

PRE-EMPLOYMENT BACKGROUND INVESTIGATION POLICY

Purpose

A primary responsibility of the Indian River School District is to provide a safe and productive environment in which all students can learn. As a result, this district policy is written to ensure a consistent level of pre-employment background investigations of successful candidates for all instructional and non-instructional positions at Indian River School District. Nothing here-in is intended to contradict or lessen compliance with applicable federal and state laws or regulations.

Objective

The objective of this policy is to establish a process for obtaining pre-employment information for successful candidates including, but not limited to, personal and professional references, employment verification, criminal background, civil judgments, driving records, education verification, licensures, certifications, military discharge, and credit history.

Applicability

This policy generally applies to external candidates identified for hire. Current employees who are promoted, or who transfer to a position which has been determined to require consumer or criminal information verification, may have consumer or criminal information verified for the new position. If an employee leaves the school district, that employee will be subject to a background check for rehire.

Applicant Notification

All advertisements for positions must contain the following statement: "Prior to a final offer of employment the selected candidate will be required to submit to a background investigation including, but not limited to, employment verification, educational and other credential verification and criminal background check."

False or misleading application or resume information or false or misleading statements made as part of the screening and interview process may result in the withdrawal of the employment offer. In the event that the district is unable to complete the background investigation prior to the commencement of employment, the district may make the offer of employment contingent on its successful completion. The district also reserves the right to take disciplinary action up to and including termination where false or misleading statements are discovered after an offer of employment has been accepted.

Authorization of Conduct

All candidates must also execute an authorization that allows the Indian River School District to request/conduct a Criminal Background Investigation. This authorization, mandated by the Fair Credit Reporting Act, must be a document separate from the employment application. Refusal to sign the authorization for the release of information will result in the candidate being eliminated and disqualified from the applicant pool.

Employment Determinations

When issues are raised by a Background Investigation, the Superintendent, the Assistant Superintendent, and/or the Director of Personnel, in consultation with district counsel, as appropriate, will evaluate their impact on the hiring decision consistent with applicable laws and this policy.

Fair Credit Reporting Act Requirements

If employment is denied, based in whole or in part on the results of the Background Investigation, the candidate must be provided with a notice that an adverse employment action has been taken on information contained in a criminal background report. Said notice is to include the following:

1. The reasons for the adverse employment action;
2. The name, address and toll-free number of the reporting agency that furnished the criminal background report;
3. A statement that the reporting agency did not make the decision to take the adverse employment action and is unable to provide the candidate with the reasons as to why the adverse employment action was taken;
4. Notice of the candidate's right to obtain a free copy of the investigation record report from the reporting agency; and notice of the candidate's right to dispute the accuracy and completeness of the criminal background report with sixty (60) days.

Adopted 9/27/11
Reviewed 3/9/15