

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Board Policy Manual
Section	Chapter 5 Human Resources
Title	BP 5050 Discipline/Dismissals
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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 wide range of infraction types and severity of rules, regulations, policies, or laws. The types of action that can be taken may involve suspension, demotion, or dismissal. Administrative Leave may also be exercised while determining the course of action to be taken:

- Administrative Leave refers to the process of removing the employee from their position temporarily for investigation purposes when an allegation of a policy violation is made. Administrative leave is paid leave with benefits, and an employee on administrative leave remains employed unless and until further action is taken.
- Suspension refers to exclusion of an employee from his/her job without pay for a prescribed number of days. Suspension must occur only for a reasonable cause and shall not be for more than thirty (30) days.
- Demotion refers to a downward movement of an employee from one position to another, and involves a reduction in pay.
- Dismissal refers to a permanent separation of the employee from employment within the organization. All dismissal actions require a recommendation by the supervisor to be approved by the President/CEO and a final recommendation for approval to the CHPA Board of Directors.

If the supervisor decides to make a recommendation for discipline or dismissal to the President/CEO, they shall ensure that the following criteria has been satisfied. In extreme situations that warrant immediate action due to campus safety or any other gross negligence, the President/CEO has the authority to remove an employee from campus immediately when

safety is at risk and must seek final approval from the CHPA Board of Directors for official termination.

- 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.
- The employee has had, at a minimum, one (1) verbal performance counseling meeting with supervisor and one (1) counseling session or corrective action notification given by supervisor with Human Resources present.
- The CHPA Chief Executive Officer 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.

In any situation, if the President/CEO decides dismissal is warranted, he/she shall make the recommendation to the CHPA Board of Directors for final approval and provide the above mentioned documentation for the Board's review if applicable.

Human Resources and the President/CEO shall establish procedures that define the conditions and processes for dismissal, discipline, and due process and ensure they are available to employees.

Last Revised Tuesday, May 09, 2023

[See AP 5050 Discipline/Dismissals](#)