

## **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. Eligibility for Public Service Loan Forgiveness**

Employees of the School may be eligible for public service loan forgiveness. The School will provide current, accurate and complete information to each new employee regarding eligibility for public service loan forgiveness. The notice will be provided within ten days following the start of employment.

### **Section 2. Hiring**

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

**Section 2.2** 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 and Secondary Education to determine the school district or charter school that previously employed such applicant. Hawthorn shall request from the most recent prior school district or charter school having employed the individual information relating to prior sexual misconduct.

### **Section 3. Suspension**

**Section 3.1.** The 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 School the authority to terminate the employment of staff members. When the authority to terminate has been delegated to the 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.

Amended and Restated September 27, 2021