**Kosasa Academy/Gap Services Corporation/Na Lima Kahiau 501c3**

**Employee Handbook**

Welcome to Na Lima Kahiau. The purpose of this document is to acquaint you with the policies and procedures that are the framework of your employment. Please read it carefully and keep it available for future reference. One of your first responsibilities is to become familiar with its contents and to review it with the director if you have any questions. You are responsible for the contents herein should any questions arise. Please sign the enclosed statement of responsibility after you have read this handbook.

**This employee handbook supersedes any other handouts or information that you may have been given previously.**

**EMPLOYMENT POLICIES**

Kosasa Academy/Gap Services Corporation maintains a policy of nondiscrimination with all students, employees, and applicants for employment. All aspects of employment with us are governed on the basis of merit, competence, experience, and qualifications and will not be influenced in any manner by race, color, sex, national origin, handicap, or veteran status.

All decisions made with respect to recruiting, hiring, and promoting for all job classifications will be made solely on the basis of individual qualifications related to the requirements of the position. Likewise, the administration of all other personnel matters such as compensation and/or benefits will be free from any illegal discriminatory practices. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Gap Services Corp. will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact his or her supervisor and request such an accommodation. The individual with the disability may request a specific accommodation, or make a general request, Gap Services Corp. will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job. Gap Services will identify possible accommodations if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, Gap Services will make the accommodation.

**SEXUAL HARRASSMENT** The United States' Equal Employment Opportunity Commission (EEOC) defines workplace sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature . . . when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment” (EEOC). The administrator of Gap Services Corp. has a zero tolerance policy for any form of sexual harassment in the workplace, will treat all incidents seriously, and will investigate all allegations. Any person found to have sexually harassed another will face disciplinary action up to and including dismissal from employment. Please contact Mrs. Kosasa either in person or through her confidential email account, gapservices[llc@gmail.com](mailto:llc@gmail.com). Alternately, you may inform Na Lima Kahiau’s Board President Tim Newman at 808.3865546.

**PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify Gap Services Corp. of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personal data is changed, the employee must notify the director or an administrator.

**DRESS CODE**

Employees must dress in a manner that indicates their professionalism and helps parents to be comfortable with entrusting their children to them. Men wear slacks, collared shirts tucked in, and closed shoes.  Women wear dresses, skirts, or slacks and shoes or sandals. No athletic shoes or slippers. Clothing should be clean, and in good repair (No rips or tears) modest, and of a conservative fit. No cleavage or underwear should be visible.  Leggings must be made of thick, substantial fabric and must be worn with tunics that cover the entire torso at all times. Check yourself in a mirror to make sure that you are covered when bending or leaning over.

The dress code may be adjusted **with approval by the director** for specific teaching duties that require athletic or rugged clothing.

After school care workers dress in a manner that accommodates the heat and active nature of the job. Conservative shorts, capris, and t-shirts with sleeves are allowed

Employees work closely with students, which makes hygiene extremely important.  Pay particular attention to your breath!

**DRUGS AND ALCOHOL**

The use, sale, purchase, transfer, or possession of any illegal or non-prescribed drug by employees is strictly prohibited. In addition, employees are prohibited from being under the influence of alcohol and/or any non-prescribed drug at work.

**TIME KEEPING AND PAY DATES**

Employees may not leave during scheduled time  for other than work related errands without permission from Mrs. Kosasa.

After School Employees are responsible for recording their time worked on the TSheets application. Arrive and sign in according to your scheduled shift. Sign out when you are released by your supervisor. Do not include unscheduled time (except as explained below), optional/voluntary meetings, or optional/voluntary training on the time-sheet.

Tutors are responsible for marking attendance on the Teachworks application. Marking the student as attended also records your time worked.

If it is necessary for you to work unscheduled time to protect the health and/or safety of students, make every effort to contact a supervisor or administrator to inform them of the circumstances. In the event that an administrator or the director cannot be reached, it is your responsibility to ensure the safety of the child. Do not leave children alone, take them with you, or leave them in the care of an unauthorized person.

The pay periods each month run from the 1st-15th and the 16th-31st.  Employees are urged to arrange for direct deposit of paychecks. Payment will be made within 2 - 5 business days of the end of the pay period. Paper checks are to be picked up in the office.

**SCHEDULING**

Teachers, tutors and other personnel are scheduled solely according to expertise, availability, and dependability.

**ABSENCES**

After School - Text or call Mrs. Kosasa AND Sabrina Perez as soon as possible if you become ill and cannot work.

Tutors - Text or call Mrs. Kosasa AND Jason Wagoner as soon as possible if you become ill and cannot work.

**NO FRATERNIZATION WITH STUDENTS/PARENTS**

Employees are prohibited from socializing or otherwise engaging in any but the most fleeting polite interactions with students and parents outside of Gap Services Corp.. Set your privacy levels on Instagram, Twitter, Facebook, etc. so they cannot see your content. Do not allow them to follow you on Instagram or otherwise interact with them on social networking sites, messaging or gaming platforms. Do not give them your cell number, your email, your blog, or any such social or contact information. It is unfortunate that these precautions are necessary but adhering to this policy will protect you as well as Gap Services Corp.. Please let the director know if you have prior or family relationships with students or their parents.

**PICTURES AND VIDEOS**

Pictures and videos are wonderful tools to motivate students, document progress, and demonstrate skills. However, we must be very careful to guard our student’s privacy.  You must have permission from the director to take pictures or videos of students or their work.  Under no circumstances should you share images of students or post them in a public venue such as Facebook, Instagram, or Twitter.  With parent permission, student images and work may be posted to official Gap Services Corp. websites and Facebook.

**TRAINING FOR TUTORS**

Gap Services Corp. tutors provide exceptional educational services due to their high levels of training in effective multisensory techniques and programs. Free voluntary training opportunities are provided throughout the year. Math training DVDs are available for checkout or in-center use for the Math-U-See program. Training in Only teachers with current training will be scheduled to teach multisensory programs.

**SUSPECTED CHILD ABUSE AND NEGLECT**

Inform Mrs. Kosasa immediately if you have reason to believe a student is being abused or neglected.

**KEEPING SECRETS**

Under no circumstances is a teacher or any other employee to keep to themselves information contrary to a student’s well being. Inform Mrs. Kosasa promptly about information as inappropriate relationships, drug use, and health concerns.

**THREATS TO SELF OR OTHERS**

Inform the director immediately if a student threatens to hurt himself or anyone else at (808)258-3951. Should she be unavailable, call 911, Child Protective Services, and the parents (in that order). Protecting the safety of students and faculty is of primary importance in these situations.

**MISSION:**

Kosasa Academy stands in the gap for students whose needs are not met in more traditional educational settings.

**PHILOSOPHY**

Primary to our philosophy is the conviction that:

* Every person is of infinite value.  Our students are often among those that our society does not value. We seek to demonstrate our students’ value to society, to themselves and their families, and to God; and to maximize their abilities to contribute to society.
* Education should be effective and appropriate.
  + Education must be tailored to the unique needs of each learner.
  + Education must be flexible. Curricula and graduation requirements, schedules, instructional techniques, personnel, **everything** must be subject to change to meet the needs of the learner.
  + The ultimate goal is for each student to reach his or her own unique academic and social potential.
* To be valid, assessment must allow each learner to demonstrate skills and knowledge in ways that most accurately show their true levels.

**STUDENT SAFETY**

When students are present, there should be two adults in the classroom at all times.   This is for teacher as well as student protection. Male students ages 12 and over may leave unaccompanied for the bathroom. A teacher must accompany girls and younger students into the hallway and watch the bathroom. Students who have behavior issues related to bathroom use should use the upstairs group bathroom. Take another adult with you if you must escort a student to the upstairs bathroom. Students must utilize the buddy system while in the hallways, including when going to the kitchen or new Sunday school room. The shopping center has security staff present 24/7 – if you see something suspicious, please report it to office staff so security can be contacted.

**GRADES**

The school year is divided into two semesters. Narrative reports are issued at the end of each semester.  Graded work must be logged regularly (no more than 2 week lag). Administration should be informed if a student is struggling or earning lower than a B- in a class. KA students are expected to produce quality work, and it is the job of the teachers and staff to help them succeed and determine the reasons they are struggling.

**HOMEWORK POLICY**

You are responsible for knowing the homework policy for your students. Policies will be developed at the beginning of the school year and adjusted as necessary per individual student needs. Policies will be kept on file and available upon request. Please ask an administrator.

**STUDENT BEHAVIORS**

One of our very important tasks at KA is to help our students move past negative behaviors and develop behaviors that will be positive for themselves and for their community.  We recognize that students are at different places in this journey and when students reach a bump in their road, our goal is always to help them improve and make better decisions.

KA’s student behavior guidelines fall into three categories:

* Students behave in a manner that allows teachers to teach.
* Students behave in ways that allow themselves and other students to learn.
* Students may not violate or interfere with the best interests of other people or of themselves.

Student neuropsychological information is available upon request. Please ask the director or an administrator for a digital copy.

**DEVOTIONS - Day School only**

Devotions are the most important part of the day at Kosasa Academy. All teachers on campus during Devotions are expected to join the group.  This is not a time to make copies, prep for classes, or check your phone.

**TEXTBOOKS**

Many of our students struggle with reading.  Computers and iPads provided by the school utilize assistive technology so that students can have the text read to them.  Teachers and students have access to hundreds of thousands of book titles, and titles that are not currently available can be requested through the program (there is a several month waiting period). Training in using assistive technology will be provided to teachers and students at the beginning of each school year.

**FIELD TRIPS**

Please inform the office if you have an idea for a field trip.  All field trips must be approved by Mrs. Kosasa.

**PARENT COMMUNICATION**

Do not discuss student progress/performance with parents. Upon parent request, refer parents to the director for update on progress. Limit parent interactions to greetings only.

If a student is struggling academically or behaviorally, notify Mrs. Kosasa as soon as possible. She will advise you and if necessary, contact the parents. Under no circumstances should you mention the challenges to a parent.

**TRAINING AND STAFF MEETINGS FOR DAY SCHOOL TEACHERS**

Gap Services tutors provide exceptional educational services due to their high levels of training in effective multisensory techniques and programs. Quarterly dinner meetings are an opportunity to meet with other Gap Services Corp. tutors, learn new techniques and discuss student profiles. Dinner meetings, scheduled OG trainings are voluntary and unpaid.

**EMERGENCY PROCEDURES**

Fire and Emergency Drills: All emergency announcements must be taken seriously.  During an emergency, staff and students must walk quickly and quietly to designated assembly points. Directions are posted next to every exit in the classrooms.

Off-Site Evacuation: Staff and students practice an off-site evacuation procedure in the event it becomes necessary to evacuate everyone from the classrooms to another location.

**SUPPLIES**

KA provides students with all supplies needed during the school year.  Please let the office know if you need additional materials for your class.  With prior approval by the director and documentation (receipts, etc), items purchased by teachers can be reimbursed. Fill out the purchase approval form and turn in to office for approval prior to purchase. If the director is unavailable, approval by phone is acceptable. Use text or email for written documentation. Purchases of less than $15 can be reimbursed without prior approval if they are immediately necessary. Fill out a reimbursement request form, attach receipts, and give to an administrator for reimbursement. Receipts will only be accepted up to one month after purchase.

**CELL PHONE/ELECTRONICS USE**

Older students are encouraged to bring their cell phones to school to use the calculator function as well as use them for appropriate educational purposes.  Certain students may listen to music while doing independent classwork. When not being used for academic purposes, cell phones must be turned off and stored in bags or on the administrative desk. If students need to contact their parents during the day, they should inform office staff and parents will be contacted. During the school day-parents also need to contact the school, not the student. This includes texting.

During instructional periods, teachers may only use their personal phones for the calculator function, educational learning games or apps., and to communicate with KA faculty and administrators.

I understand and agree to the above terms and policies.

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that my employment with Gap Services Corporation is at-will and therefore can be terminated, with or without a cause, at any time without prior notice, at my option or the Academy’s option. This at-will relationship will remain in effect throughout my employment with the Academy unless it is specifically modified by an express written employment agreement executed by an authorized representative of the Academy and me. I understand that this at-will relationship may not be modified by any oral or implied agreement, and that neither the employee handbook, nor any course of conduct, practice, policy, award, promotion, performance evaluation, transfer, nor length of service can modify this at-will relationship.  
  
I acknowledge that I have carefully read this Agreement, that I understand its terms, and that I have entered into this agreement voluntarily. I further acknowledge that I have been given the opportunity to discuss this Agreement with my private legal counsel before signing it and have availed myself of that opportunity to the extent I wish to do so.

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| --- | --- | --- | --- | --- |
| Date: |  |  | By: |  |
|  |  |  |  | Volunteer’s Signature |
|  |  |  |  |  |
|  |  |  |  | Full Name of Volunteer (Please Print) |
| Date: |  |  | By: |  |
|  |  |  |  | Kosasa Academy Representative’s Signature |
|  |  |  |  |  |
|  |  |  |  | Full Name of Kosasa Academy Representative (Please Print) |

In the course of your work, you may have access to confidential information (oral, written, or computer generated not otherwise available to the public at large) about employees, volunteers, students, their families and/or personal business. School or business information includes computer programs, software and supporting documentation, technological improvement plans, strategic plans, financial information and employee/volunteer information (including but not limited to co-workers and their families).

THEREFORE, I AGREE that:

My right to enter or make use of confidential information is restricted to my need to know the data or information to perform my job responsibilities. I will keep my computer access password(s) confidential. If another method of accessing a computer system is used, I will restrict its use to myself. I will not discuss any confidential information in any public areas, hallways, gathering spaces and etc.

I will hold all confidential information of which I have knowledge in the truest confidence, as required by law. I agree to utilize confidential information obtained by me only for the benefit of the employee or student or in the performance of my job responsibilities.

Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment, or contract with Gap Services. Further, this agreement mandates compliance extending beyond employment, contract, or association with Gap Services, as required by law.

I HAVE READ THIS CONFIDENTIALITY AGREEMENT AND AGREE TO ITS TERMS.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* I will not recruit or hire any employee of GAP Services Corp. or Na Lima Kahiau, or otherwise induce any such employee to leave the employment of GAP Services Corp. or Na Lima Kahiau, to become an employee of or otherwise be associated with me or any business with which I am or may become associated.

* I will not solicit or have any contact with any person who was a customer of the GAP Services Corp or Na Lima Kahiau at the time of my employment or within three years prior hereto and for whom I rendered services or with whom I became acquainted with as a result of my duties with the GAP Services Corp or Na Lima Kahiau.

* At any time upon the GAP Services Corp or Na Lima Kahiau’s request and, in any event, upon termination of my employment with the GAP Services Corp or Na Lima Kahiau, I will immediately deliver to the GAP Services LLC all data, manuals, specifications, lists, notes, writings, customer and product lists, photographs, microfilm, tape recordings, and all other documents or tangible materials whatsoever, including all copies or duplicates, concerning any part of the GAP Services LLC’s activities or concerning any part of my activities as a GAP Services LLC volunteer. All such documents and tangible materials, and copies or duplicates thereof, including my own notes, are acknowledged, by me, to be the GAP Services LLC’s property which is only entrusted to me on a temporary basis
* I understand that in the event of a violation of any provision of this Agreement, the GAP Services LLC shall have the full right to seek injunctive relief, in addition to any other existing rights provided in this Agreement or by operation of law, without the requirement of posting bond. I shall reimburse the GAP Services LLC for all costs, expenses, or damages that it incurs as a result of any violation by me of any provision of this Agreement. This obligation shall include court costs, litigation expenses, and reasonable attorneys’ fees.
* I acknowledge that the restrictions imposed by this Agreement are fully understood and will not preclude me from becoming gainfully employed following a termination of my volunteeryship with the GAP Services LLC.

The foregoing restrictions are limited to educational services.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witnessed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WAIVER OF EMPLOYER SPONSORED HEALTH INSURANCE COVERAGE

You have the option to waive coverage under the Gap Services Corporation health plan. In deciding to waive coverage you should be aware of the following information:

* Unless you sign a waiver stating that you are covered under another plan, such as a spouse’s plan, Medicaid, or Medicare, you cannot enroll in the Kosasa Academy’s health plan until the next open enrollment. However, if you are covered under another plan, but that coverage is lost, you can enroll in your Employer’s health plan immediately. There’s a time limit for enrolling after the other coverage is lost: you must request to enroll in your plan within 30 days of losing the other coverage.
* If you gain a new dependent through birth, adoption or marriage, you may enroll yourself, the new dependent, and the entire family at that time, but you must do so within 30 days of gaining the new dependent. If you miss the 30-day enrollment deadline, you must wait until open enrollment.

**if you waive coverage for yourself, you may not cover dependents under the Employer’s health plan.**

I acknowledge that the Employer has offered me the opportunity to enroll myself and my eligible dependents in the Kosasa Academy’s health plan, for the period of \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I am choosing to decline the coverage.

**I have read the information above. I understand the consequences of my waiver of coverage.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Employee                Signature             Date                Time

Authorization for Direct Deposit

I authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to deposit my pay automatically to the account(s) indicated below and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error. This authorization will remain in effect until I cancel it in writing and in such time as to afford \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a reasonable opportunity to act on it.

Name on bank account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank account number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Checking \_\_\_ Savings \_\_\_ Bank routing number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or entire paycheck: \_\_\_

\*Balance of pay to: \_\_\_\_\_\_\_\_\_ Manual (paper check) \_\_\_\_\_\_\_\_\_ Account described below \*Note: Split payments are not available for contractors.

Name on bank account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank account number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Checking \_\_\_ Savings \_\_\_ Bank routing number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Important: Please attach a voided check for each bank account to which funds should be deposited. Employee/Contractor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payers: Do not send this form with your Direct Deposit enrollment. Keep for your records.