

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

The Board shall maintain an authorized list of personnel to be used for substitute or part-time employment. The Board authorizes the Superintendent or designee to notify and direct persons on the list to perform such service for the District as may be required on a temporary basis. The Board authorizes the Department of Human Resources to notify and direct persons on the list to perform as substitute employees on a temporary emergency basis.

Prior to adding a person's name to the list, a background check shall be carried out in accordance with state law. Part-time and substitute personnel also shall submit a set of fingerprints and a notarized form with information about felony or misdemeanor convictions. Persons failing to provide this information shall not be added to the authorized list.

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

Such payment shall not constitute any assurance or offer of continuing employment without specific Board action.

Substitutes shall be paid the substitute rate unless the Assistant Superintendent of Human Resources determines that a higher rate should be allowed because of special circumstances.

Every person placed on the authorized list shall be given a copy of this policy prior to performing services pursuant to this policy.

Adopted June 26, 1968  
Revised June 13, 1984  
Revised to conform with practice June 8, 1994  
Revised June 11, 2008

LEGAL REFS.: C.R.S. 22-32-109.7 board of education – specific duties  
C.R.S. 22-32-109.8 board of education – specific duties

CROSS REF.: GDE/GDF, Support Staff Recruiting/Hiring