

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Certified Personnel, Employment

Section Title: Background Checks/Registration

Sub-Section No. 402.11a

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Procedures:

1. Offers of employment are conditional pending a background check for the Idaho State Department of Education to be completed with the district-office. New employees will be contacted by Human Resources within five (5) business days of acceptance to schedule fingerprinting and cannot begin working until clearance is received by the district office.
2. The employee will pay the required fee for the background check to the Post Falls School District at the time of fingerprinting.
3. If an employee chooses to exercise his/her option to pay the background check fee through a payroll deduction, they must make arrangements with Human Resources prior to their appointment.
4. The subject employee will receive the report of the background check conducted by the Idaho State Department of Education upon request to the district office.

Legal References: I.C. §33-130 Criminal History Checks for School District Employees or Applicants for Certificates

Adopted: 10/14/96

Amended: 8/8/05, 12/12/22

Reviewed 2011, 2022