

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Board Policy Manual
Section	Chapter 5 Human Resources
Title	BP 5120 Employee Probation Period
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Legal	Chávez/Huerta K-12 Preparatory Academy Board of Directors
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Chavez/Huerta K-12 Preparatory Academy (CHPA) is an “At Will” employer. A CHPA employee may be dismissed by the organization or voluntarily resign on their own accord at any time for any reason.

Chavez/Huerta K-12 Preparatory Academy has established a probationary period of 180 calendar days for all new employees of CHPA to allow time for both the new employee and the hiring supervisor to evaluate employment suitability. The purpose of this period is to provide a consistent process to orient the employee to the organization and their job, provide time for the employee to adjust and adapt to the job demands and the work situation, and enable the supervisor to determine whether the employee will be able to meet the demands of the job. At the end of the 180-day probationary period, the employee’s supervisor will complete a 180-day performance review for the new employee.

New employees who are unable to demonstrate the necessary qualifications or skills necessary for the job may be dismissed prior to the completion of the 180-day probationary period. Nothing herein shall modify or alter the “employment at will” nature of the employee’s position. The supervisor, in consultation with the Human Resources Department, will ensure that there is appropriate documentation supporting this action. A recommendation for dismissal must be submitted by the supervisor to the Executive Director for approval.

New employees may resign at any time during the probationary employment period. Resignations tendered during this period will be considered effective immediately. The successful completion of the probationary employment period should not be construed as guaranteeing employment for any specific duration, should not be construed as creating a contract of employment, and should not be construed as establishing a “just cause” termination standard, because nothing herein shall modify or alter the “employment at will” nature of employment at CHPA.

Existing CHPA employees may also be placed on a probationary period following an evaluation with the timeframe to be determined by their supervisor in consultation with Human Resources and the Executive Director.

Current employees placed on a probationary period who are unable to demonstrate improvement regarding the skills necessary for the job may be dismissed prior to the completion of the probationary period timeline established. The supervisor, in consultation with the Human Resources Department, will ensure that there is appropriate documentation supporting this action. A recommendation for dismissal must be submitted by the supervisor to the Executive Director for approval.

Last Revised August 5, 2016