

Confidentiality: The handling of all records and employee information relating to a CBC will be strictly confidential and revealed only to those who are reasonably required to have access. Nothing in this policy shall prevent the use of such records by the College in connection with an employee grievance, a proceeding under Neb. Rev. Stat. § 85-1528, or in connection with litigation 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 Fair Credit Reporting Act. Affected instructors 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; Revised 10/16/2012

E-2k(2) POLICY Criminal Background Checks: Adult and Child Registry Checks

Consequences of Criminal History. If a CBC indicates that an instructor has been charged with or convicted of criminal misconduct, the affected instructor may be prohibited from participating in the programs listed. An instructor's inability to participate in such programs could also lead to the termination of employment. A conviction or arrest will not automatically disqualify an instructor from participating in the programs. The following criteria will be considered in determining whether an affected instructor will be permitted to participate in the listed programs:

- The date, nature and number of arrests and convictions;
- The relationship which the arrest or conviction bears to the duties and responsibilities of the affected students;
- Successful efforts toward rehabilitation;
- Rules and regulations of the program;
- Other criteria which are determined by College administrators to be relevant.

Administrative Procedures. The College President, with the assistance of his subordinates, shall develop written practices and procedures relating to the implementation of this policy. In addition, if new programs are developed by the College which the President determines require the use of criminal background checks, the President may, through the adoption of written procedures, expand the list of programs to which this policy applies.

Adopted Date: 07/18/2006