

End of School Year Hiring Practices

Canon City Schools believes that hiring qualified individuals to fill positions contributes to the overall success of the district. In hiring the most qualified candidates for positions, the following process will be followed if the employee is not a year around employee and is hired with a start date on or after April 1 of each year.

- The employee will be hired as a substitute to fulfill the position's duties for the remainder of the school year.
- The rate of pay will follow the substitute salary practices for each position for the duration of the school year, as determined by the Director of Human Resources.
- The employee will not receive benefits (medical, vision, dental etc) while their employment is substitute status.
- Upon mutual agreement, the employee will be offered a regular employment contract for the following school year, be placed on the appropriate position salary schedule and be eligible for full benefits.
- Any exceptions to this process must be approved by the Director of Human Resources.