



903.5 EMPLOYMENT AND VOLUNTEER BACKGROUND CHECKS

I. PROCEDURES

- A. An applicant will not commence employment or services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services, pending completion of the background check, but shall notify the individual that the individual's employment and/or services may be terminated based on the result of the background check. Background checks will be performed by a third party vendor that includes a Minnesota Bureau of Criminal Apprehension (BCA) report, and meets and/or exceeds Minn. Stat. § 13.87 criteria. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. In order for an individual to be eligible for employment, or to provide athletic coaching services or other extracurricular academic coaching services (paid or volunteer) to the school district, or to volunteer for the district, the individual must sign a criminal history consent form which provides permission for the school district to conduct a criminal history background check. The employee or volunteer will pay an amount for the criminal history background check that does not exceed the actual cost of the service. An applicant who accepts employment will be responsible for paying the cost of the criminal history background check, with the amount deducted out of the first paycheck the employee receives. School or program volunteers must provide a money order or check payable to the school district in order for the background check to be completed. The District may, at its discretion, provide an alternative funding mechanism for school or program volunteers.
- If an applicant for employment or applicant for athletic coaching services or other extracurricular academic coaching services (paid or volunteer) fails to provide the school district with a signed Informed Consent Form at the time the applicant receives a job or service offer, the individual will be considered to have voluntarily withdrawn the application for employment or services. If a school or program volunteer fails to provide the school district with a signed Informed Consent Form and fee for the background check, the individual will be considered to have voluntarily withdrawn the application for volunteering.
- C. When required, applicants must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the applicant are unusable, the individual will be required to submit another set of prints.

- D. Copies of this policy shall be available in the school district's Human Resources Department and on the school district's web page and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the job posting and job advertisements.
- E. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- F. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- G. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- H. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

II. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is attached to this procedure.