



## **BOARD MEETING AGENDA SUBMITTAL**

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**TO:** GCSB Board of Directors

**FROM:** Jennifer Donabedian, Administrative Services Manager

**DATE:** April 8, 2025

**SUBJECT:** Agenda Item 6C: Adoption of a Resolution Amending the Employee Handbook Section 203 Employment Reference Checks Making Background Checks Required for Potential Employees and Volunteers

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**RECOMMENDED ACTION:**

*I move to adopt Resolution 11-2025 amending the Employee Handbook Section 203 Employment Reference Checks Making Background Checks Required for Potential Employees and Volunteers.*

**BACKGROUND:**

The current policy permits the District to conduct background checks but does not mandate them during the pre-employment process. District management strongly recommends making background checks a mandatory requirement for all employees and volunteers.

On May 14, 2024, the Board adopted Resolution 08-2024, authorizing the submission of an application to the Department of Justice for the implementation of Live Scan background checks. Staff have successfully completed all necessary steps required by the Department of Justice, and confirmation for the Custodian of Records has been finalized. As a result, the District is now approved to conduct pre-employment and volunteer background checks.

All existing Groveland CERT members will be required to complete a background check before deployment to any event or emergency.

Implementing thorough background checks helps mitigate risks associated with employing individuals who may pose a threat to public safety or whose values may not align with those of the organization. If the Board approves the attached policy, these changes will be incorporated into the Employee Handbook.

**ATTACHMENTS:**

1. Resolution 11-2025
2. DRAFT Background Check Policy

## RESOLUTION 11-2025

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AMENDING THE EMPLOYEE HANDBOOK SECTION 203 EMPLOYMENT REFERENCE CHECKS MAKING BACKGROUND CHECKS REQUIRED FOR POTENTIAL EMPLOYEES AND VOLUNTEERS**

**WHEREAS**, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

**WHEREAS**, Section §61040 of the California Government Code requires that the board of directors shall establish policies for the operation of the district. The board of directors shall provide for the implementation of those policies which is the responsibility of the district's general manager; and

**WHEREAS**, the current policy permits the District to conduct background checks but does not mandate them during the pre-employment process; and

**WHEREAS**, management strongly recommends making background checks a mandatory requirement for all employees and volunteers; and

**WHEREAS**, a revised draft pre-employment and volunteer criminal background check policy has been prepared and is included herein.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES HEREBY:**  
*adopt Resolution 11-2025 Amending the Employee Handbook Section 203 Employment Reference Checks Making Background Checks Required for Potential Employees and Volunteers.*

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on April 8, 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVE:

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Nancy Mora, Board President

ATTEST:

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Rachel Pearlman, Board Secretary

**CERTIFICATE OF SECRETARY**

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on April 8, 2025.

DATED: \_\_\_\_\_

## 203 Employment Reference Checks

Effective Date: 12/27/2004

Revision Date: ~~01/14/2025~~ 4/08/2025

To ensure that individuals who join GCSD are well qualified and have a strong potential to be productive and successful, it is the policy of GCSD to check the employment references of all applicants. In addition, the District ~~may~~will conduct a background check on the potential employee, including but not limited to criminal and court records, professional or trade licenses, degrees, professional association memberships, and credit files. All background checks will be performed in accordance with any applicable laws relating to the use and disclosure of criminal conviction history and other personal information.

If the candidate successfully completes the background check and is offered employment with GCSD, the District will reimburse candidate the application fee for background check within two (2) weeks of submission of their reimbursement form.

Volunteers of the District are subject to this policy as well.

All employees must immediately forward any request for reference relative to any employee or former employee and any request for personnel information from third parties to Personnel Services, which is the sole entity authorized to respond to such requests. Responses to such inquiries will confirm only dates of employment, eligibility for re-employment, and position(s) held. No other employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.