
PERSONNEL CONCEPTS AND ROLES POLICIES

The Board of Directors recognizes that the success of The Collaborative Charter Services Organization (“CSO”) and its member schools hinges on effective personnel. The Board desires to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the support of the CSO member schools. The CSO’s personnel policies and related regulations shall be designed to ensure a supportive, positive climate and shall be consistent and in conformance with state and federal law and regulations.

The Board shall set terms and conditions of employment which shall be stated in the at-will employment agreements and shall have the force of policy. The Board shall hear employee complaints and appeals when such hearings are in accordance with board policy or negotiated agreements. The Board shall also adopt wage and salary schedules and shall commit budget funds for staff development so that staff members may continue developing their skills.

The Chief Executive Officer or designee has primary responsibility for overseeing the CSO’s personnel system. To support this effort, the Board shall approve a framework for sound hiring practices. The Chief Executive Officer or designee shall recommend all personnel for employment following a successful screening and background check, and the Board shall approve only those persons so recommended. Individuals who approach board members regarding prospective employment shall be referred to the Chief Executive Officer or designee.

The Chief Executive Officer or designee shall assign and supervise the work of all employees and shall evaluate their work in accordance with effective accountability systems approved by the Board. The Chief Executive Officer or designee also shall recommend disciplinary action, which the Board may take against employees when warranted pursuant to Board policy and/or state or federal law.

The Board recognizes that every employee has a stake in the CSO’s successful operation. The Board encourages all employees to express their ideas, concerns and proposals related to the improvement of working conditions and the charter services organization. The Chief Executive Officer or designee shall establish procedures whereby he/she will receive and consider employee suggestions and submit them, when appropriate, for consideration by the Board.