

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

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| <b>Book</b>          | CHPA Administrative Procedure Manual   |
| <b>Section</b>       | Chapter 5 Human Resources  |
| <b>Title</b>         | AP 5040 Employment Contracts/Compensation  |
| <b>Number</b>        | AP 5040  |
| <b>Status</b>        | Active   |
| <b>Legal</b>         | Chavez/Huerta K-12 Preparatory Academy Board of Directors<br>Taxpayer Bill of Rights (TABOR) |
| <b>Adopted</b>       | Tuesday, March 14, 2023  |
| <b>Last Reviewed</b> | Thursday, April 11, 2024   |

### **CHPA Employment Agreements**

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

### **Additional Compensation for Internal Substitute Teaching**

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

- Teachers who substitute during their regularly scheduled plan period will receive \$25 per plan period.
- Staff (not designated as a teacher normally) who are reassigned from their regular duties to substitute in a classroom will receive \$50 per day for an assignment exceeding 4 hours. Assignments under 4 hours are considered a reassignment of duties for that short time period and are not eligible for additional pay.
- In situations when students are divided among the other grade level classes due to a teacher absence with an entire class needing coverage, the receiving Teacher will receive \$25 per full day (over 4 hours of coverage) when 10 or more students are added to their regular assigned class.

## **Record Keeping for Internal Substitute Teaching Assignments**

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

**Last Revised**            Tuesday, April 16, 2024