

**POLICY #3120** Pre-Employment Verification**EFFECTIVE DATE** 2/26/2026**VERSION # 1****APPLIES TO**

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
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1	2/26/2026	Removing from Employee Handbook	Strategic Initiatives Manager
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PROCEDUREPost-Offer, Pre-Employment Background Checks:

It is the District's policy to hire the most qualified individuals for open positions. This includes necessary steps to ensure the continued safety and security of our employees and the public as well as the financial security of the District's business. Depending upon the degree of access to financial records and funds, certain positions will require an additional background check before making the decision to hire a prospective candidate.

Before filling selected positions within the District, and as appropriate to the position and requirements, background checks will be performed by review of the following:

- Verification of Work History
- Driving Record (for positions where the majority of time is spent in the field or the position otherwise requires regular operation of a motor vehicle)
- Education Verification (when positions require certain professional degrees)
- Criminal Records, including the national and local registries for sex offenders

If an applicant's motor vehicle record indicates numerous moving violations, accidents, or a citation for driving under the influence, they may not be eligible for a position that requires operation of a motor vehicle.

In addition to one or more of the above, individuals in positions that deal with check preparation and distribution to third parties (payment to vendors, providers, contractors, employees, etc.) or accounts receivable, cash handling or management and payroll (payment made to or received from banks, providers, employers, vendors, contractors, members/patients or from program participants or positions that involve working with minors, may be subject to a more extensive background check to include a criminal record and credit report.

If an applicant has been convicted of a crime involving theft, dishonesty, fraud, or mishandling of funds they will not be eligible for a position involving finances or accounting or other sensitive or confidential District information.

Policy #3120 – Pre-Employment Verification

Post-Offer, Pre-Employment Medical Examinations:

All applicants for specified job positions are required to take a job-related, pre-employment medical examination, consistent with business necessity, before they begin work. The list of specified job positions shall be maintained by the General Manager and the Human Resources Department. All offers of employment for specified job positions are conditioned upon successful completion of this examination.

Post-offer, pre-employment medical examinations will be performed at the District's expense by a medical examiner of the District's choice. The medical examiner will be furnished with the physical requirements needed to perform the work for which the employee is to be employed. The medical examiner shall notify the District only as to whether an employee is fully fit to perform the essential functions of the specified job position for which the employee has received an offer. No other medical information will be obtained by the District, unless further information is necessary to engage in the interactive process for reasonable accommodation requests or for accommodations for physical limitations that, if provided, will allow the employee to fully and safely carry out the work responsibilities for which the person is to be employed. The General Manager in consultation with the Human Resources Department shall decide if the employee shall be employed based on the reports of the medical examiner(s) and if any conditions must be satisfied before employment or during the introductory period of employment for the employee to satisfactorily perform in the position for which the individual is to be employed. All medical information shall be maintained in a confidential medical file for each employee.

Authority: General Manager; Board of Directors

Approved by the Board of Directors on: **February 26, 2026**