

Board File: GDE/GDF

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 and in accordance with state law, the district shall conduct background checks, including 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 any and all applicable federal and state law.

All applicants recommended for a position in the district shall submit a set of fingerprints and 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, national origin, ancestry, creed, religion, sex, marital status, sexual orientation, gender expression or gender identity, disability, age, genetic information, 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 by the Board: January 21, 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. 22-32-109 (1)(f) (*Board duty to employ personnel*)
C.R.S. 22-32-109.7 (*duty to make inquiries prior to hiring*)
C.R.S. 22-32-109.8 (*fingerprinting requirements for non-licensed positions*)
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