

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"/>
Comments:		Referred to:	

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

Edited:
3/26/14



Yosemite Community College District Policies and Administrative Procedures

No. 7337

Policy

7337 Fingerprinting

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

EXCEPTIONS: An individual who is to be employed **or volunteering** 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.

Volunteers serving in single day college events and individuals serving as volunteers in Associated Student Organization officer positions at the colleges are not required to be fingerprinted.

CROSS REFERENCE: Policy 7500

Reference:

Education Code Sections [87013](#) and [88024](#); Penal Code Section [11077.1](#)

Adopted: February 9, 2011

Administrative Procedure

7337 Fingerprinting

1 Fingerprinting shall occur via Live Scan at any Live Scan facility. All **probationary/temporary** employees,
2 **student workers**, and volunteers are personally responsible to pay the cost of the fingerprinting and
3 processing. Department of Justice and **Federal Bureau of Investigation** background checks shall be kept
4 confidential in Human Resources.

5
6 Student Employees & Volunteers

7
8 ~~Student employees and volunteers will only be fingerprinted for background checks if 1) they will be~~
9 ~~working with children or 2) if they are to be employed in departments that require a background check~~
10 ~~or 3) when there is disclosure of a felony or misdemeanor.~~

11
12 ~~Student employees and volunteers required to be fingerprinted must clear background checks prior to~~
13 ~~beginning work. A conditional clearance may be requested after fingerprinting and pending background~~
14 ~~check results.~~

15
16 **Reference:**

17 Education Code Sections [87013](#) and [88024](#); Penal Code Section [11077.1](#)
18

19 **Procedure Last Revised:** February 9, 2011