



# Employee Handbook 2022-2023

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**STAFF MEMBER HANDBOOK ACKNOWLEDGEMENT** - available in Human Resources

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- Conduct themselves in a manner that is consistent with applicable laws, regulations, and codes.
- Be aware that if an employee's behavior interferes with the orderly, safe and efficient operations of CHPA, disciplinary measures will be taken.

## **STANDARDS OF CONDUCT**

The following clearly defines the conduct that is subject to discipline, including but not limited to the suspension, demotion, or dismissal of an employee. (BP 5250 Standards of Conduct)

Employees who violate any of the following standards of conduct while at CHPA, on campus or at off-campus school-sponsored activities are subject to the CHPA's Employee Discipline Procedures.

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one's self or;
2. Engaging in intimidating conduct or bullying against an employee or student through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyber-bullying.
3. Engaging in harassing or discriminatory behavior. CHPA's response to instances of sexual harassment will follow the processes identified in CHPA's Board Policy and Administrative Procedures.
4. Possession, sale, or otherwise furnishing a weapon, including but not limited to, any actual facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a CHPA employee or student.
5. Use, Possession, distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any school-sponsored event.
6. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs.
7. Committing or attempting to commit robbery or extortion.
8. Causing or attempting to cause damage to CHPA property or to private property on campus.
9. Stealing or attempting to steal CHPA property or private property on campus, or knowingly receiving stolen CHPA property or private property on campus.
10. Willful smoking or vaping on CHPA campus.
11. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized school activities.
12. Disruptive behavior, willful disobedience, profanity, vulgarity, lewd, or other offensive conduct, on campus or during school sponsored activities.
13. The persistent defiance of authority or abuse of CHPA/school personnel.
14. Academic dishonesty, cheating, or plagiarism.
15. Violation of CHPA or State testing requirements and expectations.
16. Dishonesty, forgery, alteration or misuse of CHPA/school documents, records or identification, or knowingly furnishing false information to CHPA or any related off-site agency or organization.
17. Unauthorized entry to or use of CHPA facilities.
18. Engaging in expression which is obscene, libelous, or slanderous, or which so incites staff or students to create a clear and present danger of the commission of unlawful acts on CHPA premises, or the violation of lawful CHPA administrative procedures, or the substantial disruption of the orderly operation of CHPA.
19. Violation of CHPA rules and regulations including those concerning outside organizations, the use of CHPA facilities, or the time, place, and manner of public expression or distribution of materials.
20. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
21. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording or photography of an academic presentation in a classroom or equivalent site of instruction, including but

not limited to written class materials, except as permitted by CHPA policy or administrative procedure.  
22. Violation of professional ethical code of conduct in classroom or in any CHPA related environment.

Employees who engage in any of the above are subject CHPA's Employee Discipline Procedures.

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## **SECTION 2: NATURE AND CATEGORIES OF EMPLOYMENT**

### **NATURE OF EMPLOYMENT: AT-WILL EMPLOYMENT**

**Your employment with CHPA is “at-will,” which means that your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either the CHPA Board of Directors or yourself, except as otherwise provided by law.**

CHPA reserves the right to enter into employment agreements as it deems appropriate to address CHPA's needs. No individual, however, has the authority on behalf of CHPA to modify the “at-will” employment relationship, or enter into a contract of employment, or to make any legally enforceable promise or commitment – expressed or implied – with any employee, and no employee may rely upon any purported or draft contract, promise or commitment **unless** it is finalized and ratified by the Board of Directors. If there are discrepancies between the employment agreement and the Employee Handbook, the provisions of the employment agreement are controlling as reflected in Board Policy.

Each employee will receive an annual evaluation at the end of the academic school year and in accordance with the standards and procedures adopted by the Board of Directors. Employees shall not be supervised or evaluated by a relative in accordance with the school's policy regarding nepotism. Employees who do not receive an acceptable evaluation may not be renewed for the following year.

### **CATEGORIES OF EMPLOYMENT**

#### ***REGULAR FULL TIME STAFF MEMBERS***

Pursuant to the Fair Labor Standards Act (FLSA) and applicable state laws, employees who work at least 30 hours per week are full-time employees.

#### ***PART TIME STAFF MEMBERS***

Pursuant to the Fair Labor Standards Act (FLSA) and applicable state laws, employees who work less than 30 hours each week are part-time employees.

#### ***EXEMPT STAFF MEMBERS***

Pursuant to the Fair Labor Standards Act (FLSA) and applicable state laws, exempt employees are those who perform administrative, professional, supervisory or managerial responsibilities. Exempt employees do not qualify for overtime pay.

#### ***NON-EXEMPT STAFF MEMBERS***

Pursuant to the Fair Labor Standards Act (FLSA), non-exempt employees are entitled to overtime pay for all hours worked in excess of 40 hours per week. Applicable Colorado state laws may require overtime pay after 12 hours per workday.

## ***TEMPORARY & SEASONAL EMPLOYEES***

Pursuant to the Fair Labor Standards Act (FLSA), temporary/seasonal employees are entitled to overtime pay for all hours worked in excess of 40 hours per week. Applicable Colorado state laws may require overtime pay after 12 hours per workday.

## ***WORK YEAR***

Employees are scheduled to work a certain number of days annually based on their job classification and employment contract. Employees are expected to follow the work schedule provided to them at the time of hire. Work schedules are subject to change based on the needs of CHPA.

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## **SECTION 3: SCHOOL POLICIES - FEDERAL AND STATE LAWS**

### **EQUAL EMPLOYMENT OPPORTUNITY**

CHPA shall promote and provide for equal opportunity in recruitment, selection, promotion and dismissal of all personnel. Total commitment on the part of CHPA towards equal employment opportunity shall apply to all people without regard to race, color, religion, national origin, marital status, sex, age or handicap. Every available opportunity shall be taken to ensure that CHPA does not discriminate in any area of employment including job advertising, pre-employment requirements, recruitment, compensation, fringe benefits, job classifications, promotion and termination.

All employment decisions are based solely upon an individual's qualifications and capabilities and their relationship to the job, which must satisfy the reasonable requirements of the positions under consideration, including education, experience, demonstrated competence, and when applicable, certification requirements. We expect all employees to show respect and sensitivity toward all other employees, and to demonstrate a commitment to the school's equal opportunity objectives. If you observe a violation of this policy (BP 5180 Equal Employment), you should report it immediately to your supervisor, Human Resources or the President/Chief Executive Officer.

### **AMERICANS WITH DISABILITIES ACT OF 1990**

The Americans with Disabilities Act of 1990 ("ADA") prohibits discrimination against any "qualified" employee or applicant with regard to any terms or conditions of employment because of such individual's disability, perceived disability or record of disability, so long as the employee can perform the essential functions of the job with or without reasonable accommodation. An employee may be entitled to a reasonable accommodation, provided s/he is a qualified individual with a disability, as defined by the ADA, who has made Human Resources aware a person who needs something to do their job and the barrier they are experiencing is related to his or her disability. There are no specific words needed to make a lawful request for accommodation, and once the need is made known, the employee and CHPA Human Resources can engage in the interactive process to determine if the elements under the law are met, and there is a reasonable accommodation that is effective for the person with a disability. CHPA will address what must be provided as a reasonable accommodation, and the employee has an obligation to be cooperative in the interactive process including letting CHPA Human Resources know if the accommodation is effective or not. CHPA Human Resources will also check in with the employee to ensure the accommodation is effective. An accommodation that presents an undue hardship is not considered reasonable and may not be provided. All accommodations are determined on a case-by-case basis, and evaluated based on the effect of the qualifying disability on the specific job in question.

## **HARASSMENT/DISCRIMINATORY BEHAVIOR**

Unlawful harassment and/or discriminatory behavior is not tolerated at CHPA. CHPA affirms the right of all students and staff regardless of race, color, religion, national origin, sex, age, or disability to be treated with respect and to be protected from intimidation, discrimination, physical harm, and/or harassment.

Harassment/discriminatory behavior that denies civil rights or access to equal educational opportunities may include comments, name-calling, physical conduct, or other expressive behavior directed at an individual or group that interferes with a person's ability to do their job, or creates a hostile work environment, based on the ethnicity, race, culture, religion, national origin, gender, or disability of the individual or individuals. Once CHPA Human Resources is aware of allegations of harassment or discrimination, it may investigate them. In some instances, if a single act is egregious it may constitute harassment or discrimination and trigger an investigation.

Individuals or groups are in violation of this policy if on school grounds, at school-sanctioned activities, or in vehicles dispatched by the school, they:

1. Make demeaning remarks directly or indirectly such as name-calling, racial slurs or "jokes," or physically threaten or harm an individual on the basis of ethnicity, race, culture, religion, national origin, gender, or handicapping disability.
2. Display visual or written material or deface school property or materials to demean the ethnicity, race, culture, religion, national origin, gender, or handicapping disability of an individual or group.
3. Threaten to or actually damage, deface, or destroy private property of any person because of a person's ethnicity, race, culture, religion, national origin, gender, or handicapping disability.

Staff members who believe that they have been the subject of harassment/discriminatory behavior or who have witnessed harassment/discriminatory behavior shall report the incident immediately to their direct supervisor, Human Resources or the President/Chief Executive Officer.

Any staff member who violates this policy (BP 5240 Prohibition of Harassment and Discrimination) by engaging in conduct defined above that directly or indirectly causes intimidation, harassment, or physical harm to another staff member or student shall be subject to appropriate disciplinary action, up to and including termination.

## **SEXUAL HARASSMENT**

Sexual harassment is not tolerated at CHPA.

CHPA maintains a working environment free from sexual harassment and insists that all employees be treated with dignity, respect, and courtesy. Harassment on the basis of sex is a violation of federal law. In addition to being illegal, sexual harassment shall be considered a breach of professional conduct.

Any conduct or communication that constitutes sexual harassment is strictly prohibited. Any employee guilty of such conduct shall be disciplined.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and any other conduct of a sexual nature whereby:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment



decisions affecting such individual, including decisions to hire or terminate, promote or demote, or grant or deny privileges or benefits.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Prohibited conduct includes, but is not limited, to:

1. Repeated, offensive sexual flirtations, advances, or propositions, verbal "kidding," abuse, or harassment;
2. Continued or repeated verbal remarks of a sexual, suggestive, or inappropriate nature;
3. Graphic verbal commentaries about an individual's body;
4. Sexually degrading words used to describe an individual;
5. Displays of sexually suggestive objects or pictures; or
6. Sexually explicit language or jokes.
7. Pressure for sexual activity.
8. Unwelcome touching of any kind.
9. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, employment status, or similar personal concerns.

### **EEO/SEXUAL HARASSMENT COMPLAINT PROCEDURE**

To report a violation of the EEO policy (BP 5180 Equal Employment) or harassment policy (BP 5240 Prohibition of Harassment and Discrimination) as outlined above, including sexual harassment, employees must file a timely complaint to enable prompt investigation and correction of any behavior that may be in violation of these policies.

Such complaints should be reported to the Human Resources Department, preferably in writing. Upon receiving a complaint, the CHPA Human Resources will initiate a prompt investigation of the matter. Confidentiality within CHPA Human Resources will be kept on a need to know basis. Participants in any investigation into allegation, including the complainant and the respondent, shall be asked to maintain confidentiality as a courtesy to protect the privacy of all parties to the investigation.

If, after investigation, it is determined that an employee's behavior is in violation of this policy, appropriate and proportional disciplinary action will be taken, and where warranted may include termination from employment.

CHPA prohibits retaliation against any person participating in an investigation under this policy, if you perceive retaliation for making a complaint or for participating in an investigation, follow the complaint procedure outlined above. This policy creates no contractual rights for any person.

### **PROOF OF U.S. CITIZENSHIP AND/OR RIGHT TO WORK**

CHPA is committed to full compliance with federal and state immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

### **WORKERS' COMPENSATION**

If you are injured on the job, you must notify Human Resources and your supervisor verbally and in writing immediately and complete an Employee Written Notice of Accident Form from Human Resources within 24 hours of the accident. In the event an injury occurs on the job, all employees can obtain medical treatment from one of the designated providers communicated by the Human Resources Department and posted in the

front office of each school. If an unauthorized medical provider treats an employee, the employee will be responsible for payment of said treatment.

## **TITLE IX**

Title IX is commonly known as the “equal rights to sports” law but it also prohibits sex discrimination and harassment against students in federally-assisted education programs and activities. It applies to all public and private educational institutions, including elementary, secondary, school districts, colleges and universities. An “education program or activity” includes all of the school’s operations: all academic, extra-curricular, athletic and other programs; whether they take place in the school’s facilities, on a school bus, at a class or training program sponsored by the school whether at the school or another location.

It is important to know that Title IX prohibits discrimination and harassment by another student, school employee or a non-employee ‘third party’. Title IX also prohibits discrimination and harassment between male and female students as well as same-sex discrimination or harassment.

Examples of unlawful sex-based discrimination or harassment may include but is not limited to:

- Demand for sexual favors;
- Repeated requests for dates, letters making references to sexual conduct;
- Fondling, indecent exposure, sexual assault;
- Sexually derogatory comments, posting of sexually explicit drawings, either at school or on-line;
- Vulgar language and obscenities, pictures of nude males/females posted;
- Sexually offensive jokes or comments;
- Sexually explicit graffiti, especially graffiti campaigns targeted against a particular student or group of students;
- Student(s) taunting of another student(s) about engaging in sexual activity;
- General antagonism toward females/males with intentions of precluding males/females from participating or succeeding in school programs or activities;

Remember that this is not an exhaustive list but is intended to give you examples of what may be unlawful gender discrimination or harassment.

If you have any reason to suspect that a student is being discriminated against or harassed unlawfully because of their gender (male or female), you are required under Title IX to *immediately* report the discrimination/harassment to your immediate supervisor or the school Principal who has the appropriate forms for you to complete in reporting a possible Title IX violation.

## **WHISTLE BLOWER POLICY**

The CHPA Human Resources Department has established procedures regarding the reporting and investigation of suspected unlawful activities by CHPA employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity – intentional or negligent – that violates state or federal law, local ordinances, or CHPA policy.

These procedures shall provide that that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, that remedies are applied for any unlawful practices, and that protections are provided to those employees who, in good faith, report these activities and/or assist CHPA in its investigation.

Furthermore, CHPA employees shall not:

(1) Retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order;

(2) Directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or employee to make a protected disclosure to CHPA.

CHPA will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy (BP5110 Whistleblower Protection) including discipline of those who violate it up to and including termination.

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## SECTION 4: YOUR PAY AND PROGRESS

### COMPENSATION POLICY / SALARY SCHEDULES

The Chávez/Huerta K-12 Preparatory Academy (CHPA) Board of Directors has established salary schedules and hourly rates of pay as well as health and welfare benefits for all classes of employees, which will be reflected in the employment contract with employee. This policy creates no contractual rights on the part of any person. Salary Schedules are available on the website under Financial Transparency. (BP 5110 Contracts/Compensation)

### RECORDING YOUR TIME

Non-exempt employees are required to maintain an accurate record of all time worked on the web-based time clock which is to be accessed via the internet from any computer on school premises. You must clock in and clock out consistently. You are not allowed to have colleagues or any other person clock in or out for you. Clocking in for anyone other than oneself is considered time clock fraud. Time clock fraud is considered a serious offense and may subject a person to immediate termination. Clocking in or out from a computer not on campus or an internet-enabled cell phone or other device is not permitted. If for some reason you fail to clock in or out appropriately, you must submit the corrected time to your supervisor so that your time or pay is not erroneously calculated. **Failure to accurately and consistently utilize the web time clock may result in corrective or disciplinary action.**

All required payroll documentation, including but not limited to request for leave forms, personnel action forms and paper time sheets must be received electronically by the Fiscal Services Manager by the 15<sup>th</sup> of each month to be included on that month's payroll.

### COMPENSATION DATES

Employees will be paid monthly on the last business day of each month including Fridays. When the regularly scheduled payday falls on a holiday or weekend, you will be paid on the last business day preceding the holiday or weekend. CHPA is closed on selected Fridays, however Fridays will still be considered a business day in terms of employees receiving their monthly pay.

Reconciliation of days worked vs. days paid will be exercised in all situations where employee incurs an early separation from CHPA.

Employees engaged as paid Head or Assistant Coaches for selected sports will be paid on the regular payday following the last day of the season pending clearing approval from the Athletic Director.

Please review your paycheck for errors. If you find a mistake, report it to the Payroll Department immediately. The Fiscal Services Manager will assist you in taking the steps necessary to correct the error.

*Effective: July 1, 2022*

## **GARNISHMENTS**

CHPA, in accordance with State and Federal law, will honor all legal garnishments.

## **OVERTIME**

**Overtime must be approved in writing in advance of performing the work for part-time, hourly, and non-exempt employees.** Such requests for overtime must be made through the school principal or department supervisor. Principals and supervisors may not approve overtime that exceeds budget allocations without written approval of the President/Chief Executive Officer. Only actual hours worked count towards computing overtime.

Non-exempt staff members will be given compensatory time off at time and one-half the hours worked over 40 hours in a work week or 12 hours in a workday in accordance with Federal and Colorado laws. If compensatory time off is not taken, the employee shall be paid at time and one-half their regular hourly rate for the overtime hours worked. Any employee who has accumulated 40 hours of compensatory time must be paid for additional overtime and may not accumulate additional hours. Compensatory time must be taken by no later than the end of the tax quarter following the quarter in which the compensatory time was earned.

## **EXTRA DUTY ASSIGNMENTS**

All extra duty assignments, except class coverage, must be processed through the Human Resource Department before the work is performed. Extra duty assignments and compensation will follow the same approval process outlined for salaries.

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## **SECTION 5: PAID TIME OFF (PTO) / LEAVES OF ABSENCE**

### **OVERVIEW**

For benefit purposes employees who work at least 30 hours per week are considered full-time employees and are eligible for fringe benefits. Employees who work less than 30 hours each week are part-time employees and are eligible for statutory benefits and PTO. Statutory benefits apply to all employees and are mandated by federal, state or, local law. Statutory benefits include PERA, Workers' Compensation insurance, and unemployment compensation insurance.

CHPA has developed a comprehensive Paid Time Off (PTO) policy to protect employee's income during times of illness, death of a family member, or emergencies. This staff handbook describes the current PTO plans maintained by the School.

PTO days are proportional to the regularly scheduled work day of the employee. Days are also prorated when employment begins after the first day of the work year or employment ends prior to the last working day of the work year. Overtime and extra duty assignments do not accrue any PTO. Unused PTO is not eligible for compensation upon separation of employment. Reconciliation of days worked vs. days paid will be exercised in all situations where employee incurs an early separation from CHPA.

The expectation for approved absences is that the employee prepares the necessary materials for his/her position in the event there is a need for a substitute. This includes lesson planning, grading, preparation of necessary classroom materials, and any communication needed to conduct school business in the employee's absence. Follow-up with supervisor is also required upon the employee's return.

### **EXCESSIVE TIME OFF**

If employee exhausts all accrued PTO in any given academic year, additional work time missed will be deducted from that employee's appropriate pay period. Reconciliation of days worked vs. days paid will be exercised in all situations where employee incurs an early separation from CHPA.

### **REQUEST FOR PTO**

Effective January 1, 2021 part-time employees became eligible to earn Paid Time Off (PTO) per the Health Families Workplace Act (HFWA) at 1 hour per every 30 hours worked up to 48 hours per calendar year. Beginning July 1, 2022, all employees will be eligible to earn paid sick leave, including full-time employees who also earn Paid Time Off (PTO).

The expectation for approved absences is that the employee prepares the necessary materials for his/her position in the event there is a need for a substitute. This includes lesson planning, grading, preparation of necessary classroom materials, and any communication needed to conduct school business in the employee's absence. Follow-up with supervisor is also required upon the employee's return.

### ***PAID TIME OFF (PTO)***

1. The leave request will be submitted by employee for pre-approval by Supervisor at least 3 days prior to the occurrence. Emergency situations will be evaluated by the Supervisor or designee and is subject to documentation when a 3-day prior notice is not feasible.
2. Supervisors will determine and confirm substitute coverage when appropriate prior to approving the PTO request.
3. Employees will be notified by Supervisor within 24-48 hours of receiving the request for approvals and denials.
4. Planned absences may not be taken until the Supervisor officially pre-approves the request and the approval is documented.
5. In emergency situations which may require verification, PTO requests may not be submitted more than 4 work days after the absence occurs and the employee has returned to work. Absences that did not go through this pre-approval process or that are deemed not approved are subject to payroll deductions and possible disciplinary action when taken anyway.
6. All PTO is required to be entered in the Specialized Data System portal (SDS) prior to the occurrence and will be tracked electronically through the SDS system.
7. Any time used over what has been accrued will be a payroll deduction from the employee's paycheck.
8. Any employee wishing to use more than 3 days of PTO consecutively will need prior approval by their supervisor and the Supervisor or his/her designee.
9. PTO will not be allowed for any day prior to, or after, a scheduled school break or Holiday. Emergency situations will be evaluated as they arise.
10. PTO will not be allowed to be taken 2 weeks prior to the start of the school year or during the 2 weeks after the school year ends. Emergency situations will be evaluated as they arise.

### **PTO eligible employees will earn the following:**

- \* Full-time 168 work day contracted employees are allowed 70.74 hours of Paid Time Off per fiscal year accrued at 7.07 hours per working month of employment contract.
- \* Full-time 195 work day contracted employees are allowed 85.09 hours of Paid Time Off per fiscal year accrued at 7.09 hours per working month of employment contract.
- \* Full-time 208 work day contracted employees are allowed 110.93 hours of Paid Time Off per fiscal year accrued at 9.24 hours per working month of employment contract.
- \* Part-time hourly employees are allowed 48 hours of Paid Time Off per calendar year accrued at 1 hour per 30 hours worked.

All PTO can accumulate to a maximum of 120 hours. If employee has already accumulated the previous maximum of 240 or 296 hours, they are not eligible to accrue the designated number of PTO hours according to their assigned number of work days and months in their new employment contract for the new academic year. Employees will not be able to carry over or accumulate hours beyond the new maximum of 120 hours from fiscal year to fiscal year. PTO compensation will be paid to employee upon separation from CHPA for employees in good standing and with a proper 2 weeks' notice given in writing. Any employee who commits an act that is illegal and warrants termination from CHPA will not be eligible for PTO compensation upon separation.

Employees hired prior to July 1, 2022 and who have already reached the previously set maximum of 240 or 296 hours, or have accumulated between 120 and 240/296 hours prior to June 30, 2022, are not eligible to accrue more hours until they have exhausted hours below the maximum of 120 hours. CHPA Administration reserves the right to develop a transition plan for all employees to be subject to the new maximum accrual of 120 hours. This is also the maximum number of hours an employee can carry over from academic year to academic year. The transition plan created by CHPA will comply with all applicable State and Federal laws.

### **Employee PTO Leave Bank**

CHPA allows for employees to donate eligible Paid Time Off (PTO) hours to a PTO Leave Bank. Eligible employees shall request approval to donate and withdraw hours from this leave bank subject to established criteria and committee approval. The established committee will consist of the President/CEO Executive Cabinet members.

Employees must exhaust all existing PTO and must have contributed to the bank in order to become eligible for a withdrawal from the PTO Leave Bank. All employees are limited to 1 PTO Leave Bank withdrawal per academic year and all approvals are subject to the approval process.

#### **Donations to the PTO Leave Bank**

- Employees can elect to donate PTO hours at the end of each academic year.
- Employees cannot donate a number of hours that will result in the exhaustion of their balance unless the employee is separating from employment by CHPA. Any excess number of hours beyond the established maximum accrual of 120 hours are eligible to be donated.
- A minimum of 8.5 hours (1 work day) must be donated for an employee to be eligible for a withdrawal consideration.

#### **Withdrawal of hours from PTO Leave Bank**

- The President/CEO's Executive Cabinet will evaluate each withdrawal request to determine the following prior to approval:
  - Employee eligibility based on employment status
  - Validity of reason for request (evaluation of circumstances)
  - Number of hours to award (never to exceed 2 work weeks which is equal to 68 hours)Requests for more than the established maximum hours will be reviewed upon request.

Qualifying Circumstances for Submitting a Withdrawal Request for hours from the PTO Leave bank:

1. Serious medical condition confirmed by a physician
2. Emergency Medical Situation
3. Pregnancy Leave
4. Treatment or care of an immediate family member
5. A catastrophic natural event not controllable by employee

All request for withdrawal must be submitted in writing and are subject to additional documentation as appropriate. The PTO Leave Bank process shall not be applied in an arbitrary, capricious, or discriminatory manner. The PTO Leave Bank process must remain in compliance with applicable laws and educational codes of conduct at all times.

Violations of this policy and/or procedure are subject to disciplinary action to include, but not limited to, deduction of pay and/or termination. The CHPA Board of Directors retains the power to grant leaves with or without pay for other purposes or for other periods of time.

### ***SICK CALLS & SICK LEAVE***

Sick calls should be made to the employee's immediate Supervisor prior to 10:00 p.m. the night before or prior to 6:00 a.m. the day of illness. The employee must make the call himself/herself and at a minimum leave a message. Failure to call in pursuant to these guidelines may result in docked pay, a reprimand and/or termination. Once all PTO is used in a school year, the employee will be docked for any additional contract days at his/her pay rate. All requests for PTO must be approved by your immediate supervisor prior to the absence requested.

The employer has the right to ask for a physician's note in cases when an illness is reason for absence at any time, and a note is required if the staff member is absent for more than 3 days in one week due to illness. Chavez/Huerta K-12 Preparatory Academy shall establish procedures for employee sick leaves of absence as authorized by law. Unused sick leave will not be paid to employee upon separation from CHPA. Such leaves shall include, but are not limited to:

In accordance with the Colorado Healthy Families and Workplaces Act ("CHFVA"), starting January 1, 2021, any part-time employee who does not currently earn and accrue paid sick leave at a rate greater to or equal to the following requirements will receive paid sick leave in a manner so as to meet the minimum requirements by law. Starting January 1, 2022, all employees will be eligible to earn paid sick leave, including full-time employees who also earn Paid Time Off (PTO).

Employees will earn and accrue paid sick leave starting on the date of hire, after July 1, 2022, up to the minimum requirements, at a rate of one hour of paid sick leave for every 30 hours worked, not to exceed a total of 48 hours maximum to be earned or used in any fiscal year (starting in July and ending in June). Exempt employees will be assumed to be working 40 hours per week, except if the employee's normal workweek consists of fewer than forty hours, the employee accrues paid sick leave based upon the number of hours that comprise the employee's normal workweek. See AP 5310 Paid Sick Leave for further details.

### ***JURY DUTY***

Pursuant to applicable Colorado law, when called upon for jury duty, employees will be allowed the necessary time off to meet their requirements of jury duty. The employee must notify their Supervisor as soon as they receive a jury summons and at the end of each day while serving on a jury to keep the School apprised as to their work status. Employee must also provide documentation of jury summons. Employees must return to work once they are excused from daily jury duty during regular working hours.

Under Colorado law, the goal is to prevent any jury from experiencing financial hardship because of performance of juror service. To help accomplish that goal, CHPA agrees with each employee to provide full compensation of the employee's daily rate of pay during the time an employee is performing juror service, provided the employee remits to CHPA any pay the employee received from any other entity, for the performance of juror service. Pursuant to C.R.S. § 13-71-126, after the first three (3) days of jury service, the

state typically pays any one juror compensation a daily jury amount not to exceed \$50/day, if the juror is employed. For those CHPA employees earning more than \$50/day and who desire to be provided full compensation based upon the employee's daily rate of pay, that employee shall be required to remit to CHPA any payment received by the CHPA employee for jury service, in order to be provided full compensation based on that employee's daily rate of pay.

### ***MILITARY LEAVE***

Staff members who are required to serve in any branch of the Armed Forces of the United States or are engaged in state military service are given the necessary time off, without pay.

Military orders should be presented to the Human Resources Department so arrangements for leave may be made as early as possible before a departure. Staff members are required to give advance notice of their service obligations to the school unless military necessity makes this impossible. You must notify the Human Resources Department of your intent to return to employment based on requirements of the law.

### ***WITNESS LEAVE***

Staff members who are subpoenaed to serve as a witness in a school related criminal or civil proceeding will be given the necessary time off. Non-school related proceedings will be unpaid unless the employee chooses to use PTO. Legal proceedings where the staff member is a party will not be compensated, unless PTO time is available and employee chooses to utilize. Requests for witness leave should be made to your Supervisor in writing as soon as possible.

### ***BEREAVEMENT LEAVE***

Staff members will receive a total of 24 hours (i.e. 3 days) for each occurrence that can be utilized for situations of the death of an immediate family member. Any additional time needed for absences will be subject to the approval of the supervisor and the employee's PTO hours will be utilized. The term "immediate family" refers to employee's spouse, parents, grandparents, children and their spouses, sisters and brothers and their spouses, grandchildren, nieces, nephews, aunts, and uncles of you or your spouse, or family members residing in the same household. Requests for funeral leave should be made to your Supervisor in writing as soon as possible. The School reserves the right to request written verification of a staff member's familial relationship to the deceased and his or her attendance at the funeral service as a condition of the bereavement pay.

### ***COLORADO DOMESTIC VIOLENCE LEAVE***

Employees who are the victim of domestic abuse, stalking, sexual assault, or any other crime involving domestic abuse may take up to three days of leave, without pay or utilize their allotted Paid Time Off (PTO), in any 12-month period. Employee is allowed to use any available personal time with pay during this time period if applicable. Domestic Violence Leave can be used by the employee to protect himself/herself by obtaining a restraining order, obtaining medical care or psychological treatment for the employee or employee's children, make employee's home secure, seek legal assistance, or attend and prepare for court-related proceedings. Employees seeking to take Domestic Violence Leave shall advise their Supervisor in advance of the need to take leave as soon as practical.

### ***FAMILY AND MEDICAL LEAVE ACT (FMLA) – UNPAID LEAVE***

The FMLA grants **UNPAID** leave to eligible employees. The Human Resources Department is charged with determining whether an employee is eligible for FMLA.

Generally, to be eligible for protection under the FMLA, an employee must be employed for at least 12 months and have worked at least 1,250 hours during the 12 months preceding the start of the leave. The maximum



time allowed for leave pursuant to the FMLA is a total of 12 weeks (480 hours) in a 12-month period. The 12-month period is measured from the first day of your first leave. Although most leaves would be taken in a single block of time, intermittent leave or reduced leave schedules also may be approved when necessary.

All employees are required to first use any earned PTO at the beginning of their leave, unless collecting Workers' Compensation benefits. If collecting disability payments, PTO may be used first to offset the disability payments.

Once all PTO is exhausted, and all leave taken pursuant to FMLA is exhausted (should the employee qualify under the FMLA), the employee is required to return to work. Failure to return to work may be deemed voluntary job abandonment. The President/Chief Executive Officer, in conjunction with the employee's immediate supervisor, may grant additional unpaid leave if warranted by unusual circumstances or medical condition. This is an administrative decision that is not appealable.

CHPA will attempt to return each employee to his/her original position, when feasible.

FMLA will allow unpaid leave for:

- Serious health condition of the employee
- Employee giving birth of child
- Father's attendance at birth of child
- Parents' care of child following birth
- Placement of child with employee for adoption or foster care
- Serious health condition of employee's child
- Serious health condition of employee's spouse or parent.

The FMLA was amended by the Military Family Leave, Section 585(a) that adds two new leave entitlements for service members and their families:

**1) Military Caregiver Leave:** Eligible employees who are family members of covered service members are able to take up to 26 workweeks of leave in a "single 12-month period" to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty. Please speak to the Human Resources Department for eligibility.

**2) Qualifying Exigency Leave:** The second new military leave entitlement helps families of members of the National Guard and Reserves manage their affairs while the member is on active duty in support of a contingency operation. This provision makes the normal 12 workweeks of FMLA job-protected leave available to eligible employees with a covered military member serving in the National Guard or Reserves to use for "any qualifying exigency" arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation. Please speak to the Human Resources Department for eligibility.

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## **SECTION 6: EMPLOYEE BENEFITS**

**CHPA provides certain insurance benefits to eligible employees. For questions regarding insurance benefits or eligibility please contact the CHPA Human Resources Department.**

### **OTHER BENEFITS**

#### ***TUITION REIMBURSEMENT PROGRAM***

To better serve the needs of our School, CHPA encourages employees to participate in professional development activities. The School may provide tuition reimbursement at a rate of 50% up to 6 credit hours per semester (*Summer semester reimbursement is subject to funding*) to staff members pursuing courses related to the School's mission dependent upon availability of funding from the current year's budget. Staff who are interested in participating in the CHPA Tuition Reimbursement Program needs to complete a pre-approval form to ensure budgetary allowance. After the completion of the class, employees are to submit the Tuition Reimbursement Form for approval, receipt showing payment to educational institution and completion of courses with a C or better for the final grade may be eligible for reimbursement. Please see Human Resources for forms and additional information about the Tuition Reimbursement Program and eligibility requirements.

### ***PROFESSIONAL DEVELOPMENT***

CHPA has designated one Friday per month in the academic calendar for Professional Development (PD) for all staff from 8:00 AM to 2:30 PM. These PD days are included in the contracted work days for each employee and attendance is required. These hours are subject to change based on the school's needs. Additional or ongoing professional development is fundamental to the success of CHPA and its students. Employees are encouraged to partake in continuing education and personal/professional development by:

1. Maintaining professional licensure /certification;
2. Maintaining current personnel file information and providing information to CHPA in a timely manner;
3. In collaboration with supervisor, setting professional development/growth goals;
4. Assisting with orientation of new personnel as appropriate or as requested by leadership;
5. Attending organization-provided in-service programs, as appropriate or as requested by leadership; and,
6. Pursuing outside seminars, courses, or other trainings to help develop professional skills.

Payment assistance for additional Professional Development is dependent upon availability of funding from the current year's budget and pre-approval by your supervisor is required.

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## **SECTION 7: ON THE JOB**

### **ATTENDANCE AND PUNCTUALITY**

The CHPA campus hours and support staff work day hours are 7:30 AM to 5:00 PM. The faculty workday is from 7:30 AM to 4:30 PM. The workday for employees is specified in your letter of employment. CHPA requires employees to be punctual and have consistent and timely attendance.

All staff members are required to comply with school hours. The student academic day is 8:15 AM to 4:00 PM. If you are going to be late for work or absent, you must notify your immediate supervisor or his/her designee as soon as possible and preferably not later than the night before the absence or delayed arrival. Additionally, if you have used all of your PTO leave time, you will be docked at your pay rate plus the cost of covering your class or position. The following is a guideline for the faculty workday:

- **Monday through Thursdays:** 7:30 AM to 4:30 PM
- **Fridays:** 8:00 AM to 2:30 PM – one Friday per month designated on the CHPA Board of Directors approved annual academic calendar. These hours may differ due to the COVID19 environment.
- **Virtual After School Activities require Principal approval and can be held on any school day Monday through Thursday** – Teachers with pre-approved after school activities are eligible to receive \$25 per day (maximum of 2 days per week)

Full-time employees may leave campus for lunch or scheduled plan period, per your work schedule, as long as it does not result in tardiness upon returning to work. If you are late returning, you may be docked pay, reprimanded, or discharged, depending on the circumstances. All non-exempt staff must clock in and out on the computer when leaving campus. The expectation is to notify front office staff when leaving campus during the scheduled work day.

Employees are encouraged to attend all school-related functions throughout the academic year, to include, but not limited to: fundraising events, graduation ceremonies, etc. Staff meetings and Professional Development are mandatory. Prior authorization for absences must be obtained. Information for these events is listed on the school website but is subject to change based on the needs of CHPA.

## **RESIGNATION/SEPERATION OF EMPLOYMENT**

Although CHPA hopes that employment with the company will be a mutually rewarding experience, it is understood that varying circumstances do cause employees to voluntarily resign employment. Should this time come, employees are asked to follow the guidelines below regarding notice and exit procedures.

### **PROCEDURES**

- Notice of Resignation – Employees are encouraged to provide two weeks’ written notice to facilitate a smooth transition out of the organization. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- Form of Resignation Notice – All resignations must be confirmed in writing. Employees may wish to complete the Employee Resignation Form provided by HR for this purpose or may submit other written notice that must include the reason for leaving and the effective date.
- Rescission of Resignation – Employees will not be allowed to rescind a resignation, whether given verbally or in writing, once the resignation has been confirmed by the employer. Employees who wish to discuss concerns about their continued employment before making a final decision to resign are encouraged to do so.
- Eligibility for Rehire – CHPA shall not rehire former employees who have been dismissed for cause, negotiated resignation settlements in lieu of termination of employment, or resigned following a notice of disciplinary action. Exceptions may be made with full consideration only by the President/Chief Executive Officer.
- Exit Meeting – Resigning employees will be scheduled for an exit meeting to ensure that all tools and equipment are returned and to provide an opportunity to discuss any questions or concerns related to employment with CHPA. Employees who fail to return any company property, including keys, credit cards, tools, laptops and other equipment, will be deemed ineligible for rehire and may be subject to legal proceedings on behalf of CHPA.
- Forwarding Address and Final Pay – Departing employees will be asked to confirm their forwarding address to ensure that benefits and tax information are received in a timely manner. Final pay will be mailed to this address by the next payday unless state law or other procedures dictate otherwise.
- Accrued and Unused PTO – no PTO compensation will be paid to an employee upon separation from CHPA. Once a two weeks-notice is given, employees are not authorized to utilize any accrued and unused PTO unless previously approved by their Supervisor.
- Reconciliation of Days Worked vs. Days Paid will be exercised in all situations where employee incurs an early separation from CHPA under their current contract.

### **ABANDONMENT OF THE JOB**

If you are absent for three days without notifying the school or without administrative approval, it is assumed that you have voluntarily abandoned your position with the school. In this event, reconciliation of

contract days work vs. paid will be exercised, you will be removed from the payroll and separation documents will be mailed to the address of record. This type of separation will be categorized as voluntary and the employee will be marked as not eligible for rehire.

### **COMMUNICABLE DISEASE**

CHPA's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus), tuberculosis and COVID-19 Coronavirus. CHPA may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC), Colorado Department of Public Health and Emergency (CDEPH), Pueblo Department of Public Health and Environment (PDPHE), and Colorado Department of Education (CDE).

CHPA will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. CHPA reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

CHPA will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

Regarding employment expectations, CHPA job duties may be completed remotely in the event that students are unable to be physically present in school due to school decision, external mandates or orders, or due to school closure. Remote work is not otherwise considered a reasonable accommodation for serving students. All CHPA employees may be required to disinfect/clean countertops, desks, door handles, and other surfaces as well as conduct temperature checks, and other various tasks deemed necessary for ensuring the safety of our students and staff.

### **CONFLICT RESOLUTION**

The staff conflict resolution procedure for employees is as follows:

1. Staff members are directed to discuss any concerns with the individual with whom they may have an issue.
2. Should an issue not be resolved through the discussion then the staff member may submit his/her concerns in writing to his/her designated supervisor.
3. If the concern is not resolved at this point, the matter will be brought forward to the Human Resource Director at which time an investigation may take place.
4. Once steps 1 through 3 have been complete and there still is not a resolution, The employee can file an appeal to the President/Chief Executive Officer

## **EMPLOYEE GRIEVANCES**

Chávez/Huerta K-12 Preparatory Academy (CHPA) has established grievance procedures in accordance with this policy (BP 5080 Employee Grievances) as well as state and federal law, for employees to utilize who believe that the fair and consistent application of a CHPA policy affecting him/her has not been followed.

CHPA expects employees to be able to satisfactorily address most concerns within his/her department; however, when a continuing problem has not been resolved using the Conflict Resolution procedure the CHPA Employee Grievance process shall be followed. Where it is not possible or appropriate to resolve matters on an informal basis the formal procedure for handling a grievance should be used. This formal procedure should only be used when other attempts have failed, and not as the first option. Employees should contact Human Resources for details of this process (AP 5080 Employee Grievances).

The aim of this policy is to enable CHPA to provide a working environment in which all employees feel safe and comfortable and in which everyone is treated with respect and dignity regardless of gender, sexual orientation, marital or family status, color, race, nationality or ethnic origin, religion or belief, age, disability, or any other personal factor or quality. No employee shall be subjected to discrimination, adverse treatment or retaliation of any type for participating in a grievance procedure.

## **TEAM COMMUNICATION EXPECTATIONS**

CHPA employees are expected to:

1. Communicate effectively through words and actions toward others;
2. Utilize listening skills;
3. Recognize the influence of beliefs and cultures on behaviors;
4. Work toward mutually acceptable resolution of interpersonal conflicts as they arise;
5. Consistently offer and provide help;
6. Attend and participate positively in meetings;
7. Regularly read, learn and appropriately apply new information into practice;
8. Use words that express respect;
9. Acknowledge others verbally and nonverbally;
10. Follow appropriate chain of command;
11. Develop cooperation and collaborative work efforts that benefit all involved parties; and,
12. Demonstrate the initiative to meet the needs of the organization by assisting coworkers when work load permits.

## **SAFETY**

The safety of CHPA students, employees, and others is of extreme importance to the school. At minimum, employees are expected to:

1. Perform duties in a manner safe to self, coworkers and others;
2. Maintain the work area to reduce the likelihood of safety hazards and to enhance its general appearance; and,
3. Adhere to the organization's safety policies, including education, reporting and practice, specific to job position.

## **PROTECTING SCHOOL INFORMATION**

Protecting CHPA's information is the responsibility of every staff member. Failure to follow confidentiality guidelines may result in disciplinary action at the discretion of the President/Chief Executive Officer.

Employees are expected not to discuss CHPA's confidential business with any non-CHPA employee. All information concerning employees, students, donors, and organizations with which CHPA does business is to be considered privileged and to be maintained as confidential. During conversations amongst employees, each employee is expected to use his/her best discretion in discussing matters affecting CHPA, its students, and its employees and leaders. Please direct any questions to the President/Chief Executive Officer.

All telephone calls regarding verification of employment with our school must be forwarded to the Human Resources Department. The school's address shall not be used for the receipt of personal mail or personal packages.

### **CONFIDENTIALITY OF STUDENT RECORDS**

Federal and State law and proper educational practice require that student records (educational, health and behavioral) be kept confidential except where dissemination is authorized and necessary. The staff is required to maintain such confidentiality at all times and to contact the President/Chief Executive Officer if there is ever any doubt about the propriety of releasing information.

### **FERPA RIGHTS**

A student's parent has the right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the office regarding an alleged failure by a school to comply with FERPA. The school officials at CHPA are the principals and registrar.

### **CHPA EMAIL ACCESS**

CHPA Employees are provided an email account to conduct school business. It is the employee's professional responsibility to check email communications regularly to ensure continued awareness of school business. Access to group email distribution lists will be limited and assigned to designated staff members.

### **PHONE AND INTERNET ACCESS**

No employee using CHPA provided equipment, internet access, phones or other work provided means of communication has a privacy right. The employer has the right to access any transactions occurring when using the CHPA provided equipment, access to networks including internet network and phone lines. This includes any voicemails, emails, searches, etc. conducted using the CHPA network, CHPA computers, and the CHPA phone system. Employees are expected to use school property and school networks for appropriate business purposes only. Failure to do so may result in disciplinary action and electronic devices may be subject to local, state, and federal laws. Individual/personal printers are not allowed unless approved by supervisor.

### **HOUSEKEEPING**

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to the Facilities Director and your school Principal.

No small office appliances are allowed this academic year due to the limited space in each classroom from the social distancing efforts. Devices that circulate air are also not allowed. Fragrance candles and plug in fragrance devices are NOT allowed in any classroom or office. Please refrain from hanging items from the ceiling due to the sensitivity of the CHPA alarm system.

## ALCOHOL AND DRUG FREE WORKPLACE

CHPA is an alcohol and drug free zone. Alcohol and drugs are not allowed on the campus, for any reason, even for evening events, except under exceptional circumstances, when medically necessary pursuant to a doctor's orders.

The possession of illegal, under state or federal law, substances, or unauthorized possession, consumption (use), purchase, sale, or transfer of drugs or alcohol, or intoxication (including from use of medical marijuana) while on duty, is prohibited, and will result in disciplinary action, up to and including termination of employment, regardless of job performance.

To ensure compliance with this policy and a safe environment at all times for the students and staff, CHPA reserves the right to request reasonable suspicion tests of its employees. Refusal to submit to a reasonable suspicion test will result in disciplinary action, up to and including immediate termination of employment.

*Additionally, CHPA is tobacco free campus. Smoking, vaping, or chewing tobacco is not permitted in any facility or on school grounds. Failure to comply may result in disciplinary action, up to and including immediate termination, at the sole discretion of the President/Chief Executive Officer.*

## ACCESS TO PERSONNEL FILES

Staff members may review their personnel files with 24-hour notice to, and in the presence of, the Human Resource Director. You may take notes regarding the contents of the file. You may place a statement in the file if you find an error in the file. Requests of copies of personnel records must be submitted in writing. If approval is granted for copies, a reasonable fee will be charged.

## CHANGES IN PERSONAL DATA

Employees shall immediately inform CHPA of any changes in name, address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be recorded on a Staff Member Change of Information Form, or submitted through the SDS System, and submitted to the Human Resources in a timely fashion. Payroll status changes will only be made after receipt of Staff Member Change of Information Forms and information is entered in SDS by the employee.

## USE OF SCHOOL PROPERTY

Employees acknowledge by their signature on this policy manual that there is no right or expectation of privacy in all records, data, electronic files, software, communications including email, documents, reports, manuals, tools, equipment, keys and electronic key cards, handbooks, computer printouts, thumb drives, and other property related to the business of CHPA and other property of the Employer entrusted or loaned to the Employee or **prepared by the Employee** during the term of employment are the Employer's property. The **Employee agrees to return** any materials entrusted or loaned, including laptop computers and cell phones, keys and electronic key cards, and any other materials to the Human Resources Department.

Proprietary materials in an employee's possession, or used by an employee, continues to be the exclusive property of the School. When an individual's employment relationship with CHPA terminates, the individual shall not remove any records, **including electronic records**, or information related to CHPA or students. The Employee shall return all Proprietary Materials, both originals and copies to the Human Resources Department on or before the individual's last active day of work.

You are expected to use proper care when using CHPA's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break, or damage any property you must report it to your immediate supervisor immediately and you may be held financially

responsible for repair or replacement of equipment. CHPA cannot take on the liability for personal items left in a classroom, even behind locked doors. In addition to this, CHPA's insurance does not cover stolen items that do not belong to the school.

### **MEDIA AND PUBLIC RELATIONS**

Any and all requests by the media regarding the school and school activities should be directed to the President/Chief Executive Officer. No staff member can speak on behalf of the School without prior approval. Staff **cannot** invite members of the media to the school or any school event or allow media into the school without approval from the President/Chief Executive Officer.

CHPA has a designated process for social media communications related to CHPA branded and official social media sites. Employees are asked to refrain from using the school's name, the names of other employees, students or parents, and any other school matters in any personal social media postings. Requests for social media communication related to CHPA business or one's job with CHPA should be submitted to your supervisor and if approved, will be forwarded to the appropriate designee.

### **SOLICITATION AND DISTRIBUTION**

Staff member distribution of personal literature, including handbills, in work areas is prohibited at all times. Trespassing, soliciting, or distributing of literature by non-staff members on school premises or at school activities is prohibited at all times unless otherwise authorized by the building Principal or President/Chief Executive Officer.

### **CELL PHONE POLICY & PERSONAL TELEPHONE CALLS**

Cell phones shall be turned off or on silent during class time and during meetings but can be used during scheduled breaks and meal periods. Personal calls or emails should not be answered, listened to or read while in class or attending meetings. Such activities may be conducted only during breaks, prep periods or other discretionary free time.

It is important to keep our business telephone lines free for school related calls. Personal calls during school hours are strongly discouraged. We do realize that the occasional use of the school's telephones for a personal emergency may be necessary, but this should be done judiciously and limited to local calls only.

### **DRESS CODE AND APPEARANCE**

All employees must dress professionally and be properly groomed while at work. Presentation of the school's image to its students and the public at large is extremely important. First impressions matter, so commit to the value of a good first impression.

CHPA staff dress code is intended to create a professional, safe and respectful environment and model the standards for professional dress. Compliance with the dress code is required on all student contact days from the start of the school day until students and staff have completed all activities for the day. Some exceptions may apply in the event of field trips and such expectations will be communicated to staff as needed. Otherwise, the dress code will be strictly enforced. On no-student-contact days or dress down (casual) days, faculty and staff may observe a relaxed dress code, but must still maintain a professional appearance. All employees' dress, grooming, and personal hygiene must be appropriate to the work situation.

CHPA observes a Business Casual Dress expectation during the academic year. This dress code requires staff to dress professionally and appropriately. The following is a guide and is not all inclusive. All staff shall use good judgment in adhering to the dress code.



### **Unacceptable Tops**

- Spaghetti Strap Tank Tops
- Tops that reveal excessive skin on the torso, chest, and back
- Shirts with inappropriate words, terms, logos, pictures, etc.
- Clothing that is excessively baggy or excessively tight.

### **Unacceptable Bottoms**

- Jeans (except on Jean Thursdays), sweatpants, and shorts that are shorter than length of arm and extended hand
- Mini-skirts, jean cutoffs, and spaghetti-strap dresses.
- Clothing may not be excessively baggy or excessively tight.

### **Unacceptable Shoes**

- Sneakers (except for Jean Thursdays or fieldtrips), slippers, CROCS, and flip-flops.

### **Appropriate Dress for Physical Education (PE) Teachers and Coaches**

- Collared shirts or a Polo with Khaki pants on regular school days. Outerwear may be worn (fleeces and jackets).
- Closed toed shoes or sneakers.
- **On Formal Days PE Teachers must follow the formal dress code for the day**

### **Other**

- Nose piercings/jewelry if worn are to be a stud ONLY; nose/septum hoops are not acceptable
- Hats (except for Jean/Hat Thursdays), hoods, bandanas, do-rags, and sunglasses over the eyes are not allowed to be worn while physically inside the school at any time.
- When wearing perfumes and make-up please be considerate of others, as it may lead to an allergic reaction.

### **HAIR COLOR**

All employees must dress professionally and engage in good taste. Presentation of the school's image to its students and the public at large is extremely important. First impressions matter, so commit to the value of a good first impression.

### **Unacceptable**

- Hair color that is appear extremely unnatural. Examples of unacceptable colors are: Bright Blue, Green, Pink, Purple, etc.

### **EMPLOYEE ID BADGES**

All CHPA employees are required to wear their ID Badge while on duty, on campus, and while participating in school events on or off campus. ID Badges can be obtained through the HR Department.

### **PARKING**

Free parking facilities are available to staff members in designated areas. CHPA is not responsible for loss, damage, or theft of your vehicle; therefore, we suggest that you lock your vehicle doors.

### **VISITORS**

If you are expecting a visitor, please notify your immediate supervisor or designee. All visitors must first check in at the school's front office and are subject to the Raptor System background check. Visitors are not allowed in any area of the building without being properly identified with a visitors' badge. Under no

circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas. Any personal visitors, including children who are not enrolled at CHPA, are not allowed during school hours without prior consent from your immediate supervisor.

### **OUTSIDE EMPLOYMENT**

Outside employment must not conflict in any way with your responsibilities within our school. Staff members may not conduct outside work while on school time or use school property, equipment, or facilities in connection with outside work.

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## **SECTION 8: SAFETY IN THE WORKPLACE**

### **EACH STAFF MEMBER'S RESPONSIBILITY**

Safety can only be achieved through teamwork. We encourage each staff member to practice safety awareness by thinking defensively, anticipating unsafe situations, and reporting unsafe conditions immediately. Staff members have the responsibility to keep themselves updated on all information related to health and safety at school.

Please observe the following precautions:

1. Notify a Supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
2. The unauthorized use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal drug substances on the school's property is forbidden.
3. Use machines and equipment only if you are trained and qualified to do so.
4. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, do not guess... ask your supervisor.
6. Know the locations of first aid kits, defibrillators and fire extinguishers.

### **SAFETY AT CHPA**

Wear personal protective equipment in accordance with the job you are performing. (i.e. when conducting science experiments or other potentially hazardous activities). Violations of safety precautions are themselves unsafe. Such violations may lead to disciplinary action, up to and including discharge. The school will ensure that an inventory of chemicals and hazardous substances is maintained, that the chemicals are stored and labeled in accordance with State and Federal regulations. The school Director of Facilities will ensure that Right to Know Notices are posted on staff bulletin boards.

The school Director of Facilities will ensure that Material Safety Data Sheets are on file for all toxic or hazardous substances in their school building.

### **CHILD ABUSE**

Colorado's Mandatory Reporting law requires employees of a public school to report child abuse if they "have reasonable cause to know OR SUSPECT that a child has been subjected to abuse or neglect."

All staff members are obligated to report instances of child abuse or neglect to the school Principal. Instances of child abuse or neglect are to be reported when a staff member has reasonable cause to believe that a child under eighteen (18) years of age is suffering serious physical or emotional injury, including a perception that the child may inflict harm upon himself/herself, resulting from abuse inflicted upon him/her,

including sexual abuse, or from neglect, including malnutrition or one who is determined to be physically dependent upon an addictive drug at birth. Staff is required to report instances of suspected child abuse or neglect to the school Principal verbally and in writing.

CHPA mandatory reporters, who come in contact with a child they suspect has been abused or neglected, must report to CHPA's Principal/Administration, who will then report the information to the Department of Human Services and/or law enforcement.

### **ZERO TOLERANCE WORKPLACE VIOLENCE**

Violence by a staff member or anyone else against a student, parent, staff member or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to staff members and students on the CHPA campus, and to reduce the possibility of damage of school property in the event someone, for whatever reason, may be unhappy with a school decision or action by a staff member or member of management.

If you receive or overhear any threatening communications from a staff member or outside third party, report it at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to a staff member or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Staff members are encouraged to report and participate in an investigation of any suspected or actual cases of workplace violence in accordance with direction of the President/Chief Executive Officer. Your failure to report or fully cooperate in the school's investigation could result in discipline. Violations of this policy will not be permitted and may result in disciplinary action, up to and including discharge.

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## **SECTION 9: OTHER POLICIES**

### **FIELD TRIP POLICY**

We at CHPA believe that educational field trips are a very important aspect of any educational program; however, they are extremely costly. Administration may limit educational field trips for any budget year.

All educational field trips must be approved at least 2 weeks in advance and be within the Principal or Teacher's annual budget. All field trip requests must be in writing, using the appropriate school form, and submitted to the Principal who may or may not recommend approval on such requests. All field trips are subject to final approval by the Principal.

Non-educational field trips cannot be paid for with school funds. Any non-educational field trip must be paid for by the individual students attending or through fund raising activities. If you are fundraising for a particular field trip, the fund-raiser must be approved by the Principal.

Appropriate travel to field trips includes the following:

- School Bus
- Charter Bus

## **TRAVEL POLICY**

We at CHPA understand that travel is sometimes necessary for conducting business. The following travel guidelines have been established to provide all employees with the appropriate information when traveling on school business.

The employee authorized to travel is responsible for complying with State statutes, laws, regulations, policies and procedures and IRS guidelines and is responsible for accurately completing all required forms for reimbursement of authorized official business travel expenses and adhering to all CHPA policies, regulations and procedures related to travel by employees.

Employees are expected to exercise prudent judgment in incurring travel expenses. It is the Board's policy to reimburse employees out-of-pocket and direct expenses incurred while traveling on official School business. Expenses will be reimbursed in accordance with CHPA Board Policy Manual and CHPA Administrative Procedures and that are evidenced by itemized receipts (must include date of transaction and vendor name).

To ensure funds are available at the completion of travel, funds will be encumbered, in advance, based on the estimated total cost of the travel calculated on the Travel Request form available in the Administrative Services Office. All travel must be approved in writing by the supervisor or designee prior to making any travel arrangements for local and in state travel. Out of state travel must be pre-approved by the President/Chief Executive Officer. International travel requires pre-approval by the CHPA Board of Directors. Airline tickets should be purchased at least three weeks in advance. Employees are expected to seek the lowest airfare possible.

Employees should seek reasonable accommodations as close to the point of work as possible (i.e. conference attendees should stay at the site of the conference or as near the conference as possible).

Employees shall use public transportation, a shuttle service or a taxi when acceptable. Rental cars will only be reimbursed if other forms of transportation are not available or if other forms of transportation are too costly. Additionally, any employee who does rent a car must have full coverage insurance that covers him/her while operating the rental vehicle. The school will not provide insurance coverage for a rental car and does not reimburse for rental car insurance at the agency.

Meals are reimbursed according to the US General Administration Services per diem rates ([www.gsa.gov](http://www.gsa.gov)), appropriate to the location in which you are traveling. All original receipts must be provided for reimbursement. The school will not reimburse for any alcohol. Gratuity/Tips are reimbursable; however, they must be a reasonable amount not to exceed 15% and be added to your receipt that is turned in for reimbursement.

## **FINANCIAL/ORDERING POLICY & PROCEDURES**

The Administrative Services Office requires the use of Purchase Order Forms (POs) in the electronic format for all purchased products and services. To place an order for a service, product, or trip, or to request a check you must complete the required electronic request for fund, as well as provide appropriate documentation detailing the items being requested for order. All requests for funds must be accompanied by a print out of the items being ordered. The PO must be approved by the School Principal/Supervisor prior to being submitted to the Fiscal Services in the Administrative Services Office. These electronic requests must be submitted 7 to 10 business days prior to the date needed to allow time for the Administrative Services Office to process the request. Requests not turned in at least 7 business days in advance are subject to denial of funds.

All CHPA employees are responsible for following the Financial/Ordering Policy and Procedures (BP 4100 Purchasing). Do NOT make a commitment of school funds to any vendor at any given time without prior approval. Doing so can result in disciplinary action and /or termination of employment.

Any purchase that could result in a reimbursement MUST have the appropriate documentation attached as well as approval **prior** to making the purchase. Please see CHPA Administrative Services Office for clarification.

Please also remember that when collecting money for fundraisers (or any other school function) all funds need to be turned into the Administrative Services Office for deposit in a timely manner. You can then request use of collected funds through the Purchase Order/Check Request process.

### **SOCIAL MEDIA POLICY**

CHPA has a designated process for social media communication regarding the school. Suggested communications should be submitted to your supervisor for approval through the appropriate channels. When using CHPA sites on social media, such as Facebook, CHPA employees should always consider whether what is posted will in any way impair their professional effectiveness or reputation. Staff should not use their personal Facebook or other social media to cultivate a non-professional relationship with students. CHPA employees are not permitted to access internet sites such as Facebook during their regular workday unless approved by immediate supervisor. (BP 5140 Social Media Use for Employees)

Chávez/Huerta K-12 Preparatory Academy (CHPA) Employees may use CHPA branded social media within school guidelines for instructional purposes only with prior permission from the building Principal and as with any other instructional material, the application/platform and content shall be appropriate to the student's age, understanding and range of knowledge.

CHPA staff should not communicate with students about CHPA business through personal social media platforms or by texting without prior authorization from the building Principal. Staff is expected to protect the health, safety and emotional wellbeing of students and to preserve the integrity of the learning environment and the reputation of CHPA.

CHPA staff shall not use school time or school technology for personal use of social media. Staff shall not engage in conduct that adversely affects their capacity to serve as a role model for students or their ability to work effectively with school staff, parents, and students. Online or electronic conduct that distracts or disrupts the learning environment or other conduct in violation of this or related CHPA policies and as outlined in Administrative Procedure 5140 may form the basis for disciplinary action up to and including termination.

### **PROFESSIONAL RELATIONSHIPS**

Chávez/Huerta K-12 Preparatory Academy (CHPA) will provide professional standards of conduct for employees regarding workplace relationships and staff/student boundaries. The goal of this policy (BP 5290 Professional Relationships) is to develop good working relationships and encourage a professional, respectful school community.

### **WORKPLACE RELATIONSHIPS**

Any relationship that interferes with the school's culture of teamwork, the harmonious work environment or the productivity of employees, or creates a conflict of interest can be subject to the discipline policy. Adverse workplace behavior or behavior that affects the workplace that arises because of personal relationships will not be tolerated.

### **STAFF/STUDENT BOUNDARIES**

In a professional staff/student relationship, school employees maintain boundaries with CHPA students that are consistent with their professional code of conduct and obligations whenever they are in their job capacity.

A boundary invasion is an act or omission by a school employee that violates professional staff/student boundaries and has potential to abuse the staff/student relationship. An inappropriate boundary invasion means an act, omission, or pattern of such behavior by a school employee that does not have an educational purpose; and results in abuse of the staff/student professional relationship and may be subject to Federal and State Laws.

Violations of these boundaries and expectations will be subject to CHPA's discipline policy, up to and including termination of employment.

### **INTELLECTUAL PROPERTY**

Documents developed for work-related activities while employed at CHPA are the property of CHPA. Employees are not to use CHPA materials outside of their normal business functions unless previously approved by the President/Chief Executive Officer.

Employees are not to use the CHPA logo for social media purposes or for any outside activities unless approved by the President/Chief Executive Officer.

### **GRANTS**

Employees are encouraged to seek additional funds to support their work. However, to maintain equity amongst faculty and to protect the interests of the school, employees must seek prior written approval from the Principal and/or the President/Chief Executive Officer for any grant submissions and/or fundraising activities.