

Camden County Library District Policy Manual

Section 1. Employees

Subsection 29. Employee Record Checks and Drug Testing

EMPLOYEE RECORD CHECKS

Prospective employees will undergo a background investigation to include information such as criminal convictions, child abuse, child neglect, previous employers and educational institutions, personal references, professional references, and other appropriate sources. Request for Child Abuse or Neglect/Criminal Records Form will be submitted to the National Crime Information Center and the Division of Family Services Central Registry as part of the employment process. Employment is considered temporary until satisfactory results are received from the appropriate agencies. Information provided on application must be true, accurate, and complete. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification of the application or termination of employment.

This policy applies to all prospective employees, with the exception of high school students. Instead of the above, anyone under 17 years of age applying for employment must provide three (3) adult references, including teachers, former employers, or others who can attest to their character and abilities.

Prospective employee is required to sign a release form allowing the Library District to implement said background check.

The initial record check is done by Camden County Sheriff's Dept. If a record is indicated the record check proceeds to the State Highway Patrol in Jefferson City, MO

DRUG TESTING

Prospective employees of the Camden County Library District whose duties include driving an automobile regularly on library business shall, at the beginning of employment, undergo a physical examination by a board-certified physician, which includes a standard drug screen test. The examination and testing are paid for by CCLD. Refusal of this exam, drug test, or failure of the test is grounds for termination. Random drug testing may be employed by CCLD if there is a concern about an employee's health and the employee regularly drives on library business. See the Drug and Alcohol-Free Workplace policy for further information.