



Work Instruction

Fingerprint Requirements for New Employees

HUM-W023

Work instructions are continually revised and improved. For the most recent version, please visit <https://salkeiz.sharepoint.com/qam/SitePages/Home.aspx>

1.0 SCOPE:

In accordance with Oregon law and Administrative Policy HUM-A005, all new employees hired into positions not requiring licensure through the Teacher Standards and Practices Commission (TSPC) are required to complete a fingerprint-based criminal history check through Salem-Keizer Public Schools (SKPS). This includes but is not limited to: instructional assistants, custodians, school bus drivers, school office specialists, coaches, occupational therapists, physical therapists and speech language pathologists.

2.0 INSTRUCTION:

The cost to the employee is \$59.00. Employees may choose to pay by cash or check, or they may elect to have the amount deducted from their paycheck in one or two increments. If you were fingerprinted in the past, you may not need to be fingerprinted again. Below you will find more specific information regarding the fingerprint requirement.

Did you work for Salem-Keizer Public Schools (SKPS) in the past?

If you were previously employed by SKPS and had a break in service, you will not be required to be reprinted by SKPS unless one of the following applies:

- You resided outside of Oregon since you were fingerprinted.
- You were convicted of a new crime since you were fingerprinted.

You will be required to sign an “Out of State Letter” verifying that you have not resided outside of Oregon or been convicted of a new crime.

Have you ever worked for another Oregon school district (not SKPS)?

If you were fingerprinted by another Oregon school district then you will not be required to be reprinted by SKPS unless one of the following applies:

- You resided outside of Oregon since you were fingerprinted.
- You were convicted of a new crime since you were fingerprinted.

You will be required to sign an “Out of State Letter” verifying that you have not resided outside of Oregon or been convicted of a new crime.

In addition, you will be required to sign a “Fingerprint Authorization of Release” Form (HUM - F037) giving SKPS permission to obtain a copy of your fingerprint-based criminal history check from the school district where you were fingerprinted.

Please note: If we are unable to confirm that you cleared a fingerprint based criminal history check through the Oregon Department of Education within the past five years, you will be required to complete the fingerprint process through SKPS. The cost is \$59.00.



Work Instruction
Fingerprint Requirements for New Employees
HUM-W023

Do you hold a current TSPC licensed and were you previously fingerprinted by TSPC?

If you hold a current TSPC license and were previously fingerprinted by TSPC, you likely will not be required to complete the fingerprinting process through SKPS. However, you will be required to sign an "Out of State Letter" verifying that you have not resided outside of Oregon or been convicted of a new crime.

Please contact Human Resources/Prevention and Protection staff at 503-399-3061 to discuss your specific situation.

Are you a paid student worker?

Paid student workers are required to be fingerprinted by SKPS. There is no cost to the SKPS student.

3.0 APPLICABILITY:

All new employees hired into positions not requiring licensure through the Teacher Standards and Practices Commission.

4.0 REVISION HISTORY:

Table with 3 columns: Date, Revision Ref., Description. Rows include dates 8/19/13, 10/16/13, 11/21/16, 7/16/20 and revision letters A, B, C with corresponding descriptions of updates to the work instruction.

5.0 APPROVAL AUTHORITY:

5.1 Prevention and Protection Coordinator

Approval on file Signature Date