

UTAH ASSOCIATION OF
PUBLIC CHARTER SCHOOLS

Human Resource Policies



Housekeeping



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Why Have Policies



Policy Type: HR

Policy Title:

Effective:

Body of Policy

Certification: board member signature

Reference: to state code

Previous Versions:

Reviewed: board meeting date

Effective Policies Are...

- Explicit, in writing, easy to understand, and are formally adopted
- Current and relevant
- Literal – mean what they say and are written in plain language
- Easily accessible – on website, one location
- Concise yet comprehensive



Control vs. Flexibility

Generally, the more control, the lesser flexibility

Should have more control

- To maintain fairness
- To remove discretion
- Ensure integrity
- For areas often associated with areas of risk of mismanagement



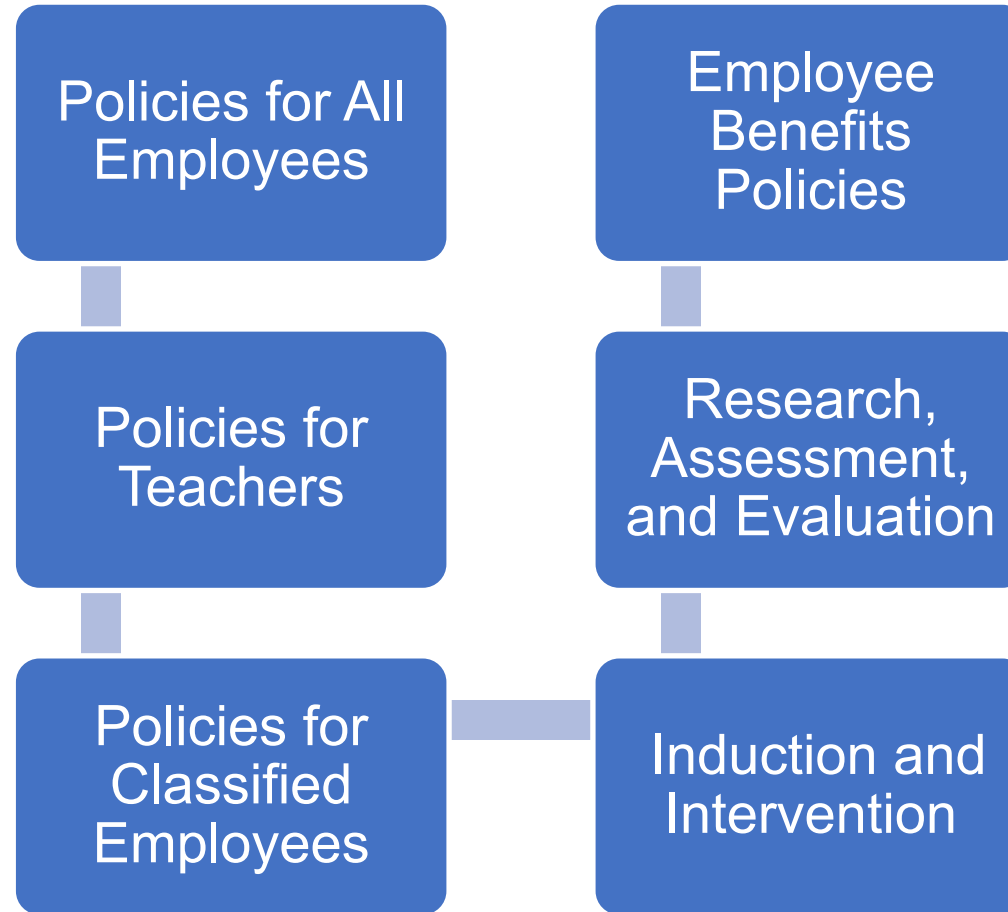
Steps to developing Policies

- Establish a vision and values for financial conditions
- Define the problem the policy will address
- Draft the policy
- Executive team should review the draft policy
- Present to the board
- Have a public comment period
- Formal adoption
- Implementation of policy
- Monitor and maintain the policy





HR Policies



Policies for Employees

**Special Use of Drugs Alcohol
Tabacco**

Employment of Relatives

Payment of Salaries

Payroll Deductions

Health Requirements

Certificates & Licenses

Substitute Personnel

Child Abuse and Reporting (R277-401)

**Employee Protection form
Assaults**

**Coaching Standards & Extra
Curricular Supervision (R277-605)**

Personal Property Losses

Military Leave

Jury Duty Required Court

Appearances

Civic & Service Leaves

Reference Checks

Leave of Absence

Attendance, Stipends

**Self Reporting and Background
Checks**

**Access and Accommodations for
Individuals**

**Employee Harassment &
Discrimination (34A-5-102, 34A-5-106)**

Policies for Employees

**Access and Accommodations for
Individuals with Disabilities**

Health Immunization

Sick Leave

On the Job Accidents & Injuries

**Employee Separation Benefits
(53E-6-402, 34-28-5)**

**Employment Insurance Programs
with Disabilities**

Health Immunization

Breastfeeding Policy (34-49-203)

Special Use of Sick Leave

Code of conduct (R277-322)

On the Job Accidents & Injuries

Employee Separation Benefits

Employment Insurance Programs

Leave of Absence

Attendance, Stipends

Self Reporting and Background

Checks (53 G-11-402(5), 53G-11-407)

Policies for Teachers

- Parent Teacher Conferences
- Causes for Disciplinary Actions
- Performance Standards
- Teacher Evaluation
- Renewal Leave
- Non-Renewal of Salary
- Wage Agreement
- Educational Service Outside of Regular Employment (R277-107)
- Instructional Materials developed by teachers by assignments or with LEA funding (R277-120-4)
- Teacher Supplies and Materials Appropriation (R277-459)



Policies for Classified Employees

Rest and Meal Periods

Leave of Absence without Pay

Evaluation Policy

Files and Records

Voluntary Termination of Employment

Corrective Discipline

Non-Renewal of Salary Wage Agreement



Employee Benefits Policy

Employee Health and Accident Insurance

Employee Life Insurance

Worker's Compensation

Long and Short Term Disability

Flexible Benefit Plans

Retirement

New ones on the Horizon – Mental Health Services



Research, Assessment & Evaluation General Responsibilities

Research – allowable?

Evaluations – opt out, required school evaluations



Induction and Intervention

Preservice

Inservice

Mentoring

R277-522-3(5)

Intervention

Effective Teaching Standards (R277-530)





https://docs.google.com/forms/d/e/1FAIpQLSc0VXZRlc4iwomnD_Wbt4jSRUFHSTRGht5kWZJhLEf8HY54qg/viewform?usp=sf_link

March 16th Student Policies