Employment Background Check Policy

Policy Number	300.46.02	**Custodian**	Human Resources
Approved Date	11/17/2020		
Effective Date	7/10/2024	**Review Date**	Nov. 2020
References: Employee Handbook			

1. **Purpose**

   To conduct pre-employment background checks for all staff positions to maintain security and safeguard the college's assets.

2. **Persons Affected**

   2.1. Staff

3. **Policy**

   This policy is to ensure the following:

   3.1. To provide a safe and inclusive environment for students and staff.

   3.2. Candidates are qualified and suitable for a particular position.

4. **Definitions**

   4.1. Finalist. The candidate selected by the hiring department for a regular or temporary staff position.

   4.2. Reference Check. Checking or verifying any or all parts of the finalist's employment and educational credentials.

   4.3. Background Check. Checking or verifying any or all parts of the finalist's employment, educational, criminal, sex and violent offender, license, or credit histories.

   4.4. Background Check Vendor. A company engaged by WETCC to conduct background checks.

5. **Procedures**

   5.1. Written notification of the requirement to successfully pass a background check will be given during advertisement or at time of application.

5.2. WETCC covers the costs associated with the background check. The investigation will be conducted by a qualified vendor approved by the college to conduct such investigations.

5.3. If a background check vendor conducts all or any portion of a background check, the vendor complies with tribal laws and regulations.

5.4. Background checks will include, at a minimum, a multi-state criminal background check including felonies and misdemeanors and a National Sexual Offender Registry check.

5.5. Background Checks may also include a credit check if applicable, driver history check, and credentials verification for applicants designated by human resources.

5.6. Background checks conducted by the US Department of Homeland Security for international, non-citizen job candidates as part of the visa process may be considered adequate for this policy's purposes.

5.7. Background checks will be initiated by HR for classified full-time or part-time permanent or temporary employees; contracted professional's that are subject to employee rules, regulations, and policies; and faculty employees.

5.8. HR will perform the background check and route the report to the selection committee chair for review. The background check will be noted as part of the final recommendation to the president prior to any offer of employment.

5.9. If the background check reveals criminal records or other serious misconduct (other than minor traffic violations), HR along with the president, make an initial determination as to whether the background check results would disqualify the candidate for the position.

5.10. HR and president's consideration include the following factors:

- Number of offenses or misconduct and the circumstances of each
- Length of time between the offense or misconduct and the application for employment
- Other employment history
- Evidence of applicant's rehabilitation efforts
- Severity of the offense or misconduct
- The relevance of the offense or misconduct to responsibilities of the position.

5.11. Applicants will be informed, in writing, of any adverse information.

5.12. All results of the background check will remain confidential and maintained by HR.

5.13. Information discovered through the background check process will be used solely for the purpose of evaluating a finalist's suitability for employment and will not be used to discriminate against a finalist on the basis of race, color, religion/creed, sex/gender, age, sexual orientation, gender identity/expression, national origin, genetic information,

marital/familial status, disability, military, veteran status, or any other Equal Employment Opportunity protected status.

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

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

Revision History

Rev. Date	Rev. No.	Revision
7/10/2024	2.	Housekeeping; New Format; Custodian Change
11/17/2020	1.	Original