

## **WHEA Employee Policies & Procedures**

### **Leave Policy**

- Calling in Sick - When calling in sick, you must notify your Lead Teacher, Office Coordinator and the Administrator through text messaging or a phone call.
  - **Please do not email** to notify the school when calling in sick.
  - You will be responsible for finding coverage and/or hiring a substitute teacher if needed.
  - When hiring a substitute refer to the WHEA Substitute List and contact T-SEAS to report it (808-441-8400). Also the Office Coordinator.
  - Five (5) or more consecutive sick leave days must be accompanied by a doctor's note to be given to the Office Coordinator.
- Personal Leave (Teachers Only) - Need to be requested within 48 hours of the event. Use Form 300-001 Application for Leave and submit completed form to Administration.
- Vacation Leave (HGEA & UPW) - Use Form G-1 Application for Leave of Absence (pink). Please submit 2 weeks prior to the event.

### **Academic Freedom and Authorship Policy**

1. Academic freedom shall be guaranteed to employees and they shall be encouraged to study, investigate, present and interpret objectively facts and ideas concerning man, society, physical and biological work, and other branches of learning subject to established courses of study.

2. Intellectual Property Rights: The school encourages and supports original product development and ownership by its faculty. Staff may wish at times to enter into agreements with the school to publish or otherwise protect potentially proprietary property.

### **Driving School Vehicles Policy & Procedures**

WHEA vehicles are essential to the health and safety of students and the smooth daily operation of the school. In order for these objectives to be met, it is essential that employees involved with the use of the vans have the following:

- Achieved a passing score in the Drivers Training class provided by the school.
- Appropriate medical clearance
- A valid driver's license

Drivers must:

- Sign out and return the keys to key box.
- Complete a Teacher Off Campus Form when transporting students.
- Complete a Van Pre/Post Checklist before leaving and after your return. The checklists are found in the van and completed forms should be turned in to the Custodial Supervisor.
- Park and lock vehicles safely in the appropriate area when not in use
- Obtain receipts from any fuel charges to the Bookkeeper, if charging fuel.
- Report any mechanical difficulties to the Facilities Manager and without delay;
- Report and file documentation to the Facilities Manager and Director in case of school vehicle damage, staff accident, or motor vehicle violation.
- Make sure that the van is clean after transporting students. If not, have students take out all garbage before locking and returning the keys.

No school vehicle is to be driven by any staff member for personal use without prior approval from the administration. No school vehicle may be driven by a parent or volunteer; all van drivers must be employed at WHEA.

### **Field Trips**

Teacher Off Campus Form to be completed for field trips taken during the school days and hours.

### **Overnight and/or Off-Island Field Trips**

Be sure to read the Procedures for Request for Overnight and/or Beyond School Hour Activities instruction sheet. The specific timeline includes the completion and approval of required forms by both the Lead Teacher and Director. All students must complete a Parent/Legal Guardian Authorization for Student Participation and Travel Form. Prior to the field trip, the list of students participating, and an itinerary must be given the

Office Manager. Travel arrangements, chaperones and coverage for participating teachers' school responsibilities (including those students not attending the field trip) need to be completed by the organizing teacher(s). Field trips involving ocean activities require a certified lifeguard. Field trips involving hiking activities require appropriate footwear. Students without the appropriate footwear will not be able to participate in the activity.

## **Grievance Procedures**

### **Complaints/Grievances With Staff**

If an issue arises between staff members, it is expected that the staff involved attempt to resolve it. Any substantial complaint, or any repeated minor complaint concerning an employee that can't be resolved should be reported to the employee by the Director. Any employee against whom a complaint has been filed, and where the administration deems it to be serious and substantive, will have the opportunity to meet the complainant(s). If the issue still can't be resolved, the employee should bring the concern to the Governing Board.

### **Complaints/Grievances With Director**

If an issue arises between a staff member and the Director, and cannot be resolved, the issue must be brought to the Governing Board for mediation and resolution. The employee may also choose to file a grievance with the perspective union as well.

If an employee's presence is required at a conference where a private attorney is in attendance, the employee has the right of legal representation from the Attorney General's office.

No recording device shall be used nor transcription taken in a meeting or conference without the knowledge of the employee.

### **With Department of Education (DOE)**

If an issue arises between a staff member and the DOE, the first step is to notify the Director. If the issue leads to grievance, the HSTA representative servicing West Hawaii should be contacted.

## **Standards of Conduct**

It is expected that all employees will apply the highest professional standards to their conduct. At all times, staff members should adhere to the WHEA Code of Ethics. The school expects its employees to establish themselves as appropriate role models and to stress clear, consistent expectations for student performance. Whether in one-to-one or group situations, all employees are expected to balance structure and authority with empathy and compassion.

It is expected that each employee will adhere to the WHEA's Code of Ethics at all times:

1. Be a good role model to students, not their friend. Teach appropriate behavior by example.
2. Apply appropriate interpersonal interactions at all times. Adults must be the role models for appropriate interpersonal behavior. We must maintain the highest standards of behavior in order to help guide our students.
3. Consistently enforce all academic and behavioral expectations of all students. Agree to communicate openly with team members to clarify expectations.
4. Be enthusiastic and positive about your job.
5. Support the school team and its members.
6. Communicate openly with students, parents, and families. Practice correction without invalidation.
7. Maintain the confidentiality of all students and staff members unless information is divulged which requires other professional or legal involvement. Maintain this confidentiality both in and out of the school environment.
8. Believe that all students will be successful and facilitate all students toward success.

## **Confidentiality**

In order to perform their jobs effectively, WHEA employees have access to and discuss confidential and personal information about students as it relates to their education or other aspects of their school experience.

Discussion of such information outside of a confidential, professional context is potentially harmful to the student being discussed and, by extension, to the school. The safety and security of students is paramount to WHEA. As a result, WHEA employees must not discuss confidential information concerning students outside of a professional context. This is considered a FERPA (Family Educational Rights & Privacy Act) violation.

### **Use of Drugs and Alcohol**

All employees are forbidden to use or possess alcohol or illegal drugs at any time during the workday or anywhere on school premises. Violators will be subject to immediate discipline and legal action.

### **Smoking**

In compliance with state law and in keeping with WHEA's policy to maintain a smoke-free environment, no tobacco products may be used by students, employees, or visitors within the school facilities, on school grounds, or in school vehicles. Further, no employee of the school may use tobacco products in the presence of students on or off school property.

### **Harassment**

It is the goal of WHEA to promote a workplace that is free of any type of harassment or bullying.

Harassment is the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands. The purposes may vary, including racial prejudice, personal malice, or any means of instilling fear. It is illegal discrimination.

### **Workplace Bullying**

Refers to repetitive, unreasonable actions of individuals (or a group) directed towards an employee (or a group), which are intended to intimidate, degrade, humiliate, or undermine; or which create a risk to the health or safety of the employee(s). If an employee feels that they are being bullied they should follow the complaint/grievance process outlined above.

### **Sexual Harassment**

Sexual harassment is a form of sex discrimination that is prohibited in the workplace. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Any employee of the school who violates this policy against sexual harassment shall be disciplined accordingly.

The legal definition of sexual harassment is broad and, in addition to the above, other sexually-oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

Retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint, is unlawful and will not be tolerated by WHEA.

If any employee believes that he or she has been subjected to sexual harassment, the employee has the right to file a complaint with the Director or the Governing Board, verbally or in writing.

When a complaint has been received, appropriate corrective action will be taken in a fair and expeditious manner. Any investigation will be conducted in such a way as to maintain the confidentiality to the extent practicable under the circumstances. Typically, an investigation would include private interviews with the person filing the complaint, with witnesses (as appropriate), and with the person alleged to have committed sexual harassment. When the investigation has been completed, the results will be conveyed to the person filing the complaint and the person alleged to have committed the conduct, to the extent appropriate.

If it is determined that inappropriate conduct has occurred, WHEA will act promptly to eliminate the offending conduct and, where it is appropriate, will also impose disciplinary action. Such action may range from referral to

counseling to termination from employment or other such forms of disciplinary action as seemed appropriate under the circumstances.

### **WHEA Employee Disciplinary Process**

The staff may be disciplined if they violate the expectations of a WHEA teacher. (See Code of Conduct section)

- After 1st violation the employee will be given a verbal warning. This will include meeting with the Director & reviewing the “Summary of Conference” document (see the appendix for the form).
- Second violation the employee will be given a written warning. This will include meeting with the Director and a Peer Mentor to review the Summary of Conference document and establish a written Action Plan.
- Third violation the employee will meet with the Director and possibly a GB member on the Personnel Committee to review Summary of Conference document and discuss type of discipline. Discipline can range from suspension without pay, demotion and discharge from duties as long as there is proper cause.

### **Computer Use Policy**

WHEA encourages the use of electronic media and associated services by employees. All employees have the responsibility to use these resources in a professional, ethical, and lawful manner. The following guidelines have been established for using email and the internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to set forth general principles when using electronic media and services.

#### *Prohibited Communications*

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing
- Derogatory to any individual or group
- Obscene, sexually explicit or pornographic
- Defamatory or threatening
- In violation of any license governing the use of software.
- A FERPA or Privacy violation of students and/or staff.

#### *Personal Use*

The computers, electronic media and services provided by WHEA are primarily for school use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for school purposes.

### *Access to Employee Communications*

Generally, electronic information created and/or communicated by an employee is not reviewed by the school. However, employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

WHEA retains the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other school policies.

### *Software*

Unauthorized downloading of any unauthorized software is strictly prohibited. Employees should contact the system administrator if they have any questions.

### *Security/Appropriate Use*

Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by administration, employees are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties;
2. Hacking or obtaining access to systems or accounts they are not authorized to use;
3. Using other people's logins or passwords; and
4. Breaching, testing, or monitoring computer or network security measures.

No email or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials excepts as permitted by the copyright owner.

### *Participation in Online Forums*

Employees should remember that any messages or information sent on school-provided facilities to one or more individuals via an electronic network – for example, internet mailing lists, bulletin boards, and online services – are statements identifiable and attributable to WHEA.

WHEA recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a group devoted to that technical area.

### *Violations*

Any employee who abuses the privilege of their access to email or the internet in violation of this policy will be subject to corrective action.

### **Equipment Use Policy**

Employees may use school equipment outside of the school for job-related purposes with notification and documentation provided to the Office Manager and/or Director.

Employees are prohibited from using school equipment for personal purposes unless approval is obtained from the Co-Directors. Documentation must be provided to the Office Manager.

Employees who use school equipment for personal purposes accept full and unconditional responsibility for any equipment damage or loss and will reimburse the school within a reasonable time for the applicable repair/replacement cost.

### **Student Medication**

**At no time is an employee of the school to administer student medication nor shall they supply any student with internal or external**

**medications.** The exception of this rule will include the Director or the designees, who will be able to administer prescription drugs to students under the supervision and guidance of a medical professional.

Approved by WHEAPCS GB: July 14th, 2021