HUMAN RESOURCES PROCESS FOR CONTACTORS, VENDORS,

AND VOLUNTEERS

All non-district employees (contractors or vendors, volunteers,) must be fully vetted via a criminal background check through the Michigan State Police and/or a PSD Volunteer Form.

DESCRIPTION

**CONTRACTOR/VENDOR (ID, Fingerprinting through LiveScan Form)**

A contractor or vendor is a worker who has a temporary contract to work, but is not an employee of the district, and provides goods or services.

Direct services to the District under a signed contract shall be provided by individuals that pass a background check. For each individual contractor or vendor assigned to provide direct services to the District, ***a background screening shall be completed prior to the start of direct services.***

**PARENTS VOLUNTEERS (Volunteer Form, ID, Background check via ICHAT)**

Father, mother, grandparent, or legal guardian of a child. Volunteer services to the District shall be provided by individuals that pass a background check. For each individual volunteer or assigned to provide services to the District, ***a background screening shall be completed prior to the start of volunteering.***

***\*\*Building administrator determines how to utilize volunteers for field trips, classroom help, lunchroom help, reading to students, etc.\*\****

**STUDENT TEACHER (ID, Fingerprinting through LiveScan Form)**

A student teacher is a college, university or graduate student who is teaching under the supervision of a certified teacher in order to qualify for a degree in education. Student Teacher services to the District shall be provided by individuals that passes a background check. For each student teacher assigned to provide services to the District, ***a background screening shall be completed prior to the start of student teacher.***

**PROCESS**

***STUDENT TEACHERS/CONTRACTORS/VENDORS***

1. Prior to starting services, the Pontiac School District designee must obtain a LiveScan Fingerprint Form from the Department of Human Resources to submit to a contractor or vendor to have processed at a fingerprinting location prior to providing services on District grounds.
2. Prior to starting services, the student teacher, contractor or vendor must pass the background check. ***Results will be communicated via Human Resources to the PSD designee.***

***VOLUNTEERS***

1. Building principals will be responsible for identifying their own volunteers.
2. Volunteer forms may be accessed via the Pontiac School District website, Central Office Administration building, or school location.
3. Prior to volunteering, the Pontiac School District designee must send a volunteer to the Administration building for the volunteer to complete a Volunteer Form to volunteer on District grounds.
4. A copy of a photo ID must be submitted to the front desk receptionist at the Administration along with the volunteer form to have an ICHAT background check completed. ***The front desk receptionist will notify the building principal, secretary, Chief of Security and Human Resources of the volunteer’s clearance or denial.***
5. Upon submission of the required documents, contractors, student teachers, and vendors will be issued a PSD ID that will have name, photo, and the word contractor, student teacher, or vendor on the ID to identify who the individual is while on school grounds.
   1. Volunteers will receive a visitor pass for the day.

**NOTES**

1. Volunteer forms must be completed on an annual basis.
2. No one may start a service or volunteer until they have been through the screening process. (Process can take up to 24 hours).
3. If a flag comes up on any report, it must be reviewed by the Chief of Security for approval.
4. Hard copies of Volunteer Background Check Authorization Form will be kept at the Central Office Administration building for the current school year only.

***All forms and background checks are confidential and only reviewed by Human Resources and the Chief of Security if needed.***