

INSTRUCTIONS

- ✓ **Please read the following policy regarding Background Checks (pages 2 and 3).**
- ✓ **On page 4, please sign, date, and return the Acknowledgment to the Deb Macdonald (deb.macdonald@k12.sd.us).**

Harrisburg School District	NEPN Code: GCDB
Policy Manual	

BACKGROUND CHECKS

The School District is committed to the selection of quality staff and to providing a safe environment for students and staff. As part of that commitment, the District will obtain background checks on school employees and may obtain background checks on school volunteers or employees of contracted vendors pursuant to this policy and in accordance with state law.

EMPLOYEE CRIMINAL BACKGROUND CHECKS

Any offer of employment is contingent upon the satisfactory outcome of a criminal background check. The District has the sole discretion to determine whether the outcome of a criminal background check is satisfactory. In making a determination, the District:

1. Shall adhere to all applicable state laws that disqualify an individual from employment by a school district; and
2. May consider the conviction of any crime of moral turpitude; and
3. May consider any criminal conviction, including convictions not disclosed by an applicant.

If any information in the criminal background check is utilized to make an adverse action regarding an employment decision, the District shall notify the applicant before making a final determination. The District shall give the applicant an opportunity to provide additional information. If the applicant disagrees with the accuracy of any information in the report, the applicant must notify the District within five (5) days of the receipt of the report that the applicant is challenging information in the report. The District will not make a final decision on the applicant's employment status until the applicant has had a reasonable opportunity to address the information contained in the report. The District decision maker(s) must wait five (5) business days after notice is given and consider the applicant's appeal, if given, before making a final decision.

An individual may be granted employment on a temporary basis pending the receipt of the results of a criminal background check. In the event that a temporary employee is determined to have a disqualifier (an unsatisfactory background check), employment will be immediately terminated without notice or hearing.

This policy shall not apply to persons performing services for the district under the authority of the South Dakota High School Activities Association. This policy applies to all other employment agreements, whether written or oral.

INDEPENDENT CONTRACTORS AND VOLUNTEERS

Any organization that contracts with the District for service shall be required to certify to the District, in writing, that individuals employed by the service provider have been subjected to a criminal background check. At the discretion of the Superintendent, this requirement may be waived if individuals employed by the service provider do not have contact with students.

The District may, at its discretion, require a criminal background check on any volunteer.

FINANCIAL BACKGROUND CHECKS

Any individual employed as the District's business official shall, prior to employment, may be subject to a financial background check. A financial background check may include a credit check, financial delinquencies, corporate interests, and any other examination of the individual's financial trustworthiness.

At the discretion of the Superintendent or a designee, individuals applying for financially sensitive positions may be subjected to a financial background check prior to employment.

ADDITIONAL BACKGROUND CHECKS

The Superintendent is charged with developing recruiting and hiring procedures that ensure all District employees have been subjected to relevant background checks, including education and employment history.

CONFIDENTIALITY

Information received as the result of this policy shall remain confidential and shall not be released to any individual or entity other than the Superintendent and Human Resources.

Adopted:

Revised:



HARRISBURG SCHOOL DISTRICT 41-2

200 Willow St. P.O. Box 187
Harrisburg, South Dakota 57032
605-743-2567

FAX: 605-743-2569

Jim Holbeck, Superintendent Extension 3002 jim.holbeck@k12.sd.us
Jennifer Conway, Business Manager Extension 3003 jennifer.conway@k12.sd.us

ACKNOWLEDGEMENT - BACKGROUND CHECKS

I understand that the Contract/Wage Agreement I have signed with the Harrisburg School District will be in force depending on the findings of my background check conducted by the district.

I further understand that my Contract/Wage Agreement will become null and void if the Harrisburg School District determines that my employment would not be in the best interest of the district based on the findings of the criminal background check.

I have read the above statements and authorize the Harrisburg School District to conduct my background check.

(Signature)

(Date)

FOR OFFICE USE ONLY:

_____ Criminal Background Check received by the Harrisburg School District
(Date)

_____ or _____ results of Criminal Background Check
(Satisfactory) (Unsatisfactory)

(Administrator/Designee's Signature)