

## Recommended Changes to the Board Policies

Gaila, Lori, and Bill met on February 20, 2017 to review the board policies. After discussing all policies, we recommend these updates:

- Section B - Board Operations
  - Current Board of Directors
    - List current board members and term expiration dates.
    - Remove “grandfathering” language.
  - Board Member Faith Statement
    - Change wording from “The Board believes instruction at The Tree of Knowledge is to be ‘Christ-like’...” to “Christ-centered.”
  - Policy Development and Approval
    - Confirm language with Bylaws on the Executive Director being an *ex officio* member of the Board. Do the Bylaws address the voting status of the Executive Director on board policies?
- Section C – School Operations
  - Emergency Closing
    - Change wording from “The Tree of Knowledge adheres to the ‘Gresham-Barlow’...” to “Reynolds.”
- Section F – Human Resources
  - Employee Absences
    - *See next page*
- Section J – Contracts/Agreements
  - Teacher Salary Table—should this policy be deleted? There is no teacher salary table being utilized.

*Copied from the 2016-2017 Employee Handbook*

## EMPLOYEE ABSENCES Board Policy #F14

The Board promotes health and wellness for its employees through occasional paid time off. Considering The Tree of Knowledge is a nonprofit ministry given to the needs of children and their families, and the part-time nature of this ministry, the following benefits are provided for the Executive Director, salaried Teachers and Teacher Assistants.

### **Paid Time Off**

The number of days in a week that a staff member is eligible for is determined by the number of days in a week the employee is regularly scheduled. If they are scheduled for three days then they will receive three days for each week they are eligible for Paid Time Off (PTO). If they are scheduled for two days they will receive two days for each week they are eligible for PTO.

If absences are greater than the benefit listed, the Executive Director or salaried Teacher will receive a reduction in pay (at an hourly equivalency) for the hours not worked.

Director: One - Five years of employment: One week Paid Time Off per year  
Six or more years of employment: Two weeks of Paid Time Off per year

Teachers: One - Five years of employment: One week Paid Time Off per year  
Six or more years of employment: Two weeks of Paid Time Off per year

At the end of the school year the teachers will be paid at the lowest hourly rate for an Assistant for unused days.

Teacher Assistants: All Assistants: One week of Paid Time Off per year

### **Bereavement Days**

The Executive Director and salaried Teachers will receive two days of paid time off during the school year when there is a death of an immediate family member (children, parents, spouse, siblings and grandparents).

### **Jury Duty**

The Executive Director and salaried Teachers will receive their compensation for the minimum required days of service when called to serve on jury duty.

### **Unpaid Time Off**

In cases of emergency, the Board will consider requests for unpaid absences so long as those requests do not adversely affect the welfare of the students and the continuity of the instructional program. It is anticipated that employees will use holiday breaks for personal vacation days.