

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Board Policy Manual
Section	Chapter 5 Human Resources
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Chavez/Huerta K-12 Preparatory Academy (CHPA) is an “At Will” employer as defined by the State of Colorado. A CHPA employee may be dismissed or disciplined for one or more infractions set forth in the CHPA Staff Handbook and Policies Manual. If the employee is to be disciplined beyond a verbal conversation, the supervisor in conjunction with the Human Resources shall determine the nature of the discipline. Disciplinary action may result from infractions and severity of rules, regulations, policies, or laws. The types of action may involve suspension, demotion, or dismissal.

- Suspension refers to exclusion of an employee from his/her job without pay for a prescribed number of days. Suspension must occur only for cause and shall not be for more than thirty (30) days.
- Demotion refers to a downward movement of an employee from one position to another, and involves a reduction in pay.
- Dismissal refers to a permanent separation of the employee from employment within the organization.

If the supervisor makes a recommendation for discipline or dismissal to the Executive Director, they shall ensure that the following criteria has been satisfied. In extreme situations that warrant immediate action due to campus safety or any other gross negligence, the Executive Director has the authority to discipline an employee immediately.

- The employee has been evaluated in accordance with standards and procedures established by CHPA in compliance with the State of Colorado Evaluation System (currently RANDA) and the Colorado Department of Education for faculty, counselors, principals, assistant principals, school psychologists and speech pathologists. All other staff not in the aforementioned categories are evaluated with the non-instructional process established by CHPA. In the event that an employee is recommended for

discipline/dismissal that has not completed the full evaluation period, the observations thus far will be considered.

- The employee has had, at a minimum, one (1) verbal performance counseling meeting with supervisor and one (1) corrective action notification given by supervisor with Human Resources present.
- The CHPA Executive Director has received a recommendation from the supervisor for the discipline. Supervisor must provide all evaluation, counseling, and corrective action documentation in order for the recommendation to be considered.

If the Executive Director decides to make a recommendation for dismissal to the CHPA Board of Directors, the above mentioned documentation will be provided. The Board shall consider a termination recommendation in executive session unless the employee requests that the matter be considered in a public meeting.

Human Resources and the Executive Director shall establish procedures that define the conditions and processes for due process, discipline, and dismissal and ensure they are available to employees.

Last Revised May 9, 2016