

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

One additional exemption added

Edited:
8/27/14

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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, and students being paid a stipend by the District for participation in an educational program are not required to be fingerprinted.

Cross References:
YCCD Policy 7500 - Volunteers

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

Adopted: February 9, 2011

Administrative Procedure

7337 Fingerprinting

Fingerprinting shall occur via Live Scan at any Live Scan facility. All **probationary/temporary** employees, **student workers**, and volunteers are personally responsible to pay the cost of the fingerprinting and processing. Department of Justice and **Federal Bureau of Investigation** 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.~~

References:

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

Procedure Last Revised: February 9, 2011