

EMPLOYEE POLICIES

**Compensation** – Teachers are initially compensation based on the Board approved teacher salary matrix. Salaries are then reviewed annually for changes based on the matrix. A teacher may request in writing for a mid-year review of the additional credits component of the matrix. If additional compensation is awarded it shall take effect February 1. Any requests received after February 1 shall be considered for the next school year.

Non-teacher employees will be compensated on an individual basis and their compensation will be reviewed at least annually.

**Suspension** – The Director may suspend any employee (found deficient or suspected of wrong doing) for 5 days with or without pay. The Director may extend the suspension for an additional 10 days with pay to allow for Board action.

**Dismissal** – The school reserves the right to dismiss without cause any teacher with 30 days notice and all other employees with 10 days notice. The school reserves the right to dismiss immediately any employee for cause. The Director shall make recommendations for dismissal to the School Board.

**Conflict of Interest** – The conflict of interest policy for school board members shall apply to all employees and will be discussed with all new employees.