



ARKANSAS
VIRTUAL ACADEMYSM

10802 Executive Center
Suite 205
Little Rock, AR 72211

ph. (501) 664-4225
fx. (501) 664-4226
www.arva.org

Arkansas Virtual Academy Personnel Assignment

All Arkansas Virtual Academy employees are subject to assignment at the direction of the Head of School. Assignments will be made with the consideration of student needs, teachers' area of expertise and the need for balance across teacher case loads. Reasonable efforts will be made to honor staff preferences in assignments.

Adopted: August 28, 2007
Amended:



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Equal Opportunity Employer

The Arkansas Virtual Academy (ARVA) is an equal opportunity employer committed to a policy of equal employment opportunity for all applicants and employees.

It is the policy of the ARVA Board of Directors and ARVA administration to ensure that all employees comply with the spirit and intent of federal, state and local law, government regulations, Executive Orders regulating affirmative action and equal opportunity in employment. ARVA will hire, train, promote, compensate, and administer all employment practices and benefits without regard to race, sex, pregnancy, childbirth, religion, marital status, age, national origin, disability, veteran status, or any other category protected by federal, state, or local laws.

ARVA fully supports the Americans with Disabilities Act and will reasonably accommodate disable employees and applicants who can perform the essential functions of a job for which they are qualified, with or without accommodation, unless undue hardship to ARVA exists.

Adopted: August 28, 2007
Amended:



Grievance Procedure

If the problem has not been resolved to the satisfaction of the complainant through informal discussion with their immediate supervisor, she/he has the right to file a grievance in accordance with the following procedure. A grievance should be filled within ninety-days (90) of the incident(s) in the following manner:

1. Submit a letter to the Director of Operations to include the following:
 - a. A summary of the complaint, including nature of the complaint, relevant dates and incidents, and information on any informal discussion that may have occurred with the person(s) directly
 - b. Identify the person alleged to be responsible
 - c. Resolution sought
2. If the Director of Operations is the person the complaint is against submit the letter to the Head of School (HOS).

Within two-weeks (10 working days) the Director of Operations (or HOS when appropriate) will attempt to resolve the situation by discussion, investigation, or formal meeting(s) between the parties. The Director of Operations will meet with both parties and offer a resolution. Within ten working days the Director of Operations will submit findings and proposed resolution to both parties, with a copy going to the Head of School and the Chair of the ARVA Board. The grievant has five (5) working days to response to the proposed resolution in writing, either accepting the resolution or rejecting and requesting to move forward with the process. The written response from the grievant should be directed to the Director of Operations.

If the grievant rejects the proposed resolution and desires to appeal the decision, in addition to the written response to the Director of Operations the grievant must submit an appeal in writing to the ARVA School Board for a hearing at the next regularly scheduled school board meeting unless both parties have agreed to a different date. The hearing will be open or closed at the discretion of the employee.- The employee will have no more than ninety (90) minutes to present their concerns and testimony. The ARVA Board will provide a written response within ten (10) working days from the date of the hearing.

This process is in accordance with §6-17-208.

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Harassment Policy

Policy and Definition

It is the policy of the Arkansas Virtual Academy that all decisions shall be made on the basis of merit and without unlawful discrimination because of race, sex, color, creed, age, national origin, sexual orientation, or disability status.

Sexual harassment is sex discrimination under Title IX and will not be tolerated. It is the policy of the ARVA to maintain a learning and working environment that is free from sex discrimination, including sexual harassment.

SEXUAL HARASSMENT – could include:

- Any behavior which patronizes, intimidates or offends
- Any behavior which causes an individual to feel viewed as a sexual object and/or which causes offence
- Provocative suggestions, propositioning an individual
- The display of pornographic, semi-pornographic or suggestive material, electronic or paper
- Deliberate, potentially objectionable physical contact to which the individual has not consented or had the opportunity to reject
- Threats of negative evaluation, demotion, or promises of success or other rewards in exchange for sexual favors
- Submission to such conduct is made, either explicitly or implicitly, a term or condition of the individual's job
- Submission to or rejection of such conduct by an individual is used as the basis for employment evaluation
- Such conduct has the purpose of effect of substantially interfering with an individual's professional performance or creating an intimidating, hostile, or offensive work environment.

RACIAL HARASSMENT – could include:

- Any behavior which causes discomfort, intimidates or offends or which incites others to do so
- The display or circulation of offensive material, including through electronic mail
- Verbal abuse and threats of physical attack

PERSONAL HARASSMENT – could include:

- Behavior which makes direct or indirect reference to disability or impairment - and thus causes discomfort, patronizes, insults or offends people with a physical, sensory or mental disability
- Behavior which makes direct or indirect reference to religion or culture thereby causing discomfort or offence
- Repeated gibes in reference to personal traits, appearance or sexual orientation
- Pressure to become involved in anti-social or criminal behavior
- Messages to or about a person, including electronic mail, that are offensive, insulting or cause discomfort

Resolution by Informal Discussion

Violations of this policy should be reported to the Director of Operations immediately and appropriate action will be taken. If after a fact finding process it is determined that behavior occurred that violates this policy the employee in violation maybe recommended to the ARVA Board for immediate termination.

The above referenced types of harassments are not intended to be a complete listing of all types/forms or harassment but to provide employees some general guidelines.

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Reduction in Work Force

The Arkansas Virtual Academy acknowledges its authority to reduce the workforce (employees) whenever such a reduction is deemed as necessary or desirable. The reduction in force may also apply to the amount of hours worked by an employee.

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Tuberculosis Examinations

When employed by the Arkansas Virtual Academy, professional personnel must submit a health certification attesting to the person's freedom from tuberculosis. New employees must submit a health certification prior to the start of school or 30 days from the date of hire, if hired during the school year. Payroll may be delayed until a certificate is on file.

Ark. Code Annotated, 6-17-101

Adopted: August 28, 2007
Amended:

FRINGE BENEFITS

All full-time ARVA employees are eligible for medical insurance. The district contribution is \$150.00 per employee per month.

All full-time ARVA employees are eligible to receive dental insurance. Employee dental insurance contribution is fully paid by the district and employees are only responsible for the additional coverage cost for family coverage.

The school district matches employee salaries that are in the Arkansas Teacher Retirement system at 14%.

Updated: 10/2008