

KIPP: Nashville Board of Directors

Monitoring:	Descriptor Term:	Policy:	Issued:
Annually	Human Resources & Hiring Process	5106	12/6/2019

- 1 The Director of Talent is responsible for the development of a program for the
- 2 recruitment of licensed personnel.

- 3 Identification of personnel needs shall be the responsibility of the Director of Talent,
- 4 supervisors, and building principals.

- 5 KIPP Nashville is committed to efficient and cost-effective recruitment practices.
- 6 Vacancies shall be advertised using appropriate internal and external recruitment
- 7 sources in accordance with established procedure. Recruiting expenses and relocation
- 8 reimbursements are accounted for within each fiscal year budget approved by KIPP
- 9 Nashville Board of Directors. Hiring decisions are made by the Director of Talent in
- 10 conjunction with the Hiring Manager for each specific role across the organization.

- 11 (1) To ensure we hire qualified, highly effective staff, we employ a three-step
- 12 interview process. KIPP Nashville will thoroughly review candidate materials
- 13 which includes resume, cover letter and personal information such as college
- 14 degree(s), GPA, and a short personal essay. A representative of the KIPP
- 15 Nashville Talent Team will then conduct a phone interview. KIPP Nashville will
- 16 review the candidate's level of experience and knowledge working with students
- 17 with a range of needs (behaviorally, academically, emotionally, etc.) to get a
- 18 sense of how their expertise would fit the need(s) of KIPP Nashville students. The
- 19 final step of the KIPP Nashville interview process is an in-person interview with
- 20 the Hiring Manager and members of the leadership team.

- 21 (2) Outside employment is regarded as employment for compensation which is not
- 22 within the duties and responsibilities of the employee's regular position with the
- 23 school/school system. An employee will not perform any duties related to an
- 24 outside job during his/her regular working hours or during the additional time
- 25 that the responsibilities of the position require, nor will an employee use any
- 26 KIPP Nashville facilities, equipment or materials in performing outside work

- 27 (3) In addition to salary, KIPP Nashville provides all full-time employees a range of
- 28 benefits. A number of benefits, as prescribed by law, apply to all employees and

1 include Social Security benefits, Worker's Compensation, state disability, and
2 unemployment insurance. If applicable, employees receive relocation support
3 based on the distance (in miles) of their move.

4 Full-time and part-time employees who have completed their introductory period may
5 be eligible for the following:

- 7 ● Paid Holidays
- 8 ● Paid Time Off
- 9 ● Medical, Disability, and Life Insurance
- 10 ● Pension and Retirement Plan
- 11 ● Family and Medical Leave
- 12 - Primary and Secondary Caregiver Leave
- 13 ● Bereavement Leave
- 14 ● Jury Duty Leave
- 15 ● Military Leave

16 **Holidays**

17 KIPP Nashville will set the upcoming school calendar in March each year. We do include
18 a paid summer break, fall break, winter break, and spring break for full-time staff.

19 Occasional employees will not be expected to be present on holidays or at any time
20 during which the KIPP Nashville offices are closed, and they will not receive pay for
21 those holiday hours or hours when the office is closed.

22 **Paid Time Off**

23 KIPP Nashville's paid time off policy provides employees with the flexibility to use paid
24 leave time to meet personal needs. KIPP Nashville paid time off resets on July 1 of each
25 year. For mid-year hires, PTO reflects a prorated rate given their employee type (see
26 below).

27 **11-Month Salaried Employees:** Every full-time 11-month employee is allotted six (6)
28 paid leave days beyond the built-in holidays and breaks, which may be used for sick
29 days, caring for children, medical/dental appointments, personal business and/or
30 emergencies. After two complete, consecutive years with KIPP Nashville as a full-time
31 employee, employees will receive two (2) additional paid leave days, for a total of eight
32 (8) paid leave days. After four complete, consecutive years with KIPP Nashville as a full-
33 time employee, employees will receive two (2) more paid leave days, for a total of ten
34 (10) paid leave days to be used throughout the year.

35 **11-Month Hourly Employees:** Every full-time hourly employee is granted the same
36 holiday and PTO schedule as our 11 Month Salaried Employees. Hourly employees are
37 not paid during the summer when school is closed.

1 **12-Month School Staff:** Each full-time, 12-month, school-based staff member is
2 allowed the same PTO as 11 Month Employees as well as ten (10) additional days to
3 take during the summer break.

4 **School Support Team:** Each full-time school support team member is a 12-month
5 employee and operates on a unique holiday calendar slightly amended from the school-
6 based calendar. Beyond that, each SST member is allotted twelve (12) paid leave days,
7 which may be used throughout the year.

8 **Part-Time Salaried Staff:** Each employee that works less than 26 hours weekly is
9 entitled to receive Paid Time Off at a prorated rate based on their work schedule. For
10 example, if an employee works a 50% schedule, they may earn PTO at a 50% accrual
rate.

11 ***Medical, Disability, and Life Insurance***

12 Full-time employees are eligible to participate in a health insurance program with KIPP
13 Nashville. This insurance plan includes medical, dental, vision, disability, and life
14 insurance policy options. Application for this insurance may be made immediately upon
15 employment and the policy is effective upon the first of the month following the first
16 day of work and terminates on the last day of their last month of work.

17 Employees receive, at no cost to them, long-term disability and \$50,000 of life
18 insurance. Employees have the option to purchase short-term disability and contribute
19 to a Dependent Savings Account, and life insurance beyond the \$50,000 given benefit.

20 KIPP Nashville will provide the following paid time off for Primary Caregiver and
21 Secondary Caregiver leave:

- 22 • **Primary Caregiver Leave, Birth/Adoption:** If eligible, the primary caregiver will
23 receive up to 10 weeks of paid leave at 100% of salary for use during the year
24 following the birth or adoption of a child. If a staff member, who is the primary
25 caregiver, is enrolled in short-term disability and is the birth mother, then she
26 will file a short-term disability claim to cover 60% of her salary and KIPP will
27 supplement the income to ensure 100% of income coverage.
- 28 • **Secondary Caregiver Leave, Birth/Adoption:** If eligible, the secondary
29 caregiver will receive 2 weeks of paid leave at 100% of salary for use during the
30 year following the birth or adoption of a child.
- 31 • **Caregiver Leave, Foster:** If eligible, a foster parent has up to 1 week of paid
32 leave at 100% salary available to him/her over the course of a single school year
33 for the placement of a foster child/foster children.

34 Caregiver leave under this policy is a paid leave associated with the birth of an
35 employee's own child or the placement of a child with the employee in connection with

1 adoption or foster care. Eligibility for paid caregiver leave is applicable to regular full-
2 time employees.

3 Health insurance benefits will continue to be provided during the paid parental leave
4 under the policy at the same rate as in effect before the leave was taken, regardless of
5 length of service. During any period of unpaid FMLA leave, in lieu of a payroll
6 deduction for payment of health benefits, the employee will write a check to "KIPP
7 Nashville attn.: Human Resources" for their contribution to the insurance premium (due
8 the first day of each month following the leave).

9 ***Bereavement Leave***

10 If an employee suffers the loss of an immediate family member, the employee will be
11 entitled to bereavement pay for up to three (3) consecutive days. For the purposes of
12 this paragraph, "immediate family member" means the employee's spouse, domestic
13 partner, parent, stepparent, child, stepchild, sibling, grandparent, grandchild, and any
14 other relative that permanently resides with the employee.

15 ***Military Leave***

16 Full-time and part-time employees greater than 50% of full-time who are members of
17 the armed forces of the United States National Guard or a Military Reserve Unit are
18 eligible for military leave. Leave is provided when an employee enlists, is inducted, or is
19 recalled to active duty for a period of not more than four years plus involuntary
20 extensions of not more than one year.

21 ***Family and Medical Leave Act (FMLA) & Adoption and Parental Caregiver Leave***

22 All full-time employees, who have been employed for one year or worked 1,250 hours in
23 the past 12 months are eligible for time away from work, following all requirements of
24 the Family Medical Leave Act.

25 KIPP Nashville certified staff are compensated based on a standardized model that
26 accounts for years of experience and credentials held. Employment contracts for
27 certified personnel are dispersed in conjunction with a compensation guide, detailing
28 how compensation is calculated. KIPP Nashville's compensation model is reviewed,
29 updated, and approved by the KIPP Nashville Board of Directors each Spring semester
30 for the following school year.