**EMPLOYMENT STATUS POLICY**

**Section 1.** **Employment Status.**

**Section 1.1.** Employees of Hawthorn Leadership School for Girls are considered at-will employees, unless otherwise explicitly designated in writing by the Board of Directors.

**Section 1.2.** Prior to offering employment to any teacher who was employed previously by a Missouri school district or charter school, Hawthorn must contact the Missouri Department of Elementary & Secondary Education to determine the school district or charter school that previously employed such employee. Hawthorn shall request from the most recent prior school district or charter school having employed the individual to request information relating to prior sexual misconduct.

**Section 2.** **Hiring.**

**Section 2.1.** The Board of Directors may, upon recommendation of the Head of School or Associate Head of School, employ certified and non-certified staff members in order to accomplish the School’s mission, goals and objectives. The Board of Directors may, in its discretion, elect to delegate to the Head of School or Associate Head of School the authority to hire staff members for positions approved by the Board.

**Section 2.2.** The Executive Director, Associate Head of School or designee shall have general responsibility for training, direction and performance evaluations of staff members. The Executive Director, Associate Head of School or designee shall maintain adequate personnel records.

**Section 3. Suspension.**

**Section 3.1.** The Head of School or Associate Head of School may suspend employees, with or without pay. An employee may request review by the Board of Directors of a suspension without pay. The Board may consider such a review in appropriate circumstances, as determined by the Board in its sole discretion.

**Section 4.** **Termination.**

**Section 4.1.** Unless otherwise explicitly designated by the Board, employment at Hawthorn is at-will, and thus can be terminated by the Board of Directors at any time for any lawful reason.

**Section 4.2.** The Board of Directors may, in its discretion, elect to delegate to the Head of Schoolor Associate Head of School the authority to terminate the employment of staff members. When the authority to terminate has been delegated to the Head of Schoolor Associate Head of School, and an employee is terminated, the employee may request review by the Board of Directors of the termination. The Board may consider such a review in appropriate circumstances, as determined by the Board in its sole discretion.