

**EMPLOYMENT: DISCLOSURES, CERTIFICATION REQUIREMENTS,  
ASSURANCES, AND APPROVAL**

The board has the legal responsibility of employing all staff. The responsibility of administering the recruitment process is assigned to the superintendent. Prior to final action by the board, a prospective staff member will present necessary documents which establish eligibility to work and as required by Federal law. As required by federal immigration law, the superintendent or his/her designee will certify that he/she has: “examined the documents which were presented to me by the new hire, that the documents appear to be genuine, that they appear to relate to the individual named, and that the individual is a U.S. citizen, a legal permanent resident, or a non-immigrant alien with authorization to work.” This certification will be made on the I-9 form issued by the Federal Immigration and Naturalization Service.

The district will report all new hires to the state Department of Social and Health Services Division of Child Support, as required by P.L. 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

The district will require that every prospective staff member sign a release form allowing the district to contact school employers regarding prior acts of sexual misconduct. The applicant will authorize current and past school district employers, including employers outside of Washington, to disclose to the district any sexual misconduct and make available to the district all documents in the employer’s personnel, investigative or other files related to the sexual misconduct. The applicant is not prohibited from employment in Washington state if the laws or policies of another state prohibit disclosure or if the out-of-state district denies the request.

All staff members selected for employment will be recommended by the superintendent. Staff members must receive an affirmative vote from a majority of all members of the board. In the event an authorized position must be filled before the board can take action, the superintendent has the authority to fill the position with a temporary employee who will receive the same salary and benefits as a permanent staff member. The board will act on the superintendent’s recommendation to fill the vacancy at its next regular meeting.

Cross Reference: Board Policy	5030	Conflict of Interest
	5090	Substitute Employment
Board Procedure	P5000-1	Employment
	P5000-2	Recruitment and Selection of Staff
	P5000-3	Contracts
	P5000-4	Termination of Employment

Legal References:	RCW	28A.320.155	Criminal history record information - School Volunteers
		28A.400.300	Hiring and discharging employees--Leaves for employees--Seniority and leave benefits, retention upon transfers between schools
		28A.400.303	Record checks for employees
		28A.350.050	Teachers must qualify before warrant drawn and issued or registered--All districts
		28A.405.060	Course of study and regulations-- enforcement--Withholding salary warrant for failure
		28A.405.210	Conditions and contracts of employment-- Determination of probable cause for non-renewal of contracts--Notice-- Opportunity for hearing
		28A.410.010	Certification--Background check
		43.43.830-40	Washington State Criminal Code Records
		9.96A.020	Employment, occupational licensing by public entity - prior felony conviction no disqualification-- Exceptions
		50.44.050	Benefits Payable, Terms and Conditions
		50.44.053	Definition of "reasonable assurance"
	WAC	162-12	Preemployment Inquiry Guide (Human Rights Commission)
	WAC	180-16-220	Supplemental Program Requirements
		181-79A	Standards for Teacher, Administrator and Educational Staff Associate Certification
		180-82-105	Assignment of classroom teachers within districts
		180-82-110	Exceptions to classroom teacher assignment
		181-85	Continuing Education
	WAC	392-300-050	Access to record check data base
		392-300-055	Prohibition of redissemination of fingerprint record information by education service districts or school districts
		392-300-060	Protection of fingerprint record information by education service district and school district
		446-20-280	Employment--Conviction Records
	P.L.	99-603 (IRCA)	Imm. Reform and Control Act of 1986

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