



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 9, 2019
To: Chief School Administrators, Charter School and Renaissance School Project Leads, Administrators of Private Schools for Students with Disabilities, Administrators of Nonpublic Schools
Route To: Personnel Responsible for Processing Background Checks, Authorized Vendors
From: Dr. Jamar E. Purnsley, Director
Office of Fiscal Accountability and Compliance

Contractor Employees Procedure for Criminal History Record Checks

The Office of Student Protection suggests the following recommendation when educational facilities submit contractor employees (i.e., masons, building and roofing companies) for short-term and long-term projects. The school official, acting as a liaison to the construction contractor, must share with other school district administrators the names of the company's employees who will be submitting to a criminal record check. This process will assure that employees of the contractor who have not obtained their approval for employment and are disqualified or ineligible for school employment will be identified as a contractor service provider employee and not continue to be employed at school facilities and have direct contact with the student population.

To ensure compliance with the requirements of *N.J.S.A. 18A:6-7.2*, the Chief School Administrator shall direct the school official acting as a liaison to the construction company to obtain a list of individuals who will be employed by the contractor for the school facility project that will be undergoing a criminal history record check. The liaison shall then provide a copy of this list to the Superintendent's Office and Human Resource Director, as these offices will receive any adverse action correspondence from the OSP related to the criminal history record check process. Upon receipt of disqualification or ineligibility correspondence, the Superintendent's Office or Human Resource personnel shall review the contracted company list in order to determine if the subject of that letter is either a school employee or an employee of any contract service provider and take the appropriate action.

*As with any school employee, **no employee of a contract service provider** shall commence work at a school facility without having first obtained an approval for employment from the Office of Student Protection.*

Approvals for employment for these type contracted employees shall be maintained with the liaison and copies forwarded to the Superintendent's Office.

For additional information/clarification, please contact the NJDOE's Office of Student Protection at (609) 376-3999.

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