

UNPROFESSIONAL BACKGROUND CHECK



File Unprofessional Background Check Documents in Employee Personnel Folders.



File Unprofessional Background Check Spreadsheet in Site Manual

Section 380.1230b of The Revised School Code requires that an Unprofessional Conduct Check (UPC) be done before hiring any applicant for employment. The applicant must sign a statement that authorizes current or former employers to disclose to the Academy any unprofessional conduct of which they are aware. It further releases the current or former employer from liability for providing the information.

Bay Mills requires three attempts be made to secure a response for a UPC request. If it is necessary to make multiple requests, all three requests must be made within a three month time frame. Allow twenty days for the current or previous employer to respond to the request. If no response is received, check the information provided by the employee for accuracy and resubmit the request. When twenty days have elapsed after the third request, if the previous employer is located in the State of Michigan, send a copy of the third request and a cover letter to the prosecuting attorney for the county in which the previous employer is located requesting assistance in getting a response. Include a copy of the letter and the postmarked envelope to the prosecuting attorney in the employee's file. If the previous employer is located outside the State of Michigan, include a copy of the envelope for the third attempt.

Sometimes an employee has no prior employment or has not been employed for a long period of time. In that case, the employee should be asked to supply a personal affirmation regarding their unprofessional conduct.

To comply with these requirements, the following must be kept in the employee's personnel folder, in the order listed:

1. Copy of the completed Authorization and Release Form.
2. Copy of Unprofessional Conduct Letter sent to current and former employers, verifying the date sent.
3. Returned and dated Unprofessional Conduct Check from current or previous employer.
4. Alternative UPC declaration for employees with no recent or previous employment history.

The status of employee unprofessional background checks is included on the Employee Verification Report spreadsheet. A copy of the completed spreadsheet for the Academy should be filed in the Site Manual.

The support material on the following pages provides more specific and detailed information, as well as suggested forms and formats when appropriate.

