



**Official Procedure
of
Ogden Preparatory Academy**

6. Human Resources

6.02 Background Check Procedures

Effective/Revision Date: 12/12/2016

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These procedures are established pursuant to the Background Check Policy established by the School's Board of Directors.

Individuals Subject to Background Checks

The School requires a criminal background check on each new employee who is licensed by the Utah State Office of Education (USOE) as required in connection with USOE's licensure requirements.

Additionally, the School requires a criminal background check on each new non-USOE-licensed employee and each volunteer who will be given significant unsupervised access to a student in connection with the volunteer's assignment. Such employees and volunteers must submit to a new background check at least every five (5) years.

Where reasonable cause exists, the School may require an existing employee or volunteer to submit to a criminal background check more often.

Conducting the Background Check

The applicant, volunteer, or employee shall receive written notice that the background check has been requested.

The Background check will include, but not be limited to, a fingerprint check conducted by the Utah Bureau of Criminal Identification.

Payment for Background Check

Applicants for employment, including substitutes, shall be required to pay the designated costs of background checks subject to the provisions of Utah Code Ann. §53A-3-410(6)(b).

The School shall pay the cost of the background check for anyone presently employed or serving as a volunteer for the School.

Opportunity to Respond to Background Check

Only those convictions which are job-related for the employee, applicant, or volunteer will be considered by the School.

If a person is denied employment or is dismissed from employment because of information obtained through a criminal background check, the person shall receive written notice of the reasons for denial or dismissal and shall have an opportunity to respond to the reasons.

Confidentiality

Information about background check results is confidential and may only be disclosed as provided in applicable law.

Document History

Board Approved: 12/12/2012

Legal References

Utah Code Ann. §53A-3-410(6)(b)

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