
BACKGROUND CHECK POLICY

It is the policy of Pathways Academy Adult Education (“School”) to provide a safe working environment and school community.

Criminal Background Check

All School employees and individuals working or volunteering with students will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the School’s commitment to the safety and the well-being of students taking precedence over all other considerations.

Conditions that prohibit working at the School include conviction of a controlled substance, sex offense, or a serious or violent felony. For certain marijuana-related convictions over two (2) years old, the conviction will not be considered. Additionally, should an employee, during his/her employment with the School, be charged or convicted of any offense, the employee must immediately report the charge or conviction to the Human Resources manager.

Credit History Check

Newly hired employees for positions that meet the following requirements as outlined in the job description may be required to undergo a credit history check as part of the onboarding process:

- The job position may require the employee to be a signatory on the School’s bank or credit card accounts;
- The job position may require the employee to transfer money on behalf of the School;
- The position may require the employee to enter into financial contracts on behalf of the School.

This policy applies to new employees and continuing employees applying for job positions subject to this requirement, unless the employee has previously been cleared through a credit history check with the School.

After a determination is made, the custodian of records on behalf of the School shall destroy the credit history check and maintain only a certification showing that the check was made, the date it was performed, and whether the individual was eligible for the position based on the results of the check.

The School will maintain a high level of confidentiality to best protect the privacy of the individual.