

**General Personnel**

**Administrative Procedure - Investigations**

**Immigration Investigation**

All newly hired employees must complete an Immigration and Naturalization Service Form I-9 no later than 3 business days following their first working day. If an individual is unable to provide the required documents to complete the Form I-9 within the 3-day period, the individual must present a receipt for the application for the documents within 3 days of the hire and present the required documents within 90 days of the hire.

The completed Form I-9 shall be maintained in a file separate from other personnel records in order to prevent unauthorized review of personnel files. The Form I-9 shall be retained for a period of 3 years after the date of hire or one year after individual employment is terminated, whichever is later.

**Criminal Background Investigation**

Each applicant for any position must provide a written authorization for a criminal background investigation.

Whenever an applicant is seeking employment in concurrent positions in more than one district as either a substitute or part-time teacher or educational support personnel employee, the District may require that the applicants authorize the Regional Office of Education Superintendent who services those school districts to conduct the investigation.

Each contract with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student shall require the contractor to provide the District with the name and address of each employee who will perform work on school property and require that the employees submit to a criminal history background investigation. No person may work on school grounds who has been convicted of committing or attempting to commit any one or more of the offenses cited in 1-4 below.

The School District will not knowingly employ a person who:

1. Has been convicted of committing or attempting to commit any one or more of the following offenses:
  - a. Attempted first degree murder or first degree murder or any Class X felony.
  - b. The Criminal Code of 1961, 720 ILCS 5/11-6, 5/11-9, 5/11-14, 5/11-15 to 5/21, 5/12-13 to 5/12-16.
  - c. Cannabis Control Act, 720 ILCS 550/1 et seq., except 720 ILCS 550/4(a), 550/4(b) and 550/5(a).
  - d. Illinois Controlled Substances Act, 720 ILCS 570/100 et seq.

- e. Any offense committed or attempted in any other state or against the law of the United States, which if committed or attempted in this state, would have been punishable as one or more of the foregoing offenses.
2. Has been convicted, within 7 years of the application for District employment, of any other felony under Illinois law or of any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in Illinois, would be punishable as a felony under Illinois law.

The Board President will keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent of Schools, State Teacher Certification Board, or any other person necessary to the hiring decision. A copy of the conviction record obtained from the Department of State Police will be provided to the applicant.

#### Reporting New Hires

The Superintendent or designee shall timely file an IRS form W-4 or IDES New Hire Reporting Form for each newly hired employee with the Department of Employment Security.