



### **FINGERPRINTING AND BACKGROUND CHECKS – EMPLOYEES**

#### **Fingerprinting**

UPCS shall comply with the applicable provisions of the Education Code regarding fingerprinting and background checks, including Sections 44237, 44803.1 and 45125.1.

It is the policy of UPCS to require fingerprinting and background checks for its employees as required by law prior to employment at the Charter School. All prospective employees must abide by all applicable laws and agree to abide by the policies of the Charter School, including the submission of fingerprints and the approval for UPCS or its designee to perform background checks. This requirement is a condition of employment.

Additionally, UPCS may on a case-by-case basis require that the employees of an entity providing contract services comply with the requirements for fingerprinting, unless UPCS determines that the employees of the entity will have limited contact with pupils. In determining whether a contract employee will have limited contact with pupils, UPCS must consider the totality of the circumstances, including factors such as the length of time the contractors will be on school grounds, whether pupils will be in proximity with the site where the contractors will be working, and whether the contractors will be working by themselves or under the supervision of Charter School personnel.

#### **Procedures for Background Checks**

The Executive Director or designee shall review Department of Justice reports on prospective employees, contractors, and volunteers to determine whether an employee may be employed in accordance with Education Code Section 44237, 44830.1 or 45125.1, except with respect to her or himself, in which case the President of the UPCS Board will review.

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