

Support Staff Recruiting/Hiring

The Board shall establish and budget for classified positions in the school district on the basis of need and the financial resources of the district.

Recruiting

The recruitment and selection of candidates for these positions shall be the responsibility of the superintendent or designee who shall confer with principals and other supervisory personnel in making a selection.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

Background checks

Prior to hiring any person, in accordance with state law the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process the district shall comply with the Fair Credit Reporting Act and applicable state law.

All applicants recommended for a position in the district shall submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions as required by law. (This requirement shall not apply to any student currently enrolled in the district applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

Hiring

There shall be no discrimination in the hiring process on the basis of race, color, creed, sex, sexual orientation (which includes transgender), religion, national origin, ancestry, age, genetic information, marital status, disability or conditions related to pregnancy or childbirth.

The Board shall officially appoint all employees upon the superintendent's recommendation; however, temporary appointments may be made pending Board action.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the district to the appropriate state agency.

Adopted September 12, 1989
Revised November 13, 1990
Revised May 11, 1993
Revised September 14, 1993
Revised April 21, 1998

Revised January 16, 2001
Revised October 15, 2002
Revised July 15, 2003
Revised April 10, 2018
Revised: February 18, 2020

LEGAL REFS.: 15 U.S.C. §1681 *et seq.* (*Fair Credit Reporting Act*)
 42 U.S.C. §653 (a) (*Personal Responsibility and Work Opportunity
Reconciliation Act*)
 42 U.S.C. §2000ff *et seq.* (*Genetic Information Nondiscrimination Act of 2008*)
 28 C.F.R. 50.12 (b) (*notification requirements regarding fingerprints*)
 C.R.S. [2-4-401](#) (13.5) (*definition of sexual orientation, which includes
transgender*)
 C.R.S. [8-2-126](#) (*limits employers' use of consumer credit information*)
 C.R.S. [13-80-103.9](#) (*liability for failure to perform an education employment
required background check*)
 C.R.S. [14-14-111.5](#) (*Child Support Enforcement procedures*)
 C.R.S. [22-2-119](#) (*duty to make inquiries prior to hiring*)
 C.R.S. 22-2-119.3 (6) (d) (*name-based criminal history record check-definition*)
 C.R.S. [22-32-109](#) (1)(f) (*Board duty to employ personnel*)
 JC.R.S. 22-32-109 (1) (pp) (*annual employee notification requirement
regarding federal student loan repayment programs and student loan
forgiveness programs*)
 C.R.S. [22-32-109.7](#) (*duty to make inquiries prior to hiring*)
 C.R.S. [22-32-109.8](#) (*non-licensed personnel-submittal of fingerprints and
name-based criminal history record check*)
 C.R.S. [24-5-101](#) (*effect of criminal conviction on employment*)
 C.R.S. [24-34-301](#) (7) (*definition of sexual orientation, which includes
transgender*)
 C.R.S. [24-34-402](#) (1) (*discriminatory and unfair employment practices*)
 C.R.S. [24-34-402.3](#) (*discrimination based on pregnancy, childbirth or related
conditions; notice of right to be free from such discrimination must be posted
"in a conspicuous place" accessible to employees*)

CROSS REFS.: [GBA](#), Open Hiring/Equal Employment Opportunity
 [GDA](#), Support Staff Positions