

## **13.2 STAFF BACKGROUND CHECKS**

### Purpose:

The purpose of this policy is to describe the terms and conditions under which background checks are conducted. Vanguard Academy is a public Charter School that is committed to the educational success of our students. Vanguard Academy believes that having qualified individuals in positions to contribute to the School's overall strategic success is vital. Background checks also serve as an important part of the selection process when hiring employees.

### Policy:

Vanguard Academy will ensure that all background checks are held in compliance with applicable federal and state statutes, such as the Fair Credit Reporting Act.

Vanguard Academy Board of Directors and Director reserve the right to make the sole determination concerning information or any employment decision arising out of the background check.

Vanguard Academy requires all contractors and volunteers who routinely perform work on campus to be in compliance with this policy.

### For Job Candidates:

- Vanguard Academy conducts reference checks on all job candidates prior to employment offer. Vanguard Academy may 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, 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 hiring manager submits the employment application and a recommendation to hire to the Board of Directors. At that time, the Board will approve or disapprove the decision to extend an offer of employment to the candidate.
- When verbally making the offer of employment to the successful candidate, the administration must inform the candidate that the offer is contingent upon appropriate and applicable qualifications for the positions and the successful results of the background check.

General Guidelines:

1. **LENGTH OF VALIDITY:** Background checks will be valid for non-licensed staff for 3 years and 3 years for volunteers.
2. **ASSOCIATED COSTS:** Fees for background checks will be paid by the school for non-licensed employees. Fees for volunteers will be paid by the volunteer; however, Vanguard 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 that is 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 fulltime, 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 Director 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.
7. **VOLUNTEERS:** A background check is required for any volunteer who will have significant unsupervised direct contact with any student of Vanguard Academy while on the school campus or while volunteering for field trips.
8. **AUTHORIZATION BY APPLICANT:** The candidate must authorize the background check.

Approved: 08/15/2015