

Recruitment and Hiring

A. Application and Recruitment

1. All job applications for personnel openings in the BOCES will be maintained in the Personnel Offices at the Greeley location 2020 Clubhouse Dr. Greeley, CO 80634.
2. Recruitment resources may include the local office of the Colorado Department of Employment, newspaper advertisements and other normal recruitment sources.

B. Job Postings of Authorized Positions

1. When vacancies become available or new positions are authorized by the BOCES, notifications will be prepared by the Department in conjunction with Human Resources for distribution and posting.
2. Employees interested in being considered for posted positions must notify Human Resources in writing prior to the expiration date of the posting.
3. Employees of the BOCES will be considered for any position for which they are qualified and for which a proper written application is submitted to Human Resources.

C. Employment Agreements

1. All personnel shall be employed on the basis of a written and signed Notice of Assignment or other Employment Agreement.
2. After all signatures have been affixed, the Notice of Assignment or Employment Agreement shall be considered effective from the date stated excepted as provided in the Notice of Assignment or Employment Agreement. The Notice of Assignment or Employment Agreement shall indicate the effective date of employment.
3. The fiscal year for Classified and Professional Support Personnel employment is on a July 1 through June 30 basis. Each year each employee shall be issued a Notice of Assignment of Employment Agreement confirming position, location and salary.
4. Instructional Services Personnel employment is on a September through August basis. Each year each employee shall be issued a Notice of Assignment or Employment Agreement confirming position, location and salary.
5. All Assignments of personnel must be made with the recommendation of the appropriate supervisor along with the approval of the Executive Director.
6. The administrators, classified and professional support personnel are on a performance pay system. Information regarding this system can be found in the policies and procedures on www.cboces.org, under about us, on CBOCES Board Polices & Procedures, under Section G Personnel, GCQC or GCQC-R.

7. An Employee can update their emergency contact information, address, telephone number, etc. on the portal under employee resources, profile.
8. An Employee Calendar will be established for the employee and maintained in the Human Resources Office.