



Monument Academy

Board of Directors Governance and Policy

Policy Name:	Support Staff Recruiting/Hiring
Policy Number:	GDE/GDF-MA
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Approved	9/12/2024
Category:	Personnel
Author:	Dir of Human Resources/ExecDir
Approval:	MA Board of Directors

The Board shall establish and budget for classified positions at Monument Academy (School) on the basis of need and the financial resources.

Recruiting

The recruitment and selection of candidates for these positions is the responsibility of the Executive Director or designee who must confer with principals and other supervisory personnel in making a selection.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

Background checks

Prior to hiring any person, 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. In all cases where credit information or reports are used in the hiring process, the School must comply with the Fair Credit Reporting Act and applicable state law.

All applicants recommended for a position in the district must 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 School applying for a job.) Applicants may be conditionally employed prior to receiving the fingerprint results.

Hiring

We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

The Board will officially appoint all employees upon the Executive Director's recommendation; however, temporary appointments may be made pending Board action.

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

LEGAL REFS.:

15 U.S.C. §1681 *et seq.* (*Fair Credit Reporting Act*)

42 U.S.C. §653 (a) (*Personal Responsibility and Work Opportunity Reconciliation Act*)

42 U.S.C. §2000ff *et seq.* (*Genetic Information Nondiscrimination Act of 2008*)

28 C.F.R. 50.12 (b) (*notification requirements regarding fingerprints*)

C.R.S. 2-4-401 (3.4) (*definition of gender expression*)

C.R.S. 2-4-401 (3.5) (*definition of gender identity*)

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. 8-2-131 (*employers prohibited from asking age-related questions on initial job applications*)

C.R.S. 13-80-103.9 (*liability for failure to perform an education employment required background check*)

C.R.S. 14-14-111.5 (*Child Support Enforcement procedures*)

C.R.S. 22-2-119 (*duty to make 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 (*duty to make 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. 24-5-101 (*effect of criminal conviction on employment*)

C.R.S. 24-34-301 (3.3) (*definition of gender expression*)

C.R.S. 24-34-301 (3.5) (*definition of gender identity*)

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*)

3 C.C.R. 708-7:40.2 (*definition of age-based bona fide occupational qualifications*)

CROSS REFS.:

GBA, Open Hiring/Equal Employment Opportunity

GDA, Support Staff Positions