IDENTIFICATION BADGES, FINGERPRINTS, AND EMPLOYMENT ELIGIBILITY
VERIFICATION: ALL EMPLOYEES

I.   Identification Badges

   A.   Regular status employees and substitute teachers of the Clark
        County School District (CCSD) must obtain and display a current
        identification badge issued by the District.

II.   Fingerprints

   A.   Pursuant to state law, all applicants for employment and current
        employees are required to submit fingerprints to the school district
        before beginning employment and at least every five (5) years
        thereafter during employment. Licensed employees meet this
        requirement when they submit fingerprints to the Department of
        Education in conjunction with the licensing requirements.

   B.   As a requirement of employment, employees of the CCSD are required
        to be fingerprinted and complete a CCSD background check. Results
        of the CCSD background check are kept on file with the Human
        Resources Division.

   C.   Fingerprint reports, the results of CCSD background checks, and the
        results of five (5) year fingerprinting conducted under state law, may
        be utilized in hiring decisions for up to six (6) months without requiring
        an applicant or employee to fingerprint again for all employee groups,
        including substitute teachers.

   D.   Employees moving between employee groups with no break in
        service, including substitute teachers, are not required to fingerprint
        except every five (5) years as required by state law.

   E.   Employees who resign their employment or retire, and who have not
        fingerprinted within the six (6) months prior to their return, are
        required to be fingerprinted upon returning.

   F.   Employees returning from any type of approved Leave of Absence, or
        exercising a right to return after a reduction in force, are not required
        to fingerprint except every five (5) years as required by state law.

   G.   Employees returning from a suspension for allegations of affirmative
        misconduct or under the terms of a settlement agreement may be
        required to fingerprint. Employees fingerprinted per this section will
        not be charged a fee to fingerprint.

H. Employees returning from a suspension for failure to maintain a license or certification are not required to fingerprint except every five (5) years as required under state law.

I. Individuals participating in the District's Alternative Licensure Teacher Academy (ALTA), or in a third party Alternative Route to Licensure (ARL) program where candidates will be working in CCSD schools as part of a practicum or field experience, are required to fingerprint and complete a background check prior to beginning in the ALTA program or in their field experience. The results of this background check are valid for no more than six (6) months and may be utilized in determining eligibility for hire as a substitute teacher, or contracted or regular status teaching position.

J. Coaches, extra-curricular program advisors, and co-curricular program advisors who are not District employees, whether paid or not for their duties, are required to be fingerprinted and complete a CCSD background check before assuming any coaching or advising duties. Results of the background check must be kept on file with the Human Resources Division.

III. Employment Eligibility Verification (Form I-9) - U.S. Department of Justice

A. As a requirement of employment, employees of the Clark County School District are required to complete and submit a U.S. Citizenship and Immigration Services (USCIS) Employment Verification (Form I-9) to the Human Resources Division before assuming their assigned responsibilities. The form must be completed and verified by a Human Resources Division staff member and, if required, the employee must maintain current employment authorization through the USCIS. An employee who fails to maintain a current authorization will be terminated, as the District cannot employ a person not authorized to work.