



Mt. Evans BOCES

Clear Creek RE-1 - Gilpin RE-1 - Platte Canyon #1

Strong Partnerships Ensuring Success for Exceptional Students

Support Staff Recruiting/Hiring

The Board shall establish and budget for support staff positions in the BOCES on the basis of need and the financial resources of the BOCES.

Recruiting

The recruitment and selection of candidates for these positions shall be the responsibility of the executive director or designee who shall confer with 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, the BOCES 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 BOCES shall submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions in accordance with state law. 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, religion, national origin, ancestry, age, genetic information, marital status or disability.

In all cases where credit reports are used in the hiring process, the BOCES shall comply with the Fair Credit Reporting Act.

The Board shall officially appoint all employees upon the executive director'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 BOCES to the appropriate state agency.

Adoption date: 12/15/2014

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)
C.R.S. 14-14-111.5 (Child Support Enforcement procedures)
C.R.S. 22-32-109 (1)(f) (Board duty to employ personnel)
[C.R.S. 22-32-109.7 (inquiries prior to hiring)]
[C.R.S. 22-32-109.8 (fingerprinting for non-licensed positions)]
C.R.S. 24-5-101 (effect of criminal conviction on employment)
C.R.S. 24-34-402 (1) (discriminatory and unfair employment practices)

CROSS REFS.: GBA, Open Hiring/Equal Employment Opportunity
GDA, Support Staff Positions

NOTE: *Specific procedures for background checks, fingerprinting and submission of child support information need to follow as a regulation. The regulation might also include specific procedures for making applications, for screening and for selection of candidates to be recommended to the Board.*