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**PERSONNEL CONCEPTS AND ROLES POLICIES**

The Board of Directors recognizes that the success of Sage Oak Charter Schools (“SOCS” or the “Charter School”) students and programs hinge on effective personnel. The Board desires to establish safe and supportive working conditions that will attract and retain staff members who are highly qualified and dedicated to the education and welfare of students. SOCS’s personnel policies and related regulations shall be designed to ensure a supportive, positive climate and shall be consistent and in conformance with state and federal law and regulations.

The Board shall set terms and conditions of employment which shall be stated in the at-will employment agreements and shall have the force of policy. The Board shall hear employee complaints and appeals when such hearings are in accordance with board policy. The Board shall also adopt wage and salary schedules and shall commit budget funds for staff development so that staff members may continue developing their skills.

The Executive Director (“ED”) or designee has primary responsibility for overseeing SOCS’s personnel system. To support this effort, the Board shall approve a framework for sound hiring practices. The ED or designee shall recommend all personnel for employment following a successful screening and background check, and the Board shall approve only those persons so recommended. Individuals who approach board members regarding prospective employment shall be referred to the School’s Human Resources department.

The ED or designee shall assign and supervise the work of all employees and shall evaluate their work in accordance with effective accountability systems approved by the Board. The ED or designee also shall recommend disciplinary action which the Board may take against employees when warranted pursuant to Board policy and/or state or federal law.

The Board recognizes that every employee has a stake in SOCS’s successful operation. The Board encourages all employees to express their ideas, concerns and proposals related to the improvement of working conditions and the total educational program. The ED or designee shall establish procedures whereby they will receive and consider employee suggestions and submit them, when appropriate, for consideration by the Board.