

<p style="text-align: center;">POLICY</p> <p style="text-align: center;">Spencerport Central School District</p>	<p style="text-align: right;">2001 6111 Page 1 of 1</p> <p style="text-align: right;">Personnel</p>
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SUBJECT: CONDITIONAL AND EMERGENCY CONDITIONAL APPOINTMENTS

The Spencerport Central School District recognizes that Prospective School Employees, as defined in the Education Law¹, may generally be appointed only after Clearance for Employment has been granted by the State Education Department, following fingerprinting and the department’s review of the Prospective School Employee’s Criminal History Record, if any.

The Spencerport Central School District further recognizes that Prospective School Employees may be appointed on a Conditional or Emergency Conditional basis without the generally required Clearance for Employment, but only under the specific circumstances provided by law.

For the safety of the children who have contact with employees holding Conditional and Emergency Conditional Appointments, it is appropriate to consider additional safeguards in connection with such appointments. These safeguards shall include but not necessarily be limited to the following:

1. This Board will make Conditional Appointments and Emergency Conditional Appointments only as permitted by law.
2. District personnel will take any available steps to secure and expedite Clearances for Employment for individuals receiving such appointments, thereby minimizing the duration of Conditional Appointments and Emergency Conditional Appointments.
3. The opportunity for additional supervision of employees holding Conditional Appointments and Emergency Conditional Appointments will depend upon the particular appointment, the nature and location of the duties to be performed and other individual circumstances. However, District personnel will, in the case of each Conditional Appointment and Emergency Conditional Appointment, consider the feasibility of providing additional supervision of the appointee (continuous or periodic) by an adult District employee in buildings during school hours and non-school hours and during events, whether held on or off school grounds. The building administrator will determine the appropriate level of supervision.

¹ “Prospective School Employee” is a legal term. Not all appointees to school district employment are “Prospective School Employees,” or are subject to fingerprinting.