

Urbana University

Pre-Employment Screening

Purpose

Urbana University is committed to providing a safe workplace and learning environment for all employees, students, and visitors, as well as committed to protecting University property and operations. It is the intent of the University to ensure a safe and secure environment by conducting criminal background checks on all individuals who have received an offer of employment with the University, and to comply with all relevant state, federal and local laws governing employment and background screening in its administration of this policy.

Policy

This policy applies to job candidates who have received a formal offer of employment from the university, current employees who also receive an offer to adjunct or tutor, and current employees receiving a job offer for a position deemed “sensitive”.

Background checks will be conducted as part of the pre-employment process and will include a Social Security number trace, a combined national criminal database and national sex offender search, and a seven year criminal felony and misdemeanor search which includes all countries as revealed by the SSN trace. Other sources of background information, including a credit check and motor vehicle report, will be reviewed for sensitive positions. For the purposes of this policy, sensitive positions are those which include driving for work purposes, access to financial records, receiving or processing of payments and senior executive positions. For current employees receiving a job offer for an adjunct position, a new background check will be conducted. In addition, a credit check or motor vehicle report will only be conducted for current Urbana employees receiving a job offer for a position deemed sensitive.

The University recognizes that its interests in a candidate’s background must be balanced with the need to protect the privacy of the applicant. University policies, and state and federal laws, recognize the individual’s right to privacy, and prohibits the University from seeking, using, or disclosing information except within the scope of job- relatedness. Any information related to the background check will be

maintained in the strictest confidence possible. Only persons involved in the employment process will be informed on a need-to-know basis.

Application discrepancies disclosed or discovered in the employment process may influence employment decisions. Falsified information on the application will normally result in adverse employment action. Additionally, if there is evidence that a current employee may have falsified his or her employment application when initially hired by the University or has subsequently been convicted of law violations that may be job related, the employee will be subject to a background check, and based on the findings, disciplinary action up to and including termination. With a reasonable belief or suspicion that an employee has committed a crime, it is probable cause for the University to conduct a background check when the safety and security of our customers, employees, property and operations are concerned. It is the employee's responsibility to report violations of the law that occur while employed to the Executive Director of Human Resources.