

## **EMPLOYMENT AND VOLUNTEERS: DISCLOSURES, CERTIFICATION REQUIREMENTS, ASSURANCES AND APPROVAL**

### **Federal Immigration Law Compliance for Staff**

The board has the legal responsibility of employing all staff. The responsibility of administering the recruitment process is assigned to the superintendent/designee. Prior to final action by the board, a prospective staff member shall present necessary documents, which establish eligibility to work as required by federal immigration law. The superintendent/designee will certify that he/she has: "examined the documents which were presented to me by the new hire, that the documents appear to be genuine, that they appear to relate to the individual named, and that the individual is a U.S. citizen, a legal permanent resident, or a non-immigrant alien with authorization to work." This certification shall be made on the I-9 form issued by the Federal Immigration and Naturalization Service.

### **Child Support Reporting for Staff**

The district will report all new hires to the state Department of Social and Health Services Division of Child Support as required by P.L. 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

### **Sexual Misconduct Release Form for Staff**

Pursuant to state law, the district will require that every prospective staff member sign a release form allowing the district to contact school employers regarding prior acts of sexual misconduct. The applicant will authorize current and past school district employers including employers outside of Washington to disclose to the district sexual misconduct, if any, and make available to the district all documents in the employer's personnel, investigative, or other files related to the sexual misconduct. The applicant is not prohibited from employment in Washington State if the laws or policies of another state prohibit disclosure or if the out-of-state district denies the request.

### **Disclosures for Staff and Volunteers**

Prior to employment of any unsupervised staff member or volunteer, the district will require the applicant to disclose whether he/she has been:

- A. Convicted of any crime against persons;
- B. Found in any dependency action under RCW 13.34. to have sexually assaulted or exploited any minor or to have physically abused any minor;
- C. Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor;
- D. Found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused any minor: or
- E. Convicted of a crime related to drugs: manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance.

For purposes of this policy, unsupervised means not in the presence of another employee or volunteer and working with children under sixteen years of age or developmentally disabled per-

sons. The disclosure shall be made in writing and signed by the applicant and sworn to under penalty of perjury. The disclosure sheet shall specify all crimes committed against persons.

### **Background Check for Staff and Volunteers**

#### **Staff and Volunteers with Regularly Scheduled Unsupervised Access to Children:**

Prospective staff members and volunteers, who will have regularly scheduled, unsupervised access to children, will have their records checked through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigation. The record check will include a fingerprint check using a complete Washington State criminal identification fingerprint card.

#### **All Other Staff and Volunteers:**

Staff and volunteers without unsupervised access to children will undergo a name and birth date background check with the Washington State Patrol.

If a volunteer has undergone a criminal record check in the last two years for another entity, the district will request a copy from the volunteer, or have the volunteer sign a release permitting the entity for whom the check was conducted to provide a copy to the district.

#### **Conditional Employment:**

New hires shall be employed on a conditional basis pending the outcome of the background check and may begin conditional employment once completed fingerprint cards have been sent to the Washington State Patrol. If the background check reveals evidence of convictions, the candidate may not be recommended for employment, or if conditionally employed, may be terminated. When such a background check is received, the superintendent/designee is directed to consult with legal counsel.

### **Record Check Data Base Access Designee**

The superintendent/designee is directed to establish procedures for determining which staff members are authorized to access the Superintendent of Public Instruction's (SPI) record check database. Fingerprint record information is highly confidential and shall not be re-disseminated to any organization or individual by district staff. Records of arrest and prosecution (RAP sheets) shall be stored in a secure location separate from personnel and applicant files and access to this information is limited to those authorized to access the SPI record check database.

### **Certification Requirements**

The district will require that certificated staff hold a Washington State Certificate, with proper endorsement (if required for that certificate and unless eligible for out-of-endorsement assignment), or such other documentation as may be required by the professional educator standards board with respect to alternative route programs, for the role and responsibilities for which they are employed. Failure to meet this requirement will be just and sufficient cause for termination of employment. State law requires that the initial application for certification shall require a background check of the applicant through the Washington State Patrol criminal identification system and Federal Bureau of Investigation. No salary warrants may be issued to the staff member until the district has registered a valid certificate for the role to which he/she has been assigned. All certificated staff members are required to maintain their certification in accordance with state and federal requirements.

### **Classified Staff**

Classified staff who are engaged to serve less than twelve (12) months, will be advised of their employment status for the ensuing school year prior to the close of the school year. If the district chooses to reemploy the staff member the following year, the superintendent/designee will give “reasonable assurance” by written notice that the staff member will be employed during the next school year.

### **Board Approval**

All staff members selected for employment will be recommended by the superintendent. Staff members must receive an affirmative vote from a majority of all members of the board. In the event an authorized position must be filled before the board can take action, the superintendent has the authority to fill the position with a temporary employee who will receive the same salary and benefits as a permanent staff member. The board will act on the superintendent's recommendation to fill the vacancy at its next regular meeting.

Cross References: Board Policy 1610

5006  
5252  
5281  
5520  
5610  
6530

Conflicts of Interest

Certification Revocation  
Staff Participation in Political Activities  
Disciplinary Action and Discharge  
Staff Development  
Substitute Employment  
Insurance

Legal References: RCW 28A.320.155

RCW 28A.400.300

RCW 28A.400.301

RCW 28A.400.303

RCW 28A.405.060

RCW 28A. 405.210

Criminal history record information —  
School volunteers

Hiring and discharging of employees –  
Written leave policies – Seniority  
and leave benefits of employees  
transferring between school districts  
and other educational employers

Information on past sexual misconduct –  
Requirement for applicants –  
Limitation on contracts and  
agreements – Employee right to  
review personnel file

Record checks for employees

Course of study and regulations —  
enforcement — Withholding salary  
warrant for failure

Conditions and contracts of  
employment – Determination of  
probable cause for nonrenewal of  
contracts – Nonrenewal due to  
enrollment decline or revenue loss –  
Notice – Opportunity for hearing

RCW 28A.410.010	Certification – Duty of Professional Educator Standards Board – Rules – Record check – Lapsed certificates – Superintendent of Public Instruction as administrator
RCW 28A. 660.020	Proposals – Funding
RCW 28A.660.035	Partnership grant programs – Priority assistance in advancing cultural competency skills
ESHB 1115	Paraeducators
RCW 9.96A.020	Employment, occupational licensing by public entity — Prior felony conviction no disqualification — Exceptions
RCW 43.43.830-40	Washington State Criminal Code Records
RCW 50.44.050	Benefits payable, terms and conditions – “Academic Year” defined
RCW 50.44.053	“Reasonable assurance” defined – Presumption, employees of educational institutions
P.L. 99-603,	Immigration Reform and Control Act of 1986 (IRCA)
P.L. 104-193	Personal Responsibility and Work Opportunity Reconciliation Act of 1996
Chapter 162-12 WAC	Preemployment Inquiry Guide (Human Rights Commission)
WAC 180-16-220	Supplemental basic education program approval requirements
Ch. 181-79A WAC	Standards for Teacher, Administrator and Educational Staff Associate Certification
WAC 181-82-105	Assignment of classroom teachers within districts
WAC 181-82-110	School district response and support for non-matched endorsements to course assignment of teachers
Ch. 181-85 WAC,	Continuing Education
WAC 392-300-050	Access to record check data base
WAC 392-300-055	Prohibition of redissemination of fingerprint record information by education service districts, the State School for the Deaf, the State School for the Blind, school districts, and Bureau of Indian Affairs funded schools
WAC 392-300-060	Protection of fingerprint record information by education service

district, the State School for the  
Deaf, the State School for the Blind,  
school districts, and Bureau of Indian  
Affairs funded schools

WAC 446-20-280

Employment — Conviction Records

Management Resources:

*Policy News*, August 1998 District Must Report New Hires

*Policy News*, February 1999 Local Boards Decide Endorsement Waivers

*Policy News*, June 1999 School Safety Bills Impact Policy

*Policy News*, October 2005 Public Disclosure

*Policy News*, October 2005 Sex Offender Reporting Requirements

*Policy News*, October 2010, *Employment Disclosures*

*Policy News*, July 2017

Adoption Date: December 9, 1993

Revised and Renumbered (5111& 5120): April 21, 2004

Revised: February 16, 2005

January 18, 2006

April 16, 2008

April 20, 2011

May 15, 2019