

## **5005P: Employment: Disclosures, Certification Requirements, Assurances and Approval**

### Citizenship Status

Within three (3) days of official employment, the district will document the citizenship/immigration information regarding employment eligibility that is furnished by the prospective employee. The information that is recorded may come from single documents which establish both identity and authorization to work, including:

#### Acceptable Verification Document for New Hires

The Department of Homeland Security, US Citizenship and Immigration Services provides employers with acceptable forms of verification of eligibility to work in the US. The district will comply with all federal and state regulations.

The district must complete an Employment Eligibility Verification Form (I-9) for each new employee and keep that form on file per federal requirements.

### Sexual Misconduct

For prospective employees, the school district shall request sexual misconduct information from all current and former school employers, including out of state school employers.

All prospective employees must sign a release granting permission for the district to contact current and former employers. The release shall authorize disclosure of acts of sexual misconduct and access to all school district files related to the misconduct. The prospective employee shall agree to release current and past employers from liability. Refusal to allow the release of information will end consideration of the applicant.

For certificated applicants, the district shall verify certification and request that the Office of Superintendent of Public Instruction release all information regarding sexual misconduct.

### Background Check

As per board policy, the superintendent may employ staff members on a temporary basis until the board takes final action on the recommendation of the superintendent. Unsupervised employees are subject to a background check with fingerprints to be furnished by the state patrol and Federal Bureau of Investigation. Unsupervised volunteers and employees without unsupervised access to children shall have background checks provided by the Washington state patrol.

All such records shall be treated as confidential and only the HR Department shall be authorized to access the Superintendent of Public Instruction's record check data base and district record check data including records of arrest and prosecution (RAP sheets). RAP sheets shall be secured by the district in storage separate from personnel and applicant records. Further use of the record following initial employment or re-dissemination of the records to another organization or individual is expressly prohibited. Lawful use of such information does not constitute liability for defamation, invasion of privacy, or negligence, but noncompliance with this policy, relevant rules and statutes may allow for the recovery of civil damages under applicable federal and state statutes.

Employment information disclosed by the district at the request of an employee or employment agency regarding an employee's ability to perform the job, diligence, skill, reliability, or illegal or wrongful acts are presumed to be disclosed in good faith.

The district shall keep a record of requests to employee information for a period of two (2) years. A copy of the record will be maintained in the employee's personnel file.

