

# HUM-W023-FINGERPRINTING REQUIREMENTS FOR NEW EMPLOYEES

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## WORK INSTRUCTION

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### HUMAN RESOURCES

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#### SUMMARY

In accordance with Oregon law and Administrative Policy HUM-A005, all new employees hired into positions not requiring licensure through the Oregon Teacher Standards and Practices Commission (TSPC) are required to complete a fingerprint-based criminal history check through Salem-Keizer Public Schools (SKPS).

#### INSTRUCTION

1. The initial cost of fingerprinting and criminal history checks charged by the Oregon Department of Education (ODE) will be paid for by the District. The District will only pay for one set of fingerprints and one criminal history check and will not be responsible for charges incurred by the employee for rescheduled appointments or no shows to appointments.
  - a. Charges incurred beyond the initial set of fingerprints and one criminal history check will be charged to the employee by the District.
2. Did you work for SKPS in the past?
  - a. 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:
    - i. You resided outside of Oregon since you were fingerprinted.
    - ii. You were convicted of a new crime since you were fingerprinted.
  - b. 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.
3. Have you ever worked for another Oregon school district (not SKPS)?
  - a. 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:
    - i. You resided outside of Oregon since you were fingerprinted.
    - ii. You were convicted of a new crime since you were fingerprinted.
  - b. 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.
  - c. 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.
  - d. Please note: If SKPS is unable to confirm that you cleared a fingerprint based criminal history check through the Oregon Department of Education, you will be required to complete the fingerprinting process through SKPS.
4. Do you hold a current TSPC license and were you previously fingerprinted by TSPC?
  - a. If you hold a current TSPC license and were previously fingerprinted by TSPC, it is likely that you will not be required to complete the fingerprinting process through SKPS.

- b. 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.
- 5. Are you a paid student worker?
  - a. Paid student workers are required to complete fingerprinting through SKPS. There is no cost to SKPS students.
- 6. For questions about the fingerprinting process or your specific situation, please contact Human Resources/Prevention and Protection staff at 503-399-3061 or [prevention\\_protection@salkeiz.k12.or.us](mailto:prevention_protection@salkeiz.k12.or.us).

#### **APPLICABILITY**

- All new employees hired into positions not requiring licensure through TSPC.

#### **ASSOCIATED DOCUMENTS**

- HUM-A005-Employee Criminal History Check and Fingerprinting

#### **APPROVAL AUTHORITY**

- Human Resources

#### **REVISION HISTORY**

- 8/19/13 – Original work instruction
- 10/16/13 – Added section regarding individuals who were fingerprinted by TSPC.
- 11/21/16 – Added contact information for Prevention and Protection
- 7/16/20 – Updates to the entire work instruction to be consistent with Oregon Administrative Rules and current District practice
- 3/27/25 – Updated to new template; updated cost to employees in section 1; updated Prevention and Protection contact information