

Support Staff Recruiting/Hiring

Background Checks

Prior to hiring, the Department of Human Resources shall:

1. Check with the Colorado Department of Education (CDE) to determine if there is any information on record indicating the applicant has been convicted of a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children or a misdemeanor crime that involves domestic violence.

CDE's records will indicate if the applicant has been convicted of, pled *nolo contendere* to or received a deferred sentence for such crimes. CDE also will 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 which was supported by a preponderance of evidence according to information provided to CDE by a school district and confirmed by CDE in accordance with state law.

Information of this type that is learned from a different source shall be reported by the District to CDE.

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

2. Contact previous employers of the applicant to obtain information or recommendations relevant to the applicant's fitness for employment.

Fingerprinting

1. All applicants selected for employment in a support staff position must submit a complete set of fingerprints taken by a qualified law enforcement agency or an authorized District employee and a notarized, completed form as required by state law.
2. On the form, the applicant must certify either that he/she has never been convicted of a felony or misdemeanor charge, not including any misdemeanor traffic offense, or that he/she has been convicted of a felony or misdemeanor charge, not including any misdemeanor traffic offense. The form must specify the felony or misdemeanor, the date of conviction and the court entering judgment.
3. The District will release the fingerprints to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation.

4. Although an applicant may be conditionally employed prior to receiving the results, he/she may be terminated if the results are inconsistent with the information provided on the form. The District will notify the district attorney of such inconsistent results for action or possible prosecution.
5. The District will charge the applicant a nonrefundable fee to cover the direct and indirect costs of fingerprint processing. The applicant may pay the fee over a period of sixty days after employment.

Information Report to State

1. In accordance with federal and state law, the Department of Human Resources will report the name, address and social security number of every new employee to Colorado State Directory of New Hires, Box 2920, Denver, Colorado 80201-2920.
2. This report, due within 20 days of the date of hire or on the first payroll after the 20 days have expired, shall 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, shall be reported to the applicable court or agency.
3. Upon receiving a Notice of Wage assignment, the District shall remit the designated payment within 7 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.

Current practice codified 1994
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St. Vrain Valley School District RE-1J, Longmont, Colorado