

EASTTOWN LIBRARY

POLICY AREA: PERSONNEL

POLICY NAME: EMPLOYMENT BACKGROUND CHECKS & SELF-REPORTING POLICY

ADOPTED: 9/21/2005

REVISED: 2/23/2022

EMPLOYMENT BACKGROUND CHECKS AND SELF-REPORTING POLICY

Prior to being offered employment, prospective employees will undergo a Pennsylvania Child Abuse History Clearance from the Department of Human Services, a Pennsylvania State Police report of criminal history, and an FBI fingerprint-based federal criminal history. This policy conforms to the requirements of the Child Protective Services Law (Title 23 Pa. C.S. Chapter 63). Clearances acquired for employment at other institutions will not be accepted. Staff responsible for a child's welfare or having direct contact with children may not be hired on a provisional basis; they must have their clearances in place before the first day of work.

All clearances must be obtained every 60 months.

All hires are contingent until all background checks have been reviewed. No person shall be hired if the information indicates the person has committed acts of child abuse or acts that are harmful or adverse to the interest of minors.

The results of the background checks will only be shared with the Library Director, the Director's assistant in the hiring process for the specific position, and the prospective employee.

All application fees related to the background checks will be at the expense of Easttown Library.

The Library Director shall maintain copies of the required clearances.

If an employee is arrested for or convicted of an offense that would constitute grounds for denying employment or is named as a perpetrator in a founded or indicated report, that employee must provide the Library Director with written notice no later than 72 hours after the arrest, conviction, or notification that the person has been listed as a perpetrator in the statewide database. An employee who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of employment.