



**Kesatuan Bangsa School**  
**Human Resources Policy**  
Academic Year 2025-2026

Bantul  
2025

## **Article 1**

### **Hiring Process**

The school establishes specific requirements for job postings, including minimum qualifications and experience. These qualifications are posted to the school's social media and website. The hiring process may include DISC's based character test and multiple rounds of interviews, such as an initial screening interview and a more in-depth interview with a hiring committee or administrator. The school may also conduct reference checks and require criminal background checks before offering employment.

## **Article 2**

### **Teacher Recruitment**

- (1) The academic coordinator sends the required teacher qualifications to the administrative staff to be advertised on the school's social media and print/online media.
- (2) The files to be sent will also be distributed via the WhatsApp application.
- (3) The application documents received are given to the Principal to conduct tests and interviews.
- (4) The tests are conducted before the interviews and consist of character tests and micro teaching.
- (5) Interviews are conducted to explore the motivation, potential, and possible problems that may arise from teacher candidates.
- (6) The selection results will only be announced to teacher candidates who are considered suitable to become teachers and will be done no later than 3 days after the test is conducted.
- (7) Suitable teacher candidates are called to the school to discuss the contract with the Principal.
- (8) The contract signing is done no later than a week after the new teacher starts work.

## **Article 3**

### **Staff and Employee Recruitment**

- (1) The academic coordinator sends the required staff qualifications to the administrative staff to be advertised in print/online media.
- (2) The files to be sent will also be distributed via the WhatsApp application.
- (3) The application documents received are given to the Principal to conduct tests and interviews.
- (4) Tests are conducted prior to interviews and consist of character tests.
- (5) Interviews are conducted to explore the motivation, potential, and possible problems that may arise from staff candidates.
- (6) Selection results will only be announced to staff candidates who are considered suitable to become staff/employees at Kesatuan Bangsa and will be conducted no later than 3 days after the test.

- (7) Eligible staff candidates will be invited to the school to discuss the contract with the Principal.
- (8) The contract signing will take place no later than one week after the new staff member starts work.

#### **Article 4**

##### **Probationary Period**

All new teachers will be placed on a probationary period of two years, during which their performance will be closely monitored and evaluated. The school reserves the right to terminate employment during the probationary period for any reason.

#### **Article 5**

##### **Performance Evaluation**

All teachers will undergo an annual performance evaluation based on their job responsibilities, performance expectations, and professional conduct. The evaluation will be conducted by the school administration and may include feedback from colleagues and students.

#### **Article 6**

##### **Professional Development**

Professional development opportunities may be offered in a variety of formats, such as workshops, conferences, online courses, or peer mentoring. Our school values ongoing professional development for all teachers. We provide opportunities for teachers to attend workshops, seminars, and training programs that support their ongoing professional growth.

#### **Article 7**

##### **Salary and Benefits**

The school establishes a salary schedule based on years of experience and educational attainment. Benefits may include health insurance, dental and vision coverage, life insurance, retirement plans, and Holy days bonus.

#### **Article 8**

##### **Code of Conduct**

Our school expects all teachers to adhere to high ethical standards and professional conduct. We provide a code of conduct that outlines expected behaviors and consequences for violations.

**Article 9**  
**Grievance Procedures**

Our school has a grievance procedure in place to address any concerns or complaints that teachers may have regarding their employment. The procedure is designed to be fair, objective, and confidential.

**Article 10**  
**Termination and Resignation**

The school reserves the right to terminate a teacher's employment for cause or for any other legitimate reason. The school will follow the appropriate procedures and provide the teacher with notice and an opportunity to respond before taking any disciplinary action. Teachers who resign are required to provide a written notice and may be subject to certain restrictions, such as returning school property or completing administrative tasks before leaving.

Bantul, June 2<sup>nd</sup> 2025

(signed)

Husen Abdillah  
*School Principal*