

Personnel Policies

Equal Employment Opportunity

Kanu o ka 'Āina NCPCS is fair and impartial in all of its relations with its employees and applicants for employment. KANU shall follow the spirit and intent of all federal, state and local employment laws and is committed to equal employment opportunity. To that end, KANU will not discriminate against any employee or applicant in a manner that violates the law. KANU is committed to providing equal opportunity for all employees and applicants without regard to race, religion, color, national origin, age, sex, marital status, sexual orientation, disability, or any other categories protected by federal, state, or policy applies to recruitment, hiring, training, promotions, working conditions, scheduling, benefits, wage and salary administration, and disciplinary action.

KANU will not tolerate any form of unlawful discrimination. Any employee with questions or concerns about any type of discrimination should bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type discriminatory action will be subject to disciplinary action, up to and including termination of employment in accordance with bargaining unit agreements.

Recruitment

KANU encourages all individuals interested in employment opportunities to submit a letter of interest, current resume and transcripts to school administrators. KANU welcomes all applicants who have a genuine desire to work in a Hawaiian focused, project-based learning environment. These applications are kept on file for review and contact of the applicant when a suitable vacancy occurs. Potential employees are interviewed by a team consisting of administrator, teachers and students (for middle and high school) who select the applicant most suited to the duties and responsibilities of the position in accordance with teaching credentials. Highly qualified teachers are given priority consideration for all instructional positions at KANU.

Non-teaching applications are routed to appropriate supervisors for consideration and interview.

Names of selected applicants are forwarded to the fiscal office that distributes an offer letter and employee packet. All salary and wage offers are consistent with salary and wage agreements of appropriate bargaining units where applicable.

Criminal History, Fingerprinting, Employment History, Background Check

All employees are screened via criminal history and background checks for suitability of employment. Background check authorization forms and fingerprinting forms are included in the new employee packets. Employees who work in close proximity to children shall be of reputable and responsible character and will not be employed until clearance is received for his/her criminal history record. Student safety is of utmost importance. KANU will not risk the health, safety or well-being of children.

Tuberculosis Clearance

All new employees are required to provide proof of TB test within the last 12 months before hire.

CPR/First Aid and Van Driver Training

New employees are offered training in child CPR/First Aid training as well as Van/bus driving training provided at the employers cost. At minimum, one member of the team of two kumu must be currently certified in CPR/First Aid and Van/Bus driving.

Harrassment

Kanu o ka 'Āina NCPCS expects that all employees will treat each other with fairness and respect. Harrassment on the basis of race, religion, color, gender, age, disability or national origin, as provided under state or local law, is unlawful, will not be tolerated, and is strictly prohibited. Offensive language is viewed as harassment, is strictly prohibited, and will not be tolerated.

KANU is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers, students and their extended learning 'ohana.

All incidents of alleged harassment must be reported to an immediate super who will conduct an immediate investigation and take appropriate disciplinary action. The school will also take any additional action necessary to appropriately remedy the situation. No adverse employment action will be taken for any employee making a good faith report of alleged harassment. An individual who makes unwelcome advances, threatens or in any way harass another employee is personally liable for such actions and their consequences.