

Welcome to The Anatomy of the Onboarding Process

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Why is this important?

Onboarding an employee properly ensures that the District is in compliance with all of the necessary regulations and rules.

Also, the onboarding process gives HR/Payroll an opportunity to connect with the employee, start to build a relationship with them, and become a resource to them in the future.



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Where to Begin

Important resources for hiring:

1. The Illinois State Board of Education (IL School Code)
2. The US Department of Labor
3. The EEOC
4. Your District's Board of Education Policy



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Identifying the tasks that need to be completed and why the steps are necessary

The driver for the process is not only what's required by law, but what will be included during the ROE Compliance Audit.

- Fingerprint Analysis (FBI/ISP)
- Murder Violent Offender (MVO)/Sexual Offender (SO) Website Checks
- DCFS Authorization for Background Check Form (CANTS CFS689)
- Statement of Physical Fitness
- Employment Eligibility Verification (Form I-9)
- Certified Transcripts
- ELIS Proper Licensure (If required)
- DCFS Mandated Reporter Form (CANTS 22)
- ISBE – Illinois Mandated School Trainings
- Faith's Law?



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Fingerprint Analysis

Licensed and non-licensed applicants for employment are required as a condition of employment to authorize a fingerprint-based criminal history records check.....as of August 12, 2004 [PA 093-0909](#)

The Criminal Background Investigation Consent Form must include the [FBI Privacy Act Statement](#) (03/30/2018).

To clear a new employee, fingerprint analysis must be ‘initiated.’ New employees may start prior to receiving results, unless the district has a policy requiring that the fingerprint analysis results are returned.

All results for student teachers must return prior to clearing the student teacher.



Fingerprint Analysis

Criminal History Records Information (CHRI) should not be shared between districts. Results are specific for the submitting agency and subsequent 'hit' notifications.

[CHIRP](#) (Criminal History Information Response Process) System – [Process User Guide](#)
This is an easy way to run name based background check and receive ISP/FBI results.

ISP Rejection – Second submission (within 90 days), then a name based background check if rejected a second time.

FBI Rejection – Second submission (within 90 days). If the second response indicates error L0008 “the quality of the characteristics is too low to be used,” the requesting agency should consider this as a current [FBI Name Search](#) response.



Fingerprint Analysis

- Volunteers – Are not required to be fingerprinted, however the District should consider student contact when making this decision.
- A new applicant/employee is not charged a fee for the fingerprint analysis and receives a copy of the report.

If the district wants to prohibit an employee from employment, based on fingerprint analysis information (criminal record) and it is not an [enumerated offense](#) please review the [IL Human Rights Act](#) (G-5) and consult legal counsel. Unless otherwise required by law, an employer can no longer disqualify or take adverse action against an applicant or employee with a conviction record without first determining whether there is a substantial relationship between the conviction and the job, or an unreasonable risk in employing the individual in the particular job.



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Statewide Murder and Violent Offender and Sex Offender Data base

[IL School Code 105 ILCS 5/10-21.9](#)

- The school district or regional superintendent shall further perform a check of the [Statewide Murderer and Violent Offender Against Youth Database](#), as authorized by the Murderer and Violent Offender Against Youth Community Notification Law, for each applicant.
- The school district or regional superintendent shall further perform a check of the [Statewide Sex Offender Database](#), as authorized by the Sex Offender Community Notification Law, for each applicant.
- This check MUST be completed before a new employee is cleared as a district is prohibited from “knowingly employing a person who has been convicted of an offense.....”

A check of the Statewide Sex Offender Database and the Murder and Violent Offender Against Youth Database must be conducted by the school district or regional superintendent once for every 5 years that an applicant remains employed by the school district. [VLookup Data Video](#) (courtesy of Dr. Dale Fisher, Assistant Superintendent of HR, District 109)



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DCFS Authorization for Background Check

(Child Abuse and Neglect Tracking System - CANTS CFS689)

[IL School Code 105 ILCS 5/10-21.9c](#)

No school board shall knowingly employ a person who has been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987. ***As a condition of employment, each school board must consider the status of a person who has been issued an indicated finding of abuse or neglect of a child by the Department of Children and Family Services under the Abused and Neglected Child Reporting Act or by a child welfare agency of another jurisdiction.***

- The DCFS Authorization for a Background Check Form ([CFS689](#)) authorizes DCFS to conduct a background check using their network to determine if one of your potential new hires has ever been a ‘perpetrator of an indicated incident of child abuse and/or neglect, or involved in a pending investigation.’



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DCFS Authorization for Background Check Process

Upon hire, the new employee should complete the CANTS CFS 689 form and the district submits this via email to DCFS. After review (4 weeks), the original email is returned to the submitter with a document disposition stamp. Most results indicate 'no priors,' however the forms occasionally require 'additional information,' or resubmission due to 'illegible' printing.

[Stevenson High School Process](#) for submission of the CANTS CFS 689 Form



Statement of Physical Fitness

105 ILCS 5/24-5

School boards shall require of new employees **evidence of physical fitness** to perform duties assigned and freedom from communicable disease. Such evidence shall consist of a physical examination by a physician licensed in Illinois or any other state to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant **not more than 90 days preceding time of presentation to the board**, and the cost of such examination shall rest with the employee. A new or existing employee may be subject to **additional health examinations, including screening for tuberculosis**, as required by rules adopted by the Department of Public Health or by order of a local public health official.

When should I require this?



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Employment Eligibility Verification (I-9)

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee hired after November 6, 1986, to work in the U.S.

Every employee must complete an I-9 no later than the first day of employment.

The I-9 should only be completed after a job offer has been accepted, never before.

The employee must be permitted to choose the documents to be presented for the I-9 from the list of acceptable documents. The employer cannot tell the employee which document to present and the employer must see original documents.



Employment Eligibility Verification (I-9)

Forms and Instructions:

[U.S. Citizenship and Immigration Services Website for the I-9](#)

[Form I-9](#)

[Instructions for Form I-9](#)

[Form I-9 Acceptable Documents](#)

[E-Verify](#)



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Employment Eligibility Verification (I-9)

The employee is required to complete all applicable fields in Section 1, from Last Name to Date of Birth. The only optional fields are Social Security Number, Email and Telephone Number. Complete citizenship information, sign and date the document (never backdate the document).

If an employee doesn't have original documents, receipts indicating the employee has 'applied to replace' the document that was lost, stolen or damaged is acceptable. Actual documents replacing the receipt must be presented within 90 days.

Employer completes Section 2. Examine original documents (*or examine them consistent with an alternative procedure authorized by the DHS*) within 3 days of hire. A document is acceptable as long as it reasonably appears to be genuine. If you photocopy supporting documents you must photocopy the documents for everyone.

Preparer or Translator Certification for Section I is now included on Supplement A. Reverification and Rehire information is now on Supplement B.



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Employment Eligibility Verification (I-9)

I-9 Retention:

Once the individual's employment ends, the employer must retain this form and attachments for either 3 years after the date of employment (start to be paid), or 1 year after the date employment was terminated, whichever is later.

Any employer who accepted expired List B documents during the pandemic (5/1/20 – 4/30/22), must update the I-9 form with a valid, unexpired List B document if the employee is still employed. DHS ended document flexibility until August 30, 2023. E-Verify is an option.

I-9's should be kept in a safe and secure location.

The most current (updated) version of the I-9 is now available on the USCIS.gov website. The new form became available on August 1, 2023. The previous version can only be used until 10/31/2023.



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Transcripts

Certified hires, including teachers and administrators are required to submit 'official' transcripts upon hire. This includes evaluations of foreign transcripts.

The transcripts should show the 'conferral date,' and depending on the ROE, you might need to secure transcripts for transfer credits from a community college or other institution.

Substitutes may submit 'copies,' of transcripts unless your district requires certified transcripts.

Depending on support staff licensure, transcripts may be required.



Proper Licensure - ELIS

All new hires requiring licensure must have the proper licensure for the position upon hire. This includes administrators, teachers, substitutes and paraprofessionals.

All licenses **MUST** be registered with the proper regional ROE.

In certain circumstances a teacher may be eligible for a 'Short Term Approval.' [ISBE application for a PEL](#)



DCFS Mandated Reporter Form (CANTS 22)

The current [DCFS Mandated Reporter form](#) was updated in 2019 to include language for the ‘online training course.’

Under the Abused and Neglected Child Reporting Act [325 ILCS 5/4], all employees are mandated reporters of child abuse and neglect when there is reasonable cause to believe that a child known to them in their professional/official capacity may be abused or neglected.

The CANTS 22 form should be signed during the pre-employment process.



IL Mandated School Trainings

[IL State Board of Education Mandated School Trainings](#)

ROE will require proof that trainings have been completed during the Compliance Review (audit).

Outside Vendors: Global Compliance Network (GCN), Vector Solutions, Public School Works, etc.

New legislation: Change of Frequency - Every 5 years?



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Faith's Law

[Public Act 102-0702](#)

The Act adds employment history reviews as part of the hiring/vetting process, requires notices to parent/guardians and makes changes to the process schools must follow when handling allegations of sexual misconduct.

New employees must complete this form for every school district employer (past or present), and every employer in which they did engage, or had the possibility of engaging in the care, supervision, guidance, control or routine interaction with children or students.

Starting July 1, 2023, the school or contractor must ensure that the following criteria are met for each applicant:



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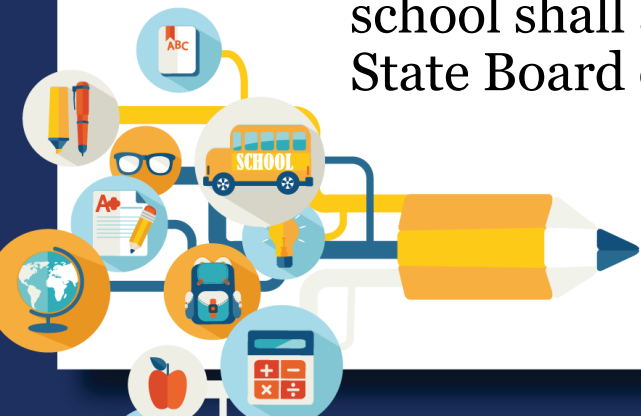
The applicant has completed the Illinois State Board of Education [Sexual Misconduct Disclosure Template](#);

The prospective employer and applicant have both completed the [Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template](#), and the prospective employer has forwarded the templates to the applicant's current/former employer(s).

The school or contractor has no knowledge or information pertaining to the applicant that would disqualify the applicant from employment;

The school or contractor shall initiate a review of the employment history of the applicant by contacting those employers listed by the applicant in the Illinois State Board of Education Sexual Misconduct Disclosure Template; and

To the extent the applicant is licensed by ISBE, the school district, charter school, or nonpublic school shall also verify the applicant's reported previous employers with previous employers in the State Board of Education educator licensure database to ensure accuracy.



Questions and Answers

We thank you for your time!



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