

PERSONNELGENERAL PERSONNEL - Investigation

Criminal Background Investigation

Each applicant for employment, both certified and non-certified, as a condition for employment within the Regional Office of Education, shall authorize in writing, a background investigation to determine if he or she has been convicted of certain criminal or drug offenses.

The Regional Superintendent shall obtain from the applicant his/her legal name(s), date of birth and social security number for submission to the Department of State Police on forms or on-line as prescribed by the Department.

The Regional Office of Education shall not knowingly employ a person for whom a criminal background investigation has not been initiated.

The ROE shall not knowingly employ a person who has been convicted of committing or attempting to commit any one or more of the following offenses.

1. Attempted first degree murder or first degree murder or any Class X felony.
2. The Criminal Code of 1961.
3. Cannabis Control Act, 720ILCS 550/1 et seq., except 720 ILCS 550/4 (a), 550/4 (b), and 550/5 (a).
4. Illinois Controlled Substance Act, 720 ILCS 570/100 et seq.
5. Any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this state, would have been punishable as one or more of the foregoing offenses.

A record of conviction resulting from the background check shall be held as confidential by the Regional Superintendent of Schools and shared only with the State Superintendent of Schools, the State Teacher Certification Board, or any other person necessary to the hiring decision.

A copy of the record of convictions obtained from the Department of State Police shall be provided to the applicant.

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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 of 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 1 year after individual employment is terminated, whichever is later.

LEG. REF.: Immigration Reform and Control Act, 8 U.S.C. 1324a, 1324b.
8 C.F.R. 274a.2(b) (1) (vi).
105 ILCS 5/10-21.9.
Child Sex Offender Community Notification Law (730 ILCS 152/101 et seq.)

Approved: 07/01/01