

### **3.001 EMPLOYEE AGREEMENTS/CONTRACTS**

All Riverside Leadership Academy staff members are employees of Riverside Leadership Academy, Inc. Riverside Leadership Academy, Inc. is an “at-will” employer. As such, either Riverside Leadership Academy, Inc. or the employee may terminate the employment relationship at any time for any reason. Acceptance and signing of employment contracts in no way repeals or modifies this at-will nature of the employee’s employment status with Riverside Leadership Academy, Inc.

#### **I. Hiring Process**

Riverside Leadership Academy must adopt a hiring process which adequately screens candidates and provides the board of directors with a level of assurance that certain requirements were reviewed before offering a position of employment.

At a minimum, the hiring process should include:

- Collect Resume and Riverside Leadership Academy Application for Employment
- Initial interview with Collaborative team (grade level teachers, Support personnel, Administrators, etc.)
- Follow up Screening Activity (sample lesson, collaborative activity, mock project tuning protocol, video of sample lesson implementation, etc.) involving several stakeholders (could include colleagues, students, and community members)
- Interview with Executive Director
- Administrator checks three references
- Background Check and Drug Screening (or make offer pending satisfactory completion of these tests)

When Riverside Leadership Academy’s Executive Director has selected a candidate to recommend for hire to the board of directors, a new hire recommendation packet should be presented to the board.

At a minimum, the new hire recommendation packet presented to the board of directors should include:

- Copy of resume
- Copy of Employee Application
- Certify review of Riverside Leadership Academy’s Educational plan, Mission and Vision
- Pertinent notes from team interview
- Summary comments from screening activity
- Recommendation comments from Executive Director interview
- Certification by Executive Director that reference checks were completed and no barriers to employment were raised
- Certification by the Executive Director that background check and drug screening resulted in no findings.

Once all of the procedures for hiring have been completed the prospective employee shall be presented with the employee agreement. This agreement shall include the employee's salary, benefits, and length of service.

## **II. Employee Pay and Benefits**

Riverside Leadership Academy's Board of Directors is not obligated to follow the state and local salary schedule when determining employee salaries. However, it is Riverside Leadership Academy's goal to pay all full-time employees competitively with the state and local salary schedule. Riverside Leadership Academy's Board of Directors will differentiate employee salary amounts according to years of experience, attained college/university degrees and professional certification as established and recognized by the North Carolina State Board of Education.

Any payment of additional annual salary supplements and/or performance bonuses shall be determined by the Board at the end of each fiscal year.

All full-time employees shall be entitled to participate in the annual benefits package at those rates and provisions as are offered in the package each year. The Board reserves unto itself the right to offer those additional employment benefits as it deems reasonable, appropriate, and affordable. Additional benefits offered by the Board are limited to one fiscal year at a time, subject to annual review and renewal.

As a public charter school, RLA is almost exclusively funded through state, local and federal monies. Prior to the beginning of each school year, the board approves the school's annual budget, which contains all expected personnel costs. Those costs are derived in large part from the compensation and benefits paid to employees pursuant to our policies and contracts. As such, the school does not change compensation for employees during the year unless there is a change in position or responsibility. Teachers are expected to ensure their licensure and experience is updated by the end of February, prior to contracts being offered. Once personnel contracts are executed, changes in compensation will not be made even if there is a change in years of experience/service or licensure. Contract changes are only permitted if there is a change in responsibility or position and must be approved or ratified by the school's board of directors.

## **III. Open Door Policy**

Riverside Leadership Academy is committed to fair and equitable treatment for all employees. Good-faith complaints, grievances, questions, comments, suggestions, or ideas are of interest to Riverside Leadership Academy. Riverside Leadership Academy encourages its employees to communicate such good-faith complaints, grievances, questions, comments, suggestions, or ideas to their supervisor, or the Executive Director.

Board Adopted: November 08, 2023  
Revised and Board Approved: January 24, 2024