



CHAMPION INTERNATIONAL
EDUCATION RESOURCES

Employee Handbook

“Leading International Education”

2013-2014 Edition



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Letter from Administrator

Dear Team Member,

Welcome to something great! Here at Champion, we're about more than watching children. We're about bringing the highest quality academic and fine arts instruction to the students in our community. We're about raising them up to be Champions.

We're accomplishing our goal of training Champions by hiring Champions! That's why we picked you, because you are a Champion in your field. Congratulations, we value you; we wouldn't have picked you if we didn't. Before each hire, we ask ourselves, "Will the team be better because of this addition?" If the answer isn't a solid, "YES" the application is trashed. Yours wasn't trashed.

Before you look through all this heavy set of policies and procedures, I'd like to encourage you to take a minute to read through our family statement. Really take a moment to let it sink in. Make this your mission every day you come to work. The key to success is to capture the vision and then run with it.

Champion Family Statement

Champion pledges to create a Safe, Loving and Challenging learning environment bringing families of diverse backgrounds together to exist as one incorporated educational body

That's what we're about here at Champion; ready to get on board? As you look through these policies and procedures, remember that this statement is what motivates us to move forward. It's the vision for Champion, make it your vision and go far,

Champion Administration



Hiring & Advancement Policy

Non-Discrimination: The employer is an "equal opportunity employer." The employer will not discriminate and will take measures to ensure against discrimination in employment, recruitment, and advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex. This is done in accordance with both federal and state mandates.

Non-Harassment: The employer is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

Definition of Harassment - "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions about employment, promotion, transfer, selection for training, performance evaluations, benefits, or other terms and conditions of employment; or (3) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment or substantially interferes with an employee's work performance."

Components in Hiring Process - The hiring of employees will be based on the following conditions and considerations:

- i) Demonstrated Teaching Ability
- ii) Recommendations
- iii) Observed Teaching Sessions
- iv) Demonstrated Subject Aptitude
- v) Interview
- vi) Portfolio Review



Classification – The following classification will be used to discuss and denote the various positions available within Champion.

Principals / Directors – This classification is reserved for those with managerial responsibilities over staff members as well as a voice in the direction and vision of the school.

Instructors – This classification is given to those with classroom responsibilities, no matter the length, frequency or subject matter.

- 1) Foreign Language Instructors – This classification is given to bilingual instructors that are hired with the responsibility of teaching their non-English language in a classroom setting.
- 2) Academic Instructors – This classification is given to instructors who are responsible for teaching the regular academic curriculum.
- 3) Non-Academic Instructors – This classification is given to instructors who are responsible for teaching the non-academic curriculum. Example curriculum these instructors may be responsible for are the fine arts, technology, physical education, etc.
- 4) Substitute Instructors – This classification is given to instructors who teach for temporary times as needed. They may be treated as either employees or contractors depending on frequency of employment.
- 5) Assistant Instructors – This classification is given to those that assist the academic instructors routinely in the classroom. These instructors may be part- or full-time.

Support Staff – This classification is given to those with support focused responsibilities.

Advancement

- a) Promotions - Promotion is based on a combination of tenure and performance, with greater weight given to performance.
- b) Raises – Pay raises are considered on an annual basis during the contract review stage.
- c) Bonuses – Bonuses are not routinely given, but may be given if an individual is performing well above expectations.



Payment Policy

Payments are made once a month on the 7th of the month or the first working day after the 7th. Paychecks are given for the pay period of the prior month. Payments are made by check and should be picked up at the main office.

If paycheck pickup is not possible, it is the employees' responsibility to arrange an alternate route of receiving payment (typically mailed or picked up by a representative).

Pay is rounded to the nearest quarter hour in both clock-in and clock-out times.

Infraction Policy

Infractions are the method by which Champion administration records and upholds the employee behavior policies we've put in place. Infractions are official records of wrongdoing that are used to keep track of failures to uphold policy. No set number of infractions will result in termination; instead the results of infractions are based on severity and frequency. Nonetheless, infractions are the specifics behind Champion's decision to terminate a contract.

Tardy & Attendance Policy

Employees are to arrive on time for work as expressed in their employee contract and/or their schedule. In the event of an emergency leading to tardiness or absence, notice must be given as soon as reasonable.

Infractions can be given to an employee who fails to adhere to the above policy.

Electronic Device Policy

Champion employees are not to text or use their cell phone for personal reasons while watching students. This prohibition applies to other personal electronic devices as well. Employees are allowed to carry their cell phone with them at all times, but this will be discouraged if problems arise due to electronic devices.

Infractions can be given to an employee who fails to adhere to the above policy.



Integrity Policy

Champion employees are expected to display integrity in all of their dealings with students, parents, fellow employees, and administrators. This integrity expectation can be outlined in the following 9 attributes:

1. Available – The Champion employee is to be accessible by those they are in charge over as well as accessible for correction by those in authority over them.
2. Accountable – The Champion employee is expected to be able to justify their course of action in a reasonable way.
3. Dependable – The Champion employee shall be consistent enough that administration can trust in their performance.
4. Generous – The Champion employee is to be generous in all their endeavors.
5. Honest – The Champion employee shall never knowingly deceive anyone.
6. Loyal – The Champion employee is to place a high value on Champion interests while at work. They shall not compete with or subvert Champion interests
7. Pure – The Champion employee is to remain pure in both action and appearance at all times.
8. Sensitive – The Champion employee is to be understanding and accommodating of various circumstances.
9. Transparent – The Champion employee is to be open in all dealings.

Champion commits to never (in word or implication) request or command an employee to break this policy.



Employee Dress Code

Champion employees are to dress appropriately in business attire of a casual nature. Our work environment for employees encourages employees to dress comfortably for work. Please do not wear anything that other employees might find offensive or that might make coworkers uncomfortable. This includes clothing with profane language statements or clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity. Tattoos of any type are to be covered at all times.

Our goal is to provide a workplace environment that is comfortable and inclusive for all employees. We expect that your business attire, although casual, will exhibit common sense and professionalism.

Employees are expected to demonstrate good judgment and professional taste. Courtesy to coworkers and your professional image to coworkers should be the factors that are used to assess that you are dressing in business attire that is appropriate.

Employees who wear business attire that is deemed inappropriate in this workplace will be dealt with on an individual basis through the infraction system.

Leaving Procedures

All Champion employees are expected to give at least two full weeks' notice prior to ending work. Additional time is considered a courtesy. When you leave Champion, we ask that you return all company property, surrender all current work to the appropriate people in order to ensure continuity of business, and surrender confidential information to someone duly authorized to receive.

Employee reference requests can be made within one (1) year of the employees' last day of work. Reference requests should be made in writing.