

BACKGROUND CHECK

A background check will include, at a minimum, a multi-state criminal background check including felonies and misdemeanors, a social security trace, and a national Sexual Offender Registry check and for some positions, a credit history

It is the responsibility of the hiring supervisor to check education and previous work experience references.

The individual

Disclosure Regarding Background Investigation and Acknowledgement and Authorization for Background Check forms for the background investigation shall be obtained by the hiring supervisor, post- interview, and prior to the offer of employment.

V. RESULTS OF BACKGROUND CHECK

To the extent required by the Fair Credit Reporting Act (FCRA), applicants will be informed, in writing, notice of adverse information discovered in the background check and given an opportunity to respond. Upon conclusion of the review, written notice will be sent to the candidate regarding the employer's decision of eligibility for the position.

All results of the background check will remain confidential, will be maintained by the Office of Human Resources, and will be disclosed only to authorize employees who have a need to know in the performance of their job assignments.

Failure to disclose criminal convictions requested during the application process may result in disqualification for employment or termination of employment.

Disqualification of a candidate based on information discovered in the background check is not subject to grievance or appeal by the candidate.

VI. EMPLOYEE SELF-DISCLOSURE REQUIREMENTS

CRIMINAL CONVICTION OR FELONY CHARGE

All current employees are required to self-disclose post-employment criminal convictions or felony charges filed against them that occur on or after the Effective Date of this Policy within three business days of the conviction or felony charge to the Office of Human Resources Coordinator. Employees failing to self-disclose may be subject to disciplinary action, up to and including termination. Hiring Authorities notified of a post-employment conviction or felony charge have an obligation to report the information to the Office of Human Resources Background Check Coordinator. Hiring Authorities failing to report the information may be subject to disciplinary action, up to and including termination.

DRIVER'S LICENSE SUSPENSION OR REVOCATION

All current employees with primary responsibility for driving as demonstrated in the position description are required to self-disclose the post-employment suspension or revocation of a driver's license that occurs on or after the Effective Date of this Policy within three business days of the revocation to the Office of Human Resources Background Check Coordinator. Hiring Authorities notified of the post-employment suspension or revocation of a driver's license have an obligation to report the information to the Office of Human Resources Background Check Coordinator. Hiring Authorities failing to report the information may be subject to disciplinary action, up to and including termination.

