

SCHODACK CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
FINGERPRINTING POLICY
(SAVE)

PURPOSE: To ensure that fingerprinting and criminal history background checks are conducted for all new employees hired effective July 1, 2001. This includes 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 a public assistance employment program. Excluded are all current employees and volunteers.*

DISTRICT OBLIGATION: Secure fingerprints of all prospective employees who have not been fingerprinted already by the State Education Department or under Vehicle and Traffic Law. The Schodack Central School District must obtain the cooperation of State police or local police agencies or another source to fingerprint prospective employees on appropriate fingerprint cards in a readable fashion. Two separate sets of fingerprints must be obtained for each employee.

NOTICE TO PROSPECTIVE EMPLOYEES: The State Education Department will provide a form to the District to give notice to prospective employees of the requirement for fingerprinting and criminal background checks.

FEES: The current fee imposed by DCJS is \$50 and by the FBI is \$24. The individual being fingerprinted must pay such fee, unless the payment is “an unreasonable financial hardship on the applicant or his or her family.”

REFUSAL TO BE FINGERPRINTED: No employee may be hired and employed without submitting to a criminal history background check and fingerprinting.

DISTRICT OBLIGATIONS TO SED: The District must provide the following to SED: 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.

SED RESPONSIBILITIES: SED will transmit fingerprints and fees to DCJS and the FBI. DCJS and the FBI will review the fingerprints and the criminal history check. SED, based on those results, will determine whether the individual is “cleared for employment” and will notify the District. Note: The Education Department has not determined whether “conditional employment” pending clearance based upon fingerprints and background checks will be allowed. SED will review criminal convictions against certain legal standards and their decision may be appealed by the prospective employee.

*Note: The State Education Department will perform similar checks for all persons applying for certification effective July 1, 2001. Employees, such as bus drivers, who have already been fingerprinted pursuant to Vehicle and Traffic Law need not be fingerprinted again.

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