

APPENDIX 2.9: PERSONNEL POLICIES/EMPLOYEE MANUAL _____

Personnel Policies/Employee Manual

During the planning year we will build a draft personnel policy manual for board discussion and approval. In drafting the personnel policy manual, we will refer to the manuals of high-performing charter schools and consult with local human resources experts. The manual includes, but is not limited to, family and medical leave policies, equal employment and nondiscrimination policies, paid time off policies, and expectations for employee conduct. The manual will be reviewed by an attorney before publishing and will be revised and approved annually by the board.