

3.001 Employee Agreements/Contracts

All Ascend Leadership Academy staff members are employees of Ascend Leadership Academy, Inc. Ascend Leadership Academy, Inc. is an “at-will” employer. As such, either Ascend Leadership Academy, Inc. or the employee may terminate the employment relationship at any time for any reason. Acceptance and signing of employment contracts in no way repeals or modifies this at-will nature of the employee’s employment status with Ascend Leadership Academy, Inc.

Hiring Process

Ascend Leadership Academy must adopt a hiring process which adequately screens candidates and provides the board of directors with a level of assurance that certain requirements were reviewed before offering a position of employment.

At a minimum, the hiring process should include:

1. Collect Resume and ALA Application for Employment
2. Initial interview with Collaborative team (grade level teachers, Support personnel, Administrators, etc.)
3. Follow up Screening Activity (sample lesson, collaborative activity, mock project tuning protocol, video of sample lesson implementation, etc.)
4. Interview with Managing Director
5. Administrator checks three references
6. Background Check and Drug Screening (or make offer pending satisfactory completion of these tests)

When ALA’s administration has selected a candidate to recommend for hire to the board of directors, a new hire recommendation packet should be presented to the board.

At a minimum, the new hire recommendation packet presented to the board of directors should include:

1. Copy of resume
2. Copy of Employee Application
3. Certify review of ALA’s Educational plan, Mission and Vision
4. Pertinent notes from team interview
5. Summary comments from screening activity
6. Recommendation comments from managing director interview
7. Certification by managing director that reference checks were completed and no barriers to employment were raised
8. Certification by managing director that background check and drug screening resulted in no findings.

Once all of the procedures for hiring have been completed the prospective employee shall be presented with the employee agreement. This agreement shall include the employee’s salary, benefits, and length of service.

Employee Pay and Benefits

ALA's Board of Directors is not obligated to follow the state and local salary schedule when determining employee salaries. However, it is ALA's goal to pay all full-time employees competitively with the state and local salary schedule. ALA's Board of Directors will differentiate employee salary amounts according to years of experience, attained college/university degrees and professional certification as established and recognized by the North Carolina State Board of Education.

Any payment of additional annual salary supplements and/or performance bonuses shall be determined by the Board at the end of each fiscal year.

All full-time employees shall be entitled to participate in the State Health Plan at those rates and provisions as are offered in the Plan each year. The Board reserves unto itself the right to offer those additional employment benefits as it deems reasonable, appropriate, and affordable. Any additional benefits (other than participation in the SHP) offered by the Board are limited to one fiscal year at a time, subject to annual review and renewal.