

## ~~Staff Hiring and Treatment~~

With respect to ~~hiring and~~ treatment of paid and volunteer staff, the District Superintendent ~~shall~~ will avoid causing or allowing conditions, procedures, actions or decisions which are ~~unlawful, unethical, unsafe, disrespectful, disruptive, undignified, unprofessional, or unfair~~ or in violation of Board policy.

Accordingly, ~~the~~ District Superintendent will:

- 1.1. Make inquiries required by law prior to hiring personnel and during employment;
2. Recommend candidates to the Board for instructional staff positions that meet all qualifications required by federal and state law.
3. ~~Shall protect against wrongful conditions such as nepotism. Shall avoid preferential treatment for personal or non-professional reasons. Shall~~ Operate within written personnel policies ~~which that~~:
  - a. Comply with state and federal law;
  - b. Clarify personnel rules and procedures for staff;
  - c. Provide for effective handling of grievances;
  - d. Protect against illegal conditions;
  - e. Include adequate job descriptions for all district positions;
  - f. Include adequate salary and compensation plans that comply with law;
  - g. Include a personnel performance evaluation system that complies with law; and
  - h. Comply with statutory requirements regarding reductions in force and other termination processes.
2. ~~Shall meaningfully and promptly respond to grievances and complaints. Shall effectively handle concerns raised by staff and report in a timely manner to the Board on any serious or repeated concerns and responses.~~
3. ~~Shall not prevent~~ Permit staff ~~from to~~ grieving to the Board when internal grievance procedures have been exhausted and the employee alleges that Board policy has been violated;
4. ~~Shall not retaliate or~~ Prohibit discrimination against any staff members for alleging a violation of law or civil rights; ~~or for non-disruptive expression of dissent.~~
5. ~~Shall~~ Use methods of collecting, reviewing, transmitting, or storing information that reasonably protects confidential information;
6. ~~Shall acquaint~~ Provide staff with an opportunity to become familiar with their rights and responsibilities under district policy;
7. ~~Shall~~ Honor the terms of negotiated agreements and policies with staff;
8. When appropriate and at the discretion of the District Superintendent respond to concerns raised by staff and timely report on such concerns and responses to the Board.

Adopted November 16, 1998  
 Latest Revision: June 2025 EL-8 renumbered and name change to EL-12  
 August 7, 2023  
 Revised: June 19, 2023  
 May 19, 2008  
 June 20, 2007  
 June 19, 2006  
 May 16, 2005  
 February 14, 2005  
 February 16, 2004  
 July 2, 1999

## Legal References:

~~15 U.S.C. 1681 et seq. (Fair Credit Reporting Act)~~¶

~~20 U.S.C. 7941 through 7948 (Coverdell Teacher Protection Act limits liability of school personnel)~~¶

~~20 U.S.C. 6312 ©(6)(teacher licensure requirements under Every Student Succeeds Act)~~¶

~~42 U.S.C. 653 (a) (Personnel Responsibility and Work Opportunity Reconciliation Act)~~¶  
 ¶

~~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. 22-9-103 (1.5) (definition of licensed personnel)~~

~~C.R.S. 22-12-101 et seq. (Teacher and School Administrator Protection Act)~~

~~C.R.S. 22-32-109(1)(Board of Education- specific duties)~~

~~C.R.S. 22-32-109.1(Board of education- specific duties)~~

~~C.R.S. 22-32-109 (1)(cc) (district required to adopt staff dress code)~~¶

~~C.R.S. 22-32-109 (1)(f) (Board duty to employ personnel to carry out educational programs of the district)~~¶

~~C.R.S. 22-32-109.1 (8) (inquiries to Colorado Department of Education regarding employees)~~¶

~~C.R.S. 22-32-109.1(9) (immunity provisions in safe schools law)~~¶

~~C.R.S. 22-32-109.7 (inquiries prior to hiring)~~

~~C.R.S. 22-32-110 (1)(h) (Board power to be exercised in its judgment to discharge personnel)~~

~~C.R.S. 22-32-110 (cc) (Employee teachers aides and other auxiliary, nonlicensed personnel to assist licensed personnel)~~¶

~~C.R.S. 22-32-126 (employment and authority of principals)~~

~~C.R.S. 22-32-126 (5) (disciplinary information to staff)~~

~~C.R.S. 22-60.5-101 (Colorado Educator Licensing Act)~~

~~C.R.S. 22-60.5-114(3) (State Board can waive some requirements for provisional license applicants upon request of school district)~~

~~C.R.S. 22-60.5-201 (licensure reciprocity for out-of-state applicants)~~

~~C.R.S. 22-61-101 (discrimination in employment of teachers prohibited)~~

~~C.R.S. 22-61-103 (Teacher's oath, affirmation or pledge)~~

~~C.R.S. 22-63-201 (all teachers must hold a teacher's license or letter of authorization)~~

~~C.R.S. 22-63-202 (teacher employment contracts)~~

~~C.R.S. 24-10-102 et seq. (governmental immunity)~~

~~C.R.S. 24-34-402 (1) (discriminatory or unfair employment practices)~~

~~C.R.S. 24-72-202 (4.5) (definition of personnel file in open records law)~~

Monitoring Method: Internal Report

Monitoring Frequency: Annually in May

Revised policy for Board review March 2025 based on CASB sample policy EL-12. Board's EL-8: Staff Hiring and Treatment being renumbered to EL-12: Staff Treatment and reflecting CASB policy wording.

Board's EL-12: Financial Management will need to be renumbered to EL-16 to match CASB's sample policies.

Reviewed at Board Workshop April 8. No additional changes required. Board will go through the process of first and second reading for all EL policies in 2025.

Board's previous EL-8: Staff Hiring and Treatment has been renumbered to EL-12 to match CASB sample policies.