, the Superintendent may recommend the suspension without pay or termination of non-contractual employees to the Board.

Contractual Employees

During the term of the employment contract, a support staff employee may be suspended with pay pending review of the Board. Prior to suspension or termination, such support staff employees will be informed of the reason for discipline and will be given an opportunity to respond to those reasons. Contractual employees, who are not offered a new contract, are not entitled to meet with the Hogan Board. However, in such situations, the employee may review the nonrenewal with the Superintendent/designee.

POLICY 4731 – NON-RENEWAL/TERMINATION OF EMPLOYMENT AGREEMENT

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies

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Hogan Preparatory Academy is an at-will employer. Either party may terminate the relationship at any time with or with cause and with or without notice, except for those prohibited by law (e.g. based on gender, age, ethnicity, race, religious belief, etc.)

In the event the employee terminates the contract prior to the expiration of the stated term, Hogan Prep retains the right to pursue liquidated damages as stated in the contract.

POLICY 4740 – REDUCTION IN FORCE: CERTIFICATED STAFF

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

If it becomes necessary to reduce the number of teachers due to a decrease in enrollment, Hogan Prep reorganization or the financial condition of Hogan Prep, the Board will act to retain the most qualified teachers while following all applicable statutory guidelines.

The Board may place a teacher upon unrequested leave of absence without pay when the Board determines that such action is necessary because of a decrease in pupil enrollment, Hogan Prep reorganization or the financial condition of HPA.

POLICY 4741 – REDUCTION IN FORCE: SUPPORT STAFF

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

The Board is authorized to reduce the number of support staff when in the Board's sole discretion factors including, but not limited to, decreases in student enrollment, Hogan Prep reorganization or financial reasons necessitate such reduction. In making such staff reductions, the Board will seek to retain those staff members best able to serve the needs of Hogan's students.

POLICY 4810 – STAFF WELFARE: EMPLOYEE INFORMATION SHARING POLICY

(Approved: 9.27.21)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

The Board of Hogan Preparatory Academy adopts the following policy, effective on the date of the adoption by the Board.

SECTION 1. The Superintendent or his/her designee shall be permitted to respond to requests for information from public schools about former employees.

SECTION 2. Information Sharing

2.1 The School shall provide information about a former employee to another public school upon request.

2.2 The School shall share the following information: information regarding any violation of the published regulations of the Governing Board of the School by the former employee if such violation related to sexual misconduct with a student and was determined to be an actual violation by the Governing Board after a contested case due process hearing conducted pursuant to board policy; the results of a children's division investigation if the investigation involved allegations of sexual misconduct with a student and the children's division reached a finding of substantiated.

SECTION 3. All current and potential employees shall be given notice of this policy upon its adoptions.

POLICY 4820 – STAFF WELFARE: EMPLOYEES WITH COMMUNICABLE DISEASES POLICY

(Approved: 9.27.21)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

The Board of Hogan Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

SECTION 1. Purpose of Policy

1.1 The Governing Board intends to ensure that no individual has potentially harmful exposure to infection or diseases.

SECTION 2. Definitions

2.1 Communicable disease: a disease that can be directly or indirectly transmitted from one person to another.

2.2 HIV infection: an infection in which the human immuno-deficiency virus is present.

SECTION 3. Protections

3.1 No student shall be denied access to nor shall an otherwise qualified individual be denied employment in the educational programs of the Governing Board solely because he or she is infected with a communicable disease or HIV infection.

3.2 A student or employee who is infected with a communicable disease or HIV infection will remain in his or her educational or employment setting unless he or she presents a significant risk of contagion as determined by the Governing Board after consultation with the student's or employee's physician, public health official knowledgeable about the disease and/or the Board's physician if in the judgment of the School Leader it is necessary to consult a private physician.

SECTION 4. Prevention of Transmission

4.1 Each year, Hogan Prep shall provide educational opportunities and review of this policy for all employees to become informed concerning transmissions of communicable disease and HIV infection.

4.2 Education and policy review shall include procedures to reduce the risk of transmitting communicable disease and HIV infection, including precautions to be taken in handling bodily fluids and blood whenever necessary. Handling blood and body fluids shall be in a manner consistent with the Center for Disease Control's Universal Precautions for Handling Blood and Body Fluids.



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SECTION 5. Identification of Potential Risks

5.1 Whether or not an infected individual presents a significant risk of contagion shall be determined based upon reasonable medical judgment given the state of medical knowledge about:

- The nature of the risk; i.e. how long the disease is transmitted;
- The duration of the risk; i.e. how long the carrier is infectious;
- The severity of the risk; i.e. the degree of potential harm to third parties; and
- The probability that the disease will be transmitted and will cause varying degrees of harm.

5.2 If an accommodation that does not impose undue financial hardship or administrative burdens can be made, then neither student nor employee shall be denied the right to participate in Governing Board programs or to be employed by the Board.

5.3 In order that the Board may have time to obtain a reasonable medical judgment concerning the student or employee who is infected by a communicable disease, the Superintendent is authorized to remove the infected student or employee from HPA programs or employment for a period not to exceed ten days during which time the Board shall make a decision as to whether the student or employee can be accommodated and does not pose a significant risk to others.

5.4 The student or employee shall be excluded only if the Board determines after consultation as provided above that the communicable disease is of such nature or at a stage that the individual should not be in an educational setting.

SECTION 6. Privacy Rights

6.1 Neither the Board nor its employees shall disclose medical information about a student or employee with HIV infection or other communicable disease without the consent of the employee or the student or his or her parent or guardian, whichever is applicable, or only as required by law or court order.



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POLICY 4830 – STAFF WELFARE: BOARD/STAFF COMMUNICATIONS

(Approved: 4.27.20)

While the primary line of communication between the staff and the Board remains through the Superintendent, the Board expresses a desire to maintain open communication with the certificated and support staff. Open communication between Board and staff facilitates continuing improvement of education and the proper disposition of personnel matters that may arise.



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POLICY 4840 – STAFF WELFARE: CONFLICT OF INTEREST

(Approved: 4.27.20)

Hogan Prep employees are prohibited from engaging in any activity that would conflict, or raise a reasonable question of conflict, with their Hogan Prep responsibilities.



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

POLICY 4850 – STAFF WELFARE: STAFF COMPLAINTS & GRIEVANCES POLICY

(Approved: 9.27.21)

The Board of Hogan Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

SECTION 1. Intent of the Policy



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1.1 The purpose of this policy is to provide a process for employees or applicants to reach solutions to problems, disputes, or controversies at the lowest administrative level, as fairly and as expeditiously as possible.

1.2 This policy also addresses employees or applicants who allege discrimination or harassment on the basis of age, gender, race, color, religion, national origin, disability, or any other basis expressly prohibited by law.

SECTION 2. Definitions

2.1 Complaint - A complaint means any claim or grievance by an employee who is affected in his or her employment relationship by an alleged violation of applicable statutes, policies, rules, regulations, or written agreements with which the Board is required to comply. In accordance with this policy, a complaint may also be filed by a job applicant.

2.2 Employee - Employee shall mean any person hired by HPA to perform services either full or part time.

2.3 Days - Days shall mean working days exclusive of Saturday, Sunday, or official holidays unless otherwise noted.

2.4 School Leader - Employee possessing that degree of administrative authority.

2.5 Parties in Interest - Any persons involved in the processing and investigation of the complaint.

2.6 Complaint File - A file maintained by the School Leader containing documents relevant to the complaint. This shall be separate from the personnel file and shall be open to parties in interest only.

2.7 Board - The Governing Board of Hogan Preparatory Academy.

2.8 Notification - means delivery in person to the party entitled to notification, or deposit in the United States Mail, certified mail, return receipt requested, to the last known address of the party notified.

SECTION 3. Procedure for Notice, Hearing Rights, Evidence Representation, Decisions, and Record



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3.1 This complaint and grievance procedure is applicable to any claim by any employee or applicant of Hogan Prep who is affected in his or her employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations, or written agreements with which the school is required to comply.

3.2 The Board will ensure that a complaint is processed as expeditiously as is practicable. The initial complaint should be made in writing and should clearly state that the complainant wishes to utilize the Complaints and Grievances Policy, the nature of the complaint and specific statute, policy, rule, regulations, or written agreements that have allegedly been violated. The written request should be received by the School's office via certified mail at the following address: 6409 Agnes, Kansas City, MO 64132.

3.3 The complainant and all parties in interest shall be adequately notified of the time and place of the initial meeting and any appeal of the initial decision in writing by hand delivered or certified mail.

3.4 The complainant and the individual(s) accused of the violation shall be entitled to an opportunity to be heard, to present relevant evidence, and to examine witnesses.

3.5 The Governing Board may appoint a member of the State Bar to serve as law officer who shall rule on all issues of law and other objections, but such attorney shall not assist in the presentation of the case for either party.

3.6 At each level, an accurate record of the proceeding must be kept by mechanical means and all evidence shall be preserved and made available to the parties involved; all cost and fees shall be borne by the party incurring them unless otherwise agreed upon by the parties; except that the cost of preparing and preserving the record of the proceedings shall be borne by the Governing Board; provided however, the cost of transcribing the transcript of evidence and proceedings before the Board shall be borne by the party requesting same, and all costs of the records on appeal to the superior courts and appellate courts shall be paid by the party required to do so by the laws relating thereto.

3.7 The overall time frame from the initiation of the complaint until rendition of the decision by the Governing Board and notification thereof to the complainant shall not exceed thirty (30) days. In no instance shall there be more than ten (10) calendar days between the most recent alleged act about which a complaint may be filed and the first



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written notice of complaint is received nor shall there be more than ten (10) calendar days between the decision at any level and the date the appeal to the next level is received.

3.8 Decisions at each level shall be in writing and dated. Each decision shall contain findings of fact and reasons for the particular resolution reached. The decision reached at each complaint level shall be sent to the complainant by certified mail or hand delivered by a person designated by the Superintendent within twenty (20) business days of the hearing.

3.9 Decisions at each level shall be delivered to the complainant and the affected parties by a person designated by the Superintendent either by (1) being hand delivered or (2) being deposited in the U.S. Mail (certified mail, return receipt requested). Notice to the complainant shall be deemed to have been made on the date of hand delivery or on the date of deposit in the U.S. Mail by certified mail, return receipt requested to the address stated in the complaint or, if not contained in the complaint, to the last known address of the complainant on file with Hogan Preparatory Academy.

3.10 If the complainant is dissatisfied with the review of the supervisor's decision, he or she must forward an appeal to HR within ten (10) working days. The appeal shall be in writing and include the reason(s) for the appeal. HR will notify the Superintendent or his/her designee that a timely appeal has been received. A copy of all complaints involving appeal reviews will be forwarded to the Superintendent.

3.11 The complainant and the individual(s) alleged to be in violation are entitled to the presence of an individual of his/her choice to assist in the presentation of the complaint at the Governing Board level. At the Board level nothing shall prevent the Board from having an attorney present to serve as the law officer who shall rule on issues of law and who shall not participate in the presentation of the case for the School Leader or the complainant.

3.12 The Board, when hearing an appeal from the initial hearing, shall hear the complaint de novo. The complainant cannot present additional evidence at the Governing Board level of the complaint process, unless it is determined by the School Leader presiding over the complaint that such evidence is relevant to the issues presented at the initial hearing and such evidence was either not made available by the administration or not discoverable by the complainant or unless it is presented and received in writing to the person presiding over the complaint at least five (5) days prior to the set date for the Governing Board hearing. A committee of the board will conduct the appeal proceeding within fifteen (15)



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working days and, within twenty (20) working days after the conclusion of the proceeding, will render a final decision.

3.13 The time limits specified in this complaint procedure will be observed and applied strictly and will not be extended without the prior written consent of the employee and the applicable level of supervision responsible for the review. If an employee fails to comply with any time limit, the complaint shall be deemed automatically withdrawn and the proceeding terminated.

SECTION 4. Prohibited Reprisal Provision

4.1 No reprisals of any kind shall be taken by the Board or by any member of the administration against any complainant as a result of participation in the complaint process.

SECTION 5. Collection of Information

5.1 Nothing in this policy shall be construed to limit any other fact finder or decision maker from using any equitable means available to establish the truth or the circumstances pertinent to the complaint, provided that the complainant shall have an opportunity to respond to any information considered by the decision maker in reaching a conclusion.

POLICY 4860 – STAFF WELFARE: PERSONNEL RECORDS

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

Personnel files on all employees will be maintained in Hogan Prep's administrative offices. It is the intent of the Board to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all Hogan employees.

Hogan Prep will maintain the following information in personnel files: applications, certification documents, performance evaluations, current transcripts, employment contracts and performance related documents. Medical records, including health insurance records, will be maintained separately. Files containing immigration records will be kept separate from personnel files.

The personnel file(s) of an individual employee will be considered confidential to the extent allowed by law. Access to personnel files will be on a strict need-to-know basis by appropriate Hogan Prep administrators, legal counsel, or state agencies with authority.

Upon request to and in the presence of the appropriate administrative official, any employee will have the right during regular working hours to inspect his/her own personnel file, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.

Information of a critical nature will not be entered or filed in the employee's personnel folder until the employee is given notice, as well as an opportunity to review the information and comment thereon. The employee will have the right to append a reply to the statement, which will also be included in the folder.

POLICY 4865 – STAFF WELFARE: WHISTLEBLOWER PROTECTION

(Approved: 6.22.20)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

Hogan Prep is committed to provision of a quality education in a transparent and supportive environment. Employees who engage in certain discussions of Hogan operations; disclosure of alleged prohibited activities or testimony before a court, administrative, or legislative body will not be subject to disciplinary action as provided in this Policy 4865. The protection of this policy extends to dismissal, demotion, transfer, reassignment, suspension, reprimand, warrant of such disciplinary action, withholding of work irrespective of whether such action affects the employees' compensation.

The following categories of employment activity are protected under this policy.

Discussion of Hogan Prep Operations

Employees are protected in discussing the operations of Hogan Prep with any member of the legislature, state auditor, attorney general, a prosecuting or circuit attorney, a law enforcement agency, news media, the public or any state official or body charged with investigating any alleged misconduct described in this policy. Such protection will not restrict or preclude the administration from disciplining an employee who knew the information discussed was false; the information was closed or confidential under law, or when the discussions relate to the employee's own violations, mismanagement, a gross waste of funds, abuse of authority, or endangerment of public health or safety.

Disclosure of Prohibited Activity

Employees are protected in making disclosures of any prohibited activity under investigation or any related activity, or for the disclosure of information which the employee reasonably believes demonstrates:

- Violation of any law, rule or regulation.
- Mismanagement, a gross waste of funds or abuse of authority, violation of policy, waste of public resources, attention of technical findings, or communication of scientific opinion, breaches of professional ethical census, or a substantial and specific danger to public health or safety, if the disclosure is not specifically prohibited by law.

Similarly, no employee will be required to give notice to a supervisor prior to disclosing any activity set out in this subsection.

Employees are protected in their testimony before a court, administrative body, or legislative body regarding an alleged prohibited activity or disclosure of related information.

Limitations on Protected Activity

The employee protections set out in this policy will not prohibit:



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

- A supervisor from requiring employees to inform the supervisor concerning legislative requests for information; the substance of testimony made or the substance of testimony to be made to legislators on behalf of Hogan Prep.
- A supervisor may preclude an employee from leaving their assigned work area during normal work hours or without complying with the applicable rules, regulations and policies. However, this limitation will not apply when an employee is requested by a legislator/legislative committee to appear before such legislative committees.
- A supervisor from disciplining an employee who represents his/her personal opinions as the opinion of Hogan Prep.
- A supervisor from disciplining an employee who discloses or discusses information the employee knew was false; the information is closed or is confidential under the provisions of the open meetings law or any other law; or the disclosure relates to the employee's own violations, mismanagement, a gross waste of funds, abuse of authority or the endangerment of public health or safety.

Referral to the State Auditor

Where an employee alleges that they were disciplined for disclosure or discussion of information related to the receipt or expenditures of public funds, the employee may request the state auditor to investigate the alleged misconduct and whether unlawful disciplinary action was taken as provided in this policy.

Policy Posting

Hogan Prep will post a summary of this policy in locations in all HPA facilities where it would reasonably be expected to come to the attention of all employees. In addition, this policy will be posted on Hogan Prep's website.

[§ 105.055 RSMo - Form 4560](#)

POLICY 4870 – STAFF WELFARE: DRUG FREE WORKPLACE

(Approved: 9.27.21)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

The Board of Hogan Preparatory Academy adopts the following policy, effective on the date of adoption by the Board.

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, students, and other employees. Employees who display manifestations of drug or alcohol use while on duty may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to participate in and complete rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify their manager or HR of their conviction. Notification must be made by the employee to their manager or HR within five (5) days of the conviction. Within ten (10) days, the manager or HR will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The School will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as all other medical records.

The School's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or



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fails to respond to treatment, and performance is adversely affected, he/she will be subject to employment action in proportion to the performance problem.

Implementation of this policy will not require or result in any specific regulations, privileges, or exemptions from the standard administrative practices applicable to job performance requirements.

Upon request of the Department of Elementary and Secondary Education or an agency of the United States, the School shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The School shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

POLICY 4880 – STAFF WELFARE: USE OF HOGAN PROPERTY

(Approved: 4.27.20)



Hogan Preparatory Academy Board Policies Section 5: Personnel Services

Employees may be provided access to and use of Hogan Prep property including, but not limited to, desks, file cabinets, closets, storage areas and computers for classroom use. These items remain the property of Hogan Prep and are subject to inspection by Hogan administrators.

POLICY 4890 – STAFF WELFARE: ACTIVE SHOOTER TRAINING POLICY

(Approved: 11.16.20)



Hogan Preparatory Academy Board Policies

Section 5: Personnel Services

This policy addresses Hogan Preparatory Academy's plan for active shooter training and associated drills.

Teacher and Employee Training

At the discretion of school administration, the school may include in its teacher and school employee training a component on how to properly respond to students who provide them with information about a threatening situation and how to address situations in which there is a potentially dangerous or armed intruder in the school. Training may also include information and techniques on how to address situations where an active shooter is present in the school or on school property.

The administration may conduct the training on an annual basis. If no formal training has previously occurred, the length of the training may be eight hours. The length of annual continuing training may be four hours.

Simulated Active Shooter and Intruder Response

All school personnel shall participate in a simulated active shooter and intruder response drill conducted and led by law enforcement professionals. Each drill may include an explanation of its purpose and a safety briefing. The training shall require each participant to know and understand how to respond in the event of an actual emergency on school property or at a school event. The drill may include:

1. Allowing school personnel to respond to the simulated emergency in whatever way they have been trained or informed; and
2. Allowing school personnel to attempt and implement new methods of responding to the simulated emergency based upon previously used unsuccessful methods of response.

All instructors for the program shall be certified by the department of public safety's peace officers standards training commission

Information Sharing

Hogan Preparatory Academy shall foster an environment in which students feel comfortable sharing information they have regarding a potentially threatening or dangerous situation with a responsible adult.