

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Administrative Procedure Manual
Section	Chapter 5 Human Resources
Title	AP 5040 Employment Contracts/Compensation
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Legal	Chavez/Huerta K-12 Preparatory Academy Board of Directors Taxpayer Bill of Rights (TABOR)
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CHPA Employment Agreements

In establishing the CHPA Employment Agreements for staff and faculty, the President/CEO, in coordination with the Chief Human Resources Officer, can recommend to the CHPA Board of Directors for approval the utilization of 1-year, 2-year, or 3-year Employment Agreements. Any multi-year Employment Agreement will not constitute a multi-year fiscal obligation in violation of TABOR. All multi-year agreements will remain at-will and will be subject to annual performance evaluations and annual budget appropriations.

Additional Compensation for Internal Substitute Teaching

CHPA will pay additional compensation for internal classroom substitute assignments detailed in the following categories:

- Teachers who substitute during their regularly scheduled plan period will receive \$50 per plan period.
- Staff (not designated as a Teacher normally) who are reassigned from their regular duties to substitute in a classroom will receive \$50 per day for an assignment exceeding 4 hours. Assignments under 4 hours are considered a reassignment of duties for that short time period and are not eligible for additional pay.
- In situations when students are divided among the other grade level classes due to a Teacher absence with a class needing coverage, the receiving Teacher will receive \$50 per full day (over 4 hours of coverage) and \$25 per half day (under 4 hours of coverage).

Record Keeping for Internal Substitute Teaching Assignments

The established CHPA internal timesheet shall be utilized for tracking all internal substitute assignments. The employee is responsible for completing this timesheet each pay period and submitting it to their supervisor for approval by the established monthly deadline for payroll processing. The supervisor is responsible for verifying the assignments detailed on the timesheet and providing it to the payroll department by the established monthly deadline. Timesheets not received by the deadline will not be processed for that corresponding payroll cycle.

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