**Background check and criminal offense policy.**

Overview:

The California Fair Chance Act (2018) prevents employers for asking questions about criminal history during the interview process. However, all Boys and Girls Club of Lake Tahoe must obtain a CLEAR background check (fingerprinting via our Sherriff’s Department) in order to move forward in the Club employment process. Offers of employment are considered PROVISIONAL until a clear background check is obtained and are described as such to the candidate.

Purpose of background check:

It is vital to the safe operations of the Boys and Girls Club of Lake Tahoe that all staff personnel can be trusted to fulfil their duties without concern for the safety of members, or the reputation and legal operation of the Club.

In addition, all staff at the Club are role models and mentors to our members and fellow staff. Therefore, all staff must exhibit the behaviors, morals and values that we expect from our members.

Therefore, the Club reserves the right to refuse employment to, or remove from employment, anyone that poses a threat to the safety of our members, staff, volunteers and by association families and partner organizations. Or who could through their actions threaten the reputation or operations of the Club.

Who is background checked:

Everyone. Staff, volunteers, Board Members and any personnel who will be onsite and in contact with our members (this includes contractors doing maintenance onsite etc)

Process:

Fingerprinting check (Live Scan) is scheduled with the local Sheriff’s Office. Everyone pays for their own and if staff are reimbursed after 90 days of employment.

Results are sent to our secure portal which is only accessible to the ED and Club Director.

Procedure to follow should a background check not be clear:

Any applicant whose background check is flagged will be informed that they have been flagged for a criminal misdemeanor and that the provisional offer of employment will not move forward at this time. They will be given the opportunity to provide an explanation/information.

The Executive Director, Club Director and Board Safety Committee will consider the charges and determine whether the pose a threat to the members and Club as outlined above under the purpose of the background check.

The Club will then inform the applicant whether the provisional offer of employment is moving forward or being rescinded. If rescinded, they will have the right to complain to the DFEH.

Procedure for current employee who incurs a criminal charge:

All staff are requested to inform the Club if they are charged or convicted of any misdemeanor or crime. This is supported by our background check system that will alert us to any charges made against current or former staff.

Once the Club is aware of the misdemeanor or crime, the employee will be informed and given the opportunity to provide an explanation/information.

The Executive Director, Club Director and Board Safety Committee will then consider the charges and determine whether the pose a threat to the members and Club as outlined above under the purpose of the background check.

The Club will then inform the applicant whether their employment is continuing, continuing under corrective action or terminated. If terminated, they will have the right to complain to the DFEH.

Reference checks:

A minimum of two reference checks MUST be obtained for all staff, volunteers and Board Members. If they have had previous connection with a Boys and Girls Club, YMCA, Scouts, Guides or other youth group then it is mandatory that reference checks are completed with those organizations, even if that requires additional checks above and beyond the two minimum.

The check must include the question, are the eligible for rehire or further involvement with your organization.

Reference checks for staff/volunteers/Board:

If we receive a reference check for anyone currently or previously involved in the Club then we must respond at the earliest convenience. If we have any concerns about the appropriateness of the individual in a youth or non-profit setting we must share those concerns.