

4015 PROCEDURES

Prior to official employment, the district will document the citizenship/immigration information regarding employment eligibility that is furnished by the prospective employee. The information that is recorded may come from single documents that establish both identity and authorization to work, including:

Acceptable Verification Document For New Hires

One document establishing BOTH identity and employment authorization including US Passport, Certificate of US Citizenship or Naturalization, Alien Registration Card (AKA “green card”) or Unexpired Foreign Passport with Valid Work Authorization; OR one document establishing identity - drivers license or state issued ID card with photo PLUS one document establishing employment authorization - social security card or US birth certificate.

The district must complete an Immigration Service Form (I-9) for each staff member employed after November 6, 1986, and keep that form on file for three years.

Sexual Misconduct

For prospective employees, the District shall request sexual misconduct information from all current and former school employers.

All prospective employees must sign a release granting permission for the district to contact current and former employers. The release shall authorize disclosure of acts of sexual misconduct and access to all school district files related to the misconduct. The prospective employee shall agree to release current and part employers from liability. Refusal to allow the release of information will end consideration of the applicant.

For certificated applicants, the District shall verify certification and request that the Office of Superintendent of Public Instruction release all information regarding sexual misconduct.

Background Check

Per board policy, the superintendent may employ staff members on a temporary basis until the board takes final action on the recommendation of the superintendent. Unsupervised employees are subject to a background check with fingerprints to be furnished by the State Patrol and Federal Bureau of Investigation. Unsupervised volunteers and employees without unsupervised access to children shall have name and date of birth background checks provided by the Washington State Patrol. Picture identification is required when submitting backgrounds checks. All such records shall be treated as confidential and shall be secured by the district. Further use of the record following initial employment is expressly prohibited. Lawful use of such information does not constitute liability for defamation, invasion of privacy, or negligence.