533.1 EMPLOYMENT BACKGROUND CHECK

To safeguard students and staff members, the Auburndale Board of Education requires a nationwide background check of each applicant the District Administrator recommends for employment in any capacity within the District's staff. Periodic background checks using Wisconsin Circuit Court Access (not less than every third year) will be made on all District employees to insure the safety of our students and staff members.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

All Employees

All District employees shall notify their immediate supervisor or building principal within three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral misconduct, and any of the other offenses as indicated below:

1. crimes involving school property or funds;

2. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;

3. crimes that occur wholly or in part on school property or at a school-sponsored activity;

4. a misdemeanor which involves moral misconduct [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or

5. a misdemeanor which violates the public trust.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses, except as noted below. Failure to report under this policy may result in disciplinary action, up to and including termination. Such report shall be made to the employee's supervisor within three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest or indictment shall not be an automatic basis for an adverse employment action.

Conviction of a non-felonious crime shall not be an automatic basis for an adverse employment action. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a non-felonious crime during employment with the District:

1. the nature of the offense;

2. the date of the offense; and

3. the relationship between the offense and the position to which the employee is assigned.

For any employee who is convicted of a felony and has not been pardoned, the District shall have discretion to terminate that individual's employment or to non-renew his/her contract.

Nothing in this policy shall prohibit the District from placing an employee on administrative leave or from suspending an employee based upon an arrest, indictment or conviction, or from terminating an employee who has been convicted of a felony and who has not been pardoned for that felony.

Employees Who Drive, Etc. for District

All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the District Administrator or his/her designee. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle. The District may, in its sole discretion, remove the employee from driving responsibilities and/or discipline the employee, up to and including discharge, depending upon the severity of the traffic violation.

Reporting - The District Administrator will report any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral misconduct, and any of the other offenses as indicated above in 1-5.

Adopted: April 27, 2005
Revised: September 28, 2016, October 21, 2026