

Human Resources


Background investigations

Purpose:

To ensure that appropriate background investigations are conducted upon offers of employment as well as for incumbent employees as necessary and appropriate.

Participants:

All Employees



*****All Administratively approved volunteers/chaperones having unsupervised contact with students.**

Process:

Applicants recommended for employment with the district are subject to work history, education history, and reference investigations, including but not limited to substitutes and temporaries. Each such applicant will be subject to a criminal background investigation, including mandatory fingerprinting, at the candidates expense, as a condition of further consideration for employment.

All offers of employment are contingent upon the satisfactory completion of background investigations. Criminal convictions shall not automatically bar an applicant from obtaining employment with the Gadsden Independent School District, but pursuant to the Criminal Offender Act, NMSA 1978 " 28-2-4 and 28-2-5, may be the basis for refusing employment.

Contractors whose employees are in direct contact with students may be required to provide to the school district two finger print cards for employees of such contractors for the purpose of criminal background investigations.

The Administration may also conduct the referenced background investigations of incumbent employees if it becomes aware of facts, circumstances, or conduct that give rise to a reasonable suspicion that undisclosed aspects of the employees background might disqualify him or her to continue in employment with the district.

Information from background investigations shall not be disclosed to persons not directly involved in the certification or employment decision affecting the applicant or employee.

The Superintendent of Schools must report to the State Department of Education any conviction of a felony or misdemeanor involving moral turpitude of a certified school employee when the underlying act of turpitude results in any type of job related action against the employee. Failure to make such report can lead to suspension or revocation of the certificate held by the certified school administrator.

Timeline:

July to June of Current Year

1. Criminal Offender Act, NMSA 1978 " 28-2-4 and 28-2-5