



## **4.1 HIRING PROCEDURES & PRACTICE POLICY**

### **4.1.1 Equal Opportunity; Non-Discriminatory in Employment**

#### **I. PURPOSE**

Oak Hill Montessori Community School is an Equal Employment Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Oak Hill will be based on merit, qualifications and abilities.

#### **II. GENERAL STATEMENT OF POLICY**

Oak Hill does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, genetic information, marital status, membership or activity in a local human rights commission, status with regard to public assistance, sexual orientation, familial status, or any other characteristic protected by law (referred to as “protected status”). This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Oak Hill facilities, participation in all Oak Hill-sponsored activities, and all employment actions such as hiring, transfers, recruitment, promotions, compensation, demotions, layoff, discipline, benefits and termination of employment. Oak Hill will provide reasonable accommodation to applicants and Employees with disabilities.

Oak Hill will evaluate the performance of its Management and Supervisory personnel on the basis of their involvement in achieving equal employment opportunity for all. In addition, all other Employees are expected to perform their job responsibilities in a manner that supports equal employment opportunity for all.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate Supervisor. Employees can raise concerns and make reports without fear of reprisal. Responsible parties will investigate allegations of discrimination or harassment as confidentially and promptly as possible and Oak Hill will take appropriate action in response to these investigations. Failure to follow this policy or obey Federal and State regulations may result in disciplinary action, up to and including termination of employment.



## **4.1.2 At-Will Employment & Sample Agreement**

### **I. GENERAL STATEMENT OF POLICY**

Employees of Oak Hill are employed “at will”. This means that you have the option of resigning from your employment at any time, for any reason or no reason, with or without prior notice. This also means Oak Hill has the same option to terminate your employment at any time, for any reason or no reason, with or without prior notice. Nothing in the Employee Handbook or any other Oak Hill document should be understood as creating a guarantee of continued employment, a right to termination only for specific reasons or pursuant to specific procedures, or of any other guarantee of continued benefits.

## **4.1.3 Criminal Background Check**

### **I. PURPOSE**

Oak Hill recognizes the importance of maintaining a safe place for our students and staff. To ensure that applicants are qualified and meet our safety criteria, background checks are conducted on all job candidates and potential contractors, and volunteers.

### **II. GENERAL STATEMENT OF POLICY**

Background checks are subsequently run for all current employees and contractors in accordance with the MN Department of Education and Department of Human Services.

Employees must notify the Executive Director of any criminal conviction, guilty plea, plea of no contest, or deferred adjudication. Oak Hill will determine whether any employment action is warranted as a result.