



"Personalizing Education – Challenging Minds."

IDENTIFICATION BADGES, FINGERPRINTS, AND EMPLOYMENT ELIGIBILITY VERIFICATION: ALL EMPLOYEES

- I. Identification Badges
 - A. Regular status employees and substitute teachers of the EXPLORE KNOWLEDGE ACADEMY (EKA) must obtain and display a current identification badge issued by the EKA.

- II. Fingerprints
 - A. Pursuant to state law, all applicants for employment and current employees are required to submit fingerprints to Explore Knowledge Academy before beginning employment and at least every five (5) years thereafter during employment. Licensed employees meet this requirement when they submit fingerprints to the Department of Education in conjunction with the licensing requirements.
 - B. As a requirement of employment, employees of EKA are required to be fingerprinted and complete a background check. Results of the EKA background check are kept on file with Human Resources.
 - C. Fingerprint reports, the results of the background checks, and the results of five (5) year fingerprinting conducted under state law, may be utilized in hiring decisions for up to six (6) months without requiring an applicant or employee to fingerprint again for all employee groups, including substitute teachers.
 - D. Employees moving between employee groups with no break in service, including substitute teachers, are not required to fingerprint except every five (5) years as required by state law.
 - E. Employees who resign their employment or retire, and who have not fingerprinted within the six (6) months prior to their return, are required to be fingerprinted upon returning.
 - F. Employees returning from any type of approved Leave of Absence, or exercising a right to return after a reduction in force, are not required to fingerprint except every five (5) years as required by state law.



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- G. Employees returning from a suspension for allegations of affirmative misconduct or under the terms of a settlement agreement may be required to fingerprint. Employees fingerprinted per this section will not be charged a fee to fingerprint.
- H. Employees returning from a suspension for failure to maintain a license or certification are not required to fingerprint except every five (5) years as required under state law.
- I. Individuals participating in an Alternative Route to Licensure (ARL) program where candidates will be working in EKA schools as part of a practicum or field experience, are required to fingerprint and complete a background check prior to beginning in the ARL program or in their field experience. The results of this background check are valid for no more than six (6) months and may be utilized in determining eligibility for hire as a substitute teacher, or contracted or regular status teaching position.
- J. Coaches, extra-curricular program advisors, and co-curricular program advisors who are not EKA employees, whether paid or not for their duties, are required to be fingerprinted and complete a background check before assuming any coaching or advising duties. Results of the background check must be kept on file with Human Resources.

Employment Eligibility Verification (Form I-9) - U.S. Department of Justice

- A. As a requirement of employment, employees of Explore Knowledge Academy are required to complete and submit a U.S. Citizenship and Immigration Services (USCIS) Employment Verification (Form I-9) to Human Resources before assuming their assigned responsibilities. The form must be completed and verified by the Operations Manager and, if required, the employee must maintain current employment authorization through the USCIS. An employee who fails to maintain a current authorization will be terminated, as EKA cannot employ a person not authorized to work.

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