



Title: **Classified Staff Recruiting/Hiring Procedure**

Code: GDE/GDF R

Section: Section G: Personnel Policies

Recruiting

All regular vacancies will be advertised through the District's external and internal jobs site.

Applications and Screening

All applications will be screened by the Human Resources Department. The objective of the screening is to ensure proper documentation is completed per vacancy requirements.

Background Checks

Prior to hiring, and in accordance with state law, the Human Resources Department shall

- a. Conduct a background check to determine if the applicant has been convicted of, pled nolo contendere to, received a deferred sentence, or had his or her license or authorization denied, annulled, suspended, or revoked for such crimes. The department must provide any available information to indicate whether the applicant has been dismissed by or resigned from a school district as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior, or an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, which is supported by a preponderance of evidence according to information provided to the department by a school district and confirmed by the department in accordance with state law.

Information of this type that is learned from a different source must be reported by the District to the Colorado Department of Education.

The Colorado Department of Education will not disclose any information reported by a school district unless and until the department confirms that the allegation resulted in the person's name being placed on the state central registry of child protection.

- b. Hiring administrators shall contact previous employers of the applicant to obtain information or recommendations relevant to the applicant's qualifications and fitness for employment.

All applicants recommended for a position in the District must complete the fingerprinting process and information about felony or misdemeanor convictions as required by law. (This requirement does not apply to any student currently enrolled in the District applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

Fingerprinting

- a. All applicants recommended for employment must complete the fingerprinting and background check processes with Human Resources.
- b. All applicants, as required by state law, must certify, under penalty of perjury, either that they have never been convicted of a felony or misdemeanor charge, not including any misdemeanor traffic offense, or that they have been convicted of a felony or misdemeanor charge (not including any misdemeanor traffic offense). The applicant must specify the felony or misdemeanor, the date of conviction, and the court entering judgment.
- c. The District will submit the fingerprints to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based judicial record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, the District must require the candidate to submit a name-based judicial record check. Criminal history record information must be used solely for the purpose requested and cannot be disseminated outside the receiving department, related agencies, or other authorized entities.
- d. A job offer may be rescinded or a staff member may be terminated if the results are inconsistent with the information provided on the application and/or shall be terminated if the results disclose a conviction for any of the following offenses:
 1. felony child abuse, as described in C.R.S. 18-6-401;
 2. a crime of violence, as described in C.R.S. 18-1.3-406(2);
 3. a felony involving unlawful sexual behavior, as defined in C.R.S. 16-22-102(9);
 4. felony domestic violence, as defined in C.R. S. 18-6-800.3;
 5. a felony drug offense described in C.R.S. 18-18-4;
 6. felony indecent exposure, as described in C.R.S. 18-7-302;
 7. attempt, solicitation, or conspiracy to commit any of the offenses described in items a-f; or
 8. an offense committed outside of this state, which if committed in this state would constitute an offense described in items 1-6.

Credit Reports

The Human Resources Department will not obtain a credit report on an applicant unless the department first notified the individual in writing, in a document consisting solely of the notice, that the District would like to obtain a credit report and requesting the individual's written authorization to obtain the report. A credit report will only be requested when the applicant submits a written authorization.

The Human Resources Department will not rely on a credit report in denying an application unless the department has first supplied the applicant with a disclosure that includes a copy of the credit report and a summary of the applicant's rights. If an application for employment is denied because of the credit report, the Human Resources Department will give the applicant notice that the action has been taken, as well as:

- a. The name, address and phone number of the credit bureau supplying the report;
- b. A statement that the credit bureau was not involved in the decision to deny the application; and
- c. A notice of the individual's right to dispute the information in the report.

Information report to state

In accordance with federal and state law, the Human Resources Department will report the name, address, and social security number of every new employee to the Colorado State Directory of New Hires via the online portal at <https://newhire.state.co.us/> or via mail to the Colorado State Directory of New Hires, P.O. Box 2920, Denver, Colorado 80201-2920.

This report, due within 20 days of the date of the hire or on the first payroll after the 20 days have expired, must be submitted even if the employee quits or is terminated before the report is due. Upon termination, the employee's last known address, the fact of the termination, and the name and address of the employee's new employer, if known, must be reported to the applicable court or agency.

Upon receiving a Notice of Wage assignment, the district must remit the designated payment within seven days of withholding the income according to instructions contained in the Notice. Child support withholding takes priority over other legal actions against the same wages.

The Human Resources Department, with the approval of the superintendent, may modify normal hiring procedures where special staffing needs or critical time factors require such actions.

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