

## ***Superintendent File: GDG***

### **Part-Time and Substitute Support Staff Employment**

The superintendent or designee shall maintain an authorized list of personnel to be used for substitute or part-time employment. The superintendent authorizes the designee(s) to notify and direct persons on the list to perform such service for the District as may be required on a temporary basis. Principals may notify and direct persons on the list to perform as substitutes on a temporary basis as needed.

Authorization by the District to pay personnel performing services on a temporary basis shall constitute employment by the District for services provided during the period of time covered by such payment.

Such payment shall not constitute any assurance or offer of continuing employment.

Prior to hiring any part-time or substitute personnel, and in accordance with state law, the District shall conduct background checks, including with the Colorado Department of Education and previous employers regarding the applicant's fitness for employment. In all cases where credit information or reports are used in the hiring process, the District shall comply with any and all applicable federal and state law.

All applicants recommended for a part-time or substitute position in the District shall submit a set of fingerprints and information about felony or misdemeanor convictions as required by law. (This requirement shall 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.

Adopted by the Superintendent: December 8, 2020

#### **LEGAL REFS.:**

C.R.S. 22-32-109.7 (*duty to make inquiries prior to hiring*)

C.R.S. 22-32-109.8 (*fingerprinting requirements for non-licensed positions*)

#### **CROSS REF.:**

GDE/GDF, Support Staff Recruiting/Hiring