

## **Support Staff Recruiting/Hiring/Retention**

The Board shall establish and budget for classified positions 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 who shall confer with 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, in accordance with state law the BOCES shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment.

All non-licensed 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 as required by 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 information or reports are used in the hiring process, the BOCES shall comply with the Fair Credit Reporting Act and applicable state law.

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.

### **Retention**

The executive director is expected to ensure that all classified staff receives adequate initial and ongoing training appropriate to their job responsibilities, at the expense of the BOCES.

The executive director is expected to evaluate all classified staff a minimum of one time annually, on the performance of the responsibilities listed in his or her position description.

Adopted: Northwest Colorado BOCES

Revised: September 9, 2010  
May 12, 2016

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*)  
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) (*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  
GDBA, Support Staff Positions and Salary Schedules