

# ***Pre-Employment Background Screening Policy***

## **Application of Policy**

This policy applies to all employees of Central Virginia Community College.

### **A. Purpose**

1. It is important that CVCC's missions are supported by qualified employees, with a safe and secure environment for all College constituents, including students, visitors and employees. It is also important that Central Virginia Community College take meaningful actions to protect its organizational assets including funds, property, people, information and other assets.
2. This policy is intended to support the verification of criminal history and other information related to employment decisions that assist the College in meeting its commitments.

### **B. Statement of Coverage**

1. It is the policy of Central Virginia Community College that (all new employees (full and part-time administrative and teaching faculty, full and part-time classified employees, and wage employees) who are to be paid by the College have criminal and any other related background information verified as a condition of employment.
2. Employees rehired within 12 months of their last CVCC work assignment will not be required to have a background check if an appropriate background check had been previously completed.

## **C. Policy Procedures**

- a. A Criminal Background Check Authorization form must be completed by the candidate and submitted to the Human Resource office prior to an offer of employment. Employment must not start prior to the completion of a satisfactory background check.
- b. Exceptions to section a (above) must be approved by the Human Resource Manager.
- c. If an exception is made, the offer letter and/or faculty contract must state that “this offer is contingent upon receipt of satisfactory results from the background check initiated by the college. The offer may be withdrawn based on the results of the background check”.
- d. Candidates who have resided or worked in a state other than Virginia will have a national and/or community (based on where they have lived and worked) level background check conducted. This check will be conducted in addition to or in lieu of the Virginia State Police background check.
- e. Candidates for positions identified as “sensitive” must undergo a fingerprint based background check.

## **D. Responsibilities**

### **1. Human Resource Office Responsibilities**

- a. The Human Resource Office will initiate the background check upon receipt of a completed Criminal Background Check Authorization form.
- b. If the background check reveals convictions which the individual disclosed in the application, the human resource office will review the report with the appropriate hiring authority and jointly, they will evaluate each conviction, including any additional information the individual provides, before the offer of employment is confirmed or withdrawn. The existence of a conviction does not automatically

disqualify an individual from employment. Relevant considerations may include, but are not limited to, the nature and number of the convictions, their dates (recency), and the relationship a conviction has to the duties and responsibilities of the position. Any decision to accept or reject an individual with a conviction is solely at the discretion of Central Virginia Community College. (All related information will be treated as confidential, and protected as such.)

- c. If unreported convictions are revealed in the criminal history check, the offer of employment may be withdrawn (and, if employed, the individual will be separated from employment), unless the individual shows that the report is in error. The decision to reject or terminate an individual with an unreported conviction is solely at the discretion of Central Virginia Community College. (All related information will be treated as confidential, and protected as such.)
- d. In the event that the results of the background check influences a decision to withdraw an employment offer (or terminate employment), the human resources office will inform the hiring department and the individual.
- e. CVCC reserves the right to conduct a background check when circumstances are identified that warrant investigation of job-related convictions. If the background check shows conviction information that may compromise the safety of students, visitors, and/or other employees, the employee may be terminated.

#### **E. Records Maintenance**

- a. All information obtained from background checks will be maintained in strictest confidence. Only those individuals essential to the hiring process will be informed of information on a need-to-know basis.
- b. Background check information in the Human Resource office will be kept at a minimum. The file documentation for individuals hired will

indicate the background check was conducted and the results indicated no problems related to employment. The file documentation for individuals not hired will indicate the offer was not made or retracted due to information obtained from the background check.

#### **F. Sanctions for Violation**

Violations of College and State policies, including providing false or misleading information used for any of the above background checks, will be handled in accordance with applicable College and State policies and procedures; which may include disciplinary actions up to and including termination from the College.

#### **Office Responsible for this Policy**

Central Virginia Community College Human Resource Office.

#### **Effective Date**

The effective date is July 1, 2008.