



# U.S. INTERNATIONAL CHRISTIAN ACADEMY

is an independent, international autonomous global high school institution

[www.USICAhs.org](http://www.USICAhs.org)

[admin@USICAhs.org](mailto:admin@USICAhs.org)



U.S. International Christian Academy is based on the concept that “God is the source of all life, truth, and knowledge. Therefore, true learning begins by knowing God”.

## **About U.S. International Christian Academy Human Resources**

**U.S. International Christian Academy Human Resources** provides services to the staff, teachers and volunteers’ community in the recruitment and training of employees, volunteers and in the administration of benefits and compensation. Human Resources also assist in meeting their staffing goals, promoting equal opportunities, managing job performance and interpreting policy. Furthermore, HR supports employees and their supervisors in reconciling differences and achieving harmony to promote effective work relationships that adhere to the values of a Christian institution.

**U.S. International Christian Academy Human Resources** is responsible for developing and administering a high school-wide personnel program that includes employment, labor relations, benefits, compensation, staff training and development, as well as the development of any related policies. Any questions concerning these or any other personnel matters should be directed to the Human Resources by e-mail or in writing. You may also Contact Human Resources by phone or regular mail.

*For the latest news regarding employment, benefits and policy-related matters, please check our regularly updated Announcements on NEWS page at [www.usicahs.org](http://www.usicahs.org)*

### **Mission**

The most valued asset of The U.S. International Christian Academy is its human capital. Our ability to fulfill the institution's mission and strategic plan rests solely with the faculty, volunteers and staff. By recruiting, hiring and retaining quality employees, the U.S International Christian Academy can excel as a leader in high school online education.

A fair compensation program for staff is an integral component in developing an exemplary workforce dedicated to our teaching and research missions. Accordingly, U.S. International Christian Academy is committed to administering a staff compensation program that is both fair and equitable and addresses University budget constraints.

Ensuring positions are valued in relation to other positions, eliminating discrepancies in salaries

paid for similar type jobs; and providing all employees with clear expectations of responsibilities through written job descriptions.

### **New Employee Orientation 2019-20**

Newly hired staff is required to complete orientation at the beginning of their employment. Orientation occurs every other Thursday from 10:00AM to 2:15PM. There is a one hour lunch break at 12:00PM.

### **STAFF-FACULTY HANDBOOK**

For answers to your staff policy questions, please visit the employment policies page.

Visit [www.usicahs.org](http://www.usicahs.org)

### **TRAINING**

Various training resources are available on the NEWS page at [www.usicahs.org](http://www.usicahs.org)

### **WORKER'S COMPENSATION INSURANCE**

We provide Worker's Compensation Insurance for more of four employees. See our website: [www.usicahs.org](http://www.usicahs.org)

### **HEALTH INSURANCE**

All Staff and Teachers are part-times employees at U.S. International Christian Academy and they have Health Insurance with another educational Institutions. Volunteers don't qualify for Health Insurance.

### **EMPLOYEE COMPLAINT/DISPUTE RESOURCES**

Consistent with those core values, all members of U.S. International Christian Academy are to conduct all interactions within and on behalf of school with the highest degree of integrity and conformity to those ethical standards that derive from our Christian identity and mission. In the event that you become aware of actions inconsistent with such standards, please utilize the following information to report the conduct. Discuss your concerns first with your supervisor whenever possible. If that is not possible or if you are unable to resolve your concern in that manner, please contact the following The Principal or the owner who are responsible for receiving and addressing concerns reported by members of the U.S. International Christian Academy family.

**Employee/Supervisor Disputes, Discrimination or Sexual Harassment, Compliance with Laws and U.S. International Christian Academy School Policies see Staff and Faculty Handbook,**

**Forms and Applications**

Paper copies are also available from Human Resources. Any questions regarding procedures for filling out or turning in forms should be directed to the Human Resources by e-mail to [admin@usicahs.org](mailto:admin@usicahs.org) or visit [www.usicahs.org](http://www.usicahs.org)

**General Employment**

- a. Application for Employment
- b. I-9 Employment Eligibility Verification Form

This is a reminder that the United States Citizenship and Immigration Services has revised the Form I-9. The revised Form I-9 is available for immediate use. Visit [www.usicahs.org/applications](http://www.usicahs.org/applications)

**Recruitment & Hiring**

**General Forms**

Interview questions for Teacher Form  
Curriculum Vitae (Resume) and Transcript Form  
Emergency Contact form  
Evaluation Form  
Worker's Compensation Claims - First Report of Injury/Illness

Visit: [www.usicahs.org](http://www.usicahs.org)

**Revised Tuition Assistance Applications**

Feel free to contact HR, should you have any questions about the Tuition Assistance Program, or the new applications.

Tuition Free Assistance Application B for Dependents 16-18 yrs complete **USICA Honor Scholarship Form**, visit [www.usicahs.org/applications](http://www.usicahs.org/applications)

## **Payroll**

To access forms required for payroll purposes (such as timesheets, leave reports, tax forms, etc.), please contact the Principal.

## **Status Changes (transfers, terminations, promotions, name changes, etc.)**

Employee Data Form

## **Employment Opportunities**

Whether you're an academic scholar, a business professional, or a skilled laborer, U.S. International Christian Academy may have just the job you've been looking for. Providing a wide range of equal employment opportunities, U.S. International Christian Academy offers competitive part-time salary and benefits of tuition assistance. To learn more about the U.S. International Christian Academy, hiring policy and current employment opportunities, follow the links below.

[www.usicahs.org/NEWS](http://www.usicahs.org/NEWS)

Information on faculty, lecturer, or other positions in academic can be obtained from the school or department in which you are seeking employment. Please see [www.usicahs.org](http://www.usicahs.org)

**U.S. International Christian Academy is a drug-free, alcohol-free and smoke-free, Affirmative Action/Equal Opportunity institution and welcomes applications from women, minorities, protected veterans, and people with disabilities.**

## **Announcements**

**Please call The Office of Human Resources for additional information or visit [www.usicahs.org/NEWS](http://www.usicahs.org/NEWS)**

## **2019-2020 Holiday School Calendar**

Visit [www.usicahs.org/Calendar](http://www.usicahs.org/Calendar)

## **Salary Structures**

- Make salary decisions based upon appropriate qualifications, contributions, performance, and equity and budget considerations
- Encourage and reward excellent performance
- Provide salary increases, when appropriate, within available funding

Maintaining a market based, yet internally equitable salary structure can be difficult since these priorities are often in direct conflict with each other. Basic supply and demand pressures can create economic forces that result in higher compensation for employees in certain fields in comparison to individuals with greater job responsibilities in another field. To address these often conflicting priorities, the USICA's compensation program consists of the following two (2) salary structures to account for varied market conditions and to ensure that staff compensation is both fair and equitable.

1. Part-time Staff

2. Part Time Teachers online

### **Volunteer and Employee Background Checks**

U.S. International Christian Academy request Background Checks and finger prints for all employees, staff, faculty and volunteers

Under The National Child Protection Act (1993), as amended, and section 943.0542, Florida Statutes (1999)

Visit: [www.usicahs.org/applications](http://www.usicahs.org/applications)