

# Hiring Policies & Procedures

## **At-Will Employment**

Your employment with Kairos Academies Charter School ("Kairos Academies") is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave Kairos Academies at any time, with or without notice and with or without cause. Nothing in the employee handbook or any other Kairos Academies' document should be understood as creating guaranteed or continued employment, a right to termination only "for cause," or of any other guarantee of continued benefits or employment. The Chief Executive Officer or her/his designee has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Chief Executive Officer or her/his designee.

## **Equal Employment Opportunity Statement**

Kairos Academies is an equal opportunity employer and makes employment decisions based on merit and in accordance with applicable state and federal law. Kairos Academies' policy prohibits unlawful discrimination on the basis of race, color, national origin, religion, sex or gender, sexual orientation, gender identity and expression, disability, military or veteran status, genetic information, or age in its employment practices as required by Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title I and Title V of the Americans with Disabilities Act of 1990, as amended ("ADA"); the Age Discrimination in Employment Act of 1967, as amended ("ADEA"); Section 504 of the Rehabilitation Act of 1973, as amended; the Genetic Information Nondiscrimination Act of 2008 ("GINA"); and any other legally-protected classification or status protected by federal, state, or local law. Additionally, Kairos Academies does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to an alleged discriminatory employment practice.

Kairos Academies promotes a positive, productive work environment within which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices for any reason. It is the responsibility of every employee to conscientiously follow this policy.

## **Employment of Relatives**

Kairos Academies is committed to providing equal employment opportunities to its

employees. Intimate relationships have the potential to interfere with Kairos Academies' ability to provide equal employment opportunities for its employees, and in some instances, may constitute sexual harassment or other unlawful discrimination. To minimize potential conflicts of interest, Kairos Academies strongly discourages its employees from entering into intimate relationships with other employees for which they have professional supervisory responsibility.

While some relatives of employees or the Board of Directors may be employed by Kairos Academies, a familial relationship among employees can also create an actual, or at least a potential, conflict of interest in the employment setting, especially where one relative has professional supervisory responsibility over another relative. Kairos Academies administration must be notified of all managerial relationships between Kairos Academies employees.

Kairos Academies may refuse to hire or assign a relative in a position where the appearance of or potential for favoritism or conflict exists or where otherwise prohibited by law. Employees shall also refrain from making hiring, firing or other decisions impacting the terms or conditions of employment of relatives. Where hardship exists, employees may appeal to the Chief Executive Officer or her/his designee in accordance with the Kairos Academies' formal complaint procedures set forth in this handbook.

For the purposes of this section, a "relative" is any person who is related by blood or marriage within the third degree, as described below, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

<b>1st Degree</b>	Parent, Child, Spouse, Stepparent and Stepchild
<b>2nd Degree</b>	Grandparent, Grandchild, Sibling
<b>3rd Degree</b>	Great-Grandparent, Great-Grandchild, Aunt, Uncle, Niece and Nephew

## **Certification and Licensure of Instructional Staff**

Each of Kairos Academies' teachers is strongly encouraged to hold a current Missouri Department of Elementary and Secondary Education teaching certificate, permit or other document equivalent to that which certified teachers would be required to hold. If teachers do not have certification, there must be a documented action plan on file with Kairos Academies administration to complete the certification within an agreed timeframe.

It is the responsibility and a condition of continued employment of all instructional staff,

including teachers, instructional coaches, substitutes and paraprofessionals to maintain the appropriate credential, certificate, permit or other documentation required for their respective position and to ensure that a current copy is on file in Kairos Academies administration at all times. Failure to comply with this requirement may result in a change in position assignment from an instructional position to a substitute position affecting both pay and health benefits.

## **COVID Vaccination Requirements**

Kairos requires employees to provide proof of full vaccination at the time of hiring. Employees must submit a completed "COVID Vaccination Record Card", inclusive of a COVID Booster, when eligible.

## **Criminal Background Review**

As a condition of employment, Kairos Academies will obtain criminal record summary information from the local, state and national law enforcement databases. In addition, Kairos Academies conducts Missouri Automated Criminal History System (MACHS) checks on all employees upon recommendation for employment. State law requires MACHS checks to be done on teachers. This MACHS report screening process helps to ensure that employees working at Kairos Academies are able to provide a safe and healthy environment for all students. Kairos Academies will not employ a person who has been convicted of a violent or serious felony nor been declared a sex offender by any State or jurisdiction. Kairos Academies shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification.

Reasonable background inquiries and checks are required for any volunteers who have unsupervised contact with students. Prior to the usage of any volunteer in a role which may allow unsupervised contact with students, the school leader, besides checking appropriate references, shall also submit required documentation to Kairos Academies administration, signed by the prospective volunteer.

In accordance with this legal authority, criminal history reviews of employees (or volunteers whose duties are performed where students are regularly present) may be obtained at any time during employment or volunteer service. Information collected on an individual to comply with the requirements listed above is confidential and may not be released except as authorized by law or with the consent of the person who is the subject of the information.

All employees and applicants must complete the Authorization for Criminal History Background Check form distributed as part of Kairos Academies's new hire process.