

## EMPLOYEE FINGERPRINTING

The purpose of this policy is to ensure that fingerprinting and criminal history background checks are conducted for all new employees, unless otherwise provided by law or regulation of the Commissioner of Education. This includes all prospective employees who receive compensation from a contract service provider; and includes part-time employees and substitutes, and workers placed under a public assistance employment program. All current employees hired prior to July 1, 2001 and volunteers are excluded from such requirement.

East Greenbush Central School District shall secure fingerprints of all prospective employees who have not been fingerprinted already by the State Education Department or under Vehicle and Traffic Law.

East Greenbush Central School District shall obtain the cooperation of the New York State Division of Criminal Justice Services, the New York State Police or local police agencies or another source to fingerprint prospective employees on appropriate fingerprint cards in a readable fashion. Two separate sets of fingerprints must be obtained for each employee.

### *Notice to Prospective Employees*

East Greenbush Central School District shall provide notice to all prospective employees of the requirement for fingerprinting and criminal background checks on a form to be provided by the State Education Department.

### *Fees*

Unless otherwise provided, the individual being fingerprinted shall pay the fees imposed by the Division of Criminal Justice Services and the Federal Bureau of Investigation. The Superintendent of Schools may waive payment of fees by prospective employees on a case-by-case basis if such payment constitutes "an unreasonable financial hardship on the applicant or his/her family."

### *Refusal to be fingerprinted*

No employee may be hired and employed without submitting to a criminal history background check and fingerprinting.

Ref: Education Law §§ 1604(39), 1709(39); 1804(9); 1950(4); 2503(18);  
2554(25)  
Social Services Law, Art. V., Title 9B; 8 NYCRR §87.2(k)

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