

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Board Policy Manual
<b>Section</b>	Chapter 5 Human Resources
<b>Title</b>	BP 5000 Recruitment and Hiring
<b>Number</b>	BP 5000
<b>Status</b>	Active
<b>Legal</b>	Title VII of the Civil Rights Act of 1964 (Title VII) The Colorado Charter School Act 22-30.5-101 Chavez/Huerta K-12 Preparatory Academy Charter Agreement 24-102-202 (1) 24-103-204 Equal Pay for Equal Work Act (C.R.S. 8-5-101)
<b>Adopted</b>	July 14, 2020
<b>Last Reviewed</b>	May 4, 2023

The Human Resources Department shall establish procedures for the recruitment and selection of employees including, but not limited to:

- The criteria and procedures for the recruitment and selection of all employees in accordance with established and implemented board policies and procedures as well as federal and state laws.
- All academically certified employees (instructional) shall possess the minimum qualifications prescribed by the Colorado Department of Education.
- The criteria and procedures for hiring all non-academic employees (non-instructional) shall be established by the Human Resources Department.
- The criteria and procedures for hiring all employees shall comply with all applicable laws and regulations, including all Colorado State laws and all Federal regulations regarding the employment of personnel with diverse backgrounds and ethnicities.

See: Administrative Procedure 5000 – (A) President/Chief Executive Officer (CEO)  
Administrative Procedure 5000 – (B) Principals  
Administrative Procedure 5000 – (C) Full-time Faculty  
Administrative Procedure 5000 – (D) Part-time Faculty  
Administrative Procedure 5000 – (E) Non-Academic Staff  
Administrative Procedure 5000 – (F) Part-time Non-Instructional Staff

**Last Revised** May 16, 2023