

POLICY

2003

Personnel & Negotiations

FINGERPRINTING AND CRIMINAL HISTORY BACKGROUND CHECKS OF NEW EMPLOYEES

Effective July 1, 2001, the Catskill Central School District will ensure that fingerprinting and criminal history background checks are conducted for all new employees. This policy applies to all prospective employees who receive compensation directly from the District or who receive compensation from a contract service provider; and includes part-time employees and substitutes, and workers placed under public assistance employment programs. All employees who were hired prior to July 1, 2001 and volunteers are exempt from this policy.

Prospective employees bear the cost of fingerprinting and the required background checks performed by the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI). The Board of Education may waive payment of these fees on a case-by-case basis if it is determined that the payment is an unreasonable financial hardship on the applicant or his or her family.

No employee may be hired and employed without submitting to a criminal history background check and fingerprinting.

The District will provide the following to the State Education Department: 1) two sets of prospective employee fingerprints; 2) required processing fees; 3) completed SED form; and 4) the name and position of all employees upon commencement and termination of employment.

Cross-Ref: 9260, Conditional Appointment & Emergency Conditional Appointment Student Safety

Adoption date: July 2003