



PERSONNEL POLICIES

Non-Discriminatory Hiring Policy.

Myrtle Vine Academy admits students of any race, color, nation and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nation and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, athletic and other school-administered programs, nor in the hiring of staff.

Recruitment and Selection

All applicants must apply, undergo written test, teaching presentation and oral interview as the first stage of recruitment process. Then submission of the candidates' academics certificates, filling of required documents provided by the school, letter of introduction from the church, Curriculum Vitae, application and acceptance letter will be submitted before commencement of work.

Responsibilities in the Employment Process

The Human Resources Team which includes Head Teacher/ Principal and headed by the School proprietress, employ all personnel for Myrtle Vine Academy.

Professional Qualifications for Appointment

The college teachers should either have a minimum of a Bachelor of Arts, Bachelor of Science, Bachelor of Education or Higher National Diploma from a recognized university or Polytechnic. While as minimum of National certificate in Education is needed for Nursery and Basic classes.



Spiritual Qualifications for Employment

1. The candidate must have accepted Jesus Christ as personal Lord and Savior (Romans 10:9-10).
2. Demonstrates a conviction that God has called him/her to become involved in a Christian school ministry (I Corinthians 7:21-24).
3. Demonstrates a consistent outward evidence of an inward Christian character (I Timothy 4:12).
4. Maintains a regular and contributing involvement in a church having a doctrine which is in agreement with the school's Statement of Faith and which is scripturally sound in its teaching (Hebrews 10:24-25)
5. Is convinced of the importance of prayer and a daily time of meditation in the Word of God and actively pursues a relationship with God (Psalm 42:1-2).
6. Demonstrates spiritual maturity, a teachable spirit and has a clear conscience before God and man (Titus 2:2-8).
7. Has a workable knowledge of the Word of God, knowing how to feed himself/herself spiritually (I Timothy 4:7).
8. Shall be in agreement with the stated purposes of the school as outlined in the Philosophy of Education.

Christian Conciliation Service

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including statutory claims, shall be settled by Biblically based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. Each party to the agreement shall have the right to select one arbitrator. The two arbitrators



selected by the parties shall jointly select the neutral, third arbitrator. If there is an impasse in the selection of the third arbitrator, the Institute for Christian Conciliation of Peacemaker Ministries, Billings, MT (406-256-1583) shall be asked to provide the name of a qualified person that will serve in that capacity. The mediation and arbitration process shall be conducted in accordance with the “Rules of Procedure for Christian

Conciliation” contained in the Peacemaker Ministries booklet, *Guidelines for Christian Conciliation*.

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

Contracts of Employment

All teachers and full-time staff of MVA must have a contract offer letter that will be executed by the School director and Proprietress. The employment will be under one term (Four Months) probation period to ascertain the employee suitability on the assigned role.

Definition of Full-time

Any employee working forty-five (45) hours or more in a week on a permanent basis will be considered a full-time employee.

Establishing Personnel Salaries

The personnel salary is paid latest 28th day of every month and is being reviewed yearly.



Funeral Leave

All employees shall be allowed up to three days without loss of pay or sick leave credit when a death occurs in the immediate family. Immediate family is defined as spouse, father, mother, sister, brother, child. Then two days for extended family like grandparent, grandchild, and immediate in-laws.

All employees shall be allowed one day without loss of pay or sick leave credit when the death is a more remote relative (aunt, uncle, niece, nephew or cousin).

Personal/Sick Leave

The teacher will be granted sick leave at discretion of the head teacher /principal pending on the employee's health condition.

School Tuition Benefits

All Teachers are required to have their children who are eligible enrolled at MVA. Tuition discounts are provided for children of all staff.

Financial Assistance

Financial Assistance will be given to staff as Salary Advance and will not exceed 33% of employee monthly salary for one year, which will be repaid monthly.

Medical Insurance (Health)

All eligible employees will elect to receive the health insurance benefit.

Workers' Compensation

MVA staff will participate in a workers' compensation insurance as required by law.



Corrective/Termination Procedures

The Head Teacher/ Principal should set appropriate policies for correction and termination procedures. Written records of all actions should be kept in the employee's file.

Conflict Resolution

If a fellow employee offends you, go and speak to him in private regarding the matter before you speak to anyone else. If the conflict is resolved at this level, you have strengthened a relationship. If the two of you are not able to resolve the conflict you should invite the Head teacher/principal to meet with the two of you to mediate the conflict. This should be done confidentially and in private.

Please note that this Biblical model of conflict resolution (Matthew 18:15-17) involves only those people directly associated with or responsible for those involved in the conflict. Those who fail to follow this process by listening to the complainer without the third person present or complain to another without the third person present are in violation of school policy and Biblical guidelines.

Resignation and Abandonment of Contract

If it should become apparent that an employee wishes to exit the school, a written letter of resignation shall be submitted to the Head teacher/principal one month before the effective date. This one month should be within last month of learning period in a term or end of session, failing to adhere to this will attract one-month salary in lieu (Forfeit of one-month salary).

Remuneration for Those Who Resign or are Dismissed /Disengaged

If the employee resigns properly, one-month salary within the notice period will be paid to him in addition to all accumulated security deposit deducted monthly. If employment is terminated due to violation of school policy, payment shall be made based on the number of days he worked before the month end and all fringe



benefits paid. Exit interview must be conducted and submission of all school property under employee custody is returned before any payment should be effected.

If an employee is disengaged for any reason not him violated any policy, one-month salary will be paid in advance and all disengagement processes observed.

Teacher Evaluations

Staff appraisal should be done termly and annually by head teacher/principal and school proprietress.

Non-Teaching Staff Evaluations

All non-teaching employees will receive an annual evaluation by their supervisor.

Assignment and Placement.

All school personnel shall be assigned working positions by the Head teacher/principal. Assignment shall be based on the needs of the school as required and capacity of the employee. Requests for specific assignment or reassignment shall be granted if the assignment or reassignment will enhance the effectiveness of the school.

Employee Dress Code

The employee must adhere to school dress code which stress professionalism, uniformity and modesty.

Teacher Communication Ethics

Employees are expected to act professionally and ethically in discussing issues involving students, staff, school policies and procedures and other matters relating to school affairs. Discretion and confidentiality are expected. School matters should be discussed only with those directly involved or needing to know. All Employee should go through the school staff ethics and moral policy.



Biblical Integration

All teachers are expected to integrate biblical principles while teaching all subjects taught at Myrtle Vine Academy. All subjects will be seen with lens of Christ.

Harassment of Employees or Students

Harassment of any kind including sexual harassment is not permissible. No employee shall harass another employee or student in reference to sexual relations. Any harassment must be reported immediately to the Head teacher/Principal for proper investigation and immediate action.

Child Abuse and Neglect

If there is any known or suspected abuse or neglect by an adult of a child attending Myrtle Vine Academy, the teacher and the Head teacher/principal has a duty to report the knowledge or suspicion to the school proprietress. This is the case whether the suspected abuse or neglect occurs on or off the school premises.

Disciplinary Policy Statement

All school employees are required to abide by the school's discipline policies.

Corporal Punishment

No employee at Myrtle Vine Academy shall use corporal punishment to discipline any pupil or student unless those staff that are authorized to do so like the heads of all sections and disciplinarian. Any attitude that requires such will be reported to the heads for proper action.

Role Model Policy

Employees will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (1 Timothy 4:12) both in and out



of school to pupils (Luke 6:40), and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living.

This includes, but is not limited to, the refraining from such activities as the use of alcohol, tobacco, illicit drugs, and the use of vulgar and profane language. (Col 3:17 KJ; Titus 2:7-8 TLB; I Thess. 2:10 TLB; I Thess. 5:18, 22-23 KJ; James 3:17-18).

Employees shall agree that the Scripture dictates standards of sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a Christian role model. The unique roles of the male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted. Such deviation from Scriptural standards is grounds for termination (Romans 12:1-2; I Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; I Thessalonians 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16; I John 3:1-3