

Reference Check Requirements

HR Update – October 18, 2016

HB 175 – Utah Code 53A-15-1511

- Requires districts to ATTEMPT to conduct reference checks on:
 1. Applicants prior to hire (licensed, classified, miscellaneous); and
 2. Volunteers who will have “Significant Unsupervised Access” prior to allowing them unsupervised access
 - What is Significant Unsupervised Access (Discussion)

- If:
 1. Applicant’s most recent “qualifying PAID position” required him/her to directly care for, supervise, control or have custody of a child; or
 2. The volunteer in last 3 years had a “PAID position” which required him/her to directly care for, supervise, control or have custody of a child.

If YES, you must ask the employer:

Has the applicant/volunteer had any employment action taken or discipline imposed against him/her for the physical or sexual abuse of a child or student?

If NO, document this as outlined below.

- HR Processes
 1. You and/or HR need to respond to a reference check request within 20 work days.
 2. Applicants/volunteers will sign a release authorizing the District to check references.
 3. You (or your designee) must document your attempts to check references
 - a. Need to document:
 - i. Company name
 - ii. Who you contacted
 - iii. How you contacted them (phone/email)
 - iv. Date of contact
 - v. Status of contact. Did contact answer? Did you leave a message? yes/no
 - vi. Did contact answer? Did you leave a message? yes/no
 - b. Licensed - must be submitted on the Interview Evaluation Sheet/Reference Form (Teachers Teachers)
 - c. Classified - must be included on the New Hire Sheet (Fasttrack)
 - d. Miscellaneous - must be included on the New Hire Sheet (Fasttrack)
 - e. Volunteers - must be included on the volunteer application prior to fingerprinting (Pilot)
 - f. Substitutes- Human Resources will complete the reference process
- Recommendations
 1. Limit volunteers who have “Significant Unsupervised Access” to students
 2. Evaluate how volunteers are used in your school
 3. Call HR if you have questions
 4. Only at principal discretion should a volunteer be given unsupervised access to students

This document will be available on “Admin Only”