

ARTICLE 6
PERSONNEL POLICIES
(NEW – REPLACES SERIES 6.000 and 7.000)

Pertaining to All Employees

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EQUAL OPPORTUNITY AND EMPLOYMENT

The American International School Lagos (AISL) provides equal opportunity and employment to suitable candidates and will not discriminate on the basis of national origin, sex, religion, race, color, physical or mental deficiency or sexual orientation. This nondiscrimination shall apply to recruitment, hiring, assignment, promotion, demotion, and determination of salaries and benefits.

AISL also values diversity in its recruitment and selection of personnel, and believes that a diverse staff enriches curricular activities, the student body, and the international school community.

STANDARDS OF CONDUCT

The primary responsibility of all AISL employees is to effectively fulfill the obligations to which the position they have been assigned. The actions of all employees shall be based on what is in the best interests of the students, the school, and the international school community. All employees are expected to act as ambassadors of goodwill within and outside the AISL community. Therefore, employees should not engage in any behavior, activity or practice that would adversely affect their employment status or professional standing, or would conflict with or violate professional ethics.

Employees are prohibited from:

- a) Engaging in any other employment or private business during the hours required to fulfill assigned duties;
- b) Accepting personal gifts or benefits from vendors, contractors, organizations or individuals who supply goods or services to the School or may consider supplying goods or services in the future;
- c) Accepting discounts on personal purchases from vendors, contractors, organizations or individuals that conduct business transactions with the School, unless such discounts are advertised to all employees of the School;
- d) Selling any goods or services for personal gain during normal school hours;
- e) Purchasing materials for personal use through school personnel or procedures;
- f) Accepting other than small gifts from students or parents (less than \$250).

Certificated faculty are expected to:

- a) Demonstrate leadership in professional activities by participating in curriculum and special committees and assisting the administration in planning and evaluation of the School program;
- b) Provide leadership in extra-curricular activities and participate in Parent Teacher Organization (PTO) and school-sponsored events;
- c) Provide in-service training to staff and participate in school-sponsored staff development offerings;
- d) Assist in the orientation of newly-recruited overseas and local hire staff;
- e) Assist the administration in regard to the operation and maintenance of school facilities and/or residences. AISL residents are expected to attend residents' meetings;
- f) Attend staff meetings as scheduled by the Superintendent and administrative staff;
- g) Perform such other duties as are necessary to fulfill professional responsibilities.

PERSONNEL RECORDS

The Superintendent's office shall maintain a file of all records pertaining to the employment of each employee. This file will be the only official file maintained at the School. It is the responsibility of the employee to submit any updated information for inclusion in the personnel file. Falsification of statements or documents is grounds for immediate termination.

Individual personnel files shall contain the following information, as appropriate and/or requested by the School:

1. Copy of identification: passport, visa, CERPAC card, National ID card, driver's license, and/or birth certificate;
2. Copy of dependent identification (who reside on AISL premises and/or covered under any school insurance policy): passport, visa, and/or birth certificate;
3. Signed physician's statement (see Policy 6.060 - Physical Examinations and Inoculations) and current immunization/inoculation record;
4. Educational records (proof of degree, teaching certificate, college transcripts, curriculum vitae, and experience);
5. Work permit;
6. Employment contract;
7. Performance evaluations;
8. Commendations, recommendations, complaints and reprimands;
9. Record of leaves and absences.

The information contained in individual personnel files shall be confidential. Access thereto shall be restricted to the Superintendent, Principals, Business Manager, and the individual concerned. The concerned individual may only view his/her personnel file in the presence of the Superintendent or supervising Principal. The Board of Directors may have access to personnel files only during the Executive Session of Board meetings when personnel actions are under consideration.

In no event shall information contained in a personnel file be reviewed by any individual not indicated above, or copies thereof made, without the express written consent of the employee.

DEPENDENTS

For purposes of this Policy Manual and all employee contracts, eligible dependents shall mean the employee's spouse (who is not under employment contract with the School) and his/her unmarried biological, legally adopted and/or stepchildren (under the age of 19) who reside with the employee full-time in Lagos, Nigeria.

Where specifically stipulated, a limited number of dependents may be eligible to receive benefits under these policies. For a teaching couple, only one employee may claim dependents. The names of all eligible dependents must be stipulated and documented at the time of initial contract signing and/or renewal.

DEPENDENT ENROLLMENT AT AISL

All eligible dependents of Overseas Hire faculty may be enrolled in Pre-K through grade twelve (12) with application fees, registration, tuition and assessment fees paid by the School. Admission, however, will be subject to all the existing School regulations, requirements and standards.

Subject to the annual budgetary process, admissions priority and space availability, dependents of Certificated Local Hire and Support Staff may be considered for enrollment at the School through grade twelve (12) subject to the following terms and conditions:

1. Employee submits an application for enrollment of dependent and pays the application fee;
2. Dependent meets the admissions criteria as stipulated in Policy 3.000;
3. If it is the policy of the spouse's employer to pay the application, registration, tuition and assessment fees, then such fees shall be the responsibility of the employee. If the spouse's employer does not pay these fees, the Superintendent must receive an official letter stating that fact from the employer.
4. Tuition and registration fees shall be waived for only one (1) eligible dependent of a local certificated hired employee and/or support staff. Annual Building Assessment fees for High School students are not waived and are the responsibility of the employee.
5. Additional children may be enrolled subject to the above terms and conditions. Payment of all fees is the responsibility of the employee.
6. If there is no space available for enrollment of the dependent, the employee may apply for a position on the waiting list by paying the application fee. The date of application will be used to determine the next dependent that will be considered for enrollment.

The School does not pay the tuition of dependents that attend any other school.

GRANDFATHER CLAUSE

Teachers and staff employed at AISL during the 1999-2000 school year with eligible dependent children attending AISL will continue with their current status in regards to Policy 6.040 until termination of contract or child's attendance at school.

TERMS AND CONDITIONS OF EMPLOYMENT

The terms and conditions of employment for all AISL employees shall be stipulated in written employment contracts. As appropriate, certain contracts shall be for periods of fixed duration and signed at the beginning of each school year.

Except as otherwise stipulated in a written employment contract, all faculty and staff shall be subject to the provisions of this Board Policy Manual, terms stipulated in employee contracts, and the regulations established by the administration. These terms and/or conditions shall receive periodic review by the Superintendent and the Board of Directors.

Normally, employment contracts shall not be extended but shall be fully rewritten as new contracts, separate and independent, and governed by the provisions of the Board Policy Manual in effect at the time of signature. Contract elements, which might remain in effect from first hire to final termination, shall be specifically referenced in each contract.

PHYSICAL EXAMINATIONS AND INNOCULATIONS

No applicant for any position shall be employed in a regular position if the applicant fails to meet the minimum standards of physical fitness required for the position. A signed physician's report must be submitted indicating the employee is fit to perform his/her required duties. In addition, the physician's report should indicate that the employee has been tested and/or inoculated against certain communicable diseases. This signed report shall be submitted to the Superintendent's office prior to taking up teaching or other staff duties.

By signing an employment contract, the employee attests to the School that he or she has no knowledge of any medical or other impediments likely to adversely affect his or her ability to perform assigned duties during the school year. Annual contract extensions, for overseas hires, are contingent upon passing a medical examination, and all inoculations being current.

All employees may be required at any time, and at the expense of the School, to undergo a medical examination and provide a medical report from a physician when, in the opinion of the Superintendent, the staff member's state of health may interfere with the performance of his/her duties. Should the employee be found not to be medically fit by the School approved physician, the employee may obtain a second medical opinion at his/her own expense and submit medical evidence to the Superintendent for review. Treatment and ongoing care for personal or chronic health conditions are not included in these medical examinations, and employees should obtain care for these conditions as appropriate and all expenses associated with the diagnosis and treatment of such condition will be the employee's expense.

Contract renewal may be contingent upon satisfactory passing of a medical evaluation requested by the School. Failure to observe this provision may result, at the discretion of the Board, in cancellation of the contract.

JOB DESCRIPTIONS

The Board recognizes that faculty and staff perform at higher standards when there is a clear understanding of work expectations. Therefore, the Superintendent is required to provide all employees, through their immediate supervisor, current job descriptions at the outset of their employment. Such job descriptions shall include job goals and specific job responsibilities, and which will be utilized in conducting the annual performance evaluation. Copies of all job descriptions shall be kept with the Superintendent, and reviewed or updated by the immediate supervisor or the Superintendent prior to any new employment offer.

JOB CLASSIFICATIONS

The following job classifications shall be for the purpose of placement on the appropriate Salary Schedule (See Policy 6.090).

Administration: Consists of those occupying the position of Superintendent, Principal, Director, and any other position as may be placed in this category from time to time, jointly by the Superintendent and the Board of Directors.

Certificated Overseas and Local Hire Staff: Consists of academic classroom teachers, teaching specialists, Librarian, Counselor, and any other position as may be placed in this category from time to time, jointly by the Superintendent and the Board of Directors.

Administrative Staff: Consists of managerial and administrative positions, including Business Manager, Accountant, Facilities Manager, Executive and Administrative Secretaries and Assistants, or Registrar, and any other position as may be placed in this category from time to time, jointly by the Superintendent and the Board of Directors.

Teaching Support Staff: Consists of degree and non-degree local hire staff that assist teachers, specialist teachers, Librarian, and any other certificated faculty designated by the Superintendent.

Support Staff: Consists of personnel hired to assist in facilities operations, including custodians, electricians, drivers, and carpenters, and any other position as may be placed in this category from time to time by the Superintendent.

SALARY SCHEDULES

The Salary Schedules specific to each Job Classification (as identified in Policy 6.080) are reviewed and approved annually by the Board of Directors. The employee's Job Classification as defined in the employment contract will determine the Salary Schedule that will be applicable in determining the employee's base salary. Any exception to this requires the advance approval of the Board of Directors. Salary Schedules are available for review in the Superintendents office.

RETIREMENT AGE

Overseas Hired Faculty, Principal, Superintendent

The mandatory retirement age for all staff is sixty-four (64). Exceptions to the customary retirement age can be considered when it is in the best interest of AISL. Employees wishing to be considered for extension beyond customary retirement age must request in writing by September 1st. The Supervisor will need to make a case for extension which includes consideration of the employee's performance (meeting expectations in the performance areas as defined by the performance based evaluation process), the overall staff succession plan for the respective department, the uniqueness of the employee's skills and knowledge and anticipated difficulties in finding a suitable replacement. Extensions will be granted only after approval by the school board. All Overseas Hired employees, regardless of age, are subject to the "Length of Service" policy after six (6) years of employment at AISL.

Local Hired Faculty, Administrators

Same as Overseas Hired Faculty, Administration policy, however Locally Hired Faculty, Administration are not subject to the "Length of Service" policy.