

Part-Time And Substitute Support Staff Employment

The administration shall maintain an authorized list of personnel to be used for substitute or part-time employment. The Board authorizes the superintendent to notify and direct persons on the list to perform such service for the district as may be required on a temporary basis. The Board authorizes principals to notify and direct persons on the list to perform as substitute employees on a temporary basis as needed.

Prior to adding a person's name to the list, a background check shall be carried out in accordance with state law. Part-time and substitute personnel also shall submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions. Person failing to provide this information shall not be added to the authorized list.

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.

Every person placed on the authorized list shall be given a copy of this policy prior to performing services pursuant to this policy.

Adopted: January 21, 1992

Revised: January 1994

Revised: April 1999

LEGAL REFS.: C.R.S. 22-32-109.7

C.R.S. 22-32-109.8

CROSS REF.: GDE/GDF-R, Support Staff Recruiting/Hiring