

**4039**  
**Background Checks and Employee Discipline**

The director or designee shall hire classified staff to meet personnel needs consistent with Teachwell's budget, instructional needs, and non-instructional operations.

The director or designee will conduct a criminal background check on any staff applicant. Criminal history or background checks shall occur only after Teachwell has determined that the applicant meets the minimum employment qualifications. This policy shall not prevent Teachwell from requiring an applicant to disclose his or her criminal record or history relating to sexual or physical abuse prior to any minimum employment qualification determination.

The director or designee shall discipline and discharge classified staff as appropriate.

Adopted on: 8/15/2023

Revised on:

Reviewed on: