



**Title: Background Check Policy**  
**Approval Date: August 28, 2014**  
**Effective Date: August 28, 2014**  
**Date of Last Revision/Revisions Approval:**  
**N/A**  
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**Office: Human Resources**

**Purpose:**

The purpose of the Background Check Policy is:

- To promote a safe environment for our students, employees, and visitors to our campuses
- To protect organizational assets including people, property and information
- To verify the identity of applicants
- To perform due diligence in ensuring that we appropriately evaluate candidates' background and suitability for employment within the college.
- To enable the college to make prudent hiring decisions based upon comprehensive relevance to the job duties of the applicant.

**1) Coverage:**

- a. This policy will cover all new hire employees (full-time and/or part time) of South Louisiana Community College.
- b. This policy also applies to any individual who has a break in service (terminated from the system) and is rehired. (Note: For adjunct faculty, a break in service is defined as two semesters, Fall and Spring.)
- c. Current employees with South Louisiana Community College, who are transferred, promoted or moved into a different position other than original hire after July 1, 2013, are subjected to this background evaluation policy.
- d. In addition, individuals employed by an external party and stationed on SLCC property or those provided network access are subject to background evaluation.

**2) Completion of Background Checks:**

- a. Background checks are required to be completed prior to an offer of employment.
- b. No unconditional offer of employment can be made until the background check is complete and the appointment has been approved by the Appointing Authority.
  - 1) Exceptions to this policy must be documented as an emergency appointment and have the joint approval of the Human Resource Director and appropriate Vice Chancellor.

- 2) Any appointment without a completed background check shall require the offer of appointment to include a statement that continued employment is contingent upon a successful background evaluation report.

3) **Minimum Background Check Requirements for all hires and rehires:**

- a. Social Security Check
- b. Local Criminal Search
- c. Nationwide Criminal Search
- d. Sex Offender Search
- e. Office of Foreign Assets Control

4) **Additional Background Checks Requirements:**

- a. **Motor Vehicle History:** Motor vehicle record checks should be conducted for positions that involve the operation of a motor vehicle or heavy equipment, or that require a valid driver's or commercial driver's license. Such operators should have their motor vehicle records checked periodically to ensure that the employee maintains a good driving record.
  - 1) Positions requiring Motor Vehicle History include, but are not limited to:
    - a. Maintenance
    - b. Security Personnel
    - c. Administrative Personnel
- b. **Credit Check:** Positions requiring a credit check are those that have access to material levels of cash or securities; have responsibility or authority for the execution, approval or commitment of financial resources or transactions; responsibility for creating, collecting, or accounting for material levels of accounts receivable; have significant inventory control responsibilities, including the receipt and release of inventory; have access to, or responsibility for the payroll/personnel or purchasing systems, or privileged access to sensitive data or critical data processing systems; have unsupervised access to college, employee, or student property or master key access to facilities or have access to pharmaceuticals or other controlled drugs such as employees doing clinical in hospitals.
  - 1) Positions requiring Credit Checks include, but are not limited to:
    - a. All Accounting positions
    - b. Property Control Positions
    - c. Financial Aid Positions
    - d. Any position with fiduciary responsibility
    - e. Nursing clinical faculty

5) **Current Employee Responsibility to Report Arrest and/or Convictions.** Current employees must report to their immediate supervisor **and** the Human Resource Office within five days:

- a. Any drug (or alcohol related) arrest and/or convictions they receive, whether they are felonies or misdemeanors.
- b. Arrest and/or Convictions related to child molestation, indecency with a minor, or other sexual offenses.
- c. Arrest and/or Convictions for alcohol related and serious motor vehicle violations, including but not limited to DWI/DUI, reckless driving, evading arrest, hit-and-run, and similar



offenses if their duties involve the operation of college heavy machinery equipment or motor vehicles, life safety, security.

- d. Any arrest and/or convictions involving financial impropriety or similar matters for employees who work in positions with fiduciary responsibilities.
- e. The College reserves the right to conduct a criminal background check when circumstances are identified that warrant further investigation for arrest and/or convictions that may affect job performance or have direct impact on job duties. Results of the background check will normally not affect opportunities for continued employment unless information discovered regarding prior or current arrest and/or convictions leads to a conclusion that the safety of students, clients, and/or co-workers may be compromised. The individual may be reassigned or his/her employment may be terminated.

6) **Use of Background Check Information.** The discovery of any relevant arrest or conviction, falsified arrest or conviction information or other information on the application may result in denial of employment. A previous arrest or conviction does not automatically disqualify an applicant from consideration from employment with South Louisiana Community College.

- a) **Relevance:** In making the determination of the relevance of the arrest and/or conviction, consideration will be given to the following:

- 1) Nature
- 2) Period of time lapsed
- 3) Frequency
- 4) Severity of the crime(s)
- 5) Age of the individual at the time the crimes were committed

- b) **Other factors** that will impact the decision include the nature of the position for which selected; the relationship that an arrest and/or conviction has to the duties and responsibilities of the position; whether the circumstances arose out of an employment situation; whether the arrest and/or conviction is related to harm to others, such as murder, rape, assault, domestic violence, etc.; the nature and scope of position's fiduciary responsibilities; the nature and scope of the position's student, public or other interpersonal contact; the nature and scope of the position's autonomy and discretionary authority; the sensitive nature of the data or records maintained or to which the position has access; the potential opportunity presented for the commission of offenses; the extent to which acceptable job performance requires the trust and confidence of the college or public; and other factors as deemed appropriate.

- c) **Withholding Arrest/Conviction Information:** If an applicant fails to reveal any previous arrest or convictions, he/she will likely be disqualified from employment with SLCC for falsification of an application.

- d) **Final Decision:** A decision to not hire or rescind a previous offer will be made by the Appointing Authority in all Unclassified and Classified positions.

7) **Individual Assessment** - In the event a background check is going to be used in a potential adverse employment decision, the applicant must be provided a copy of the background check report, a summary of rights under the Fair Credit Reporting Act and be allowed the chance to explain the results. South Louisiana Community College will consider the explanation but this does not require the employer to change the decision. If an applicant declines the opportunity to explain, the employer can make the decision without the explanation.

- 8) **Maintaining Information** - Any information derived from a reference or background check shall be maintained in the strictest confidence possible and will be maintained in the Human Resource Office under separate cover for a period of 5 years after an employee's termination/ retirement date. Only essential personnel involved in the hiring process shall be informed, on a need-to-know basis.

x	Reviewing Council/Entity	Approval Date	Effective Date	Date of Last Revision & Approval
x	Cabinet Approval	August 28, 2014	August 28, 2014	N/A
x	Executive Committee Approval	August 28, 2014	August 28, 2014	N/A
x	Chancellor Approval	August 28, 2014	August 28, 2014	N/A

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