

PERSONNEL

Processing of Washington State and FBI Criminal Identification Fingerprint Cards

Persons Required to Comply:

All new hires (conditional employees) shall be required to provide fingerprints and personal data called for on the fingerprint identification card. This requirement shall apply to all persons newly hired who cannot prove that a records check, using the fingerprint identification and procedure, was successfully completed within the two (2) years preceding employment.

This requirement applies to applicants for full time and part time employment and applicants for work as a substitute or temporary employee.

Procedure:

Applicants approved for hire will be required to provide two acceptable sets of fingerprints. District staff will coordinate the taking of the fingerprints or refer the applicant to another agency for taking of the fingerprints. The fingerprinting must be done by personnel from the school district or by an agency designated by the school district. Fingerprint identification cards which were completed in any other manner will not be accepted.

Costs:

New hires will be expected to pay the costs currently required by the Washington State Patrol to process the fingerprint identification card and conduct the records check of state and federal data.

After having been offered employment, a new hire can pay the Education Service District by cashier's check or money order. New hires who are unable to pay the cost in advance may agree to a voluntary wage deduction. A form for new hire approval of this deduction is attached. Normally, this deduction is taken as a one-time deduction from the applicant's first paycheck. New hires who believe that use of the one-time deduction would cause undue financial strain may ask that the wage deduction be taken over a period of not more than three paychecks. A form which new hires may use to petition for approval of waiver of the one-time deduction is attached.

In the event a new hire believes his or her financial situation will allow no deduction whatsoever, the attached petition form may also be used to request a full waiver of costs of processing the records check. This request may be made after employment has been offered and before employment actually begins. Therefore, new hires need not be

Administrative Regulation No. 5012
Identification Fingerprint Cards – Continued

concerned that requesting waiver of normal procedures will in any way affect the school district's determination as to employability.

Status Pending Completion of Records Check:

Conditional employees may be allowed to work while the records check procedure is pending completion. During this time, the applicant's status shall be considered to be provisional pending completion of the records check procedure. Any derogatory information which is developed as a result of the records check, and which is not known to the school district at the time the hiring decision was made, may, in the absolute discretion of the school district, be used by the school district as the basis for issuance of a notice to the applicant that employment status is being terminated. Before a decision is made to issue any such notice, the applicant will be provided with a summary or copy of the derogatory information and provided an opportunity to respond to it. Because the school district was not fully informed of pertinent information at the time of hire, when and if the school district determines, after receipt of the results of the records check or information developed as a result of the records check, or both, that a notice of suspension from student contact or notice of termination should issue, provisions of any collective bargaining agreements or school district policies which would otherwise apply shall not apply in that instance.

Applicants are encouraged to share any concerns about information which may be developed in this records check procedure with school district personnel at the time of hire.

Evidence of Records Check Results:

Negative information derived from, or resulting from, a records check will be maintained in a file with appropriate limitations on access. Again, however, the applicant shall be entitled to know of any such derogatory information or potentially derogatory information which the school district is maintaining a record of.

Legal Reference: [Chapter 159, Laws of 1992](#)