

## FINGERPRINTING INFORMATION AND PROCEDURES

Pursuant to the California Education Code, District Rules and Regulations, and applicable laws, employees of the San Mateo County Community College District are required to be fingerprinted. Please complete your fingerprinting prior to your first day of employment.

- All permanent employees (whether full time or part time), adjunct faculty, assistant coaches and volunteers.
- All employees who will be working with money, minors, or health services regardless of the duration of the employment, or whether it is full time or part time.
- All employees, including short term employees and students assistants who will be working for a semester or longer.

Fingerprinting for new District employees can be completed at any of our Bookstore locations:

- **College of San Mateo, Bookstore Building 10, 1700 W Hillsdale Blvd, San Mateo, CA 94402** Q: CSM (650-574-6367) [csmbookstore@smccd.edu](mailto:csmbookstore@smccd.edu)
- **Skyline College, Bookstore Building 6, 3300 College Drive, San Bruno, CA 94066** Q: Skyline (650-738-4212) [skylinebookstore@smccd.edu](mailto:skylinebookstore@smccd.edu)
- **Cañada College, Bookstore Building 2, 4200 Farm Hill Blvd, Redwood City, CA 94061** Q: Cañada (650-306-3313) [canadabookstore@smccd.edu](mailto:canadabookstore@smccd.edu)

Appointments are made at: <https://smccdbookstores.as.me/livescan>

You are required to bring the following items with you to your fingerprint appointment:

- 1.) **A non-expired U.S. Driver's License or DMV issued ID Card:** [Please see alternate identifications](#)
- 2.) **A Completed Livescan Request form**

**NOTE:** International students can wait until they receive their first pay check to be fingerprinted so that they can use their foreign passport and pay stub for identification.

Your fingerprints will be processed in approximately one (1) to three (3) business days, and the results will be reported to the Vice Chancellor, Human Resources and General Counsel.

Previous convictions are reviewed carefully as to type of violation, regency, severity and relevance to the type of work for which you are being hired. Criminal record information is processed in strictest confidence and pursuant to regulations of the State of California Department of Justice, Bureau of Criminal Identification and Information, California Education Code and SMCCCD Rules and Regulations.

No person, who has been convicted of any sex offense as defined by the California Education Code or convicted of a controlled substance offense, shall be employed or retained in employment by a California community college district.

## TUBERCULOSIS PROCEDURES

The California Education Code and District policy require that all employees including anyone working with minors or in health services must provide proof of freedom from tuberculosis. Newly hired District employees are required to provide proof prior to the start of your District employment. Continuing employees must be tested every four (4) years.

The examination for proof of freedom from tuberculosis consists of an approved intradermal tuberculin test or an X-ray of the lungs at no cost to the employee.

**For your convenience, the intradermal tuberculin test is administered by each of the College Health Centers by appointment only.**

- **Skyline College (650) 738-4270**
- **College of San Mateo (650) 574-6396**
- **Cañada College (650) 306-3309**

### TEST NEGATIVE

Employees who skin-test negative are required to undergo this examination once every four (4) years during their employment in the District (or more often as directed by a local health officer) and for as long as the test results continue to be negative.

### TEST POSITIVE

Employees who test positive are referred, by the Health Center, for an X-ray of the lungs within thirty (30) days of completion of the skin test. The Health Centers may refer employees to the Peninsula Ultrasound Medical Group or to another care provider to determine the need for follow-up care.

Employees who are referred for chest X-rays will be reimbursed by the District for out of pocket costs incurred for the examination if the medical provider does not bill the District directly.

Employees who have a documented medical history of positive skin test are required to provide certification by a licensed medical provider, every four years of their District employment, that they are free of tuberculosis. The medical provider may elect to complete a medical examination other than an X-ray of the lungs. The certification must be sent in to the Office of Human Resources for inclusion in the employee's personnel file.

### CERTIFICATION WITHIN THE LAST SIXTY (60) DAYS

New employees who have received certification of freedom from tuberculosis within sixty (60) days immediately preceding District employment may submit the certificate in lieu of having a District examination. The certificate must be from a licensed medical provider.

### TRANSFERS FROM ANOTHER SCHOOL OR COLLEGE DISTRICT

New employees who are coming to the District from another community college district or from another school district may provide proof of freedom from tuberculosis from that previous employer if the examination was completed within the last four (4) years immediately prior to District employment.

The certified proof from the prior community college or school district must be from a licensed medical provider and will be accepted in lieu of a District examination.

### SPECIAL EXEMPTION

Following termination of a pregnancy, employees may be exempted from the requirement to provide proof of freedom from tuberculosis by chest X-ray for a period not to exceed sixty (60) days.