

## **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.

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.

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

### Background Checks

Prior to hiring, the Human Resources office will:

1. Check with the Colorado Department of Education to determine if there is any information on record indicating the applicant has been convicted of a crime involving unlawful sexual behavior or unlawful behavior involving children.

The department's records will indicate if the applicant has been convicted of, pled *nolo contendere* to or received a deferred sentence for such crimes. The department also will provide any available information to indicate whether the applicant has been dismissed by or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior which was supported by a preponderance of evidence according to information provided to the department by a school district and confirmed by the department in accordance with state law.

The department will not disclose any information reported by a school district unless and until the department confirms that the allegation resulted in the person's name being placed on the state central registry of child protection.

2. Contact previous employers of the applicant to obtain information and/or recommendations relevant to the applicant's fitness for employment.

### Fingerprinting

1. All applicants recommended for employment in the district except as noted in #6 below must submit a complete 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.)

2. On the form the applicant must certify either that he or she has never been convicted of a felony or misdemeanor charge, not including any misdemeanor traffic offense, or that he or she has been convicted of a felony or misdemeanor charge (not including any misdemeanor traffic offense). The certificate must specify the felony or misdemeanor, the date of conviction, and the court entering judgment.
3. The school district will release the fingerprints to the Colorado Bureau of Investigation for processing.
4. Although an applicant may be conditionally employed prior to receiving the results, he or she may be terminated if the results are inconsistent with the information provided on the form. The district will notify the district attorney of such inconsistent results for action or possible prosecution.
5. The school district will charge the applicant a nonrefundable fee to be determined by the Board to cover the direct and indirect costs of fingerprint processing. (NOTE: This fee shall be an amount equal to the direct and indirect costs to the district of fingerprint processing.)

The applicant may pay the fee over a period of 60 days after employment. The fee will be credited to the fingerprint processing account.

6. These requirements will not apply to any person who has submitted a set of fingerprints to any other Colorado school district during the two-year period immediately preceding the date of receipt of written notification requesting fingerprints and who has consented by written notice to the transfer of a copy of the previously submitted fingerprints to the requesting district.
7. The Human Resource office will process the transfer request and place the applicant's fingerprints on file after receipt.

#### Information Report to State

1. In accordance with federal and state law, the Human Resource office will report the name, address and social security number of every new employee to Child Support Enforcement, 1375 Sherman Street, Denver, Colorado 80203.
2. This report, due within 20 days of the date of the hire or on the first payroll after the 20 days have expired, shall be submitted even if the employee quits or is terminated before the report is due. Upon termination, the employee's last known address and the fact of the termination shall be reported to the applicable court or agency.

3. Upon receiving a Notice of Wage Assignment, the district shall remit the designated payment within seven (7) days of withholding the income according to instructions contained in the Notice. Child support withholding takes priority over other legal actions against the same wages.

Adopted: June 23, 1998

Revised: April 1999