

Required Background Checks by Fingerprinting of New Employees

- 1.0 Purpose: Barbour County Schools requires a criminal background check of all newly hired employees with Barbour County Schools. The cost of the background check through fingerprinting is the responsibility of the employee beginning July 1, 2013.
- 2.0 Procedures for Obtaining a Background Check for Employees
 - 2.1 All newly employed service and professional staff are required to supply a criminal background check through fingerprinting at WVDE approved vendors.
 - 2.2 The employee will schedule and complete the fingerprinting in a timely fashion before the anticipated first day of work. The cost of the fingerprinting is the responsibility of the employee.
 - 2.3 The newly employed person is required to bring a receipt back to the Barbour County Board of Education that the fingerprinting was completed at one of the approved vendors prior to first day of work.
 - 2.4 The Personnel Office will review the results of all background checks and promptly report any citations on the employees' record to the Superintendent.
 - 2.5 The Superintendent will take any action necessary with the employee based on the results of the background check if it effects his/her employment in the school district.

Source: Board of Education Minutes

Adopted: 06/10/13