

Professional Staff Recruiting/Hiring

Recruiting

It is the responsibility of the executive director, with the assistance of other administrators, to determine the personnel needs of the Mtn BOCES and to locate suitable candidates to recommend to the Board for employment.

Recruitment procedures shall not overlook the talents and potential of individuals already employed by the Mtn BOCES. Any present employee of the Mtn BOCES may apply for a position for which he or she is licensed, qualified, and/or meets other stated requirements.

[Background checks

Prior to hiring any person, the Mtn BOCES shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment.

Hiring

There shall be no discrimination in the hiring process on the basis of race, color, creed, sex, sexual orientation (which includes transgender), genetic information, religion, national origin, ancestry, age, marital status, disability or conditions related to pregnancy or childbirth.

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

All candidates shall be considered on the basis of their merits, qualifications and the needs of the Mtn BOCES.

All interviewing and selection procedures shall ensure that the administrator directly responsible for the work of a staff member has an opportunity to aid in the staff member's selection.

Appointment of candidates

Nominations shall be made at meetings of the Board. The vote of a majority of the Board shall be necessary to approve the appointment of any professional staff member. If there is a negative vote by the Board, the executive director shall submit a new recommendation to the Board for approval.

Upon the hiring of any employee, information required by federal and state child support laws will be timely forwarded by the Mtn BOCES to the appropriate state agency.

(Adoption date)

LEGAL REFS.: 15 U.S.C. 1681 *et seq.* (Fair Credit Reporting Act)
[20 U.S.C. 6312 (c)(6) (teacher licensure requirements under Every Student Succeeds Act)]
42 U.S.C. 653 (a) (Personal Responsibility and Work Opportunity Reconciliation Act)
[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 (inquiries prior to hiring)]
[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 to 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 (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. 22-60.5-114 (3) (State Board can waive some requirements for initial license applicants upon request of BOCES)]
[C.R.S. 22-60.5-201 (types of teacher licenses issued)]
[C.R.S. 22-61-101 (prohibiting discrimination)]
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)
C.R.S. 24-72-202 (4.5) (definition of personnel file in open records law)

CROSS REF.: GBA, Open Hiring/Equal Employment Opportunity

NOTE: State law requires public school teachers to take an oath/affirmation or sign a written pledge that states the following: “I solemnly (swear) (affirm) (pledge) that I will uphold the constitution of the United States and the constitution of the state of Colorado, and I will faithfully perform the duties of the position I am about to enter.” C.R.S. 22-61-103 (1). A person authorized to administer oaths in Colorado shall administer the oath or affirmation, or the teacher must sign the pledge. C.R.S. 22-61-103 (2). The Colorado Department of Education has stated that BOCES hiring officials must ensure that teachers take the oath orally or in writing at the time of hiring or during the signing of the teacher’s contract.

NOTE 3: State law requires school Boards to annually distribute to employees “informational

materials related to federal student loan repayment and student loan forgiveness programs, including updated materials received from the department of education.” C.R.S. 22-32-109 (1)(pp). In addition to annual distribution, school Boards must “distribute the informational materials to newly hired district employees as part of its employee orientation process.” Id. Distribution to employees may be made via email “or as part of a mailing or regular communication to employees” Id.

[Revised January 2020]
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