

Chittenden Central Supervisory Union
EMPLOYMENT REQUIREMENTS
Employees and Substitutes
Updated 11/26/07

Criminal Records Background Check

In an attempt to help protect our school children from abuse and exploitation, Vermont Law (16 V.S.A. sections 251-260) now requires criminal background investigations on all school employees (including substitutes). As a result, all new employees of our school district(s) will be required to provide fingerprints, releases and other information necessary to conduct a criminal record background investigation. The criminal records check procedure (as outlined below) shall be completed prior to the commencement of services with our school district(s). The cost of the procedure shall be the responsibility of the employee. All offers of employment shall be conditioned upon an acceptable criminal record check. Although employment may commence prior to the completion of the Criminal Records Check process, continued employment with the district would be contingent upon a satisfactory criminal record check.

Below are the requirements that need to be met:

1. If offered a position of employment, please call 879-5584 to schedule an appointment to complete the required employment paperwork (Form W-4, Form I-9, release forms, Request for Criminal Record Check, Fingerprint Authorization Request and the like). Appointments take approximately 20 minutes (up to 60 minutes may be needed depending on benefit eligibility). Please bring the following with you when you meet with Human Resources:
 - (a) Payment to Chittenden Central Supervisory Union for \$19.25, to cover the cost of the Criminal Record Check processing. Credit and/or debit cards are not accepted.
 - (b) Two forms of identification, which are needed to complete the required Form I-9. One form of identification must establish identity (i.e. drivers' license, VT Liquor Control ID, photo student I.D., etc.) and the other must establish employment eligibility (i.e. social security card, birth certificate, and the like). A passport will also be accepted.
2. Make an appointment to have your fingerprints taken at a designated Identification Center. There is a \$15.00 charge for the fingerprints, which is paid directly to the Identification Center when fingerprinted. You must bring two forms of identification with you in order to be fingerprinted. One must be a valid photo ID (i.e.: PHOTO Drivers license, VT Liquor Control ID, or Military ID), the second can be a social security card, birth certificate or other form of identification. *You will also need to bring your completed Fingerprint Authorization Certificate.* Fingerprints will not be taken without the certificate. The Chittenden County Identification Centers are as follows:
 - a) Chittenden County Sheriff's Office located on Ethan Allen Drive in South Burlington. Please call them for an appointment at (802) 863-4341 (walk-ins will not be accepted).
 - b) Burlington Police Department located on North Avenue, Burlington. To schedule an appointment, please call the Chittenden County Sheriff (802) 863-4341 (walk-ins will not be accepted).

Outside of Chittenden County, please call your local police department or State Police barracks to find out its procedure/availability for fingerprinting.
3. Once the employment paperwork and fingerprint process is complete, the Identification Center will submit your fingerprints electronically to the Vermont Criminal Information Center (VCIC) for processing. VCIC will send us the results of the criminal background check, and we shall notify you if any record(s) exist.

If you have recently completed the Criminal Records Check with the Vermont Department of Education or other Vermont School District, you may not have to repeat the process (outlined in items 1, 2 and 3 above) if:

- (1) Since the criminal record check was completed there has not been a period of one year or more during which you were **not** employed by a Vermont school district or independent school;
- (2) the record still exists;
- (3) you agree to sign a release, and;
- (4) the original holder agrees to release a copy of the record to us.

Under the Grandfather provisions of the Criminal Record Check Act: "Any person employed by a school district or independent school on passage of this act (7/1/98) shall not be subject to the" criminal records check process outlined in items 1, 2 and 3 above. "However, if the individual does not work for a Vermont school district or independent school for a continuous period of one year or more, the person shall become subject to the" criminal records check process outlined above. If you qualify under the grandfather provision, you must provide us with verification of past/present employment when you meet with Human Resources.

Department of Children and Families Report

Vermont law now authorizes the Department of Children and Families (DCF) to inform eligible employers whether current or prospective employees or volunteers have been subjects of substantiated reports of child abuse or neglect. As a result, all new and prospective employees and substitutes of our school district(s) will be required to provide releases and other information necessary to conduct a DCF registry check. The DCF release and other required paperwork shall be completed prior to the commencement of services with our school district(s). The cost of the procedure shall be the responsibility of the employee (if any). All offers of employment shall be conditioned upon an acceptable DCF registry check. Although employment may commence prior to the completion of the DCF registry check process, continued employment with the district would be contingent upon a satisfactory DCF registry check. Once the paperwork is complete, we will send the Request for Information from the Vermont Child Abuse & Neglect Registry to the Department of Children and Families (DCF) for processing. DCF will send us the results of the request, and we shall notify you if a substantiated report exists.

Directions to the CCSU central office: From Route 15, turn onto Susie Wilson Road. At third light take a left onto Kellogg Road. Take second right onto New England Drive. Our office is located at 21 New England Drive (third driveway on the right).