

Background Check Policy PER 1.0

Human Resources/ Academic Affairs

Policy type: Administrative

Applies to: faculty, staff, student employees, students, and volunteers

POLICY DATES (required)

Issued: 7/1/2016

Last Revised:

Reviewed:

University of Mount Union is committed to ensuring the safety and well-being of all faculty, staff, and students. In an effort to uphold a safe work and learning environment, the University will obtain authorizations and conduct background checks on candidates for all positions as a condition of their employment with University of Mount Union. Background checks include, but are not limited to, social security verifications, criminal convictions (as defined below), driving records, credit checks for appropriate positions, educational credentials, and employment verification.

Table of Contents (optional; suggested for documents 8-10 pages or longer)

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Definitions (optional; suggested for terms that have specialized meaning in the policy)

Term	Definition

Policy Details (required)

A. Criterion

The following criterion is used to determine the need for a background check for a specific position:

A person in the position would have direct, unsupervised, contact with University students or students under the age of 18 years.

B. Criminal Record

Candidates whose criminal record reflects a conviction for any of the following offenses:

1. Crimes against an individual's property- this includes, but is not limited to, crimes such as burglary, breaking and entering, theft, embezzlement or other "white collar" crimes.
2. Crimes against an individual's person- this includes, but is not limited to violent crimes such as murder, rape, assault, robbery, stalking, sexual offenses or any crimes against a child.
3. Any drug-related offense
4. Any weapons-related offense
5. Other criminal convictions deemed to have an impact on the position sought.

C. Course of Action

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Candidates whose background check yields negative results will not be considered for employment. Their conditional offer(s) will be rescinded and they will receive a report explaining the results of their background investigations. All candidates will receive appropriate notification under the Fair Credit Reporting Act, and a copy of their right under the Act.

D. Negative Results

Negative results of a background check include, but is not limited to, a criminal conviction of the nature described above, inappropriate use or an invalid social security number, false educational credentials, false employment records, or any other criminal convictions that may have a negative impact on the job sought. University of Mount Union is an equal opportunity employer and the above practices are to ensure a safe and productive work and learning environment.

PROCEDURE (optional)

Issued:

Revised:

Edited:

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A. Background Check Process

1. When a criminal background check is required, it will be conducted by an authorized agency under the direction of Human Resources after the employment offer has been made.
2. The University will pay the cost of the background test.
3. The employee shall not begin work before the results of the background test are known.
4. Individuals who refuse to consent to the criminal background test shall not be considered for employment in the designated position.

Responsibilities (required)

Position or Office	Responsibilities
Academic Affairs	Send the potential candidates information to have a background check ran

Resources (required for any resource referred to in the policy)

Contacts (required)

Position	Office	Telephone	E-mail/URL
Director of Human Resources	Human Resources	330.823.6560	Humanresources@mountunion.edu

History (required)

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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