

SUPPORT STAFF RECRUITING/HIRING

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

Background Checks

Prior to hiring any person, Centennial 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 Centennial BOCES shall submit a set of fingerprints and 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 (which includes transgender), religion, national origin, ancestry, age, genetic information, marital status, disability or conditions related to pregnancy or childbirth.

In all cases where credit information or reports are used in the hiring process, Centennial 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 Centennial BOCES to the appropriate state agency.

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
 28 C.F.R. 50.12 (b) notification requirements regarding fingerprints
 C.R.S. 2-4-401 (13.5) definition of sexual orientation, which includes
 transgender
 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 of employ personnel
 C.R.S. 22-32-109.7 duty to make inquiries prior to hiring
 C.R.S. 22-32-109.8 fingerprinting requirements for non-licensed
 positions
 C.R.S. 24-5-101 effect of criminal conviction on employment

C.R.S. 24-34-301 (7) definition of sexual orientation, which includes transgender

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 right to be free from such discrimination must be posted "in a conspicuous place" accessible to employees

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

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Centennial BOCES