



# Policy and Procedures

File: GDE/GDF

## Classified 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 posted throughout the district as well as the local newspaper as appropriate and 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.

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**

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, gender expression, marital status, national origin, religion, ancestry, genetic information, age, or conditions related to pregnancy or childbirth is prohibited. ~~The fingerprint requirement shall be waived for all persons who have submitted a set of fingerprints to another Colorado district within the last two years and who have given written consent for their transfer to the requesting district.~~

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 law will be forwarded by the district to the appropriate state agency.

Adopted April 9, 1991

Revised to conform with practice: date of manual adoption

Revised March 9, 1999

Revised August 8, 2000

Revised March 14, 2006

LEGAL REFS.:

15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)

20 U.S.C. 6312 (c)(6) (teacher licensure requirements under Every Student Succeeds Act)

42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)

28 C.F.R. 50.12 (b) (notification requirements regarding fingerprints)

C.R.S. 2-4-401 (3.4); C.R.S. 24-34-301 (9) (definition of gender expression)

C.R.S. 2-4-401 (3.5); C.R.S. 24-34-301 (10) (definition of gender identity)

C.R.S. 2-4-401 (13.5); C.R.S. 24-34-301 (24) (definition of sexual orientation)

C.R.S. 8-2-126 (limits employers' use of consumer credit information)~~C.R.S. 14-~~

~~14-111.5 (Child Support Enforcement Procedures)~~

~~C.R.S. 22-32-109 (1)(f)~~

~~C.R.S. 22-32-109.7~~

~~C.R.S. 22-32-109.8~~

~~C.R.S. 24-34-402 (1)~~

~~42 U.S.C. 653(a) (Personal Responsibility and Work Opportunity Reconciliation Act)~~

C.R.S. 8-2-131 (employers prohibited from asking age-related questions on initial job applications)

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 (CDE inquiries prior to hiring)

C.R.S. 22-32-109 (1)(f) (board duty to employ personnel)

C.R.S. 22-32-109.7 (board duty to make inquiries prior to hiring)

C.R.S. 22-32-126 (principal's role in hiring and assessment)

C.R.S. 22-60.5-114 (3) (State Board can waive some requirements for initial license applicants upon request of school district)

C.R.S. 22-60.5-201 (types of teacher licenses issued)

C.R.S. 22-61-101 (prohibiting discrimination)

C.R.S. 22-61-103 (requirement for teacher's oath or written pledge)

C.R.S. 22-63-201 (licensure required)

C.R.S. 22-63-202 (employment contracts and mutual consent)

C.R.S. 22-63-206 (transfers)

C.R.S. 24-5-101 (effect of criminal conviction on employment)

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 rights required)

CROSS REF.:

GBA, Open Hiring/Equal Employment Opportunity

Pueblo School District No. 60, Pueblo, Colorado