

**Regulation 6170R**

**Personnel**

**SAFETY OF STUDENTS FINGERPRINTING**

Unless otherwise authorized, the District will not employ or utilize a prospective school employee unless the prospective school employee has been granted "full" clearance for employment by the State Education Department (SED). The District will require a prospective school employee who is not in the SED criminal history file database to undergo a fingerprint supported criminal history record background check.

The District will reimburse for fingerprints for job titles not in a collective bargaining agreement per the guidelines below. For those job titles in a collective bargaining agreement fingerprinting reimbursement is defined by the agreement.

- Non-unit clerical and confidential clerical, monitors, food service, K-6 Extension staff, lifeguards, swim instructors, other pool related staff, Helmer Nature Center staff, and coaches:
  - Reimbursed the full cost:
    - If employee resigns prior to completing 3 months of employment the full fingerprint cost will be garnished from their final wages.
    - If employee resigns prior to completing 6 months of employment one-half of the fingerprint cost (or \$51.00) will be garnished from their final wages.
- Director of Information, Executive Director of Operations, Director of Safety and Security, Coordinator of Continuing Education, Transportation Director, Assistant Superintendent, and Superintendent. Reimbursed after 12 months of district service.

Substitute teachers, substitute teaching assistants, substitute aides and substitute clerical will not be reimbursed for fingerprinting costs until they work 30 days as a substitute in their first school year of employment.

Contract substitute teachers and contract substitute nurses:

- Reimbursed the full cost:
  - If employee resigns prior to completing 3 months of employment the full fingerprint cost will be garnished from their final wages.
  - If employee resigns prior to completing 6 months of employment one-half of the fingerprint cost (or \$51.00) will be garnished from their final wages.

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Teachers, teaching assistants, aides, and clerical staff that have retired from West Irondequoit Central School District and remain with West Irondequoit in a substitute capacity will be reimbursed for the full cost of fingerprinting.

To be reimbursed, the employee should save and submit receipt of fingerprint cost and complete the Claim Form for Personal Reimbursement. These should be submitted to the Office of Human Resources.

11/10/2022