

Board Approved – 8/17/00 Board Revised – 5/15/01 Board Revised – 3/19/09	ROANE COUNTY BOARD OF EDUCATION	
	Background Checks	Policy # 2.11
		Date Passed March 19, 2009

1 **2.11 - BACKGROUND CHECKS**

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3 All new employees are required to submit to a local criminal background check as a condition
4 of employment. All new full-time employees will also be required to submit to a TBI/FBI
5 criminal background check. Other personnel, including volunteers, may be required to have a
6 TBI/FBI criminal background check at the discretion of the Director.

7
8 All persons employed on a full-time basis shall be required to pay 100 percent of the
9 background check fee.

10
11 Part-time employees shall be required to pay the total cost (100%) of the background check
12 fee at the time of the submission. The school system will reimburse the full cost of the fee
13 upon receipt of a satisfactory result of the background check.

14
15 Substitute teachers will be reimbursed the cost of the background check upon receipt of a
16 satisfactory result and evidence that a minimum of four (4) days of satisfactory substitute
17 teaching have occurred.

18
19 An employee’s payroll check will be held by the Director until the employee complies with this
20 policy.

21
22 A person has thirty (30) days from acceptance of employment to have fingerprints taken. If a
23 person does not have prints taken within the thirty (30) day period, the person will not be
24 further considered for employment or, if already employed, may be immediately terminated at
25 the discretion of the Director.

26
27 An applicant/employee shall agree to the release of all investigative records to the Director,
28 Board, or responsible Board committee for examination. Data from a criminal background
29 check shall be placed in the employee’s personnel file.

30
31 “Criminal Record” shall mean a conviction or pleading of guilty to a misdemeanor or felony.

32
33 If a person has been determined to have a criminal record, then a Background Check
34 Committee shall convene to determine the nature and extent to which the criminal history
35 record bears on the employee’s position. The Background Check Committee shall document
36 its findings and make a written determination of its recommendation, which shall be placed in
37 the employee’s personnel file. The Background Check Committee shall consist of: the
38 Director, the employee’s instructional or Central Office supervisor, and the Schools’ Human
39 Resource Director. In the absence of the Human Resource Director, the Business Manager
40 shall serve on the committee.

41
42 Any falsification on an employment application shall be grounds for immediate termination.