

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

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

The Board shall approve such action at the next regular meeting. Authorization by the Board of Education 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.

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.

Adopted: August 2000  
Revised: July 2011  
Revised: September 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.:  
*Administrative policies:*  
GDE/GDF, Support Staff Recruiting/Hiring