SUPPORT STAFF RECRUITING/HIRING

The Board will 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 is the responsibility of the executive director, or designee, who must confer with principal(s) and other supervisory personnel in making a selection.

All vacancies will 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 must 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 must 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

Discrimination in the hiring process on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, age, genetic information, or conditions related to pregnancy or childbirth is prohibited.

In all cases where credit information or reports are used in the hiring process, Centennial BOCES must comply with the Fair Credit Reporting Act and applicable state law.

The Board will 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. 22-2-119.3 (6)(d) name-based criminal history record check – definition
C.R.S. 22-32-109 (1) (f) Board duty of employ personnel

C.R.S. 22-32-109 (1)(pp) annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs
C.R.S. 22-32-109.7 duty to make inquiries prior to hiring
C.R.S. 22-32-109.8 non-licensed personnel – submittal of fingerprints and name-based criminal history record check
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

Revised: November 19, 2020
Revised: April 18, 2019
Revised: May 17, 2018
Revised: January 18, 2018
Reviewed: CASB 2005
Revised: February 12, 2004
Centennial BOCES