


# PROCEDURE MANUAL

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Effective Date: 04-20-2010		
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## PURPOSE

It is essential that the College's mission and values are supported by qualified employees. The College is also committed to providing a safe and secure environment for students, employees, visitors, and other constituents, and to protecting its funds, property, and other assets. The purpose of this procedure is to assist the College in meeting its commitments by requiring that finalists for most positions have certain background information verified as a condition of employment.

## REQUIREMENTS

1. The final candidate for all full-time, part-time, and temporary Faculty, Professional Administrative, and Classified positions is subject to background investigations.
  - 1.1 Exceptions may be made on a case-by-case basis with the approval of the Director of Human Resources and the appropriate Vice President.
2. Background investigations are not required of the following:
  - 2.1 Employees who have had a break in service of less than a year unless either (a) the new position has additional background investigation requirements, or (b) the Director of Human Resources determines, in his/her discretion, that an additional background check is warranted.
  - 2.2 Faculty members who are selected for temporary leadership positions such as Lead Faculty, Director of the Center for Teaching Effectiveness, or Honors Program Director, and
  - 2.3 College Payroll Student Workers and Work Study Student Workers unless stipulated by law, a licensing agency, or program accreditation.
3. All background investigations include a criminal history check covering the previous seven years and consisting of:
  - 3.1 Social Security Number trace;
  - 3.2 Social Security Number validation;
  - 3.3 criminal felony and misdemeanor search of all counties in which the finalist has resided; and
  - 3.4 combined national criminal database and national sex offender search.
4. Equivalent background investigations are conducted for final candidates who have resided outside of the United States during the seven year period.
5. Education checks are required for Faculty and Professional Administrative positions and license checks are mandated for positions requiring licensure.

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6. Other positions such as Police Officer, Child Care Worker and positions requiring the operation of motor vehicles may have additional background investigation requirements.
7. A previous criminal conviction does not automatically disqualify an applicant from consideration for employment. Eligibility will depend on a variety of factors, such as the nature of, and circumstances surrounding , any crime(s); the time elapsed since conviction and the rehabilitation record; the actions and activities of the individual since the crime(s), including the individual's subsequent work history; the truthful and complete disclosure of the conviction(s) by the candidate, and other relevant information.
8. Background investigations will only be used to evaluate individuals for employment and will not be used to discriminate on the basis of race, color, religion, sex, national origin, age or disability. All background investigations will comply with the Fair Credit Reporting Act.
9. Results are confidential and will only be shared on a need-to-know basis. They will not be shared with the Search Committee.

## **PROCEDURE**

1. Finalists, whether internal or external, will be asked to sign a release and authorization form to authorize the background investigation. Refusal to sign the form will remove the candidate from consideration.
2. The results of the background investigation will be reported to the Office of Human Resources. If the results are both relevant and unfavorable, a representative of the Office of Human Resources will contact the appropriate Vice President to discuss the information.
3. An offer contingent upon the receipt of satisfactory background investigation results may be made. An employee shall not be allowed to begin work prior to the receipt of the results of the background investigation unless, as the result of unique circumstances, written permission to do so is granted by both the Director of Human Resources and the appropriate Vice President. An employee who is granted permission to begin work prior to the college's receipt of the results of the employee's background investigation does so with the knowledge that continuation of employment is conditioned upon the receipt of satisfactory background investigation results.
4. The results of the background investigation will be maintained in a confidential file and will not become part of the employee's personnel file.