
E-2I(1) POLICY Criminal Background Checks Prior to Filling a Regular Position

Purpose

In keeping with Southeast Community College’s goal of providing a safe and secure environment for the campus community, the College will conduct Criminal Background Checks (CBC) on candidates prior to filling full-time and part-time regular positions and selected full-time and part-time temporary positions at the College as outlined in this policy.

The Human Resources Division of the College shall initiate an appropriate CBC process for all full-time and part-time regular positions and selected full-time and part-time temporary positions filled by the College, on or after January 1, 2011. Filling of any position, including through the transfer or reassignment of a current employee, requires a CBC. CBCs will be conducted by an independent entity whose primary business is to conduct criminal background checks.

Process

As part of the initial application process, all applicants for full-time or part-time regular positions and selected full-time and part-time temporary positions will be advised of the College policy regarding CBCs, and must authorize the College to conduct a background check as deemed necessary and appropriate by the College. All applicants will receive a disclosure statement outlining the College’s intent to conduct a CBC, along with a summary of their rights under the Fair Credit Reporting Act (FCRA). As a condition of consideration for employment, applicants must sign an authorization for the background check to be conducted and for the results of the background check to be released to the College. Applicants unwilling to sign the authorization form will be eliminated from the selection process.

Confidentiality

The handling of all records and information relating to a CBC will be strictly confidential and revealed only to those who are reasonably required to have access. The Human Resources Division will manage the CBC review process and will advise the responsible Vice President of a candidate’s status. Nothing in this policy shall prevent the use of CBC related records and information by the College in connection with any grievance or complaint, or in connection with litigation initiated by an employee or applicant in any judicial or administrative forum.

Fair Credit Reporting Act

The College shall, in the administration of criminal background checks, comply with the provisions of the FCRA. Applicants who are adversely affected by a criminal background check shall have the right to dispute the accuracy or completeness of information furnished to the College by the reporting agency as provided for in that Act.

Adopted Date: 11/16/2010