

EMPLOYEE FINGERPRINTING

The purpose of this policy is to ensure that fingerprinting and criminal history background checks are conducted for all prospective employees, unless otherwise provided by law or the Regulations of the Commissioner of Education. The Education Law and Regulations of the Commissioner of Education require that certain prospective employees be fingerprinted in order to conduct necessary criminal history background checks. This includes, but is not limited to, all prospective employees who receive compensation from a contract service provider; and includes part-time employees and substitutes, and workers placed under a public assistance employment program. All current employees hired prior to July 1, 2001, and volunteers, are excluded from such requirement.

In accordance with the Education Law and the Regulations of the Commissioner of Education, the Patchogue-Medford School District shall secure fingerprints of all prospective employees who have not been fingerprinted already by the State Education Department (“SED”) or under the Vehicle and Traffic Law.

The Superintendent of Schools will ensure that internal building and/or program procedures are developed to ensure the safety of students who have contact with an employee holding a conditional appointment or an emergency conditional appointment.

Those procedures will address the safety of students in the classroom, students attending activities off-campus under the supervision of the school district, and students participating in extracurricular and/or co-curricular activities, including interscholastic athletic activities.

Safety procedures will include, but are not limited to, the following:

- A. Supervision of the employee holding a conditional appointment or an emergency conditional appointment as determined by the appropriate building or program administrator.
- B. Periodic visitations by the building or program administrator to the classroom, program and/or activity assigned to the employee holding such emergency conditional appointment.

Notice to Prospective Employees

The Patchogue-Medford School District shall provide notice to all prospective employees of the requirement for fingerprinting and criminal background checks. Fingerprinting will be conducted by MorphoTrust via digital scanning of their Identogo system.

Fees

Unless otherwise provided, the individual being fingerprinted shall be responsible to pay the fees associated with receiving their fingerprint clearance. Costs include, but are not limited to, those imposed by MorphoTrust, the Division of Criminal Justice Services, and the Federal Bureau of

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Investigation. The Superintendent of Schools may waive payment of fees by prospective employees on a case-by-case basis if such payment constitutes an unreasonable financial hardship on the applicant or his/her family, pursuant to Section 3035 of the Education Law. The current cost for fingerprinting is \$99.70, as indicated by SED.

Refusal to be Fingerprinted

No employee required by law to undergo fingerprinting and a criminal history background check may be hired and employed without submitting to a criminal history background check and fingerprinting. Additionally, any prospective employee may withdraw his or her application for employment pursuant to Section 3035 of the Education Law, without prejudice, at any time before employment is offered or declined, regardless of whether the prospective employee or the Patchogue-Medford School District has reviewed such prospective employee's criminal history information.

Additional Information

The Patchogue-Medford School District will comply with all applicable laws and regulations governing fingerprinting and criminal history background checks for employees and prospective employees.

The Patchogue-Medford School District will comply with all aspects of Section 3035 of the Education Law. Therefore, nothing in Section 3035 shall be construed or interpreted to alter or diminish the integrity of collective bargaining agreements, nor to diminish any rights under those agreements.

Adopted:

January 23, 2012

Revised:

September 21, 2015