

Policy Change	<input checked="" type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
Procedure Change	<input checked="" type="checkbox"/>	District Council	<input type="checkbox"/>
New Policy	<input type="checkbox"/>	Board 1 st Reading	<input type="checkbox"/>
New Procedure	<input type="checkbox"/>	Board 2 nd Reading	<input type="checkbox"/>

KEY:
BOLD= new language
~~strikethrough=~~ delete language

Comments: **Update to be in alignment with Policy 7337 & CCLC model**

Referred to: **Edited:**
12/16/14

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Yosemite Community College District Policies and Administrative Procedures **No. 7126**

Policy

7126 Background Check - Employees

All new employees of the Yosemite Community College District are required to **undergo** be fingerprinted within a maximum of ten (10) working days from the date of employment. A **a** background check, **which** will be conducted through the Department of Justice **and Federal Bureau of Investigation**.

~~EXCEPTIONS: An individual who is to be employed in Child Care Departments, or as a Custodian, or in the Campus Safety/Security Department or if they have disclosed a misdemeanor or felony, must clear fingerprinting and background checks prior to beginning work.~~

Cross References (see also):
YCCD Policy 7337 - Fingerprinting

References:
Civil Code Section 47, 1785.16, 1785.20, and 1786.16 et seq.; Fair Credit Reporting Act (federal)
~~Education Code Sections [87013](#) and [88024](#); Penal Code Section [11077.1](#)~~

Adopted: February 9, 2011

Administrative Procedure

7126 Background Check - Employees

Fingerprinting shall occur via Livescan at any LiveScan facility. All employees and volunteers are personally responsible to pay the cost of the fingerprinting and processing. Department of Justice background checks shall be kept confidential in Human Resources.

Student Employees & Volunteers

Student employees and volunteers will only be fingerprinted for background checks if 1) they will be working with children or 2) if they are to be employed in departments that require a background check or 3) when there is disclosure of a felony or misdemeanor.

Student employees and volunteers required to be fingerprinted must clear background checks prior to beginning work. A conditional clearance may be requested after fingerprinting and pending background check results.

Applicants New employees for positions shall ~~may~~ be subject to background or reference checks.

Where a background investigation is performed by a third party, [designate position] shall make a clear and conspicuous disclosure to the applicant on a separate form before the report is procured. The applicant shall be provided an option to receive or not receive the report. If the applicant is not hired, or the District takes other action that adversely effects any applicant based in whole or in part upon the third-party report, [designate position] shall provide oral, written, or electronic notice of:

- The adverse action to the applicant;
- The name, address, and telephone number of the third-party agency that furnished the report;
- The applicant's right to obtain a free copy of the report; and
- The applicant's right to dispute the accuracy or completeness of any of the information in the report.

References:

Civil Code Section [47](#), [1785.16](#), [1785.20](#), and [1786.16 et seq.](#); Fair Credit Reporting Act (federal) Education Code Sections [87013](#) and [88024](#); Penal Code Section [11077.1](#)

Procedure Last Revised: February 9, 2011