

Policy Type: Executive Limitations

Policy Title: Treatment of Staff

With respect to the treatment of paid and volunteer staff, the Director may not cause or allow conditions that are unfair or undignified or in violation of the charter.

Accordingly, he or she shall not:

1. Operate without written personnel policies that clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions such as nepotism, sexual harassment, and grossly preferential treatment for personal reasons.
2. Use methods of collecting, reviewing, transmitting, or storing staff information that fail to protect against improper access to the material elicited.
3. Discriminate against any staff member for an ethical or religious dissent.
4. Prevent staff from grieving to the board when
 - Internal procedures have been exhausted, and
 - The employee alleges either that
 - i. The board policy has been violated to his or her detriment or
 - ii. Board policy does not adequately protect his or her human rights.
5. Fail to inform staff that in the event they feel the Director specifically has violated their rights they are directed to go around the Director and contact the board.
6. Fail to acquaint staff with their rights under this policy.

The Undersigned officers and or directors of Lakeview Academy certify that this treatment of staff policy was duly reviewed on _____-