

# Emery County School District



## Policy: GEFA—Pre-Employment Screening

Date Adopted: 4 May 1989  
Current Review / Revision: 1 November 2000

The Board recognizes its responsibility to protect the health and safety of all students. The Superintendent shall have the Utah Bureau of Criminal Identification do a criminal background check on prospective employees.

Prospective professional employees shall be requested to have fingerprints taken, and all prospective employees shall be required to sign a waiver permitting the District to request a search of the Utah Criminal History File.

Fees associated with background checks are the responsibility of the prospective employee.

The District will submit to the Utah Bureau of Criminal Identification a set of fingerprint cards and a waiver statement signed by the prospective professional employee if a previous background check has not been completed by the Utah State Board of Education as part of the licensure process.

The Utah Bureau of Criminal Identification shall release only to the Superintendent, or his/her designee, the prospective employee's record of criminal convictions. The District will not release information disclosed by the Utah Bureau of Criminal Identification to any other agency or individual. If the background check verifies a criminal conviction, the Superintendent will evaluate the conviction to determine if it is job-related before eliminating a person from employment consideration.

### **Support Staff & Volunteers**

It is the policy of the Emery County School District that all support staff employees undergo, at their own expense, a criminal background check as part of their initial employment and at least every six (6) years in accordance with USBE Rule R277-516-4(2). Volunteer coaches or any volunteers who have unsupervised access to students will be required to undergo a background check. If schools choose to use volunteer coaches or to use any volunteers in their schools that are given unsupervised access to students, the school will be responsible to pay for the background checks for these individuals.