

Fingerprinting Requirements – Student Help/FWS American River College

Effective on July 2013, Per LRCCD Regulation R-2631 **fingerprinting will be required on Student Help and FWS categories as determined by the Information Security Officer (ISO). Categories include Child Care/Early Child Development Centers and other assignments that include the handling of cash, or access to sensitive data, or as the Administrator determines.** Please check with your Administrator if you are unsure.

Please read and familiarize yourself with Regulation R-2631 on the reverse side.

The fingerprinting charge will be free to the student if they use a Los Rios Live Scan facility. The student will be responsible for the fingerprinting charge at a non-Los Rios facility.

For assignments, other than Child Care/Early Child Development Centers, the Department or Area requesting student employment shall pay the \$32 processing fee. A chargeback of \$32 will be charged to your department whether or not applicant is hired.

New Student Help/FWS

1. Complete, sign and provide 5890 (chargeback) information. Only student help/FWS requiring fingerprinting need completed form.
 - Follow directions on Live Scan Packet to complete fingerprint process.
 - Student Help - Submit to Business Services, completed Request for Live Scan Service and Student Help and FWS – Fingerprint Chargeback form with hiring packet.
 - FWS – Submit to Financial Aid, completed Request for Live Scan Service and Student Help and FWS – Fingerprint Chargeback from with hiring packet.

Returning Student Help/FWS

1. **No Fingerprint needed:** Check “No” to the criminal background check required question on the intent to employ, no form needed
2. **Fingerprint clearance received:** Check “Yes” to the criminal background check required question on the intent to employ, no form needed.

Please talk to your Administrator if you have budget questions.

Please call Administrative Services at 8483 with any questions about this regulation.

Eligibility, Selection and Appointment: Student Employees R-2631

2620 Student Employment

5.0 Criminal Background Check

5.1 Each College and the Los Rios Community College District Office shall establish a list of departments or assignments where student employment requirements include a criminal background check. These departments or assignments shall include the Child Care/Early Child Development Centers and may include other assignments that include the handling of cash or access to sensitive data.

5.2 Applicants for student employment covered by section 5.1 shall be fingerprinted at the State Department of Justice or other qualified law enforcement agency.

5.2.1 For assignments with the Child Care/Early Child Development Centers, both Department of Justice and Federal Bureau of Investigation background checks shall be required and must be completed prior to employment.

5.2.2 For all other assignments, employment may commence immediately after fingerprinting even if prior to clearance being obtained by Human Resources.

5.3 Applicants for student employment covered by section 5.1 shall not be required to pay for fingerprinting.

5.3.1 For assignments with the Child Care/Early Child Development Centers, the District shall pay the costs of fingerprinting and processing. For these assignments, if the District desires an expedited process, the District shall pay the cost of the expedited process.

5.3.2 For all other assignments, the College shall pay the costs of fingerprinting and processing. For these assignments, if the College desires an expedited process, the College shall pay the cost of the expedited process.

5.4 A student employee shall be disqualified to work in any of the assignments identified in section 5.1 for any of the following reasons:

5.4.1 Conviction of a misdemeanor involving sex offenses, controlled or illegal substances as defined in Education Code sections 87010 and 87011, respectively, or of any felony, or a determination that the individual is a sexual psychopath. (Ed. Code §88023)

5.4.1.1 Exception: Applicants having official certificates of five-year rehabilitation from controlled or illegal substances convictions may be considered for employment. (Education Code §88022)

5.5 A student who is disqualified from employment under section 5.4 may receive an alternate assignment in a department or assignment other than those identified by the College or District pursuant to section 5.1.

5.6 Police records shall be shown only to those with the legal right to see them.

STUDENT HELP and FWS - FINGERPRINT CHARGEBACK

LRCCD Regulation R-2631 5.1 each College and the LRCCD Office shall establish a list of departments or assignments where student employment requirements include a criminal background check. These departments or assignments shall include the Child Care/Early Child Development Centers and may include other assignments that include handling of cash or access to sensitive data.

IMPORTANT: For assignments other than Child Care/Early Child Development Centers, **the Department/Area requesting employment of student shall pay the \$32 cost of fingerprint processing.**

Please complete the following for Student Help/FWS employee:

Name of Applicant: _____

Department requesting employment: _____

- Student Help/FWS candidate will be assigned in the Child Care/Early Child Development Center. No budget string needed.
- Student Help/FWS candidate will be assigned in a category that requires fingerprints. Please charge the \$32 processing fee to budget string below.

By signing below, I certify that the above is true and correct:

Please print name	Signature of Authorized Person	Date
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Provide budget string to charge \$32 processing fee:

_____/_____/_____/_____/_____/_____/_____
Business Unit Account Fund Department Program Class Project

For BSOF Use Only:
Office Initials _____ Live Scan _____ Clearance _____ Chgbk _____