

RULE 23

EXPLOYEE CLEARANCES

2301 Criminal Records Check

A. Fingerprinting

Every new employee shall submit to a criminal records check in accordance with prescribed procedures, or shall forfeit eligibility for employment. The District will notify each such employee where and when to report for fingerprinting, which shall take place prior to employment.

EDUCATION CODE SECTION 45125

B. Review of Criminal Records

1. All criminal record reports are to be treated as confidential. Any employee charged with receiving and/or reviewing them who divulges information contained therein to an unauthorized person is subject to disciplinary action.

EDUCATION CODE 45125

2. The criminal records report from the California Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation will be reviewed together with the person's application form. If there is a criminal record, the appointing authority shall decide whether or not the person should be employed or retained in employment.
3. If an employee is to be dismissed because of information disclosed on the criminal records report or if the appointing authority desires that an eligible be removed from an eligibility list because of such information, the Personnel Commission shall be notified of the recommended action and the reasons therefore.

If it approved the recommendation, the Commission shall notify the employee or eligible of the action taken or contemplated and the reasons therefore. The Commission shall provide the person with an opportunity to appeal the decision in writing within ten days of notification and may hold a hearing at its discretion.

2302 Physical Examinations

A. Initial Employment

1. Every person being initially employed by the District, whether in regular position, limited-term, or provisional position, shall be required to submit adequate proof that he/she has undergone a test for tuberculosis. The examination must have been conducted within a 60-day period preceding the date of employment. Such examinations are done at the Butte County Health Department for a charge which is refundable to the employee.
2. The Chico Unified School District may require physical examinations of new employees to be paid by the District.

EDUCATION CODE 45125

3. In addition, the District administration may require physical examinations and tuberculosis tests and/or fingerprints for classified employees working in other than regular positions.

B. After Employment

1. Every employee is required to undergo an examination to determine that he/she is free from active tuberculosis at least once every four (4) years after employment. Employees shall be reimbursed for the cost, if any, of this examination.
2. The Personnel Commission will maintain adequate records on each employee which indicate compliance with these rules and the law.
3. District employees in frequent contact with students may be required to take a First Aid course.

EDUCATION CODE SECTION 49406

C. School Bus Drivers

1. In addition to any other examination that may be required by these rules, School Bus Drivers must have a valid school bus driver's certificate which requires a separate medical examination. The certificate must allow the employee to transport students (ex: Passenger Endorsement).

EDUCATION CODE 12617.2

2. The District shall arrange for and defray the costs of the Bus Driver's medical examination for its employees and shall reimburse new employees for costs of the required medical examination but not to exceed the amount it pays for the medical examination required of its regular bus driver employees.

EDUCATION CODE SECTION 45122

D. Medical Review Board

1. Any rejection for medical reasons of an eligible or of an employee who has been on leave of absence may be appealed to the Commission.
2. The Commission may employ outside medical experts to give medical advisory opinion.
3. The Commission, based on evidence submitted and the advice of medical experts to the Commission, shall determine whether or not the denial of appointment or return from leave shall be sustained.

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