



## **GDE/GDF - CLASSIFIED STAFF RECRUITING/HIRING**

Poudre School District shall hire classified (non-certified/non-licensed) employees on the basis of need and the availability of financial resources.

The recruitment and selection of candidates for classified positions shall be the responsibility of the superintendent or the superintendent's designee.

Vacancies shall be advertised within the district and may be advertised through other external sources.

If necessary, the Board of Education may adopt a resolution pursuant to C.R.S. 22-32-109 (f)(11)(A) declaring a critical shortage of classified (non-licensed) employees enabling the district to hire persons currently receiving retirement benefits. Those individuals' retirement benefits shall not be reduced regardless of the number of hours or days worked in the calendar year as stated in Colorado Revised Statute.

Prior to hiring and in accordance with state law, the district shall conduct background checks with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment.

Applicants recommended for positions in the district shall submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions as required by law. (This requirement shall not apply to an applicant who is currently a student enrolled in the district.) Applicants may be conditionally employed prior to receiving the fingerprint results.

Fingerprint requirements may be waived for persons who have submitted a set of fingerprints to another Colorado school district within the last two years and who have given written consent for their transfer to the district.

Upon separation of any employee, information legally required by the Personal Responsibility and Work Opportunity Reconciliation Act will be forwarded to the appropriate state agency.

Current practice codified 1995

Adopted: May 22, 1995

Revised: August 11, 1997

Revised: April 13, 1998

Reviewed: August 28, 2000

Revised: June 25, 2001

LEGAL REFS:

C.R.S. 14-14-111.5

C.R.S. 22-32-109 (1)(f)

C.R.S. 22-32-109.7

C.R.S. 22-32-109.8

C.R.S. 24-34-402 (1)

C.R.S. 24-51-1101

C.R.S. 24-51-1103.5

C.R.S. 22-64-111

C.R.S. 22-64-211

C.R.S. 22-64-218

42 U.S.C. 653(a)

15 U.S.C. 1681 et seq.

CROSS REF:

GBA, Equal Employment Opportunity