

Alaka'i O Kaua'i Public Charter School **Employee Rights Policy**

Alaka'i O Kaua'i will ensure all employees are aware of their employee and statutory rights protected by the law as it pertains to the school. Employee rights posters will be displayed in a common area. New employees will be apprised of their rights during intake conference with School Director or designee.

The School will comply with all federal and state statutes, which may be amended from time to time, including, but not limited to the following:

Anti-Discrimination / Equal Employment Opportunity

Alaka'i O Kaua'i employees will not be discriminated against or engage in any discriminatory activities as prohibited by any federal, state, county law, including but not limited to Sec.378-2, HR.

Alaka'i O Kaua'i is committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship status, uniform service member status, age, disability or any other protected status in accordance with all applicable federal, state and local laws. This policy extends to all aspects of Alaka'i O Kaua'i's employment practices, including but not limited to, recruiting, hiring, dismissal, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

- Title VII of the Civil Rights Act of 1964 (Federal)
- Age Discrimination in Employment Act of 1967 (Federal)
- Equal Pay Act of 1963 (Federal)
- Employment Practices Law (State)

Reasonable Accommodations

Alaka'i O Kaua'i is also committed to complying with the laws protecting qualified individuals with disabilities. The School will provide a reasonable accommodation for any known physical or mental disability of a qualified individual with a disability to the extent required by law, provided the requested accommodation does not create an undue hardship for the School and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual. If an employee requires an accommodation to perform the essential functions of an employee's job, the employee must notify the School Director or designee. Once made aware of the need for an accommodation, School leadership will engage in an interactive process to identify possible accommodations that will enable the employee to perform the essential functions of the job.

- The Americans with Disabilities Act requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship.

Religion

- Title VII of the Civil Rights Act of 1964 requires an employer to reasonably accommodate an employee's religious beliefs or practices, unless doing so would cause more than a minimal burden on the operations of the employer's business.

Victim of Domestic or Sexual Violence

- Hawaii state law requires employers to make reasonable accommodations for the safety of victims of domestic and sexual abuse, unless doing so would cause an undue hardship on its work operations.

Employment Status

All employees of Alaka'i O Kaua'i shall be subject to collective bargaining under Ch.89, HRS. Alaka'i O Kaua'i will abide by the collective bargaining agreement and shall comply with the master agreements as negotiated by the State; provided that Alaka'i O Kaua'i may enter into supplemental collective bargaining agreements that contain cost and non-cost items to facilitate decentralized decision-making.

- Comply with all applicable state licensing requirements.
- Implement employee evaluation systems that are based on efficiency, ability, contribution to student learning, and growth.
- Fair Labor Standards Act (Federal)
- Wage and Hour Law (State)
- Deductions from Earnings (State)

Mandated Benefits: Insurance

- Workers' Compensation Law (Federal & State)
- Temporary Disability Insurance (State)
- Hawaii Prepaid Health Care Act (State)
- Patient Protection and Affordable Care Act (Federal)

Mandated Benefits: Leaves

- Family Medical Leave Act of 1993
- Hawaii Family Leave Law
- Hawaii Victim's Protections Act
- Voting Leave
- Jury Duty
- Militia, National Guard Law
- Uniformed Services Employment and Re-Employment Rights Act
- Whistleblowers Protection Act
- Anti-Retaliation Laws

If an employee believes that they have been treated in a manner not in accordance with

these policies, s/he is encouraged to notify School leadership immediately. Alaka'i O Kaua'i takes all complaints of discrimination seriously. Employees are encouraged to utilize this procedure without fear of reprisal.

Adopted by Governing Board:

Approved by Attorney General: