



Personnel Policy

It is the policy of the PTPLA to seek and employ the best-qualified personnel without regard to race, religion, color, creed, national origin, citizenship, age, sex, disability, alienage, handicap, disability, genetic information, veteran's status, or parental, family or marital status. It is further the policy of the PTPLA to ensure equal opportunity for the advancement of staff members and equal treatment in the areas of upgrading, training, promotion, layoff and termination. The PTPLA complies with all applicable equal opportunity laws and regulations administered by the U.S. Department of Education, the U.S. Department of Labor and the U.S. Equal Employment Opportunity Commission. Qualified disabled individuals will not be excluded from the participation in, be denied the benefits of, or subjected to discrimination under any program or activity operated by or through the PTPLA solely by reason of disability. Administrators will make reasonable accommodations to the known physical or mental limitations of otherwise qualified disabled applicants or employees unless such accommodations impose undue hardship on the operation of PTPLA programs and activities.

Hiring Policies

Employees may be hired as regular full-time employees, regular part-time employees, or contract employees. Employees may be placed on the PTPLA payroll and be eligible for benefits, or the PTPLA may contract with a third party for services. To the extent applicable, the employee benefits packages for each employee will be administered by the School. Employment policies will be communicated at the time of hiring, in writing, will be present in PTPLA Employee Handbook, and on the school website. Any changes to policies will be board approved and issued to employees in writing, as well as updated on website, and added as an addendum to the PTPLA Employee Handbook.

Procedures: The following procedures generally describe the procedures for the hiring of regular full-time or regular part-time employees.

1. Declaration of Available Position.

- A. The Head of School will declare a regular full-time or regular part-time faculty position to be available.
- B. After a position vacancy has been declared, the Head of School will decide if the position will be offered to a founding or existing faculty member.
- C. The Head of School will advertise all positions. If the position is not offered to an



existing faculty member, then the Head of School will report the position vacancy to the Board, followed by agreed upon vehicles for job vacancy postings and advertisement, to include but not limited to school website, web-based/TV/Radio media outlets, and social media career platforms

2. Notice and Review of Applications.

A. If the position is to be filled, the Board will direct the Head of School to file notice of the position vacancy with various sources to attract the best-qualified applicant.

B. The Head of School will review applications and resumes and will determine which applicants will be interviewed.

C. The employment qualifications as stated by an employee or prospective employee on an employment application or related information may be verified, PTPLA or a prospective employee's likelihood of being hired.

D. Interviews will be declared closed by the Head of School. He/she will evaluate all applicants.

3. Recommendation, Background Check, and Fingerprinting.

A. The Head of School will recommend the best-qualified applicant for the position to the Board.

B. The Board will vote on the recommendation and the applicant will be notified in writing of the Board's decision.

C. If the Board votes to offer the job to the applicant, the applicant will be asked to submit to an OSBI background check through fingerprinting as required by Oklahoma Statutes. The Murrel Group will hold the responsibility of all background checks using American Checked as determined through the contracted Human Resources services.

4. Employment Agreement.

A. Pending the results of the OSBI background check, the Head of School will discuss the terms of employment, including salary, hours, benefits and working conditions with the applicant.

B. If the applicant passes the background check and accepts the proposed salary and benefits, the applicant will be given a reporting date.

C. Employees may be hired as regular full-time employees or regular part-time employees. Employees who are not regular full-time or regular part-time will be contracted on an individual basis.

D. All terms and conditions of employment will be evidenced in a mutually



executed Employment Contract in conformance with applicable law.

E. On or before the date of hire of an employee, the employee will complete any and all necessary financial forms and benefit applications as deemed necessary by the PTPLA or its designee.

Personnel Employment Policies/ EEOC & ADA

It is the policy of the School to seek and employ the best-qualified personnel without regard to race, religion, color, creed, national origin, citizenship, age, sex, disability, alienage, handicap, disability, genetic information, veterans status, or parental, family or marital status. It is further the policy of PTPLA to ensure equal opportunity for the advancement of staff members and equal treatment in the areas of upgrading, training, promotion, layoff and termination. PTPLA complies with all applicable equal opportunity laws and regulations administered by the U.S. Department of Education, the U.S. Department of Labor and the Equal Employment Opportunity Commission (EEOC). In accordance with the American Disabilities Act (ADA), qualified disabled individuals will not be excluded from the participation in, be denied the benefits of, or subjected to discrimination under any program or activity operated by or through the School solely by reason of disability. Administrators will make reasonable accommodations to the known physical or mental limitations of otherwise qualified disabled applicants or employees unless such accommodations impose undue hardship on the operation of School's programs and activities. PTPLA will comply with accessible design standards when constructing or altering facilities; remove barriers in existing facilities where readily achievable; and provide auxiliary aids and services when needed. PTPLA will ensure compliance by doing the following:

- Request relevant medical information
- Review the job description
- Identify possible accommodations
- Select an accommodation
- Follow up with the employee

PTPLA will make the four basic priority provisions for all, in advance of requesting medical information:

- Priority 1: Accessible approach and entrance
- Priority 2: Access to goods and services



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- Priority 3: Access to restrooms
 - Priority 4: Any other measures necessary for facilities and transportation accommodations

Reporting of Non-compliance

PTPLA will remain consistent with reporting procedures of the City of Oklahoma City and the adopted grievance procedure for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

Employees, at the time of hire, will be made aware of the following means to reporting an issue of non-compliance, in that all complaints should be addressed to Keith Wilkinson (see below) as the person designated to coordinate ADA compliance efforts for Title II issues. Additionally, they will be provided with The City of Oklahoma City Grievance Form for Americans with Disabilities Act (Title II). (See form in Appendix)

All non-compliance reporting should be directed to:

Keith Wilkinson, Administrative Manager/ADA Coordinator, General Services Department
3738 SW 15th Street, Building 19
Oklahoma City, OK 73108
phone (405) 297-2850, TDD: 711
Fax (405) 297-2474

Employment of Faculty and Administration

The employment qualifications as stated by an employee or prospective employee on an employment application or related information may be verified, and falsification of such information may jeopardize an employee's standing with PTPLA or a prospective employee's likelihood of being hired. Upon employment by PTPLA, all employees are required to complete any and all necessary financial forms and benefit applications as deemed necessary by PTPLA or its designee.



Employment Status

During her/his first year of teaching at PTPLA, the faculty member will be a probationary employee, regardless of years of experience. If the faculty member is not notified in writing by June 30th of the school year that their contract will not be renewed, the teacher will be re-employed for the following year pursuant to a continuing contract.

Certification

Every attempt will be made by PTPLA to place fully certified teachers according to State's Teacher Certification requirements, or highly qualified teachers in accordance with applicable law. Finally, PTPLA will attempt to employ experienced teachers when possible, experienced teachers will have more than three years of classroom teaching experience.

Employed "At-Will"

All employees of PTPLA are at-will employees.