

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

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| Book | CHPA Administrative Procedure Manual |
| Section | Chapter 5 Human Resources |
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Chavez/Huerta K-12 Preparatory Academy (CHPA) is an “At Will” employer. A CHPA employee may be dismissed or disciplined for one or more grounds set forth in the CHPA Staff Handbook and Policies Manual. If the employee is to be disciplined beyond a verbal conversation, the supervisor in conjunction with the Human Resources shall determine the nature of the discipline. Disciplinary action may result from a violation of established rules, regulations, policies, or laws. Administrative Leave or Suspension may be exercised while determining the disciplinary course of action. The types of disciplinary action that may be taken for any employee involve suspension, demotion, or dismissal.

The following steps must be followed when utilizing the discipline/dismissal process:

1. The employee shall receive a verbal warning followed by an email that summarizes the conversation between the employee and supervisor.
2. The employee will receive a written counseling session using the “Letter of Counseling” template provided by Human Resource. The supervisor will copy the Human Resources office on this communication.
3. The employee will receive a Corrective Action Notification using the template provided by Human Resources. This letter must be reviewed and approved by HR as well as given to the employee in the presence of the HR Representative.
4. Once steps 1 through 3 have been followed and the supervisor decides to make a recommendation for dismissal to the President/CEO, they shall ensure that the following criteria has been satisfied:
 - a) The employee has been evaluated in accordance with standards and procedures established by CHPA in compliance with the State of Colorado Evaluation System (currently RANDA) and the Colorado Department of Education for faculty, counselors, principals, assistant principals, and school psychologists. All other staff not in the aforementioned categories

are evaluated with the non-instructional process established by CHPA. In the event that an employee is recommended for discipline/dismissal that has not completed the full evaluation period, the observations thus far will be considered.

- b) The employee has had, at a minimum, one (1) verbal performance counseling meeting with supervisor and one (1) counseling session and (1) corrective action notification given by supervisor with Human Resources present. In extreme circumstances, certain steps listed above may be omitted with approval by the President/CEO with notification to Human Resources.
- c) The CHPA President/CEO has received a recommendation from the supervisor for the dismissal. Supervisor must provide all evaluation, counseling, and corrective action documentation in order for the recommendation to be considered and forwarded to the CHPA Board of Directors for final approval.

In extreme situations that warrant immediate action due to campus safety or any other gross negligence, the President/CEO has the authority to remove the employee from campus immediately and place on Administrative Leave with or without pay, followed by a recommendation to the CHPA Board of Directors to terminate employment with CHPA.

In any situation, if the President/CEO decides to recommend dismissal to the CHPA Board of Directors, he/she shall provide the above mentioned documentation for review if applicable; approval of dismissal recommendation by the President/CEO shall be ratified at the next scheduled board meeting when an immediate removal from campus is warranted and termination is to be recommended prior to normal board approval.

If the employee wishes to file an appeal against the final decision as a result of steps 1 through 4, they can submit their appeal in writing for further review by the Board of Directors at the discretion of the Board President.

Last Revised

Tuesday, May 02, 2023