

PERSONNEL POLICY

HKM is an equal opportunity employer, with a policy to seek and employ the best-qualified personnel without regard to race, religion, color, creed, national origin, citizenship, age, sex, marital status, disability, or sexual orientation. Further, this organization's policy is to ensure equal opportunity for the advancement of staff members and equal treatment in the areas of upgrading, training, promotion, transfer, layoff, and termination.

HKM will ask that every applicant undergo a background check to ensure no prior criminal record or any other serious offense, which may jeopardize the integrity of the staff, the school's ability to carry out its mission or, most importantly, compromise the safety of the student body.

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 this organization or a prospective employee's likelihood of being hired.

All applicants should possess the appropriate amount of working knowledge of the Hawaiian culture and language, and/or a strong commitment to continue their learning in these areas, relative to the position applying for and given its stated responsibilities.

Prior to being hired, every applicant must commit to joining Mana Maoli by signing the 'Ae Like and committing to participating in on-going professional development in areas both in and out of their field(s) of expertise.

All applicants will be required to submit a resume. The hiring process, including the interviews, will be conducted by a hiring committee made up of no less than two (2) current staff members, one of whom must be the supervisor for the position being advertised. Applicants possessing the minimum qualifications, as determined by the hiring committee, will be offered an interview. After all interviews have been completed, a second review of the applicants by the hiring committee will determine the recommendation for hire or may require a second round of interviews. The recommendation for hire will be submitted to the Head of School. Official employment offers will be made by the Alaka'i Hui Ho'oholo, Overall Director or its designee.

HKM will most likely always be considered a "small school", and we currently face inequitable funding. Therefore, each individual staff member may be expected to fulfill multiple roles in various areas.

Upon employment by HKM, all employees are required to read the HKM Employee Handbook and complete any and all necessary forms and applications as deemed necessary within 2 weeks of employment.

All persons hired as half-time to full-time (0.50 - 1.00 FTE) employees will be placed on the HKM payroll (Ceridian or DOE, depending on job position) and will be eligible for all applicable benefits, pursuant to any applicable collective bargaining agreements.

Benefits & Compensation

Pay Schedule

Employees served by the State Payroll System (DOE) will be paid on the 5th and 20th of every month. Payment will be subject to any lags, delays, and changes as set forth by the State Government. Employees served by Ceridian will also be paid on the 5th and 20th of every month. If the 5th or 20th falls on the weekend or on a Holiday, then pay is expected on the business day that falls before the 5th or 20th.

Employees may be subject to a payroll lag equal to seven (7) calendar days, as provided for by law.

All regular employees who report to HKM campus for work are required to punch in and out on HKM's time clock. If an employee fails to do so, they will be considered absent from work.

Salary Schedule for Teachers

Teachers are paid according to the HSTA negotiated salary scale. Horizontal movement along classes are determined by education and approved professional development credit. Additionally, HKM honors traditional Hawaiian designations of mastery (ex. 'uniki). Upon recognition by their kumu, the HKM teacher will move up a class the subsequent school year. Vertical movement along steps is based on experience and length of employment. Pending adequate funding, Halau Ku Mana will move a teacher up a step after two years of continuous employment **at one step** (i.e. after two years at Class III, step 5, kumu moves to step 6 at the beginning of the third year.) HKM determined step increases are dependent upon positive performance evaluations, including end-of-the-year teacher evaluations. When the teacher union negotiates a mandatory step increase, this would be counted as the upward movement for that period.

Unions and Collective Bargaining

HKM recognizes the rights of its employees to join or refrain from joining any lawful employee organization or union. HKM further recognizes its right to designate an official employee organization to act as representatives on behalf of HKM employees.