

BONNEVILLE ACADEMY BACKGROUND CHECK POLICY

Purpose:

This policy describes the terms and conditions under which background checks are conducted. Bonneville Academy is a public Charter School that is committed to the educational success of its students. Bonneville Academy believes it is vital to have qualified individuals in positions to contribute to the School's overall strategic success. Background checks also serve as an important part of the selection process when hiring employees. Background checks will be in accordance with state code 53A-15-1503.

Policy:

- Bonneville Academy will ensure that all background checks are held in compliance with applicable federal and state statutes, such as the Fair Credit Reporting Act.
- Bonneville Academy's Board of Directors and School Director reserves the right to make the sole determination concerning information or any employment decision arising from a background check.
- Bonneville Academy requires all contractors and volunteers who routinely perform work on campus to be in compliance with this policy.

For Job Candidates:

- Bonneville Academy conducts background checks on all job candidates post-contingency offer, but prior to written offer. Bonneville Academy may also use a third party administrator to conduct background checks. The type of information that can be collected by this agency includes, but is not limited to, a criminal background check (including fingerprinting), education, employment history, credit, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate, and determine his/her suitability for employment.
- All criminal background screens are conducted post-offer (contingency offer). However, as part of Title VII of the Civil Rights Act, this information cannot be used as a basis for denying employment, unless it is determined to be job-related.

Offer of Employment Process

- Once a candidate has been identified for hire, the school director will extend an offer of employment to the candidate.
- When verbally making the offer of employment to the successful candidate the school director must inform the candidate that the offer is contingent upon the successful results of the background check. The school director or business manager then conducts/requests any and all applicable background checks on the final candidate.

Volunteers

- All volunteers that work directly or one-on-one with students or with confidential student information must have a background check on file.
- All volunteers that do not work directly or one-on-one with students are not required to have a background check, but will be required to check in at the front desk before

volunteer visits using the Raptor Visitor Management System (details of the Raptor system available at www.raptortech.com).

General Guidelines:

1. **LENGTH OF VALIDITY:** Background checks will be valid for non-licensed staff and volunteers for 3 years.
2. **ASSOCIATED COSTS:** The school will pay fees for background checks for non-licensed employees. Volunteers will pay their own fees; however, the PTO will pay for a background check for a volunteer if the volunteer qualifies for the free or reduced lunch program. Licensed teachers are required to keep their license current. A background check is a part of this process.
3. **TYPE OF BACKGROUND CHECK:** The background check performed must include a name check, fingerprint search, and FBI database search.
4. **NEW HIRES:** Background checks are required for all new hires. This includes all full-time, part-time and temporary part-time employees. The background check must be completed and results verified before any employee begins work. At no time should an employee begin work until the School Director or Business Manager has verified results of the background check.
5. **REHIRES:** A background check is required for all rehires that have been separated for longer than 90 days.
6. **EXISTING TEACHERS:** All teachers are required to have a background check as part of State re-licensing requirements. Each teacher will need to also obtain a separate background check for employment at Bonneville Academy.
7. **EMPLOYMENT CONTINGENCY:** Background checks are to be processed after a contingent offer of employment has been extended to the applicant. Note: The offer of employment is contingent upon the successful results of the background check.
8. **AUTHORIZATION BY APPLICANT:** The candidate must authorize the background check. This is done by having the applicant complete the Background Authorization form. This form is available to the applicant on Bonneville Academy's website and can be sent via e-mail to the candidate as well. To expedite the process, the candidate may fax the completed and signed form to the school office.

Note: All applicants must complete an Application for Employment and Employment Background Authorization form.

Verification of Background Checks

1. The results of the background check will be sent directly to the School Director.
2. The School Director will review the report. If any discrepancies or criminal history are noted, the School Director will notify the office of State Risk Management for final determination. The School reserves the right to consult with the office of State Risk Management, the Utah Professional Practices Advisory Commission (UPPAC) or any other pertinent office for determination.
3. If the background check is favorable, the School Director will approve the candidate to begin employment.

Adverse Action Notifications

1. If a background check is returned with unfavorable results, the School Director will contact the candidate to inform him/her that Bonneville Academy is rescinding its contingent offer of employment.
2. If a volunteer's background check is returned with unfavorable results, the school reserves the right to revoke all future volunteer and / or employment opportunities.

Initial Approval: November 7, 2016

Revision Approved: