

ROANE COUNTY BOARD OF EDUCATION
PERSONNEL & BENEFITS COMMITTEE
Edward E. Williams Building

REGULAR AGENDA
September 23, 2025

{{Name: Agenda Item Name}} {{Speaker: Agenda Item Speakers}}

I. **CALL TO ORDER**

II. **CONSIDERATION OF BACKGROUND CHECK RUBRIC**

III. **RFQ SUBMISSIONS: ON-BOARDING PRACTICES**

IV. **ADJOURNMENT**

Background Check Review Rubric for Employment with Roane County Schools

Purpose

To ensure that hiring decisions regarding applicants with adverse background check findings are made consistently, fairly, and in compliance with federal, state, and local regulations, while prioritizing student safety.

Step 1: Initial Screening

Category	Automatic Disqualification	Further Review Required	Generally Permissible
Violent Felonies	✓	-	-
Sexual Offenses	✓	-	-
Child-Related Offenses	✓	-	-
Felony Drug Offenses	Case-by-case (review)	✓	-
Misdemeanor Drug Offenses	-	✓	-
Property Crimes	-	✓	✓ if >7 years old, no repeats
Traffic Offenses	-	✓ if job involves driving	✓ if unrelated
Financial Crimes	-	✓	✓ if unrelated & >7 years old
Domestic Violence	Case-by-case	✓	-

Step 2: Review Criteria

Assign a score in each category (0-3 points). Higher scores indicate greater risk.

Criteria	0 Points	1 Point	2 Points	3 Points
Severity of Offense	Non-criminal/ minor	Misdemeanor	Non-violent felony	Violent felony
Recency	>10 years	5-10 years	2-5 years	<2 years
Pattern of Behavior	Single/isolated	Two incidents	Repeated incidents	Pattern of offenses
Relation to Job Duties	Unrelated	Minimally related	Moderately related	Directly related
Evidence of Rehabilitation	Strong evidence	Moderate	Minimal	None
Disposition of Court	Dismissed	Plead to lesser offense	Fine and time served	Prison/Jail time

Recommended Action:

- 0-4 points: Eligible for hire
- 5-7 points: Conditional hire (probationary, supervision)
- 8-12 points: Not recommended for hire

Step 3: Documentation

- HR must document the decision-making process.
- Verify decision aligns with state board, Title VII, and FCRA.
- Maintain confidentiality.

SCORE: _____

Human Resource Supervisor: _____ Date: _____