

Provo City School District
Policy Series 5000: Personnel



5020 P5

Hiring Standards and Practices: Background Checks

In accordance with Utah law, Provo City School District requires all prospective employees and volunteers with significant unsupervised access to students, to submit to a criminal background check. Prospective ESP employees must pay a fee for the background check. School administration may choose to cover the cost of a background check for a volunteer or prospective ESP employee. Prospective employees or volunteers may not commence employment or service until the background check has been completed and authorization granted by the Human Resources Department. Each prospective employee and volunteer will have his/her fingerprints taken and sign a waiver permitting the district to request a search of the Utah Criminal History File.

As a condition of continued employment or service, Utah Code requires current employees and volunteers with significant unsupervised access to students, to submit to periodic background checks. The District does not require a background check for student employees under the age of 18.

The Human Resources Department shall submit to the Utah Bureau of Criminal Identification (BCI) a set of fingerprints and a waiver statement signed by the prospective employee. The background checks conducted shall meet the level required for work or service in the educational setting.

The BCI results are confidential and this information will only be used for the District's internal purposes when determining the suitability for employment or service of an employee, applicant or volunteer. The District will keep this information in a secure location that is accessible only to persons who are authorized to have access in order to complete their employment duties.

Provo City School District shall not release any Provo School District employee information disclosed by the BCI to any other agency or individual.

Provo City School District will consider the following when making a decision regarding initial employment:

- any convictions, including pleas in abeyance;
- any matters involving a felony; and
- any matters involving an alleged sexual offense; class A misdemeanor drug offense; offense against the person under Title 76, Chapter 5, Offenses Against the Person; class A misdemeanor property offence that is alleged to have occurred within the previous three years; and
- any other type of criminal offense, if more than one occurrence of the same type of offense is alleged to have occurred within the previous eight years.

The District shall provide the disqualified applicant with written notice of the reasons for disqualification and the disqualified applicant's right to request a review of the information received and the reasons for disqualification when requested by the individual who was deemed disqualified in writing.

Licensed Employees

The State Board of Education requires all licensed employees to submit to a Criminal Background Check and ongoing monitoring as a condition of initial licensure and as part of each license renewal. These background checks must be completed by June 30th of the year of license expiration. The District will receive notification of any new entries made against an individual from the Bureau.

Legal References:

Utah Code 53G-11-405

Synopsis:

Due Process for Individuals -- Review of criminal history information

Adopted: April 25, 2016

Revised: November 6, 2017

Code Updated: July 2018