Current Policy:

**2.2. Hiring Process and Background Investigations**

In keeping with hiring best practices, the School will post all job vacancies through various job websites and postings. Qualified candidates are prescreened and selected for in person interviews. All offers are extended based on experience, education, and qualifications. Pre-Employment, fingerprinting, and other background investigations are conducted in accordance with other federal and state laws regarding individuals offered employment by the School. All offers of employment are contingent upon satisfactory results of pre-employment background investigations.

1. Employee Handbook- - Update background check requirements based on state of GA DOE (see attachment)
   1. **Proposing:** Background checks are completed upon hire for everyone – and **ADD** upon certificate renew for applicable employees and every 5 years for those non-certificate employees

                                                    i.     All employees are required to report any arrests, charges, etc. to Administration

* 1. Another charter school does annual background checks. If we chose this option, it would be an estimated $5,500 annually.

Finance Committee is fine with either option and the cost to cover the background checks for each employee. This is a condition of employment.