

## SECTION 600 – SUPPORT SERVICES

### PERSONNEL SERVICES

### POLICY 606

---

#### ARTICLE 1 AUTHORIZATION

- A. Personnel Services shall be established and operate to handle employment functions and services pertaining to staff, maintenance of personnel records, and completion of personnel reports required by the Superintendent, the Colorado Department of Education and U.S. Department of Education.

#### ARTICLE 2 STAFF

- A. Staff requirements shall be determined by the Superintendent within budget parameters established by the Board of Education. A job description, including qualifications, for each Personnel Services staff position shall be on file in the Personnel Office.

---

#### References

- C.R.S. 22-32-109 (1) (b) Policies for Efficient District Administration  
C.R.S. 22-32-109 (1) (f) (l) Employ Personnel to Maintain Operations

Adopted April 2, 2003