

## **MINA Charter School**

### **Employment Agreement Policy**

#### **PURPOSE:**

The Board of Directors of MINA Charter School recognizes the importance of establishing a clear contractual relationship with personnel employed by the school.

#### **POLICY:**

The Board will employ personnel upon the recommendation of the Lead Administrator. The Lead Administrator is authorized to offer employment and salary with the final approval from the Board. Once approved by the Board the offer of employment is contingent upon receipt of satisfactory completion of an alcohol/drug screening which shows no positive results of illegal substances and a background check that does not reveal any information that precludes employment. Offer of employment is contingent upon the prospective employee's ability to demonstrate that they meet all State and Federal requirements for holding the position. The prospective employee has the responsibility to maintain all required licensures/certifications throughout their employment. Failure to maintain licensure/certifications may result in termination of their employment.

The prospective employee has one week from the date received to sign and return to the Lead Administrator.

**Adopted & Approved by MCS: 03/02/2020**