



**ARKANSAS**  
VIRTUAL ACADEMY<sup>SM</sup>

**2011/2012**  
***Classified Personnel***  
***Policies***

**Mission Statement**

*The mission of the Arkansas Virtual Academy (ARVA) is to support, guide, and assist families and colleagues in a positive way through teamwork to promote academic growth that leads to high achievement for the entire ARVA community.*

*By embracing change through teamwork and good communication, we will keep sight of our mission to assure family commitment to accomplish our purpose.*

## **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, individual's area of expertise and the need for balance across work loads. Reasonable efforts will be made to honor staff preferences in assignments.

Adopted: August 28, 2007

Amended:

## **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 disabled 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 27, 2007

Amended:

## **Evaluation Process**

The primary purpose of the Arkansas Virtual Academy evaluation process is the improvement of job performance. The evaluation process will include an analysis of performance, identification of specific competencies, diagnosis of specific needs for improvement and a professional development growth plan, as needed. All staff will be evaluated annually.

Adopted: August 28, 2007  
Amended:

## **Grievance Procedure**

The grievance procedure is a process in which employees can bring workplace problems to supervisors. Before the grievance process begins, the employee needs to address the problem with their immediate supervisor. 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 filed 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 respond 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.

Adopted: August 27, 2007

Amended: June 21, 2011

## **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 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 may be recommended to the ARVA Board for immediate termination.

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

Adopted: August 28, 2007

Amended:

## 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.

Adopted: August 28, 2007

Amended:

## Reimbursement Policy

Reimbursable expenses should be filed within 30 days of incurred expense.

Employees are eligible for the following reimbursable expenses:

### Travel

- Mileage  
Mileage to attend professional development training, field trips, or other ARVA related events or business are eligible for reimbursement. Mileage will be reimbursed at the rate of \$.55.
- Miscellaneous Expense  
Expenses incurred for parking, taxi, subway, etc. will be reimbursed at the rate incurred. Receipts are required.
- Lodging  
**In-state** lodging: If the current state rate is not available, the employee will be fully reimbursed up to \$98, plus tax, per night if travel is over 100 miles from the ARVA employee's home office, otherwise overnight stay must be pre-approved by the Academic Administrator.  
**Out-of-State** lodging will be fully reimbursed at the rate incurred plus tax. Out-of-state travel and lodging must be pre-approved by the Academic Administrator. Please make every effort possible to find the most economical lodging when traveling on ARVA business.  
**Receipts are required for all lodging reimbursements.**
- Meals  
**In-state** expenses for meals will be reimbursed up to \$39 per day **only** when overnight stay is required, unless otherwise approved by the Academic Administrator.
- **Out-of-State** expenses for meals will be reimbursed up to \$50 per day for

pre-approved out-of-state travel. Expenses for meals that are provided by the conference will not be reimbursed.

**Receipts are required for all meal reimbursements.** Alcoholic beverages or personal entertainment are not reimbursable expenses.

#### Home Office Expenses

- High-Speed Internet Access  
Monthly internet connection will be reimbursed at the rate charged, up to \$50 plus tax. If Internet service cannot be obtained for less than \$50 per month prior approval must be obtained before any installation or service contract is entered into. New employees will be reimbursed for the installation of a high-speed internet line for ARVA business. This fee will only be reimbursed once, therefore, if for some reason an employee wishes to have the line moved, service provider switched, etc. the cost will be incurred at the employee's expense, unless pre-approved by the Academic Administrator.
- Phone  
Installation & monthly phone bill associated with the ARVA phone will be fully reimbursed by ARVA up to \$50 per month, unless a greater need is established due to geographic location and its impact on service. New employees will be reimbursed for the installation of a second phone line for ARVA business. This fee will only be reimbursed once, therefore, if for some reason a employee wishes to have a phone line moved, the number changed, etc. the cost will be incurred at the employee's expense, unless pre-approved by the Academic Administrator.
- Office Supplies/Expenses  
Receipts for purchases must be submitted along with the reimbursement form. Reimbursable expenses may include: ink cartridges, paper, folders, pens, binders, coping, etc. Student gifts are not a reimbursable expense. Each employee should buy what is needed. If item is \$50 or greater, must get approval from Academic Administrator.
- ARVA Outing Expenses  
Room rental, parking fees and employee admission fees are covered expenses for ARVA sponsored outings. Room rental fees that are over \$25 and other miscellaneous expenses should be pre-approved, when possible, by the Academic Administrator. Expenses for non-ARVA sponsored outings are not reimbursable.

Adopted: August 28, 2007  
Amended: June 21, 2011

## **Request for Time Off**

- All “Request for Time Off” forms are submitted to the Head of School for approval.
- The Administrative Assistant collects all approved “Request for Time Off” sheets.

Both vacation and sick leave are accrued and will be tracked on your monthly paycheck. It is essential that you return all “Request for Time Off” forms so that we can properly track this.

Adopted: August 28, 2007  
Amended:

## **Whistleblower Protection Policy**

### Definition:

“Protected Disclosure” means an allegation, made in good faith, that the Arkansas Virtual Academy or one or more of its employees, contractors (acting in the course of its work for the Arkansas Virtual Academy) or members of the Board of Directors, has in the course of his, her or its duties to the Arkansas Virtual Academy acted unlawfully or in violation of published Board of Directors’ policies.

### Preamble:

The Arkansas Virtual Academy has moral, ethical and legal responsibilities for the stewardship of its resources and the public and private support that enables it to pursue its mission. Although the Arkansas Virtual Academy internal controls and operating procedures are intended to deter, detect and prevent improper activities, as at any institution, intentional and unintentional violations of laws, regulations, and policies may occur. This policy is intended to result in the internal identification and remediation of such violations.

### Policy:

#### Reporting Protected Disclosures:

Any person may make a Protected Disclosure. It is the responsibility of all employees and board members to report Protected Disclosures. Protected Disclosures should be made in writing so as to assure a clear understanding of the issues, but may be made orally. Reports should be factual and contain as much specific information as possible. Protected Disclosures shall be made

1) by employees to their immediate supervisor or other person upwards in the supervisory chain, and 2) by other persons to the Head of School. However, when there is a potential conflict of interest, such reports may be made to another person in management who you may reasonably expect to have either responsibility over the affected area or the authority to review the alleged improper activity on behalf of the Arkansas Virtual Academy.

Protection from Retaliation:

The Arkansas Virtual Academy and its employees and board members are prohibited from 1) retaliating or attempting to retaliate against any person who has made a Protected Disclosure or who has refused to obey an order that is illegal or in violation of published Board of Directors policies, and from 2) directly or indirectly using or attempting to use the authority or influence of his or her position for the purpose of interfering with the right of the person to make a Protected Disclosure. Anyone who retaliates against or interferes with someone who has made a Protected Disclosure is subject to discipline which, for employees, could be up to and including termination.

Investigations:

Supervisors to whom a Protected Disclosure is made are required to report them to the Head of School. The Head of School will undertake or cause to be undertaken an investigation and resolution of the alleged violations. The Head of School will advise the board chair and/or board vice chair, of all Protected Disclosures regarding accounting practices, internal fiscal controls or auditing. All internal complaints will be investigated promptly and with discretion, and all information obtained will be handled on a “need to know” basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

Adopted: May 25, 2010

Amended: