

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Administrative Procedure Manual
<b>Section</b>	Chapter 5 Human Resources
<b>Title</b>	AP 5230 Staffing – Transfers and Appointments
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<b>Adopted</b>	April 10, 2018
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### **TRANSFER AND APPOINTMENT RECOMMENDATIONS**

In consideration of recommending a transfer or an appointment, prior to a final offer, supervisors must provide relevant documentation that supports recent performance history. For all positions, consideration will be given to the employee's demonstrated interpersonal skills, among other job-related factors, before making a final decision.

Deficiencies in such skills or job-related factors may eliminate an individual from further consideration. Exceptions to this policy can be reviewed on an individual basis and must be approved by the Executive Director in conjunction with the Human Resources Department.

CHPA Building Principals shall develop annual personnel staffing patterns that meet the needs of student success and achievement goals as well as educational programming specific to the grade level.

### **Transfers:**

All transfers are internal and must remain within the job classification for that position. An employee must be in his or her current position at least six (6) months and be in good standing before he or she is eligible to apply for a transfer. The six-month waiting requirement may be waived if the position is being adversely affected due to a reduction in the work force or job elimination, or if there is significant change in the terms and conditions of employment (e.g. work schedule, hours, salary, status, etc.).

The following criteria shall be used in considering a transfer recommendation:

- Employed in current position for at least six months.
- Maintain an acceptable level of performance including but not limited to attendance record, absence of corrective action and/or resolution of previous corrective action.
- Successfully pass any special screening processes required for the position of interest, including but not limited to background investigations, reference checks, drug screens, and skills assessments.
- Employees, or the department supervisor, must request a transfer in writing and apply for the new position. An interview will take place with the supervisor overseeing the department in which the transfer is requested.
- All recommended transfers will be approved through the HR office including ratification by the CHPA Board of Directors.

Any changes in Full-Time Employee (FTE) positions must be recommended by the Executive Director in conjunction with the Human Resources Director to the CHPA Board of Directors for official approval.

**Appointments:**

All appointments, internal or external, are temporary and shall not exceed one academic year in length of assignment for appointment. The supervisor or department head shall make a recommendation to the Executive Director for approval of a direct position appointment. An existing employee must be in his or her current position at least six (6) months and be in good standing before he or she is eligible to apply for a transfer. The six-month waiting requirement may be waived if the position is being adversely affected due to a reduction in the work force or job elimination, or if there is significant change in the terms and conditions of employment (e.g. work schedule, hours, salary, status, etc.).

The following criteria shall be used in considering an appointment recommendation:

- Employed in current position for at least six months.
- Maintain an acceptable level of performance including but not limited to attendance record, absence of corrective action and/or resolution of previous corrective action.
- Successfully pass any special screening processes required for the position of interest, including but not limited to background investigations, reference checks, drug screens, and skills assessments.
- All recommended transfers will be approved through the HR office including ratification by the CHPA Board of Directors.

For external appointment recommendations (persons not currently employed by CHPA), the supervisor or department head shall provide documentation to the Executive Director as the reasoning for appointment rather than utilizing the established hiring process.

The following criteria shall be used in considering an external appointment recommendation:

- Position is deemed vacant and refillable per Human Resources.
- External candidate possesses the required qualifications for the position.
- External candidate will successfully pass any special screening processes required for the position of interest, including but not limited to background investigations, reference checks, drug screens, and skills assessments.
- At the end of the appointment term, the position shall be opened up for applicant competition. All final hiring recommendations will be approved through the HR office including ratification by the CHPA Board of Directors.

**Last Revised**            April 5, 2018