

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

| | |
|----------------------|---|
| Book | CHPA Board Policy Manual |
| Section | Chapter 5 Human Resources |
| Title | BP 5230 Staffing – Transfers and Appointments |
| Number | BP 5230 |
| Status | Active |
| Legal | Chávez/Huerta K-12 Preparatory Academy Board of Directors Chávez/Huerta K-12 Preparatory Academy Charter School Contract Section 8.1.A Every Student Succeeds Act (ESSA) C.R.S. 22-63-202 C.R.S. 22-63-206 C.R.S. 22-32-109 (1) (f) C.R.S. 22-32-109 (1) (b) C.R.S. 22-32-109.7 (.8) (.9) C.R.S. 22-32-110 (1) (k) |
| Adopted | May 9, 2017 |
| Last Reviewed | April 27, 2017 |

Chávez/Huerta K-12 Preparatory Academy recognizes that staff motivation, productivity, and retention are dependent upon people working in positions that are well suited to their interests, and therefore offers and encourages transfer opportunities for current employees. Likewise, supervisors should be supportive of staff members who have the desire to enhance their skills or develop new competencies to pursue different or greater responsibilities internally.

Staffing Transfers:

A transfer is defined as changing positions for a lateral move on the salary schedule with comparable duties of the positions involved, which can include a department change. A change in job title, reporting structure, change in primary responsibilities, change in level of authority, or any other significant modification to a current position, is not considered a transfer.

Staffing Appointments:

Under certain circumstances when an interim is needed to fill a position, the Executive Director shall have the latitude to appoint, internally or externally, a qualified individual without a full search following consultation with the Director of Human Resources and the Board President.

In all cases, the employee's work record, including but not limited to performance, attendance, and efforts to develop skills and related behavior will be used as valid criteria for determining suitability for a position of transfer.

Last Revised April 27, 2017

See AP 5230 Staffing – Transfers and Appointments