



### **Criminal Background Check Certification**

In accordance with the Department of Justice (DOJ) fingerprint and criminal background investigation requirements of Education Code section 45125.1, Teachers On Reserve certifies that it has completed the criminal background check requirements of Education Code 45125.1 (including the FBI fingerprint check) and that none of its employees who may come into contact with students has been convicted of a violent felony listed in Penal Code section 667.5 c or a serious felony listed in Penal Code section 1192.7

### **TB Clearance**

All Teachers On Reserve guest teachers are required to present proof of a Negative Mantoux TB skin test, or an Adult TB Risk Assessment Certification of Completion filled out by a licensed health care provider. If the skin test produces a positive result, our employee must provide an additional clearance, based on an x-ray (on a physician's letterhead), prior to beginning work. Each employee is required to repeat the Mantoux skin test or provide a new Adult TB Risk Assessment Certification within 4 years of the initial test/assessment used at hiring and every four years thereafter.

Upon request, Teachers On Reserve will be happy to provide documentation of the Live Scan and TB Clearance for any teacher we send to substitute at your school.

### **Teachers On Reserve's Substitute Teachers are OUR Employees**

And as such, undergo a thorough background check and hiring process that includes:

An Orientation and an Employee Handbook that cover many crucial topics including:

- **Sexual Harassment prevention training**
- **Mandated Reporting for Child Abuse and Neglect training**
- Federal, state and company personnel policies regarding - health, safety, benefits, and professional behavior & performance

Teachers On Reserve carries workers' compensation insurance and pays unemployment and payroll taxes for all our employees.

**The TOR Difference** - Teachers On Reserve provides you upon request:

- A Certificate of Insurance for Workers' Compensation that covers our teachers
- A Certificate of Liability Insurance which names your school

Beware of other services offering "low-cost" substitute teachers while claiming that they are independent contractors, rather than employees. They must be able to provide you with certificates for both Workers' Compensation and Liability insurance.

Companies utilizing the services of independent contractors do not typically carry workers' compensation insurance, often do not pay overtime or deduct taxes or make any employer-mandated tax contributions.

If one of their people is injured on your campus, there may be no workers' compensation to cover the injury – leaving your school potentially liable. Not paying payroll taxes is a classic avoidance of the Labor Code, and when litigated, may leave the agency and the school vulnerable for labor code violations.

It has always been Teachers On Reserve's priority to protect your students, your school and our employees to the best of our ability and to operate fully within the law.

*Diane Ventura*

Co-Director

Teachers On Reserve

[www.teachersonreserve.com](http://www.teachersonreserve.com)

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Date

800-457-1899